

City of Ramsey
Agenda
Regular City Council
Tuesday, June 28, 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. Annual Police Department Update and Review of 2021 Activity
 2. Annual Fire Department Update and Review of 2021 Activity
- 3. Citizen Input**
- 4. Approve Agenda**
- 5. Consent Agenda**
 1. Consider Declaration of Restrictions and Covenants for Project Specific Wetland Replacement
 2. Approve the Following Meeting Minutes:
 1. City Council Work Session dated 06/14/2022
 2. City Council Regular Session dated 06/14/2022
 3. Approve Business Licenses
 4. Approve Rental Licenses
 5. Authorization to Reclassify the Engineering Technician IV to Senior Engineering Technician
 6. Authorization to Temporarily Increase the Recreation Specialist from 29 to 40 Hours per Week.
 7. Authorization to Hire a Police Officer Filling a Current Vacancy
 8. Authorization to Hire a Part-time Receptionist/Secretary
 9. Authorization to Hire a Temporary Non Benefit Eligible AFSCME Public Works Maintenance Worker
 10. Adopt Resolution #22-152 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of June 9, 2022 through June 22, 2022

11. Adopt Resolution #22-149 Authorizing Signatures for Financial Transactions
 12. Adopt Resolution #22-151 Declaring Participation in State Performance Measurement Program
 13. Adopt Resolution #22-133 Authorizing Final Payment to Northwest Asphalt & Maintenance for Improvement Project #22-08, 2022 Crack Seal Improvements.
 14. Adopt Resolution #22-139 Authorizing Partial Payment No. 2 to Douglas-Kerr Underground, LLC., for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive.
 15. Adopt Resolution #22-142 Authorizing Partial Payment to North Valley Inc. for Fire Station No. 1 Parking Lot Improvements, Improvement Project #21-10.
 16. Adopt Resolution #22-144 Approving Contracted Services for Traffic Count Updates in COR and Surrounding Area
 17. Adopt Resolution #22-145 Appointing the City Administrator as Deputy City Clerk in Addition to the City Administrator's Existing Duties per Minnesota Statute 412.151 in the Event of the Absence of the City Clerk.
 18. Adopt Resolution #22-150 Approving Plans and Specifications and Authorizing Advertisements for Bids for Autumn Heights Street Reconstructions, Improvement Project #22-02
6. **Public Hearing**
7. **Council Business**
1. Adopt 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
 2. Adopt Resolution #22-148 Approving Plans and Specifications and Authorizing Advertisements for Bids for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #20-05
 3. Adopt Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs
 4. Authorization to Approve a Restructure in Administrative Services
8. **Mayor/Council/Staff Input**
9. **Adjournment**

Meeting Date: 06/28/2022

Information

Title:

Annual Police Department Update and Review of 2021 Activity

Purpose/Background:

Chief Katers will review police Calls For Service data, crime trends, and update the council on the police department activities in 2021.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Jeff Katers	Jeff Katers	06/17/2022 03:55 PM
Brian Hagen	Brian Hagen	06/23/2022 02:08 PM
Form Started By: Colleen Lasher		Started On: 06/17/2022 03:19 PM
Final Approval Date: 06/23/2022		

Meeting Date: 06/28/2022

Information

Title:

Annual Fire Department Update and Review of 2021 Activity

Purpose/Background:

Chief Kohner will review fire Calls For Service data, fire trends, and update the council on the Fire Department activities in 2021.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Matt Kohner	Matt Kohner	06/20/2022 10:42 AM
Brian Hagen	Brian Hagen	06/23/2022 02:08 PM
Form Started By: Colleen Lasher		Started On: 06/17/2022 03:23 PM
Final Approval Date: 06/23/2022		

CC Regular Session

5. 1.

Meeting Date: 06/28/2022

Submitted For: Len Linton, Engineering/Public Works

By: Len Linton, Engineering/Public Works

Information

Title

Consider Declaration of Restrictions and Covenants for Project Specific Wetland Replacement

Purpose/Background:

The COR (formerly known as Ramsey Town Center) is a master-planned 300 acre development. The master planning included creating two wetland mitigation areas on site to compensate for the loss of wetland filled as part of the development process. The wetland mitigation process includes monitoring and filing reports on the condition of the wetlands for five years after the wetland is created.

The wetlands were created in 2005-2006. Monitoring was performed in 2011 and 2012. The City selected SEH consultants in 2020 to complete the monitoring of the wetlands so the mitigation could be declared complete. The report from their monitoring of the mitigated wetlands is attached.

The report was submitted to the Lower Rum River Watershed Management Organization (LRRWMO) for review. The LRRWMO convened a Technical Evaluation Panel (TEP) on site on May 21, 2021 to review mitigation areas and the monitoring report to determine if the goals of the mitigation had been met.

The TEP concurred with the observations in the report that the wetlands are generally functioning as proposed. The report notes that hybrid cattails dominate the vegetation, which is natural given that the hybrid species out competes the native species in an area and is not easily controlled to emphasize growth of the natural species.

The report states that a Declaration of Restrictions and Covenants for Project Specific Wetland Replacement must be recorded at the county over each mitigation site. The City owns the parcels where the mitigation occurs; therefore, the City has prepared the attached documents for the mitigation sites. The declaration has three parts, the declaration, Appendix A, the legal descriptions of the parcels with the mitigation areas and Appendix B, the map of the mitigation areas.

Observations/Alternatives:

A resolution is attached authorizing the City Administrator and Mayor to sign the Declaration of Restrictions and Covenants for Project Specific Wetlands.

Funding Source:

The mitigation wetlands were constructed as part of the Ramsey Town Center (now COR) project. The monitoring costs were paid from the stormwater utility fund.

Recommendation:

Resolution 22-147 has been prepared to authorize the City Administrator and Mayor to sign the Declaration of Restrictions and Covenants for Project Specific Wetlands. Staff recommends approving Resolution 22-147 directing the City Administrator and Mayor to sign the Declaration.

Action:

Motion to Approve Resolution 22-147.

Attachments

Monitoring Report

Declaration

Exhibit A

Exhibit B

Resolution

Form Review

Inbox

Bruce Westby

Brian Hagen

Form Started By: Len Linton

Final Approval Date: 06/23/2022

Reviewed By

Bruce Westby

Brian Hagen

Date

06/23/2022 01:36 PM

06/23/2022 02:11 PM

Started On: 06/20/2022 12:13 PM



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MEMORANDUM

TO: Mr. Leonard Linton, City Engineer, City of Ramsey

FROM: Rebecca Beduhn, SEH Biologist

DATE: October 7, 2021

RE: COR Wetland Monitoring
SEH No. RAMSY 158452 14.00

Background and Purpose

In 2005-2006, the City of Ramsey completed the construction of two wetland mitigation sites associated with the Center of Ramsey (COR) (previously Ramsey Town Center) development. These mitigation sites were permitted by the Lower Rum River Watershed Management Organization (LRRWMO) under permits 2003-07 and 2012-08. A third mitigation site, identified as “SW Pond” on the construction plans and “WNW” in the monitoring reports, was originally proposed but was not completed. Wetland credits were used in lieu of the third mitigation site. Monitoring reports were submitted on the two wetland mitigation sites in 2011 and 2012. Based on a letter submitted to the City of Ramsey from the LRRWMO on July 6, 2020, no subsequent monitoring reports have been completed.

This memorandum provides a wetland delineation to determine the quantity and quality of the wetland mitigation created at the COR and determine if the sites are in compliance with the approved permit and wetland replacement plan.

It is understood that the project impacted a total of 176,418 ft²(4.05 acres) of wetland. Application of a 2:1 replacement ratio result in a need to provide for 352,836 ft² or 8.10 acres of mitigation. A portion of the mitigation was completed through the purchase of wetland credits, which provided for 105,602 ft² (2.42 acres). Partial mitigation was also provided through construction of 97,600 ft² (2.24 acres) of stormwater ponds within the COR site, which have been previously approved. **A remainder of 149,634 ft² (3.44 acres) of wetland mitigation is still required through on-site replacement.** This remaining mitigation need was proposed through the construction of new wetlands with associated storm water and upland buffer components in two locations, identified as the Charter and Northwest sites.

A summary of the wetland impacts and proposed mitigation needs are provided in **Table 1**.

Table 1: Summary of Wetland Impacts and Mitigation Requirements

Impact Summary	Square Feet	Acres
Wetland Impacts	176,418	4.05
Wetland Replacement Ratio	2:01	
Wetland Mitigation Required	352,836	8.10
Completed Mitigation		
Purchase Wetland Credits	105,602	2.42
Storm Water Ponds	97,600	2.24
Remaining Project-Specific Needs	149,634	3.44

Engineers | Architects | Planners | Scientists

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Under the rules in place at the time of permitting (pre-2015 WCA revisions), wetland mitigation included two basic components: New Wetland Credit (NWC) for the creation or restoration of wetland and a companion Public Value Credit (PVC) component which considered areas of storm water pond treatment and upland buffer. These components were measured by square feet, with 100% of the area determining the crediting for features. Both mitigation sites have proposed a combination of NWC and PVC.

Performance standards under previous iterations of the WCA were less specific than current standards. While some sites could have an agreed upon site-specific standard, most mitigation sites were expected to be dominated by native vegetation and have a minimum number of native species present. Based on the 2011-2012 monitoring reports, the sites did not meet performance standards, and extensive work was completed to improve vegetation quality from what had developed since 2006 without any maintenance. This restoration work included herbicide applications to remove all vegetation, followed by reseeding and planting of plugs. In essence, the vegetation of the site was reset with these activities.

Wetland Mitigation Goals

The goal of the project is to create 70,816 ft² of wetland (NWC), and 78,818 ft² of Public Value Credit (PVC) through the creation of two wetland mitigation sites: Charter School Wetland and Northwest Wetland (**Figure 1**). A summary of the wetland mitigation area goals based on the requirements identified in the 2011 and 2012 monitoring reports is provided in **Table 2**.

Table 2: Summary of Wetland Mitigation Goals

Feature and Location	Credit Type	Proposed (square feet)
Charter Site		
New Wetland	NWC	24,816
Stormwater Pond and Buffer	PVC	32,818
Subtotal		57,634
Northwest Site		
New Wetland	NWC	46,000
Stormwater Pond and Buffer	PVC	46,000
Subtotal		92,000
Total		149,634

The 2011/2012 wetland monitoring reports discuss that the two sites appeared to generally follow the approved construction plans, but additional wetland habitat was present beyond what was anticipated. This may be from minor deviation from construction or a result of more than expected hydrology following construction. It was noted in the monitoring report that more wetland was present than proposed, but appeared to result from natural expansion of the wetland area and not from over-excavation by contractors.

The 2011/2012 wetland monitoring reports also provided better precision on the proposed areas of wetland and associated features. These appear to be based on GIS-derived as-builts of the two areas, and an estimate of what is anticipated based on the conditions present at the time. This includes an estimate of wetland communities and more details on the areas of the pond and surrounding upland buffer.

The as-built analysis indicates that the Charter Wetland is essentially constructed as proposed, while the Northwest Wetland appears to have been graded to create more wetland than initially proposed. The total area planned is unchanged (149,634 ft²), however the total actual area present (152,634 ft²) is larger by

3,000 ft². This appears to be related to a larger area of the Northwest wetland mitigation site, based on the mapping included in the monitoring report that indicates the actual size of the site is larger than what was included in the mitigation plan. A summary of the 2005 planned areas is provided in **Table 3**.

Table 3: Planned Wetland, Stormwater Treatment, and Upland Buffer Areas

Charter Site	
	Planned Area (ft ²)
New Wetland (Shallow Marsh)	7,592
New Wetland (Wet Meadow)	17,224
Stormwater Pond	4,860
Upland Buffer	27,958
Subtotal	57,634
Northwest Site	
New Wetland (Shallow Marsh)	26,181
New Wetland (Wet Meadow)	19,819
Stormwater Pond	19,476
Upland Buffer	26,524
Subtotal	92,000
Total	149,634

Vegetation standards are not specifically identified in the background material provided for this review; however, the 2011/2012 monitoring reports includes “Expected Values” for hydrology and vegetation in their evaluation. For the purposes of this analysis, hydrology measurements were not completed, relying instead on the criteria used to meet the criteria used in the wetland delineation. Assumed vegetation standards, which can be evaluated, have been summarized in **Table 4**.

Table 4: Summary of Performance Standards

Performance Standard	Expected Goal
Wet Meadow No. of Native Species	12
Wet Meadow Percent Native Cover	90%
Shallow Marsh No. of Native Species	8
Shallow Marsh Percent Native Cover	75%
Percent FAC or Wetter	75%
Upland Buffer No. of Native Species	15%
Upland Buffer Percent Native Cover	90%

Wetland Delineation

In order to determine the amount of wetland present, a wetland delineation was completed. The study area was examined on May 21, 2021 for areas meeting the technical wetland criteria per the U.S. Army Corps of Engineers *Wetlands Delineation Manual* (USACE 1987) and the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region* (USACE 2010). The delineation procedures in the *Corps Manual* (*i.e.*, the Routine Onsite Determination Method), in combination with wetland indicators and guidance provided in the *Regional Supplement*, were applied for this delineation. Where differences in the two documents occur, the *Regional Supplement* takes precedence over the *Corps Manual*.

Field notes, samples, and photographs were taken at representative locations in each wetland basin, with data transect locations following spacing guidelines in the *Regional Supplement*. The respective wetland and upland plots for each wetland were documented on Wetland Determination Data Forms (**Appendix A**). Relevant photographs of the site and representative sample locations are included in **Appendix B**; all other photographs will be retained on file at SEH.

Wetland plant species nomenclature follows the *National Wetland Plant List* (USACE 2016). Identification was aided with field guides for the region. Vegetation was sampled in nested circular plots: 5-ft radius for herbaceous species, 15-ft radius for shrubs, and 30-ft radius for trees and vines.

Soils were observed for hydric soil characteristics. Soils were examined in cores taken with a Dutch auger. Soil profiles were observed at a depth necessary to confirm hydric soil characteristics. Typical soil profile depths are typically within 18-24 inches below ground surface to allow for: (1) observation of an adequate portion of the soil profile to determine presence/absence of hydric soil characteristics; (2) observation of hydrology including depth to the water table and saturated soils; and, (3) identification of disturbances (e.g., buried horizon, plow line, etc.). Soil color determinations were made using Munsell Soil Color Charts (Gretag-Macbeth 1994). Site soil characteristics were compared to those mapped and described in the Soil Survey for Anoka County (USDA 2021). Hydric soil characteristics were compared to those identified in the *Northcentral and Northeastern Regional Supplement* (USACE 2012) and the most recent version of the NRCS publication *Field Indicators of Hydric Soils in the United States, Version 8.1* (USDA 2017).

Primary and secondary indicators of hydrology were identified in the field to determine the presence or absence of wetland hydrology, as described in the *Northcentral and Northeastern Regional Supplement* (USACE 2012) and are listed in each wetland description. Subsurface wetland hydrology indicators were examined using the soil cores and/or soil pits as deep as 24 inches.

Wetland classification follows the methods described in *Wetlands and Deepwater Habitats of the United States* (Cowardin, et al. 1979) that is used by the USFWS NWI. The Circular 39 classification (Shaw and Fredine 1956) is also provided. Wetland classification is also provided following *Wetland Plants and Plant Communities of Minnesota & Wisconsin* (Eggers and Reed 2014), which is used for classifying wetlands for permitting-related activities under the Minnesota Wetland Conservation Act (WCA) and the USACE *Final St. Paul District Policy for Wetland Compensatory Mitigation in Minnesota* (USACE 2009).

Wetland boundaries were located and marked with pin flags with "WETLAND BOUNDARY" to allow for field review. The locations of the delineated wetland boundaries were collected with a sub-meter accuracy Global Positioning System (GPS) unit and mapped. The results of the delineation are shown on **Figures 3 and 4**. The sample points noted identify where data was collected.

Wetland Delineation Results – Charter Wetland

The Charter mitigation wetland is comprised of a large central wetland, with three storm water treatment areas, and a perimeter of upland buffer. A pedestrian bridge crosses the site, and a constructed platform is present on the northeast side to allow people to overlook the site.

The wetland is dominated by hybrid cattail (*Typha glauca*), which is present throughout the basin. The three (3) storm water treatment areas are also dominated by hybrid cattail. The perimeter of the wetland has some transition to wet meadow as hydrology is drier here than the center of the basin, but it was mapped as Shallow Marsh with an eastern area of deep marsh where water depths are sufficient to prevent emergent vegetation from being established. While the majority (>90%) of the wetland area is

dominated by hybrid cattail, other native species are present including several sedges. Reed canary grass (*Phalaris arundinacea*) is low density. Most of the vegetation diversity is located along the edges, as are several red osier dogwood shrubs that may have been planted as part of landscaping. Given the distribution and presence primarily as small areas of individual plants, this appears to be remnants of what was a more diverse site prior to cattail-dominance. A previous reference to a large area of sedge meadow that was present in 2011 could not be located and is presumed no longer present within the limits.

Upland buffer is present around the entire perimeter. The buffer width varies but is approximately 10 feet on average. The site is located within a greenway corridor, so there is maintained turf outside of the unmanaged vegetation. For the purposes of this evaluation, the extent of the upland buffer did not include any areas of turf. The upland buffer is diverse, and has a large percentage of native species, including several grasses and forbs. Like the wetland, the composition and distribution of native species indicates much of it is a remnant of previous plantings. Several invasives have become established but are also widely dispersed. **Table 5** is a summary of the vegetation observed in the wetland and upland buffer portions of the Charter mitigation site.

Table 5: Charter Mitigation Site Vegetation Summary

Wetland Plant Inventory		Upland Buffer Plant Inventory	
Scientific Name	Common Name	Scientific Name	Common Name
<i>Acorus calamus</i>	Sweetflag	<i>Andropogon gerardii</i>	Big bluestem
<i>Carex lacustris</i>	Lake sedge	<i>Astragalus canadensis</i>	Canada milk vetch
<i>Carex stricta</i>	tussock sedge	<i>Berteroa incana</i>	Hoary alyssum
<i>Cornus sericea</i>	Red osier dogwood	<i>Bouteloua curtipendula</i>	Sideoats grama
<i>Eleocharus obtusa</i>	blunt spikerush	<i>Elymus canadensis</i>	Canada wild rye
<i>Helenium autumnale</i>	Sneezeweed	<i>Helianthus giganteus</i>	Giant sunflower
<i>Onoclea sensibilis</i>	Sensitive fern	<i>Linaria vulgaris</i>	Butter and Eggs
<i>Phalaris arundinacea</i>	Reed canary grass	<i>Monarda fistulosa</i>	Wild bergamot
<i>Scirpus cyperinus</i>	Woolgrass	<i>Panicum virgatum</i>	Switchgrass
<i>Typha glauca</i>	Hybrid cattail	<i>Potentilla norvegica</i>	Norwegian cinquefoil
		<i>Schizachyrium scoparium</i>	Little bluestem
		<i>Solidago canadensis</i>	Canada goldenrod
		<i>Sonchus arvensis</i>	Sow thistle
		<i>Sorghastrum nutans</i>	Indian grass
		<i>Symphotrichum oolentangiense</i>	Sky blue aster
		<i>Thlapsi arvensis</i>	Field pennycress
		<i>Urtica dioica</i>	Stinging nettle
		<i>Verbascum thapsus</i>	Common mullein

Soils within the wetland were dominated by black and dark brown coarse sand, which is likely the soil present from construction. Hydrology was present as inundation for most of the basin, and saturation near the perimeter. Inlet and outlet structures are present to assist with moderating hydrology within the site.

Wetland Delineation Results – Northwest Wetland

The northwest mitigation site is comprised of a large wetland on the north side with a single stormwater treatment basin located on the south side of the site. Upland buffer is present around the perimeter of the wetland. A berm separates the storm water pond from the wetland and is considered part of the upland buffer component. The wetland is dominated by hybrid cattail (*Typha glauca*), which is present throughout the wetland. The exception being a larger area of deep marsh in the center of the basin which lacks vegetation. Along the perimeter there is minimal transition to upland, and the wetland is present essentially at the toe of the slope. While not dominant overall, small pockets of sedges are present, which are likely remnants from the 2011 restoration efforts. A few small black willow (*Salix nigra*) trees have also become established within the margins of the wetland. The stormwater pond components of the site are almost entirely composed of hybrid cattail and open water.

Upland buffer lies around the perimeter of the site. While reed canary grass is present at the base of the upland buffer the mixture of vegetation is more diverse than expected. Areas of spotted knapweed (*Centaurea stoebe*) and smooth brome (*Bromus inermis*) are present, but smaller density native species such as little bluestem (*Schizachyrium scoparium*), big bluestem (*Andropogon gerardii*), and sideoats grama (*Bouteloua curtipendula*) are also present. Overall, the upland buffer is diverse, but is not dominated by native species. Like the wetlands, native upland vegetation includes some remnants of the 2011 reseeding. The berm between the wetland and storm water treatment area is entirely reed canary grass, and much of it may be wetland, or at least wet enough to discourage upland species from being present. **Table 6** is a summary of the vegetation observed in the wetland and upland buffer portions of the Northwest mitigation site.

Table 6: Northwest Mitigation Site Vegetation Summary

Wetland Plant Inventory		Upland Buffer Plant Inventory	
Scientific Name	Common Name	Scientific Name	Common Name
<i>Acorus calamus</i>	Sweetflag	<i>Andropogon gerardii</i>	Big bluestem
<i>Asclepias incarnata</i>	Swamp milkweed	<i>Asclepias syriaca</i>	Common milkweed
<i>Carex stricta</i>	Tussock sedge	<i>Berteroa incana</i>	Hoary alyssum
<i>Hydrophyllum virginianum</i>	Shawnee-salad	<i>Bouteloua curtipendula</i>	Sideoats grama
<i>Onoclea sensibilis</i>	Sensitive fern	<i>Bromus inermis</i>	Smooth brome grass
<i>Phalaris arundinacea</i>	Reed canary grass	<i>Centaurea stoebe</i>	Spotted knapweed
<i>Phragmites australis</i>	Giant reed grass	<i>Monarda fistulosa</i>	Wild bergamot
<i>Poa palustris</i>	Fowl bluegrass	<i>Oenothera biennis</i>	Evening primrose
<i>Rumex crispus</i>	Curly dock	<i>Panicum virgatum</i>	Switchgrass
<i>Salix nigra</i>	Black willow	<i>Pycnanthemum virginianum</i>	Mountain mint
<i>Scirpus cyperinus</i>	Woolgrass	<i>Salix nigra</i>	Black willow
<i>Typha glauca</i>	Hybrid cattail	<i>Schizachyrium scoparium</i>	Little bluestem
<i>Urtica dioica</i>	Stinging nettle	<i>Solidago canadensis</i>	Canada goldenrod
		<i>Solidago rigida</i>	Stiff goldenrod
		<i>Ulmus pumila</i>	Siberian elm
		<i>Verbascum thapsus</i>	Common mullein

Soils within the wetland were dominated by black and dark brown coarse sand, which is likely the soil present from construction. Hydrology was present as inundation for most of the basin, and saturation near the perimeter. Hydrology was present as inundation for most of the basin, and saturation near the perimeter. Inlet and outlet structures are present to assist with moderating hydrology within the site.

Wetland Delineation Results – Wetland Area and Credits

The wetland delineation was used to determine the amount and types of wetland present at each of the wetland mitigation site locations. During the wetland delineation, the location and extent of storm water features was also verified, although the mapping was completed using GIS resources and previous as-built maps of the areas. The extent of upland buffer was mapped using the extent of unmanaged vegetation in place currently. Areas within the parcel that are not functional buffer was not included.

The area available for consideration as the mitigation site was verified to be within the drainage and utility easement identified within the recorded plat. A summary of the results is provided in **Table 7**. This includes areal estimates provided in the 2011 and 2012 monitoring reports, to show the progression from what was originally planned to the conditions ten years ago, to current conditions.

Table 7: Summary of NWC and PVC Credits Proposed and Created

Feature	Area (Square Feet)		
	Proposed	2011/2012	Current (2021)
Charter Site			
New Wetland (Shallow Marsh)	26,181	17,973	40,154
New Wetland (Wet Meadow)	19,819	29,514	0
New Wetland (Deep Marsh)	0	0	9,862
Stormwater Treatment Area	19,476	7,933	19,366
Upland Buffer	26,524	37,997	43,952
Subtotal	92,000	93,417	113,334
Northwest Site			
New Wetland (Shallow Marsh)	7,592	7,640	17,688
New Wetland (Wet Meadow)	17,224	17,717	0
New Wetland (Deep Marsh)	0	0	7,086
Stormwater Treatment Area	4,860	4,659	5,980
Upland Buffer	27,958	29,201	15,825
Subtotal	57,634	59,217	46,579
Total	149,634	152,634	159,913

Although a total area of 149,634 ft² (3.44 acres) was proposed, a larger area of 159,913 ft² (3.67 acres) is present. Specific to the area of wetland, a total of 70,816 ft² (1.63 acres) was proposed, but a total of 74,790 ft² (1.72 acres) is present currently. This additional area of wetland was identified in 2011 and appears to be related to a larger area of wetland that was graded. This has increased further, which may be related to the site maturing or following a prolonged period of above average annual precipitation (2014-2019, according to the MN Climatology Working Group). The wetland is currently located at the toe of the slope and is not likely to expand beyond the current footprint. The increase in the total footprint is

likely related to an adjustment of the constructed area, but is within the platted area and is assumed to be the correct quantity to consider based on site conditions for the previous ten years.

The wetland communities present are also different from what was proposed. The proposed wetland was anticipated to be comprised of wet meadow and shallow marsh. The current wetland is comprised of shallow marsh with smaller areas of deep marsh. The wet meadow component is generally not present, although small fringe areas do contain typical wet meadow species. This adjustment in wetland communities' correlates to the increase in wetland area, as both are a result of an increase in wetland hydrology.

The areas of proposed storm water treatment are similar to what was proposed, however the treatment area in the Northwest wetland is larger. This appears to be from additional hydrology present, and an expansion of the treatment area into the sidelopes.

The proposed upland buffers also differ a little in area from what was proposed. At the Charter site, there is additional buffer present, which was initially identified in 2011. It is unclear if this was a deliberate adjustment, but it was identified as an increased area in 2011, and it may have expanded slightly as the area was not mowed and perhaps expanded naturally. Conversely, at the Northwest site, the area of upland buffer is less than what was proposed, although the decrease appears to be related to an increase in the area of wetland and stormwater treatment. Overall, the total area of the Northwest site has decreased, based off the current property boundaries and limits of the current drainage and utility easements present on these parcels.

On the basis of the quantity of credits generated, the objective of creating 149,634 square feet of wetland, stormwater treatment and upland buffer has been achieved.

Vegetation Quality and Performance Standards

An assessment of vegetation performance standards was completed to see if the sites meet the presumed success criteria identified in the 2011 monitoring report (**Table 7**). Wet Meadow criteria were determined to be not applicable, as that community is not present. No performance standards for deep marsh were identified as this was not an expected community, although the presence of only hybrid cattail would presumably not meet the anticipated standards.

Table 7: Summary of Expected and Observed Vegetation Performance Standards – Charter Site

Performance Standard	Expected	Observed (Charter)	Observed (Northwest)	Standard Met?
Wet Meadow No. of Native Species	12	N/A	N/A	N/A
Wet Meadow Percent Native Cover	90%	N/A	N/A	N/A
Shallow Marsh No. of Native Species	8	8	8	Yes
Shallow Marsh Percent Native Cover	75%	<10%	<10%	No
Deep Marsh No. of Native Species	N/A	0	0	No
Deep Marsh Percent Native Cover	N/A	<5	<5%	No
Percent FAC or Wetter	75%	100%	100%	Yes
Upland Buffer No. of Native Species	15	11	10	No
Upland Buffer Percent Native Cover	90%	75%	60%	No

Shallow marsh performance standards are partially met, as the number of native species has been matched, as has the number of FAC or wetter species. This is likely a result of the restoration efforts completed in 2011, as there is a good abundance of native species present; presumably remnants of the seeding and plugs installed when the site was reestablished. The abundance however, as measured by percent cover of native species, is less than the presumed performance standard. While species richness is high for shallow marsh, the dominance of hybrid cattails is very high, and is not likely to change without intervention.

Upland buffer performance standards are not met, although the native species richness is close, and the percent cover of native species is higher than anticipated for a site with no maintenance since 2012. Much like the presence of individual native species in the shallow marsh, the occurrence of native grasses and forbs in the upland buffer are likely remnants of the restoration initiated in 2011. It is anticipated that the native species will decrease in richness and percent cover as non-native and invasive species outcompete them over time.

Overall, the vegetation quality observed in the two mitigation sites does not meet the presumed performance standards. This is not surprising, given the lack of maintenance although they were better quality than anticipated when compared to similar sites.

Recommendations

The quantity of wetland and associated stormwater treatment and upland buffer exceeds what we proposed. On the basis of credits, the two sites meet the quantity criteria. It is recommended that specific to the wetland credits, the sites are approved as is.

The quality of the wetland mitigation sites does not meet the presumed performance standards. The number of native species present in the shallow marsh and upland buffer meets or nearly meets the standard, but the percent native cover does not. This is primarily because both sites are dominated by hybrid cattail. This species is very aggressive and will outcompete native species. The restoration of the site in 2011 had an initial site that met performance standards, but without intensive management, cattails have taken over. The scattered number of native species present indicate that some individuals have persisted, but overall, the site lacks diversity.

While vegetation management could be initiated, including herbicide applications and reseeding, the dominance of hybrid cattails is not likely to be easily controlled. After 10 years of development, there is likely a hybrid cattail seedbank that cannot be effectively removed. Removal of the seed bank would require scraping of the entire site, including the stormwater treatment areas. This is not a feasible activity, as it is more extensive than a typical maintenance task. It is also not likely to be successful as hybrid cattails are still present in the area and stormwater runoff will still flow through the sites. As has been demonstrated with the need to reset the site in 2011 and the current conditions, the long-term prognosis of these sites without perpetual maintenance to meet very challenging performance standards is poor.

Based on our assessment of the site, we advise that the City of Ramsey present these findings and recommendations to the LRRWMO and TEP with the following request:

1. Approve the two mitigation sites on the basis that the area of wetland credit exceeds the quantity required.
2. Approve the two mitigation sites performance standards on the basis that while the desired quality is not met it is unlikely to be significantly improved with remediation and the long-term

outcome is likely similar to what is present currently. While improvements to the upland buffer can be achieved with strategic herbicide applications, mowing, and interseeding to augment native species, the dominance of hybrid cattails likely cannot be overcome.

3. Not specific to this assessment, the mitigation sites also require the recording of a deed of restrictions and covenants. While both sites are under a drainage and utility easement, and therefore have some level of protection, wetland mitigation sites convey additional land use restrictions and should be completed. It is recommended that this be completed after the mitigation sites have been approved, likely as a contingency of said approval.
4. A requirement is also to monument the sites to identify where the mitigation site is located. It is recommended to discuss options with the LRRWMO and TEP for what would be appropriate signage. While signage may be less critical for sites entirely within city-owned property, the demarcation of the boundaries can assist with preventing accidental encroachment. They can also provide educational opportunities if information about the site is presented in conjunction with a boundary marker.

It is recommended that a site visit be convened in the fall of 2021 to provide the opportunity to inspect the site and verify the findings of this memorandum. SEH staff will facilitate the review and assist with the necessary steps to achieve closure of these mitigation sites.

Please contact me at rbeduhn@sehinc.com or at 651.470.6027 if I can be of any assistance in elaborating the content and recommendations of this memorandum.

Attachments:

Figure Set

Appendix A – Wetland Determination Data Forms

Appendix B – Site Photographs

drd

c: Deric Deuschle, SEH

Figures

Figure 1 – Site Location

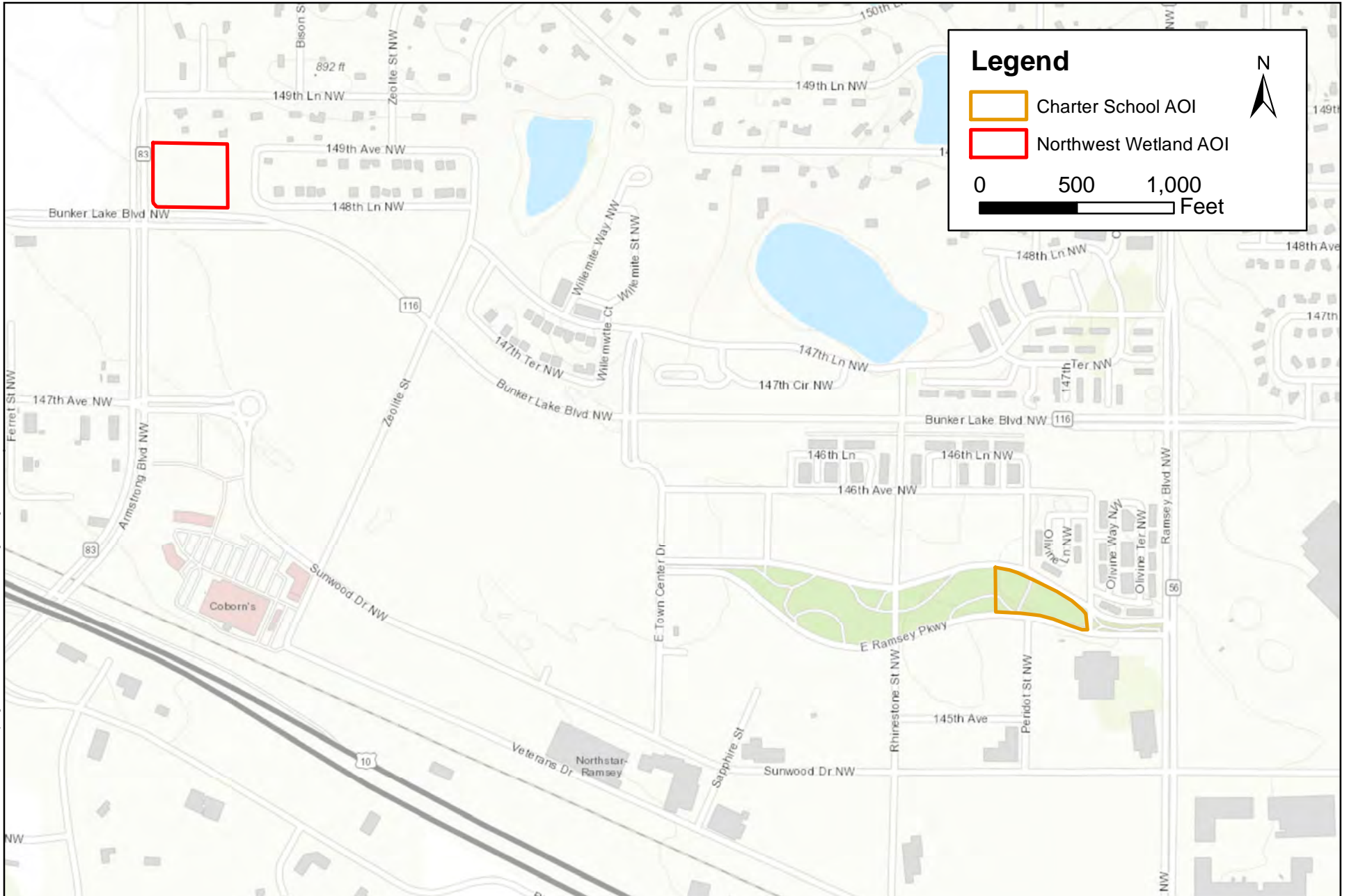
Figure 2 – 2020 Aerial Photograph – Charter Site

Figure 3 – 2020 Aerial Photograph – Northwest Site

Figure 4 – Results – Charter Wetland

Figure 5 – Results – Northwest Wetland

Path: X:\P\TR\RAMSY\1584523-env-study-regs\30-env-doc\30-wetlands\GIS\DRD Figures\Fig 1_Location.mxd



Legend

- Charter School AOI
- Northwest Wetland AOI

0 500 1,000
 Feet

N



3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110
 PHONE: (651) 490-2000
 FAX: (651) 490-2150
 WATTS: 800-325-2055
 www.sehinc.com

Project: RAMSY 158452
 Print Date: 10/7/2021
 Map by: ddeuschle
 Projection: UTM NAD 83 Zone 15N
 Source: MnGeo, SEH, ESRI

Mitigation Site Locations
 COR Wetland Mitigation Monitoring
 Ramsey, Anoka County, Minnesota


Figure
 1


This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.


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Legend

 Charter School AOI

 N

0 50 100
 Feet



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Project: RAMSY 158452
 Print Date: 10/7/2021
 Map by: ddeuschle
 Projection: UTM NAD 83 Zone 15N
 Source: MnGeo, SEH, ESRI

2020 Aerial Photograph Charter Site
 COR Wetland Mitigation Monitoring
 Ramsey, Anoka County, Minnesota

Figure
 2

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Project: RAMSY 158452
Print Date: 10/7/2021

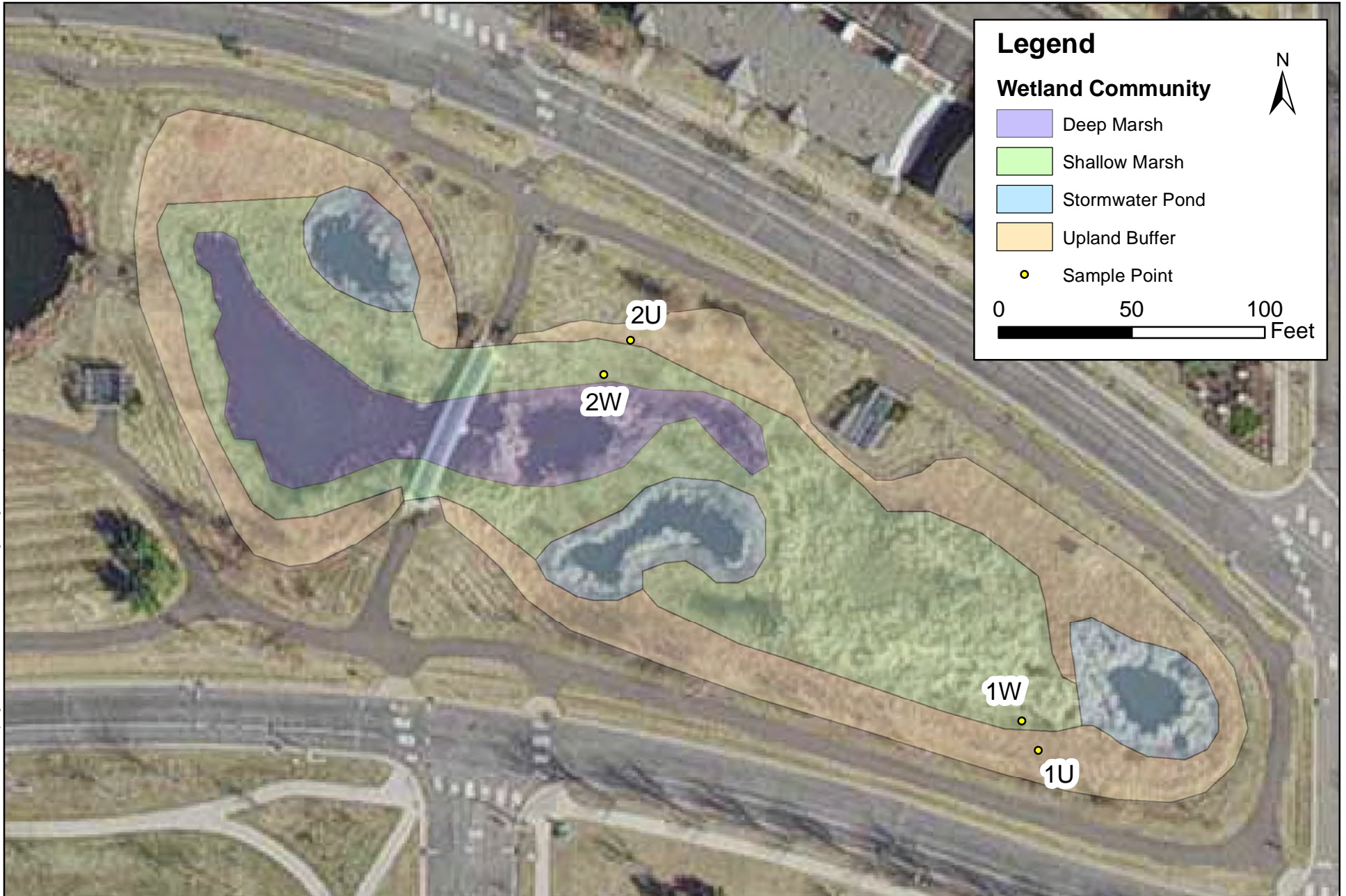
Map by: ddeuschle
Projection: UTM NAD 83 Zone 15N
Source: MnGeo, SEH, ESRI

2020 Aerial Photograph Northwest Site

COR Wetland Mitigation Monitoring
Ramsey, Anoka County, Minnesota

Figure
3

Path: X:\P\T\R\RAMSY\1584523-env-stdy-rregs\30-env-doc\30-wetlands\GIS\DRD Figures\Fig 4 Charter Results.mxd



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Project: RAMSY 158452
 Print Date: 10/7/2021

Map by: ddeuschle
 Projection: UTM NAD 83 Zone 15N
 Source: MnGeo, SEH, ESRI

Credit Areas and Wetland Communities - Charter Site

COR Wetland Mitigation Monitoring
 Ramsey, Anoka County, Minnesota

Figure
 4

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

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Project: RAMSY 158452
 Print Date: 10/7/2021

Map by: ddeuschle
 Projection: UTM NAD 83 Zone 15N
 Source: MnGeo, SEH, ESRI

Credit Areas and Wetland Communities - Northwest Site

COR Wetland Mitigation Monitoring
 Ramsey, Anoka County, Minnesota

Figure
 5

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

Appendix A

Wetland Delineation Data Forms

WETLAND DETERMINATION DATA FORM - Midwest Region

Project/Site COR Wetland Mitigation Monitoring - Charter City/County: Ramsey/Anoka Sampling Date: 5/30/2021
 Applicant/Owner: City of Ramsey State: Minnesota Sampling Point: C- 1U
 Investigator(s): Rebecca Beduhn and Luke Menden Section, Township, Range: S28, T32, R25W
 Landform (hillslope, terrace, etc.): Backslope Local relief (concave, convex, none): Convex
 Slope (%): 7 Lat: 45.2345 Long: -93.451784 Datum: UTM NAD83 Zone 15N
 Soil Map Unit Name: Hubbard loamy sand, 0 to 2 percent slopes NWI Classification: None

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)
 Are vegetation , soil , or hydrology significantly disturbed? Are "normal circumstances" present? Yes
 Are vegetation , soil , or hydrology naturally problematic?

SUMMARY OF FINDINGS (If needed, explain any answers in remarks.)

Hydrophytic vegetation present?	<u>N</u>	Is the sampled area within a wetland? <u>N</u> If yes, optional wetland site ID: <u> </u>
Hydric soil present?	<u>N</u>	
Indicators of wetland hydrology present?	<u>N</u>	

Remarks: (Explain alternative procedures here or in a separate report.)

VEGETATION -- Use scientific names of plants.

Tree Stratum	(Plot size: <u>30' Radius</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet
1	--				
2	--				Total Number of Dominant Species Across all Strata: <u>2</u> (B)
3	--				Percent of Dominant Species that are OBL, FACW, or FAC: <u>50.00%</u> (A/B)
4	--				
5	--				
		<u>0</u>	= Total Cover		
Sapling/Shrub stratum	(Plot size: <u>15' Radius</u>)				Prevalence Index Worksheet
1	--				
2	--				OBL species <u>0</u> x 1 = <u>0</u>
3	--				FACW species <u>0</u> x 2 = <u>0</u>
4	--				FAC species <u>30</u> x 3 = <u>90</u>
5	--				FACU species <u>70</u> x 4 = <u>280</u>
		<u>0</u>	= Total Cover		UPL species <u>0</u> x 5 = <u>0</u>
					Column totals <u>100</u> (A) <u>370</u> (B)
					Prevalence Index = B/A = <u>3.70</u>
Herb stratum	(Plot size: <u>5' Radius</u>)				Hydrophytic Vegetation Indicators: ___ Rapid test for hydrophytic vegetation ___ Dominance test is >50% ___ Prevalence index is ≤3.0* ___ Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) ___ Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
1	<u>Solidago canadensis</u> -- <u>Canadian Goldenrod</u>	<u>40</u>	<u>Y</u>	<u>FACU</u>	
2	<u>Poa Pratensis</u> -- <u>Kentucky Blue Grass</u>	<u>30</u>	<u>Y</u>	<u>FAC</u>	
3	<u>Cirsium arvense</u> -- <u>Canadian Thistle</u>	<u>15</u>	<u>N</u>	<u>FACU</u>	
4	<u>Monarda fistulosa</u> -- <u>Oswego-Tea</u>	<u>15</u>	<u>N</u>	<u>FACU</u>	
5	--				
6	--				
7	--				
8	--				
9	--				
10	--				
		<u>100</u>	= Total Cover		
Woody vine stratum	(Plot size: <u>30' Radius</u>)				
1	--				
2	--				
		<u>0</u>	= Total Cover		

Remarks: (Include photo numbers here or on a separate sheet)

Note: This data sheet has been adapted to use the 2016 National Wetland Plant List:
 Robert W. Lichvar and John T. Kartesz. 2009. North American Digital Flora: National Wetland Plant List, version 2.4.0 (https://wetland_plants.usace.army.mil). U.S. Army Corps of Engineers, Engineer Research and Development Center, Cold Regions Research and Engineering Laboratory, Hanover, NH, and BONAP, Chapel Hill, NC. (2016)

SOIL

Sampling Point: C- 1U

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-24	7.5YR 3/1	100					Coarse Sand	

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

<p>Hydric Soil Indicators:</p> <p><input type="checkbox"/> Histosol (A1)</p> <p><input type="checkbox"/> Histic Epipedon (A2)</p> <p><input type="checkbox"/> Black Histic (A3)</p> <p><input type="checkbox"/> Hydrogen Sulfide (A4)</p> <p><input type="checkbox"/> Stratified Layers (A5)</p> <p><input type="checkbox"/> 2 cm Muck (A10)</p> <p><input type="checkbox"/> Depleted Below Dark Surface (A11)</p> <p><input type="checkbox"/> Thick Dark Surface (A12)</p> <p><input type="checkbox"/> Sandy Mucky Mineral (S1)</p>	<p><input type="checkbox"/> Sandy Gleyed Matrix (S4)</p> <p><input type="checkbox"/> Sandy Redox (S5)</p> <p><input type="checkbox"/> Stripped Matrix (S6)</p> <p><input type="checkbox"/> Loamy Mucky Mineral (F1)</p> <p><input type="checkbox"/> Loamy Gleyed Matrix (F2)</p> <p><input type="checkbox"/> Depleted Matrix (F3)</p> <p><input type="checkbox"/> Redox Dark Surface (F6)</p> <p><input type="checkbox"/> Depleted Dark Surface (F7)</p> <p><input type="checkbox"/> Redox Depressions (F8)</p>	<p>Indicators for Problematic Hydric Soils:</p> <p><input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)</p> <p><input type="checkbox"/> Dark Surface (S7) (LRR K, L)</p> <p><input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR K, L, R)</p> <p><input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)</p> <p><input type="checkbox"/> Very Shallow Dark Surface (TF12)</p> <p><input type="checkbox"/> Other (explain in remarks)</p> <p>*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic</p>
---	---	--

<p>Restrictive Layer (if observed):</p> <p>Type: _____</p> <p>Depth (inches): _____</p>	<p>Hydric soil present? <u> N </u></p>
--	--

Remarks:

HYDROLOGY

<p>Wetland Hydrology Indicators:</p>		
<p><u>Primary Indicators (minimum of one is required; check all that apply)</u></p> <p><input type="checkbox"/> Surface Water (A1)</p> <p><input type="checkbox"/> High Water Table (A2)</p> <p><input type="checkbox"/> Saturation (A3)</p> <p><input type="checkbox"/> Water Marks (B1)</p> <p><input type="checkbox"/> Sediment Deposits (B2)</p> <p><input type="checkbox"/> Drift Deposits (B3)</p> <p><input type="checkbox"/> Algal Mat or Crust (B4)</p> <p><input type="checkbox"/> Iron Deposits (B5)</p> <p><input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)</p> <p><input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)</p> <p><input type="checkbox"/> Water-Stained Leaves (B9)</p>	<p><input type="checkbox"/> Aquatic Fauna (B13)</p> <p><input type="checkbox"/> True Aquatic Plants (B14)</p> <p><input type="checkbox"/> Hydrogen Sulfide Odor (C1)</p> <p><input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)</p> <p><input type="checkbox"/> Presence of Reduced Iron (C4)</p> <p><input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)</p> <p><input type="checkbox"/> Thin Muck Surface (C7)</p> <p><input type="checkbox"/> Gauge or Well Data (D9)</p> <p><input type="checkbox"/> Other (Explain in Remarks)</p>	<p><u>Secondary Indicators (minimum of two required)</u></p> <p><input type="checkbox"/> Surface Soil Cracks (B6)</p> <p><input type="checkbox"/> Drainage Patterns (B10)</p> <p><input type="checkbox"/> Dry-Season Water Table (C2)</p> <p><input type="checkbox"/> Crayfish Burrows (C8)</p> <p><input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)</p> <p><input type="checkbox"/> Stunted or Stressed Plants (D1)</p> <p><input type="checkbox"/> Geomorphic Position (D2)</p> <p><input type="checkbox"/> FAC-Neutral Test (D5)</p>

<p>Field Observations:</p> <p>Surface water present? Yes _____ No <u> X </u> Depth (inches): _____</p> <p>Water table present? Yes _____ No <u> X </u> Depth (inches): _____</p> <p>Saturation present? Yes _____ No <u> X </u> Depth (inches): _____</p> <p>(includes capillary fringe)</p>	<p>Indicators of wetland hydrology present? <u> N </u></p>
---	---

Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM - Midwest Region

Project/Site COR Wetland Mitigation Monitoring - Charter City/County: Ramsey/Anoka Sampling Date: 5/30/2021
 Applicant/Owner: City of Ramsey State: Minnesota Sampling Point: C- 1W
 Investigator(s): Rebecca Beduhn and Luke Menden Section, Township, Range: S28, T32, R25W
 Landform (hillslope, terrace, etc.): Footslope Local relief (concave, convex, none): Concave
 Slope (%): 5 Lat: 45.234532 Long: -93.45181 Datum: UTM NAD83 Zone 15N
 Soil Map Unit Name: Hubbard loamy sand, 0 to 2 percent slopes NWI Classification: PEM1Cx

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)
 Are vegetation , soil , or hydrology significantly disturbed? Are "normal circumstances" present? Yes
 Are vegetation , soil , or hydrology naturally problematic?
SUMMARY OF FINDINGS (If needed, explain any answers in remarks.)

Hydrophytic vegetation present?	<u>Y</u>	Is the sampled area within a wetland? <u>Y</u> If yes, optional wetland site ID: <u>Charter Wetland 1</u>
Hydric soil present?	<u>Y</u>	
Indicators of wetland hydrology present?	<u>Y</u>	

Remarks: (Explain alternative procedures here or in a separate report.)

VEGETATION -- Use scientific names of plants.

Tree Stratum	(Plot size: <u>30' Radius</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet Number of Dominant Species that are OBL, FACW, or FAC: <u>2</u> (A) Total Number of Dominant Species Across all Strata: <u>2</u> (B) Percent of Dominant Species that are OBL, FACW, or FAC: <u>100.00%</u> (A/B)
1	--				
2	--				
3	--				
4	--				
5	--				
		<u>0</u>	= Total Cover		
Sapling/Shrub stratum	(Plot size: <u>15' Radius</u>)				Prevalence Index Worksheet Total % Cover of: OBL species <u>60</u> x 1 = <u>60</u> FACW species <u>15</u> x 2 = <u>30</u> FAC species <u>20</u> x 3 = <u>60</u> FACU species <u>0</u> x 4 = <u>0</u> UPL species <u>0</u> x 5 = <u>0</u> Column totals <u>95</u> (A) <u>150</u> (B) Prevalence Index = B/A = <u>1.58</u>
1	--				
2	--				
3	--				
4	--				
5	--				
		<u>0</u>	= Total Cover		
Herb stratum	(Plot size: <u>5' Radius</u>)				Hydrophytic Vegetation Indicators: <u> </u> Rapid test for hydrophytic vegetation <u>X</u> Dominance test is >50% <u>X</u> Prevalence index is ≤3.0* Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
1	<u>Typha X glauca</u> -- <u>Hybrid Cattail</u>	60	Y	OBL	
2	<u>Hydrophyllum virginianum</u> -- <u>Shawnee-Salad</u>	20	Y	FAC	
3	<u>Onoclea sensibilis</u> -- <u>Sensitive Fern</u>	10	N	FACW	
4	<u>Urtica dioica</u> -- <u>Stinging Nettle</u>	5	N	FACW	
5	--				
6	--				
7	--				
8	--				
9	--				
10	--				
		<u>95</u>	= Total Cover		
Woody vine stratum	(Plot size: <u>30' Radius</u>)				
1	--				
2	--				
		<u>0</u>	= Total Cover		

Remarks: (Include photo numbers here or on a separate sheet)

Note: This data sheet has been adapted to use the 2016 National Wetland Plant List:
 Robert W. Lichvar and John T. Kartesz. 2009. North American Digital Flora: National Wetland Plant List, version 2.4.0 (https://wetland_plants.usace.army.mil). U.S. Army Corps of Engineers, Engineer Research and Development Center, Cold Regions Research and Engineering Laboratory, Hanover, NH, and BONAP, Chapel Hill, NC. (2016)

SOIL

Sampling Point: C- 1W

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-10	10YR 3/1	100					Coarse Sand	
10-18	10YR 2/1	95	10YR 4/4	5	C	M	Loamy Sand	

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

<p>Hydric Soil Indicators:</p> <p><input type="checkbox"/> Histosol (A1)</p> <p><input type="checkbox"/> Histic Epipedon (A2)</p> <p><input type="checkbox"/> Black Histic (A3)</p> <p><input type="checkbox"/> Hydrogen Sulfide (A4)</p> <p><input type="checkbox"/> Stratified Layers (A5)</p> <p><input type="checkbox"/> 2 cm Muck (A10)</p> <p><input type="checkbox"/> Depleted Below Dark Surface (A11)</p> <p><input checked="" type="checkbox"/> Thick Dark Surface (A12)</p> <p><input type="checkbox"/> Sandy Mucky Mineral (S1)</p>	<p><input type="checkbox"/> Sandy Gleyed Matrix (S4)</p> <p><input type="checkbox"/> Sandy Redox (S5)</p> <p><input type="checkbox"/> Stripped Matrix (S6)</p> <p><input type="checkbox"/> Loamy Mucky Mineral (F1)</p> <p><input type="checkbox"/> Loamy Gleyed Matrix (F2)</p> <p><input type="checkbox"/> Depleted Matrix (F3)</p> <p><input type="checkbox"/> Redox Dark Surface (F6)</p> <p><input type="checkbox"/> Depleted Dark Surface (F7)</p> <p><input type="checkbox"/> Redox Depressions (F8)</p>	<p>Indicators for Problematic Hydric Soils:</p> <p><input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)</p> <p><input type="checkbox"/> Dark Surface (S7) (LRR K, L)</p> <p><input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR K, L, R)</p> <p><input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)</p> <p><input type="checkbox"/> Very Shallow Dark Surface (TF12)</p> <p><input type="checkbox"/> Other (explain in remarks)</p> <p>*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic</p>
--	---	--

<p>Restrictive Layer (if observed):</p> <p>Type: _____</p> <p>Depth (inches): _____</p>	<p>Hydric soil present? <u>Y</u></p>
--	--------------------------------------

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
<p><u>Primary Indicators (minimum of one is required; check all that apply)</u></p> <p><input checked="" type="checkbox"/> Surface Water (A1)</p> <p><input type="checkbox"/> High Water Table (A2)</p> <p><input checked="" type="checkbox"/> Saturation (A3)</p> <p><input type="checkbox"/> Water Marks (B1)</p> <p><input type="checkbox"/> Sediment Deposits (B2)</p> <p><input type="checkbox"/> Drift Deposits (B3)</p> <p><input type="checkbox"/> Algal Mat or Crust (B4)</p> <p><input type="checkbox"/> Iron Deposits (B5)</p> <p><input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)</p> <p><input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)</p> <p><input type="checkbox"/> Water-Stained Leaves (B9)</p>	<p><u>Secondary Indicators (minimum of two required)</u></p> <p><input type="checkbox"/> Aquatic Fauna (B13)</p> <p><input type="checkbox"/> True Aquatic Plants (B14)</p> <p><input type="checkbox"/> Hydrogen Sulfide Odor (C1)</p> <p><input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)</p> <p><input type="checkbox"/> Presence of Reduced Iron (C4)</p> <p><input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)</p> <p><input type="checkbox"/> Thin Muck Surface (C7)</p> <p><input type="checkbox"/> Gauge or Well Data (D9)</p> <p><input type="checkbox"/> Other (Explain in Remarks)</p>	<p><input type="checkbox"/> Surface Soil Cracks (B6)</p> <p><input type="checkbox"/> Drainage Patterns (B10)</p> <p><input type="checkbox"/> Dry-Season Water Table (C2)</p> <p><input type="checkbox"/> Crayfish Burrows (C8)</p> <p><input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)</p> <p><input type="checkbox"/> Stunted or Stressed Plants (D1)</p> <p><input checked="" type="checkbox"/> Geomorphic Position (D2)</p> <p><input checked="" type="checkbox"/> FAC-Neutral Test (D5)</p>

<p>Field Observations:</p> <p>Surface water present? Yes <u>X</u> No _____ Depth (inches): <u>4</u></p> <p>Water table present? Yes _____ No <u>X</u> Depth (inches): _____</p> <p>Saturation present? Yes <u>X</u> No _____ Depth (inches): <u>-3</u></p> <p>(includes capillary fringe)</p>	<p>Indicators of wetland hydrology present? <u>Y</u></p>
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Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM - Midwest Region

Project/Site COR Wetland Mitigation Monitoring - Charter City/County: Ramsey/Anoka Sampling Date: 5/30/2021
 Applicant/Owner: City of Ramsey State: Minnesota Sampling Point: C- 2U
 Investigator(s): Rebecca Beduhn and Luke Menden Section, Township, Range: S28, T32, R25W
 Landform (hillslope, terrace, etc.): Backslope Local relief (concave, convex, none): Convex
 Slope (%): 6 Lat: 45.234923 Long: -93.452386 Datum: UTM NAD83 Zone 15N
 Soil Map Unit Name: Hubbard loamy sand, 0 to 2 percent slopes NWI Classification: None

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)
 Are vegetation , soil , or hydrology significantly disturbed? Are "normal circumstances" present? Yes
 Are vegetation , soil , or hydrology naturally problematic?
SUMMARY OF FINDINGS (If needed, explain any answers in remarks.)

Hydrophytic vegetation present?	<u>N</u>	Is the sampled area within a wetland? <u>N</u> If yes, optional wetland site ID: <u> </u>
Hydric soil present?	<u>N</u>	
Indicators of wetland hydrology present?	<u>N</u>	

Remarks: (Explain alternative procedures here or in a separate report.)

VEGETATION -- Use scientific names of plants.

Tree Stratum	(Plot size: <u>30' Radius</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet Number of Dominant Species that are OBL, FACW, or FAC: <u>1</u> (A) Total Number of Dominant Species Across all Strata: <u>2</u> (B) Percent of Dominant Species that are OBL, FACW, or FAC: <u>50.00%</u> (A/B)
1	--				
2	--				
3	--				
4	--				
5	--				
		<u>0</u>	= Total Cover		
Sapling/Shrub stratum	(Plot size: <u>15' Radius</u>)				Prevalence Index Worksheet Total % Cover of: OBL species <u>0</u> x 1 = <u>0</u> FACW species <u>0</u> x 2 = <u>0</u> FAC species <u>45</u> x 3 = <u>135</u> FACU species <u>40</u> x 4 = <u>160</u> UPL species <u>10</u> x 5 = <u>50</u> Column totals <u>95</u> (A) <u>345</u> (B) Prevalence Index = B/A = <u>3.63</u>
1	--				
2	--				
3	--				
4	--				
5	--				
		<u>0</u>	= Total Cover		
Herb stratum	(Plot size: <u>5' Radius</u>)				Hydrophytic Vegetation Indicators: Rapid test for hydrophytic vegetation Dominance test is >50% Prevalence index is ≤3.0* Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
1	<u>Poa pratensis</u> -- <u>Kentucky Blue Grass</u>	40	Y	FAC	
2	<u>Solidago canadensis</u> -- <u>Canadian Goldenrod</u>	20	Y	FACU	
3	<u>Monarda fistulosa</u> -- <u>Oswego-Tea</u>	15	N	FACU	
4	<u>Verbascum thapsus</u> -- <u>Great Mullein</u>	10	N	UPL	
5	<u>Thlaspi arvense</u> -- <u>Field Pennycress</u>	5	N	FACU	
6	<u>Potentilla norvegica</u> -- <u>Norwegian Cinquefoil</u>	5	N	FAC	
7	--				
8	--				
9	--				
10	--				
		<u>95</u>	= Total Cover		
Woody vine stratum	(Plot size: <u>30' Radius</u>)				
1	--				
2	--				
		<u>0</u>	= Total Cover		

Remarks: (Include photo numbers here or on a separate sheet)

Note: This data sheet has been adapted to use the 2016 National Wetland Plant List:
 Robert W. Lichvar and John T. Kartesz. 2009. North American Digital Flora: National Wetland Plant List, version 2.4.0 (https://wetland_plants.usace.army.mil). U.S. Army Corps of Engineers, Engineer Research and Development Center, Cold Regions Research and Engineering Laboratory, Hanover, NH, and BONAP, Chapel Hill, NC. (2016)

SOIL

Sampling Point: C- 2U

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-4	10YR 3/2	100					Coarse Sand	
4-5	10YR 4/3	100					Coarse Sand	
5-18	10YR 3/2	100					Coarse Sand	

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

<p>Hydric Soil Indicators:</p> <p><input type="checkbox"/> Histosol (A1)</p> <p><input type="checkbox"/> Histic Epipedon (A2)</p> <p><input type="checkbox"/> Black Histic (A3)</p> <p><input type="checkbox"/> Hydrogen Sulfide (A4)</p> <p><input type="checkbox"/> Stratified Layers (A5)</p> <p><input type="checkbox"/> 2 cm Muck (A10)</p> <p><input type="checkbox"/> Depleted Below Dark Surface (A11)</p> <p><input type="checkbox"/> Thick Dark Surface (A12)</p> <p><input type="checkbox"/> Sandy Mucky Mineral (S1)</p>	<p><input type="checkbox"/> Sandy Gleyed Matrix (S4)</p> <p><input type="checkbox"/> Sandy Redox (S5)</p> <p><input type="checkbox"/> Stripped Matrix (S6)</p> <p><input type="checkbox"/> Loamy Mucky Mineral (F1)</p> <p><input type="checkbox"/> Loamy Gleyed Matrix (F2)</p> <p><input type="checkbox"/> Depleted Matrix (F3)</p> <p><input type="checkbox"/> Redox Dark Surface (F6)</p> <p><input type="checkbox"/> Depleted Dark Surface (F7)</p> <p><input type="checkbox"/> Redox Depressions (F8)</p>	<p>Indicators for Problematic Hydric Soils:</p> <p><input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)</p> <p><input type="checkbox"/> Dark Surface (S7) (LRR K, L)</p> <p><input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR K, L, R)</p> <p><input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)</p> <p><input type="checkbox"/> Very Shallow Dark Surface (TF12)</p> <p><input type="checkbox"/> Other (explain in remarks)</p> <p>*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic</p>
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<p>Restrictive Layer (if observed):</p> <p>Type: _____</p> <p>Depth (inches): _____</p>	<p>Hydric soil present? <u> N </u></p>
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Remarks:

HYDROLOGY

<p>Wetland Hydrology Indicators:</p>		
<p><u>Primary Indicators (minimum of one is required; check all that apply)</u></p> <p><input type="checkbox"/> Surface Water (A1)</p> <p><input type="checkbox"/> High Water Table (A2)</p> <p><input type="checkbox"/> Saturation (A3)</p> <p><input type="checkbox"/> Water Marks (B1)</p> <p><input type="checkbox"/> Sediment Deposits (B2)</p> <p><input type="checkbox"/> Drift Deposits (B3)</p> <p><input type="checkbox"/> Algal Mat or Crust (B4)</p> <p><input type="checkbox"/> Iron Deposits (B5)</p> <p><input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)</p> <p><input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)</p> <p><input type="checkbox"/> Water-Stained Leaves (B9)</p>	<p><input type="checkbox"/> Aquatic Fauna (B13)</p> <p><input type="checkbox"/> True Aquatic Plants (B14)</p> <p><input type="checkbox"/> Hydrogen Sulfide Odor (C1)</p> <p><input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)</p> <p><input type="checkbox"/> Presence of Reduced Iron (C4)</p> <p><input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)</p> <p><input type="checkbox"/> Thin Muck Surface (C7)</p> <p><input type="checkbox"/> Gauge or Well Data (D9)</p> <p><input type="checkbox"/> Other (Explain in Remarks)</p>	<p><u>Secondary Indicators (minimum of two required)</u></p> <p><input type="checkbox"/> Surface Soil Cracks (B6)</p> <p><input type="checkbox"/> Drainage Patterns (B10)</p> <p><input type="checkbox"/> Dry-Season Water Table (C2)</p> <p><input type="checkbox"/> Crayfish Burrows (C8)</p> <p><input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)</p> <p><input type="checkbox"/> Stunted or Stressed Plants (D1)</p> <p><input type="checkbox"/> Geomorphic Position (D2)</p> <p><input type="checkbox"/> FAC-Neutral Test (D5)</p>

<p>Field Observations:</p> <p>Surface water present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____</p> <p>Water table present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____</p> <p>Saturation present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____</p> <p>(includes capillary fringe)</p>	<p>Indicators of wetland hydrology present? <u> N </u></p>
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Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM - Midwest Region

Project/Site COR Wetland Mitigation Monitoring - Charter City/County: Ramsey/Anoka Sampling Date: 5/30/2021
 Applicant/Owner: City of Ramsey State: Minnesota Sampling Point: C- 2W
 Investigator(s): Rebecca Beduhn and Luke Menden Section, Township, Range: S28, T32, R25W
 Landform (hillslope, terrace, etc.): _____ Footslope _____ Local relief (concave, convex, none): Concave
 Slope (%): 3 Lat: 45.234885 Long: -93.452426 Datum: UTM NAD83 Zone 15N
 Soil Map Unit Name: Hubbard loamy sand, 0 to 2 percent slopes NWI Classification: PEM1Cx

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)
 Are vegetation _____, soil _____, or hydrology _____ significantly disturbed? Are "normal circumstances" present? Yes
 Are vegetation _____, soil _____, or hydrology _____ naturally problematic? (If needed, explain any answers in remarks.)

SUMMARY OF FINDINGS

Hydrophytic vegetation present?	<u>Y</u>	Is the sampled area within a wetland? <u>Y</u> If yes, optional wetland site ID: <u>Charter Wetland 1</u>
Hydric soil present?	<u>Y</u>	
Indicators of wetland hydrology present?	<u>Y</u>	

Remarks: (Explain alternative procedures here or in a separate report.)

VEGETATION -- Use scientific names of plants.

Tree Stratum	(Plot size: <u>30' Radius</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet
1	--				
2	--				Total Number of Dominant Species Across all Strata: <u>2</u> (B)
3	--				Percent of Dominant Species that are OBL, FACW, or FAC: <u>100.00%</u> (A/B)
4	--				
5	--				
		<u>0</u>	= Total Cover		
Sapling/Shrub stratum	(Plot size: <u>15' Radius</u>)				Prevalence Index Worksheet
1	--				
2	--				OBL species <u>100</u> x 1 = <u>100</u>
3	--				FACW species <u>0</u> x 2 = <u>0</u>
4	--				FAC species <u>0</u> x 3 = <u>0</u>
5	--				FACU species <u>0</u> x 4 = <u>0</u>
		<u>0</u>	= Total Cover		UPL species <u>0</u> x 5 = <u>0</u>
					Column totals <u>100</u> (A) <u>100</u> (B)
					Prevalence Index = B/A = <u>1.00</u>
Herb stratum	(Plot size: <u>5' Radius</u>)				Hydrophytic Vegetation Indicators:
1	<u>Typha X glauca</u> -- <u>Hybrid Cattail</u>	<u>40</u>	<u>Y</u>	<u>OBL</u>	
2	<u>Carex stricta</u> -- <u>Uptight Sedge</u>	<u>30</u>	<u>Y</u>	<u>OBL</u>	<u>X</u> Dominance test is >50%
3	<u>Carex stricta</u> -- <u>Uptight Sedge</u>	<u>15</u>	<u>N</u>	<u>OBL</u>	<u>X</u> Prevalence index is ≤3.0*
4	<u>Eleocharis obtusa</u> -- <u>Blunt Spike-Rush</u>	<u>15</u>	<u>N</u>	<u>OBL</u>	Morphological adaptations* (provide supporting data in Remarks or on a separate sheet)
5	--				Problematic hydrophytic vegetation* (explain)
6	--				*Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
7	--				
8	--				
9	--				
10	--				
		<u>100</u>	= Total Cover		
Woody vine stratum	(Plot size: <u>30' Radius</u>)				Hydrophytic vegetation present? <u>Y</u>
1	--				
2	--				
		<u>0</u>	= Total Cover		

Remarks: (Include photo numbers here or on a separate sheet)

Note: This data sheet has been adapted to use the 2016 National Wetland Plant List:

Robert W. Lichvar and John T. Kartesz. 2009. North American Digital Flora: National Wetland Plant List, version 2.4.0 (https://wetland_plants.usace.army.mil). U.S. Army Corps of Engineers, Engineer Research and Development Center, Cold Regions Research and Engineering Laboratory, Hanover, NH, and BONAP, Chapel Hill, NC. (2016)

SOIL

Sampling Point: C- 2W

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-5	10YR 3/1	100					Loam	
5-11	10YR 5/2	80	5YR 4/4	20	C	M	Sandy Loam	
11-18	10BG 5/1	60	5YR 4/4	30	C	M	Loamy Sand	
			5YR 3/4	10	C	M		

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

<p>Hydric Soil Indicators:</p> <p><input type="checkbox"/> Histosol (A1)</p> <p><input type="checkbox"/> Histic Epipedon (A2)</p> <p><input type="checkbox"/> Black Histic (A3)</p> <p><input type="checkbox"/> Hydrogen Sulfide (A4)</p> <p><input type="checkbox"/> Stratified Layers (A5)</p> <p><input type="checkbox"/> 2 cm Muck (A10)</p> <p><input checked="" type="checkbox"/> Depleted Below Dark Surface (A11)</p> <p><input type="checkbox"/> Thick Dark Surface (A12)</p> <p><input type="checkbox"/> Sandy Mucky Mineral (S1)</p>	<p><input type="checkbox"/> Sandy Gleyed Matrix (S4)</p> <p><input type="checkbox"/> Sandy Redox (S5)</p> <p><input type="checkbox"/> Stripped Matrix (S6)</p> <p><input type="checkbox"/> Loamy Mucky Mineral (F1)</p> <p><input checked="" type="checkbox"/> Loamy Gleyed Matrix (F2)</p> <p><input type="checkbox"/> Depleted Matrix (F3)</p> <p><input type="checkbox"/> Redox Dark Surface (F6)</p> <p><input type="checkbox"/> Depleted Dark Surface (F7)</p> <p><input type="checkbox"/> Redox Depressions (F8)</p>	<p>Indicators for Problematic Hydric Soils:</p> <p><input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)</p> <p><input type="checkbox"/> Dark Surface (S7) (LRR K, L)</p> <p><input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR K, L, R)</p> <p><input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)</p> <p><input type="checkbox"/> Very Shallow Dark Surface (TF12)</p> <p><input type="checkbox"/> Other (explain in remarks)</p> <p>*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic</p>
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<p>Restrictive Layer (if observed):</p> <p>Type: _____</p> <p>Depth (inches): _____</p>	<p>Hydric soil present? <u>Y</u></p>
--	--------------------------------------

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
<p><u>Primary Indicators (minimum of one is required; check all that apply)</u></p> <p><input type="checkbox"/> Surface Water (A1)</p> <p><input checked="" type="checkbox"/> High Water Table (A2)</p> <p><input checked="" type="checkbox"/> Saturation (A3)</p> <p><input type="checkbox"/> Water Marks (B1)</p> <p><input type="checkbox"/> Sediment Deposits (B2)</p> <p><input type="checkbox"/> Drift Deposits (B3)</p> <p><input type="checkbox"/> Algal Mat or Crust (B4)</p> <p><input type="checkbox"/> Iron Deposits (B5)</p> <p><input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)</p> <p><input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)</p> <p><input type="checkbox"/> Water-Stained Leaves (B9)</p>	<p><input type="checkbox"/> Aquatic Fauna (B13)</p> <p><input type="checkbox"/> True Aquatic Plants (B14)</p> <p><input type="checkbox"/> Hydrogen Sulfide Odor (C1)</p> <p><input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)</p> <p><input type="checkbox"/> Presence of Reduced Iron (C4)</p> <p><input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)</p> <p><input type="checkbox"/> Thin Muck Surface (C7)</p> <p><input type="checkbox"/> Gauge or Well Data (D9)</p> <p><input type="checkbox"/> Other (Explain in Remarks)</p>	<p><u>Secondary Indicators (minimum of two required)</u></p> <p><input type="checkbox"/> Surface Soil Cracks (B6)</p> <p><input type="checkbox"/> Drainage Patterns (B10)</p> <p><input type="checkbox"/> Dry-Season Water Table (C2)</p> <p><input type="checkbox"/> Crayfish Burrows (C8)</p> <p><input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)</p> <p><input type="checkbox"/> Stunted or Stressed Plants (D1)</p> <p><input checked="" type="checkbox"/> Geomorphic Position (D2)</p> <p><input checked="" type="checkbox"/> FAC-Neutral Test (D5)</p>

<p>Field Observations:</p> <p>Surface water present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____</p> <p>Water table present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Depth (inches): <u>-4</u></p> <p>Saturation present? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Depth (inches): <u>0</u></p> <p>(includes capillary fringe)</p>	<p>Indicators of wetland hydrology present? <u>Y</u></p>
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Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM - Midwest Region

Project/Site COR Wetland Mitigation Monitoring - Northwest City/County: Ramsey/Anoka Sampling Date: 5/30/2021
 Applicant/Owner: City of Ramsey State: Minnesota Sampling Point: NW-3U
 Investigator(s): Rebecca Beduhn and Luke Menden Section, Township, Range: S28, T32, R25W
 Landform (hillslope, terrace, etc.): Backslope Local relief (concave, convex, none): Convex
 Slope (%): 6 Lat: 45.240772 Long: -93.469844 Datum: UTM NAD83 Zone 15N
 Soil Map Unit Name: Hubbard loamy sand, 0 to 2 percent slopes NWI Classification: None

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)
 Are vegetation , soil , or hydrology significantly disturbed? Are "normal circumstances" present? Yes
 Are vegetation , soil , or hydrology naturally problematic?
SUMMARY OF FINDINGS (If needed, explain any answers in remarks.)

Hydrophytic vegetation present? <u>N</u>	Is the sampled area within a wetland? <u>N</u> If yes, optional wetland site ID: <u> </u>
Hydric soil present? <u>N</u>	
Indicators of wetland hydrology present? <u>N</u>	

Remarks: (Explain alternative procedures here or in a separate report.)

VEGETATION -- Use scientific names of plants.

Tree Stratum	(Plot size: <u>30' Radius</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet
1	--				
2	--				Total Number of Dominant Species Across all Strata: <u>2</u> (B)
3	--				Percent of Dominant Species that are OBL, FACW, or FAC: <u>50.00%</u> (A/B)
4	--				
5	--				
		<u>0</u>	= Total Cover		
Sapling/Shrub stratum	(Plot size: <u>15' Radius</u>)				Prevalence Index Worksheet
1	--				
2	--				OBL species <u>0</u> x 1 = <u>0</u>
3	--				FACW species <u>15</u> x 2 = <u>30</u>
4	--				FAC species <u>45</u> x 3 = <u>135</u>
5	--				FACU species <u>40</u> x 4 = <u>160</u>
		<u>0</u>	= Total Cover		UPL species <u>5</u> x 5 = <u>25</u>
					Column totals <u>105</u> (A) <u>350</u> (B)
					Prevalence Index = B/A = <u>3.33</u>
Herb stratum	(Plot size: <u>5' Radius</u>)				Hydrophytic Vegetation Indicators: ___ Rapid test for hydrophytic vegetation ___ Dominance test is >50% ___ Prevalence index is ≤3.0* ___ Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) ___ Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
1	<u>Bromus inermis</u> -- <u>Smooth Brome</u>	<u>40</u>	<u>Y</u>	<u>FACU</u>	
2	<u>Poa pratensis</u> -- <u>Kentucky Blue Grass</u>	<u>35</u>	<u>Y</u>	<u>FAC</u>	
3	<u>Phalaris arundinacea</u> -- <u>Reed Canary Grass</u>	<u>15</u>	<u>N</u>	<u>FACW</u>	
4	<u>Verbascum thapsus</u> -- <u>Great Mullein</u>	<u>5</u>	<u>N</u>	<u>UPL</u>	
5	<u>Rumex crispus</u> -- <u>Curly Dock</u>	<u>5</u>	<u>N</u>	<u>FAC</u>	
6	<u>Panicum virgatum</u> -- <u>Wand Panic Grass</u>	<u>5</u>	<u>N</u>	<u>FAC</u>	
7	--				
8	--				
9	--				
10	--				
		<u>105</u>	= Total Cover		
Woody vine stratum	(Plot size: <u>30' Radius</u>)				
1	--				
2	--				
		<u>0</u>	= Total Cover		

Remarks: (Include photo numbers here or on a separate sheet)

Note: This data sheet has been adapted to use the 2016 National Wetland Plant List:
 Robert W. Lichvar and John T. Kartesz. 2009. North American Digital Flora: National Wetland Plant List, version 2.4.0 (https://wetland_plants.usace.army.mil). U.S. Army Corps of Engineers, Engineer Research and Development Center, Cold Regions Research and Engineering Laboratory, Hanover, NH, and BONAP, Chapel Hill, NC. (2016)

SOIL

Sampling Point: NW-3U

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)

Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-18	10YR 3/2	100					Loamy Sand	

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

<p>Hydric Soil Indicators:</p> <p><input type="checkbox"/> Histosol (A1)</p> <p><input type="checkbox"/> Histic Epipedon (A2)</p> <p><input type="checkbox"/> Black Histic (A3)</p> <p><input type="checkbox"/> Hydrogen Sulfide (A4)</p> <p><input type="checkbox"/> Stratified Layers (A5)</p> <p><input type="checkbox"/> 2 cm Muck (A10)</p> <p><input type="checkbox"/> Depleted Below Dark Surface (A11)</p> <p><input type="checkbox"/> Thick Dark Surface (A12)</p> <p><input type="checkbox"/> Sandy Mucky Mineral (S1)</p>	<p><input type="checkbox"/> Sandy Gleyed Matrix (S4)</p> <p><input type="checkbox"/> Sandy Redox (S5)</p> <p><input type="checkbox"/> Stripped Matrix (S6)</p> <p><input type="checkbox"/> Loamy Mucky Mineral (F1)</p> <p><input type="checkbox"/> Loamy Gleyed Matrix (F2)</p> <p><input type="checkbox"/> Depleted Matrix (F3)</p> <p><input type="checkbox"/> Redox Dark Surface (F6)</p> <p><input type="checkbox"/> Depleted Dark Surface (F7)</p> <p><input type="checkbox"/> Redox Depressions (F8)</p>	<p>Indicators for Problematic Hydric Soils:</p> <p><input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)</p> <p><input type="checkbox"/> Dark Surface (S7) (LRR K, L)</p> <p><input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR K, L, R)</p> <p><input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)</p> <p><input type="checkbox"/> Very Shallow Dark Surface (TF12)</p> <p><input type="checkbox"/> Other (explain in remarks)</p> <p>*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic</p>
---	---	--

<p>Restrictive Layer (if observed):</p> <p>Type: _____</p> <p>Depth (inches): _____</p>	<p>Hydric soil present? <u> N </u></p>
--	--

Remarks:

HYDROLOGY

<p>Wetland Hydrology Indicators:</p>		
<p><u>Primary Indicators (minimum of one is required; check all that apply)</u></p> <p><input type="checkbox"/> Surface Water (A1)</p> <p><input type="checkbox"/> High Water Table (A2)</p> <p><input type="checkbox"/> Saturation (A3)</p> <p><input type="checkbox"/> Water Marks (B1)</p> <p><input type="checkbox"/> Sediment Deposits (B2)</p> <p><input type="checkbox"/> Drift Deposits (B3)</p> <p><input type="checkbox"/> Algal Mat or Crust (B4)</p> <p><input type="checkbox"/> Iron Deposits (B5)</p> <p><input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)</p> <p><input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)</p> <p><input type="checkbox"/> Water-Stained Leaves (B9)</p>	<p><input type="checkbox"/> Aquatic Fauna (B13)</p> <p><input type="checkbox"/> True Aquatic Plants (B14)</p> <p><input type="checkbox"/> Hydrogen Sulfide Odor (C1)</p> <p><input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)</p> <p><input type="checkbox"/> Presence of Reduced Iron (C4)</p> <p><input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)</p> <p><input type="checkbox"/> Thin Muck Surface (C7)</p> <p><input type="checkbox"/> Gauge or Well Data (D9)</p> <p><input type="checkbox"/> Other (Explain in Remarks)</p>	<p><u>Secondary Indicators (minimum of two required)</u></p> <p><input type="checkbox"/> Surface Soil Cracks (B6)</p> <p><input type="checkbox"/> Drainage Patterns (B10)</p> <p><input type="checkbox"/> Dry-Season Water Table (C2)</p> <p><input type="checkbox"/> Crayfish Burrows (C8)</p> <p><input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)</p> <p><input type="checkbox"/> Stunted or Stressed Plants (D1)</p> <p><input type="checkbox"/> Geomorphic Position (D2)</p> <p><input type="checkbox"/> FAC-Neutral Test (D5)</p>

<p>Field Observations:</p> <p>Surface water present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X Depth (inches): _____</p> <p>Water table present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X Depth (inches): _____</p> <p>Saturation present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> X Depth (inches): _____</p> <p>(includes capillary fringe)</p>	<p>Indicators of wetland hydrology present? <u> N </u></p>
---	---

Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

WETLAND DETERMINATION DATA FORM - Midwest Region

Project/Site COR Wetland Mitigation Monitoring - Northwest City/County: Ramsey/Anoka Sampling Date: 5/30/2021
 Applicant/Owner: City of Ramsey State: Minnesota Sampling Point: NW-3W
 Investigator(s): Rebecca Beduhn and Luke Menden Section, Township, Range: S28, T32, R25W
 Landform (hillslope, terrace, etc.): Backslope Local relief (concave, convex, none): Convex
 Slope (%): 0 Lat: 45.240715 Long: -93.469854 Datum: UTM NAD83 Zone 15N
 Soil Map Unit Name: Hubbard loamy sand, 0 to 2 percent slopes NWI Classification: None

Are climatic/hydrologic conditions of the site typical for this time of the year? Y (If no, explain in remarks)
 Are vegetation , soil , or hydrology significantly disturbed? Are "normal circumstances" present? Yes
 Are vegetation , soil , or hydrology naturally problematic?

SUMMARY OF FINDINGS (If needed, explain any answers in remarks.)

Hydrophytic vegetation present?	<u>Y</u>	Is the sampled area within a wetland? <u>Y</u> If yes, optional wetland site ID: <u>Northwest Wetland 2</u>
Hydric soil present?	<u>Y</u>	
Indicators of wetland hydrology present?	<u>Y</u>	

Remarks: (Explain alternative procedures here or in a separate report.)

VEGETATION -- Use scientific names of plants.

Tree Stratum	(Plot size: <u>30' Radius</u>)	Absolute % Cover	Dominant Species	Indicator Status	Dominance Test Worksheet	
1	<u> </u>	<u> </u>	<u> </u>	<u> </u>		Number of Dominant Species that are OBL, FACW, or FAC: <u>1</u> (A) Total Number of Dominant Species Across all Strata: <u>1</u> (B) Percent of Dominant Species that are OBL, FACW, or FAC: <u>100.00%</u> (A/B)
2	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
3	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
4	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
5	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
		<u>0</u>	= Total Cover			
Sapling/Shrub stratum	(Plot size: <u>15' Radius</u>)				Prevalence Index Worksheet	
1	<u> </u>	<u> </u>	<u> </u>	<u> </u>		Total % Cover of: OBL species <u>80</u> x 1 = <u>80</u> FACW species <u>15</u> x 2 = <u>30</u> FAC species <u>15</u> x 3 = <u>45</u> FACU species <u>0</u> x 4 = <u>0</u> UPL species <u>0</u> x 5 = <u>0</u> Column totals <u>110</u> (A) <u>155</u> (B) Prevalence Index = B/A = <u>1.41</u>
2	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
3	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
4	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
5	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
		<u>0</u>	= Total Cover			
Herb stratum	(Plot size: <u>5' Radius</u>)				Hydrophytic Vegetation Indicators:	
1	<u><i>Typha angustifolia</i></u> -- <u>Narrow-Leaf Cat-Tail</u>	<u>75</u>	<u>Y</u>	<u>OBL</u>		<u> </u> Rapid test for hydrophytic vegetation <input checked="" type="checkbox"/> Dominance test is >50% <input checked="" type="checkbox"/> Prevalence index is ≤3.0* Morphological adaptations* (provide supporting data in Remarks or on a separate sheet) Problematic hydrophytic vegetation* (explain) *Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic
2	<u><i>Phalaris arundinacea</i></u> -- <u>Reed Canary Grass</u>	<u>10</u>	<u>N</u>	<u>FACW</u>		
3	<u><i>Poa pratensis</i></u> -- <u>Kentucky Blue Grass</u>	<u>10</u>	<u>N</u>	<u>FAC</u>		
4	<u><i>Rumex crispus</i></u> -- <u>Curly Dock</u>	<u>5</u>	<u>N</u>	<u>FAC</u>		
5	<u><i>Carex vulpinoidea</i></u> -- <u>Common Fox Sedge</u>	<u>5</u>	<u>N</u>	<u>FACW</u>		
6	<u><i>Acorus calamus</i></u> -- <u>Single-Vein Sweetflag</u>	<u>5</u>	<u>N</u>	<u>OBL</u>		
7	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
8	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
9	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
10	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
		<u>110</u>	= Total Cover			
Woody vine stratum	(Plot size: <u>30' Radius</u>)				Hydrophytic vegetation present? <u>Y</u>	
1	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
2	<u> </u>	<u> </u>	<u> </u>	<u> </u>		
		<u>0</u>	= Total Cover			

Remarks: (Include photo numbers here or on a separate sheet)

Note: This data sheet has been adapted to use the 2016 National Wetland Plant List:
 Robert W. Lichvar and John T. Kartesz. 2009. North American Digital Flora: National Wetland Plant List, version 2.4.0 (https://wetland_plants.usace.army.mil). U.S. Army Corps of Engineers, Engineer Research and Development Center, Cold Regions Research and Engineering Laboratory, Hanover, NH, and BONAP, Chapel Hill, NC. (2016)

SOIL

Sampling Point: NW-3W

Profile Description: (Describe to the depth needed to document the indicator or confirm the absence of indicators.)								
Depth (Inches)	Matrix		Redox Features				Texture	Remarks
	Color (moist)	%	Color (moist)	%	Type*	Loc**		
0-6	10YR 2/2	100					Sandy Loam	
6-24	10YR 2/1	100					Sandy Loam	

*Type: C = Concentration, D = Depletion, RM = Reduced Matrix, MS = Masked Sand Grains. **Location: PL = Pore Lining, M = Matrix

<p>Hydric Soil Indicators:</p> <p><input type="checkbox"/> Histosol (A1)</p> <p><input type="checkbox"/> Histic Epipedon (A2)</p> <p><input type="checkbox"/> Black Histic (A3)</p> <p><input type="checkbox"/> Hydrogen Sulfide (A4)</p> <p><input type="checkbox"/> Stratified Layers (A5)</p> <p><input type="checkbox"/> 2 cm Muck (A10)</p> <p><input type="checkbox"/> Depleted Below Dark Surface (A11)</p> <p><input checked="" type="checkbox"/> Thick Dark Surface (A12)</p> <p><input type="checkbox"/> Sandy Mucky Mineral (S1)</p>	<p><input type="checkbox"/> Sandy Gleyed Matrix (S4)</p> <p><input type="checkbox"/> Sandy Redox (S5)</p> <p><input type="checkbox"/> Stripped Matrix (S6)</p> <p><input type="checkbox"/> Loamy Mucky Mineral (F1)</p> <p><input type="checkbox"/> Loamy Gleyed Matrix (F2)</p> <p><input type="checkbox"/> Depleted Matrix (F3)</p> <p><input type="checkbox"/> Redox Dark Surface (F6)</p> <p><input type="checkbox"/> Depleted Dark Surface (F7)</p> <p><input type="checkbox"/> Redox Depressions (F8)</p>	<p>Indicators for Problematic Hydric Soils:</p> <p><input type="checkbox"/> Coast Prairie Redox (A16) (LRR K, L, R)</p> <p><input type="checkbox"/> Dark Surface (S7) (LRR K, L)</p> <p><input type="checkbox"/> 5 cm Mucky Peat or Peat (S3) (LRR K, L, R)</p> <p><input type="checkbox"/> Iron-Manganese Masses (F12) (LRR K, L, R)</p> <p><input type="checkbox"/> Very Shallow Dark Surface (TF12)</p> <p><input type="checkbox"/> Other (explain in remarks)</p> <p>*Indicators of hydrophytic vegetation and wetland hydrology must be present, unless disturbed or problematic</p>
--	---	--

<p>Restrictive Layer (if observed):</p> <p>Type: _____</p> <p>Depth (inches): _____</p>	<p>Hydric soil present? <u>Y</u></p>
--	--------------------------------------

Remarks:

HYDROLOGY

Wetland Hydrology Indicators:		
<p><u>Primary Indicators (minimum of one is required; check all that apply)</u></p> <p><input type="checkbox"/> Surface Water (A1)</p> <p><input type="checkbox"/> High Water Table (A2)</p> <p><input type="checkbox"/> Saturation (A3)</p> <p><input type="checkbox"/> Water Marks (B1)</p> <p><input type="checkbox"/> Sediment Deposits (B2)</p> <p><input type="checkbox"/> Drift Deposits (B3)</p> <p><input type="checkbox"/> Algal Mat or Crust (B4)</p> <p><input type="checkbox"/> Iron Deposits (B5)</p> <p><input type="checkbox"/> Inundation Visible on Aerial Imagery (B7)</p> <p><input type="checkbox"/> Sparsely Vegetated Concave Surface (B8)</p> <p><input type="checkbox"/> Water-Stained Leaves (B9)</p>	<p><input type="checkbox"/> Aquatic Fauna (B13)</p> <p><input type="checkbox"/> True Aquatic Plants (B14)</p> <p><input type="checkbox"/> Hydrogen Sulfide Odor (C1)</p> <p><input type="checkbox"/> Oxidized Rhizospheres on Living Roots (C3)</p> <p><input type="checkbox"/> Presence of Reduced Iron (C4)</p> <p><input type="checkbox"/> Recent Iron Reduction in Tilled Soils (C6)</p> <p><input type="checkbox"/> Thin Muck Surface (C7)</p> <p><input type="checkbox"/> Gauge or Well Data (D9)</p> <p><input type="checkbox"/> Other (Explain in Remarks)</p>	<p><u>Secondary Indicators (minimum of two required)</u></p> <p><input type="checkbox"/> Surface Soil Cracks (B6)</p> <p><input type="checkbox"/> Drainage Patterns (B10)</p> <p><input type="checkbox"/> Dry-Season Water Table (C2)</p> <p><input type="checkbox"/> Crayfish Burrows (C8)</p> <p><input type="checkbox"/> Saturation Visible on Aerial Imagery (C9)</p> <p><input type="checkbox"/> Stunted or Stressed Plants (D1)</p> <p><input checked="" type="checkbox"/> Geomorphic Position (D2)</p> <p><input checked="" type="checkbox"/> FAC-Neutral Test (D5)</p>

<p>Field Observations:</p> <p>Surface water present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____</p> <p>Water table present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____</p> <p>Saturation present? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Depth (inches): _____</p> <p>(includes capillary fringe)</p>	<p>Indicators of wetland hydrology present? <u>Y</u></p>
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Describe recorded data (stream gauge, monitoring well, aerial photos, previous inspections), if available:

Remarks:

Appendix B

Representative Site Photographs

Appendix B - Site Photos







Charter Site – Wetland area, north side, east of bridge







(Above Space is Reserved for Recording Information)_____

**Minnesota Wetland Conservation Act
Declaration of Restrictions and Covenants for Project-Specific Wetland Replacement**

Replacement Wetland Declarant: City of Ramsey

General Location of Replacement: Sec. 28, Twp. 32, Rge. 25, County of Anoka

This Declaration of Restrictions and Covenants for Project-Specific Wetland Replacement Wetland (Declaration) is made this ____ day of _____, _____ by the undersigned Declarant:

RECITALS

A. The Declarant holds the fee title or perpetual easement on the real property described in **Exhibit A**, attached hereto.

B. This real property is the site of a Replacement Wetland, as defined in Minnesota Rules 8420.0111, subp. 60. **Exhibit B**, attached hereto, is a map or survey of the subject Replacement Wetland.

C. The Declarant is seeking approval of (1) a replacement plan under Minnesota Statutes section 103G.222.

D. The Replacement Wetland is subject to the Wetland Conservation Act of 1991, as amended, Minnesota Statutes section 103G.222 et seq., and all other provisions of law that apply to wetlands, except that the exemptions in Minnesota Statutes section 103G.2241 do not apply to the Replacement Wetland, pursuant to Minnesota Rules 8420.0420.

E. The Local Government Unit (LGU) charged with approval of the Replacement Plan is City of Ramsey, whose address is 7550 Sunwood Drive NW, Ramsey, MN 55303.

F. All references in this instrument to Minnesota Statutes and Rules are to the Statutes and Rules currently in effect and as amended or renumbered in the future.

RESTRICTIONS AND COVENANTS

The Declarant makes the following declaration of restrictions and covenants for the Replacement Wetland. These restrictions and covenants shall run with the land, and bind Declarant, and Declarant's heirs, successors, and assigns:

1. The Declarant shall maintain a Replacement Wetland of the size and type specified in the replacement plan approved by the LGU and on file at the offices of the LGU. Declarant shall not make any use of the Replacement Wetland that would adversely affect the functions or values of the wetland as determined by Minnesota Rules 8420.0522, and as specified in the replacement plan.

2. Declarant shall pay the costs of maintenance, repairs, reconstruction, and replacement of the Replacement Wetland, which the LGU or the State of Minnesota through the Minnesota Board of Water and Soil Resources may deem necessary to comply with the specifications for the Replacement Wetland in the approved replacement plan.

3. Declarant grants to the LGU, the State of Minnesota, and the agents and employees of the LGU and the State of Minnesota, reasonable access to the Replacement Wetland for inspection, monitoring, and enforcement purposes. This Declaration grants no access to or entry on the lands described to the general public.

4. Declarant represents that he or she has a fee simple or easement interest in the land on which the Replacement Wetland is or will be located. Declarant represents that he or she has obtained the consent of all other parties who may have an interest in the land on which the Replacement Wetland is or will be located to the creation of the restrictions and covenants herein, and that, all such parties have agreed in writing to subordinate their interests to these restrictions and covenants, pursuant to the attached Consent and Subordination Agreement(s).

5. Declarant shall record or file this Declaration, pay all costs associated with recording or filing, and provide proof of recording or filing to the LGU. If this Declaration is given pursuant to a replacement plan, such proof shall be provided to the LGU before proceeding with construction of the Replacement Wetland.

6. Acknowledge that this Easement shall be unlimited in duration, without being re-recorded. This Easement shall be deemed to be a perpetual conservation easement pursuant to Minn. Stat. ch. 84C.

7. If the replacement plan approved by the LGU and on file at its offices requires the establishment of areas of native vegetative cover, the term "Replacement Wetland" as used in this Declaration shall also include the required areas of permanent vegetative cover, even if such areas are not wetlands. All provisions of this Declaration that apply to the Replacement Wetland shall apply equally to the required areas of native vegetative cover. In addition, the Declarant:

- (a) Shall comply with the applicable requirements of Minnesota Rules 8420.0526;

(b) Shall, at Declarant's cost, establish and maintain permanent vegetative cover on areas specified in the replacement plan for native vegetative cover, including any necessary planting and replanting thereof, and other conservation practices, in accordance with the replacement plan;

(c) Shall not produce agricultural crops on the areas specified in the replacement plan;

(d) Shall not graze livestock on the areas specified in the replacement plan or;

(e) Shall not place any materials, substances, or other objects, nor erect or construct any type of structure, temporary or permanent, on the areas specified in the replacement plan, except as provided in the replacement plan;

(f) Shall, at Declarant's cost, be responsible for weed control by complying with noxious weed control laws and emergency control of pests necessary to protect the public health on the areas specified in the replacement plan; and

(g) Shall comply with any other requirements or restrictions specified in the replacement plan, including, but not limited to, haying, mowing, timber management or other vegetative alterations that do not enhance or would degrade the ecological functions and values of the replacement site.

8. This Declaration may be modified only by the joint written approval of the LGU and the State of Minnesota through the Minnesota Board of Water and Soil Resources. If the Replacement Wetland has been used to mitigate wetland losses under the Federal Water Pollution Control Act, the U.S. Army Corps of Engineers (or successor agency) must also agree to the modification in writing. Such modification may include the release of land contained in the legal description above, if it is determined that non-wetland areas have been encumbered by this Declaration, unless the approved replacement plan designates these non-wetland areas for establishment of permanent vegetative cover.

9. This Declaration may be enforced, at law or in equity, by the LGU, or by the State of Minnesota. The LGU and the State of Minnesota shall be entitled to recover an award of reasonable attorneys' fees from Declarant in any action to enforce this Declaration. The right to enforce the terms of this Declaration is not waived or forfeited by any forbearance or failure to act on the part of the State or LGU. If the subject replacement area is to be used partially or wholly to fulfill permit requirements under the Federal Water Pollution Control Act or a federal farm program, then the provisions of this Declaration that run to the State or the LGU may also be enforced by the United States of America in a court of competent jurisdiction.

10. This Declaration must be recorded and proof of recording submitted to the LGU or other regulatory authority in order to be valid.

Signature of Declarant

Signature of Declarant

(STATE OF MINNESOTA)

ss.

(COUNTY OF Anoka)

This instrument was acknowledged before me on _____ (date) by
_____ (name(s) of person(s)).

(Signature of Notarial Officer)

(Title)

My commission expires: _____

Attachments: Exhibit A (legal description)

Exhibit B (map or survey of Replacement Wetland)

This instrument drafted by:

EXHIBIT A

THE FOLLOWING AREAS WERE USED FOR WETLAND MITIGATION AS NOTED ON THE PLANS PREPARED BY GLENN REHBEIN COMPANIES UPDATED OCTOBER 14, 2005. CHARTER SCHOOL WETLAND, NORTHWEST WETLAND

CHARTER SCHOOL WETLAND

LEGAL DESCRIPTION

OUTLOT CC, RAMSEY TOWN CENTER ADDITION, DRAINAGE AND UTILITY EASEMENT OVER ALL OF OUTLOT CC.

NORTHWEST WETLAND

LEGAL DESCRIPTION

OUTLOTS A AND B, RAMSEY TOWN CENTER 10TH ADDITION, DRAINAGE AND UTILITY EASEMENT OVER ALL OF OUTLOTS A. AND B.

EXHIBIT B

THE FOLLOWING AREAS WERE USED FOR WETLAND MITIGATION AS NOTED ON THE PLANS PREPARED BY GLENN REHBEIN COMPANIES UPDATED OCTOBER 14, 2005. CHARTER SCHOOL WETLAND, NORTHWEST WETLAND

CHARTER SCHOOL WETLAND

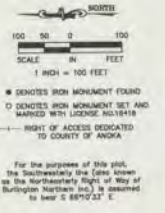
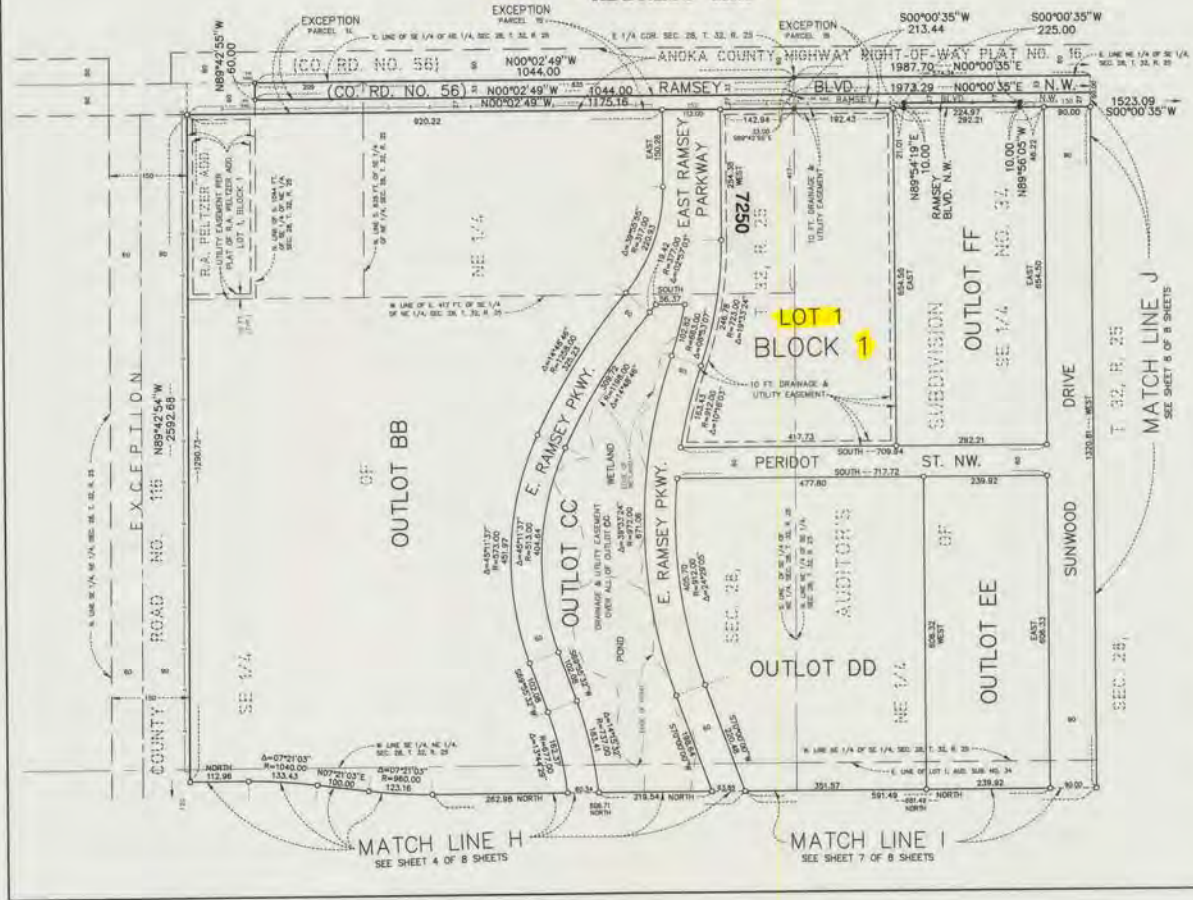
FILE: RAMSEY TOWN CENTER (D).PDF

NORTHWEST WETLAND

FILE: RAMSEY TOWN CENTER 10TH (B).PDF

RAMSEY TOWN CENTER ADDITION ADDRESS MAP

CITY OF RAMSEY
COUNTY OF ANOKA
SEC. 28, TWP. 32, RGE. 25



• DENOTES IRON MONUMENT FOUND
○ DENOTES IRON MONUMENT SET AND MARKED WITH LICENSE NUMBER
— RIGHT OF ACCESS DEDICATED TO COUNTY OF ANOKA

For the purposes of this plot, the Southwestern One Line known as the Northwestern Right of Way of Burlington Northern Inc. is assumed to bear S 88°10'27" E.



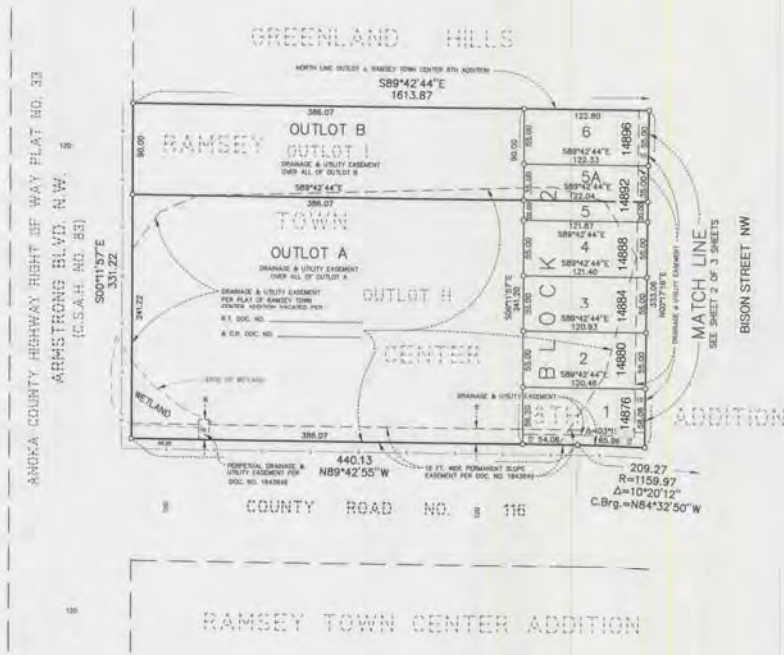
DRAWING NUMBER Ramsey Town Center Add

RAMSEY TOWN CENTER 10TH ADDITION ADDRESS MAP

CITY OF RAMSEY
COUNTY OF ANOKA
SEC. 28, TWP. 32, R. 25

DRAWING NUMBER
10TH Addition

DRAWING NUMBER
Ramsey Town Center



FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A RAMSEY TOWN CENTER 8TH ADDITION IS ASSUMED TO BEAR $N89^{\circ}42'44"W$. ALL MONUMENTS REQUIRED BY MINNESOTA STATUTE WILL BE SET WITHIN ONE YEAR OF THE RECORDING DATE OF THIS PLAT AND SHALL BE ENDORSED BY A 5/8 INCH BY 14 INCH IRON MONUMENT MARKED WITH PLS 19418.

- DENOTES RIGHT OF ACCESS DEDICATED TO COUNTY OF ANOKA BY PLAT OF RAMSEY TOWN CENTER ADDITION
- DENOTES IRON MONUMENT FOUND
- DENOTES 5/8 INCH BY 14 INCH IRON MONUMENT SET AND MARKED WITH LICENSE NO.19418



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-147

RESOLUTION APPROVING DECLARATION OF RESTRICTIVE COVENANTS FOR PROJECT SPECIFIC WETLAND MITIGATION AREAS

WHEREAS, the City of Ramsey was a partner in developing the COR (formerly known as Ramsey Town Center, a master planned 300-acre development which included creating two wetland mitigation areas; and

WHEREAS, the wetland mitigation process includes monitoring and filing reports on the condition of the wetlands for five years after the wetland is created; and

WHEREAS, the wetlands were created in 2005 - 2006, with monitoring in 2011, 2012 and 2020 – 2021. The report from the 2020 -2021 monitoring indicated the mitigated wetlands met the criteria for acceptance of the mitigation; and

WHEREAS, state law governing acceptance of mitigation wetlands requires recording a Declaration of Restrictions and Covenants for Project Specific Wetland Replacement with the County where the wetlands were created: and

WHEREAS, staff has prepared a Declaration of Restrictions and Covenants for Project Specific Wetland Replacement for the wetlands developed for the COR.

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

- 1) That the Mayor and City Administrator are hereby authorized to sign the Declaration of Restrictions and Covenants for Project Specific Wetland Replacements for and on behalf of the City of Ramsey.
- 2) That the City Administrator is authorized to record this Declaration of Restrictions and Covenants for Project Specific Wetland Replacement with Anoka County.

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

Mayor
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember

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 ___th day of June, 2022.

Mayor

ATTEST:

City Clerk

CC Regular Session

5. 2.

Meeting Date: 06/28/2022

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated 06/14/2022
2. City Council Regular Session dated 06/14/2022

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 06/14/2022
 2. City Council Regular Session dated 06/14/2022
-

Attachments

6-14-22 CCWS

6-14-22 Mtg

Form Review

Inbox

Colleen Lasher

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 06/23/2022

Reviewed By

Colleen Lasher

Brian Hagen

Date

06/23/2022 01:41 PM

06/23/2022 02:20 PM

Started On: 06/23/2022 09:24 AM

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, June 14, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: Interim City Administrator/Community Dev. Director Brian Hagen
Administrative Services Director Colleen Lasher
City Engineer Bruce Westby
Public Works Superintendent Grant Riemer
Finance Director Diana Lund
Parks and Assistant Public Works Superintendent Mark Riverblood
Police Chief Jeff Katers
City Attorney Fritz Knaak
Human Resources Generalist Sue Hurd

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Review 2021 Annual Comprehensive Financial Report, Management Report and Special Purpose Audit Reports

Aaron Nielsen from the auditing firm of MMKR presented a review of the 2021 Annual Comprehensive Financial Report and Management Report that provides auditors comments on the audit process and the Special Purpose Audit Reports on internal controls and legal compliance.

Councilmember Riley referenced the Management Report and the table at the bottom of page 11. He commented that Public Safety shows a steady increase each of the five last years and asked what was driving that.

Finance Director Lund replied there was an increase in things like over time, staffing and personnel. She stated that COVID resulted in an increase in calls. She believed the second half

and other capital requests were factored in for the two different years but the majority has been personnel costs.

Councilmember Riley commented that Public Safety calls have been increasing.

Councilmember Musgrove asked if it had anything to do with the duty shift change.

Finance Director Lund replied about \$200,000 is received in aid for Fire Relief Aid and she used to book it as revenue but that is reflected under Public Safety. She stated it is coming in as revenue but is spent as expenses so they will see it within the budget this year.

Councilmember Riley asked if that was part of what was driving the increase also.

Finance Director Lund replied yes. She stated the increase in personnel costs were related to the number of calls but she couldn't speak to the duty. She repeated that most of it was related to the \$200,000.

Councilmember Riley referenced page 15 of the Management Report and the table of revenues, the franchise fees. He stated they had talked about a \$1.9 million number and asked if that is equivalent and it just came in 5% higher than what was discussed.

Finance Director Lund replied the \$1.9 million was an estimate at the time when the franchise fee was put in place but these are based off actual numbers with new housing growth.

Councilmember Riley referenced page 16 of the Management Report and asked Mr. Nielsen about a comment in there that the Legislature has a plan to update the LGA formula. He asked for more information.

Mr. Nielsen replied he didn't have the report with him on what the changes would be.

Councilmember Riley asked what the source of the comment was.

Mr. Nielsen replied that is included in the information that has been passed by the Legislature in the last couple years but he couldn't speak to the implications for Ramsey specifically.

Finance Director Lund commented the estimate she has seen is about \$36,000.

Councilmember Riley thanked Mr. Nielsen for attending and giving the report and for his work.

Finance Director Lund commented Mr. Nielsen will do a brief presentation during the regular City Council meeting.

2.02: Receive Updates and Provide Direction on Ramsey Gateway Highway 10 Improvements Project

City Engineer Westby stated this will be a brief update with the bulk of the update being given on June 28, 2022. He stated the first question direction that will be sought is will the City of Ramsey be willing to lead the re-construction of Riverdale Drive as a City-led project. He stated the next question was if the City wanted to remove the trees from the Plants and Things property as a part of the Ramsey Gateway project. He stated Staff recommends not removing trees from the property prior to construction. He reported there are two open house events scheduled for June 29, 2022.

Councilmember Woestehoff asked if for the morning session of the open house, could they talk directly to the properties that might be interested in that.

City Engineer Westby replied he didn't know about any direct communication and the mailings about it have just gone out. He stated he was sure there would be communication between Staff and businesses.

Councilmember Musgrove commented that she would like to keep the trees if possible.

2.03: Discuss Immediate Administrative Services and Community Development Staffing Needs

Administrative Services Director Lasher stated there have been changes in both Administrative Services and Community Development. She reviewed the Staff report regarding staffing needs and recommendations. She asked for Council direction starting with the Community Development Director position.

Councilmember Musgrove commented she was in favor of Staff's direction of having the Community Development Director as a separate role.

Mayor Kuzma concurred with Councilmember Musgrove.

Councilmember Specht asked about the duties of the Deputy City Administrator and if was mainly to fill in when the City Administrator isn't available or if there are other duties that would need to be delegated.

Administrative Services Director Lasher replied former Deputy City Administrator Tim Gladhill would assist with strategic planning and step in during the absence of the City Administrator. She stated before there was a Deputy City Administrator, if the City Administrator was going to be absent, duties were assigned to a lead person.

Interim City Administrator/Community Dev. Director Hagen commented if an emergency is happening while away, he recognized that part of the duty of the City Administrator is to take phone calls or return as soon as possible. For a longer vacation such as a week, a department head could be assigned to triage anything that might come up.

Councilmember Specht asked if the position wouldn't need to be backfilled but could be handled on an as needed basis.

Interim City Administrator/Community Dev. Director Hagen replied it could be handled that way for the next year or two and perhaps revisited in the future.

Councilmember Specht commented he supported that.

Councilmember Howell agreed adding that she wasn't supportive of the dual title in the beginning so keeping the position focused on Community Development sounded good.

Administrative Services Director Lasher stated the next position to discuss was the Assistant Finance Director vacancy. Staff is recommending promoting from within and there are two internal candidates. Those two promotions are on the consent agenda for tonight's meeting. That includes Ms. Cindy Nelson, moving from an Accountant III position to Assistant Finance Director and Ms. Tammy Oaks, moving from an Accounting Clerk to Accountant I. She stated these positions are on the consent agenda. She stated the new Accounting Clerk could start the end of August or beginning of September as the recruitment has already begun.

Administrative Services Director Lasher stated the Staff recommendation is to drop events from the Communications and Events Coordinator position and have the new Communications Coordinator provide additional assistance directly to the City Administrator with communications and special projects. The Happy Days event will have to be addressed.

Councilmember Riley expressed concerns about dropping the events portion from the Communications and Events Coordinator position. He asked how Communications Coordinator could be a full-time job when it hasn't seemed to be in the past. He asked for an explanation about what would be done.

Councilmember Heineman echoed that and asked what a 40-hour work week would look for communications.

Administrative Services Director Lasher replied she will bring that back to the next City Council meeting for further discussion.

Councilmember Howell asked if any other cities of similar size outsource either events or communications.

Administrative Services Director Lasher replied she wasn't aware of any city that outsources communications but she did know of cities that outsource their newsletter to a company called Prime Advertising. She added some cities outsource their community festival which is something Staff wants to discuss. She stated she wasn't sure logistically how outsourcing communications would be done but the role could be reduced some if the newsletter and Happy Days were to be outsourced. She stated when it was tracked Happy Days had cost the City over \$100,000 which is something that could be looked at.

Councilmember Howell stated the City of Elk River does a nice job with their online communications keeping it city focused. For example, summarizing City Council meetings on Facebook.

Administrative Services Director Lasher replied Elk River has a really impressive communications program but they have four full-time communications staff.

Councilmember Woestehoff commented that getting the right person in the role could really change how the City is perceived. From resident feedback, communication has been a weakness for the City. He argued the right person at 40 hours a week is a good investment. He commented that the Communications Coordinator could help manage the flow of Happy Days if it were outsourced but he stated he would support outsourcing it.

Councilmember Heineman added during the interview for the Communications Coordinator they could ask about plans for communications and content would help Council understand what could be done in a 40 hour work week. He stated that hearing that Elk River has four full-time communications staff helps him understand the complexities but he would like to see what that looks like.

Administrative Services Director Lasher summarized that the Council direction was that more information is being requested so recruitment will not be posted but delayed by two weeks. She asked if the Streets Maintenance worker has been posted.

Human Resource Generalist Hurd replied it will be posted tomorrow morning.

Administrative Services Director Lasher stated the Building Inspector position was posted today.

Councilmember Specht commented that this time of year potholes come up and asked if there was anything that could be done to speed up the process such as more staff.

Public Works Superintendent Riemer replied the position they are filling is for someone who just resigned this week. They had a full crew up until that time. He stated there is a request for an additional piece of equipment in 2023 which will help. He stated the roads need to be repaired in older developments more than potholes.

Councilmember Riley asked if that will be a case for Public Works next week.

Public Works Superintendent Riemer confirmed this.

Administrative Services Director Lasher asked if there is any interest in bringing in an additional Streets Maintenance Worker if they have a good candidate pool during the Streets Maintenance Worker recruitment.

Councilmember Woestehoff replied the question was if additional personnel would help solve the issue.

Public Works Superintendent Riemer replied their department does a lot and an additional worker would be helpful.

Councilmember Woestehoff commented he would support that.

Councilmember Specht asked about the cost.

Administrative Services Director Lasher replied an educated guess would be about \$35,000.

Councilmember Musgrove commented that she saw on LinkedIn that the cities of Crystal, Plymouth, Golden Valley, New Hope, Minneapolis, and St. Louis Park are all having trouble recruiting workers so if there is a quality candidate they should take advantage of it.

Councilmember Heineman asked what position that was for.

Councilmember Musgrove replied it was staffing issues in Public Works and seasonal workers. She suggested that if the revenue is available and there are quality candidates that it be considered.

Mayor Kuzma asked if there was Council consensus to add a second Streets Maintenance Worker. There was Council consensus.

Administrative Services Director Lasher summarized that the Council direction was rather than recruiting for one Streets Maintenance Worker they will recruit for two. She stated she is always looking for efficiencies in Human Resources to save on Staff resources. She stated she and the City Attorney had discussed process improvements to hiring seasonal and temporary employees. She stated she has noticed other cities just hire them. She stated she has always been told the City Administrator doesn't have authority to hire and fire anyone. She stated that some cities, by resolution, are delegating the authority of hiring seasonal employees without having to bring it to Council. She felt that would be more efficient as they are losing candidates while waiting for a City Council meeting for approval.

Mayor Kuzma asked if this would have a budget impact or if it has already been accounted for in the budget.

Administrative Services Director Lasher confirmed this.

Councilmember Heineman asked if this is giving the City Administrator the authority to make the offer but the position has already been outlined.

Administrative Services Director Lasher replied yes.

Councilmember Heineman replied he agreed with seasonal positions and asked what other positions.

Administrative Services Director Lasher replied temporary interns.

Councilmember Heineman replied that level of hourly employees would make sense but higher levels would still need Council input.

Councilmember Howell asked if it is correct that it would be limited to positions that have already been made, not the creation of new positions.

Administrative Services Director Lasher replied correct, it would be the routine recruitments including seasonal workers, interns, rink attendants and plow drivers.

Councilmember Howell replied that sounded reasonable.

Mayor Kuzma asked if there is consensus.

Councilmember Musgrove commented that as long as it is outlined what positions it is that she agreed it made sense. She wanted to clarify that Administrative Services Director Lasher wasn't suggesting hiring someone that is currently an intern to fill a needed position within the City. She asked if it was correct that Administrative Services Director Lasher was talking about rink attendants, seasonal workers, plow drivers.

Administrative Services Director Lasher replied she was talking about any employee that is a temporary employee that isn't counted in the FTE count. She stated it wouldn't be anyone who would have a regular schedule year-round.

Councilmember Musgrove asked if it would include the fire department.

Administrative Services Director Lasher replied no, Fire Department employees would be brought forward.

Councilmember Musgrove commented she was okay with that.

There was Council consensus for that.

Mayor Kuzma asked if a resolution will be brought to the City Council meeting.

Administrative Services Director Lasher replied it might not make it to the next meeting but yes, they will.

Administrative Services Director Lasher asked about pre-employment drug testing for seasonal employees. She stated the City of Ramsey is one of the very few cities she is aware of that does drug testing. She stated it is a cost and a delay in the hiring process. She stated reasonable suspicion testing can be done in the event there is doubt about an employee being under the influence of something. She suggest dropping the drug testing requirement.

Councilmember Heineman asked if there is a liability they would be taking on for employees operating machinery.

City Attorney Knaak replied if they don't test but observe the employees and they appear to be functioning normally there is no issue. If it looks like someone is impaired they have to react

immediately. Doing the drug testing up front is a protection but discernment could be done during the hiring process.

Councilmember Heineman replied he would be in support of it but his concern is if someone causes an accident while under the influence and it comes out that drug testing wasn't done before hiring them if there would be more liability taken on because of that.

City Attorney Knaak replied no, it doesn't start with an obligation to drug test and then back off of it, that is something that was decided by the City to do voluntarily. He stated most cities that he was aware of for part time workers generally don't do that unless there has been a problem.

Mayor Kuzma suggested drug testing for the snow plow drivers.

Councilmember Howell commented she knew it was inconvenient to require drug testing but she felt it was simple and preferred to keep it in place as a deterrence for people who have significant issues. She felt it was worth the expense.

Councilmember Woestehoff asked when in the hiring process the drug testing is currently required.

Administrative Services Director Lasher replied they are required to have a written job offer and a Department of Labor notice for employment conditions presented to the employee prior to them going for drug testing.

Councilmember Woestehoff asked how many days does that slow the process.

Administrative Services Director Lasher replied there is the opportunity to run a rapid test so they have the results the same day.

Councilmember Woestehoff commented he favored skipping the test because there is a safety net of behavioral testing. He stated in light of it being a tight market anything that can be done to expedite the process he would favor.

Councilmember Heineman commented it wasn't about the fee for him but from an applicant's perspective he felt that any additional requirement is going to be a deterrent to apply. He stated if it eased the hiring process he would be in favor of it.

Councilmember Specht commented he was in favor of it and there are other ways to screen for integrity.

Councilmember Musgrove commented it could be tried for a period of time and then re-evaluated.

Councilmember Riley commented he was fine if it was removed.

Administrative Services Director Lasher summarized Council direction was to remove the drug testing requirement but re-evaluate it after two seasons.

Administrative Services Director Lasher moved to the next item related to the immediate restructure needs in Administrative Services. She reviewed her background when she was asked to become the City Clerk. She asked to have that position removed from her role and for Deputy City Clerk Schmidt to be promoted to City Clerk.

Councilmember Riley asked if Deputy City Clerk Schmidt was qualified and trained for that promotion.

Administrative Services Director Lasher replied yes.

Councilmember Howell asked what happens to the title of Administrative Services Director because it seems like Administrative Services Director Lasher has had a lot of positions under one title. She asked if it would be split off into Human Resources Director and City Clerk or how does that look.

Administrative Services Director Lasher replied Administrative Services Director is her title. She stated she oversees Administrative Services which includes all of the things listed in the attachment. She stated nothing would change with her title. The requested change is to take City Clerk duties from her role because it was never sustainable. She stated if her title were to be changed Human Resources Director would be fitting. She stated the Personnel policy identifies the City Administrator as the department head of Administrative Services. She stated she is not considered a department head. She stated that was modeled after the City of Andover; however, the person doing her role at that city doesn't come to Council meetings or evening meetings. She stated she didn't know a change is needed.

Councilmember Specht thanked Administrative Services Director Lasher for bringing this forward. He asked how her role would change.

Administrative Services Director Lasher replied it would be everything on the attachment except she wouldn't be in charge of being the City Clerk. She requested that the City Clerk would report to the City Administrator.

Councilmember Howell asked about moving the title to HR Director. She asked if City Clerk would be a parallel position.

Administrative Services Director Lasher replied no, City Clerk is a much lower position.

Councilmember Howell replied she would be in favor of switching the title because the important role of City Clerk is removed.

Councilmember Heineman commented he thought this was a great idea and a proactive step with the elections coming up and all the hiring that needs to be done. He asked what Administrative Services Director Lasher wanted her title to be.

Mayor Kuzma agreed and stated he was fine with Administrative Services Director Lasher choosing her title.

Councilmember Musgrove commented that the title plays a role in understanding who answers to who and clarity of work, where it is going to and from. She stated the organizational chart helps with this. She agreed with moving the City Clerk role. She stated she met Community Development Assistant Nicole Laubach who stated she isn't working in her field of study which is HR and commended Administrative Services Director Lasher for using resources. She asked what Administrative Services Director Lasher sees Community Development Assistant Laubach's role being in regards to HR.

Administrative Services Director Lasher referenced the Staff report with a bulleted list. She clarified that initially priority would be her assisting with Happy Days, training her replacement and then transitioning to HR. She stated the bulleted list is what she would like the role to include because they are tasks that are either not being done or not done well.

Councilmember Musgrove commented it is going to take time for the transition. She asked if Administrative Services Director Lasher sees herself helping with the transition as a part of the role and the items on the list regarding communications. She asked if elections would be taken off.

Administrative Services Director Lasher replied everything on the list would stay except elections.

Councilmember Musgrove asked about all of the duties still being a lot and asked if the duties for Human Resources, City Clerk, and Administration split so each one could be done well.

Administrative Services Director Lasher replied no, adding she thought there are some efficiencies that can be found in taking the City Clerk duties from her role and while it's not 40 hours a week she might gain some time. She commented if things slow down and one additional person is added in HR, that it will be enough. She didn't want the role split off further.

Councilmember Musgrove asked if after a period of time that Administrative Services Director Lasher could still come back and ask for the role to be split, especially with the understanding that City Staff is going to be growing. She also asked if Administrative Services Director Lasher would bring it back to Council if she didn't feel it was working well.

Administrative Services Director Lasher replied she would definitely bring it back if she thought it wasn't working well because she doesn't like to do things if she can't do them well.

Councilmember Musgrove commented the list looks labor intensive and thought the role should be split. She appreciated utilizing staff to support Administrative Services Director Lasher and help make the process easier.

Administrative Services Director Lasher replied it will be contingent on what happens with the Communications Coordinator. She referred to the large handout and the error that the City Clerk will report to the herself instead of the City Administrator.

Mayor Kuzma expressed concerns about making City Engineer Westby the Public Works Director because he felt it would be putting too much on him. He suggested making City Engineer Westby the Interim Public Works Director and doing a trial period to see how things go after which point it can be re-evaluated.

Councilmember Riley agreed with making a trial period and suggested six months. He thought it would be a mistake to make the change without knowing fully if it is going to work.

Councilmember Musgrove asked who the supervisors would be under City Engineer Westby in each department and how he feels about the support they would bring to his new role in Public Works.

City Engineer Westby replied he didn't foresee much change and believed the organization chart has been updated.

Councilmember Musgrove stated it looked like the org chart shows the chain of command all goes up to City Engineer Westby with the exception of Parks and Assistant Public Works Superintendent Riverblood as an Assistant Public Works Director. She stated she understood City Engineer Westby knows the Staff but asked if there will be supervisors so the chain of command doesn't all go directly to City Engineer Westby.

City Engineer Westby replied the supervisors would report to him and the staff under them would report to the supervisors. He stated that is the current structure and also the proposed continuation of structure.

Councilmember Musgrove asked even though the organization chart shows the lines for authority go to Westby, there would be supervisors.

City Engineer Westby replied engineering would continue to function that way.

Councilmember Musgrove asked the command chain for Public Works, the Streets, the Building Supervisors, they run up but it would just be the department leads that would report to City Engineer Westby.

City Engineer Westby confirmed this.

Councilmember Musgrove commented she would be supportive of a trial and that being a co-working area with Public Works and Engineering will give a better picture of the work that needs to be done and provide a breath and scope of future work. She thought it could be a benefit and hoped City Engineer Westby would say if it isn't working.

Councilmember Heineman referenced the Communications and Events Coordinator and asked Administrative Services Director Lasher to research what outsourcing events would cost because that may inform the decision about splitting the position to be strictly communications. He asked what the rationale was for the Park Supervisors, Parks Leads and Parks Maintenance Workers reporting to City Engineer Westby instead of Parks and Assistant Public Works Superintendent

Riverblood. He thought it could lighten the work load for City Engineer Westby if they didn't report to him.

Parks and Assistant Public Works Superintendent Riverblood replied the Parks Maintenance workers would continue to report to the division supervisors; the proposal is to eliminate the Superintendent position and it retitles City Engineer Westby and himself for clarity but the structure remains the same. He stated if the Director is absent then he would support the Director relative to be responsible for the engineering staff, aside from that the structure remains the same. He stated the details on daily operations are being worked on and thought it would work well. He stated if it is found not to work well, Council can review it at any time.

City Engineer Westby asked if the proposed changes and promotions are being tabled.

Mayor Kuzma replied he didn't think so but expressed concern that City Engineer Westby was being set up for failure which he didn't want to happen. He stated he was supportive of a trial.

Councilmember Woestehoff commented he agreed with Councilmember Musgrove that there is a good opportunity for Public Works and Engineering to work closely together and operate as one. He gave the example of when a road is being designed they are talking to the same people who are maintaining the roads which isn't a bad thing for the City. He agreed with Councilmember Heineman's suggestion that supervisors go to the Parks Supervisor instead of going to the Public Works/Engineering Director to lighten the load for City Engineer Westby. He suggested in the next six months they may learn that an Engineering Manager is needed to help with management. He stated this case is a great example of how things can be changed and adjusted when it needs to.

Administrative Services Director Lasher explained the way that duties are divided that it may be better to have one boss so putting Parks Maintenance under Parks and Assistant Public Works Superintendent Riverblood makes sense because it pulls from the maintenance employee pool. She stated all it would be taking from City Engineer Westby is the Parks Supervisor but it could create some other challenges. She asked to be corrected if she had misspoke.

Councilmember Heineman asked if it was correct that they should view the position as more of a maintenance position.

Administrative Services Director Lasher confirmed this and added if the Director isn't present then Parks and Assistant Public Works Superintendent Riverblood as the Assistant would cover that role.

Councilmember Howell echoed some of the concerns of the Mayor in putting so much on City Engineer Westby. She gave the example of a city in Wisconsin that tried it and it didn't work resulting in them having to go back. She asked if it ends up being too much that it be addressed quickly.

Administrative Services Director Lasher asked for clarity on the Council direction. She asked if there was consensus that all of the engineering positions that are on the consent agenda stay and be passed.

There was Council consensus that City Engineer Westby would become Interim Public Works Director.

Administrative Services Director Lasher asked for how long and what Assistant Public Works Superintendent Riverblood's title would be, if it would Interim Assistant Public Works Director.

Mayor Kuzma replied yes, adding the trial period could be six months.

Councilmember Musgrove commented she wasn't in favor of the interim period but asked that if it doesn't work to let Council know. She wasn't sure how Staff would react to the term Interim, if it carried the same authority.

Councilmember Woestehoff agreed adding if it doesn't work he asked for honesty from City Engineer Westby and Parks and Assistant Public Works Superintendent Riverblood to let Council know and a solution could be created.

Councilmember Heineman agreed that if it isn't working, it isn't working and adding interim to the title isn't going to make a difference.

Councilmember Specht commented that one benefit of adding Interim is if it doesn't work it is a title change instead of removal of a position. He commented that in looking at the org chart that it is a lot to add to one person and expressed concerns about burnout. He suggested having a date for review.

Councilmember Howell agreed with Councilmember Specht because it is a big change.

Councilmember Riley agreed, adding that City Engineer Westby already has a big position and the solution is to add more. He thought adding Interim to the title would make the City look at it again.

City Engineer Westby commented that the more discussion he has with Parks and Assistant Public Works Superintendent Riverblood and Public Works Superintendent Riemer, the more comfortable he has become. He felt they have a good plan and didn't have any significant concerns. He stated he didn't like to do things if he didn't feel he could do it well but he understood the Council concerns.

Administrative Services Director Lasher asked if it was the case that Parks and Assistant Public Works Superintendent Riverblood's title would change to Interim Parks/Assistant Public Works Director.

Mayor Kuzma replied yes, they will both be interim for six months.

Administrative Services Director Lasher asked about the proposed pay scales and if those are approved.

There was consensus for this.

Administrative Services Director Lasher stated she and Human Resource Generalist Hurd are interviewing the part-time receptionist secretaries on Wednesday and Thursday this week. She stated it appears there is a good applicant pool and asked if there are candidates that are not selected to be the receptionist if it would be okay to bring them on to help with Happy Days.

Councilmember Musgrove asked if the candidates would have the qualifications for the Communications person.

Administrative Services Director Lasher replied it would be very unlikely. She stated if Administrative Assistant Laubach is promoted then her position would need to be filled. These applicants would be more appropriate for the assistant position, not the coordinator.

Mayor Kuzma asked if the second person would be temporary.

Administrative Services Director Lasher replied yes.

Mayor Kuzma replied then that is already answered.

Councilmember Specht asked if Happy Days will be coming back as a case so they can discuss how it is handled.

Interim City Administrator/Community Dev. Director Hagen replied yes, it will come back to the next Work Session to talk about the cost of outsourcing.

Councilmember Musgrove referenced the policy that was just approved through consensus and asked if the position just asked about was the same as hiring a predetermined set of plow drivers.

Administrative Services Director Lasher replied until the resolution is adopted any new hires would be brought forward.

Interim City Administrator/Community Dev. Director Hagen added it would only include budgeted positions, which the one Administrative Services Director Lasher just mentioned wasn't. He thought a similar scenario would be brought for consensus of the Council.

Administrative Services Director Lasher noted she did a salary survey and the current wage scale that Interim City Administrator/Community Dev. Director Hagen held as Deputy City Administrator/Community Dev. Director is within about \$50 of the market for a regular Community Development Director position. She would not propose a wage scale change.

Councilmember Musgrove asked if it was for the one position versus the two.

Administrative Services Director Lasher replied correct. She added she wouldn't recommend making a change or they will not be competitive.

The consensus of the Council was to reduce the position of Deputy City Administrator/Community Dev. Director to only being the Community Development Director and to hire for that with Deputy City Administrator tasks being delegated to department heads on a case-by-case basis; follow Staff recommendations for internal promotions for the Assistant Finance Director and Accountant I; rather than recruiting for one Streets Maintenance Worker recruitment will be for two; giving authority to the City Administrator to hire interns and temporary and seasonal workers; to remove drug testing for seasonal employees and re-evaluate it after two seasons. Parks and Assistant Public Works Superintendent Riverblood's title would change to Interim Parks/Assistant Public Works Director and City Engineer Westby's title would change to Interim Public Works Director.

2.04: Organizational Culture - Roles and Responsibilities

This item has been moved to the June 28, 2022 City Council Work Session.

The meeting was recessed at 6:58 p.m. The meeting was reconvened at 8:48 p.m.

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

Interim City Administrator/Community Dev. Director Hagen explained the purpose of the meeting was to consider the purchase a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota.

Mayor Kuzma recessed the meeting to Closed Session at 8:49 p.m.

The meeting reconvened to Open Session at 9:19 p.m.

Interim City Administrator/Community Dev. Director Hagen summarized the Closed Session for the purpose of considering the purchase offer for a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota. That session was closed pursuant of Minnesota Statute 13D.05 Subd. 3 c (3).

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/Calendar

Noted.

4. MAYOR /COUNCIL /STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 9:20 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.

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

The Ramsey City Council conducted a Closed Session on Tuesday, June 14, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: Interim City Administrator/Community Dev. Director Brian Hagen
City Attorney Fritz Knaak

1. CALL TO ORDER

Mayor Kuzma called the Closed Session of the City Council to order at 8:49 p.m.

2. COUNCIL BUSINESS

2.01: Consider Purchase of a Portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota (Closed to the Public)

Interim City Administrator/Community Dev. Director Brian Hagen explained the purpose of the case was to consider the purchase of a portion of Outlot B, Elmcrest Sanctuary, Anoka County, Minnesota.

The Council discussed the purchase of this property and provided direction to staff.

3. ADJOURNMENT

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

Motion carried.

The Closed Session was adjourned at 9:19 p.m.

Respectfully submitted,

Brian S. Hagen
Interim City Administrator/Community Dev. Director Brian Hagen

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, June 14, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Ryan Heineman
Councilmember Chelsea 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
Finance Director Diana Lund
Planning Manager Todd Larson
City Planner Brian McCann
City Attorney Fritz Knaak
Administrative Services Director Colleen Lasher

1. CALL TO ORDER

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

2. PRESENTATION

2.01: Presentation of 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.

Aaron Nielsen with MMKR shared with the public that they have issued reports ending December 31, 2021, the City has issued the Annual Comprehensive Financial Report which will be submitted to the GFOA for the certificate for excellence in financial reporting. He stated they have also issued the Special Purpose Reports which meet government auditing standards as well as the office of the State Auditor's Compliance Manual. They have issued a Management Report which is required communications with the Council. He noted the General Fund has continued to meet the operating requirements for the fund balance for the City and had favorable operating results with revenues coming in better than expected and expenditures held within the appropriation approved by Council.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

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

5. CONSENT AGENDA

Interim City Administrator/Community Dev. Director Hagen noted there was discussion at the Work Session prior to the City Council meeting relating to Item 5.10: Authorization to Restructure Engineering and Public Works Operations and the Associated Promotions, and consensus was reached to identify the Public Works Director position and Assistant Public Works Director as Interim, so that should be noted in that agenda item.

Motion by Councilmember Musgrove, seconded by Councilmember Heineman, to approve the following items on the Consent Agenda with the notation on item 5.10:

- 5.01: Receive 2021 Annual Comprehensive Financial Report.
- 5.02: Receive April Financial Reports - General Fund and Enterprise Funds
- 5.03: Receive Cash and Investments for Period Ending May 31, 2022
- 5.04: 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
- 5.05: Initiate Strategic Plan Action Item #3—Review and Analyze Turf Maintenance of City Properties
- 5.06: Approve the Following Meeting Minutes
 - 1) City Council Regular Session dated 05/24/2022
 - 2) City Council Work Session dated 05/24/2022
- 5.07: Approve Business Licenses
- 5.08: Approve Liquor License Renewals
- 5.09: Approve Rental Licenses
- 5.10: 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.)
- 5.11: Authorization Approving a Reorganization of the Finance Department
- 5.12: Authorization to Hire Seasonal Public Works Maintenance Worker

- 5.13: 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
- 5.14: 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
- 5.15: Adopt Resolution #22-127 to Enter into Clean Water Fund Grant Agreement with the Metropolitan Council to Accept Water Efficiency Grant Funds
- 5.16: Adopt Resolution #22-128 Approving Lease With iDigital Outdoor, LLC for Dynamic Display Billboard
- 5.17: Adopt Resolution #22-129 Making Certain Findings With Respect to Substandard Buildings
- 5.18: Adopt Resolution #22-130 Accepting Survey Proposals for 167th Avenue Reconstruction, Improvement Project #23-04
- 5.19: Adopt Resolution #22-131 Accepting Deed for Outlot A Lynwood Addition
- 5.20: 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
- 5.21: Adopt Resolution #22-138 Approving Easement Agreement with Pearson Trustees for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #22-05

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

6. PUBLIC HEARING

6.01: Public Hearing: Consider Issuance of Charter School Lease Revenue Bonds (PACT Charter School)

Presentation

Finance Director Lund reviewed the staff report. She stressed this is strictly preliminary approval so they can get the application sent for deed of conduit debt and keeps the process moving but is not approving anything with the school tonight.

Public Hearing

Mayor Kuzma called the public hearing to order at 7:08 p.m.

Councilmember Heineman asked if any PACT representatives would like to come forward to give context before there are questions.

Justin Fincher, with JV Vang, the owner's representative for PACT Charter schools. He gave an update on the progress on the project. He stated site plan review and plat review is a separate process that is still in motion with the Planning Commission and Staff. He stated public hearings regarding this will happen in the near future. He requested Council support for the preliminary resolution.

Councilmember Woestehoff asked for confirmation that this is an arrangement that costs the City and tax payers nothing and the City is privy to a half percent fee to cover all administrative costs so the City generates a small amount of revenue directly.

Finance Director Lund replied that is correct. The conduit debt is a pass through that the City is not liable for any of the payments and they will pay a half percent fee. In addition, if the City desires to issue debt anytime in the future for this year until December 31, 2022 if \$10 million or under is issued, they will stay bank qualified. PACT will be required to pay the difference in being considered nonbank qualified. She stated that has been written into the agreements.

Councilmember Musgrove asked how long the duration of the payment difference that would be required to be made, it is just within this year for any loans that are done this year or subsequent years.

Finance Director Lund replied it has to be respective to this year. She explained if the City where to issue debt of \$10 million or under in 2022 they would be required to pay the difference of the lifespan of the bond. She gave the example of a 20-year bond was taken out, whatever the interest is that charges the City to get a higher amount based off the 20-year issuance, PACT would have to front the difference of the cost.

Councilmember Musgrove stated any debt the City takes on this year for the term of that debt.

Finance Director Lund replied yes as long as it is under \$10 million to be considered bank qualified and not incur a higher interest rate.

Citizen Input

There was none.

Motion by Councilmember Specht, seconded by Councilmember Heineman, to close the public hearing.

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

The public hearing was closed at 7:13 p.m.

Council Business

Motion by Councilmember Heineman, seconded by Councilmember Specht, to adopt Resolution #22-141 Authorizing Preliminary Approval of the Issuance and Sale of Charter School Lease School Revenue Refunding Bonds Conduit Debt, PACT Charter School project.

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

7. COUNCIL BUSINESS

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

Planning Manager Larson reviewed the Staff report and recommendation to approve the resolution for the Interim Use Permit.

Motion by Councilmember Howell, seconded by Councilmember Specht, to adopt Resolution #22-123 Approving an Interim Use Permit for Grading and Excavating at 15000 Nowthen Boulevard NW and Declaring Terms of Same.

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

7.02: Reconsider Denial of an Easement Encroachment Agreement for 16306 Lithium St NW (Project 22-122); Case of Igor Zhelavskiy

City Planner McCann reviewed the staff report and the request by the applicant to request reconsideration due to a technical difficulty at the last meeting when the denial was made. He noted a motion to reconsider the denial before discussion could be made.

Motion by Councilmember Specht, seconded by Councilmember Howell, to reconsider the request for an easement encroachment agreement.

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

Alex Cosovan, friend of Igor Zhelavskiy, stated he was asked to help (by translating for him). He asked what the question was.

Mayor Kuzma replied the initial request was denied.

Mr. Cosovan stated Mr. Zhelavskiy built his shed after he noticed the zoning code. He stated there are no complaints from the neighbors. He stated the main reason why Mr. Zhelavskiy doesn't want to move the shed is because it would need to be moved ten feet and a retaining wall would need to be built because of a slope.

Councilmember Heineman asked if there was an issue with the sprinkler heads.

Mr. Cosovan replied there are sprinklers around.

Councilmember Heineman asked if the reason given before was because the sprinkler head was going to be covered.

Mr. Cosovan replied the sprinkler was in the way but was pretty sure it could be moved or replaced. He stated the reason is because of the slope and a retaining wall would be needed to make it level.

Councilmember Musgrove asked if it is granted and the shed is in the easement and later Council asks that it be moved, would he then be willing to move it and do the grading.

Mr. Cosovan replied he will move it if he needed to.

Councilmember Musgrove asked if Mr. Zhelavskiy were given time to do the grading and move the shed maybe by next year if he would consider that.

Mr. Cosovan translated for Mr. Zhelavskiy to answer. The answer was that Mr. Zhelavskiy would like to keep it in the same place because a retaining wall would be needed. If he were asked by the City to move the shed he may destroy it instead of trying to save it. He stated there isn't a concrete slab but on a post.

Councilmember Musgrove commented from the pictures the shed is already on uneven ground and has stabilizing anchors it is sitting on.

Councilmember Riley asked if a permit was required to put this in.

City Planner McCann replied that is correct, a permit was required and the applicant applied for it. As part of the Staff review it was determined that the easement encroachment was needed first.

Councilmember Riley asked if it was correct that the permit was applied for now and not before the shed was put in.

City Planner McCann replied correct.

Councilmember Riley stated it was put in without City approval and the applicant is now asking if it is okay.

City Planner McCann replied yes that is correct.

Mayor Kuzma commented there are permits and ordinances for a reason. If this were to be approved it would make it difficult for other residents that are outside the perimeters of the easements. He stated he was not in favor of changing the denial request.

Councilmember Heineman commented it is a big task and he was in favor of continuing to deny it with some of the language Councilmember Musgrove suggested by August 1, 2023.

Councilmember Howell asked if there is a problem if the process is delayed to give the landowner time to figure out what works with his property.

City Planner McCann replied he didn't have concerns with giving more time.

Councilmember Woestehoff commented that looking at the elevations so it is outside of the easement that the grade is equivalent to the land it is currently on.

Councilmember Howell agreed with Councilmember Heineman's suggestion.

Mayor Kuzma commented he wanted to ensure the shed was moved out of the easement but agreed with giving time.

Councilmember Heineman asked what the wording of the motion should be.

Interim City Administrator/Community Dev. Director Hagen replied he had spoken with City Attorney Knaak about what the motion should be. He stated if Council direction is to have the shed moved, the motion would be to deny the request. However it would then become a code enforcement case and Council could provide direction on waiving enforcement for a set time or date.

City Attorney Knaak recommended denying the request so the statement has been made and then as a part of the denial instruction for City Staff to waive any enforcement of any violation for a determined time and the Staff would be instructed to take no enforcement action during that time. He suggested adding findings such as a misunderstanding that the City understands but must enforce the code.

Motion by Councilmember Heineman, second by Councilmember Musgrove, to adopt Resolution #22-114A Denying the Easement Encroachment Agreement for 16306 Lithium Street NW with direction to City Staff that there shall be no code enforcement action taken on this location until August 1, 2023 due to misunderstandings and possible miscommunication.

Further discussion:

Councilmember Woestehoff offered a friendly amendment that no code enforcement related to the shed is a part of the motion.

Amended motion by Councilmember Heineman, second by Councilmember Musgrove, to adopt Resolution #22-114A Denying the Easement Encroachment Agreement for 16306 Lithium St NW with direction to City Staff that there shall be no code enforcement action related to the shed be taken on this location until August 1, 2023 due to misunderstandings and possible miscommunication.

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

7.03: 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

City Planner McCann reviewed the staff report and recommendation to introduce Ordinance #22-18 approving a zoning amendment to rezone the property from R-1 Rural Developing to E-3 Employment.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to Introduce Ordinance #22-18 to Rezone 15861 Jarvis St NW from R-1 to E-3.

Further discussion:

Councilmember Musgrove asked if Staff have received any feedback on this. City Planner McCann replied he has not received anything on this application.

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

7.04: 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

City Planner McCann reviewed the staff report and request for an extension to a future meeting due to the applicant working with his architect.

Deb Kemp, 6003 178th Lane NW, stated she wanted to clarify that the City of Elk River requires HOP or CUPs for businesses so it was stated that he didn't have any infractions but they weren't required. She stated she googled the Elk River address with the street view and there is no room for large trucks or equipment at that location which she thought meant that what the applicant is doing at the two locations are different and they should be evaluated as such. She stated the applicant is still operating the business in Ramsey despite pending approval. She asked why that is allowed. She stated she lives on the other end of the development and can hear the truck noise from around the block. She felt that residents were being forced to attend City Council meetings to speak when Council should be taking action on issues of non-compliance.

Kelly Schmidt, 6000 177th Lane NW, stated she is adjacent to the property and has sent photos of the property showing that the business has continued to operate since the last Council meeting showing trucks coming and going. She stated the neighbor across from the applicant is a PUD property but had been denied because of semi traffic causing a traffic stop on Green Valley Road. She stated that is still happening. She asked if OSHA has been out or will be involved. She also asked if the applicant is paying taxes for friends of his children, other than cash. She stated this is commercial business and expressed concerns about the fire risk.

Councilmember Musgrove asked if it is usual that if an applicant of a business isn't compliant but they are working with City Staff towards compliance, is that part of the reason why the applicant may still be operating his business.

City Planner McCann replied the first notice of violation that was sent to the applicant stated that as long as he applied and was working with the City to go through the process, enforcement would be withheld because there is an expense to bring an application forward and any additional

expenses such as citations were deemed not necessary until the application has gone through the proper reviews.

Councilmember Musgrove asked if the applicant has been cooperating with Staff.

City Planner McCann replied yes.

Councilmember Musgrove asked if the owner would want to address the truck noise.

Jeff Hillman, 6131 Green Valley Road, stated he is the owner of J. Hill and the property. He stated the truck does have a beeper on it but if it is that, it isn't very loud. He stated the neighbor that came forward are in an adjacent neighborhood. He stated truck noise is during daytime working hours. He stated there is farm equipment on the property but that will be dissipating in the near future. He thought the loud beeping could be from a skid loader, not a truck. He stated they are working with the City to get the fire compliance. He stated they are not operating the business out of the property. He stated he has never had a problem with OSHA. He stated there has been a lot of pushback from the neighborhood to the north.

Councilmember Heineman asked what kind of trucks come in for delivery.

Mr. Hillman replied most are their trucks but there have been dock trucks coming back and forth for the storage building, which was preapproved for the warehouse. He stated they are trying to get the manufacturing part in the same building so things don't have to be transported back and forth. He stated the main concern has been compliance with fire issues and a few other issues, which they are taking the steps to come into compliance.

Motion by Councilmember Heineman, seconded by Councilmember Specht, to grant the applicant's request for an extension for a future meeting to accommodate submittal of an architectural code analysis related to the request.

Further discussion:

Councilmember Howell suggested a friendly amendment to add July 12, 2022 or later. Councilmember Woestehoff asked if that would conflict with the 120-day rule or if because it is from the applicant, it is a non-issue. City Planner McCann replied the 120-day rule goes to July 22, 2022 so it doesn't conflict with that if it goes to the July 12, 2022 meeting. He added if the applicant would like to waive the 120-day timeline rule that is a possibility.

Amended motion by Councilmember Heineman, seconded by Councilmember Specht, to grant the applicant's request for an extension to the July 12, 2022 City Council meeting to accommodate submittal of an architectural code analysis related to the request.

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

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

Interim City Administrator/Community Dev. Director Hagen reviewed the staff report and recommendation to introduce Ordinance #22-19 amending sign code to allow off-premise digital billboard signs. He stated that the Planning Commission has recommended that the City Council deny this ordinance.

Councilmember Woestehoff asked if Interim City Administrator/Community Dev. Director Hagen had mentioned that it would not be residential. He stated the golf course is considered PUD and asked if that would be included in what would be considered as residential. He asked if the golf course would be an example of an opportunity for one of those billboards. He asked for clarification for the future ordinance. He asked if there was interest by Council to reduce the number from three to two. He stated he is opposed to it regardless but would rather there be fewer of them.

Councilmember Heineman noted that the Planning Commission recommended denying this and asked Councilmember Woestehoff to comment on that as the liaison. He asked if this was part of the same case that the EDA pushed forward and asked Councilmember Howell or Councilmember Riley to speak on that for context.

Councilmember Woestehoff stated that Commissioner Walker indicated he didn't like the idea of changing the rules to allow the City to benefit from something and be a benefactor of the digital sign. He stated overall it seemed the consensus was along the lines that it doesn't necessarily fit with the idea of rural Ramsey or the vision for Highway 10 and that it may be wise to delay it until it is known what Highway 10 is going to look like.

Councilmember Riley commented on behalf of the EDA that this idea came from the EDA not as a source of revenue for the City, that came out of it later, but as an opportunity to help businesses that can't afford to do advertising on their own or have sightlines to Highway 10. He stated the public nature of the billboard and being allocated toward local use would be a benefit to local businesses. He stated through discussion it was determined that not only would it not cost the City but that it would be a source of revenue and one that was self-sustaining making it an easy decision. He stated he wasn't sure the zoning was discussed but that the idea came from the EDA.

Mayor Kuzma commented when he was on the EDA when this came up and he was in favor of this because smaller businesses would get a break on costs to highlight their business and be a benefit to them which he supported.

Randy Bauer, 14942 Quintana Street NW, Chair of the Planning Commission, stated it was a four to three vote. He stated the four who were against it were primarily because they don't like billboards in general. He stated they seemed to be surprised when they learned how many billboards the City already has because they were grandfathered in when Ramsey was incorporated. He stated there wasn't objections specifically because it was digital. He stated the three supportive votes thought it was great idea.

Councilmember Heineman asked with Highway 10 being redone and County buying a lot of land to make it fit, were a lot of billboards that were grandfathered in going to be taken down as a part of the process.

Interim City Administrator/Community Dev. Director Hagen replied he didn't have the exact figure of what would be permanent takings or construction limits that those existing billboards may be impacted. He guessed most of the parcel acquisitions were around the interchanges and he thought for the most part it is buildings or structures and not billboards that would be impacted.

Councilmember Musgrove commented she appreciated the City Staff and Planning Commission having the open house. She stated she got to see the vertical digital sign and that there is a trend toward digital signs. She stated if businesses can benefit from it, she has changed her mind and thinks it is a win-win. She stated it is in an area where businesses can be promoted and can benefit from it. She stated the Ordinance allows the Council to have a say in how many signs and the location of them. She stated she will be supporting this tonight.

Councilmember Specht agreed with Councilmember Musgrove that the sign will benefit businesses and be a marker for Ramsey.

Motion by Councilmember Specht, seconded by Councilmember Riley, to introduce Ordinance #22-19 Amending Sign Code to Allow Off-Premise Digital Billboard Signs.

Further discussion:

Councilmember Howell stated that she is a fan of the vertical digital billboard. She saw one in Fargo and thought it looks great and is excited to have one in Ramsey. Councilmember Heineman commented to address the concerns of the Planning Commission, he didn't think changing the rules to benefit Ramsey is a bad thing. He stated as the City Council they represent the residents and thought a lot of residents would prefer revenue is generated instead of spent. He also thought it was going to be a win for the City and the businesses. He challenged the concern that it doesn't fit rural Ramsey by stating it is going to go along Highway 10 where they are looking at a lot of businesses. He stated for those reasons he is going support this. Councilmember Specht commented to clarify that seven seconds is what the lease is written and asked if there is any benefit to changing it to six seconds. He added seven seconds is the desired time.

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

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

Administrative Services Director Lasher reviewed the staff report and recommendation to adopt Resolution #22-134 Approving the Policy for the Recruitment, Application, and Judge Appointment Process for the Charter Commission.

Councilmember Musgrove referenced the policy under the heading "Additional Steps" number one and number five and asked if it can be specified how the communication will be done. She

stated there may be other spots but noticed these two. She read in number one “via automated email when possible” and asked that it specify that communication will be done via email to reinforce the policy that email be used.

Administrative Services Director Lasher asked if automated email is not Councilmember Musgrove’s preference but she would like a handcrafted individual email.

Councilmember Musgrove replied no, she thought that was fine but noticed in number five it wasn’t stated and suggested that the method of communication would be email.

Administrative Services Director Lasher read number five “The City Clerk or designee will administer the acceptance and oath of office.”

Councilmember Musgrove stated she may have the wrong number. She stated it is the second and third sentences on the last page under the heading “Additional Steps.”

Administrative Services Director Lasher read “The City Clerk or designee will forward the completed acceptance and oath of office to the Commission Chair and City Council” and asked if she wanted “via email.”

Councilmember Musgrove replied it could read “via mail or email” as long as the method of communication is stated.

Councilmember Howell thanked Administrative Services Director Lasher and the other Councilmembers who worked on this policy because it is important to have in place. She commented that it is beautifully written. She thought a take-away from both of the meetings when this was discussed is that the Council consensus was for the Council to be hands off and let the judge make the decision as to what applicants were best suited to the Charter. She thanked the Council for wanting to remain neutral in the process.

Councilmember Musgrove referred to attachments for sample cover letters and she didn’t see that included.

Administrative Services Director Lasher replied it was discussed that the City Clerk or designee will prepare a cover letter to the judge pointing out the recommendation and designed qualifications. She stated she did not pre-draft that cover letter or include it with this. She stated she could bring it forward at the next Council meeting if it needs approval.

Councilmember Heineman commented he thought the guidance was fine under the heading “Recommended and Desired Qualification” and if that is captured he was okay with Administrative Services Director Lasher doing that. He agreed with Councilmember Howell to put the decision back on the judge because Council is a bilateral relationship with the Charter Commission. He stated they included recommended and desired qualifications not to instruct the judge but to give an idea of what Council is looking for, something the judge asked for.

Councilmember Riley agreed with the comment that robust discussion occurred and he thought the result was a good policy.

Councilmember Howell pointed out that Council wanted to be neutral and take a hands-off approach. She pointed out that Councilmember Woestehoff recently resigned from the Charter Commission as he said he would if a policy was put in place. She thanked him for doing that and following through on his word. She expressed concerns about a letter that was sent to the judge by Councilmember Woestehoff. She read “Honorable Chief Judge Hiljus, the policies adopted by the City of Ramsey that will soon state that no member of the Ramsey City Council shall be appointed to the Charter Commission. Therefore, I hereby resign my position on the City of Ramey’s Charter Commission. Although believe I am duly qualified, I appreciate this separation of authority between the two bodies and support that the City Council sees fit to write it as such in policy. However, as an individual resident of Ramsey I do hope that continued prudence may be taken with future appointments. We have a long-time commissioner who believe the election of 2020 was a fraud, and that the global pandemic has been, and I quote a ‘dempanic.’ They shout at meetings, residents and Councilmembers yet our Staff and Council have very limited recourse to correct or prevent these behaviors. Divisive agendas and aggressive demeanors - in person or online - such as this make will continue to make all residents question the future of Ramsey. After all, the commissioner’s duty is to improve our government and not dismantle it. To grow and enable engagement of our citizenry, not create, spread or support unfounded conspiracy theories in public. I thank you for your service, your dedication to democracy, and know I truly trust your leadership. If there are any questions you have or if I can provide any future insight, please reach out as I am happy to discuss it further. Sincerely, Matt Woestehoff.” Councilmember Howell stated it was her understanding that Council was going to take a step back and as a private resident, Councilmember Woestehoff is within his right to write what he wishes to the judge. She stated it is difficult when things happen as they did at the May 24, 2022 meeting. She stated she didn’t find the statements accurate and that the Commissioner wasn’t able to defend himself to the judge. She asked Councilmember Woestehoff to work with Council and get along.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to adopt Resolution #22-134 Approving a Policy for the Recruitment, Application and Judge Appointment Process for the Charter Commission.

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

7.07: Motion to Direct Staff on the Process to Advertise for Applications for the Current Charter Commission Vacancy

Administrative Services Director Lasher stated this policy that was just adopted didn’t exist when they received a resignation and asked for direction on how to proceed to ensure things are handled exactly as the Council would like. She stated there is currently one vacancy on the Charter Commission. She noted that it must be advertised in the *Ramsey Resident*, which for the first time the July/August has the small continuous ad for the Charter Commission. That meets the requirement of the City Charter to advertise for vacancies. She stated another thing that must happen is advertising the City’s official newspaper with a legal ad, which will happen. She

outlined options listed in the case with filling this vacancy. She suggested running a short recruitment with an application deadline of July 10, 2022 in the paper. The Ramsey Resident has already been printed so it will not include a deadline. She stated the other option is to attempt a full advertisement but it would be short recruitment in order to meet the timelines. She stated there are four applications on file from the last recruitment and an additional application that has already come in. Additional applications are expected as a result of the newspaper and newsletter ad. She asked for direction on whether the Council was satisfied with the number of applicants or if they wanted to do more advertising, which would require overtime pay for Staff to accomplish given the Staff shortages. She also asked for direction regarding the applications that are already on file and if Council wanted Staff to reach out to those applicants to answer the questions that have been added to the new application for consistency.

Councilmember Howell commented in the spirit of wanting to reach as many people in the community as possible so they can participate even though it is extra work, she would support that.

Councilmember Musgrove asked about the precedence prior to the policy that was just instituted and if applications were kept and send them back up because the judge may have already received them.

Administrative Services Director Lasher replied they are kept.

Councilmember Musgrove asked if there was a vacancy would they be sent up or not.

Administrative Services Director Lasher asked if she was asking about prior years under the other City Clerk.

Councilmember Musgrove replied yes.

Administrative Services Director Lasher replied she didn't know the answer.

Councilmember Musgrove stated her thought is to reach out to the applicants to see if they are still interested and to get the new questions so everyone has the same questions. She asked if the recent applicant had the new application with the new questions.

Administrative Services Director Lasher replied the new questions are currently posted on the website so the applicant that applied a few days ago answered different questions and there are several that are different.

Councilmember Musgrove suggested Administrative Services Director Lasher reach out to the applicants so they are answering the same questions.

Administrative Services Director Lasher noted on the supplemental questions that are on the agenda, questions number two, three, six, and seven are either different or completely new. She summarized that Council direction was to reach out to the four previous applicants to verify that they are still interested and ask them to send an email answering the four different questions.

Councilmember Musgrove asked if completing the new application would be easier.

Administrative Services Director Lasher asked for Council direction.

Councilmember Heineman suggested Administrative Services Director Lasher reach out to the applicants to let them know there are new, more robust questions and that it would be advantageous for them to resubmit the packet but it is optional because it will go to the judge either way. He stated he would be in favor of option two of approving overtime because this is important. He stated whatever could be reused such as social media posts and signage that could be reused could save time.

Motion by Councilmember Howell, seconded by Councilmember Woestehoff, to direct Staff, based on discussion, to conduct option number two to advertise for applications for the for the Charter Commission vacancy.

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

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

City Attorney Knaak reviewed the staff report in hiring Mr. Brian Hagen as the New City Administrator and the associated contract.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to Adopt Resolution #22-135 Hiring Mr. Brian Hagen as the City Administrator effective June 17, 2022 subject to the Terms of the Attached Employment Agreement.

Further discussion:

Councilmember Musgrove asked for clarification on the contract with the set amount for some items. She stated there was discussion about the membership and professional development, seven, eight and nine, and having a dollar amount included. She asked, based on the comments she got back, what the thought process was about not including that, if there was some limiting factor. City Attorney Knaak replied it was Council approval. Councilmember Musgrove asked if it is the case that every time Mr. Hagen wants something he would bring it forward to the Council. City Attorney Knaak replied the number would be something Council would approve. Interim City Administrator/Community Dev. Director Hagen asked if he should bring up trainings or things during budgeting. Administrative Services Director Lasher replied previously the City Administrator would determine what he needed to do for training and it would be included in the annual budget as part of the normal budget process. City Attorney Knaak added the point is that Council would review it. Councilmember Musgrove commented Mr. Hagen would have to put that forward soon for the budget discussions.

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

8. MAYOR, COUNCIL AND STAFF INPUT

Interim City Administrator/Community Dev. Director Hagen noted the upcoming Ramsey Gateway Open House on June 29, 2022. The business open house is in the morning and the general public one will be in the evening. He stated there will be some Facebook posts and the general signage to get the word out to the public.

Councilmember Woestehoff stated the Draw Concert Series starts this Thursday.

Councilmember Howell welcomed Mr. Hagen in his new role as City Administrator adding they are happy to have him.

Councilmember Musgrove agreed with that. She announced there will be a first annual Mississippi River boat parade event this Saturday, June 18, 2022, at 11:00 a.m. Participating boaters can meet at the Peninsula Point Two Rivers Park area and they have to have a pirate theme boat to participate. Spectators can watch by shore, drone or another boat on the river.

9. ADJOURNMENT

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

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

The regular meeting of the City Council adjourned at 8:32 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.

A recording of this meeting is available for viewing online at www.qctv.org. Recordings are available for 36 months after the date of the meeting.

CC Regular Session

5.3.

Meeting Date: 06/28/2022

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	06/22/2022 10:11 AM
Brian Hagen	Brian Hagen	06/23/2022 02:13 PM
Form Started By: Wendy Schlueter		Started On: 06/21/2022 11:13 AM
Final Approval Date: 06/23/2022		

Report Name: License Report - License Types

Council Dates: 6/28/2022 to 6/28/2022

Status: Active, Inactive

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

City of Ramsey License Report - License Types

Printed: 6/21/2022

Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Special Events						
City of Ramsey - Happy Days	Nicole Laubach	7550 Sunwood Dr NW		9/12/2022	6/28/2022	A
Triple Shift Entertainment LLC	Megan N Antonelli	6720 Riverdale Dr NW	Super Bowl	8/7/2022	6/28/2022	A

Special Events License Count: 2

Transient Merchant/Peddler/Solicitor						
Renewal by Andersen	Harrison R Audette			12/31/2022	6/28/2022	A
Renewal by Andersen	Tyler Conroy Kurtz			12/31/2022	6/28/2022	A
Renewal by Andersen	Connor J Olson			12/31/2022	6/28/2022	A
Renewal by Andersen	Jonathan N Hamblin			12/31/2022	6/28/2022	A
Renewal by Andersen	Nathaniel R Postell			12/31/2022	6/28/2022	A
Renewal by Andersen	William A Knopick			12/31/2022	6/28/2022	A
Renewal by Andersen	Samuel M Theobald			12/31/2022	6/28/2022	A

Transient Merchant/Peddler/Solicitor License Count: 7

Total Licenses: 9

CC Regular Session

5. 4.

Meeting Date: 06/28/2022

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

Brian Hagen

Form Started By: Nicole Laubach

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

06/23/2022 02:13 PM

Started On: 06/21/2022 08:53 AM

Report Name: License Report - License Types
Council Dates: 6/28/2022 to 6/29/2022
Status: Active, Inactive
License Type(s): Multi-Family Rental, Rental

City of Ramsey License Report - License Types

Printed: 6/21/2022
Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Rental						
Alisan and Jesse Kyostia	Alisan and Jesse Kyostia	6854 139th La NW #3		6/24/2025	6/28/2022	A
SFR Acquisitions 3 LLC	SFR Acquisitions 3 LLC	5360 141st Ave NW		6/24/2025	6/28/2022	A
SFR Acquisitions 3 LLC	SFR Acquisitions 3 LLC	7051 147th Ave NW		6/24/2025	6/28/2022	A
Mike Miller	Mike Miller	5694 154th Ct NW		6/24/2025	6/28/2022	A
Joshua Stigen		15823 Nowthen Blvd NW		6/24/2025	6/28/2022	A
Jessica and John Kidd	Jessica and John Kidd	6225 Rivlyn Ave NW		6/24/2025	6/28/2022	A

Rental License Count: 6

Total Licenses: 6

CC Regular Session

5. 5.

Meeting Date: 06/28/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization to Reclassify the Engineering Technician IV to Senior Engineering Technician

Purpose/Background:

As the City Council will recall, as part of the 2022 budget discussions and its subsequent approval, the Engineering Technician IV was approved to be reclassified to Senior Engineering Technician, effective July 1, 2022. The purpose of this case is to formalize that action as it relates to Mr. Aaron Madsen.

As Engineering Technician IV, Mr. Aaron Madsen has directed, but not formally supervised, the day-to-day activities of the Engineering Technician II and the Engineering Interns. The Engineering Technician IV position is an AFSCME union position, as is the Engineering Technician II position. Ideally, the leading position would not be in the union. This reclassification to Senior Engineering Technician is a non-union position.

Mr. Madsen has completed the required supervisory training courses to become a supervisor and will now formally supervise the Engineering Technician II, as well as the Interns. Overall, this position has taken on additional duties within the department, including invoice processing, specialized projects, inspection coordination for Anoka County and MnDOT led projects, and plan review assignments, among other tasks at the direction of the City Engineer. He is on-call for construction projects, maintains MNDOT certification for state aid project inspections and maintains his class B Commercial Driver's License for snow plowing. Mr. Madsen also collects field topographical surveys for various City projects using City owned and maintained survey equipment, and assists other engineers by collecting survey data on consultant-led City improvement projects.

Funding Source:

Funded within approved 2022 budget.

Recommendation:

To approve reclassifying the Engineering Technician IV to Senior Engineering Technician

Action:

Motion to approve reclassifying Mr. Aaron Madsen to Senior Engineering Technician, effective July 1, 2022.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	06/22/2022 02:42 PM
Brian Hagen	Brian Hagen	06/23/2022 02:07 PM
Form Started By: Colleen Lasher		Started On: 06/17/2022 02:32 PM
Final Approval Date: 06/23/2022		

CC Regular Session

5. 6.

Meeting Date: 06/28/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization to Temporarily Increase the Recreation Specialist from 29 to 40 Hours per Week.

Purpose/Background:

The purpose of this case is for the City Council to approve alternative resources to be used toward the 2022 Happy Days festival.

Specifically, staff is seeking authorization to increase Ms. Marla Martinez-Flynn from 29 hours per week to 40 hours per week, effective July 11, 2022, through the end of the year. The additional hours are needed due to the Communications and Events Coordinator vacancy. The added 11 hours will be dedicated to Happy Days duties to cover pre-Happy Days work, day-of work and posts-Happy Days work at approximately 11 hours per week.

Staff would like the City Council to be aware that during the Happy Days season, the former Communications and Events Coordinator and the Happy Days intern would spend up to 80 hours a week (in total) on Happy Days. This case, requesting to add 11 hours per week is only one aspect of staffs' work to accomplish the necessary Happy Days tasks. The part-time receptionist/secretary is slated to begin working on July 18, 2022 and will also assist with Happy Days; as well as using other staff time as much as possible. Staff will keep the City Council updated on this year's event progress, as well as propose possible alternatives to future festivals.

Funding Source:

The funding required for this action will come from the savings from vacant positions.

Recommendation:

To approve increasing Ms. Marla Martinez-Flynn from 29 hours per week to 40 hours per week, effective July 11, 2022 through the end of the year.

Action:

Motion to approve increasing Ms. Marla Martinez-Flynn from 29 hours per week to 40 hours per week, effective July 11, 2022 through the end of the year.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Mark Riverblood	Mark Riverblood	06/23/2022 10:17 AM
Brian Hagen	Brian Hagen	06/23/2022 02:20 PM
Form Started By: Colleen Lasher		Started On: 06/22/2022 06:35 PM
Final Approval Date: 06/23/2022		

CC Regular Session

5. 7.

Meeting Date: 06/28/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization to Hire a Police Officer Filling a Current Vacancy

Purpose/Background:

The purpose of this case is to request the City Council to hire a Police Officer, backfilling a current Police Officer vacancy that was created when a veteran Police Officer retired in March 2022.

An internal and external recruitment was conducted. Mr. Nolan Goebel met the necessary training and experience threshold and was invited to take part in the City's interview process, the physical agility fitness testing, and the "shoot/don't shoot" video scenario activity. Staff selected Mr. Nolan Goebel as a finalist to be advanced through the background testing. At this time, Chief Katers is recommending Mr. Nolan Goebel for the position of Police Officer with the City of Ramsey.

It may be of interest to the City Council that Mr. Goebel was previously employed with the City of Ramsey as a Community Service Officer. He left the City to work as a sworn officer with the Minnesota State Patrol and now would like to join our team again.

With the City Council's authorization, Mr. Goebel start date as a new Police Officer will be on or near July 13, 2022. Mr. Goebel, as with all new Police Officers, will serve a 1-year probationary period and will be subject to the City's Personnel Policy and the LELS Patrol Labor Agreement.

Notification:

All Police Officers are covered by the LELS - Patrol Labor Agreement.

Funding Source:

The funding required for this position is included in the 2022 budget and represents a saving over the previous employee in this role.

Recommendation:

Authorize staff to hire Mr. Nolan Goebel as a full-time Police Officer, effective on or near July 13, 2022 at \$29.271 per hour which is step 1 of the 2022 wage scale.

Action:

Motion to hire Mr. Nolan Goebel as a full-time Police Officer, effective on or near July 13, 2022 at \$29.271 per hour, which is step 1 of the 2022 wage scale.

Attachments

Job Description

Form Review

Inbox

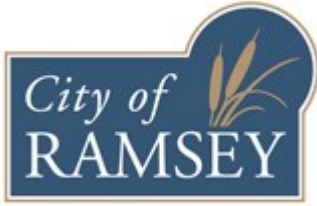
Reviewed By

Date

Brian Hagen
Form Started By: Colleen Lasher
Final Approval Date: 06/23/2022

Brian Hagen

06/23/2022 02:17 PM
Started On: 06/22/2022 05:48 PM



Police Officer

Class Code:
15008-A

Bargaining Unit: Patrol

CITY OF RAMSEY
Established Date: Aug 3, 2017
Revision Date: Mar 3, 2022

SALARY RANGE

\$29.27 Hourly

PRIMARY OBJECTIVE OF POSITION:

Police Officers perform responsible police work involving the protection and safety of the community through prevention and control of crime, maintaining or restoring public order, investigating crime, regulating traffic, enforcing laws, and providing emergency services; as well as other related duties as required.

This is an LELS Union position

The 2022 wage scale is as follows: 1st Year \$29.271/hour - 2nd Year \$33.453/hour - 3rd Year \$37.634/hour - 4th Year \$39.7255/hour - Top \$41.816/hour

MINIMUM QUALIFICATIONS:

- Must possess an Associate's degree in Criminal Justice, Law Enforcement or equivalent qualifications meeting the State of Minnesota's requirements to become an Officer
- Must be P.O.S.T. full-time licensed or eligible to be P.O.S.T. full-time licensed by **Friday, May 20, 2022**
- Must possess a valid driver's license in good standing
- Must be available and satisfactorily pass our physical agility test **Thursday, June 2, 2022, (9:00 am or 5:00 pm testing times)**
- Must satisfactorily pass a criminal history investigation
- Must satisfactorily pass a psychological examination
- Must satisfactorily pass a physical examination and drug screen

ESSENTIAL JOB FUNCTIONS:

- Patrol Duties
- Traffic Law Enforcement
- Crime Scenes
- Prosecutor Assistance
- Equipment
- Compile Reports

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of police procedures and techniques including operation of police vehicles, radios, radar, computers, and related equipment
- Knowledge of federal, state, and local laws, and of department rules and regulations
- Skilled in handling and discharging firearms with accuracy and in a safe manner
- Skilled in driving a motor vehicle, sometimes under adverse conditions and at high speeds
- Ability to communicate effectively in English; this includes speaking, reading, writing, and comprehending
- Ability to independently assess situations and determine appropriate action and to respond quickly and appropriately to crises and emergency situations
- Ability to cope with situations firmly, courteously, tactfully, and with respect to citizens' rights
- Ability to see, hear, and remember people, facts and circumstances
- Ability to communicate effectively and tactfully with others to maintain order, including dealing with difficult or violent people
- Ability to maintain confidentiality, prioritize duties, and work independently without direct supervision

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Lifting
- Pushing/Pulling
- Carrying
- Climbing
- Kneeling
- Crawling

- Crouching
- Bending at waist
- Reaching
- Handling Objects
- Repetitive Hand Motion
- Stationary desk or bench work

This job requires employees to be able to lift and carry up to 100 pounds.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating motor vehicles
- Working with chemicals
- Working near fumes and vapors
- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job

Meeting Date: 06/28/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization to Hire a Part-time Receptionist/Secretary

Purpose/Background:

The purpose of this case is for the City Council to approve hiring a part-time receptionist/secretary.

Background: The front desk is currently staffed by one full-time employee. Prior to 2011, two employees covered the desk. Now, when the regular front desk employee is away, there can be gaps in customer service. Other Administrative Services staff cover the front desk, when possible. However, it is inefficient for other Administrative Services staff (upstairs) to cover the downstairs desk (for lunches, vacations, etc.). Staff identified an improvement by proposing this position to take the place of the Happy Days summer intern. Adding year-round afternoon support at the front desk will increase 2nd floor staff efficiency and will eliminate all or nearly all afternoon gaps in customer service to better serve our residents.

This position will be responsible for reception desk duties such as greeting and directing visitors in the Municipal Center, handling incoming calls, answering questions, collecting information and directing calls to appropriate departments; as well as processing payments, preparing receipts, and notarizing documents. In addition, this position is responsible for providing administrative support to the Administrative Services Department, including, but not limited to ongoing projects such as assisting with the City’s annual Happy Days Festival, election duties and other duties as assigned.

Staff conducted eight first interviews, followed by five second interviews. The top candidate, Ms. Jennifer Gilb, has successfully passed the City's pre-employment background testing and is recommended for hire. Ms. Gilb will be subject to a six-month probation, the Personnel Policy and the AFSMCE union contract.

Funding Source:

This position was discussed and approved as part of the 2022 budgeting process and replaces the Happy Days Intern. It was planned to have this position hired by April 1, 2022; at that time, the cost to the City in 2022 would have been \$3,364. With the delayed start date, the 2022 cost is approximately \$1121. This is the net additional funding over the cost of the Happy Days Intern.

Recommendation:

To hire Ms. Jennifer Gilb, at step one of the 2022 wage scale, which is \$22.379 per hour, effective on or near July 18, 2022.

Action:

Motion to hire Ms. Jennifer Gilb, at step one of the 2022 wage scale, which is \$22.379 per hour, effective on or near July 18, 2022.

Attachments

Job Description

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 06/23/2022

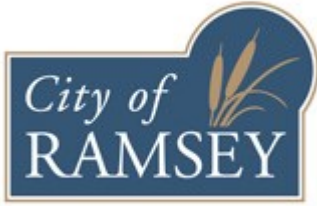
Reviewed By

Brian Hagen

Date

06/23/2022 02:15 PM

Started On: 06/21/2022 02:34 PM



Receptionist / Secretary Part- time

Class Code:
10014-22

Bargaining Unit: AFSCME

CITY OF RAMSEY
Established Date: Sep 7, 2021
Revision Date: May 17, 2022

SALARY RANGE

\$22.38 - \$24.61 Hourly

PRIMARY OBJECTIVE OF POSITION:

This position is responsible for reception desk duties such as greeting and directing visitors in the Municipal Center, handling incoming calls, answering questions, collecting information and directing calls to appropriate departments; as well as processing payments, preparing receipts, and notarizing documents. In addition, this position is responsible for providing administrative support to the Administrative Services Department, including, but not limited to ongoing projects such as assisting with the City's annual Happy Days Festival, election duties and other duties as assigned.

**This is an AFSCME union position working Monday - Friday, 12:30 pm to 4:30 pm (20 hours per week)

The 2022 wage scale for this position is:

Step 1 - \$22.379/hour -- Step 2 - \$23.498/hour -- Step 3 - \$24.616/hour -- Step 4 - \$25.735/hour -- Step 5 - \$26.854/hour -- Step 6 -- \$27.973/hour

MINIMUM QUALIFICATIONS:

Qualified candidates must have all of the following to be considered:

- Must be at least 18 years of age or older
- Must have a high school diploma or GED
- Must have a valid Minnesota driver's license with a good driving record
- Must have intermediate or greater, Microsoft Office knowledge and skills
- Must be able to accurately type at least forty (40) words per minute
- Must have excellent written and verbal communication skills

- Must have the ability to provide excellent customer service

Desired Qualifications include:

- Associates Degree in Applied Science or diploma as an Administrative Specialist
- Experience handling multiple tasks and deadlines
- Customer service experience
- Event coordination/planning experience
- Experience working for a municipality, county or state office

ESSENTIAL JOB FUNCTIONS:

- Provide effective customer service in a courteous and helpful manner
- Answer and direct phone calls
- Process in-coming and out-going mail and shipments
- Prepare bank deposits as directed
- Assist residents with paying their utility bills or other City invoices
- Assist Human Resources as directed
- Schedule and coordinate the City Hall room rentals
- Assist with early election activities, including assisting voters
- Assist City Staff with the planning, coordination, marketing, execution and evaluation of City/Staff events
- Assist the Staff Liaison to the Happy Days Committee and serve as the project coordinator for the Happy Days Festival
- Maintain and update information displayed at the reception desk and lobby area
- Open and close the reception desk before 8:00 am and by 4:30 pm daily
- Maintain Petty Cash box
- Mail letters and large packages
- Perform a wide range of tasks (within the ability of the Receptionist / Secretary) at the verbal or written direction of the Administrative Services Director, or their designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish effective working relationships with City staff, elected officials and the general public
- Knowledge of English - spelling, grammar, punctuation and vocabulary
- Skilled in the use of computers including Microsoft Word, Excel & Outlook
- Ability to communicate effectively, both orally and in writing
- Ability to maintain clear, accurate records of activities
- Ability to work with minimal supervision
- Ability to adjust work schedule for staff absences

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Sitting
- Standing
- Walking
- Carrying
- Handling Objects
- Repetitive Hand Motion
- Stationary desk or bench work

This position requires employees to be able to lift and carry up to 24 pounds without assistance

The following are the working conditions of this position:

- Working Indoors
- Working Outdoors
- Driving a City vehicle or personal vehicle

CC Regular Session

5. 9.

Meeting Date: 06/28/2022

By: Colleen Lasher, Administrative Services

Information

Title

Authorization to Hire a Temporary Non Benefit Eligible AFSCME Public Works Maintenance Worker

Purpose/Background:

The purpose of this case is to request authorization to hire a temporary non benefit eligible AFSCME Public Works Maintenance Worker to work up to seven months.

Annually, per the AFSCME union contract, the City may hire temporary non benefit eligible employees to work up to seven months. The minimum requirements for these positions are greater than entry level temporary seasonal employees.

Per the AFSCME labor agreement, employees working for up to 7 months will earn 80% of the step one Public Works Maintenance Worker wage. Note, without contract language, employing longer term temporary employees (employees working greater than 67 or 100 days would violate Minnesota Statute 179A.03, subdivision 14 section 6.

Funding Source:

The funding required to fill this position is included within the approved 2022 budget.

Recommendation:

To hire Tom Marks to work in the Utilities Division at \$19.511 per hour, effective on or near July 5, 2022.

Action:

Motion to hire Mr. Tom Marks to work in the Utilities Division at \$19.511 per hour, effective on or near July 5, 2022

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

06/23/2022 02:19 PM

Started On: 06/22/2022 06:15 PM

CC Regular Session

5. 10.

Meeting Date: 06/28/2022

By: Tammy Oakes, Finance

Information

Title

Adopt Resolution #22-152 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of June 9, 2022 through June 22, 2022

Purpose/Background:

Adopt Resolution #22-152 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of June 9, 2022 through June 22, 2022

Recommendation:

Staff Recommends to Adopt Resolution #22-152 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of June 9, 2022 through June 22, 2022

Action:

Motion to Adopt Resolution #22-152 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of June 9, 2022 through June 22, 2022

Attachments

Bills List 06/28/2022

Resolution 22-152

Form Review

Inbox

Diana Lund

Brian Hagen

Form Started By: Tammy Oakes

Final Approval Date: 06/23/2022

Reviewed By

Diana Lund

Brian Hagen

Date

06/23/2022 07:47 AM

06/23/2022 02:16 PM

Started On: 06/22/2022 04:07 PM

RAMSEY CITY COUNCIL MEETING
6.28.2022
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Purchase Journal:	
Prepays 6.9.2022 - 6.22.2022	294,427.51
Accounts Payable 6.9.2022 - 6.22.2022	472,827.81
Payroll 6.10.2022	201,790.30
Debt Service	280,431.81
Pay Estimates- Projects	786,834.53

TOTAL SUBMITTED FOR APPROVAL THIS MEETING

(Invoices Available for Reviewal)

\$ 2,036,311.96

<u>DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:</u>	<u>APPROVED PREV. MTG</u>	<u>2022 Y.T.D.</u>
NET PAYROLL TOTAL	\$ 218,043.53	\$ 2,276,910.92
- CORRECTION TO PAYROLL		
PREPAIDS	341,058.90	4,681,988.32
- PREPAID ADJUSTMENTS		
WIRE TRANSFERS FOR DEBT SERVICE		48,831.25
- CORRECTION TO D.S.		
ACCOUNTS PAYABLE INVOICING - PREVIOUS MEETING:		
- BILLS LIST SUBMITTED	285,805.40	3,780,890.36
ADD (DELETE) BILLS LIST SUBMITTED		
PAY ESTIMATE(S)		1,496,664.39

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 844,907.83

\$ 12,285,285.24

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CITY OF RAMSEY
 Council Check Register by GL
 Council Check Register and Summary
 6/9/2022 - 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115077	6/9/2022		113093 4 ACE PRODUCTIONS						
		295.00	PRESENTATION-KIDS SAFETY CAMP		113629	06092022	0237.6249		MISCELLANEOUS OPER/
		<u>295.00</u>							
115078	6/9/2022		117992 ACAPULCO OF RAMSEY INC						
		778.52	LUNCH FOR KIDS SAFETY CAMP		113628	06092022	0237.6249		MISCELLANEOUS OPER/
		<u>778.52</u>							
115079	6/9/2022		100012 ACE SOLID WASTE INC						
		37,205.04	JUNE RECYCLING		113608	7852968T067	9604.6489		OTHER CONTRACTED SI
		654.48	RECYCLING		113609	7852978T067	9604.6249		MISCELLANEOUS OPER/
		131.51	JUNE REFUSE/RECYCLE		113611	7859140T067	0220.6374		REFUSE/RECYCLING
		938.85	WASTE SERVICES		113612	7852979T067	0452.6374		REFUSE/RECYCLING
		293.12	WASTE SERVICES		113612	7852979T067	0194.6374		REFUSE/RECYCLING
		768.91	WASTE SERVICES		113612	7852979T067	9604.6249		MISCELLANEOUS OPER/
		<u>39,991.91</u>							
115080	6/9/2022		117922 ADAM PRICE INC						
		7,000.00	SEPTIC ESCR 8913 169TH AVE		113602	060222	9252.1155.1		MANUAL-ACCOUNTS RE/
		<u>7,000.00</u>							
115081	6/9/2022		100040 ANOKA COUNTY FIRE PROTECTION COUNCIL						
		460.00	ANNUAL FIRE PROTECTION DUES		113607	212	0220.6451		MEMBERSHIP DUES
		<u>460.00</u>							
115082	6/9/2022		119134 CINTAS (FIRST AID VENDOR)						
		33.30	FIRST AID SUPPLIES		113603	5101371375	0452.6231		UNIFORMS & TURN-OUT
		33.30	FIRST AID SUPPLIES		113603	5101371375	0311.6231		UNIFORMS & TURN-OUT
		33.32	FIRST AID SUPPLIES		113603	5101371375	9601.6231		UNIFORMS & TURN-OUT
		<u>99.92</u>							
115083	6/9/2022		100167 CORNERSTONE FORD						
		14.63	TIRE PRESSURE NUT		113605	15374202	0311.6257		OTHER VEHICLE PARTS
		263.46	BRAKE LINING KIT		113606	15373107	0311.6257		OTHER VEHICLE PARTS
		26.11	WS WASHER PUMP FOR #317		113627	15375552	0301.6257		OTHER VEHICLE PARTS
		2.61-	EARLY PAY DISCOUNT		113627	15375552	0301.6257		OTHER VEHICLE PARTS
		<u>301.59</u>							
115084	6/9/2022		115627 INNOVATIVE INDUSTRIES INC						
		836.20	EQUIPMENT TRAY		113604	58929	0220.6281		SMALL TOOLS & MINOR I
		<u>836.20</u>							
115085	6/9/2022		108181 PERKINS MEDIA GROUP						
		400.00	DJ FOR KIDS SAFETY CAMP		113632	06092022	0237.6249		MISCELLANEOUS OPER/
		<u>400.00</u>							
115086	6/9/2022		113058 WIEBER, RICHARD						
		399.00	BIKE SAFETY PRES-KIDS SAFE CMP		113634	06092022	0237.6249		MISCELLANEOUS OPER/
		<u>399.00</u>							
115145	6/16/2022		100297 CENTERPOINT ENERGY						
		1,642.97	JUNE C/H GAS BILL		113680	6702493-5 MAY 2022	0194.6373		GAS
		29.73	GAS UTILITIES ST 1		113684	5914352-9 MAY 2022	0220.6373		GAS
		184.17	GAS UTILITIES ST 2		113685	5961540-1 MAY	0220.6373		GAS

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115145	6/16/2022		100297 CENTERPOINT ENERGY						Continued.
		55.78	5/5/22-6/7/22 GAS USAGE		113688	2022 6011580-5 MAY	9410.6373	00041012	GAS
		28.61	NATURAL GAS AT PH#3		113689	2022 8782239-1 MAY	9601.6373		GAS
		<u>1,941.26</u>							
115146	6/16/2022		100112 COMMISSIONER OF TRANSPORTATION						
		240.00	MNDOT PERMITS NORTHFORK, CH		113679	154255	9230.6249		MISCELLANEOUS OPER/
		<u>240.00</u>							
115147	6/16/2022		119275 FIRETEC USED APPARATUS (RANDOLPH CENTER)						
		2,500.00	UNIT 556 SALE COMM/REISS VOID		113692	4708	0297.4722		SALE OF GENERAL FIXE/
		<u>2,500.00</u>							
115148	6/16/2022		119322 MARSH, PATRICK						
		219.59	REIMB CA CANDIDATE P MARSH		113691	060522	0130.6306		PERSONNEL TESTING &
		<u>219.59</u>							
115149	6/16/2022		119463 MCFOA						
		135.00	MCFOA LASHER, SCHMIDT, SCHMITZ		113682	060922	0130.6451		MEMBERSHIP DUES
		<u>135.00</u>							
115150	6/16/2022		100391 POSTMASTER						
		1,994.50	POSTAGE JULY/AUG RR		113681	060922	0195.6322		POSTAGE
		<u>1,994.50</u>							
115151	6/16/2022		117544 QUADIENT FINANCE USA INC						
		41.05	LATE FEE POSTAGE METER INK		113686	779000421322091 32062000	0130.6208		MISCELLANEOUS OFFICI
		<u>41.05</u>							
115152	6/16/2022		115972 ROBINSON, SCOTT						
		1,511.00	AD SALES JULY/AUG 22 RR		113683	060922	9101.4609		OTHER MISCELLANEOUS
		<u>1,511.00</u>							
1003862	6/10/2022		114740 BOND TRUST SERVICES CORPORATION						
		475.00	PAYING AGENT FEES		113613	70553	9349.6310		FISCAL AGENT FEES
		8,550.00	JUNE INTEREST		113615	70776	9352.6611		BOND INTEREST
		475.00	PAYING AGENT FEE		113616	70554	9352.6310		FISCAL AGENT FEES
		5,570.00	JUNE INT		113617	70777	9353.6611		BOND INTEREST
		475.00	PAYING AGENT FEES		113618	70555	9353.6310		FISCAL AGENT FEES
		12,750.00	JUNE INTEREST		113619	70778	9354.6611		BOND INTEREST
		475.00	PAYING AGENT FEES		113620	70556	9354.6310		FISCAL AGENT FEES
		60,607.50	JUNE INTEREST		113621	70779	9355.6611		BOND INTEREST
		475.00	PAYING AGENT FEES		113622	70557	9355.6310		FISCAL AGENT FEES
		172,050.56	JUNE INTEREST		113623	70780	9339.6611		BOND INTEREST
		475.00	PAYING AGENT FEES		113624	70558	9339.6310		FISCAL AGENT FEES
		3,177.50	JUNE INTEREST		113625	70773	9349.6611		BOND INTEREST
		<u>265,555.56</u>							
1003863	6/10/2022		107894 LISA'S CATERING CORP.						
		559.73	BREAKFAST FOR KIDS SAFETY CAMP		113630	06092022	0237.6249		MISCELLANEOUS OPER/
		<u>559.73</u>							

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1003864	6/10/2022		100291 MET COUNCIL SAC						Continued.
		62,125.00	MAY SAC REMITTANCE		113631	06092022	9602.2083		SAC CHARGES
		621.25-	MAY SAC REMITTANCE-DISCOUNT		113631	06092022	9602.4356		SEWER AVAILABILITY CH
		61,503.75							
1003865	6/10/2022		107244 NORTHLAND TRUST SERVICES INC						
		14,876.25	JUNE INT PAYMENT		113614	RAMS11B JUN 2022	9340.6611		BOND INTEREST
		14,876.25							
1003866	6/10/2022		119258 RANKIN, DAVID						
		54.05	REIMB TRAINING MILEAGE-5/23-25		113633	06092022	0240.6334		MILEAGE REIMBURSEME
		71.60	REIMB TRAINING MILEAGE-6/1-3		113633	06092022	0240.6334		MILEAGE REIMBURSEME
		96.17	REIMB TRAINING MEALS-5/23-25		113633	06092022	0240.6331		TRAVEL & LODGING
		92.27	REIMB TRAINING MEALS-6/1-3		113633	06092022	0240.6331		TRAVEL & LODGING
		314.09							
1003867	6/10/2022		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		27.95	C/H FIRE MONITORING		113610	150-1681-6340 JUN 2022	0194.6489		OTHER CONTRACTED SI
		27.95	SECURITY		113626	150-1682-6501 JUN 2022	0211.6489		OTHER CONTRACTED SI
		47.95	7650 SUNWOOD DR NW		113635	150-1681-4280 JUN 2022	9240.6315		MISCELLANEOUS PROFE
		27.95	6701 HWY 10 YOUTH FIRST		113636	150-1687-1105 JUN 2022	9410.6315	00041012	MISCELLANEOUS PROFE
		27.95	5650 ALPINE DR FIRE STATION #2		113637	150-1691-2206 JUN 2022	0220.6489		OTHER CONTRACTED SI
		35.90	7550 SUNWOOD DR		113638	150-1693-4968 JUN 2022	0194.6489		OTHER CONTRACTED SI
		52.95	14199 JASPER ST NW FIRE PANEL		113639	150-1696-8702 JUN 2022	0311.6489		OTHER CONTRACTED SI
		35.90	14199 JASPER ST NW SECURITY		113640	150-1697-0601 JUN 2022	0311.6489		OTHER CONTRACTED SI
		284.50							
1003924	6/17/2022		100510 VERIZON WIRELESS						
		1,315.43	MAY PD STAFF PHONES		113687	9907820733	0192.6323		CELLULAR PHONES
		498.13	MAY SQUADS, AND MOBILE CAMS		113687	9907820733	0211.6415		OTHER EQUIPMENT REN
		45.34	DATA FOR LIFT STATION		113690	9907786652	9602.6323		CELLULAR PHONES
		1,858.90							
9214563	6/10/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		10,689.18			113643	06092211442911	9101.2175		DEFERRED COMPENSAT
		10,689.18							
96061022	6/10/2022		107962 TOTAL ADMINISTRATIVE SERVICE CORP						
		1,307.00			113642	06092211442910	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,307.00							
97061022	6/10/2022		118579 ND CHILD SUPPORT DIVISION						
		287.08			113646	06092211442914	9101.2185		GARNISHMENTS/SUPPO
		287.08							
98061022	6/10/2022		115568 ALERUS FINANCIAL NA						
		5,252.99			113645	06092211442913	9101.2176		LIFE/HEALTH-EMPLOYEE

CITY OF RAMSEY

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6/9/2022 -- 12/31/2022

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98061022	6/10/2022	5,252.99	115568 ALERUS FINANCIAL NA						Continued.
99061022	6/10/2022		107885 DEPARTMENT OF LABOR AND INDUSTRY						
		3,707.62	May Surcharges		113601	053122	9101.2081		SURCHARGES-PERMITS
		74.75-	May Surcharges		113601	053122	9101.4604		SURCHARGES
		3,632.87							
99061322	6/13/2022		100629 MN DEPT OF REV SALES TX						
		217.17	May Sales & Use Tax		113656	053122	9101.4305		RENTAL FEES
		6.77	May Sales & Use Tax		113656	053122	9101.4328		ACCIDENT REPORTS
		.56-	May Sales & Use Tax		113656	053122	9101.4609		OTHER MISCELLANEOUS
		352.62	May Sales & Use Tax		113656	053122	9601.2082		SALES/USE TAX PAYABLE
		576.00							
99061522	6/15/2022		108768 COMDATA NETWORK INC						
		45.68	GAS FOR CITY VEHICLE		113765	MAY 2022 BLDG FUEL	0194.6223		GASOLINE
		234.75	GASOLINE FUEL		113766	MAY 2022 FIRE FUEL	0220.6223		GASOLINE
		28.25	COBORNS-BEV FOR RECYCLE DAY		113767	MAY 2022 ANDERSON	9604.6249		MISCELLANEOUS OPER/
		49.87	TARGET 05/12/22 YOS		113768	MAY 2022 SCHMITZ	0130.6249		MISCELLANEOUS OPER/
		64.19	COBORN 05/24/22 CC MEALS		113768	MAY 2022 SCHMITZ	0111.6249		MISCELLANEOUS OPER/
		85.21	COBORN 05/10/22 CC MEALS		113768	MAY 2022 SCHMITZ	0111.6249		MISCELLANEOUS OPER/
		88.08	MAMA DELUCAS 05/11/22 CC MEALS		113768	MAY 2022 SCHMITZ	0111.6249		MISCELLANEOUS OPER/
		321.74	AMZN MKTP-WHITE BOARD,MAT,FILE		113769	MAY 2022 TORSETH	0211.6208		MISCELLANEOUS OFFICI
		22.97	AMZN MKTP-CELL CASE LATARTE		113769	MAY 2022 TORSETH	0211.6275		OTHER EQUIPMENT PAR
		300.00	PSN MN RWA - MEMBERSHIP		113770	MAY 2022 NELSON	9601.6335		TRAINING
		42.42	TST WHITE RABBIT-TRAINING LUNC		113771	MAY 2022 WEBB	0211.6331		TRAVEL & LODGING
		40.98	GRAND VIEW-22 MCMA CONF LODG		113772	MAY 2022 HAGEN	0191.6331		TRAVEL & LODGING
		290.29	FAIRFIELD INN-SEWER TRAIN-DR		113773	MAY 2022 SZYKULSKI	0240.6331		TRAVEL & LODGING
		170.12	MAY GAS STATION FUEL		113774	MAY 2022 PD FUEL	0211.6223		GASOLINE
		170.84	JIMMY JOHNS-DEPT TRAINING LUNC		113775	MAY 2022 BLUML	0211.6331		TRAVEL & LODGING
		250.00	AMERIGLO-GLOCK OPTIC SIGHTS		113775	MAY 2022 BLUML	0211.6231		UNIFORMS & TURN-OUT
		50.44	WILLY MCCOYS-TRAINING LUNCHES		113775	MAY 2022 BLUML	0211.6331		TRAVEL & LODGING
		211.95	JIMMY JOHNS-DEPT TRAINING LUNC		113775	MAY 2022 BLUML	0211.6331		TRAVEL & LODGING
		448.52	GRANDVIEW LODGE -EDAM SUMMER		113776	MAY 2022 SULLIVAN	9230.6331		TRAVEL & LODGING
		186.18	META - FACEBOOK EXPO ADS		113776	MAY 2022 SULLIVAN	9230.6246	00923001	MARKETING & PROMOTI
		5.19	ECM - ANOKA HERALD SUBSCRIPTIO		113776	MAY 2022 SULLIVAN	9230.6451		MEMBERSHIP DUES
		20.00	LION- SPRING PLUNGER W PULL RI		113777	MAY 2022 SCHIFERLI	0220.6281		SMALL TOOLS & MINOR I
		637.50	ACTIV911- ALERTING SUBSCRIPTIO		113777	MAY 2022 SCHIFERLI	0220.6451		MEMBERSHIP DUES
		56.95	SAFETYSTORE-UNIFORM PIN		113778	MAY 2022 KOHNER	0220.6231		UNIFORMS & TURN-OUT

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99061522	6/15/2022		108768 COMDATA NETWORK INC						Continued.
		449.99	HOME DEPOT- CABINET		113778	MAY 2022 KOHNER	0220.6281		SMALL TOOLS & MINOR I
		27.99	COBORN'S - GEOCACHE SUPPLIES		113779	MAY 2022 RIVERBLOOD	0452.6249		MISCELLANEOUS OPER/
		10.00	GINGER CAFE -GIFT CARD BINGO		113779	MAY 2022 RIVERBLOOD	0452.6249		MISCELLANEOUS OPER/
		737.00	COACH CLIFF- GAGA BALL FRAME		113779	MAY 2022 RIVERBLOOD	9270.6249		MISCELLANEOUS OPER/
		432.81	FALL LINE- DRUM SCRAPER STONE		113780	MAY 2022 RIEMER	0311.6267		OTHER STREET MAINTEN
		200.00	CRAIGS AUTO- PAINT FORD DOOR		113780	MAY 2022 RIEMER	0452.6257		OTHER VEHICLE PARTS
		250.01	WAYFAIR-FUTON/MATTRESS		113780	MAY 2022 RIEMER	0452.6249		MISCELLANEOUS OPER/
		249.99	WAYFAIR-FUTON/MATTRESS		113780	MAY 2022 RIEMER	0311.6249		MISCELLANEOUS OPER/
		249.99	WAYFAIR-FUTON/MATTRESS		113780	MAY 2022 RIEMER	9601.6249		MISCELLANEOUS OPER/
		338.00	ECKBERG LAMM-USE FORCE TRAIN		113781	MAY 2022 FRANKFURTH	0211.6335		TRAINING
		35.90	COBORNS-TRAINING WATER&ICE		113781	MAY 2022 FRANKFURTH	0211.6331		TRAVEL & LODGING
		75.00	TLO TRANSUNI-APR INVESTIG TOOL		113781	MAY 2022 FRANKFURTH	0211.6315		MISCELLANEOUS PROFE
		74.88	WALMART-WATER, SODA, SUPPLIES		113782	MAY 2022 BRAY	0194.6249		MISCELLANEOUS OPER/
		516.20	BULBSDEPOT- DIMMING BALLASTS		113782	MAY 2022 BRAY	0194.6249		MISCELLANEOUS OPER/
		375.00	INNOVATIVE PSYCH- EVALUATION		113783	MAY 2022 LASHER	0130.6306		PERSONNEL TESTING &
		62.50	FMCSA- CLEARINGHOUSE FEES		113783	MAY 2022 LASHER	0130.6306		PERSONNEL TESTING &
		14.98	COBORNS CC MEALS		113783	MAY 2022 LASHER	0111.6249		MISCELLANEOUS OPER/
		1,974.00	SYSAID HELPDESK SUB		113784	MAY 2022 FREDRICKSON	0192.6405		OFFICE & DATA PROCES
		599.90	VARIDESK- MONITOR ARMS		113784	MAY 2022 FREDRICKSON	0192.6281		SMALL TOOLS & MINOR I
		<u>10,496.26</u>							
99116128	6/10/2022		100601 MN DEPT OF REV WH						
		12,913.31			113651	0609221144296	9101.2172		STATE WITHHOLDING
		<u>12,913.31</u>							
99215157	6/10/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		4,097.25			113644	06092211442912	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>4,097.25</u>							
99577898	6/10/2022		101306 IRS						
		27,230.48			113652	0609221144297	9101.2171		FEDERAL WITHHOLDING
		15,517.13			113653	0609221144298	9101.2173		FICA & MEDICARE-EMPL
		15,517.13			113654	0609221144299	9101.2182		FICA & MEDICARE-EMPL
		<u>58,264.74</u>							
99655654	6/10/2022		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		26,209.64			113649	0609221144294	9101.2174		PERA-EMPLOYEE
		35,367.68			113650	0609221144295	9101.2183		PERA-EMPLOYER
		<u>61,577.32</u>							
99761249	6/10/2022		100223 ICMA RETIREMENT TRUST 457						
		1,668.00			113641	0609221144291	9101.2175		DEFERRED COMPENSAT
		<u>1,668.00</u>							
		<u>574,859.32</u>	Grand Total						

Payment Instrument Totals

Checks

59,144.54

CITY OF RAMSEY
Council Check Register by GL
Council Check Register and Summary

6/9/2022 - 12/31/2022

<u>Check #</u>	<u>Date</u>	<u>Amount</u>	<u>Supplier / Explanation</u>	<u>PO #</u>	<u>Doc No</u>	<u>Inv No</u>	<u>Account No</u>	<u>Subledger</u>	<u>Account Description</u>
		574,859.32	Grand Total						
							<u>Payment Instrument Totals</u>		
							Checks		59,144.54
							EFT Payments		170,762.00
							A/P ACH Payment		344,952.78
							Total Payments		574,859.32

Prepays:
Debt Service \$ 280,431.81
Regular Prepaid 294,427.51
\$ 574,859.32

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3429
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 12/31/2022

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
119144	ADVANCED ENGINEERING AND ENV SERV (AE2S)	P05434-2020-002	PV	113843	001	00999	6/14/2022	P05434-2020-002	139,025.00
	ADVANCED ENGINEERING AND ENV SERV (AE2S)							Summary Total	139,025.00
	SUITE 200								
	4050 GARDEN VIEW DRIVE								
	GRAND FORKS ND 58201							Payment Amount	139,025.00
107776	ALERT ALL CORP		PV	113740	001	00999	6/1/2022	W29772	695.00
	ALERT ALL CORP							Summary Total	695.00
	164 ORLAN ROAD		PV	113749	001	00999	6/6/2022	W29932	217.00
	NEW HOLLAND PA 17557							Summary Total	217.00
								Payment Amount	912.00
102953	AMERIGAS OF ANOKA	ACCT 201398670	PV	113732	001	00999	5/31/2022	805394347	100.35
	AMERIGAS OF ANOKA							Summary Total	100.35
	P O BOX 660288								
	DALLAS TX 75266-0288							Payment Amount	100.35
100063	ASPEN MILLS	55303RPD	PV	113660	001	00999	6/7/2022	295052	1,223.95
	ASPEN MILLS							Summary Total	1,223.95
	8201 C CENTRAL AVE NE	55303RPD	PV	113714	001	00999	6/7/2022	295098	29.85
	SPRING LAKE PARK MN 55432							Summary Total	29.85
		55303RPD	PV	113716	001	00999	6/9/2022	295213	26.95
								Summary Total	26.95
		55303RPD	PV	113811	001	00999	6/14/2022	295403	19.70
								Summary Total	19.70
		55303RFD	PV	113836	001	00999	6/17/2022	295659	175.89
								Summary Total	175.89
		55303RFD	PV	113837	001	00999	6/17/2022	295665	175.89
								Summary Total	175.89
								Payment Amount	1,652.23
108513	BLAINE LOCK AND SAFE INC	CUST RAMCI5543	PV	113661	001	00999	5/31/2022	27699	179.50
	BLAINE LOCK AND SAFE INC							Summary Total	179.50
	10136 SUNSET AVENUE		PV	113745	001	00999	6/3/2022	27705	326.50

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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	itm	Co	Due Date	Invoice Number	Payment Amount
	BLAINE MN 55014								Summary Total 326.50
									Payment Amount 506.00
119460	BRUMMOND, VIRGINIA	BIKE LOCKER DEP REFUND	PV	113662	001	00999	6/6/2022	060622	100.00
	VIRGINIA BRUMMOND 2313 40TH AVENUE SOUTH ST CLOUD MN 56301								Summary Total 100.00
									Payment Amount 100.00
119240	CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER)		PV	113704	001	00999	6/8/2022	51814	239.95
	CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER) 14885 191ST AVENUE NW ELK RIVER MN 55330								Summary Total 239.95
									Payment Amount 239.95
110483	CITY OF ST PAUL	CUST 350	PV	113739	001	00999	6/1/2022	IN49526	2,307.90
	CITY OF ST PAUL OFFICE OF FINANCIAL SERVICES 15 W KELLOGG BLVD SUITE 700 ST PAUL MN 55102								Summary Total 2,307.90
									Payment Amount 2,307.90
100111	COMMERCIAL ASPHALT COMPANY		PV	113822	001	00999	6/15/2022	220615	1,469.98
	COMMERCIAL ASPHALT COMPANY P O BOX 1480 MAPLE GROVE MN 55311-6480								Summary Total 1,469.98
									Payment Amount 1,469.98
111093	DOUGLAS KERR UNDERGROUND LLC	22-05 PAY APP 2 RVRDL TRUNK UT	PV	113762	001	09437	6/28/2022	06282022	572,215.12
	DOUGLAS KERR UNDERGROUND LLC P O BOX 85 MORA MN 55051								Summary Total 572,215.12
									Payment Amount 572,215.12
106624	EHLERS AND ASSOCIATES,	Inv#90902	PV	113663	001	00999	6/9/2022	90902	5,000.00

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Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
INC					
EHLERS & ASSOCIATES, INC		Summary Total			5,000.00
3060 CENTRE POINTE		PV 113700 001 00999	6/9/2022	90903	1,500.00
DRIVE					
ROSEVILLE MN 55113-1105		Summary Total			1,500.00
		PV 113803 001 00999	6/9/2022	90839	137.50
		Summary Total			137.50
		Payment Amount			6,637.50
118931 ELECTRIC SYSTEMS SOLUTIONS		PV 113756 001 00999	6/8/2022	8126	150.00
ELECTRIC SYSTEMS SOLUTIONS		Summary Total			150.00
6021 167TH AVENUE NW		PV 113757 001 00999	6/8/2022	7950	1,804.00
RAMSEY MN 55303		Summary Total			1,804.00
		Payment Amount			1,954.00
100169 EMERGENCY APPARATUS MAINTENANCE INC		PV 113758 001 00999	6/8/2022	123453	2,392.53
EMERGENCY APPARATUS MAINTENANCE INC		Summary Total			2,392.53
7512 4TH AVENUE					
LINO LAKES MN 55014		Payment Amount			2,392.53
104205 EXPRESS SIGNS INC		PV 113664 001 00999	6/6/2022	INV-6885	525.00
EXPRESS SIGNS INC		Summary Total			525.00
PO BOX 475					
ANOKA MN 55303		Payment Amount			525.00
100143 FERGUSON WATERWORKS # 2518	CUST 24740	PV 113667 001 00999	6/7/2022	0495114	835.00
FERGUSON WATERWORKS 2516		Summary Total			835.00
P O BOX 802817	CUST 24741	PV 113668 001 00999	6/7/2022	0493831	1,625.54
CHICAGO IL 60680-2817		Summary Total			1,625.54
	CUST 24740	PV 113698 001 00999	6/10/2022	0495248	517.70
		Summary Total			517.70
	CUST 24741	PV 113844 001 00999	6/15/2022	0489611	1,200.00
		Summary Total			1,200.00
		Payment Amount			4,178.24

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Payee		Stub	Document			Due	Invoice	Payment	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount
107274	G L BERG ENTERTAINMENT	9/10 DOLLIPOPS AT HAPPY DAYS	PV	113722	001	00999	6/9/2022	36008	250.00
	G L BERG ENTERTAINMENT 825 NICOLLET MALL SUITE 801 MINNEAPOLIS MN 55402-2604								Summary Total 250.00
									Payment Amount 250.00
117143	GIRL SCOUT TROOP 14644	DAMAGE/KEY DEPOSIT REFUND	PV	113671	001	00999	6/6/2022	060622	155.00
	GIRL SCOUT TROOP 14644 C/O LAURA MOORE 8277 155TH LANE NW RAMSEY MN 55303								Summary Total 155.00
									Payment Amount 155.00
109910	GREAT NORTHERN LANDSCAPE INC		PV	113839	001	00999	6/13/2022	14926	2,500.00
	GREAT NORTHERN LANDSCAPE INC 19720 IGUANA STREET NW ELK RIVER MN 55330								Summary Total 2,500.00
									Payment Amount 2,500.00
119461	HALL, MONTE DARRELL	WATER EFFICIENCY PROGRAM	PV	113697	001	00999	6/7/2022	060722	200.00
	MONTE DARELL HALL 14815 GERMANIUM STREET NW RAMSEY MN 55303								Summary Total 200.00
									Payment Amount 200.00
115760	HENRY SCHEIN INC		PV	113729	001	00999	5/26/2022	21136020	108.62
	HENRY SCHEIN INC DEPT CH 10241								Summary Total 108.62
	PALATINE IL 60055-0241		PV	113743	001	00999	6/3/2022	21397915	.06
									Summary Total .06
									Payment Amount 108.68
119473	HENRY, ERIC	WATER EFFICIENCY REBATE	PV	113802	001	00999	6/14/2022	061422	89.98
	ERIC HENRY								Summary Total 89.98

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item	Co	Due Date	Invoice Number	Payment Amount
15491	XKIMO STREET NW RAMSEY MN 55303							89.98
							Payment Amount	89.98
106324	INSPECTRON INC INSPECTRON INC CODE COMPLIANCE INSPECTIONS 15120 CHIPPENDALE AVE SUITE 202 ROSEMOUNT MN 55068		PV	113841	001 00999	6/8/2022	2022-319	7,900.00
							Summary Total	7,900.00
							Payment Amount	7,900.00
119467	J. BECHER & ASSOCIATES J. BECHER & ASSOCIATES, INC 20610 COMMERCE BOULEVARD ROGERS MN 55374		PV	113760	001 00999	5/27/2022	2207545	474.82
							Summary Total	474.82
							Payment Amount	474.82
107440	JEFF STEIN DBA STEIN TOOLS, LLC JEFF STEIN 670 BENTON STREET ANOKA MN 55303		PV	113672	001 00999	5/3/2022	05032266879	201.50
							Summary Total	201.50
							Payment Amount	201.50
119465	JOHNSON, MICHAEL MICHAEL JOHNSON 7494 163RD AVENUE RAMSEY MN 55303	DEPOSIT REFUND FOR PARK FACILI	PV	113706	001 00999	6/14/2022	061422	100.00
							Summary Total	100.00
							Payment Amount	100.00
100256	LANO EQUIPMENT INC LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303		PV	113754	001 00999	6/8/2022	02-917138	42.70
							Summary Total	42.70
							Payment Amount	42.70
100259	LEAGUE OF MN CITIES INS TRUST	INV 19103 AND 19163 AGR1001389	PV	113723	001 00999	6/1/2022	1001389 JUN 2022	894.07

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CITY OF RAMSEY
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Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517								Summary Total	894.07
									Payment Amount	894.07
100259	LEAGUE OF MN CITIES INS TRUST LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517	AGRMT 1001389 INV 19068	PV	113726	001	00999	6/1/2022	19068		2,500.00
									Summary Total	2,500.00
									Payment Amount	2,500.00
117918	MACQUEEN EMERGENCY MACQUEEN EMERGENCY 1125 7TH STREET E ST PAUL MN 55106	ACCT RAMSE009	PV	113808	001	00999	6/10/2022	P02640		410.91
									Summary Total	410.91
									Payment Amount	410.91
100270	MACQUEEN EQUIPMENT INC MACQUEEN EQUIPMENT INC 1125 7TH STREET EAST ST PAUL MN 55106		PV	113827	001	00999	6/20/2022	P43126		136.07
									Summary Total	136.07
									Payment Amount	136.07
119469	MARTINSON, VICKIE VICKIE MARTINSON 15224 GERMANIUM CIRCLE NW RAMSEY MN 55303	WATER EFFICIENCY PROGRAM	PV	113800	001	00999	6/15/2022	061522		239.98
									Summary Total	239.98
									Payment Amount	239.98
117588	MEDART INC MEDART INC 124 MANUFACTURERS DRIVE ARNOLD MO 63010-4727	CUST 70856E	PV	113695	001	00999	6/9/2022	08355361		55.88
									Summary Total	55.88
			PV	113696	001	00999	6/10/2022	08356234		63.18
									Summary Total	63.18
									Payment Amount	119.06

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 Pay Through Date 12/31/2022

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
108208 METRO PRODUCTS INC		PV 113805 001 00999	6/9/2022	167309	119.40
METRO PRODUCTS INC		Summary Total			119.40
7401 CENTRAL AVENUE NE		PV 113806 001 00999	6/9/2022	167307	184.55
FRIDLEY MN 55432		Summary Total			184.55
		PV 113829 001 00999	6/16/2022	167455	50.80
		Summary Total			50.80
		Payment Amount			354.75
100293 MIDC ENTERPRISES		PV 113834 001 00999	6/15/2022	10048639	131.48
MIDC ENTERPRISES		Summary Total			131.48
1450 WEST COUNTY ROAD C					
ROSEVILLE MN 55113		Payment Amount			131.48
119468 MURPHY, LAURA	WATER EFFICIENCY PROGRAM	PV 113799 001 00999	6/14/2022	061422	200.00
LAURA MURPHY		Summary Total			200.00
16706 LIMONITE STREET NW					
RAMSEY MN 55303		Payment Amount			200.00
100345 NAPA AUTO PARTS ELK RIVER		PV 113727 001 00999	5/11/2022	160825	68.99
NAPA AUTO PARTS ELK RIVER		Summary Total			68.99
17137 YALE STREET NW		PV 113748 001 00999	6/6/2022	164124	44.22
P O BOX 1041		Summary Total			44.22
ELK RIVER MN 55330		PV 113750 001 00999	6/7/2022	164286	97.89
		Summary Total			97.89
		PV 113828 001 00999	6/15/2022	165567	116.10
		Summary Total			116.10
		Payment Amount			327.20
100360 NORTH STAR TOWING INC		PV 113728 001 00999	5/17/2022	84702	625.00
NORTH STAR TOWING INC		Summary Total			625.00
833 NORTH STREET					
ANOKA MN 55303		Payment Amount			625.00

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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
117236	NORTHWEST ASPHALT AND MAINTENANCE	22-08 PAY APP 1/FINAL CRACK SE	PV	113764	001	09101	6/28/2022	06282022	96,631.80
	NORTHWEST ASPHALT AND MAINTENANCE 11560 190TH STREET NE THIEF RIVER FALLS MN 56701							Summary Total	96,631.80
								Payment Amount	96,631.80
119474	PHILKOT INC DBA THE MPX GROUP & MINUTEMA		PV	113850	001	00999	6/15/2022	55042	2,200.89
	THE MPX GROUP 7105 MEDICINE LAKE ROAD GOLDEN VALLEY MN 55427							Summary Total	2,200.89
								Payment Amount	2,200.89
100393	PRAIRIE RESTORATIONS INC		PV	113742	001	00999	6/3/2022	#32571	687.93
	PRAIRIE RESTORATIONS INC 31646 128TH STREET PRINCETON MN 55371							Summary Total	687.93
			PV	113838	001	00999	6/10/2022	#32704	2,445.00
								Summary Total	2,445.00
			PV	113840	001	00999	6/16/2022	#32791	991.07
								Summary Total	991.07
								Payment Amount	4,124.00
112959	PREMIUM WATERS INC	ACCT 621332	PV	113734	001	00999	5/31/2022	621332-05-22 MAY 2022	33.64
	PREMIUM WATERS INC P O BOX 9128	ACCT 621331						Summary Total	33.64
			PV	113735	001	00999	5/31/2022	621331-05-22 MAY 2022	37.19
	MINNEAPOLIS MN 55480-9128							Summary Total	37.19
								Payment Amount	70.83
119459	RASINSKI, CHRIS	WATER EFFICIENCY REBATE	PV	113674	001	00999	6/6/2022	060622	189.00
	CHRIS RASINSKI 6941 137TH AVENUE NW RAMSEY MN 55303							Summary Total	189.00
								Payment Amount	189.00

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119462 REED, LYLE	WATER EFFICIENCY REBATE	PV 113701 001 00999	6/7/2022	060722	146.98
LYLE REED 6070 145TH LANE RAMSEY MN 55303		Summary Total			146.98
		Payment Amount			146.98
100421 REGAL AWARDS AND TROPHIES	Adopt-A-Flag Plaque	PV 113720 001 00999	6/1/2022	07011	35.00
REGAL AWARDS AND TROPHIES 15454 HEMATITE STREET NW ANOKA MN 55303		Summary Total			35.00
		Payment Amount			35.00
116637 RENKO CONSTRUCTION INC		PV 113707 001 00999	5/25/2022	222505	625.00
RENKO CONSTRUCTION INC 4484 E SHAMINEAU DRIVE MOTLEY MN 56466		Summary Total			625.00
		Payment Amount			625.00
118921 SHRED RIGHT	CUST 62041	PV 113676 001 00999	5/26/2022	575946	15.00
SHRED RIGHT 6301 WEST OLD SHAKOPEE ROAD BLOOMINGTON MN 55438		Summary Total			15.00
		Payment Amount			15.00
118852 SPC ENGINEERING & TESTING INC		PV 113810 001 00999	6/10/2022	#22-23RA	415.00
SPC ENGINEERING & TESTING, INC 13307 LEYTE STREET NE HAM LAKE MN 55304		Summary Total			415.00
		Payment Amount			415.00
119466 STANDARD SPRING PARTS	CUST 1411	PV 113711 001 00999	6/6/2022	393497	1,121.66
STANDARD SPRING PARTS 2015 GATEWAY BOULEVARD	CUST 1411	PD 113712 001 00999	6/29/2022	393688	6.43-
ARDEN HILLS MN 55112	CUST 1411	PV 113713 001 00999	6/7/2022	393561	99.99
		Summary Total			1,121.66
		Summary Total			6.43-

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									99.99
			PV	113820	001	00999	6/15/2022	393665	1,200.22
									1,200.22
									2,415.44
100468	STOP STICK LTD		PV	113814	001	00999	6/14/2022	0025040-IN	468.00
	STOP STICK LTD								468.00
	365 INDUSTRIAL DRIVE								
	HARRISON OH 45030-1483								
									468.00
114151	TASC (FEES)	TASC ID 4106-0579-1547	PV	113708	001	00999	5/23/2022	IN2401449	135.50
	TASC								135.50
	CLIENT INVOICES	TASC ID 4106-0579-1547	PV	113709	001	00999	5/23/2022	IN2401450	235.00
	P O BOX 88278								235.00
	MILWAUKEE WI 53288-0001								370.50
100495	TWIN CITIES FLAG SOURCE		PV	113842	001	00999	6/8/2022	36539	93.00
	TWIN CITIES FLAG SOURCE								93.00
	3240 - 199TH AVENUE NW								
	ANOKA MN 55303								93.00
100529	WENDELL'S INC		PV	113721	001	00999	6/6/2022	2696803	11.68
	WENDELL'S INC								11.68
	6601 BUNKER LAKE BLVD		PV	113819	001	00999	6/14/2022	2699683	18.13
	PO BOX 458								18.13
	RAMSEY MN 55303-0458		PV	113845	001	00999	6/16/2022	2701378	11.35
									11.35
			PV	113847	001	00999	6/17/2022	2702045	11.68
									11.68
									52.84
115303	WENGLER, JERROD	WATER EFFICIENCY REBATE	PV	113702	001	00999	6/9/2022	060922	400.00

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number ltm Co	Due Date	Invoice Number	Payment Amount
	JERROD WENGLER					400.00
	5980 144TH LANE NW	WATER EFFICIENCY REBATE	PV 113801 001 00999	6/14/2001	061622	100.00
	RAMSEY MN 55303					100.00
						500.00
						860,530.28
						53

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 Version LOGIS004V
 Originator TOAKES
 Payment Instrument T A/P ACH Payment
 Pay Through Date 12/31/2022

Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount	
110789	4IMPRINT	ACCT 1798846	PV	113738	001	00999	5/31/2022	9992461	876.23
	4IMPRINT			Summary Total					876.23
	25303 NETWORK PLACE								
	CHICAGO IL 60673-1253								
				Payment Amount					876.23
117651	ACCESS MECHANICAL INC		PV	113830	001	00999	6/16/2022	022321-1327	2,744.75
	ACCESS MECHANICAL INC			Summary Total					2,744.75
	15901 FOX STREET NW		PV	113831	001	00999	6/16/2022	022321-1328	4,041.55
	ANDOVER MN 55304			Summary Total					4,041.55
			PV	113832	001	00999	6/16/2022	022321-1329	4,800.00
				Summary Total					4,800.00
				Payment Amount					11,586.30
111385	ACHIEVE SERVICES INC		PV	113710	001	00999	6/3/2022	29363	188.48
	ACHIEVE SERVICES INC			Summary Total					188.48
	1201 89TH AVENUE NE								
	BLAINE MN 55434								
				Payment Amount					188.48
110402	ADVANCE AUTO PARTS	ACCOUNT 1872583256	PV	113761	001	09101	5/31/2022	05312022	5.07
	ADVANCE AUTO PARTS	ACCOUNT 1872583256	PV	113761	002	09101	5/31/2022	05312022	17.46
	AAP FINANCIAL SERVICES	ACCOUNT 1872583256	PV	113761	003	09101	5/31/2022	05312022	127.50
	P O BOX 742063			Summary Total					150.03
	ATLANTA GA 30374-2063								
				Payment Amount					150.03
117343	AMAZON CAPITAL SERVICES INC	ACCT A3VYUQ4FSATYMN	PV	113725	001	00999	6/13/2022	1YGT-73M6-JG3H	236.57
	AMAZON CAPITAL SERVICES INC			Summary Total					236.57
	PO BOX 035184	ACCT A3VYUQ4FSATYMN	PV	113809	001	00999	6/13/2022	1DCN-9WQR-KHXR	76.49
	SEATTLE WA 98124-5184			Summary Total					76.49
				Payment Amount					313.06
100031	ANOKA COUNTY	2022 ASSESSMENT CONTRACT	PV	113658	001	00999	5/25/2022	05252022	125,272.00
	ANOKA COUNTY			Summary Total					125,272.00
	2100 - 3RD AVENUE								

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3430
 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	
ANOKA MN 55303									Payment Amount	125,272.00
107587	ANOKA COUNTY TREASURY DEPARTMENT	CUST 130878	PV	113659	001	00999	5/25/2022	ELEC05242219	5,716.80	
ANOKA COUNTY TREASURY DEPARTMENT 2100 THIRD AVENUE									Summary Total	5,716.80
		CUST 130878	PV	113715	001	00999	6/8/2022	AR019870	4,891.50	
ANOKA MN 55303									Summary Total	4,891.50
		CUST 130878	PV	113849	001	00999	6/15/2022	AR019892	639.00	
									Summary Total	639.00
									Payment Amount	11,247.30
106346	BAUER BUILT INCORPORATED		PV	113753	001	00999	6/8/2022	940088363	251.82	
BAUER BUILT INCORPORATED 8270 W 35W SERVICE DR BLAINE MN 55449									Summary Total	251.82
									Payment Amount	251.82
103641	BOYER TRUCKS		PV	113657	001	00999	6/9/2022	003P22640	1,162.31	
BOYER TRUCKS P O BOX 512									Summary Total	1,162.31
		CUST 7645	PD	113797	001	00999	6/29/2022	003P22899	168.00-	
ST MICHAEL MN 55376									Summary Total	168.00-
			PV	113815	001	00999	6/15/2022	003P22900	32.43	
									Summary Total	32.43
									Payment Amount	1,026.74
111496	CENTRAL TURF AND IRRIGATION SUPPLY		PV	113835	001	00999	6/15/2022	6079660-00	420.00	
CENTRAL TURF AND IRRIGATION SUPPLY 8 WILLIAMS STREET ELMSFORD NY 10523									Summary Total	420.00
									Payment Amount	420.00
116197	CINTAS CORPORATION	PAYER # 12455017	PV	113694	001	00999	6/10/2022	4122053772	42.86	
CINTAS CORPORATION CINTAS LOC #4K									Summary Total	42.86
		PAYER# 12455483	PV	113807	001	00999	6/9/2022	4121917092	13.20	
P O BOX 650838									Summary Total	13.20

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3430
 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	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
DALLAS TX 75265-0838	CUST 006-24545- PAYER 12455017	PV 113826 001 00999	6/17/2022	4122725374	40.54
		Summary Total			40.54
		Payment Amount			96.60
115896 CIVICPLUS INC		PV 113666 001 00999	5/31/2022	227788	3,611.88
CIVIC PLUS		Summary Total			3,611.88
P O BOX 1572		Payment Amount			3,611.88
MANHATTAN KS 66505					
100120 CONTINENTAL RESEARCH CORP		PV 113717 001 00999	6/13/2022	0036259	464.00
CONTINENTAL RESEARCH CORP		Summary Total			464.00
PO BOX 15204		Payment Amount			464.00
ST LOUIS MO 63110					
100144 DEHN OIL COMPANY	ACCT 63040029	PV 113693 001 00999	6/9/2022	88609	4,635.00
DEHN OIL COMPANY		Summary Total			4,635.00
6735 141ST AVENUE NW		PV 113824 001 00999	6/16/2022	90620	4,265.00
RAMSEY MN 55303		Summary Total			4,265.00
		PV 113825 001 00999	6/16/2022	90621	5,435.00
		Summary Total			5,435.00
		Payment Amount			14,335.00
100158 ECM PUBLISHERS INC	SUBSCRIPTION ACUBK116	PV 113730 001 00999	5/31/2022	28296	15.00
ECM PUBLISHERS INC		Summary Total			15.00
4095 COON RAPIDS BLVD	ACCT 370702	PV 113744 001 00999	6/3/2022	895676	129.00
COON RAPIDS MN 55433		Summary Total			129.00
	ACCT 370702	PV 113747 001 00999	6/5/2022	896050	268.00
		Summary Total			268.00
	ACCT 370702	PV 113823 001 00999	6/10/2022	897006	139.75
		Summary Total			139.75
		Payment Amount			551.75
108737 EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV 113718 001 00999	6/9/2022	DL060922-20	131.53

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3430
 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
									4,915.00
100284	MENARDS ELK RIVER	acct 31250289	PV	113733	001	00999	5/31/2022	53596	48.97
	MENARDS ELK RIVER		Summary Total						48.97
	19521 EVANS STREET NW	acct 31250289	PV	113737	001	00999	5/31/2022	53599	221.04
	ELK RIVER MN 55330-1077		Summary Total						221.04
		acct 31250289	PV	113741	001	00999	6/2/2022	53762	220.93
			Summary Total						220.93
		acct 31250289	PV	113759	001	00999	6/8/2022	54119	118.25
			Summary Total						118.25
			Payment Amount						609.19
100285	MET COUNCIL ENVIRONMENTAL SRV	CUST 5156	PV	113699	001	00999	6/7/2022	0001141200	82,457.59
	MET COUNCIL ENVIRONMENTAL SRV		Summary Total						82,457.59
	P O BOX 856513		Payment Amount						82,457.59
	MINNEAPOLIS MN 55485-6513								
100341	MTI DISTRIBUTING INC		PV	113804	001	00999	6/13/2022	1348809-00	281.80
	MTI DISTRIBUTING INC		Summary Total						281.80
	SDS 12-1900		Payment Amount						281.80
	P O BOX 86								
	MINNEAPOLIS MN 55486-1900								
101234	NORTH VALLEY, INC	21-10 PAY APP 1 FIRE 1 PRK LOT	PV	113763	001	09412	6/28/2022	06282022	117,987.61
	NORTH VALLEY, INC		Summary Total						117,987.61
	20015 IGUANA STREET NW #100		Payment Amount						117,987.61
	NOWTHEN MN 55330								
100363	NORTHERN SANITARY SUPPLY CO	CUST R2298	PV	113703	001	00999	6/8/2022	204522	40.23
	NORTHERN SANITARY SUPPLY CO		Summary Total						40.23
	341 COON RAPIDS BLVD		PV	113724	001	00999	6/13/2022	204560	202.52
	MINNEAPOLIS MN 55433		Summary Total						202.52
			Payment Amount						242.75

R04570

CITY OF RAMSEY
Create Payment Control Groups

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 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
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	113719	001	00999	6/10/2022	14968	50.00
	NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303								50.00
									50.00
									50.00
									50.00
									150.00
117474	OERTEL ARCHITECTS LTD	PROJECT INV 4 RAMSEY SALT SHED	PV	113673	001	00999	6/7/2022	20-08.4-SALT	2,273.75
	OERTEL ARCHITECTS LTD 1795 ST CLAIR AVENUE ST PAUL MN 55105								2,273.75
									2,273.75
110480	OPUS 21 MANAGEMENT SOLUTIONS	MAY SERVICES	PV	113675	001	00999	6/6/2022	220522	881.26
	OPUS 21 MANAGEMENT SOLUTIONS 680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125								881.26
									881.26
111488	POPP.COM INC		PV	113736	001	00999	5/31/2022	992734081	796.69
	POPP.COM INC 620 MENDELSSOHN AVE NO SUITE 101 GOLDEN VALLEY MN 55427								796.69
									796.69
100431	SAFETY KLEEN CORPORATION	BILL ACCOUNT # C123667	PV	113746	001	00999	6/4/2022	CN14903747	110.97
	SAFETY KLEEN CORPORATION PO BOX 975201 DALLAS TX 75397-5201								110.97
									110.97
100440	SHORT ELLIOT	PROJECT 159783	PV	113755	001	00999	6/8/2022	427209	831.94

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3430
 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
HENDRICKSON INC					
SHORT ELLIOT HENDRICKSON INC P O BOX 64780 ST PAUL MN 55164-0780		Summary Total			831.94
		Payment Amount			831.94
119121 SLOTH INSPECTIONS INC		PV 113655 001 00999	6/1/2022	05312022	6,900.75
SLOTH INSPECTIONS INC 2089 175TH LANE NW ANDOVER MN 55304		Summary Total			6,900.75
		Payment Amount			6,900.75
100485 TIMESAVER OFF SITE SECRETARIAL INC		PV 113817 001 00999	6/15/2022	M27401	600.63
TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025		Summary Total			600.63
		Payment Amount			600.63
112688 TITAN MACHINERY	Tractor backhoe	PV 113677 001 00999	6/3/2022	17069685 GP	337.63
TITAN MACHINERY 14375 JAMES ROAD ROGERS MN 55374	ORDER 1415331 CL	PV 113678 001 00999	6/3/2022	17071348 GS	1,040.75
	CUST 6263021	PV 113705 001 00999	6/13/2022	17104774 GP	182.31
	CUST 6263021	PD 113796 001 00999	6/29/2022	17092901 GP	193.00-
		PD 113798 001 00999	6/29/2022	17110617 GP	13.31-
		PV 113821 001 00999	6/15/2022	17115281 GP	1,541.55
		Summary Total			1,541.55
		Payment Amount			2,895.93
112515 WSB AND ASSOCIATES INC	RIVENWICK 4TH ADDITION	PV 113731 001 00999	5/31/2022	R-019569-000-2	114.75
WSB AND ASSOCIATES INC 701 XENIA AVENUE SOUTH SUITE 300 MINNEAPOLIS MN 55416		Summary Total			114.75

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3430
 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	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Item	Co	Date	Number	Amount
							Payment Amount	114.75
100543	ZIEGLER INC	ACCT 7353700	PV	113752	001 00999	6/8/2022	IN000569234	72.12
	ZIEGLER INC						Summary Total	72.12
	SDS 12-0436							
	PO BOX 86							
	MINNEAPOLIS MN 55486-0436							
							Payment Amount	72.12
							Total Amount to be Processed	399,132.06
							Total Number of Payments to be Processed	37

Accounts Payable

Checks \$ 860,530.28
 Ac H 399,132.06
\$ 1,259,662.34

Pay Estimates \$ 786,834.53
 Regular AP 472,827.81
\$ 1,259,662.34

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-152

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF JUNE 9, 2022, THROUGH JUNE 22, 2022

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of June 9, 2022, through June 22, 2022, in the amount of \$2,036,311.96 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 June 9, 2022, through June 22, 2022, in the amount of \$2,036,311.96.

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 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

CC Regular Session

5. 11.

Meeting Date: 06/28/2022

By: Diana Lund, Finance

Information

Title

Adopt Resolution #22-149 Authorizing Signatures for Financial Transactions

Purpose/Background:

Resolution #22-013 was adopted at the regular City Council meeting of January 11, 2022, that gave authorization to those that can sign off on financial transactions on behalf of the City. Notably, the Mayor, Acting Mayor, City Administrator, Finance Director and Assistant Finance Director.

With the current retirement of the City Administrator and resignation of the Assistant Finance Director, the authorized signees for the City needs to be updated to include City Administrator Brian Hagen and Assistant Finance Director, Cynthia Nelson.

Recommendation:

Staff recommends adopting Resolution #21-149.

Action:

Motion to Adopt Resolution #22-149 Authorizing Signatures for Financial Transactions.

Attachments

Resolution #22-149

Form Review

Inbox

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

06/23/2022 02:12 PM

Started On: 06/21/2022 08:22 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-149

RESOLUTION AUTHORIZING SIGNATURES FOR FINANCIAL TRANSACTIONS

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

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

WHEREAS, the Council hereby authorizes Brian Hagen, City Administrator, or Diana J. Lund, Finance Director, or Cynthia Nelson, Assistant Finance Director, to sign checks and other withdrawal documents from the City's checking and money market accounts; and

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

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

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

- 1) That the Ramsey City Council hereby approves the City's authorized signatures for financial transactions as Brian Hagen, City Administrator; Diana J. Lund, Finance Director; and Cynthia Nelson, Assistant Finance Director and further designates Mark Kuzma, Mayor, and Chris Riley, Acting Mayor, as the required counter-signatures.
- 2) That the Ramsey City Council hereby authorizes Brian Hagen, City Administrator; Diana J. Lund, Finance Director; and Cynthia Nelson, Assistant Finance Director, to make fund transfers between the City's checking and money market accounts.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 06/28/2022

By: Diana Lund, Finance

Information

Title

Adopt Resolution #22-151 Declaring Participation in State Performance Measurement Program

Purpose/Background:

Purpose of Case:

Adopt a resolution declaring the City's participation in the State Council on Local Results and Innovation Performance Measurement Program (often referenced as CPM - City Performance Measurement)

NOTE: the City participated in this annual program in 2012, 2013, 2014, 2015, 2017, 2019, 2020 and 2021.

Background:

In 2010, the State legislature created the Council on Local Results and Innovation. In 2011, the Innovation Council developed and released a standard of performance measurements for Cities and Counties; with the goal of aiding residents, taxpayers, and state and local elected officials in determining the efficacy of Counties and Cities in providing services, and measure residents' opinions of those services.

Cities that elect to participate in the standard measures program must officially adopt [by resolution] and implement certain standard performance measures. Participating entities must report their results to the State Auditor and make them available to all interested parties by publishing them on the Auditor's website [by July 1 annually]. Lastly, results must be provided to local residents through publication, direct mailing, posting on a website or through a public hearing [by December 31 annually]

Cities benefit from participating from the standard measures program by receiving a reimbursement from the State in the amount of 14 cents per capita (about \$3,870 Ramsey). More importantly, Cities benefit by developing an annual performance measurement baseline; which can be utilized by elected officials and taxpayers to make educated decisions. Lastly, cities have the ability to view other organizations' program results; which provides the City with comparable performance measurement data.

Observations/Alternatives:

Attached to this case is the resolution required for adoption to participate in the Council on Local Results and Innovation Performance Measurement Program along with previous results.

This program works in parallel with the City's initiative to conduct a biannual resident survey. Both the performance measurement program and the biannual resident survey are utilized during the City's budgeting and strategic planning processes.

Funding Source:

This case is being handled as part of normal Staff duties. The State of Minnesota allocates funding to the City for participating (about \$3,870).

Recommendation:

Motion to adopt Resolution #22-151 Declaring the City of Ramsey's Participation in the State Council on Local Results and Innovation -- Performance Measurement Program

Action:

Motion to adopt Resolution #22-151 Declaring the City of Ramsey's Participation in the State Council on Local Results and Innovation -- Performance Measurement Program

Attachments

Reso #22-151

Ramsey Standard Measures 2021

Form Review

Inbox

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

06/23/2022 02:03 PM

Started On: 06/08/2022 07:19 AM

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-151

RESOLUTION DECLARING THE CITY OF RAMSEY'S PARTICIPATION IN THE STATE COUNCIL ON LOCAL RESULTS AND INNOVATION – PERFORMANCE MEASUREMENT PROGRAM

WHEREAS, In 2010, the Minnesota Legislature created the Council on Local Results and Innovation; and

WHEREAS, The Council on Local Results and Innovation developed a standard set of performance measures that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties in providing services and measure residents' opinion of those services; and

WHEREAS, Benefits to the City for participating in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any City participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The City of Ramsey has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes.

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

- 1) The City of Ramsey will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's/county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.
- 2) The City Council of Ramsey will submit to the Office of the State Auditor the actual results of the performance measures adopted by the City.

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 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

CC Regular Session

5. 13.

Meeting Date: 06/28/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Marsha Weidner, Engineering/Public Works

Information

Title

Adopt Resolution #22-133 Authorizing Final Payment to Northwest Asphalt & Maintenance for Improvement Project #22-08, 2022 Crack Seal Improvements.

Purpose/Background:

Resolution and Pay Estimate Attached.

Observations/Alternatives:

Issuing final payment will be contingent on receipt of the following items from Northwest Asphalt & Maintenance:

1. IC134 (Contractor's Withholding Affidavit showing compliance with the provisions of Minnesota Statue 290.92 requiring withholding state income tax)
2. Waiver of Mechanic's Lien Rights (Affidavits that all claims against Northwest Asphalt & Maintenance by reasons of the contract have been fully paid or satisfactorily secured)
3. Consent of Surety to Final Payment (Certification from the contractor's surety)

Following receipt of these items, final payment will be issued.

Recommendation:

The Engineer Technician IV has inspected the completed work and recommends final payment to Northwest Asphalt & Maintenance of Thief River Falls, Minnesota for Improvement Project #22-08, 2022 Crack Seal Improvements in the amount of \$96,631.80.

Action:

Motion to adopt Resolution #22-133 Authorizing Final Payment to Northwest Asphalt & Maintenance of Thief River Falls, Minnesota for Improvement Project #22-08, 2022 Crack Seal Improvements in the amount of \$96,631.80.

Attachments

Resolution

Pay Estimate

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	06/23/2022 02:22 PM
Brian Hagen	Brian Hagen	06/23/2022 02:46 PM
Form Started By: Marsha Weidner		Started On: 06/07/2022 03:45 PM
Final Approval Date: 06/23/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-133

RESOLUTION AUTHORIZING FINAL PAYMENT TO NORTHWEST ASPHALT & MAINTENANCE FOR IMPROVEMENT PROJECT #22-08, 2022 CRACK SEAL IMPROVEMENTS,

WHEREAS, the City of Ramsey can most cost-effectively maximize the life of the bituminous pavement on public streets by sealing cracks on an annual basis; and

WHEREAS, the City of Ramsey adopted a budget for 2022 including \$200,000 to crack seal the bituminous pavement on numerous public street segments in support of the City's Pavement Management Program; and

WHEREAS, pursuant to Ramsey City Council resolution #22-076, adopted March 22, 2022, the City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bids for said improvements; and

WHEREAS, pursuant to Ramsey City Council resolution 22-105, adopted May 10, 2022, for the bid of Northwest Asphalt & Maintenance of Thief River Falls, Minnesota, in the amount of \$108,779.90 for the construction of said improvements was accepted; the Mayor and City Administrator were authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Ramsey; and

WHEREAS, as of June 28, 2022 \$0.00 has been paid to date; and

WHEREAS, the Engineer Technician IV has inspected the completed work and recommends final payment to Northwest Asphalt & Maintenance of Thief River Falls, Minnesota for Improvement Project #22-08, 2022 Crack Seal Improvements in the amount of \$96,631.80.

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

- 1) That the City Council hereby authorizes final payment to Northwest Asphalt & Maintenance of Thief River Falls, Minnesota for Improvement Project #22-08, 2022 Crack Seal Improvements in the amount of \$96,631.80.
- 2) The City Council hereby accepts the project and authorizes the Mayor and Interim City Administrator to sign and release form for this payment.
- 3) The total amount of this payment is not included in resolutions approving payment of bills for the date of June 28, 2022.
- 4) That the City of Ramsey Finance Department will be given a signed copy of this resolution.

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 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

Pay Estimate Summary Sheet

Estimate Number: 1 Final
 Project Number: 22-08
 Project Name: 2022 Crack Seal Improvements
 Period Ending: May 31, 2022
 Contractor: Northwest Asphalt & Maintenance
 Address: 11560 190th Street NE, Thief River Falls, MN 56701

1	Original Contract Amount		\$ 108,779.90
2	Change Order(s) No. _____ Thru No. _____		
3	Total Funds Encumbered		\$ 108,779.90
4	Value of Work Completed		\$ 97,381.80
5	Retainage <u>0</u> %		\$ -
	Percent Complete <u>100%</u>		
6	Deductions or Charges		\$ (750.00)
7	Total Earned Less Retainage (Lines 4+5+6)		\$ 96,631.80
8	Previous Payment(s)		\$ -
9	Payment Due (Lines 7-8)		\$ 96,631.80
10	Total Balance to Finish, Including Retainage (Lines 3-7)		\$ -

Certification of Final Payment	
I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the amount for the Final Estimate, the provisions of M.S. 290.92 have been complied with and that all claims against me by reason of the contract have been paid or satisfactorily secured.	
<u>Northwest Asphalt</u> Contractor Name	<u>Jared D. Petenick</u> Print Name
<u>President</u> Title	<u>Jared D. Petenick</u> Signature
	<u>6-3-22</u> Date

City of Ramsey Approval	
<u>[Signature]</u> Signature (Project Engineer)	<u>6/3/2022</u> Date
<u>[Signature]</u> Signature (City Engineer)	<u>6/7/2022</u> Date

2022 Crack Seal Improvements
 I.P. 22-08
 Estimate No. 1 Final
 Period Ending May 31, 2022

Item No.	Item Description	CONTRACT AMOUNT				COMPLETED THIS PERIOD		COMPLETED TO DATE	
		Unit	Estimated Quantity	Unit Price	Extended Total	Quantity	Extended Total	Quantity	Extended Total
1	Mobilization	LS	1.0	\$ 2,500.00	\$ 2,500.00	1.0	\$ 2,500.00	1.0	\$ 2,500.00
2	Traffic Control	LS	1	\$ 2,500.00	\$ 2,500.00	1	\$ 2,500.00	1	\$ 2,500.00
3	Bituminous Crack Seal Material	LBS	78030	\$ 1.33	\$ 103,779.90	69460	\$ 92,381.80	69460	\$ 92,381.80
GRAND TOTALS					\$ 108,779.90		\$ 97,381.80		\$ 97,381.80
<i>Internal City Use Only</i>									
					<i>2022 Budgeted Funds</i>			\$ 97,381.80	
<i>Total Funds</i>									
							\$ 97,381.80		\$ 97,381.80

CC Regular Session

5. 14.

Meeting Date: 06/28/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Marsha Weidner, Engineering/Public Works

Information

Title

Adopt Resolution #22-139 Authorizing Partial Payment No. 2 to Douglas-Kerr Underground, LLC., for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive.

Purpose/Background:

Resolution and Pay Estimate Attached.

Recommendation:

The Engineer Technician IV has inspected the completed work and recommends partial payment No. 2 to Douglas-Kerr Underground, LLC., of Mora, Minnesota, for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bower Drive, in the amount of \$572,215.12.

Action:

Motion to adopt Resolution #22-139 Authorizing Partial Payment No. 2 to Douglas-Kerr Underground, LLC., of Mora, Minnesota, for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bower Drive, in the amount of \$572,215.12.

Attachments

Resolution

Pay Estimate

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	06/23/2022 01:34 PM
Bruce Westby	Bruce Westby	06/23/2022 02:44 PM
Brian Hagen	Brian Hagen	06/23/2022 02:46 PM
Form Started By: Marsha Weidner		Started On: 06/07/2022 03:32 PM
Final Approval Date: 06/23/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-139

RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 2 TO DOUGLAS-KERR UNDERGROUND, LLC., FOR IMPROVEMENT PROJECT #22-05, RIVERDALE DRIVE TRUNK UTILITY IMPROVEMENTS, LLAMA STREET TO BOWERS DRIVE

WHEREAS, pursuant to Ramsey City Council Resolution #21-305 adopted October 26, 2021, the City Council accepted the design services proposal of Bolton & Menk, Inc. for providing engineering services required to develop final plans and specifications for the purpose of soliciting bids for the construction of Improvement Project #22-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-040 the City Council approved the plans and specifications prepared by Bolton & Menk, Inc. for the making of such improvements, and authorized the advertisement of bids for the same improvements as City Improvement Project #22-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-072 the City Council authorized entering into a construction contract with Douglas-Kerr Underground, LLC., for the making of such improvements at the contract price of \$2,163,890.22; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-087 the City Council authorized Change Order No. 1, reducing the contract price to \$2,124,737.72; and

WHEREAS, as of June 28, 2022 \$442,091.78 has been paid to date; and

WHEREAS, the Engineer Technician IV has inspected the completed work and recommends partial payment No. 2 to Douglas-Kerr Underground, LLC., of Mora, Minnesota, for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bower Drive, in the amount of \$572,215.12.

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 hereby authorizes partial payment No. 2 to Douglas-Kerr Underground, LLC., of Mora, Minnesota for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bower Drive, in the amount of \$572,215.12.
- 2) The City Council authorizes the Mayor and Interim City Administrator to sign and release form for this payment.
- 3) The total amount of this payment is not included in resolutions approving payment of bills for the date of June 28, 2022.
- 4) That the City of Ramsey Finance Department will be given a signed copy of this resolution.

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 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

Contractor's Application for Payment

Owner: <u>City of Ramsey</u>	Owner's Project No.: <u>22-05</u>
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>OR1.127005</u>
Contractor: <u>Douglas-Kerr Underground, L.L.C</u>	Agency's Project No.: <u>S.A.P. 199-115-004</u>
Project: <u>2022 Riverdale Drive Trunk Utility Improvements</u>	
Contract: _____	
Application No.: <u>2</u>	Application Date: <u>6/3/2022</u>
Application Period: From <u>5/1/2022</u> to <u>5/31/2022</u>	

1. Original Contract Price		\$ <u>2,163,890.22</u>
2. Net change by Change Orders		\$ <u>(39,152.50)</u>
3. Current Contract Price (Line 1 + Line 2)		\$ <u>2,124,737.72</u>
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$ <u>1,067,691.47</u>
5. Retainage		
a. <u>5%</u> X \$ <u>1,067,691.47</u> Work Completed		\$ <u>53,384.57</u>
b. _____ X \$ _____ Stored Materials		\$ <u>-</u>
c. Total Retainage (Line 5.a + Line 5.b)		\$ <u>53,384.57</u>
6. Amount eligible to date (Line 4 - Line 5.c)		\$ <u>1,014,306.90</u>
7. Less previous payments		\$ <u>442,091.78</u>
8. Amount due this application		\$ <u>572,215.12</u>
9. Balance to finish, including retainage (Line 3 - Line 4)		\$ <u>1,057,046.25</u>

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Douglas-Kerr Underground LLC

Signature: *Donnie D. Douglas* **Date:** June 7th, 2022

Name: Donnie D. Douglas **Title:** Manager

<p>Recommended by Engineer</p> <p>By: <u><i>Kevin P. Kielb</i></u></p> <p>Name: <u>Kevin P. Kielb</u></p> <p>Title: <u>Project Engineer</u></p> <p>Date: <u>6/3/2022</u></p>	<p>Approved by Owner</p> <p>By: <u><i>Bruce Westby</i></u></p> <p>Name: <u>Bruce Westby</u></p> <p>Title: <u>City Engineer</u></p> <p>Date: <u>6/7/2022</u></p>
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey
 Engineer: Bolton & Wink, Inc.
 Contractor: Douglas-Kerr Underground, LLC
 Project: 2022 Riverdale Drive Trunk Utility Improvements
 Contract: _____

Owner's Project No.: 22-05
 Engineer's Project No.: 061.12.2005
 Contractor's Project No.: _____
 Agency's Project No.: S.A.P. 199-115-004

Bid Item No.	Description	Application Period:		Contract Information		Original Contract		Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H+I) (\$)	% of Value of Item (J/F) (%)	Balance to Finish (F-J) (\$)
		From	To	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
1	MOBILIZATION	1.00	LUMP SUM	22,635.00		22,635.00		11,317.50		0.50		11,317.50	11,317.50	50%	11,317.50
2	CLEARING	35.00	EACH	300.00		10,500.00		10,500.00		35.00		10,500.00	10,500.00	100%	-
3	GRUBBING	35.00	EACH	87.50		3,062.50		3,062.50		35.00		3,062.50	3,062.50	100%	-
4	ABANDON & SEAL WELL	1.00	EACH	2,000.00		2,000.00		2,000.00		1.00		2,000.00	2,000.00	100%	-
5	REMOVE MISCELLANEOUS STRUCTURE (LANDSCAPING)	1.00	EACH	271.50		271.50		271.50		1.00		271.50	271.50	100%	-
6	REMOVE FENCE	220.00	LIN FT	3.90		858.00		858.00		220.00		858.00	858.00	100%	-
7	REMOVE CURB AND GUTTER	100.00	LIN FT	5.65		565.00		565.00		100.00		565.00	565.00	100%	-
8	REMOVE BITUMINOUS PAVEMENT	1,670.00	SQ YD	2.00		3,340.00		3,340.00		1,670.00		3,340.00	3,340.00	100%	-
9	REMOVE CONCRETE PAVEMENT	90.00	SQ YD	4.00		360.00		360.00		90.00		360.00	360.00	100%	-
10	DEWATERING (UTILITY TRENCHES)	1,000.00	CU YD	0.01		5,100.00		-		-		-	-	0.01	5,100.00
11	GRANULAR BORROW (CV)	18,190.00	CU YD	2.80		50,932.00		18,190.00		18,190.00		50,932.00	50,932.00	100%	-
12	EXCAVATION - COMMON (P) (EV)	7,760.00	CU YD	2.15		16,684.00		7,760.00		7,760.00		16,684.00	16,684.00	100%	-
13	EXCAVATION - CHANNEL AND POND	9,150.00	CU YD	1.75		16,012.50		9,150.00		9,150.00		16,012.50	16,012.50	100%	-
14	COMMON EMBANKMENT (P) (CV)	2,500.00	CU YD	2.45		6,125.00		2,500.00		2,500.00		6,125.00	6,125.00	100%	-
15	EXCAVATION - SUBGRADE (EV)	12.00	HOOR	150.00		1,800.00		-		-		-	-	-	1,800.00
16	STREET SWEEPER (WITH PICKUP BROOM)	1.00	EACH	1,026.00		1,026.00		-		-		-	-	-	1,026.00
17	15" RC PIPE APRON	2.00	EACH	1,094.00		2,188.00		-		-		-	-	-	2,188.00
18	18" RC PIPE APRON	1.00	EACH	1,289.00		1,289.00		-		-		-	-	-	1,289.00
19	24" RC PIPE APRON	1.00	EACH	736.70		736.70		-		-		-	-	-	736.70
20	TRASH GUARD FOR 18" PIPE APRON	2.00	EACH	796.00		1,592.00		-		-		-	-	-	1,592.00
21	TRASH GUARD FOR 24" PIPE APRON	1.00	EACH	1,592.00		1,592.00		-		-		-	-	-	1,592.00
22	10" PVC PIPE SEWER SDR 26	3,360.00	LIN FT	47.70		158,592.00		3,179.00		3,179.00		163,264.80	163,264.80	103%	(4,672.80)
23	10" PVC PIPE SEWER SDR 26	890.00	LIN FT	78.10		3,905.00		-		-		72,986.90	72,986.90	100%	82.10
24	15" PVC PIPE SEWER SDR 26	985.00	LIN FT	55.80		54,963.00		-		-		-	-	-	54,963.00
25	15" PVC PIPE SEWER DESIGN 3006 CLASS V	3,600.00	LIN FT	54.40		141,440.00		-		-		-	-	-	141,440.00
26	18" RC PIPE SEWER DESIGN 3006 CLASS V	2,040.00	LIN FT	66.10		134,844.00		-		-		-	-	-	134,844.00
27	18" RC PIPE SEWER DESIGN 3006 CLASS III	10.00	EACH	368.00		3,680.00		5.00		5.00		4,048.00	4,048.00	110%	(368.00)
28	8" PIPE PLUG	2.00	EACH	2,182.00		2,182.00		-		-		2,182.00	2,182.00	100%	-
29	CONNECT TO EXISTING SANITARY MANHOLE (CORE & BOOT)	1.00	EACH	0.01		0.01		-		-		-	-	-	0.01
30	CONNECT TO EXISTING SANITARY SEWER	2.00	EACH	2,270.00		4,540.00		-		-		-	-	-	4,540.00
31	CONNECT TO EXISTING STORM SEWER	11.00	LIN FT	61.05		50,061.00		-		-		48,840.00	48,840.00	98%	2,500.00
32	CLEAN & TELEPHONE PIPE SEWER	3,860.00	LIN FT	227.30		2,500.00		-		-		-	-	-	2,500.00
33	CONNECT TO EXISTING WATER MAIN	2.00	EACH	35.35		2,828.00		-		-		-	-	-	2,828.00
34	GATE VALVE & BOX	9.00	EACH	1,866.00		16,794.00		3.00		3.00		5,094.00	5,094.00	18%	2,318.96
35	GATE VALVE & BOX	11.00	EACH	2,602.00		28,822.00		1.00		1.00		16,794.00	16,794.00	100%	-
36	GATE VALVE & BOX	9.00	EACH	39,366.00		354,294.00		1.00		1.00		33,826.00	33,826.00	100%	-
37	MOBILIZATION	1.00	EACH	4,374.00		4,374.00		1.00		1.00		43,740.00	43,740.00	111%	(4,374.00)
38	WATERMAIN DUCTILE IRON CL 53	80.00	LIN FT	48.65		3,892.00		29.00		29.00		48,906.00	48,906.00	90%	5,434.00
39	WATERMAIN DUCTILE IRON CL 53	900.00	LIN FT	59.25		53,325.00		-		-		3,259.55	3,259.55	84%	632.45
40	WATERMAIN DUCTILE IRON CL 53	4,260.00	LIN FT	81.45		331,777.50		-		-		-	-	-	331,777.50
41	WATERMAIN FITTINGS	3.00	POUND	9.80		41,748.00		1,045.00		1,045.00		41,777.40	41,777.40	100%	(29.40)
42	CASTING ASSEMBLY (STORM)	233.00	LIN FT	364.50		84,564.00		1,767.76		1,767.76		83,995.38	83,995.38	99%	568.62
43	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	7.00	LIN FT	995.90		35,668.50		-		-		-	-	-	35,668.50
44	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	43.00	LIN FT	89.50		3,830.50		-		-		-	-	-	3,830.50
45	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	186.00	LIN FT	533.10		46,912.80		-		-		-	-	-	46,912.80
46	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	9.00	LIN FT	398.50		3,586.50		-		-		-	-	-	3,586.50
47	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPEC 1	44.00	LIN FT	430.10		18,934.40		-		-		-	-	-	18,934.40
48	CONSTRUCT 8" INSIDE DROP	4.00	LIN FT	373.00		1,492.00		-		-		-	-	-	1,492.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey
 Engineer: Bolton & Menck, Inc.
 Contractor: Douglas-Kerr Underground, LLC
 Project: 2022 Riverdale Drive Trunk Utility Improvements
 Contract: S.A.P. 199-115-004

Application No.: 2 Application Period: From 05/01/22 to 05/31/22 Application Date: 06/03/22

Bid Item No.	Description	Contract Information		Contract Information		Contract Information		Contract Information		Contract Information		Contract Information		Contract Information		Contract Information		Contract Information		Contract Information	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Work Completed Value of Work Completed to Date (F X G)	Materials Currently Stored (not in G)	Work Completed and Materials Stored to Date (H + I)	% of Value of Item (J / J)	Balance to Finish (F - I)								
54	RANDOM RIP RAP CL III	20.00	CU YD	137.70	2,754.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,754.00
55	8" CONCRETE DRIVEWAY PAVEMENT	55.00	SQ YD	124.00	6,820.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,820.00
56	STEEL PLATE	50.00	EACH	125.00	6,250.00	13.00	1,625.00	18.00	2,250.00	36%	4,000.00										
57	TRAFFIC CONTROL	1.00	LUMP SUM	1,450.00	1,450.00	-	-	0.50	725.00	50%	725.00										
58	STABILIZED CONSTRUCTION EXIT	1.00	LUMP SUM	3,058.00	3,058.00	-	-	-	-	-	-										
59	STORM DRAIN INLET PROTECTION	34.00	EACH	188.10	6,395.40	-	-	-	-	-	-										
60	SILT FENCE, TYPE A/S	3,100.00	LIN FT	2.00	6,200.00	2,488.00	4,976.00	2,488.00	4,976.00	80%	1,224.00										
61	SEDIMENT CONTROL LOG TYPE WOOD FIBER	1,400.00	LIN FT	3.00	4,200.00	-	-	-	-	-	-										
62	FERTILIZER TYPE 3	1,425.00	POUND	0.70	997.50	-	-	-	-	-	-										
63	ROLLED EROSION PREVENTION CAT. 20	4,800.00	SQ YD	1.25	6,000.00	-	-	-	-	-	-										
64	SEEDING	5.30	ACRE	300.00	1,590.00	-	-	-	-	-	-										
65	RAPID STABILIZATION METHOD 2	1.00	ACRE	1,000.00	1,000.00	-	-	-	-	-	-										
66	SEEDING MIXTURE 25-121	425.00	POUND	5.45	2,316.25	-	-	-	-	-	-										
67	SEEDING MIXTURE 35-241	55.00	POUND	15.10	830.50	-	-	-	-	-	-										
68	HYDRAULIC BONDED FIBER MATRIX	15,875.00	POUND	1.25	19,843.75	-	-	-	-	-	-										
69	MOBILIZATION	1.00	LUMP SUM	0.01	0.01	-	-	-	-	-	-										
70	DEWATERING (LIFT STATION)	1.00	LUMP SUM	72,014.60	72,014.60	-	-	0.50	36,007.30	50%	36,007.30										
71	GRANULAR SUBGRADE (CV)	50.00	CU YD	15.80	790.00	-	-	-	-	-	-										
72	EXCAVATION - COMMON (P) (EV)	450.00	CU YD	11.95	5,377.50	-	-	-	-	-	-										
73	COMMON EMBANKMENT (P) (CV)	270.00	CU YD	7.35	1,984.50	-	-	-	-	-	-										
74	EXCAVATION - SUBGRADE (EV)	50.00	CU YD	9.00	450.00	-	-	-	-	-	-										
75	AGGREGATE BASE (CV) FROM STOCKPILE	115.00	CU YD	15.60	1,794.00	-	-	-	-	-	-										
76	TYPE SP 9.5 WEARING COURSE MIX (3-C)	125.00	TON	125.00	15,625.00	10.00	1,250.00	10.00	1,250.00	8%	14,375.00										
77	10" PVC PIPE SEWER SDR 26	120.00	LIN FT	66.80	8,016.00	-	-	-	-	-	-										
78	CONNECT TO EXISTING SANITARY SEWER	2.00	EACH	0.01	0.02	-	-	-	-	-	-										
79	12" FORCEMAIN HDPE PIPE SEWER DR 11	75.00	LIN FT	64.90	4,867.50	-	-	-	-	-	-										
80	CONNECT TO EXISTING WATER MAIN	1.00	EACH	0.01	0.01	-	-	-	-	-	-										
81	6" GATE VALVE & BOX	1.00	EACH	2,000.00	2,000.00	-	-	-	-	-	-										
82	HYDRANT (8.5" BURN)	1.00	EACH	5,439.00	5,439.00	-	-	-	-	-	-										
83	6" WATERMAIN DUCTILE IRON CL 53	25.00	LIN FT	49.35	1,233.75	-	-	-	-	-	-										
84	WATERMAIN FITTINGS	200.00	POUND	0.01	2.00	-	-	-	-	-	-										
85	CONSTRUCT TRIPLEXT LIFT STATION	1.00	LUMP SUM	397,001.00	397,001.00	-	-	-	-	-	-										
86	8" CONCRETE DRIVEWAY PAVEMENT	112.00	SQ YD	120.00	13,440.00	-	-	-	-	-	-										
87	BOLLARD	4.00	EACH	500.00	2,000.00	-	-	-	-	-	-										
88	SEDIMENT CONTROL LOG TYPE WOOD FIBER	400.00	LIN FT	3.00	1,200.00	-	-	-	-	-	-										
89	FERTILIZER TYPE 3	60.00	POUND	0.70	42.00	-	-	-	-	-	-										
90	SEEDING	0.30	ACRE	1,500.00	450.00	-	-	-	-	-	-										
91	SEEDING MIXTURE 25-121	20.00	POUND	5.45	109.00	-	-	-	-	-	-										
92	HYDRAULIC BONDED FIBER MATRIX	800.00	POUND	2.00	1,600.00	-	-	-	-	-	-										
Original Contract Totals \$										2,563,890.22	\$	379,798.17	\$	732,587.07	\$	732,587.07	\$	34%	\$	1,431,903.15	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey
 Engineer: Bolton & Mack, Inc.
 Contractor: Douglas-Kerr Underground, LLC
 Project: 2022 Riverbide Drive Trunk Utility Improvements
 Contract: _____

Owner's Project No.: 22-05
 Engineer's Project No.: 081.127005
 Contractor's Project No.: _____
 Agency's Project No.: S.A.P. 199-115-004

Application No.: 2		Application Period: From 05/01/22 to 05/31/22		Application Date: 06/03/22									
A	B	C	D	E	F	G	H	I	J	K	L		
Bid Item No.	Description	Item Quantity	Units	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Value of Work Completed to Date (F X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Items (J / F) (%)	Balance to Finish (F - J) (\$)
				Unit Price (\$)	Value (\$)		Quantity Previous Estimate	Value Previous Estimate					
Change Orders													
CO1-1R	18" WATERMAIN DUCTILE IRON CL 52	(900.00)	LN FT	59.25	(53,325.00)	-	-	-	-	-	-	-	(53,325.00)
CO1-2R	12" WATERMAIN DUCTILE IRON CL 52	(3,950.00)	LN FT	81.45	(321,772.50)	-	-	-	-	-	-	-	(321,772.50)
CO1-1	18" PVC WATERMAIN	900.00	LN FT	50.60	45,540.00	304.00	15,362.40	954.00	48,272.40	48,272.40	286,832.00	100%	(2,732.40)
CO1-2	12" PVC WATERMAIN	3,950.00	LN FT	72.80	287,560.00	964.00	70,179.20	3,940.00	286,832.00	286,832.00	2,800.00	100%	728.00
CO2-1	REMOVE SEPTIC TANK	1.00	LUMP SUM	2,800.00	2,800.00	-	-	-	-	-	-	-	2,800.00
Change Order Totals \$ (89,152.50)													
Original Contract and Change Orders													
Project Totals \$ 2,324,737.72													
Original Contract and Change Orders													
Project Totals \$ 465,399.77													
Original Contract and Change Orders													
Project Totals \$ 1,067,691.47													
Original Contract and Change Orders													
Project Totals \$ 395,304.40													
Original Contract and Change Orders													
Project Totals \$ 795.60													

CC Regular Session

5. 15.

Meeting Date: 06/28/2022

Submitted For: Bruce Westby, Engineering/Public Works

By: Marsha Weidner, Engineering/Public Works

Information

Title

Adopt Resolution #22-142 Authorizing Partial Payment to North Valley Inc. for Fire Station No. 1 Parking Lot Improvements, Improvement Project #21-10.

Purpose/Background:

Resolution and Pay Estimate Attached.

Recommendation:

The Engineer Technician IV has inspected the completed work and recommends partial payment No. 1 to North Valley Inc., of Nowthen Minnesota, for Fire Station No. 1 Parking Lot Improvements, Improvement Project #21-10, in the amount of \$117,987.61.

Action:

Motion to adopt Resolution #22-142, Authorizing partial payment No. 1 to North Valley Inc., of Nowthen Minnesota, for Fire Station No. 1 Parking Lot Improvements, Improvement Project #21-10, in the amount of \$117,987.61.

Attachments

Resolution

Pay Estimate

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	06/23/2022 01:36 PM
Brian Hagen	Brian Hagen	06/23/2022 02:04 PM
Form Started By: Marsha Weidner		Started On: 06/10/2022 02:21 PM
Final Approval Date: 06/23/2022		

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-142

RESOLUTION AUTHORIZING PAYMENT No. 1 TO NORTH VALLEY, INC., FOR FIRE STATION NO. 1, PARKING LOT IMPROVEMENTS, IMPROVEMENT PROJECT #21-10

WHEREAS, the City proposes to overlay the pavement and improve drainage of the Fire Station No. 1 Parking Lot Improvements; and

WHEREAS, the City staff has the capacity to prepare plans and specifications for said improvements; and

WHEREAS, pursuant to Ramsey City Council resolution #21-195, adopted July 27, 2021, the City Engineer has prepared plans and specifications for the purpose of advertising for bids for said improvements.

WHEREAS, pursuant to Ramsey City Council resolution #21-344, adopted December 14, 2021, the City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bids for said improvements; and

WHEREAS, pursuant to Ramsey City Council resolution #22-021, adopted January 25, 2022, the City Council authorized entering into a construction contract with North Valley Inc. for the making of such improvements at the contract price of \$104,935.73; and

WHEREAS, as of June 28, 2022 \$0.00 has been paid to date; and

WHEREAS, the Engineer Technician IV has inspected the completed work and recommends partial payment No. 1 to North Valley Inc., of Nowthen Minnesota, for Fire Station No. 1 Parking Lot Improvements, Improvement Project #21-10, in the amount of \$117,987.61.

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 hereby authorizes partial payment No. 1 to North Valley, Inc., of Nowthen Minnesota, for Fire Station No. 1 Parking Lot Improvements, Improvement Project #21-10.
- 2) The City Council authorizes the Mayor and City Administrator to sign and release form for this payment.
- 3) The total amount of this payment is not included in resolutions approving payment of bills for the date of June 28, 2022.
- 4) That the City of Ramsey Finance Department will be given a signed copy of this resolution.

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 28th day of June, 2022.

Mayor


ATTEST:



City Clerk

Pay Estimate Summary Sheet

Estimate Number: 1 Partial
 Project Number: 21-10
 Project Name: Fire Station No.1 Parking Lot Improvements
 Period Ending: May 31, 2022
 Contractor: North Valley, Inc.
 Address: 20015 Iguana Street NW, Suite 100, Nowthen, MN 55330

1	Original Contract Amount		\$ 104,935.73
2	Change Order(s) No. _____ Thru No. _____		
3	Total Funds Encumbered		\$ 104,935.73
4	Value of Work Completed		\$ 124,197.48
5	Retainage <u>5</u> %		\$ (6,209.87)
	Percent Complete _____	100%	
6	Deductions or Charges		
7	Total Earned Less Retainage (Lines 4+5+6)		\$ 117,987.61
8	Previous Payment(s)		\$ -
9	Payment Due (Lines 7-8)		\$ 117,987.61
10	Total Balance to Finish, Including Retainage (Lines 3-7)		\$ 6,209.87

Certification of Partial Payment	
I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between owner and the undersigned Contractor, and as amended by any authorized changes and the foregoing is a true and correct statement of the contract amount for the period covered by this estimate.	
<u>NORTH VALLEY INC</u> Contractor Name	<u>MATT EITOUS</u> Print Name
<u>Project Sup.</u> Title	 Signature
	<u>6-8-2022</u> Date

City of Ramsey Approval	
 Signature (Project Engineer)	<u>6/8/2022</u> Date
 Signature (City Engineer)	<u>6/9/2022</u> Date

Item No.	MnDOT No.	Item Description	CONTRACT AMOUNT			COMPLETED THIS PERIOD		COMPLETED TO DATE		
			Unit	Estimated Quantity	Unit Price	Extended Total	Quantity	Extended Total	Quantity	Extended Total
1	2021.501	MOBILIZATION	LS	1.0	\$ 2,248.95	\$ 2,248.95	1.0	\$ 2,248.95	1.0	\$ 2,248.95
2	2104.502	SALVAGE SIGN	EA	3	\$ 53.55	\$ 160.65	0	\$ -	0	\$ -
3	2104.503	REMOVE CONCRETE CURB AND GUTTER	LF	235	\$ 8.24	\$ 1,936.40	314	\$ 2,587.36	314	\$ 2,587.36
4	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	390	\$ 3.05	\$ 1,189.50	439	\$ 1,338.95	439	\$ 1,338.95
5	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	67	\$ 6.43	\$ 430.81	67	\$ 430.81	67	\$ 430.81
6	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	461	\$ 4.28	\$ 1,973.08	532	\$ 2,276.96	532	\$ 2,276.96
7	2104.504	REMOVE CONCRETE WALK	SY	6	\$ 37.48	\$ 224.88	6	\$ 224.88	6	\$ 224.88
8	2105.607	COMMON EXCAVATION (EV)	CY	65	\$ 26.77	\$ 1,740.05	42	\$ 1,124.34	42	\$ 1,124.34
9	2211.507	AGGREGATE BASE CLASS 5 MODIFIED (CV)	CY	100	\$ 45.01	\$ 4,501.00	73	\$ 3,285.73	73	\$ 3,285.73
10	2231.604	BITUMINOUS PATCH	SY	129	\$ 34.87	\$ 4,498.23	349	\$ 12,169.63	349	\$ 12,169.63
11	2232.504	MILL BITUMINOUS SURFACE (1.0")	SY	4117	\$ 1.87	\$ 7,698.79	4117	\$ 7,698.79	4117	\$ 7,698.79
12	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	318	\$ 4.77	\$ 1,516.86	325	\$ 1,550.25	325	\$ 1,550.25
13	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C) 2.0"	TON	46	\$ 137.51	\$ 6,325.46	81	\$ 11,138.31	81	\$ 11,138.31
14	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 1.5"	TON	374	\$ 100.51	\$ 37,590.74	410	\$ 41,209.10	410	\$ 41,209.10
15	2521.504	4" CONCRETE WALK	SY	6	\$ 57.83	\$ 346.98	0	\$ -	0	\$ -
16	2521.504	6" CONCRETE WALK	SY	47	\$ 130.12	\$ 6,115.64	66	\$ 8,587.92	66	\$ 8,587.92
17	2531.503	CONCRETE CURB & GUTTER DESIGN B612	LF	228	\$ 34.27	\$ 7,813.56	305	\$ 10,452.35	305	\$ 10,452.35
18	2531.503	CONCRETE CURB & GUTTER DESIGN FLAT	LF	10	\$ 34.27	\$ 342.70	18	\$ 616.86	18	\$ 616.86
19	2531.604	CONCRETE FLUME	SY	4	\$ 192.77	\$ 771.08	0	\$ -	0	\$ -
20	2531.618	TRUNCATED DOMES	SF	80	\$ 51.40	\$ 4,112.00	80	\$ 4,112.00	80	\$ 4,112.00
21	2563.601	TRAFFIC CONTROL	LS	1	\$ 1,285.11	\$ 1,285.11	1	\$ 1,285.11	1	\$ 1,285.11
22	2573.503	SILT FENCE	LF	60	\$ 9.63	\$ 577.80	60	\$ 577.80	60	\$ 577.80
23	2574.507	TOPSOIL (LV)	CY	40	\$ 51.37	\$ 2,054.80	44	\$ 2,260.28	44	\$ 2,260.28
24	2574.508	FERTILIZER TYPE 3	LBS	6	\$ 2.03	\$ 12.18	6	\$ 12.18	6	\$ 12.18
25	2575.505	SEEDING	ACRE	0.06	\$ 2,998.67	\$ 179.92	0	\$ 179.92	0.06	\$ 179.92
26	2575.508	HYDRAULIC MULCH MATRIX	LBS	240	\$ 9.63	\$ 2,311.20	240	\$ 2,311.20	240	\$ 2,311.20
27	2575.508	SEED MIXTURE 25-151	LBS	8	\$ 21.41	\$ 171.28	8	\$ 171.28	8	\$ 171.28
28	2582.503	4" SOLID LINE PAINT (EPOXY)	LF	1640	\$ 3.74	\$ 6,133.60	1632	\$ 6,103.68	1632	\$ 6,103.68
29	2582.518	PAVEMENT MESSAGE PAINT (HANDICAP SYMBOL) (EPOXY)	SF	36	\$ 18.68	\$ 672.48	13	\$ 242.84	13	\$ 242.84
GRAND TOTALS						\$ 104,935.73	\$ 124,197.48	\$ 124,197.48	\$ 124,197.48	

Internal City Use Only

Facility Funds	\$ 124,197.48
Total Funds	\$ 124,197.48

Meeting Date: 06/28/2022

Submitted For: Sean Sullivan, Community Development

By: Sean Sullivan, Community Development

Information

Title:

Adopt Resolution #22-144 Approving Contracted Services for Traffic Count Updates in COR and Surrounding Area

Purpose/Background:

The purpose of this case is to consider adoption of Resolution #22-144 Approving Contracted Services for Traffic Count Updates in COR and Surrounding Area

Background:

The City of Ramsey has invested financially in the COR development. In order to attract retail and commercial users, having current traffic counts on hand is an important marketing component. Since 2017, the last year traffic counts were updated at key intersections of the COR, there has been significant development. The previous traffic counts were conducted by Bolton and Menk and those figures are included in the proposal under consideration by the City Council. Commuting patterns have been somewhat normalized after the peak of Covid-19, so now would be a good time to get revised traffic count numbers to be used for marketing and historical reference.

Notification:

Not Required

Observations/Alternatives:

The last year Traffic Counts were completed in and around the COR development was 2017. Staff is requesting an update of this information to be used for marketing purposes for land in the COR and the surrounding area. The cost to obtain the requested traffic count updates has been estimated to be \$10,580.00 as outlined in the proposal by Bolton and Menk. The Ramsey EDA met on June 9, 2022 and unanimously approved a recommendation to contract for services to update the traffic counts in the COR and surrounding area as outlined in the proposal from Bolton and Menk.

Alternatives:

- 1) Adopt Resolution #22-144 Approving Contracted Services for Traffic Count Updates in COR and Surrounding Area
- 2) No Action
- 3) Something Else

Funding Source:

EDA Marketing and Promotions (9230.6246)

Recommendation:

The Ramsey EDA met on June 9, 2022 and unanimously approved a motion to recommend to the City Council to contract services to update traffic counts for the COR and surrounding area as outlined in the proposal from Bolton and Menk.

Action:

Motion to Adopt Resolution #22-144 Approving Contracted Services for Traffic Count Updates in COR and Surrounding Area

Attachments

ACTION - Resolution #22-144

ACTION - COR Traffic Count Proposal

Reference- EDA Min 6.9.22 Excerpt DRAFT

Form Review

Inbox

Sean Sullivan (Originator)
Brian Hagen
Form Started By: Sean Sullivan
Final Approval Date: 06/23/2022

Reviewed By

Sean Sullivan
Brian Hagen

Date

06/17/2022 11:36 AM
06/23/2022 02:05 PM
Started On: 06/10/2022 03:40 PM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-144

RESOLUTION APPROVING CONTRACTED SERVICES FOR TRAFFIC COUNT UPDATES IN COR AND SURROUNDING AREA

WHEREAS, the City of Ramsey is marketing the sale of land in the COR for development; and

WHEREAS, Developers use traffic counts to help determine if a site has viability for development; and

WHEREAS, the last traffic counts done in the COR were in 2017; and

WHEREAS, The EDA Reviewed the proposal from Bolton and Menk to update traffic counts at the June 9, 2022 meeting and unanimously recommended that the City Council move forward with the proposal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ramsey, Minnesota, as follows:

1. The City Council authorize contracting services from Bolton and Menk to update traffic counts in an amount not to exceed \$10,580 and to use fund 9230-6246 (Marketing and Promotions) to pay for proposal.

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 28th day of June, 2022.

Mayor

ATTEST:

City Clerk



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

January 11, 2022

Mr. Sean Sullivan, EDFP
Economic Development Manager
City of Ramsey
7550 Sunwood Drive NW
Ramsey, Minnesota 55303

RE: City of Ramsey COR Analysis – 2022 Traffic Counts

Dear Mr. Sullivan:

In 2017, traffic counts were obtained at 17 locations throughout The COR with the thought of collecting traffic data at those same locations on a yearly basis. The traffic volumes could then be reviewed to determine growth trends in the area, and also to gain an understanding of local traffic patterns. Although no counts were obtained over the past several years, the City desires to renew the program and obtain counts in 2022.

Our proposed work scope for 2022 is as follows:

- Use a combination of methods including tube counters, video cameras, and count sticks to collect base data.
- Review the raw data, complete refinements of the data, and update the traffic count exhibit.
- Review the data and look for trends, anomalies, etc. in the information.
- Prepare a brief memo outlining our findings.
- Notify the City Engineering Department and the Anoka County Highway Department prior to performing the data collection.

We anticipate collecting the data over a series of installations. We anticipate all counts will be completed prior to the summer of 2022.

We estimate our fees to be \$10,580.00 to complete the traffic counts and prepare the memo.

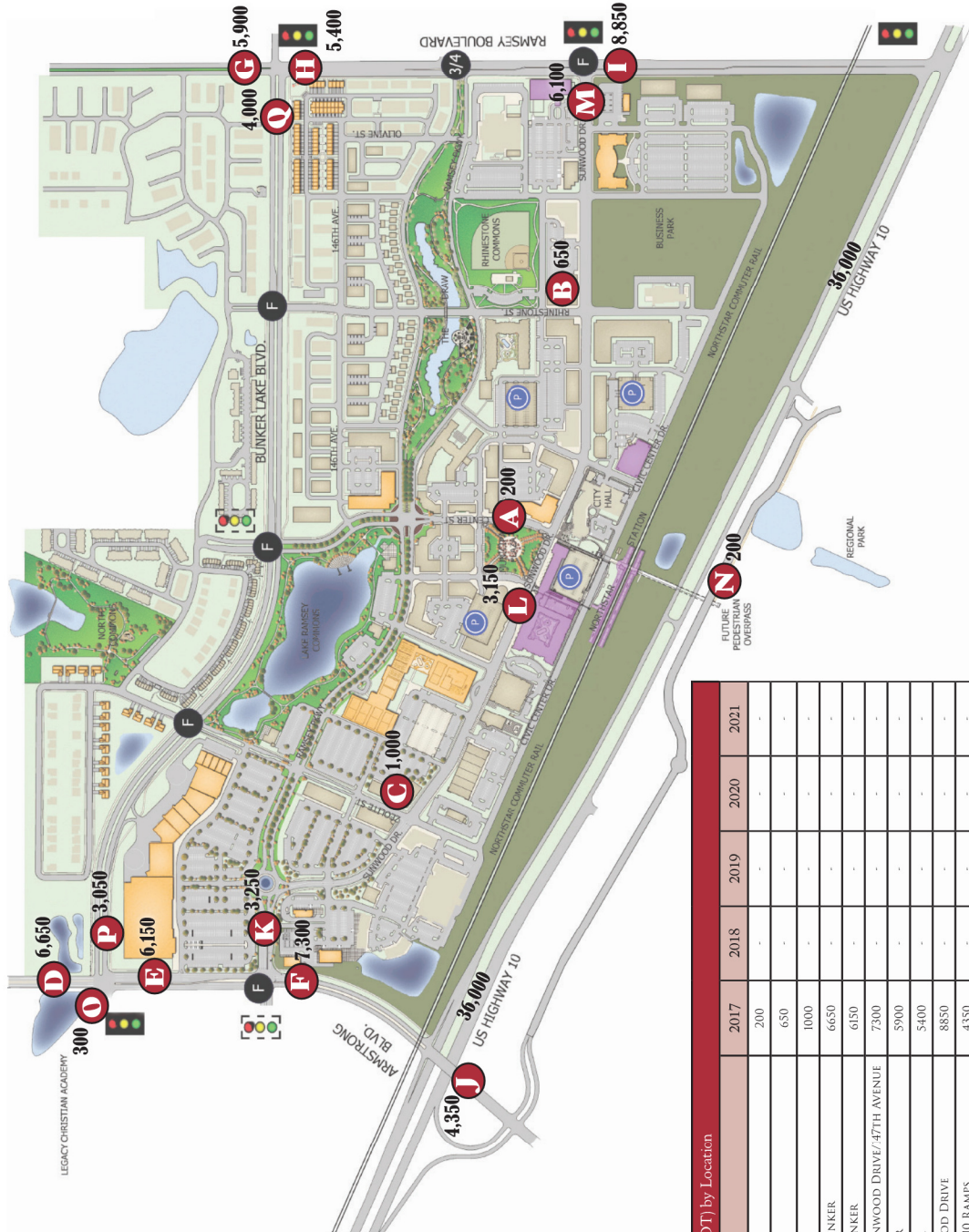
If there are any questions or concerns, please call me at (651) 968-7760.

Sincerely,

Bolton & Menk, Inc.

Kevin P. Kielb, P.E.
Principal Engineer

AVERAGE DAILY TRAFFIC COUNTS



DEVELOPMENT STATUS

- EXISTING DEVELOPMENT
- PROPOSED DEVELOPMENT
- ACTIVE DEALS
- UNDER CONTRACT
- COMPLETED

ACCESS

- EXISTING SIGNALIZED INTERSECTION
- FUTURE SIGNALIZED INTERSECTION
- FULL INTERSECTION
- NO LEFT OUTBOUND MOVEMENTS
- PARKING RAMP
- LOCATION MARKER

ANNUAL AVERAGE DAILY TRAFFIC (AADT)

1,000



5 Year Annual Average Daily Traffic (AADT) by Location

Location	2017	2018	2019	2020	2021
A	200	-	-	-	-
B	650	-	-	-	-
C	1000	-	-	-	-
D	6650	-	-	-	-
E	6150	-	-	-	-
F	6150	-	-	-	-
G	5900	-	-	-	-
H	5400	-	-	-	-
I	8850	-	-	-	-
J	4350	-	-	-	-
K	3250	-	-	-	-
L	3150	-	-	-	-
M	6100	-	-	-	-
N	200	-	-	-	-
O	3050	-	-	-	-
P	3050	-	-	-	-
Q	4000	-	-	-	-

**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, June 9, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson
 Member Chelsee Howell
 Member Rachal Johnson
 Member Chris Riley
 Member Shanna Stewart
 Member Scott Wiyninger (remote attendee)

Members Absent: Member William MacLennan

Also Present: Sean Sullivan, Economic Development Manager

1. CALL TO ORDER

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

4.02: Consider Contracting Services for Traffic Count Updates in COR and Surrounding Area

Economic Development Manager Sullivan presented the staff report.

Chairperson Olson asked if the Highway 10 construction would impact the numbers.

Economic Development Manager Sullivan commented that they could follow up once the project is completed as well, noting that the City was previously collecting this data every two years but was delayed because of COVID and its impacts. He noted the large residential projects and industrial developments in the surrounding area (Bunker Lake Business Park, Riverstone North, etc.) that have been completed since the last traffic count was done in 2017.

Member Riley asked if Bunker Lake Boulevard would be counted in this work, as his driving is focused along Bunker rather than Highway 10 at this time.

Economic Development Manager Sullivan highlighted the areas on the proposal that would be included in the counts which included Bunker Lake Blvd between Ramsey and Armstrong Boulevards.

Member Riley commented that sometimes businesses use this information, but others complete the counts themselves. He asked if this information would be used.

Economic Development Manager Sullivan commented that while traffic counts from the State County are available, this provides more accurate local numbers. He stated that this type of information is helpful to share with businesses that may be interested in coming to Ramsey and is also helpful information for the City to have to show traffic patterns.

Motion by Member Wyingner, seconded by Member Howell, to recommend to City Council to Contract Services to update traffic counts for the COR and surrounding area,

Further discussion: Member Johnson stated that the traffic patterns have changed because of the highway construction and asked if there is a way to isolate the Bunker segment to identify that increase. She commented that the results would most likely be skewed as Bunker is a main access during construction. Economic Development Manager Sullivan confirmed that there would be detailed information at each intersection. He noted that this would provide the City with good data on how people are getting to where they are going.

A roll call vote was performed:

Member Stewart	aye
Member Johnson	aye
Chairperson Olson	aye
Member Wyingner	aye
Member Riley	aye
Member Howell	aye

Motion carried.

6. ADJOURNMENT

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

A roll call vote was performed:

Member Stewart	aye
Member Johnson	aye
Chairperson Olson	aye
Member Wyingner	aye
Member Riley	aye
Member Howell	aye

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 8:47 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.

DRAFT

CC Regular Session

5. 17.

Meeting Date: 06/28/2022

By: Colleen Lasher, Administrative Services

Information

Title:

Adopt Resolution #22-145 Appointing the City Administrator as Deputy City Clerk in Addition to the City Administrator’s Existing Duties per Minnesota Statute 412.151 in the Event of the Absence of the City Clerk.

Purpose/Background:

The purpose of this case is to formally appoint a Deputy City Clerk to act on behalf of the City Clerk during times of the City Clerk’s absence. Per the attached statute, certain duties are defined as “DUTIES OF CLERK”.

Per the statute, “In the case of the clerk’s absence from the city or disability, the council may appoint a deputy clerk, if there is none, to serve during such absence or disability.”

With Katie Schmidt's promotion to City Clerk, the City no longer has an employee with the title of Deputy City Clerk. In order to act on the City Clerk’s behalf during the Clerk's absence, City Administrator Hagen is requesting the City Council formally appoint him as the Deputy City Clerk, in addition to his existing duties.

Resolution and statute are attached.

Funding Source:

There is no funding required for this action.

Recommendation:

To appoint City Administrator Hagen as the Deputy City Clerk for purposes of granting him the authority to carry out the duties of the City Clerk as defined under Minnesota Statute 412.151.

Outcome/Action:

Motion to Adopt Resolution #22-145 that the City Council hereby consents to the appointment of the City Administrator Hagen to serve as the Deputy City Clerk and carry out the duties and powers afforded to the City Clerk per Minnesota Statute.

Attachments

Statute

Res #22-145

Form Review

Inbox

Colleen Lasher (Originator)
Brian Hagen
Form Started By: Colleen Lasher
Final Approval Date: 06/23/2022

Reviewed By

Colleen Lasher
Brian Hagen

Date

06/22/2022 04:00 PM
06/23/2022 02:08 PM
Started On: 06/17/2022 04:18 PM

412.151 DUTIES OF CLERK.

Subdivision 1. **Listed; fees; deputy; absence.** The clerk shall give the required notice of each regular and special election, record the proceedings thereof, notify officials of their election or appointment to office, certify to the county auditor all appointments and the results of all city elections. The clerk shall keep (1) a minute book, noting therein all proceedings of the council; (2) an ordinance book to record at length all ordinances passed by the council; and (3) an account book to enter all money transactions of the city including the dates and amounts of all receipts and the person from whom the money was received and all orders drawn upon the treasurer with their payee and object. Ordinances, resolutions, and claims considered by the council need not be given in full in the minute book if they appear in other permanent records of the clerk and can be accurately identified from the description given in the minutes. The clerk shall act as the clerk and bookkeeper of the city, shall be the custodian of its seal and records, shall sign its official papers, shall post and publish such notices, ordinances and resolutions as may be required and shall perform such other appropriate duties as may be imposed by the council. For certified copies, and for filing and entering, when required, papers not relating to city business, the clerk shall receive the fees allowed by law to town clerks; but the council may require the clerk to pay such fees into the city treasury. With the consent of the council, the clerk may appoint a deputy for whose acts the clerk shall be responsible and whom the clerk may remove at pleasure. In case of the clerk's absence from the city or disability, the council may appoint a deputy clerk, if there is none, to serve during such absence or disability. The deputy may discharge any of the duties of the clerk, except that deputy shall not be a member of the council.

Subd. 2. **Delegation; audit.** The council by ordinance may delegate all or part of the clerk's bookkeeping duties to another officer or employee. The officer or employee who by ordinance is made responsible for the clerk's bookkeeping duties shall furnish a fidelity bond conditioned for the faithful exercise of duties. The council may provide for the payment from city funds of the premium on the official bond. If the bookkeeping functions of the clerk are delegated to the city treasurer, the council shall provide for an annual audit of the city's financial affairs in accordance with the minimum procedures prescribed by the state auditor. A copy of the ordinance shall be provided to the state auditor.

History: 1949 c 119 s 18; 1951 c 378 s 6; 1953 c 735 s 3; 1973 c 123 art 2 s 1 subd 2; 1984 c 384 s 1; 1986 c 444

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-145

RESOLUTION APPOINTING CITY ADMINISTRATOR AS DEPUTY CITY CLERK IN ADDITION TO THE CITY ADMINISTRATOR'S EXISTING DUTIES PER MINNESOTA STATUTE CHAPTER 412.151 IN THE EVENT OF THE ABSENCE OF THE CITY CLERK

WHEREAS, the City Clerk has certain statutory duties per Minnesota Statutes; and

WHEREAS, during the absence of the City Clerk, said statutory duties must still be carried out by the City; and

WHEREAS, pursuant to Minnesota Statute 412.151, in the case of the clerk's absence from the city or disability, the council may appoint a deputy clerk, if there is none, to serve during such absence or disability; and

WHEREAS, currently, the City does not have anyone appointed to the role of Deputy City Clerk.

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

- 1) That the City Council hereby consents to the appointment of the City Administrator Hagen to serve as the Deputy City Clerk and carry out the duties and powers afforded to the City Clerk per Minnesota Statutes.

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 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

Meeting Date: 06/28/2022

Submitted For: Joe Feriancek, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title

Adopt Resolution #22-150 Approving Plans and Specifications and Authorizing Advertisements for Bids for Autumn Heights Street Reconstructions, Improvement Project #22-02

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-150 Approving Plans and Specifications and Authorizing Advertisements for Bids for Autumn Heights Street Reconstructions, Improvement Project #22-02.

Background:

City Improvement Project 22-02 proposes to reconstruct the streets within the Autumn Heights subdivision, generally located along both sides of Armstrong Boulevard between the 167th and 169th blocks. The streets total approximately 8,500 linear feet (1.61 miles) in length, and are 24-foot wide rural section with drainage swales along both sides of the streets. A street segment summary is attached to this case.

Project History

- 2022 – 2031 Capital Improvement Program – listed as street reconstruction for 2022
- Resolution #21-194, adopted July 13, 2021; City Council ordered the City Engineer to request proposals for Topographic Survey, Geotechnical Evaluations and Utility Testing for 2022 Pavement Management Program projects.
- Resolution #21-224, adopted August 10, 2021; City Council awarded a proposal to Hakanson Anderson for Topographic Survey, and Haugo Geotechnical Services for a geotechnical report of the project area.
- Resolution #21-300, adopted October 26, 2021; City Council ordered the City Engineer to prepare plans and specifications for the improvement project.
- June 21, 2022; Public Works Committee gave recommendations for City Council approving plans and specifications and authorizing advertisement for bids for Autumn Heights Street Reconstructions, Improvement Project #22-02.

Pavement History

The streets within the subdivision were built between 1977 and 1988. Pavement maintenance has included an initial round of crack seal / seal coat improvements, and overlay between 1990 and 2002, followed by 2 more rounds of crack seal / seal coat improvements in 1997 and 2004. Maintenance crews have performed patching over the last several years, including extensive spray patching. 2021 PASER values were 2 for all street segments. PASER values of 2 are as low as any street segments within the City.

Ground Penetrating Radar (GPR) was performed on the street segments. Bituminous pavement thickness averages were between 3.3 and 3.9 inches thick on the various street segments. Aggregate base thickness was found to vary between 3.1 and 4.0 inches thick. The weighted average total section thickness was 7.0 inches.

Proposed Improvements

Staff review of the geotechnical report found the majority of sub-base material to be poorly graded sand and poorly graded sand with silt, these materials are well suited for pavement support and are considered non-frost susceptible and are also free draining materials. An approximately 600-foot section of 167th Lane east of Armstrong Boulevard

found undesirable materials in the top 3 feet of sub-base. These materials are proposed to be replaced with 2 feet of select granular material on top of geotechnical fabric.

For the project east of Armstrong Boulevard, Staff is proposing to use the current standard City pavement section of 4 inches aggregate base, and 3.5 inches new bituminous pavement. The 4 inches of aggregate base is proposed to be composed of recycled reclamation material.

For the project west of Armstrong Boulevard, Staff is proposing to use a modified reclamation rehabilitation. This will include reclamation of the existing bituminous and underlying aggregate base, removal of 2 inches reclamation material, and placement of 2 inches new bituminous pavement. This will leave 4 to 5 inches of reclamation material in place as support for the new 2 inches of bituminous pavement. This method will remove the need to remove and replace driveway tie-ins, and greatly reduce the required boulevard restoration.

This project proposes to add a half cul-de-sac to the dead end on 169th Avenue west of Rabbit Street. The half cul-de-sac can be constructed within the existing right-of-way on the south half of 169th Avenue. Extensive review found no right-of-way or roadway easements currently exist for the north half of 69th Avenue. Internal Staff discussions with public safety and public works support this proposed improvement. Any improvements beyond the existing roadway would require easements, and would have severe impacts on the property along the north side of 169th Avenue.

The current swales along the streets are not proposed to be re-graded as part of this project, no issues with the drainage was discovered during project design. The existing metal culverts crossing the streets east of Armstrong Boulevard are proposed to be removed and replaced. This is to ensure the culverts will last at least through the proposed 60-year design life of the fully reconstructed streets. The culverts west of Armstrong Boulevard are proposed to remain in-place. The existing culverts are adequately functioning and are anticipated to last the design life of a reclamation rehabilitation project.

Build Process

- Install traffic control measures
 - These are maintained throughout the project
- Install erosion control measures
 - These are maintained throughout the project
- Project removals (streets east of Armstrong Blvd)
 - Perform and subsoil corrections
- Place new concrete curb and gutter (approx. 400-foot section of 167th Lane west of Armstrong Blvd)
 - Existing bituminous curbing will not hold up to reclamation process
- Remove excess reclaim material, shape and compact remaining material
 - Remove approx. 1.5 inches on streets east of Armstrong Blvd
 - Remove 2 inches on streets west of Armstrong Blvd
 - Excess reclaim is stockpiled and will be used on future City projects
- Place first lift of bituminous pavement on streets east of Armstrong Blvd
- Finish driveway repairs
- Restore the boulevard in any impacted areas
 - 4 inches topsoil, seed and hydro-mulch
 - Due to project timing, dormant seeding may be required
- Traffic Control devices are removed as the project allows
- Place the final lift of bituminous pavement

- Erosion control measures are removed after restoration has been completed

Preliminary Schedule Remaining

- Council Approves Plans and Specifications / Authorizes Ad for Bids
 - June 28, 2022
- Staff Receives Bids

- August 3, 2022
- Council Awards Contract to the lowest responsible bidder
 - August 9, 2022
- Contractor begins construction
 - August 2022
- Contractor Substantially Completes construction
 - October, 2022
- Contractor Final Completion (project clean up, punch list created)
 - Spring 2023

Staff proposes to open bids on August 3, 2022, and to present the bid results to City Council on August 9, 2022 for award of a construction contract to the lowest responsible bidder.

Final plans are not attached to this case to prevent potential bidders from downloading plans attached to the case to prepare and submit their bids, rather than purchasing the plans through QuestCDN, the electronic bidding software used by the City of Ramsey. This ensures all bidders are bidding off the same set of plans, and all bidders are notified of any plan revisions (addenda) issued during the bidding process. Attached is the title sheet showing the scope of the improvements, as well as a plan sheet showing the typical sections, which includes information on the proposed pavement section. Plans are available upon request from the City Engineer.

Notification:

If Council approves plans and specifications and authorizes advertising for bids, bids will be advertised on Friday, July 1, and again on Friday, July 8, 2022, both in the City’s official newspaper, the Anoka Union Herald, and in Finance & Commerce.

Additionally, letters will be mailed to property owners with updates on the project status. Engineering Staff maintains a project webpage, which will be updated as new information is made available throughout the project.

Observations/Alternatives:

Motion to adopt Resolution #22-150 Approving Plans and Specifications and Authorizing Advertisements for Bids for Autumn Heights Street Reconstructions, Improvement Project #22-02.

Funding Source:

Funding for this improvement is proposed to come from Pavement Management Funds and Stormwater Utility Funds.

Staff has completed an estimate based on the final plans and anticipated 2022 construction costs, with a total estimated project costs of \$1,156,647.01, which includes 23-percent indirect costs for administrative, engineering, finance, and legal costs.

- Street Construction Costs \$888,195.42
- Storm Sewer Costs \$52,168.00
- Indirect Costs \$216,283.59
- Total Estimated Project Costs \$1,156,647.01

In comparison the total estimated cost to complete the standard reconstruction across the entire project, as opposed to a reclamation rehabilitation on the streets west of Armstrong Boulevard was \$1,475,337.15.

Recommendation:

Staff recommends adopting Resolution #22-150 Approving Plans and Specifications and Authorizing Advertisements for Bids for Autumn Heights Street Reconstructions, Improvement Project #22-02.

The Public Works Committee (PWC) reviewed the Autumn Heights Street Reconstructions project on June 21, 2022 and recommended the City Council approve the plans and authorize advertisements for bids. Additionally, the PWC recommended Staff modify the plans to include a modified pavement section for the project streets on the west side of Armstrong Boulevard, which have good subbase material. This modified pavement section is described in the case background, under the proposed improvements section.

Action:

Adopt Resolution #22-150 Approving Plans and Specifications and Authorizing Advertisements for Bids for Autumn Heights Street Reconstructions, Improvement Project #22-02.

Attachments

[Res 22-150](#)

[22-02 Street Summary](#)

[22-02 Title Sheet](#)

Form Review

Inbox

Bruce Westby

Brian Hagen

Form Started By: Joe Feriancek

Final Approval Date: 06/23/2022

Reviewed By

Bruce Westby

Brian Hagen

Date

06/23/2022 02:24 PM

06/23/2022 02:45 PM

Started On: 06/22/2022 09:56 AM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-150

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENTS FOR BIDS FOR AUTUMN HEIGHTS STREET RECONSTRUCTIONS,
IMPROVEMENT PROJECT #22-02**

WHEREAS, the City of Ramsey proposes to reconstruct Autumn Heights Subdivision; and

WHEREAS, pursuant to Ramsey City Council resolution #21-194, adopted July 13, 2021, the City Council ordered the City Engineer to request proposals for Topographic Survey, Geotechnical Evaluations and Utility Testing for proposed 2022 Pavement Management Program projects, including IP 22-02 Autumn Heights Subdivision; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-224, adopted August 8th, 2021, the City Council awarded a proposal to Hakanson Anderson for Topographic Survey, and Haugo Geotechnical Services for a geotechnical report of the project area; and

WHEREAS, pursuant to Ramsey City Council resolution #21-300, adopted October 26, 2021, City staff has received and reviewed the Topographic Survey, Geotechnical Evaluations and has prepared plans and specifications for the purpose of advertising for bids for same improvements.

WHEREAS, the City Engineer has prepared plans and specifications for the purpose of advertising for bids for the same improvements.

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

- 1) The Ramsey City Council hereby approves the plans and specifications prepared by the City Engineer for the making of such improvements and authorizes the advertisement of bids for the same improvements as City Improvement Project #22-02, Autumn Heights Street Reconstructions.

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 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

IP 22-02 Autumn Heights Street Reconstructions

Street Segment Summary

Street Description				Street History						GPR Summary		
Street	Segment Description	Length (feet)	Section (Urban / Rural)	2020 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
167th Lane	Armstrong Boulevard / 168th Lane	1494	Rural	2	1984	SC 1991	OL 1998	SC 1997	SC 2004	3.5	3.5	7.0
167th Lane	Puma Street / Armstrong Boulevard	919	Rural	2	1977	SC 1983	OL 1990	SC 1997	SC 2004	3.5	3.7	7.2
167th Lane	W EOP / Puma Street	1191	Rural	2	1983	SC 1990	OL 1997	SC 1997	SC 2004	3.9	4.0	7.9
168th Avenue	Puma Street / CDS	331	Rural	2	1985	SC 1992	OL 1999	SC 1997	SC 2004	3.5	3.4	6.9
168th Avenue	Rabbit Street / CDS	386	Rural	2	1981	SC 1988	OL 1995	SC 1997	SC 2004	3.5	3.4	6.9
168th Avenue	Rabbit Street / Puma Street	457	Rural	2	1980	SC 1987	OL 1994	SC 1997	SC 2004	3.5	3.4	6.9
168th Lane	167th Lane / N EOP	1387	Rural	2	1978	SC 1985	OL 1992	SC 1997	SC 2004	3.6	3.1	6.7
168th Lane	Nutria Street / 167th Lane	355	Rural	2	1979	SC 1986	OL 1993	SC 1997	SC 2004	3.6	3.1	6.7
169th Avenue	W EOP / Rabbit Street	640	Rural	2	1977	SC 1984	OL 1991	SC 1997	SC 2004	3.5**	3.4**	6.9**
Nutria Street	168th Lane / CDS	401	Rural	3	1986	SC 1993	OL 2000	SC 1997	SC 2004	3.4	n/a *	n/a *
Nutria Street	N EOP / 168th Lane	242	Rural	3	1982	SC 1989	OL 1996	SC 1997	SC 2004	3.4	n/a *	n/a *
Puma Street	167th Lane / 168th Avenue	226	Rural	2	1987	SC 1994	OL 2001	SC 1997	SC 2004	3.9	n/a *	n/a *
Rabbit Street	168th Avenue / Armstrong Boulevard	473	Rural	2	1988	SC 1995	OL 2002	SC 1997	SC 2004	3.3	3.1	6.4
										* GPR not able to detect Agg. Base		
										** Estimated Depths, GPR not available		
Total Length		8,502	1.61 mi.									

CITY OF RAMSEY

AUTUMN HEIGHTS STREET RECONSTRUCTIONS

CITY IMPROVEMENT PROJECT NO. 22-02

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

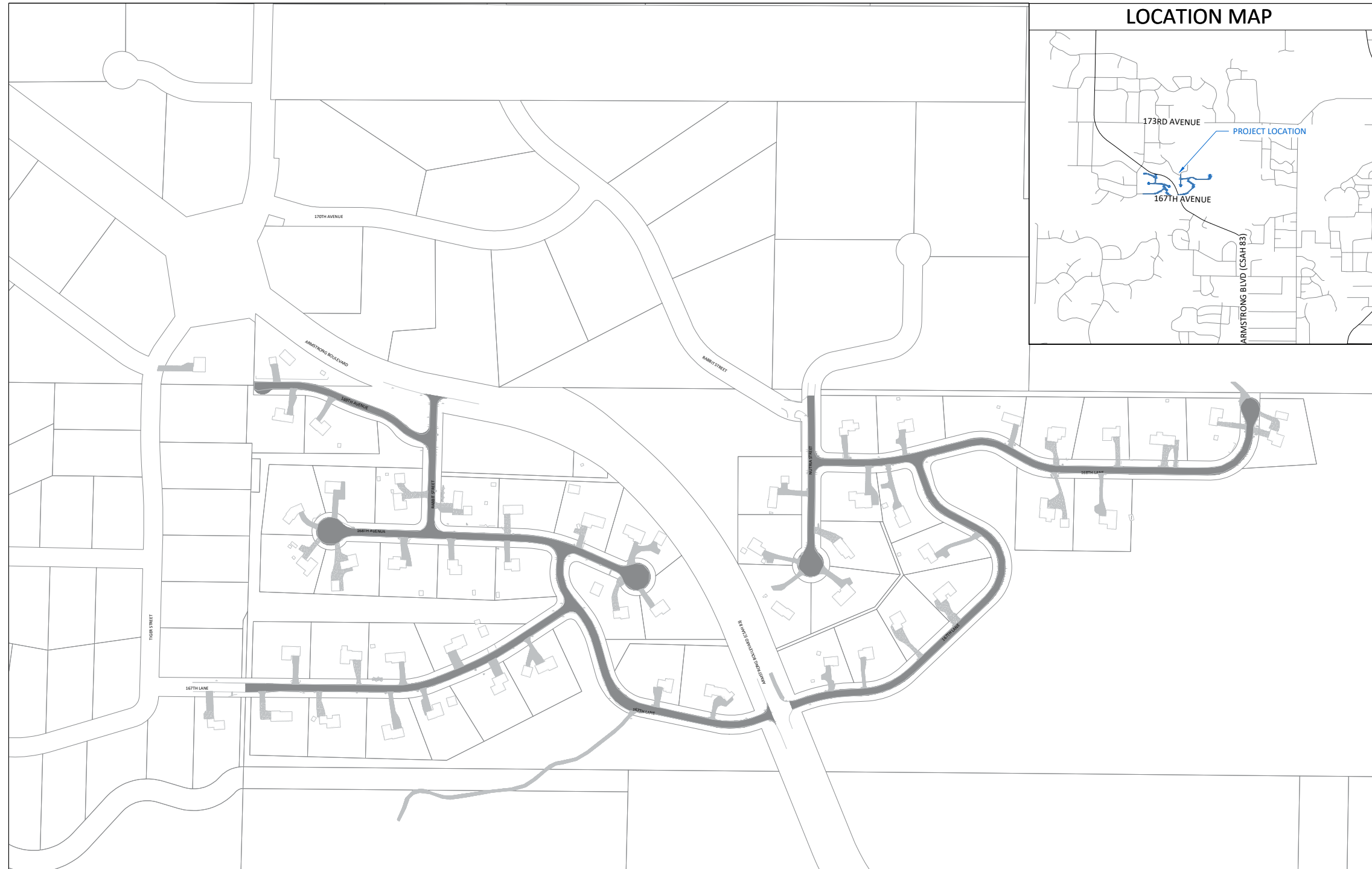
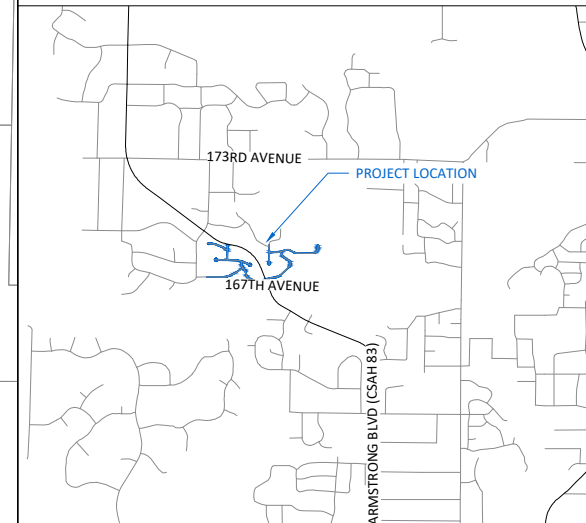
ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET INDEX

THIS PLAN CONTAINS 59 SHEETS

SHEET No.	DESCRIPTION
01	TITLE SHEET
02	STATEMENT OF ESTIMATED QUANTITIES
03	DETAILS
04	ALIGNMENT LAYOUT WEST
05	ALIGNMENT LAYOUT EAST
06-07	SWPPP
08-11	EROSION CONTROL WEST
12-14	EROSION CONTROL EAST
15-21	EXISTING CONDITIONS & REMOVALS WEST
22-27	EXISTING CONDITIONS & REMOVALS EAST
28-34	STREET & STORM WEST
35-40	STREET & STORM EAST
41-50	CROSS SECTIONS WEST
51-59	CROSS SECTIONS EAST

LOCATION MAP



LEGEND

<ul style="list-style-type: none"> SANITARY MANHOLE STORM SEWER MANHOLE CATCH BASIN MANHOLE CATCH BASIN CATCH BASIN - GROUT CATCH BASIN - RESET FLARED END SECTION CULVERT END SECTION HYDRANT VALVE TREE - CONIFEROUS TREE - DECIDUOUS SHRUB LIGHT POLE SIGN MAILBOX PEDESTAL - TELECOM PEDESTAL - ELECTRIC HAND HOLE DRIVE - BITUMINOUS DRIVE - CONCRETE DRIVE - GRAVEL CONCRETE WALK BITUMINOUS TRAIL REMOVE BIT PAVE REMOVE CONCRETE PAVE REMOVE GRAVEL SURFACE MILL BIT PAVEMENT RECLAIM BIT PAVEMENT 	<ul style="list-style-type: none"> Easement - Drainage & Utility Easement - Roadway LOT LINE ELECTRIC LINE ELECTRIC LINE - BURIED ELECTRIC LINE - OVERHEAD GAS LINE TELECOMMUNICATION LINE TELECOMM - OVERHEAD FIBER OPTIC LINE TREE LINE LANDSCAPE RETAINING WALL FENCE SILT FENCE WATERMAIN SANITARY SEWER STORM SEWER DRAIN TILE LANDSCAPE - ROCK LANDSCAPE - MULCH LANDSCAPE - RIP RAP PR. DRIVE - BITUMINOUS PR. DRIVE - CONCRETE PR. DRIVE - GRAVEL PR. CONCRETE WALK PR. CONCRETE PR. SEEDING AREA
--	---

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, P.E. 57095 DATE --/--/--
 CIVIL ENGINEER II LIC. NO.

DATE	REVISION

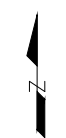
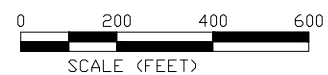
CITY OF RAMSEY
 7550 SUNWOOD DRIVE
 RAMSEY, MN 55303
 (763) 427-1410 FAX (763) 433-9898

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL 1-800-252-1166 OR 651-454-0002



Call before you dig
 811
 651 454-0002 Metro
 800 252-1166 Outstate
www.gopherstateonecall.org



Jun 19, 2022 - 12:43pm
 G:\Engineering\AutoCad Dwg\Projects A-M\Autumn Heights Reconstruction 22-02\Plan Drawings\22-02 Title Sheet.dwg

Meeting Date: 06/28/2022

By: Brian McCann, Community
Development

Information

Title:

Adopt 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.

Planning Commission

The Planning Commission voted to recommend the City Council introduce and adopt the ordinance to rezone the Subject Property during their regular meeting on May 26, 2022.

City Council

The City Council voted to introduce the ordinance to rezone the Subject Property during their regular meeting on June 14, 2022.

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 adopt Ordinance #22-18 rezoning the Subject Property from R-1 (Rural Developing) to E-3 Employment.

Action:

Motion to waive the City's Charter requirement to read the ordinance aloud and adopt 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

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

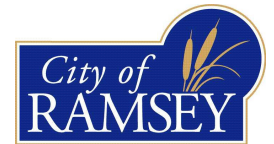
06/23/2022 02:06 PM

Started On: 06/13/2022 11:47 AM

Jarvis St - Zoning Amendment

PID #: 18-32-25-33-0002

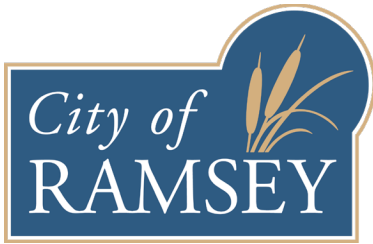
15861 Jarvis Street NW



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS UserCommunity, LOGIS

Print Date: April 20, 2022

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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.

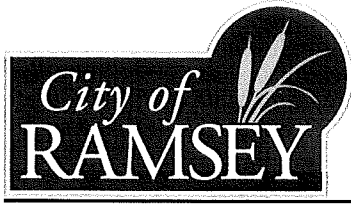
The City of Ramsey complies with the Americans with Disabilities Act and upon advance request, information will be provided in an alternative form and interpreters will be available. Any person with such a request should contact Nicole Laubach at 763-433-9824 by noon on Wednesday, May 18, 2022.

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

<input type="checkbox"/> Plat – Sketch Plan	<input type="checkbox"/> Plat – Preliminary Plat	<input type="checkbox"/> Plat – Final Plat
<input type="checkbox"/> Administrative Plat	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Easement/ROW Vacation
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Comprehensive Plan Amendment
<input checked="" type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Dwelling Moving Permit	<input type="checkbox"/> Environmental Permit	<input type="checkbox"/> Registered Land Survey
<input type="checkbox"/> Non-Traditional Animal License	<input type="checkbox"/> Beekeeping License	<input type="checkbox"/> Private Kennel License

Applicant Contact Information

Please note: All official communication will be routed through this contact.

Name:	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 lvg 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

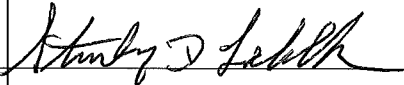
(If different than Applicant)

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

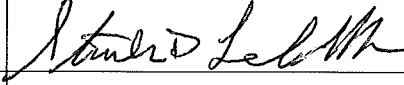
Please provide a detailed description of your request and attached a copy of a scaled site plan

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		Co-Applicant Signature	
Printed Name	Stanley D Lebakken	Printed Name	
Title	Owner	Title	
Date	04/16/2022	Date	

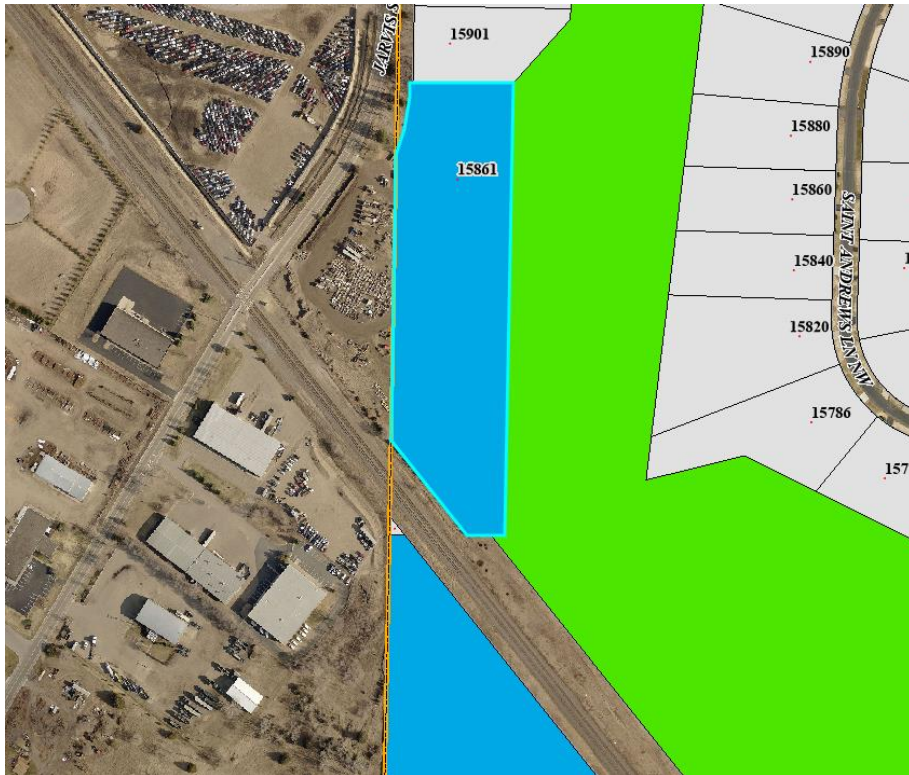
I understand that the application fee is non-refundable. All costs associated with the processing of this application are the responsibility of the applicant whether this application is approved or denied. Any excess of escrow account deposits over expenditures will be refunded at the time of account 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		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:

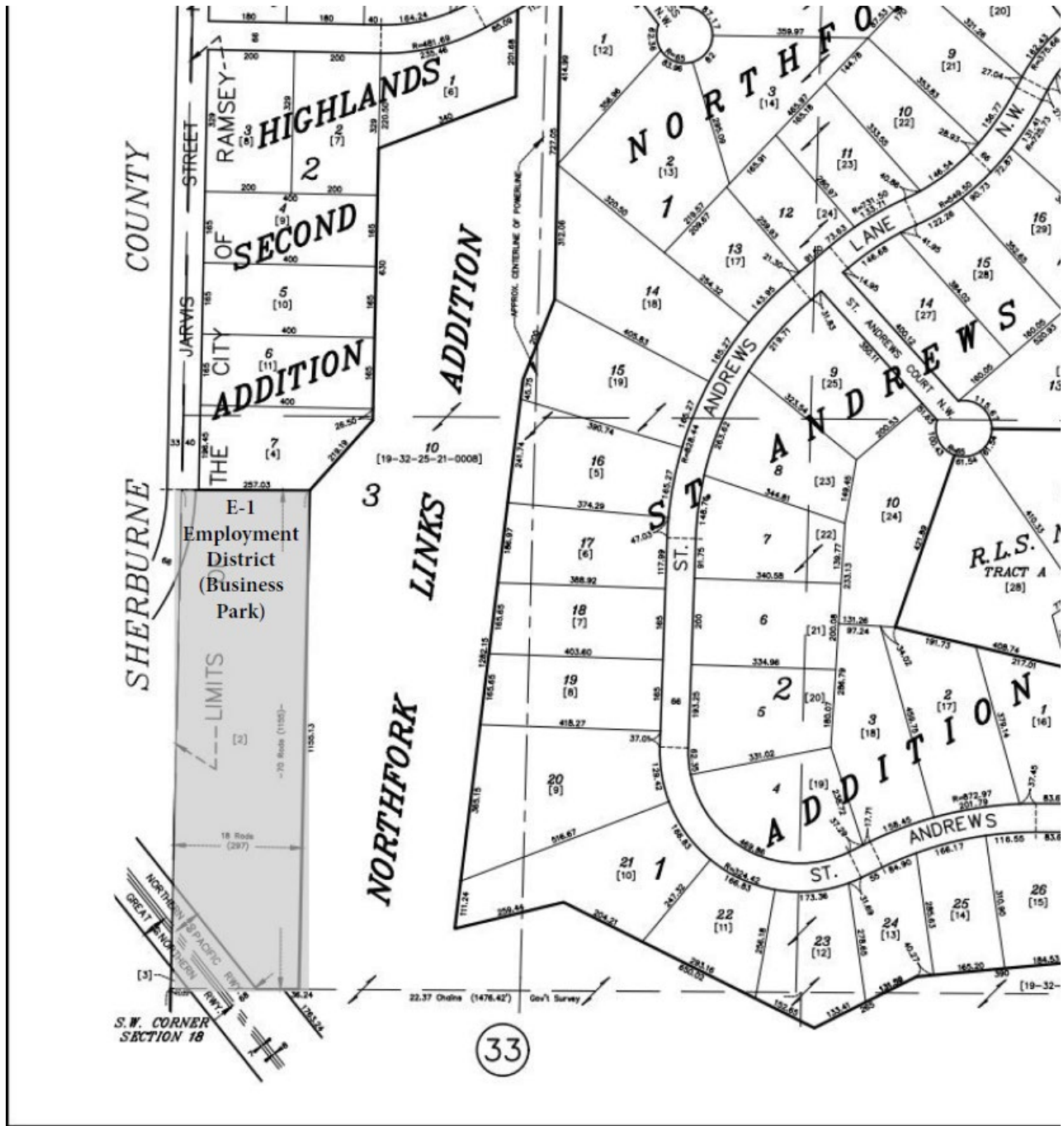
Posting dates:

Adoption date:

Publication date:

Effective date:

EXHIBIT 1



Meeting Date: 06/28/2022

By: Bruce Westby, Engineering/Public Works

Information

Title:

Adopt Resolution #22-148 Approving Plans and Specifications and Authorizing Advertisements for Bids for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #20-05

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-148 approving plans and specifications and authorizing advertisements for bids for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #20-05.

Background:

The extension of Riverdale Drive between Llama Street and Bowers Drive is needed to support development in the area. In the Spring of 2022, Capstone Homes began construction on the first phase of Riverstone South, a 244-unit residential development east of Bowers Drive and south of U.S. Highway 10/169. Commercial development is also proposed in the area between U.S. Highway 10/169 and the proposed extension of Riverdale Drive.

Improvement Project #22-05 is currently under construction to extend trunk municipal utilities (sanitary sewer and watermain) along the proposed extension of Riverdale Drive NW between Llama Street NW and Bowers Drive, along with required storm sewer improvements. The trunk utility improvements are being constructed ahead of Improvement Project #20-05 to better facilitate the construction schedule for Riverstone South.

Improvement Project #20-05 proposes to reconstruct and extend street and trail improvements between Bowers Drive and the new segment of Riverdale Drive constructed with the Armstrong Boulevard and Highway 10 interchange, and to extend trunk watermain improvements between Riverdale Drive and Bunker Lake Boulevard.

Pursuant to Ramsey City Council Resolution #21-304 the City Council accepted a design services proposal of Bolton & Menk, Inc. to develop final plans and specifications and solicit bids for Improvement Project #20-05.

Bolton & Menk, Inc. has completed plans and specifications for the purpose of advertising for bids for the same improvements, and the Minnesota Department of Transportation has approved the plans as needed to advertise for bids. Attached is a copy of the signed title sheets for Improvement Project #20-05.

Notification:

Notifications are not required for this case.

Advertisements for bids will be published in the Anoka Union Herald and in Finance & Commerce on Friday, July 1st, and Friday, July 8th, 2022, as required by State Statute. The project will also be advertised and bid electronically through QuestCDN.

Time Frame/Observations/Alternatives:

Observations:

The extension of Riverdale Drive between Llama Street and Bowers Drive is needed to support future development in this area. Capstone Homes is currently constructing the first phase of Riverstone South, a 244-unit residential development east of Bowers Drive and south of U.S. Highway 10/169.

Commercial development is also proposed in the area between U.S. Highway 10/169 and the proposed extension of Riverdale Drive.

Alternatives:Alternative #1:

Motion to adopt Resolution #22-148 approving plans and specifications and authorizing advertisements for bids for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #20-05.

Alternative #2:

Motion of other.

Funding Source:

The final construction cost estimate is \$2,388,390.50. The engineer's estimate from February 2022 was \$1,456,310.50. Costs increased due to the following;

- Material prices for the watermain loop between Riverdale Drive and Bunker Lake Boulevard are estimated to have increased \$210,000.
- Bituminous prices are estimated to have increased \$90,000
- Adding the reconstruction of approximately 1,000 ft of Riverdale Drive east of Llama Street added approximately \$330,000.
- MnDOT required the City to add median cable barrier along Highway 10 where the median crossovers are being removed, which added about \$101,000 to the project. See attached plan sheet (with title sheet). However, MnDOT will reimburse the City for all costs associated with constructing the median cable barrier.
- Sewer and water services were added on the west end of the project at an estimated cost of \$103,000. This cost will be reimbursed by the developer through a separate cost-share agreement, which will be presented to the City Council for approval prior to awarding bids.

The total of all of the items above is \$834,000. The remaining overage is about \$98,000, which represents inflation across the remaining bid items.

Bolton and Menk, Inc. prepared final plans and specifications for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive, at a not-to-exceed fee of \$89,024. This cost is being shared among the project funding partners per the previously approved, executed and recorded assessment agreements.

Residential and commercial developers along this segment of Riverdale Drive are sharing in the costs to extend Riverdale Drive per the previously approved and executed assessment agreements.

Recommendation:

Staff recommends alternative #1.

Due to the timing of final plan approval from MnDOT, Staff was not able to secure a recommendation from the Public Works Committee.

Outcome/Action:

Adopt Resolution #22-148 approving plans and specifications and authorizing advertisements for bids for Riverdale Drive Extension, Llama Street to Bowers Drive, Improvement Project #20-05.

Resolution #22-148

Signed Title Sheet

Form Review

Inbox

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

06/23/2022 02:56 PM

Started On: 06/20/2022 03:56 PM

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #22-148

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENTS FOR BIDS FOR RIVERDALE DRIVE EXTENSION, LLAMA STREET TO BOWERS DRIVE, IMPROVEMENT PROJECT #20-05

WHEREAS, existing Riverdale Drive between Sunfish Lake Boulevard and Armstrong Boulevard functions as the south frontage road to U.S. Highway 10/169; and

WHEREAS, the City of Ramsey proposes to extend Riverdale Drive between Llama Street and Bowers Drive to extend the south frontage road system south of U.S. Highway 10/169 to Bowers Drive; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-267 adopted September 14, 2021, the City Council accepted the awarded amount of \$612,000 in Local Partnership Program (LPP) funds to pay for a portion of Improvement Project #20-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-304 adopted October 26, 2021, the City Council accepted a design services proposal of Bolton & Menk, Inc. to develop final plans and specifications and solicit bids for Improvement Project #20-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-071 adopted March 22, 2022, the City Council approved three Assessment Agreements for Improvement Project #20-05; and

WHEREAS, pursuant to Ramsey City Council Resolution #22-088 adopted April 12, 2022, the City Council approved including the reconstruction of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange under Improvement Project #20-05; and

WHEREAS, Bolton & Menk, Inc. has completed plans and specifications for the purpose of advertising for bids for the same improvements.

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

- 1) The Ramsey City Council hereby approves the plans and specifications prepared by Bolton & Menk, Inc. for the making of such improvements, and authorizes the advertisement of bids for the same improvements as City Improvement Project #20-05.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

MINNESOTA DEPARTMENT OF TRANSPORTATION

CITY OF RAMSEY

ANOKA COUNTY, MINNESOTA

CITY IMPROVEMENT PROJECT #20-05

DESIGN DESIGNATION	RIVERDALE DR NW
STA 0+11.45 TO STA 52+71.39	
FUNTIONAL CLASSIFICATION	URBAN COLLECTOR
R-VALUE	50
ΣN-18	274,000
NO. & WIDTH OF TRAFFIC LANES	2 & 12 ft
NO. & WIDTH OF PARKING	2 & 8 ft
ADT (PRESENT YEAR) 2022	500
ADT (PROJECTED YEAR) 2042	4,500
HCA DT (PROJECTED YEAR) 2042	3.85%
DESIGN SPEED	30 mph
DESIGN LOAD	10 ton

CONSTRUCTION PLAN FOR: GRADING, BITUMINOUS PAVEMENT, CONCRETE CURB AND GUTTER, BITUMINOUS TRAIL, AND MUNICIPAL UTILITIES

SP 0202-121 LOCATED ON TH 10 FROM 490' WEST OF BOWERS DRIVE NW TO 1250' EAST OF BOWERS DRIVE NW

SP 0202-121; SAP 199-115-005 LOCATED ON RIVERDALE DRIVE FROM BOWERS DRIVE NW TO 1200' EAST OF LLAMA STREET NW

TH 10 (SP 0202-121)				RIVERDALE DRIVE NW (SP 0202-121; SAP 199-115-005)					
GROSS LENGTH	1740	FEET	0.330	MILES	GROSS LENGTH	5260	FEET	0.996	MILES
BRIDGE LENGTH		FEET		MILES	BRIDGE LENGTH		FEET		MILES
EXCEPTION LENGTH		FEET		MILES	EXCEPTION LENGTH		FEET		MILES
NET LENGTH	1740	FEET	0.330	MILES	NET LENGTH	5260	FEET	0.996	MILES

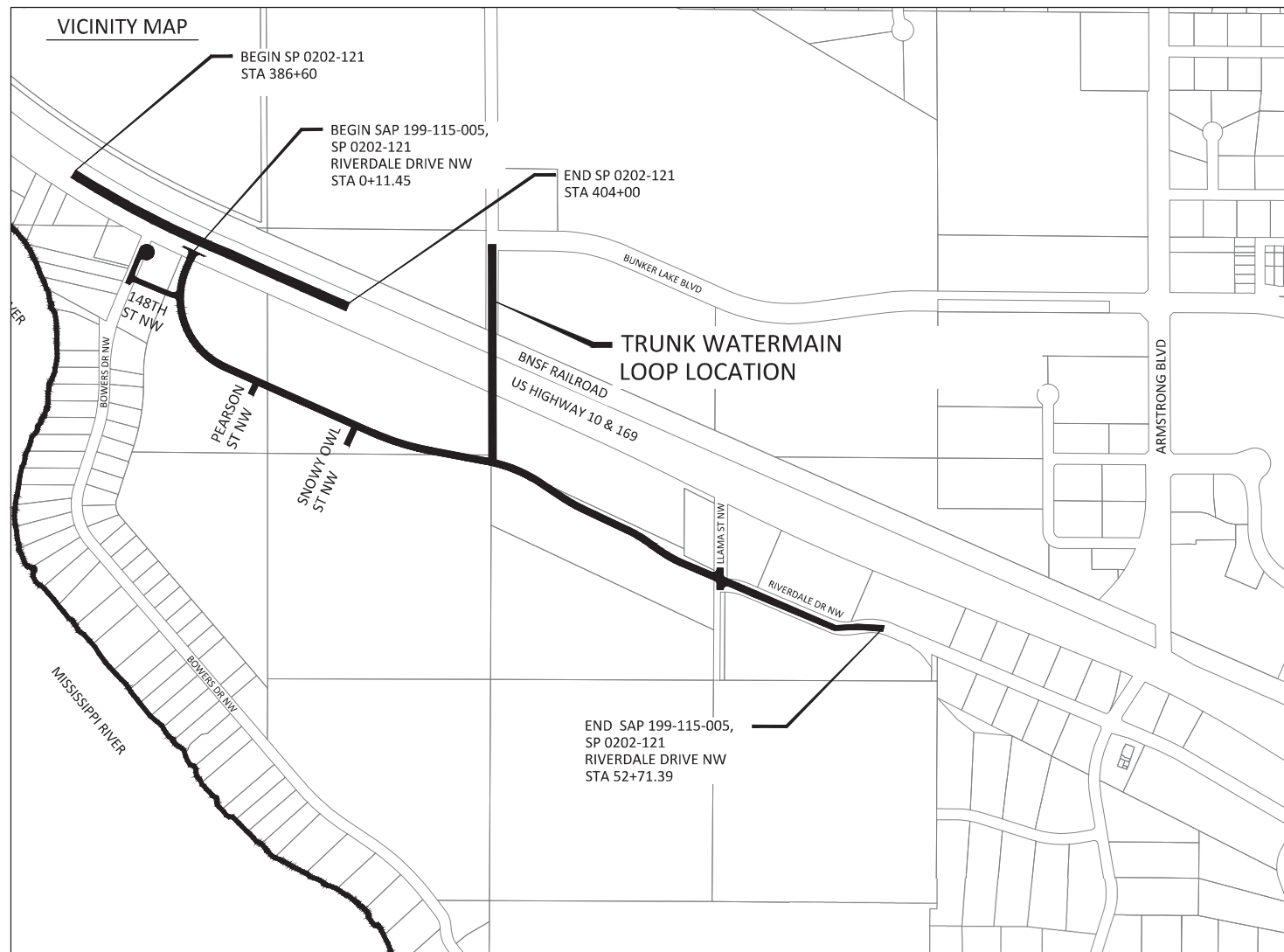
AGREEMENT NO. 1050030
CITY OF RAMSEY
SP 0202-121 (TH10=003)
STATE FUNDS
METRO DISTRICT

REF POINT FROM 219+00.138 TO 219+00.839

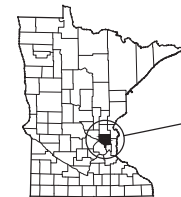
DESIGN DESIGNATION	OFF-ROAD TRAIL
STA 0+11.45 TO STA 52+71.39	
FUNTIONAL CLASSIFICATION	BIKE TRAIL
DESIGN SPEED	20 MPH
STOPPING SIGHT DISTANCE	
HEIGHT OF EYE =	4.5 FT
HEIGHT OF OBJECT =	0 FT

LENGTH AND DESCRIPTION BASED UPON TH 10 CENTERLINE

LENGTH AND DESCRIPTION BASED UPON PROPOSED RIVERDALE NW CENTERLINE



PROJECT LOCATION



CITY: RAMSEY
COUNTY: ANOKA
DISTRICT: METRO

MAP LEGEND

- PROJECT LIMITS
- AGGREGATE STOCKPILE SITE:
RAMSEY PUBLIC WORKS, 14199 JASPER STREET NW

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

BID LOCATION:

ONLINE BID THROUGH QUEST CDN

TYPICAL PLAN SCALE
UNLESS OTHERWISE NOTED:



BM=875.70
EX TNH @ SE CORNER
LLAMA ST & RIVERDALE DR

PROJECT DATUM:
HORIZONTAL: ANOKA COUNTY COORDINATES
(1996 ADJUSTMENT)
VERTICAL: NVD29

RECORD DRAWING INFORMATION			
DESIGNED	NO.	ISSUED FOR	DATE
ZFL			
ZFL			
KPK			
CLIENT PROJ. NO. 20-05			

MINN. PROJ. NO. _____ STATE FUNDS _____

--- GOVERNING SPECIFICATIONS ---
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
"STANDARD SPECIFICATION FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE INSTALLED IN ACCORDANCE WITH THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MN MUTCD) AND PART VI, "FIELD MANUAL" FOR TEMPORARY TRAFFIC CONTROL DEVICES.

SHEET NUMBER	SHEET TITLE
GENERAL	
1	TITLE SHEET
2 - 5	STATEMENT OF ESTIMATED QUANTITIES
CIVIL	
6 - 7	TYPICAL SECTIONS
8 - 10	CONSTRUCTION DETAILS
11 - 28	MnDOT STANDARD PLANS
29	ALIGNMENT TABULATIONS
30 - 32	EXISTING CONDITIONS & REMOVAL PLAN
33 - 35	STORMWATER POLLUTION PREVENTION PLAN
36 - 42	EROSION CONTROL & TURF ESTABLISHMENT PLAN
43 - 44	WATERMAIN PLAN & PROFILE
45 - 53	STREET PLAN & PROFILE
54	STREET PLAN
55	CABLE BARRIER PLAN
56 - 58	STORM SEWER LEADS
59 - 63	INTERSECTION DETAILS
64 - 68	SIGNAGE & STRIPING PLAN
69 - 76	MnDOT STANDARD PLANS SIGNS
77 - 113	CROSS SECTIONS

THIS PLAN SET CONTAINS 113 SHEETS.

I HEREBY CERTIFY THAT THIS PLAN 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.

Kevin P. Kielb
Kevin P. Kielb LIC. NO. 23211 DATE: 05/23/2022

Bruce R. ...
Approved: City of RAMSEY Engineer DATE 05/27/2022

Julie Drael For DATE 6/20/2022
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

Julie Drael For DATE 6/20/2022
APPROVED FOR STATE AID FUNDING: STATE AID ENGINEER

APPROVED: **Michael Barnes** Digitally signed by Michael Barnes
Date: 2022.06.20 20:51:54 -05'00' DATE _____
DISTRICT TRANSPORTATION ENGINEER



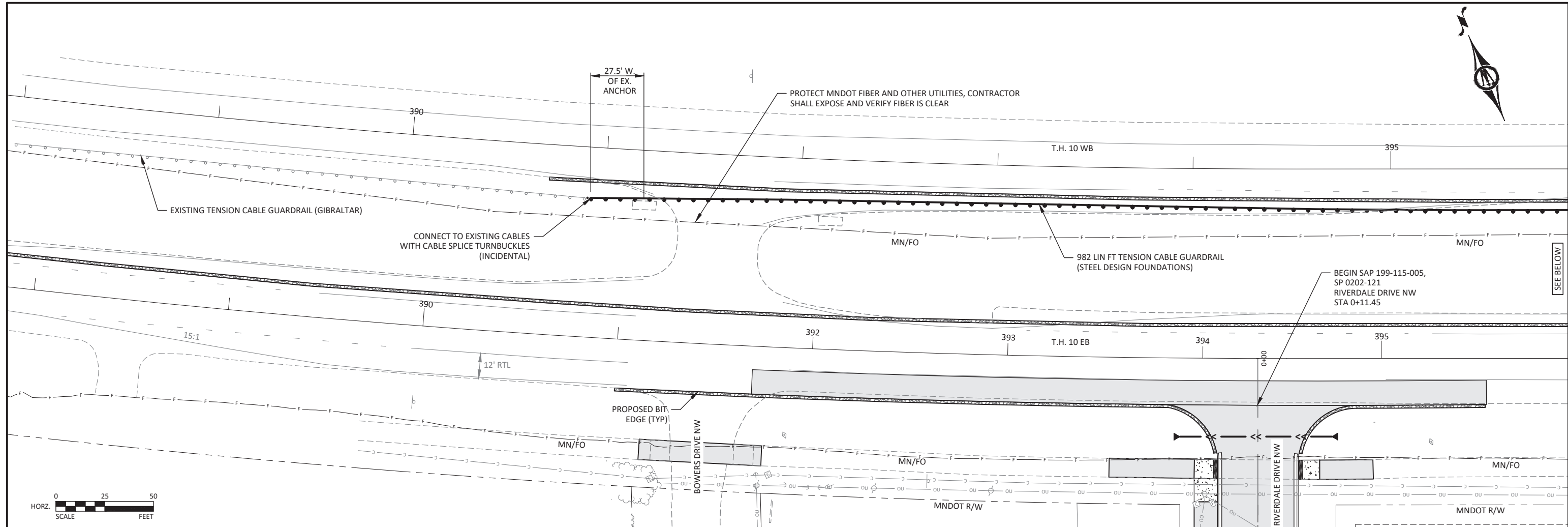
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



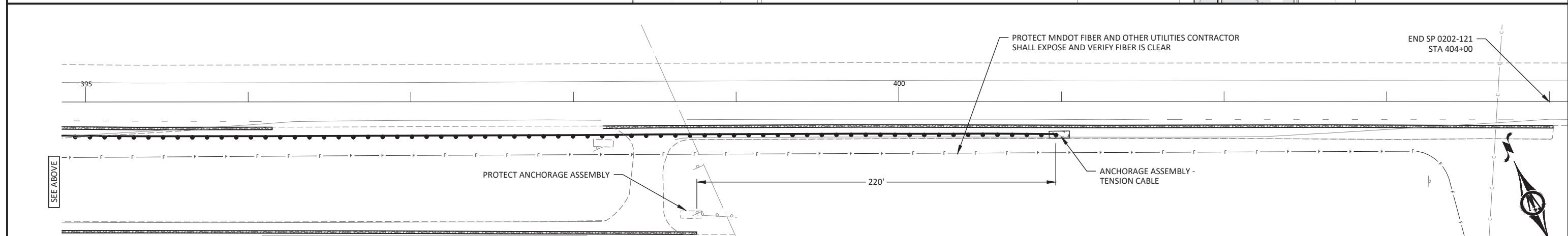
DESIGNED	NO.	ISSUED FOR	DATE
ZFL			
ZFL			
KPK			
CLIENT PROJ. NO. 20-05			

CITY OF RAMSEY, MINNESOTA
2022 RIVERDALE DRIVE EXTENSION SP 0202-121 (TH 10=003)
(SAP 199-115-005)
TITLE SHEET

SHEET
1
OF
113



SEE BELOW

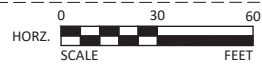


SEE ABOVE

- GUARDRAIL NOTES:**
- CONTRACTOR SHALL TRAFFIC CONTROL PLANS TO THE ENGINEER FOR REVIEW AND APPROVAL.
 - MODIFY POST SPACING TO AVOID HITTING UTILITIES AND SUBSURFACE DRAINS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF REPLACING ANY DAMAGED EDGE DRAINS, DRAINAGE PIPES AND/OR UTILITIES. MAXIMUM POST SPACING IS 10 FEET FROM CENTER OF POST TO CENTER OF POST.
 - POST FOUNDATIONS SHALL BE FLUSH WITH THE GROUNDLINE. POSTS SHALL BE CONSTRUCTED PLUMB IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
 - ANY REQUIRED MOWING FOR TENSION CABLE GUARDRAIL CONSTRUCTION IS INCIDENTAL.
 - ANY REQUIRED GRADING SHALL BE DONE BEFORE GUARDRAIL POSTS ARE SET.

LEGEND

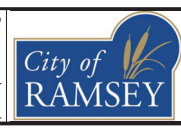
- | | | | | |
|-------------------------|------------------------------|------------------------|-----------------------|------------------------|
| BIT PAVEMENT | CURB & GUTTER | EXISTING CURB & GUTTER | OVERHEAD UTILITY | VALVE |
| AGGREGATE SURFACING | CONSTRUCTION LIMITS | EXISTING EASEMENT LINE | FIBER OPTIC LINE | TRANSFORMER-ELECTRIC |
| TENSION CABLE GUARDRAIL | IN PLACE STORM SEWER PIPE | EXISTING RIGHT-OF-WAY | TREE-CONFIFEROUS | HANDHOLE |
| | IN PLACE SANITARY SEWER PIPE | EXISTING CONTOUR MINOR | TREE-DECIDUOUS | POLE-UTILITY |
| | IN PLACE WATERMAIN | PROPOSED CONTOUR MINOR | EXISTING TRAFFIC SIGN | GUY WIRE ANCHOR |
| | IN PLACE HYDRANT | PROPOSED CONTOUR MAJOR | WET WELL | PEDESTAL-COMMUNICATION |
| | | UNDERGROUND GAS | VALVE VAULT | PEDESTAL-ELECTRIC |
| | | | FIRE HYDRANT | |



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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.

PHILLIP G. BERGEM
18568
DATE



DESIGNED	PGB	NO.	ISSUED FOR	DATE
DRAWN	ZFL			
CHECKED	PGB			
CLIENT PROJ. NO.	20-05			

CITY OF RAMSEY, MINNESOTA
2022 RIVERDALE DRIVE EXTENSION SP 0202-121 (TH 10)
(SAP 199-115-005)

TENSION CABLE GUARDRAIL PLAN

SHEET
55
OF
113

Meeting Date: 06/28/2022

By: Brian Hagen, Community Development

Information

Title:

Adopt 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.

The City Council introduced the case on June 14, 2022. Councilmember Woestehoff did ask question about whether a digital billboard would be allowed within a PUD district. Further discussion on this will occur as language may be amended for better clarity.

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: Adopt Ordinance #22-19.

Alternative 2: Adopt Ordinance #22-19 with recommended changes.

Alternative 3: Deny Ordinance #22-19.

Recommendation:

Planning Commission recommends denying Ordinance #22-19.

Outcome/Action:

Motion to waive the City's Charter requirement to read the ordinance aloud and adopt Ordinance #22-19.

Attachments

ACTION Ordinance #22-19

PC 05-26-22 Draft Minutes

Form Review

Inbox

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

06/23/2022 04:09 PM

Started On: 06/21/2022 11:01 AM

ORDINANCE #22-19

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

AN AMENDMENT TO SECTION 117 WHICH IS KNOWN AS THE ZONING SECTION OF THE CITY CODE OF RAMSEY, MINNESOTA.

AN ORDINANCE AMENDING SIGN CODE TO ALLOW OFF-PREMISE DIGITAL BILLBOARD SIGNS.

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENT TO CITY CODE SECTION 117, DIVISION 8

The current City Code Section 117, Division 8 is revised as follows to implement section regulating Off-Premise Digital Billboard Signs:

Sec. 117-468. – Off-Premise 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) *Size.* Off-premises digital billboard signs shall not exceed 700 square feet in surface area per sign surface.

(5) *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.

(6) *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.

(7) *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 $\sqrt{(12 \times 100)} = 34.6$ 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.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

SECTION 4. SUMMARY

The following official summary of Ordinance #22-19 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #22-19 amends Chapter 117, Division 8 to amend the Sign Code to allow Off-Premise Digital Billboard Signs. The ordinance establishes an overlay district along Highway 10 in which digital billboards are allowed.

PASSED by the City Council of the City of Ramsey, Minnesota the 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

Introduction date: June 14, 2022

Posting dates:

Adoption date:

Publication date:

Effective date:

**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.

Meeting Date: 06/28/2022

By: Colleen Lasher, Administrative
Services

Information

Title

Authorization to Approve a Restructure in Administrative Services

Purpose/Background:

The purpose of this case is to seek City Council approval to restructure the Administrative Services Department by promoting (appointing) the Deputy City Clerk to City Clerk and the Planning Division Administrative Assistant to the new position of Human Resources Specialist.

Currently, Colleen Lasher, the Administrative Services Director, serves as the City's Human Resources Director, City Clerk, and Head of Administrative Services. Each role, especially that of Human Resources Director, wears many hats - an overview of the Administrative Services Director's role and responsibilities is attached. When the City's former City Clerk retired, Ms. Lasher became the City Clerk. At that time, Ms. Lasher expressed concerns that it may be too much for one person to take on. However, at that time, the workload was less in all roles covered by Ms. Lasher. It has become overwhelmingly clear that this structure is not sustainable due to the volume of work that has occurred over the last two-plus years, and is expected to continue.

Ms. Lasher respectfully requests to have the City Clerk role eliminated from her responsibilities - see attached Administrative Services Director Summary page; City Administrator Hagen supports this request. The City's Deputy City Clerk, Ms. Katie Schmidt, is fully trained and recommended for promotion (appointment) to City Clerk.

Additionally, Human Resources is significantly understaffed. The current employees (Colleen Lasher, Sue Hurd and some HR assistance from Katie Schmidt) are stressed well beyond what is healthy. It is impossible for staff to keep up with the volume of work, even by making reductions to certain tasks. Nearly every aspect of HR has become more labor-intensive. HR staff are working extra hours and putting in time while on vacation, in the evening and on weekends. The 2023 budget proposed a new Human Resources Specialist position. Staff is requesting to have that position authorized for hire immediately. Staff recommends promoting Ms. Nicole Laubach from her current role as part-time Planning Division Administrative Assistant (also covering some HR and Happy Days functions at this time, with an additional 20 hours per week) to Human Resources Specialist.

As the Council may recall, Ms. Labauch was the 2021 Happy Days intern. She has a Bachelor's degree in Business Management/Human Resources Management. Staff proposes that initially Ms. Laubach would split her role to oversee Happy Days processes, train in her replacement and start her work as the new Human Resources Specialist. The Human Resources Specialist role will perform the following duties:

- Processes employee new hire, open enrollment and year-round benefits, including updates to carriers and the Finance Department, and the like upon employee separations
- Prepares and submits salary surveys, benefits reporting, EEO reporting, 1095 reporting, OSHA Accident and Injury Logs, Medicare Part D Credible Coverage Report, and files annual PCORI fees, etc.
- Coordinates and tracks staff training and development, including monitoring employees' progression through the Career Ladder program
- Coordinates and schedules quarterly Labor Management Committee and the Safety Committee meetings, including tracking member terms, minute taking and posting to the employee intranet site and Laserfiche
- Coordinates employee recognition program, appreciation events, employee engagement and wellness initiatives, including promotion of the City's Employee Assistance Program (EAP) and Live Well/Work

Well programming

- Communicates employee satisfaction and retention concerns to the Administrative Services Director or their designee
- Ensures the employee intranet site is up-to-date, including posting of required notices
- Completes employment verifications
- Researches union contract trends and provides cost effective recommendations
- Maintains personnel records including scanning documents to the appropriate categories of the personnel files, retaining files per the MNGDPA, and maintaining pay records and job descriptions
- Tracks probationary periods, anniversary dates and pay increases
- Provides overflow services to Administrative Services support team, including, but not limited to performing backup duties for the receptionist and elections support
- Performs other related functions as apparent or delegated

Funding Source:

The 2022 funding required to promote (appoint) the Deputy City Clerk to City Clerk is \$8,275. The funding required to promote the part-time Planning Division Administrative Assistant to full-time Human Resources Specialist is \$34,644. The funding will come from the savings incurred from two vacancies, the former City Administrator and the former Zoning Code Enforcement Officer.

Recommendation:

To promote (appoint) Katie Schmidt from Deputy City Clerk to City Clerk and to promote Nicole Laubach from part-time Planning Division Administrative Assistant to full-time Human Resources Specialist, both effective July 1, 2022.

Action:

Motion to remove City Clerk role from the Administrative Services Director position, promote (appoint) Katie Schmidt from Deputy City Clerk to City Clerk at step one of the 2022 wage scale which is \$38.02 and to promote Nicole Laubach from part-time Planning Division Administrative Assistant to full-time Human Resources Specialist at step one of the 2022 wage scale, which is \$26.50, effective July 1, 2022.

Attachments

[Admin Serv. Dir. Summary](#)

[Resolution #22-146](#)

[Organizational Chart](#)

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 06/23/2022

Reviewed By

Brian Hagen

Date

06/23/2022 03:00 PM

Started On: 06/17/2022 02:05 PM

Administrative Services Director Responsibilities

The Administrative Services Director oversees Administrative Services and is ultimately responsible for Communications, Elections, Human Resources and Public Records Administration/Retention; a summary of each is listed below.

ADMINISTRATIVE SERVICES FUNCTIONS:

Communications

The City has many methods of communication, including the following: the *Ramsey Resident* which is a newsletter for residents and is published at least six (6) times a year; the municipal cable TV programming for QCTV Channel 16; the community sign located near the Ramsey Municipal Center; an “Ramsey Spotlight” section on the main page of its website which displays short articles on City updates and community events; a Weekly Update to all City Staff and Councilmembers which may also be accessed by the public through subscription or by visiting the City’s website; and finally the City operates a Facebook page and other social media outlets which reaches many followers.

Elections

The City of Ramsey is responsible for coordinating primary, general, and special elections. This responsibility includes recruiting and training election judges, coordinating polling place locations, maintaining and testing election equipment, and maintaining maps and addresses of wards, precincts, and polling places. The City of Ramsey holds elections in even years. Primary elections are held on the second Tuesday after the second Monday in August, and general elections are held on the first Tuesday after the first Monday in November.

Human Resources

The City of Ramsey employs full-time and part-time employees, paid-on-call firefighters and many seasonal and temporary employees; as well as assists with the management of contracted services and volunteers. Human Resources is responsible for recruiting and interviewing for all positions; including coordinating boards and commissions recruitments. Human Resources is responsible for developing and maintaining position descriptions; conducting new employee orientation, administering benefits programs, coordinating the safety program, conducting performance appraisals; and maintaining employee files and training records. Human Resources also responds to claims for unemployment compensation and manages the workers compensation insurance program. Human Resources coordinates the City’s compliance with state and federal employment laws and negotiates labor contracts with the City’s four bargaining units (AFSCME, LELS Captains, LELS Sergeants and LELS Patrol). Human Resources responds to union grievances and manages all employee discipline issues, consulting with employment law attorneys when necessary.

Public Notices & Documents

The City of Ramsey provides notice of all public meetings in accordance with state statute and publishes all ordinances and other required notices. The City Clerk’s office is responsible for maintaining records of resolutions, ordinances, meeting minutes, Council/Staff direction, and responds to requests for public information.

Records Management

A records management program was implemented in 2003 for the City. City documents are archived electronically in Laserfiche, the City's records management software as un-editable searchable text which is retrievable to print or view on the City's website. The City also provides an email subscription service so that users can be notified when new documents or information is available on-line. This area is responsible for managing the retention schedule in accordance with state law for all municipal records and documents and the records storage rooms at City Hall. Staff performs website updates, responds to inquiries regarding website information/structure, coordinates the provision of documents on the website via the document management system, and responds to, or forwards when necessary to appropriate departments, email obtained through the webmaster email.

General Administration

Administrative services provides general administrative support for city operations, including municipal center reception, answering and referring switchboard calls, preparing Council agendas, processing daily mail, scheduling facilities, preparing and providing new resident packets, and ordering office supplies.

The Administrative Services Director's time is split over the following core functions with approximately 60 percent of the time spent toward an emphasis on Human Resources functions, including hands-on daily operations, and long-term planning, as well as the City Clerk role and daily functions. This position works closely with the City Administrator, all department heads, and directly with City employees related to City matters.

Because the majority of the Administrative Services Director's time is spent on Human Resources and City Clerk related work, the following information is provided:

Essential Functions of the Position – Human Resources Related:

- Serve as a resource person for daily and long-term personnel-related issues
- Work with department heads or supervisors in discussions of discipline, performance review, policy interpretation, or other personnel-related workplace issues
- Administer the personnel policy and union contracts
- Conduct employment investigations, recommend corrective action, if needed and ensure follow-through
- Administer the city's random drug and alcohol testing program and, when needed, manage corrective action
- Conduct salary surveys, develop pay scales and manage the Pay Equity program
- Oversee injury reports, correspond with the League of Minnesota Cities, injured employee, and OSHA records
- Problem solve employee benefit concerns
- Ensure required employment notices are provided and communicated
- Approve FMLA leave and other employee leave of absence matters
- Interpret policies, labor contracts, and employment law of a general nature and routinely works with the City Attorney, when needed
- Research and keep abreast of employment trends; monitor local, state and federal legislation and regulations that impact human resources in the City

- Recruit and maintain excellent employees; matching individuals to jobs
- Develop and manage exemplary human resource programs and services including training
- Design/redesign processes that deliver cost-effective programs/services
- Collaborate with Department Heads to ensure right size staffing and structure
- Identify and select benefit broker and administer benefit plans
- Provide financial information regarding contract negotiations
- Maintain grievance files, record negotiation, mediation and arbitration meeting proceedings
- Coordinate Board and Commission appointments and arrange interviews with the Council
- Manage and keep track of appointed commission member files, term histories, member attendance, etc.
- Build relations; tolerance for differing points of view and personalities
- Work effectively with staff and government agencies and strategic partners (Department of Labor and Industry, Minnesota Management and Budget, Public Employees Retirement Association (PERA), and others)
- Attend and participates at the following meetings of the city: Labor Management Committee, Work Sessions, and City Council and other outside meetings as assigned or requested

Essential Functions of the Position – City Clerk Related

- Coordinate Charter Commission agendas with Charter Commission Chair and City Attorney
- Advertise for Charter Commission vacancies and coordinate appointments with the Chief Judge of the Tenth District
- Draft year-end summary of Charter Commission activities and submit to the Chief Judge
- Serve as a resource person for city charter questions, clarifications, and issues
- Oversee the publication of City Charter amendments and update the City's Charter with amendments
- Research and keep abreast of city charter trends; monitor local, state and federal legislation and regulations that impact city charter/elections in the City
- Prepare communication articles for website and The Resident Newsletter
- Oversee the development of election materials that are easy to read and informative
- Oversee Recruitment and training of election judges
- Oversee in-person absentee voting, including working with the State of Minnesota Statewide Voter Registration System
- Manage candidate filing, campaign financial reporting, and ethical practice requirements
- Coordinate Canvassing Boards and drafting and distributing election certificates
- Compile and report election results to City, County and State officials and media
- Conduct election recounts, as required
- Budget for election judges' wages, training and supplies, etc.
- Notify public for each regular and special election
- Administer oaths and affirmations, witness or attest signatures, and certify acknowledgments on behalf of the City
- Attend and participate at the following meetings: City Council and committees, City Charter Commission, Commissions and other outside meetings as assigned or requested.
- Work evenings and weekends for Council, commissions, elections, or other functions as assigned
- Participate in regional and state meetings and conferences to stay abreast of trends and

technology, subject to available funding

Essential Functions of the Position – Leading the Administrative Services Department

- Continuously interacts with the City Administrator on matters related to Administrative Services and other City Departments
- Serves on the Management Team as the lead representative for Administrative Services
- Oversees all Administrative Services staff and functions
- Directs and oversees work activities and outcomes
- Works closely with the Finance Department to ensure proper use of City funds as related to Administrative Services and processes and approves invoices
- Assists the public with related matters
- Collaborates with the Anoka County License Center regarding services as they relate to customers using the Municipal Center

Note: The above listed essential duties is not a complete list.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-146

RESOLUTION TO APPOINT A CITY CLERK AND PROMOTE AN EMPLOYEE TO A HUMAN RESOURCES SPECIALIST

WHEREAS, Due to restructuring in the Administrative Services Department, the City Clerk role is no longer being filled by the Administrative Services Director, Colleen Lasher; and

WHEREAS, per the Minnesota Statute 412.51, certain duties are defined as “DUTIES OF CLERK”; and

WHEREAS, Deputy City Clerk, Katie Schmidt has trained with Ms. Lasher related to her duties; and

WHEREAS, Ms. Schmidt completed the City Clerks institute in 2021 and is a Minnesota Certified Municipal Clerk (MCMC); and

WHEREAS, the City Administrator will act on behalf of the City Clerk during times of the City Clerk’s absence.

WHEREAS, Human Resources is significantly understaffed; and

WHEREAS, The City Council authorized promoting an employee to a Human Resources Specialist

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 #22-146 to appoint Ms. Katie Schmidt, as the City of Ramsey’s City Clerk, effective July 1, 2022 enabling her to carry out the duties afforded to the City Clerk per Minnesota Statute 412.151.
- 2) Motion to adopt resolution #22-146 to promote Ms. Nicole Laubach to a full time Human Resources Specialist at \$26.50 per hour, effective July 1, 2022.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 28th day of June, 2022.

Mayor

ATTEST:

City Clerk

City of Ramsey Organizational Chart

