

City of Ramsey
Agenda
Regular City Council
Tuesday, October 11, 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**
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
 1. Receive August 2022 Financial Reports - General Fund and Enterprise Funds
 2. Receive Cash & Investments for Period Ending September 30, 2022
 3. Note the Following Boards, Commissions, and Committee Meeting Minutes:
 - Economic Development Authority Dated August 11, 2022
 - Parks and Recreation Commission August 11, 2022
 - Planning Commission Meeting Minutes Dated August 25, 2022
 - Public Works Committee Dated August 22, 2022
 4. Approve the Following Meeting Minutes:
 1. City Council Work Session dated 09/27/2022
 2. City Council Regular Session dated 09/27/2022
 5. Approve Business Licenses
 6. Approve Rental Licenses
 7. Authorization to Promote Two Police Patrol Officers to Police Patrol Sergeants

8. Authorization to Hire a Streets Maintenance Worker to Fill a Current Vacancy
9. Adopt Resolution #22-236 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 22, 2022 through October 5, 2022
10. Adopt Resolution #22-223 Approving the Development Agreement for Lil Explorers
11. Adopt Resolution #22-231 to Enter into a Residential Recycling Program Agreement with Anoka County
12. Adopt Resolution #22-234 Authorizing Minnesota State Active Transportation Infrastructure Grant Application for 161st Avenue Reconstruction, Improvement Project #23-01.
13. Adopt Resolution #22-235 Authorizing Minnesota State Active Transportation Infrastructure Grant Application for 167th Avenue Reconstruction, Improvement Project #23-04
6. **Public Hearing**
 1. PUBLIC HEARING: Res. #22-237 Adopting a Street Reconstruction and Overlay Plan and Issuance of General Obligation Street Reconstruction Bonds and Res. #22-238 Providing Sale of \$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A
7. **Council Business**
 1. Thanking City of Ramsey Legislative Representatives
 2. Consider a conditional use permit for iDigital for a digital billboard at the northwest corner of Riverdale Drive and Traprock St. NW.
 3. Introduce Ordinance #22-25 Pertaining to Mobile Food Units
 4. Introduce Ordinance #22-17 Amending the City Charter Prohibiting Membership on the Charter Commission of City Council Members
 5. Introduce Ordinance #22-26 Amending the City Charter Prohibiting Membership on City Boards and Commissions of Non-City of Ramsey Residents
8. **Mayor/Council/Staff Input**
9. **Adjournment**

CC Regular Session**5. 1.****Meeting Date:** 10/11/2022**By:** Diana Lund, Finance

Information**Title**

Receive August 2022 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

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

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

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

August 2022 General Fund Financial Report - Budget to Actual

August 2022 Enterprise Funds Financial Reports - Budget to Actual

August 2022 Summary of Adopted Budgets/Expenditures to Date

Form Review**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 10/06/2022

Reviewed By

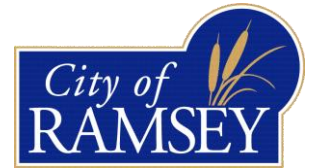
Brian Hagen

Date

10/06/2022 02:45 PM

Started On: 09/28/2022 08:41 AM

**CITY OF RAMSEY
FINANCIAL STATEMENT**



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

**GENERAL FUND EXPENDITURES
- BY DEPARTMENT -**

Dept	2022 BUDGET	2022 YTD GENERAL LEDGER
Admin (incl'd elections, legal & newsletter)	1,137,411.00	752,767.47
Building Inspections	495,512.00	357,850.54
Council/Commissions (incl'd charter, council contingen	234,437.00	55,961.46
Data Processing	796,584.00	495,029.68
Engineering	487,638.00	492,672.19
Finance (incl'd assessing)	534,935.00	467,553.02
Fire (incl'd Civil Defense)	1,264,140.00	817,590.45
Gen Govt Buildings	652,216.00	316,489.22
Parks	1,483,825.00	847,829.26
Planning & Zoning	763,831.00	454,876.83
Police (incl'd animal control & comm orient)	4,802,808.00	2,919,443.44
Streets (incl'd traffic eng & snow/ice)	1,839,303.00	1,124,234.76
Grand Total	14,492,640.00	9,102,298.32

**GENERAL FUND EXPENDITURES
- BY CATEGORY -**

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Capital Outlay	588,800.00	208,865.37
Other Services & Charges	2,399,730.00	1,459,321.05
Personal Services	10,261,237.00	6,675,957.49
Supplies	1,136,500.00	758,154.41
Transfers out	106,373.00	-
Grand Total	14,492,640.00	9,102,298.32

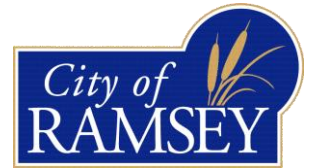
**GENERAL FUND REVENUES
- BY CATEGORY -**

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Taxes	11,655,590.00	6,413,826.47
Charges for Services	589,300.00	537,188.40
Business Licenses/Permits	73,400.00	67,010.75
Fines and Forfeits	45,000.00	28,108.08
Federal Intergovernmental	9,000.00	-
State Intergovernmental	465,300.00	252,505.65
Interest	50,000.00	-
Miscellaneous	15,750.00	9,343.70
Non-Business Licenses/Permits	615,500.00	505,032.67
Transfers in	973,800.00	394,710.00
Grand Total	14,492,640.00	8,207,725.72

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

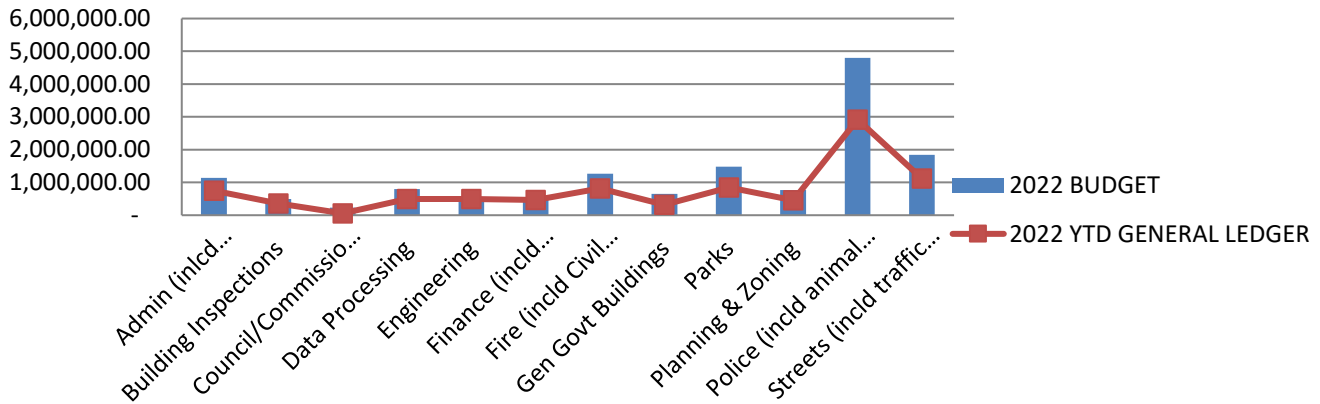
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

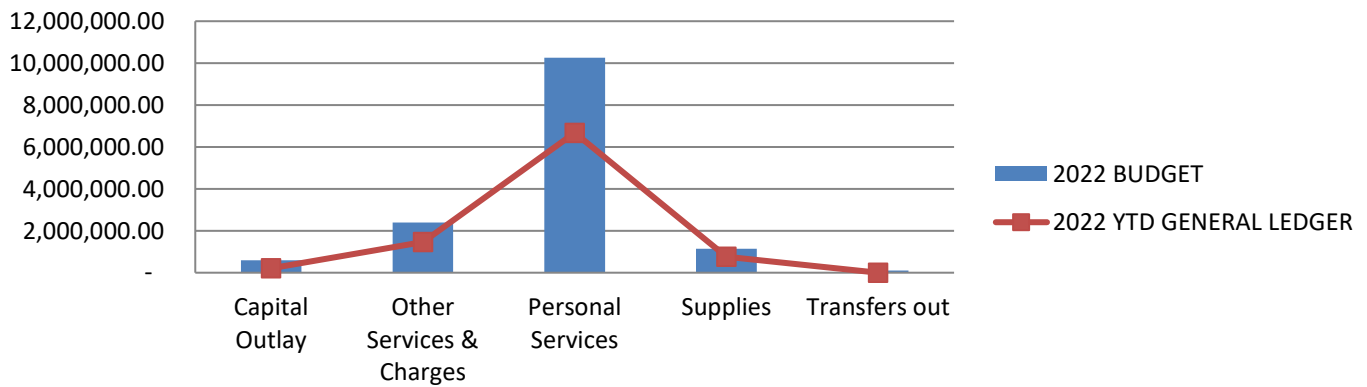


JANUARY 1, 2022 THROUGH PERIOD ENDING: August 31, 2022

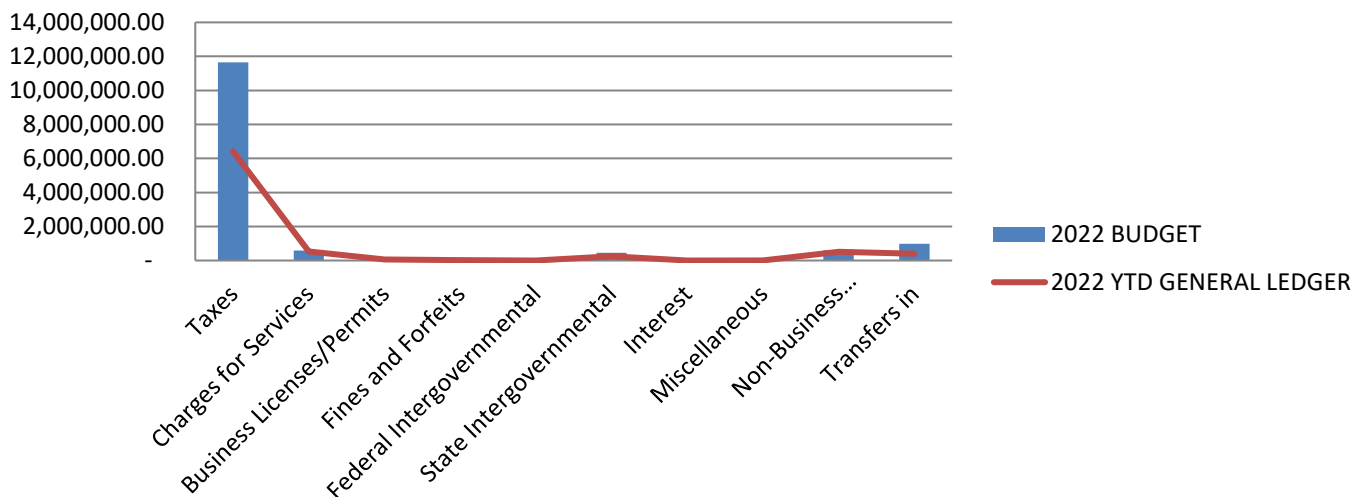
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



GENERAL FUND REVENUES



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

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY
FINANCIAL STATEMENT**



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

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(28,000.00)	(10,052.78)	35.90%	
4609 OTHER MISCELLANEOUS REVENUES	12,000.00	2,526.08	21.05%	
4651 WATER REVENUE		360.00	0.00%	
4652 WATER SALES - RESIDENTIAL	1,360,811.00	790,204.17	58.07%	
4653 WATER SALES-COMMERCIAL	714,520.00	349,157.48	48.87%	
4654 WATER PENALTIES	15,000.00	23,323.82	155.49%	
4655 WATER METER INSTALLATION	20,000.00	10,640.00	53.20%	
4656 WATER METERS	35,000.00	28,823.28	82.35%	
4657 CONNECTION/RECONNECTION FEES	500.00	150.00	30.00%	
4701 INTEREST ON INVESTMENTS	50,000.00	-	0.00%	
4506 PREPAID INTEREST	73,498.00	-	0.00%	
4606 DEVELOPER FEES (WAC)		481,203.00	0.00%	
4601 MISCELLANEOUS REVENUE		1,076.50	0.00%	
Grand Total	2,253,329.00	1,677,411.55		

EXPENSES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	272,731.00	130,375.60	47.80%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	10,681.84	79.12%	
6105 TEMPORARY-WAGES & SALARIES	19,167.00	6,868.09	35.83%	
6121 PERA CONTRIBUTIONS	56,467.00	11,141.74	19.73%	
6122 FICA/MEDICARE CONTRIBUTIONS	23,518.00	12,235.80	52.03%	
6131 GROUP INSURANCE	44,502.00	22,326.74	50.17%	
6133 WORKERS COMP INSURANCE PREMIUM	16,773.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	400.00	171.78	42.95%	
6223 GASOLINE	8,000.00	4,793.45	59.92%	
6225 DIESEL FUEL	1,500.00	-	0.00%	
6229 SHOP MATERIALS	600.00	887.79	147.97%	
6231 UNIFORMS & TURN-OUT GEAR	2,900.00	2,482.88	85.62%	
6249 MISCELLANEOUS OPERATING SUPPLY	20,000.00	7,164.61	35.82%	
6257 OTHER VEHICLE PARTS	5,000.00	1,723.54	34.47%	
6273 UTILITY SYSTEM MAINT SUPPLIES	105,000.00	81,393.33	77.52%	
6281 SMALL TOOLS & MINOR EQUIPMENT	10,000.00	7,525.29	75.25%	
6292 WATER METERS FOR RESALE	125,000.00	69,158.19	55.33%	
6315 MISCELLANEOUS PROFESSIONAL SER	95,000.00	21,545.00	22.68%	
6322 POSTAGE	2,000.00	294.09	14.70%	
6323 CELLULAR PHONES	4,000.00	-	0.00%	
6334 MILEAGE REIMBURSEMENT	400.00	56.16	14.04%	
6335 TRAINING	4,500.00	950.00	21.11%	
6352 GENERAL NOTICE & PUBLIC INFOR	700.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	36,050.00	9,309.00	25.82%	
6371 ELECTRIC UTILITIES	180,000.00	85,554.61	47.53%	
6372 WATER/IRRIGATION	1,000.00	534.98	53.50%	
6373 GAS	9,000.00	4,712.38	52.36%	
6374 REFUSE/RECYCLING	1,500.00	986.92	65.79%	
6381 BUILDING & STRUCTURE REPAIR	3,500.00	2,721.82	77.77%	
6439 OTHER MISCELLANEOUS	67,000.00	316.11	0.47%	
6451 MEMBERSHIP DUES	1,400.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	76,000.00	31,576.96	41.55%	
6722 DEPRECIATION	821,940.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	49,000.00	49,000.00	100.00%	
6436 WATER EFFICIENCY REBATE PROG		3,817.02	0.00%	
Grand Total	2,078,048.00	580,305.72		

**CITY OF RAMSEY
FINANCIAL STATEMENT**



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

REVENUES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(16,000.00)	(10,192.67)	63.70%	
4356 SEWER AVAILABILITY CHARGE-ADM	73,498.00	2,857.75	3.89%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,378,650.00	712,564.97	51.69%	
4662 COMMERCIAL-SEWER CHARGES	416,120.00	208,697.17	50.15%	
4663 SEWER PENALTIES	15,000.00	23,634.92	157.57%	
4701 INTEREST ON INVESTMENTS	75,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	203,736.00	0.00%	
4601 MISCELLANEOUS REVENUE	-	1,076.52	0.00%	
Grand Total	1,947,268.00	1,142,374.66		

EXPENSES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	201,508.00	46,200.75	22.93%	
6103 FULL TIME-REGULAR-OVERTIME	-	92.55	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	390.22	0.00%	
6121 PERA CONTRIBUTIONS	33,113.00	3,573.98	10.79%	
6122 FICA/MEDICARE CONTRIBUTIONS	15,490.00	3,740.23	24.15%	
6131 GROUP INSURANCE	7,362.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	10,362.00	-	0.00%	
6223 GASOLINE	4,000.00	2,660.83	66.52%	
6225 DIESEL FUEL	4,000.00	1,597.81	39.95%	
6249 MISCELLANEOUS OPERATING SUPPLY	22,000.00	6,744.12	30.66%	
6257 OTHER VEHICLE PARTS	4,000.00	1,749.15	43.73%	
6275 OTHER EQUIPMENT PARTS	9,000.00	728.00	8.09%	
6315 MISCELLANEOUS PROFESSIONAL SER	25,000.00	118.25	0.47%	
6322 POSTAGE	-	3.84	0.00%	
6323 CELLULAR PHONES	600.00	315.82	52.64%	
6334 MILEAGE REIMBURSEMENT	400.00	-	0.00%	
6335 TRAINING	2,400.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	22,660.00	1,883.00	8.31%	
6371 ELECTRIC UTILITIES	25,000.00	10,763.80	43.06%	
6372 WATER/IRRIGATION	1,000.00	534.98	53.50%	
6373 GAS	5,000.00	3,980.01	79.60%	
6374 REFUSE/RECYCLING	2,500.00	986.93	39.48%	
6377 SEWER SERVICE CHARGE	989,491.00	742,118.31	75.00%	
6489 OTHER CONTRACTED SERVICES	37,400.00	8,940.81	23.91%	
6722 DEPRECIATION	568,112.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	43,000.00	43,000.00	100.00%	
Grand Total	2,033,398.00	880,123.39		

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

**CITY OF RAMSEY
FINANCIAL STATEMENT**



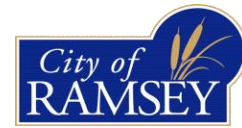
JANUARY 1, 2022 THROUGH PERIOD ENDING: August 31, 2022

REVENUES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(4,000.00)	(1,988.51)	49.71%	
4681 CHARGES FOR STREET LIGHTS	166,000.00	86,073.14	51.85%	
4683 STREET LIGHTING PENALTIES	2,000.00	3,424.36	171.22%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	54,700.00	28,176.11	51.51%	
Grand Total	228,700.00	115,685.10		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	130,000.00	71,573.33	55.06%	
6489 OTHER CONTRACTED SERVICES	15,000.00	8,888.78	59.26%	
6722 DEPRECIATION	43,717.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	25,000.00	25,000.00	100.00%	
Grand Total	213,717.00	105,462.11		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



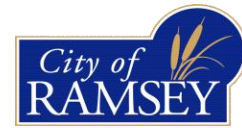
JANUARY 1, 2022 THROUGH PERIOD ENDING: August 31, 2022

REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(4,500.00)	(3,069.74)	68.22%	
4287 OTHER LOCAL GOVERNMENT GRANTS	73,498.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	1,000.00	1,387.70	138.77%	
4671 RECYCLING CHARGES	438,680.00	223,328.72	50.91%	
4672 RECYCLING PENALTIES	7,000.00	6,823.65	97.48%	
4701 INTEREST ON INVESTMENTS	2,500.00	-	0.00%	
Grand Total	518,178.00	228,470.33		

EXPENSES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	24,148.00	8,505.29	35.22%	
6103 FULL TIME-REGULAR-OVERTIME	-	366.75	0.00%	
6104 PART TIME-WAGES & SALARIES	-	255.88	0.00%	
6121 PERA CONTRIBUTIONS	2,811.00	684.61	24.35%	
6122 FICA/MEDICARE CONTRIBUTIONS	1,851.00	632.01	34.14%	
6131 GROUP INSURANCE	3,514.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	195.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	13,967.34	46.56%	
6322 POSTAGE	300.00	28.50	9.50%	
6489 OTHER CONTRACTED SERVICES	455,600.00	303,524.13	66.62%	
Grand Total	518,419.00	327,964.51		

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**CITY OF RAMSEY
FINANCIAL STATEMENT**



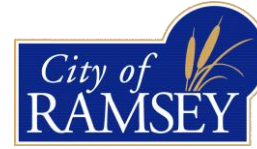
JANUARY 1, 2022 THROUGH PERIOD ENDING: August 31, 2022

REVENUES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(7,500.00)	(4,910.00)	65.47%	
4609 OTHER MISCELLANEOUS REVENUES	73,498.00	-	0.00%	
4693 STORM WATER-RESIDENTIAL	580,000.00	298,611.41	51.48%	
4694 STORM WATER-COMMERCIAL	605,000.00	307,995.23	50.91%	
4695 STORM WATER-PENALTIES	10,000.00	13,546.61	135.47%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
Grand Total	1,270,998.00	615,243.25		

EXPENSES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	183,961.00	20,169.28	10.96%	
6105 TEMPORARY-WAGES & SALARIES	-	116.00	0.00%	
6121 PERA CONTRIBUTIONS	30,797.00	1,512.67	4.91%	
6122 FICA/MEDICARE CONTRIBUTIONS	14,085.00	1,559.41	11.07%	
6131 GROUP INSURANCE	25,328.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	6,984.00	-	0.00%	
6225 DIESEL FUEL	7,000.00	3,229.61	46.14%	
6249 MISCELLANEOUS OPERATING SUPPLY	12,000.00	15,585.83	129.88%	
6257 OTHER VEHICLE PARTS	7,500.00	411.94	5.49%	
6315 MISCELLANEOUS PROFESSIONAL SER	100,000.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	10,164.00	-	0.00%	
6371 ELECTRIC UTILITIES	12,000.00	5,965.05	49.71%	
6372 WATER/IRRIGATION	1,000.00	534.99	53.50%	
6373 GAS	8,000.00	3,980.01	49.75%	
6374 REFUSE/RECYCLING	2,400.00	986.95	41.12%	
6388 OTHER VEHICLE REPAIR	-	1,040.75	0.00%	
6451 MEMBERSHIP DUES	24,000.00	23,944.00	99.77%	
6489 OTHER CONTRACTED SERVICES	50,000.00	6,392.83	12.79%	
6722 DEPRECIATION	345,435.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	38,000.00	38,000.00	100.00%	
Grand Total	878,654.00	123,429.32		

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

CITY OF RAMSEY
YEAR-TO-DATE BY BUSINESS UNIT



JANUARY 1, 2022 THROUGH PERIOD ENDING:

August 31, 2022

GENERAL FUND EXPENDITURES BY DEPARTMENT	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	8/12 ADOPTED BUDGET (Aug)	% of Budget Used (66.64% is 8/12)	BUDGET AMOUNT REMAINING
Admin (inclcd elections, legal & newsletter)	1,137,411.00	752,767.47	758,274.00	66.18%	384,643.53
Building Inspections	495,512.00	357,850.54	330,341.33	72.22%	137,661.46
Council/Commissions (inclcd charter, council contingency)	234,437.00	55,961.46	156,291.33	23.87%	178,475.54
Data Processing	796,584.00	495,029.68	531,056.00	62.14%	301,554.32
Engineering (personnel costs allocated after year-end)	487,638.00	492,672.19	325,092.00	101.03%	(5,034.19)
Finance (inclcd assessing) (personnel costs allocated after year-end)	534,935.00	467,553.02	356,623.33	87.40%	67,381.98
Fire (inclcd Civil Defense)	1,264,140.00	817,590.45	842,760.00	64.68%	446,549.55
Gen Govt Buildings	652,216.00	316,489.22	434,810.67	48.53%	335,726.78
Parks	1,483,825.00	847,829.26	989,216.67	57.14%	635,995.74
Planning & Zoning	763,831.00	454,876.83	509,220.67	59.55%	308,954.17
Police (inclcd animal control & comm orient)	4,802,808.00	2,919,443.44	3,201,872.00	60.79%	1,883,364.56
Streets (inclcd traffic eng & snow/ice)	1,839,303.00	1,124,234.76	1,226,202.00	61.12%	715,068.24
TOTAL	14,492,640.00	9,102,298.32	9,661,760.00	62.81%	5,390,341.68

ENTERPRISE EXPENDITURES BY FUND	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	8/12 ADOPTED BUDGET (AUG)	% of Budget Used (66.64% is 8/12)	BUDGET AMOUNT REMAINING	*BUDGETED DEPRECIATION (part of "2022 BUDGET")
Water (budgeted depreciation not booked until after year-end)	2,078,048.00	580,305.72	1,385,365.33	27.93%	1,497,742.28	\$ 821,940.00
Sewer (budgeted depreciation not booked until after year-end)	2,033,398.00	880,123.39	1,355,598.67	43.28%	1,153,274.61	\$ 568,112.00
Street Light (budgeted depreciation not booked until after year-end)	213,717.00	105,462.11	142,478.00	49.35%	108,254.89	\$ 43,717.00
Recycling	518,419.00	327,964.51	345,612.67	63.26%	190,454.49	N/A
Storm Water (budgeted depreciation not booked until after year-end)	878,654.00	123,429.32	585,769.33	14.05%	755,224.68	\$ 345,435.00
TOTAL	5,722,236.00	2,017,285.05	3,814,824.00	35.25%	3,704,950.95	\$ 1,779,204.00

EDA FUND EXPENDITURES	2022 ADOPTED BUDGET	CURRENT YTD POSTED EXP	8/12 ADOPTED BUDGET (AUG)	% of Budget Used (66.64% is 8/12)	BUDGET AMOUNT REMAINING
Economic Development	85,360.00	34,311.77	56,906.67	40.20%	51,048.23

CC Regular Session**5. 2.****Meeting Date:** 10/11/2022**By:** Diana Lund, Finance

Information**Title**

Receive Cash & Investments for Period Ending September 30, 2022

Purpose/Background:

Purpose: Receive reports fo the city's cash and investments for the period ending September 30, 2022.

Cash and investment report shows the monthly cash flow - receipts and expenditures through September 30, 2022 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

Cash & Investment Report for Period Ending September 30, 2022

Form Review**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:45 PM

Started On: 09/28/2022 08:40 AM

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended September 30, 2022

	September-22 CURRENT MONTH	2022 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	\$ 91,040,161.05	\$ 88,776,714.25
CASH INFLOWS:		
Daily Deposit	5,555,731.57	13,082,916.77
Tax Settlements	-	9,684,372.85
U/B Receipts	45,468.13	1,695,191.13
Credit Cards (Includes Utility Billing)	302,072.41	3,525,574.37
Interest Earnings [Net of Interest Paid on Investments]	93,705.57	836,410.45
Bond Proceeds-int	-	-
TOTAL CASH INFLOW	\$ 5,996,977.68	\$ 28,824,465.57
TOTAL CASH AVAILABLE	\$ 97,037,138.73	\$ 117,601,179.82
CASH OUTFLOWS:		
Prepaid Checks	1,166,081.18	9,102,006.08
Bills Lists	583,639.14	6,004,164.65
Pay Estimates	1,427,967.86	4,634,858.62
Credit Cards	16,106.79	66,110.54
Payroll - Net	635,127.47	4,179,925.06
Flex Reimbursement	2,563.74	29,003.69
Void Checks/Dormant Checks Paid	(600.04)	(26,533.58)
Debt Service	-	401,858.06
Miscellaneous [Bank Charges; etc.]	(208.30)	3,325.81
TOTAL CASH OUTFLOW	\$ 3,830,677.84	\$ 24,394,718.93
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	\$ 93,206,460.89	\$ 93,206,460.89
MEMO - NET 2022 CASH INFLOW (OUTFLOW)	2,166,299.84	4,429,746.64
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE	\$ 89,627,183.47	71,817,760.66
Purchases	-	28,296,715.23
Maturities/Sales	(1,010,001.09)	(11,497,293.51)
ENDING BALANCE	\$ 88,617,182.38	\$ 88,617,182.38

2022 CASH AND INVESTMENT ACTIVITY										BV
CITY	STATED		SECURITY			PRIN		SOLD/	PRIN	
INVEST #	MAT	BROKER	DESCRIP	FDIC #	CUSIP	BAL	PURCH	MATURE	BAL	
	DATE					1/1/2022	2022	2022	12/31/2022	
191008C	12/1/2022	BAIRD	ROCK ISLAND IL TAX		7724872K9	270,000.00		0.00	270,000.00	
									270,000.00	
220809A	1/20/2023	4m	4M TERM SERIES				3,000,000.00	0.00	3,000,000.00	
220809B	5/9/2023	4m	4M TERM SERIES				10,000,000.00	0.00	10,000,000.00	
220809C	8/9/2023	4m	4M TERM SERIES				7,000,000.00	0.00	7,000,000.00	
									20,000,000.00	
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE	19899	50116CBBY4	245,000.00		245,000.00	0.00	
191227A	12/27/2022	ICD SEC	CD-PROMISEONE B/	58657	74348HAB4	245,000.00		0.00	245,000.00	
191230D	12/30/2022	ICD SEC	CD-FIRST NATIONA	03330	32112UDL2	245,000.00		0.00	245,000.00	
									490,000.00	
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9	180,000.00		0.00	180,000.00	
220322	2/15/2023	Northland	SPARTA TOWNSHIP NJ TAX		84677-KV-6		135,000.00	0.00	135,000.00	
220808	2/15/2023	Northland	JOHNSON COUNTY TX TAX		478898-FH-7		190,000.00	0.00	190,000.00	
220714	7/1/2023	Northland	MANCHESTER NH TAX		562333-QS-6		250,000.00	0.00	250,000.00	
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5	500,000.00		0.00	500,000.00	
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3	200,000.00		0.00	200,000.00	
200123	12/15/2022	Northland	LIVERNE MN TAX		550629-VE-6	330,000.00		0.00	330,000.00	
201230	5/1/2025	Northland	FREEMPORT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00	
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	130,000.00		130,000.00	0.00	
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00	165,000.00	
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		0.00	100,000.00	
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00	180,000.00	
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00	250,000.00	
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00	270,000.00	
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00	500,000.00	
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00	
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		150,000.00	0.00	
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		270,000.00	0.00	
190826	3/1/2022	Northland	OCOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		250,000.00	0.00	
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		180,000.00	0.00	
190424	5/15/2022	Northland	TEXAS A&M TAX		88213AEH4	130,000.00		130,000.00	0.00	
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		200,000.00	0.00	
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		0.00	135,000.00	
190515	11/1/2022	Northland	MICHICAN STATE SCHOOL TAX		594612-CY-7	205,000.00		0.00	205,000.00	
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	75,000.00		0.00	75,000.00	
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00	240,000.00	
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00	
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	190,000.00		70,000.00	120,000.00	
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		0.00	250,000.00	
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00	245,000.00	
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		300,000.00	0.00	
190220B	11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6	200,000.00		0.00	200,000.00	
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00	
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00	
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		315,000.00	0.00	
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00	
190404	9/1/2026	Northland	TUSCOLA COUNTY MISC TAX		900764RL7	395,000.00		395,000.00	0.00	
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00	385,000.00	
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00	
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00	150,000.00	
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00	285,000.00	
211020A	7/15/2028	Northland	MOUNT HILLS TOWNSHIP SCHOOL		6215S3-E6-7	430,000.00		0.00	430,000.00	
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00	
									8,315,000.00	
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	1,000,000.00		0.00	1,000,000.00	
220207A	7/1/2028	UBS	PHOENIX AZ CIVIC		71883RRS4		165,000.00	0.00	165,000.00	
220207B	4/1/2029	UBS	BAY AREA CA TOLL AUTHORITY		072024XF4		250,000.00	0.00	250,000.00	
220414A	1/15/2023	UBS	US TREASURY NOTE		912828Z29		1,245,000.00	0.00	1,245,000.00	
220414B	2/15/2023	UBS	US TREASURY NOTE		912828UN8		1,240,000.00	0.00	1,240,000.00	
220414C	3/15/2023	UBS	US TREASURY NOTE		912828ZD5		1,260,000.00	0.00	1,260,000.00	
220414D	4/15/2023	UBS	US TREASURY NOTE		912828ZH6		1,265,000.00	0.00	1,265,000.00	
220419	3/1/2025	UBS	MARYLAND STATE COMM DEV TAX		57419RC78		750,000.00	0.00	750,000.00	
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	500,000.00		0.00	500,000.00	
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00	
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3	500,000.00		0.00	500,000.00	
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00	
210107		UBS	UBS PRIME FUND			62,674.20		62,674.20	0.00	
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4	200,000.00		0.00	200,000.00	
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00	
211130		UBS	UBS PRIME FUND			219,604.08		219,604.08	0.00	
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7	140,000.00		0.00	140,000.00	

2022 CASH AND INVESTMENT ACTIVITY

CITY	STATED		SECURITY			PRIN			BY
INVEST #	MAT	BROKER	DESCRIP	FDIC #	CUSIP	BAL	PURCH	SOLD/	PRIN
	DATE					1/1/2022	2022	MATURE	BAL
								2022	12/31/2022
211020B	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00	500,000.00
211014	5/1/2030	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3	550,000.00		0.00	550,000.00
210909	7/1/2022	UBS	MAINE HEALTH		56042RH96	500,000.00		500,000.00	0.00
210910	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4	1,000,000.00		0.00	1,000,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4	250,000.00		0.00	250,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8	245,000.00		0.00	245,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7	550,000.00		0.00	550,000.00
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8	2,500,000.00		0.00	2,500,000.00
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6	2,500,000.00		0.00	2,500,000.00
210824C	9/15/2023	UBS	US TREASURY NOTE		91282CAK7	2,500,000.00		0.00	2,500,000.00
210826		UBS	UBS PRIME FUND			35,408.43		35,408.43	0.00
220131		UBS	UBS PRIME FUND			0.00	253,882.73	253,882.73	0.00
220331		UBS	UBS PRIME FUND			0.00	576,785.62	569,650.42	7,135.20
220802		UBS	UBS PRIME FUND			0.00	366,046.88	0.00	366,046.88
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			0.00	245,000.00	0.00	245,000.00
220519	3/15/2026	UBS	NEW YORK DEV		6500355P6	0.00	105,000.00	0.00	105,000.00
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3	325,000.00		0.00	325,000.00
210716	4/12/2022	UBS	CP-FIRST BOST NY		2254EBDC2	5,000,000.00		5,000,000.00	0.00
210604	7/1/1930	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8	110,000.00		0.00	110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	500,000.00		0.00	500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9	590,000.00		0.00	590,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00	500,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	320,000.00		0.00	320,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2	1,000,000.00		0.00	1,000,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6	1,000,000.00		0.00	1,000,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91	750,000.00		0.00	750,000.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00	500,000.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7	2,500,000.00		0.00	2,500,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30	1,000,000.00		0.00	1,000,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45	1,050,000.00		0.00	1,050,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2	500,000.00		0.00	500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6	580,000.00		0.00	580,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8	300,000.00		0.00	300,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CWO	500,000.00		0.00	500,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4	615,000.00		0.00	615,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00	500,000.00
160601	2/15/2022	UBS	MCALLEN TAX		582018FE5	200,000.00		200,000.00	0.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		500,000.00	0.00
190322	3/22/2022	UBS	CD-MEDALLION BA	57449	58404DDP3	245,000.00		245,000.00	0.00
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		500,000.00	0.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	175,000.00		175,000.00	0.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	10.35		10.50	-0.15
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		300,000.00	0.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	33.70		33.73	-0.03
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		696560LD1	450,000.00		0.00	450,000.00
020826	10/15/2022	UBS	FHR 1391D		312912LUO	29.90		29.42	0.48
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7	165,000.00		0.00	165,000.00
191213	12/13/2022	UBS	CD-WELLS FARGO P	27389	949495AA3	245,000.00		0.00	245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL COI	22953	58733ADQ9	245,000.00		0.00	245,000.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	6169OURY8	245,000.00		0.00	245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037LG1	300,000.00		0.00	300,000.00
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		1,000.00	1,000.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3	200,000.00		0.00	200,000.00
191230B	6/30/2023	UBS	CD-RAYMOND JAMI	33893	75472RAR2	245,000.00		0.00	245,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5	165,000.00		0.00	165,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4	245,000.00		0.00	245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U	33954	14042TAP2	245,000.00		0.00	245,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		0.00	245,000.00
190325	3/25/2024	UBS	CD-BANK HAP0ALII	33686	06251AW48	245,000.00		0.00	245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00	500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00	250,000.00
191127	11/27/2024	UBS	CD-STATE BANK IN	33682	856285RS2	245,000.00		0.00	245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION	26633	2477RBD6	200,000.00		0.00	200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		300,000.00	0.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00	400,000.00

2022 CASH AND INVESTMENT ACTIVITY

CITY	STATED		SECURITY			PRIN		SOLD/	BV
INVEST #	MAT	BROKER	DESCRIP	EDIC #	CUSIP	BAL	PURCH	MATURE	PRIN
	DATE					1/1/2022	2022	2022	12/31/2022
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00	175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00	500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00	320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00	500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00	300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00	750,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00	400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00	500,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00	500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00	630,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00	1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00	405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00	425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00	400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00	430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00	400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00	500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00	500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00	720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00

59,542,182.38

TOTAL INVESTMENTS

71,817,760.66

28,296,715.23

11,497,293.51

88,617,182.38

Unamortized Premiums

1,751,676.99

7,798.04

1,759,475.03

Unamortized Discounts

(4,291,366.40)

(43,499.30)

(4,334,865.70)

BOW

9,361,050.93

35,131,416.11

39,301,303.68

5,191,163.36

Money Market Accounts

15,909,640.01

7,063,865.81

21,000,000.00

1,973,505.82

Net Cash and Investments

94,548,762.19

70,456,295.89

71,798,597.19

93,206,460.89

CC Regular Session**5.3.****Meeting Date:** 10/11/2022**Submitted For:** Dana Verbeek, Community Development**By:** Brian McCann, Community Development

Information**Title**

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

- Economic Development Authority Dated August 11, 2022
- Parks and Recreation Commission August 11, 2022
- Planning Commission Meeting Minutes Dated August 25, 2022
- Public Works Committee Dated August 22, 2022

Purpose/Background:

N/A

Recommendation:

N/A

Action:

N/A

Attachments

Aug EDA Minutes

P&R August Minutes

PW August Minutes

August PC Minutes

Form Review**Inbox**

Mary Jo Warner

Brian Hagen

Form Started By: Dana Verbeek

Final Approval Date: 10/06/2022

Reviewed By

MaryJo Warner

Brian Hagen

Date

10/05/2022 08:58 AM

10/06/2022 02:51 PM

Started On: 10/04/2022 09:58 AM

**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, August 11, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson
 Member Chelsea Howell (remote)
 Member Rachal Johnson
 Member William MacLennan
 Member Chris Riley
 Member Shanna Stewart

Members Absent: Member Scott Wiyninger

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.

2. APPROVE AGENDA

Motion by Member Johnson, seconded by Member MacLennan, to approve the agenda.

A roll call vote was performed:

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

Motion carried.

3. CONSENT AGENDA

3.01 : Approve Meeting Minutes Dated July 14, 2022

Motion by Member MacLennan, seconded by Member Johnson, to approve the July 14, 2022, minutes as presented.

A roll call vote was performed:

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

Motion carried.

4. EDA BUSINESS

4.01 : Consider Purchase Agreement for Outlot A, Gigi Addition; Case of Schiebout Family Limited Partnership (Portions may be closed to the public)

Economic Development Manager Sullivan presented the staff report.

Emily Allegra, applicant, provided an update on the work that they have done in the last three months including the market demand study, market research and economic demand research. She stated that they are waiting on a final report, but the data has been encouraging and therefore they want to continue to pursue the project. She noted that the project costs are not yet known but they believe an 80-unit hotel model could fit on the site.

Chairperson Olson commented that sounds encouraging. He asked if the hotel would have conference facilities.

Ms. Allegra commented that based on the size of the lot it would be challenging to have larger conference rooms. She stated that the models are just prototypes from one of the flags they have been working with. She noted that they are still considering an extended stay hotel.

Economic Development Manager Sullivan identified the next steps, should a business assistance application be submitted. He anticipated that financial analysis would demonstrate a need for assistance based on the soft market and high building costs at this time. He stated that if the business assistance application is submitted and that need for assistance is demonstrated, it would be packaged into a TIF agreement.

Member Riley thanked Ms. Allegra for her family's continued investment into Ramsey. He commented that this is exciting. He stated that while Ramsey would love to see a restaurant, this would also be a great opportunity.

Ms. Allegra commented that it was a clear finding in their study that they do not recommend to have a restaurant in the hotel, but they will offer a full hot breakfast. She stated that the hotel will create a draw for more restaurants and an economic pull. She stated that once they are situated, they will actively market to bring restaurants to Ramsey as well.

Member Johnson recalled that a previous meeting called this a boutique hotel.

Ms. Allegra commented that the previous hotel concept by Cobblestone was considered a boutique, but that project did not move forward. She stated that based on their demand study they will be using a major flag and are working with Hilton and Marriot.

Motion by Member Johnson, seconded by Member MacLennan, to recommend to City Council to enter into the Purchase Agreement with The Schiebout Family Limited Partnership, LLLP as presented, subject to City Attorney review.

A roll call vote was performed:

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

Motion carried.

4.02 : Consider Purchase Agreement for Part of Outlot C, Affinity at COR; Case of COR Trust Bank (Portions may be closed to the public)

Economic Development Manager Sullivan presented the staff report.

Kou Vang, applicant, stated that COR Trust Bank has been around since the 1920s and is located out of Sioux Falls, South Dakota. He stated that this location would replace a location a bit south of Ramsey. He stated that they are looking for a building and that the size is not yet fully set. He stated that the demographics and market studies push towards a larger building, estimating 3,000 to 5,000 square feet. He noted that they would be replicating the design and building materials of a recently completed bank in South Dakota, only with a larger footprint.

Member Stewart recalled that there had been talk of a need for fill in that location and asked whose expense that would be.

Economic Development Manager Sullivan replied that this area is south of parcel 46 and if there is dirt needed for the site, it would be minimal and at the expense of the developer. He stated that staff is currently working with Bolton and Menk to review the COR as a whole to develop a plan to prepare sites for development.

Member MacLennan asked the reason the bank would be moving from its current location.

Mr. Vang replied that the current location is leased, and that lease is going to expire. He stated that the bank would like to be in an owned location like all other branches.

Member Stewart stated that the bank is called COR as is the downtown Ramsey area. She asked how people would differentiate that the bank does not have a relationship to the City.

Economic Development Manager Sullivan commented that it is quite unique to have a bank called COR Trust in Ramsey. He noted that the decision would be of the bank as to whether they are comfortable with that.

Member MacLennan asked if the City is looking to change the name of the COR.

Economic Development Manager Sullivan replied that there have been some conversations about rebranding, but there is no action in that process, and it would be an expensive endeavor.

Motion by Member Stewart, seconded by Member Johnson, to recommend to City Council to approve the Purchase Agreement and Right of Re-Entry Agreement for Purchase Agreement for Part of Outlot C, Affinity at COR, subject to City Attorney review.

Further discussion: Member Riley commented that if the EDA had input on the price and terms that could be discussed in closed session but did not presume that should be discussed as the price is within the deal range and will also be discussed by the City Council. Chairperson Olson confirmed that the EDA was not interested in pursuing that discussion and felt comfortable with the price as presented. Economic Development Manager Sullivan stated that annually the EDA works with CBRE and City Council to develop the deal range for staff to work within and this price fits within that range, towards the top.

A roll call vote was performed:

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

Motion carried.

4.03 : Consider Amendment to Form of Right of Reentry Agreement for Lots 1 and 3, Block 1, Riverside West Rearrangement; Case of Reliable Holdings LLC (Portions may be closed to the public)

Economic Development Manager Sullivan presented the staff report.

Chairperson Olson asked if the developer is on board.

Economic Development Manager Sullivan confirmed that this request came forward from the developer.

Member Riley commented that he is glad to see a business being retained in Ramsey. He also wanted to ensure the City is being protected while being flexible and was comfortable because of the review by the City Attorney.

Member Stewart commented that she is glad to see this project on the other side of Highway 10 as she would not be open to this on the COR side.

Chairperson Olson commented that he believes this will be great.

Member MacLennan asked for details on the purchase price.

Economic Development Manager Sullivan explained that the City works with CBRE to evaluate the value of properties. He noted that the Highway 10 access is gone and that does impact the price of land. He stated that the City has had a hard time getting this site developed and this will be a massive improvement from the adult bookstore that previously existed on the site years ago.

Member MacLennan commented that he believes it will be good to retain this business in Ramsey.

Motion by Member Johnson, seconded by Member MacLennan to recommend to City Council to approve the Amended form of Right of Reentry Agreement for Lots 1 and 3, Block 1, Riverside West Rearrangement, subject to City Attorney review.

A roll call vote was performed:

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

Motion carried.

4.04 : Recommend 2023 EDA Budget and Levy

Economic Development Manager Sullivan presented the staff report.

Chairperson Olson stated that in looking at the history there was a large expense in 2020 and asked for additional details.

Economic Development Manager Sullivan replied that was related to a financing package for site improvements for a PSD project (Adrenaline). He stated that the EDA used its fund balance to provide assistance and that the payment was a reimbursement for site improvement costs.

Member MacLennan referenced the professional fees noted and asked for more details.

Economic Development Manager Sullivan replied that when working on Highway 10 projects, there may be scenarios where the City may own properties as a result of that project. He noted that some of that may require demolition or other things that need to be worked through. He stated that the City has been contracting with Bolton and Menk to prepare studies for site work, noting that the EDA did authorize up to \$40,000 to work on plans for site south of Affinity next to Municipal Plaza which would come from that professional services budget. He stated that if there is TIF analysis, professional services can assist with that process as well. He noted that some of those costs could be reimbursed through TIF after the project is completed.

Motion by Member Johnson, seconded by Member MacLennan, to adopt the proposed 2023 EDA Budget and Levy as presented.

A roll call vote was performed:

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

Motion carried.

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan provided updates on recent development activity and interest.

Member Riley commented that there are some upcoming grand openings. He noted that Total Defense is having a grand reopening August 13th and Allison's Petite Pastries will also be having a grand opening on August 20th.

6. ADJOURNMENT

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

A roll call vote was performed:

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

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 8:25 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.

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

The Ramsey Park and Recreation Commission conducted a regular meeting on August 11, 2022, at Peltzer Park, 7001 149th Lane NW, Ramsey, Minnesota.

Commission Members Present: Chair Shane Bennett
 Vice Chair Brandon Sis
 Commissioner Nathan Barten
 Commissioner Jennifer Leistico
 Commissioner Justin Loss
 Commissioner Brian Walker

Commission Members Absent: Commissioner Dean Olson

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

1. CALL TO ORDER

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

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

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

- Park and Recreation Commission Meeting Minutes dated July 14, 2022

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

5. COMMISSION BUSINESS

5.01: Approve Proposal for a Remote-Controlled Car Track at Titterud Park

Parks & Assistant Public Works Superintendent Riverblood commented that the Commission learned a lot about RC cars and related tracks at the last meeting. He stated that at that time Alpine Park was being considered by Commissioner Sis suggested Titterud Park. He noted that staff met with the residents proposing the track at Titterud Park and they believe that would be a great spot for the track. He stated that all costs and work would be performed by volunteers with the exception of the sign that would be crafted by Public Works. He asked that the Commission approve the volunteer development of an RC track at Titterud Park with the understanding that there would not be a cost to the City.

Commissioner Loss asked if the track would be used year-round and the estimated time to construction of the track.

Parks & Assistant Public Works Superintendent Riverblood replied that he anticipates that the track could be used year-round but was unsure it would be used in conditions of deep snow. He did not have an estimated time for construction of the track. He stated that sometimes these volunteer endeavors do not take off.

Motion by Commissioner Loss seconded by Commissioner Sis to approve the volunteer development of an RC track at Titterud Park.

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

5.02: Clarity Park Dedication Requirements for Trott Brook Crossing

Parks & Assistant Public Works Superintendent Riverblood stated that over the course of the last two years the Commission has discussed the proposed Trott Brook Crossing development. He noted that preliminary plat was approved by the City Council but was unsure of the timing of final plat consideration as the applicant is still awaiting approvals from the Met Council and Lower Rum River Water Management Organization (LRRWMO). He stated that the applicant desires to submit final plat approval for the homes on the west to begin phasing in that order, which is opposite the original proposal. He reviewed the park dedication agreed upon with the land dedication satisfying the first few phases and cash to satisfy the remainder. He noted that because the phasing is proposed to go in the opposite direction, he would want to clarify that park dedication would be required in cash for the proposed new phasing. He stated that this case would clarify the park dedication terms that cash be provided until the land is dedicated for the park and trails.

Commissioner Sis asked if there is a reason the phasing has changed.

Parks & Assistant Public Works Superintendent Riverblood stated that he believes that it is cost driven as the newly proposed phasing would take advantage of the availability of utilities and the area where phasing was previously proposed to begin would involve additional costs for utilities, roads, and other infrastructure.

Councilmember Musgrove asked if this would only apply if the development phasing occurs from west to east.

Parks & Assistant Public Works Superintendent Riverblood confirmed that to be true but was confident that the applicant would be requesting phasing in this manner.

Commissioner Walker commented that there are some issues with the Hunt property and change in ownership which has resulted in additional costs for paving of that road. He believed that was a driving force in the change in phasing.

Consensus of the Commission was to direct staff to prepare the Trott Brook Crossing Development Agreement for City Council consideration, specifying that Park Dedication and Trail Fees shall be due in the full cash amount for each lot created until such time as the park land is acquired by the City and trails and boardwalks are completed.

5.03: Acknowledge 2023 Parking Lot Reconstruct – Central Park

Parks & Assistant Public Works Superintendent Riverblood commented that this presents an opportunity to place medians in the parking lot that could capture water. He stated that currently the water sheet flows across the parking lot and goes across the street, which also causes icing conditions in the winter. He stated that the water will be better used in the medians as trees and landscaping can be planted in the medians as well. He stated that this project will move forward with the 161st Avenue project. He noted that staff would schedule with the association on the construction time period. He stated that this is a draft of a configuration but noted that they are attempting to angle parking with one-way aisles in order to better direct traffic. He stated that this item was presented for informational purposes as it will go forward to the City Council for approval and provided details on funding for the project.

Commissioner Sis asked if this is the only section of pavement that is being replaced, noting another area of parking.

Parks & Assistant Public Works Superintendent Riverblood stated that he would recommend that it be done all at once. He stated that the far parking area and small parking area are both in good shape and could perhaps use an overlay.

Commissioner Loss asked if the basketball hoop would remain or be removed.

Parks & Assistant Public Works Superintendent Riverblood replied that the basketball hoop would remain as it does get use when there is not parking in that area.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Superintendent Riverblood provided a recent flyer that was created to promote recreational activities. He stated that they are aiming to provide recreational opportunities for all different age groups.

Recreation Specialist Martinez-Flynn stated that the City hosted the four-story inflatable waterslide in July which was fully funded by Dedicated Systems and was a great success. She highlighted upcoming recreation events and additional ideas she has for fall programing.

Chair Bennett commented that he has received positive feedback on the inflatable waterslide, and it is fun to hear that archery now has a waitlist because of the increased interest.

Commissioner Loss asked if there are plans to hold another pickleball lesson.

Recreation Specialist Martinez-Flynn confirmed that they are working with another organization that provides assistance for that event to schedule a date.

Parks & Assistant Public Works Superintendent Riverblood commented that many of these recreation programs are possible because of partnerships in the community and therefore are being provided at low to now cost and benefit the community.

Commissioner Walker stated that when Game Fair occurs, the Lions Club sets up in a City owned parking lot to charge for parking. He recognized that it is a fundraiser for the organization but also has an issue with a public parking lot not available for free parking by the public.

Parks & Assistant Public Works Superintendent Riverblood commented that he is also mindful of those kinds of things. He stated that the Lions provide a lot of contributions to the City. He stated that all the funds that are raised are put back into the community. He provided examples such as providing beverages, a large donation in excess of \$300,000 for the pavilion at Central Park, and donation of defibrillators in the community including those used in squad cars. He stated that staff makes it clear to the Lions that people playing pickleball will be using that parking lot and do not have to pay.

Commissioner Walker commented that he does not have a problem assisting the Lions but wanted to ask the question.

Parks & Assistant Public Works Superintendent Riverblood stated that in earlier decades, the Lions assisted in purchasing equipment for the Fire Department when Ramsey split away to have its own department. He stated that the Lions have also provided cash donations to the youth sports associations.

Chair Bennett thanked all members of the Commission for their continued work along with the contributions and work of staff.

Parks & Assistant Public Works Superintendent Riverblood asked if the Commission believes that the Council should recognize volunteers.

Chair Bennett commented that he likes that idea.

Commissioner Sis asked if there is a good list of those volunteers.

Parks & Assistant Public Works Superintendent Riverblood confirmed that staff does have that list.

Chair Bennett commented that there have been great contributions from volunteers and that should be recognized.

7. ADJOURNMENT

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

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

The Park and Recreation Commission meeting adjourned at 7:00 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mark Riverblood', with a long horizontal line extending to the right.

Mark Riverblood
Parks & Assistant Public Works Superintendent

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Public Works Committee conducted a regular meeting on Monday, August 22, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Engineer / Interim Public Works Director Bruce Westby
 Assistant City Engineer Joe Feriancek

1. CALL TO ORDER

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

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve July 19, 2022, Meeting Minutes

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

Regular Meeting Minutes dated July 19, 2022

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

5. COMMITTEE BUSINESS

6. COMMITTEE / STAFF INPUT

6.01: Receive Update on Argon Street Drainage Improvements

City Engineer / Interim Public Works Director Westby provided an update on the status of staff's efforts to identify potential drainage improvements to prevent stormwater runoff from entering the home at 15410 Argon Street during spring thaws and heavy rain events.

Councilmember Woestehoff asked for details on the proposed grading.

City Engineer / Interim Public Works Director Westby replied that they would grade a shallow swale across the middle of Mr. Ridgeway's property but would not plan on grading within the drip line for the tree and would instead use a small concrete structure to divert the water coming out of the culvert.

Chairperson Riley invited input from the resident.

Dan Ridgeway replied that they would like to have the work done before winter. He stated that he received an email from staff with these plans. He noted that his neighbor is an engineer and wants to review the plans, but he stated that this plan appears to work.

City Engineer / Interim Public Works Director Westby replied that this is a fairly preliminary drawing that appears to work. He noted that additional work would need to be done to finalize the plan. He stated that typically an easement would be obtained but, in this case, it would be difficult to obtain easements on impacted properties.

Mr. Ridgeway replied that this has been a nightmare. He stated that the last alternative would be to condemn the property because even if he sold the home, the problem would continue.

Councilmember Musgrove asked if the City could get more definition on the scenario that water is diverted from 15410 and whether that would impact 15411.

Chairperson Riley commented that is the same path where water is already flowing.

Mr. Ridgeway replied that neighbor does not have any issues with the water drainage.

City Engineer / Interim Public Works Director Westby confirmed that the City has not received any complaints from that residents and noted that this would not increase the amount of runoff.

Councilmember Musgrove commented that she understands that the amount of water would not be changed but the direction it is flowing would be changed.

City Engineer / Interim Public Works Director Westby stated that this would better define the path of the water on this property, and it would not change anything on downstream properties.

Mr. Ridgeway commented that the water runs through the property to the west at a much lower elevation than the home and further distance from the home.

Councilmember Musgrove asked if the resident would be willing to participate in a cost-share if the cost were \$10,000.

Mr. Ridgeway replied that he would not be willing to pay anything as it was the City that changed the contour of their yard.

Chairperson Riley asked if the resident is speaking about the replacement of the septic system.

Mr. Ridgeway confirmed that the new septic system was installed and noted that the City also recontoured the yard.

City Engineer / Interim Public Works Director Westby replied that public works did some regrading of the property in 2017. He commented that was done for the previous property owner as there was an issue created by the installation of the new septic system. He stated that the new septic was installed in 2012 and was inspected by the City. He stated that in 2017, the property owner called the City because of the problems they were having with water getting into the home so public works did some grading in attempt to keep water from the home.

Chairperson Riley asked if they should consider putting a berm where the sandbags are now in addition to the proposed plan as extra assurance.

City Engineer / Interim Public Works Director Westby asked if the property owner uses that entrance.

Mr. Ridgeway replied that his wife uses that lower level as her office and has the dogs with her which go in and out of that door. He asked how the snow in the winter would melt between the home and berm.

City Engineer / Interim Public Works Director Westby replied that they have not looked at a berm option and believe that this solution would work and allow the door to continue to be used.

Councilmember Woestehoff asked when the next planned improvement of Argon would be.

City Engineer / Interim Public Works Director Westby did not believe that is currently scheduled in the 10-year CIP.

Councilmember Woestehoff requested that the realignment of the culvert be included in that improvement.

Mr. Ridgeway noted that because there is not curb on the road, the water does not follow the contour of the street and instead empties into their yard.

Chairperson Riley asked if there is an easement on the other side of the property that could be swapped.

City Engineer / Interim Public Works Director Westby replied that there are only standard perimeter easements.

Mr. Ridgeway commented that in a recent heavy rain event, he walked to where the water goes into the culvert, and it continues to flow at a high speed which he believes is a safety concern for small children as they could get sucked in.

Chairperson Riley commented that the Committee did discuss that at the last meeting and there was concern that putting a grate would trap someone under the water.

Councilmember Woestehoff commented that the concern was with someone being pushed against the culvert.

Chairperson Riley confirmed that Mr. Ridgeway is satisfied with this plan and would like it to move forward.

City Engineer / Interim Public Works Director Westby commented that this should be a quick process. He stated that they will look further at the diversion structure for the end of the culvert, but the grading and turf will only be a few days of work. He commented that the work could easily be done in October. He asked if the Committee would like to see more of the finished plans in September. He stated that if the cost is around \$10,000, staff could solicit bids from a few contractors to bring back.

Chairperson Riley commented that he did not believe this needs to come back to the Committee and could proceed to the City Council.

City Engineer / Interim Public Works Director Westby commented that because of the cost and the fact that this was not on the CIP, this would be placed on the Consent Agenda and confirmed consensus of the Committee.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to direct staff to finalize the plans for the drainage improvement plans for the property at 15410 Argon Street not to exceed \$10,000.

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

Chairperson Riley thanked staff for finding a more cost-effective solution.

6.02: Receive Updates on Improvement Projects, Studies, and Items of Interest

City Engineer / Interim Public Works Director Westby provided an update on the 161st Avenue reconstruct project, noting that the case will be presented to the full Council the following night.

Councilmember Woestehoff asked and received confirmation that the trail will be located on the north side of 161st Avenue with minimal impact to trees.

City Engineer / Interim Public Works Director Westby provided an update on 167th Avenue reconstruction plans.

Councilmember Woestehoff asked for more details on the off-road trail mentioned.

City Engineer / Interim Public Works Director Westby provided additional clarification.

Councilmember Musgrove asked if the road should be posted at a slower speed near the businesses on the east end of the road.

City Engineer / Interim Public Works Director Westby confirmed that staff could look at traffic calming options.

Chairperson Riley commented that some sort of pedestrian facility would be necessary for this road and confirmed consensus that should be included in the design.

City Engineer / Interim Public Works Director Westby confirmed that they would review options for pedestrian facilities.

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

Chairperson Riley stated that at Business Appreciation Day he heard many positive comments about the Highway 10 construction project in Anoka.

Councilmember Musgrove commented that she has heard a comment from a business owner that their business has slowed during construction.

City Engineer / Interim Public Works Director Westby commented that staff is learning from the Anoka project and can hopefully address some of those things in the Ramsey project.

Councilmember Musgrove referenced the Elk River corridor study, recognizing there has been progress made but asked if the final report would come to the Public Works Committee or the full Council.

City Engineer / Interim Public Works Director Westby stated that once the final draft of the study is received, he plans to bring that to the Committee for review.

Chairperson Riley stated that the trees within the Lennar project have died and asked if staff could follow up. He referenced a trail segment along Puma for the length of the developer's property but stated that the trail segment goes nowhere.

City Engineer / Interim Public Works Director Westby commented that the reconstruction of Alpine Drive is included in the CIP and will explore a connection to that trail. He confirmed that there is a two-year warranty on trees planted in Lennar's Northfork Meadows development and noted that staff does follow up on those issues and that the trees will be replaced.

6.03: Review Future Topics Calendar

Councilmember Woestehoff stated that perhaps a future presentation could be made on trail gaps and median maintenance noting that those items have been on the list for a long time.

7. ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 6:40 p.m.

Respectfully submitted,



Bruce Westby
City Engineer / Interim Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, August 25, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Randy Bauer (via Zoom)
 Commissioner Bruce Anderson
 Commissioner Cheri Gengler
 Commissioner Tom Hunt
 Commissioner Gary VanScoy
 Commissioner Brian Walker

Members Absent: Commissioner Eric Peters

Also Present: Planning Manager Todd Larson
 City Planner Brian McCann
 Senior Planner Chris Anderson
 City Council Liaison Matt Woestehoff

1. CALL TO ORDER

Acting Chairperson Gengler called the regular meeting to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE

Acting Chairperson Gengler led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Bauer	aye

Acting Chairperson Gengler aye
Commissioner Walker aye

Motion Carried.

5. CONSENT AGENDA

5.01: Approve the July 28, 2022 Planning Commission Meeting Minutes

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

A roll call vote was performed:

Commissioner Bauer aye
Commissioner Walker aye
Commissioner VanScoy abstain
Commissioner Anderson aye
Commissioner Hunt aye
Acting Chairperson Gengler aye

Motion Carried.

6. PUBLIC HEARINGS

6.01: Public Hearing: Consider Request for a Conditional Use Permit to Exceed Allowable Square Footage for Detached Accessory Buildings at 15410 Nutria Street (Project No. 22-131); Case of Brady Doble

Public Hearing

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

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of the Conditional Use Permit contingent upon removal of one of the existing detached accessory buildings within 30 days of approval of the final building permit inspection for the new accessory building.

Citizen Input

Brady Doble, applicant, stated that he agrees with the presentation of staff and is available to address any questions.

Commissioner Walker noted that the staff report mentioned that the applicant plans to store his 36-foot camper inside the building, which would leave four additional feet in length. He asked if there was a reason the applicant chose 40 foot instead of 45 feet for length of the building.

Mr. Doble replied that it was the standard building size and would allow for him to also store his boat and other items inside.

Commissioner Walker asked if the applicant would support him requesting an additional five feet in length.

Mr. Doble replied that he would not have a problem with that.

Commissioner Anderson asked what is stored in the 10 by 10 shed.

Mr. Doble replied that a snowmobile and lawnmower are stored in that shed.

Commissioner Anderson asked if the 10 by 10 shed were required for removal, would the applicant be able to fit everything in the new building.

Mr. Doble was unsure noting that he has not staked out parking for the items he planned to park in the new building. He also provided details of what is stored in the 12 by 14 building. He commented that the existing accessory buildings are full of equipment and storage. He noted that he prefers inside storage rather than storing items outdoors.

Commissioner Anderson asked how the square footage would fall within code if the proposed building were allowed to increase in size, suggesting a 30 by 50 building.

Senior Planner Anderson provided those calculations, noting about 550 square feet over what would be allowed. He noted that would include the 10 by 10 shed.

Commissioner Anderson asked if the Commission were to approve a building of 30 by 40 feet, but the applicant discovered he actually needed a building 30 by 50, would the applicant then need to go through the entire process again.

Senior Planner Anderson confirmed that the entire process would begin again including notice for the public hearing.

Commissioner Hunt acknowledged that if the property were slightly larger, additional square footage would be allowed, and asked if the number of accessory structures allowed would also increase.

Senior Planner Anderson replied that the number of allowed accessory structures would not increase. He stated that the applicant did investigate the option of attaching a building, but the cost was prohibitive because of the frost footings that would be required. He stated that staff worked with the applicant in attempt to avoid how this CUP process could have been avoided.

Commissioner Walker commented that adding additional space to an accessory building at a later date would be cost prohibitive and that is why he would advocate for increasing the size of the building to 30 by 50 feet, with elimination of the 10 by 10 shed in return.

Commissioner VanScoy stated that the Commission is discussing options that would add cost to the project and asked the applicant for input. He noted that it seems the Commission would support a slightly larger structure but believed the applicant should provide input on whether that would be affordable or something he would be interested in.

Mr. Doble replied that he would have to price out that but agreed that it would be nice to store everything in the one accessory building. He stated that he would support that option.

Senior Planner Anderson commented that the CUP could be reworded to allow up to a certain square footage which would provide the flexibility for the applicant to increase the size of the building. He asked if the shed would need to be removed if the size of the building were increased and whether the shed could remain if the building is kept at the proposed size.

Mr. Doble confirmed that he would like that flexibility.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 7:21 p.m.

Commission Business

Motion by Commissioner Walker, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #22-189 Approving a Conditional Use Permit to Exceed the Square Footage for Detached Accessory Buildings on the Property Generally Known as 15410 Nutria Street NW, contingent upon the removal of the 10 by 10 detached building within 30 days upon completion of the new structure with the new structure allowed to be up to 1,500 square feet.

A roll call vote was performed:

Commissioner Bauer	aye
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Commissioner Walker aye
Commissioner VanScoy aye
Commissioner Anderson aye
Commissioner Hunt aye
Acting Chairperson Gengler aye

Motion Carried.

6.02: Public Hearing: Consider a Site Plan and Conditional Use Permit for Lil Explorers at 14725 Ramsey Boulevard NW

Public Hearing

Acting Chairperson Gengler called the public hearing to order at 7:23 p.m.

Presentation

City Planner McCann presented the staff report stating that staff recommends adoption of Resolution #22-194 and Resolution #22-195 approving the Conditional Use Permit and Site Plan on the subject property.

Citizen Input

Jeremey Spaude, applicant, stated that they have been working with staff to adjust the lighting plan and provided details. He noted that they would also be moving trees to the eastern side of the property. He commented that there are a lot of trees, and they will be able to provide more details once the tree company is onsite, noting that they will move as many trees as they can.

Commissioner Walker asked for more details on the business.

Mr. Spaude replied that there will be 120 children of preschool age with a full preschool program, along with an infant toddler program. He noted that there are four playgrounds that will be age specific.

Commissioner VanScoy asked if the purpose of moving trees is to provide a buffer between uses.

Mr. Spaude replied that they would move trees in attempt to better comply with the tree preservation guidelines of the City and to provide a buffer to the residential properties. He provided additional details on the landscaping plan which includes the berm, plantings, and relocation of trees.

Commissioner VanScoy agreed the two staged approach seems to provide the most benefit to both properties.

Acting Chairperson Gengler asked if there are playgrounds on both sides of the building.

Mr. Spaude confirmed that there are playgrounds on two sides of the building. He explained that the infant/toddler rooms would go out on their side of the building to those playgrounds while the preschool groups would go out of the building on their side to their age specific playgrounds. He stated that the concept of allowing access from the building to the designated playground also increases safety as they are not walking children around on sidewalks.

Commissioner Hunt referenced the mention of moving the eastern playgrounds to the western side.

Mr. Spaude replied that was a staff comment but is not something that is feasible for their operations. He stated that they are attempting to place as much buffer between their site and the residential sites in order to screen the playground activity.

Commissioner Anderson commented that the neighbors on the east side were very vocal on the other project and asked if those neighbors were notified.

City Planner McCann commented that those residents received public hearing notice and noted that the applicant also reached out and worked with those neighbors to resolve their concerns.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 7:35 p.m.

Commission Business

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to recommend that City Council adopt Resolution #22-194 Approving a Conditional Use Permit for a Daycare Center at 14725 Ramsey Boulevard NW and Declaring Terms of Permit.

Further discussion

Commissioner Walker commented the applicant as this is a well thought out plan to buffer from the neighboring properties. He believed this is one the best thought out plans that has been presented in some type. He thanked the applicant for reaching out to the neighbors prior to the meeting.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

Motion by Commissioner Anderson, seconded by Commissioner Walker, to recommend that City Council adopt Resolution #22-195 Approving Site Plan for Lil Explorers.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

6.03: Public Hearing: Consider an Interim Use Permit (IUP) for 14700 Armstrong Boulevard NW

Public Hearing

Acting Chairperson Gengler called the public hearing to order at 7:38 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff recommends approval of the Interim Use Permit with the conditions listed in the proposed resolution.

Citizen Input

Ken Hockert, applicant, stated that a lot of the businesses they serve are located in Ramsey. He commented that most of their lawncare and snow removal equipment is new and kept in good condition. He stated that he also has a floor removal business noting that business only deals in removal and does not do any installation or sales. He stated that both of the companies are not retail in nature. He stated that they purchased the property last year and had reached out to the City to ask if there were any plans for that area, but he did not know to ask whether the code has

changed as the previous business was an electrical contracting business. He stated that the building was built for contractor use and they would like to continue to do that. He stated that they would keep the property clean and orderly. He stated that he would also plan to install a line of trees along Armstrong to screen the property. He stated that although he did not want to give up the fence space, he realizes that is important for the City and would be willing to plant trees along that area as well. He stated that he owns a landscaping company and is excited to make the property look better. He stated that once they gain some revenue, they would plan to restore the building exterior as well to better fit with the area.

Commissioner VanScoy asked to what extent the fence would be moved.

Mr. Hockert replied that on the south end of the property they were asked to move the fence to provide more road frontage, which would reduce the square footage of the caged area, but they would be willing to do so if desired. He stated that there is barbed wire around the caged area for security but noted that they would be willing to remove that strip from the southern area to make it more appealing from the street view.

Commissioner Anderson asked why the fence would need to be moved.

Planning Manager Larson replied that the fence would not be allowed to be constructed today and therefore moving the fence would provide a better street appearance. He noted that if the Commission is fine with the fence as it stands, it could remove that condition.

Commissioner Anderson asked the types of trailers coming and going from the site.

Mr. Hockert replied that he has tree enclosed trailers that are professionally labeled for the business. He stated that there are also two dump trailers and one flatbed trailer. He noted that those would be parked in a nice line on the property.

Commissioner Anderson commented that the class five gravel is nonexistent and has basically become weeds. He asked if the applicant agrees to cover the lot in class five gravel.

Mr. Hockert replied that he would either do class five gravel or bituminous.

Commissioner Anderson asked if the building would be painted.

Mr. Hockert replied that he would like to begin with the landscaping project this year and next spring implement the remainder of the improvement of the site. He stated that once they are able to generate revenue, they would improve the face of the building facing Armstrong.

Councilmember Woestehoff commented that this is an IUP and asked if the applicant is willing to make all these improvements with the assumption that after five years, they would need to convert this to a retail space.

Mr. Hockert stated that he missed that part in the preplanning meetings. He stated that his thought process was more in the five-to-ten-year period. He noted that he recently learned that things in

that area of the city are changing and perhaps that will happen in the next five years, where a larger business may want to buy their property. He requested that the IUP be for a period of seven to ten years. He also desired the option to lease out the front of the building, noting that perhaps that would be a retail user or office use.

Councilmember Woestehoff commented that those are noble goals, but his concern for the resident would be that area around the property is ripe for redevelopment. He stated that this property and the property behind it would be ripe for redevelopment in the coming years, therefore he would not want the applicant to invest a lot of resources into the property with the expectation it would last more than five years. He stated that he would love any improvements on the site, but even if the building were subleased for retail, he believed that the COR requirements would be triggered. He acknowledged that the applicant is in a tough spot and appreciated the efforts he would be taking to improve the property but also wanted to ensure the applicant is clear on the intention for redevelopment and what would be allowed in the space.

Mr. Hockert restated that he believed Councilmember Woestehoff is stating that the IUP would allow him to run his businesses out of the building for a period of five years and after that time the property would need to be retail.

Planning Manager Larson stated that the applicant could come back to request an additional five years for the IUP and at that time the Commission and Council would make a determination on whether the IUP could be extended.

Commissioner Walker asked if the applicant was in the parking lot area after the heavy rains the previous week. He asked how solid the parking lot is.

Mr. Hockert replied that he was not on site at that time. He stated that there are two pieces of equipment on the property that allowed him to test if there was a class five base. He stated that he discovered that was a sand base, although there is a patch of old asphalt. He stated that the remainder of the caged area is extremely permeable because of the sand base. He stated that one of his customers for lawncare and snow removal is The Residence at The COR, and he has heard the importance of finding drainage in the area.

Commissioner Walker stated that his attempt would have been to save the applicant some money. He noted that there may have been class five material that sunk down a bit. He acknowledged that the applicant would like to make the site look better but was attempting to save the expense of hauling additional class five material for the applicant.

Mr. Hockert stated that he appreciates that but does believe class five needs to be hauled in as it will help to keep the weeds down and is a rule that vehicles must be parked on that type of surface. He stated that he does not want to lose his fence base but would agree to it if needed and would plant additional trees. He stated that his brand is professional maintenance services and therefore he would want his business to represent his brand.

Councilmember Woestehoff stated that he worked for a landscape company almost 30 years ago and asked if there would be additional outside storage, such as mulch or other materials that would be kept in the outdoor area.

Mr. Hockert replied that he has owned his business for 30 years and has never stocked any landscaping material. He stated that if there is excess material, such as block, he returns that after the job is completed. He noted that he has another business he works with that does mulch and that type of work.

Matt Kuker, PSD LLC, stated that this is bittersweet. He commented that they recently constructed the strip mall adjacent to this site and bought that property with the intention that the COR zoning would be along Armstrong. He stated that he has invested \$2,500,000 into the strip mall with interest from three national food users looking at the pad lot. He understands that the person owns the lot, but national users do not want to be across the street from a landscaping business. He stated that when PSD purchased the property from the City, it should have been better disclosed that the COR zoning would not immediately be implemented along Armstrong. He commented that Lawn Monster is behind their property as only that first row along Armstrong falls within COR zoning standards. He stated that they built an area appropriate building, making a big investment and doing the work to market the property. He understood the difficult position the applicant is in but noted that he is also attempting to do his job in promoting Ramsey and bringing businesses like Adrenaline, industrial users, and the VA to Ramsey. He stated that he purchased an adjacent property already to avoid having to look at semi-trailers on that site. He stated that there have been different messages from the City on when redevelopment would occur in this area and when standards would be enacted. He commented that the property along Armstrong is prime, and he would hate to see the applicant invest this money into his site for five years of use. He acknowledged that this is a difficult situation.

Acting Chairperson Gengler asked and received clarification on the pad site mentioned.

Mr. Kuker replied that he has one concept for another strip mall but noted that he is attempting to pursue a restaurant user as that is the desire of the Council and residents. He stated that he has interest from two national brands and one local brand and would hate for them to have this view from their windows as that pad is directly across the street from this site.

Councilmember Woestehoff noted the potential sports dome sites and asked if that proposed access would come from 147th.

Mr. Kuker commented that the reason staff wants to push the fence back is because of the proposed widening of 147th.

Planning Manager Larson provided a copy of an email received today that was provided to the Commission and will become a part of the public record.

Commissioner Anderson commented that the Commission is in a difficult position, as the previous speaker stated. He stated that after receiving the input from Mr. Kuker, he asked the possibility of hiding the property behind trees along the fence line.

Mr. Hockert replied that is their goal. He noted that they would plant trees along Armstrong and on the southern side as well. He stated that they could plant trees on the outside and inside of the fence to provide additional layers of screening.

Commissioner Anderson referenced the retail use across the street and sports user in the back and understands the desire to shield this use as much as possible.

Mr. Hockert confirmed that he would place landscaping along the southern side as well. He stated that he would love to work with Mr. Kuker in whatever way possible. He stated that while he would love to improve the building right now, they need to generate income in order to support those improvements. He asked for grace and the opportunity to move into the site and clean up the site.

Mr. Kuker agreed that shielding helps but he would hate to see the whole area redeveloped with this person on a five-year plan investing in the site. He agreed that screening would help. He stated that as he bought his property, the property behind him was sold and the City has abated that site. He stated that the applicant seems like a nice guy, and he would hate to see him invest money that may be lost. He agreed that screening would help, and he could agree to it if the business is not an eyesore.

Mr. Hockert stated that someone else also suggested placing fabric in the fence to shield but stated in his opinion that makes it look worse. He believed that the better path would be to shield with trees, placing a row of trees on both the inside and outside of the fence as fast as they can. He commented that he purchased the land with his money and owns it and if he wants to invest more money into the site, he should be able to do that in the effort of wanting to make things better. He recognized that his property will be ideal for redevelopment in the future, and he should be able to make a profit at that time.

Commissioner VanScoy asked if someone were to offer to purchase the property in two to three years, would the applicant be amenable to that.

Mr. Hockert confirmed that for the right price he would sell the property, but he also has to make sure it would be something that would be beneficial for everyone involved (himself, the City, the neighbors, etc.).

Commissioner VanScoy commented that if the applicant does not do anything to the property, as it sits, it is an eyesore. He stated that having the applicant make some improvement to the site and use it in the interim would seem to be positive. He stated that the applicant will be investing money into an area that is marked for redevelopment and therefore he would not want the applicant to invest to the point where it would become a barrier to selling in the future.

Mr. Hockert replied that his wife would also like him out of the site faster than five years.

Commissioner Walker stated that he kind of had his mind made up on how he would vote on this case but wanted to make sure the applicant would be okay with knowing he could invest into this

property and in five years he may not be able to use it anymore for this business. He stated that if the applicant is okay with that, he would be okay with that.

Mr. Hockert stated that what is important to him is doing the right thing in the right time and at this moment, this is what is important to him. He recognizes that this is an investment for future gain, and he can use the property for his business in the time being. He commented that he would not want to stand in the way of progress. He stated that he paid a little more for the property than anyone else was willing to pay for it, noting that he is not afraid to invest to make something better.

Mr. Kuker stated that his intention was to talk about the big picture and also shared the concern of Commissioner Walker that the applicant would be investing in the property only to have the IUP taken away after five years.

Mr. Hockert appreciated the input from the neighboring property owner so they can ensure they address those concerns. He commented that he is also prepared for whatever may come in the future and appreciated the concerns.

Commissioner Hunt asked when the property was purchased.

Mr. Hockert replied that he purchased the property in November and started moving things to the property. He stated that he was alerted through the leasing agent of the zoning of the property.

Commissioner Hunt asked if the zoning of the property is disclosed at the time of sale.

Senior Planner Anderson replied that the City is not involved in the transaction of sale for private property. He stated that if someone were to call, staff could disclose the zoning and any other pertinent information.

Commissioner Hunt stated that he does not like telling someone what to do with their property. He stated that if the applicant is able to sell his property in five years, that could be a good investment strategy if the IUP expires in five years.

Councilmember Woestehoff asked if the entire fence has barbed wire.

Planning Manager Larson replied that the entire perimeter fence is barbed wire. He stated that because the fence was not going to be touched, staff stated that could be left alone and only the barbed wire on the section to be moved should be removed.

Councilmember Woestehoff stated that removing the barbed wire would make the property look more friendly and asked if the applicant would agree to removing that.

Mr. Hockert replied that he was doing some work on the building, and someone stormed into his building asking if there were cameras on the building. He stated that the person owns Lawn Monster, and they had an issue with thousands of dollars of equipment stolen. He stated that he would prefer to leave the barbed wire unless Mr. Kuker would like it removed.

Mr. Kuker commented that he owns a boat shop that is now Power Lodge and was robbed 17 times. He recommended leaving the barbed wire up. He stated that if the property is shielded, he has no issue. He commented that the barbed wire will not stop a user from coming to his site, but piles of junk would.

Commissioner Hunt referenced the comment that the fence should be moved because of the improvements to the street and asked for clarification.

Mr. Kuker commented that the City has plans in the works to redo 147th and Ferret along the back. He stated that as that is done, more right-of-way is needed.

Planning Manager Larson commented that the relocation of the fence would be to allow space for landscaping and screening. He believed there was most likely right-of-way available for the road project and if more is needed, they would purchase that.

Commissioner Walker stated that if the City is going to do work on 147th and would need a fence moved, would it not then be the cost of the City to move the fence.

Councilmember Woestehoff confirmed that to be true.

Planning Manager Larson replied that the fence is at the front property line and therefore planting of the trees could not occur within the right-of-way, therefore the fence would need to be moved back to put the trees in.

Commissioner Walker asked how far out are the 147th Street improvements.

Planning Manager Larson replied that the reconstruction would occur in 2023 or 2024.

Councilmember Woestehoff stated that the Public Works Committee or City Council has not yet reviewed plans for that road project.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 8:27 p.m.

Commission Business

Commissioner Walker asked if it is the recommendation of staff to move the fence and asked how far it should be moved.

Planning Manager Larson confirmed that to be true and estimated six to ten feet to allow room for the tree planting.

Motion by Commissioner Hunt, seconded by Commissioner Anderson, to Adopt Resolution #22-196 Approving an Interim Use Permit for 14700 Armstrong Boulevard Northwest, removing condition five and adding tree planting screening.

Further discussion

Commissioner Anderson clarified that the screening is as shown on the plan with additional screening on the south side. Commissioner Hunt confirmed that to be true. Senior Planner Anderson asked if there would be flexibility in the type of trees to be planted, as they would want species that are tolerant to salt because of the location near the road. The Commission agreed that staff could work with the applicant to determine appropriate vegetation screening. Acting Chairperson Gengler noted that if the fence is not moved there is not space for the trees. Commissioner Hunt noted that the trees could be planted inside the fence along that property line. Commissioner Walker asked and Mr. Kuker agreed that he does not mind seeing the fence, he just does not want to see piles of stuff. Commissioner Walker commented that if the City wants the fence moved, that should be at the cost of the City. Councilmember Woestehoff stated that if the City needed that land for right-of-way, they would purchase it from the property owner and the fence would be moved at that time. Planning Manager Larson confirmed that anything that is altered, changed, or taken must be compensated.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

6.04: Public Hearing: Consider Request for a Site Plan and Conditional Use Permit for Blue Line Collision at 6710 Highway 10 NW

Public Hearing

Acting Chairperson Gengler called the public hearing to order at 8:34 p.m.

Presentation

City Planner McCann presented the staff report stating that staff recommends adoption of Resolution #22-190 and #22-191 approving the Conditional Use Permit and Site Plan on the subject property respectively.

Citizen Input

John Kinghorn, Kinghorn Construction, spoke on behalf of the applicant. He stated that they have no issues with any of the recommended conditions.

Commissioner Anderson asked what someone would see of the business when driving down Highway 10.

Mr. Kinghorn displayed the draft elevation that would face the highway. He commented that the parking lot does continue out as far as the building towards the highway.

Commissioner Anderson stated that his concern would be visibility of damaged vehicles being parked in view of the highway.

Mr. Kinghorn commented that they have a six-foot chain-link fence included in their proposal for security reasons. He stated that they would be open to providing more screening along the highway if desired.

Commissioner Anderson stated that the business will be working on damaged vehicles and would prefer some type of screening to shield travelers on the highway from seeing damaged vehicles parked in the lot.

Mr. Kinghorn confirmed that they could address that with landscaping.

Senior Planner Anderson commented that there are a variety of oak trees proposed in the landscaping plan.

Commissioner Anderson stated that he would prefer evergreen or slats in the chain link fence along the highway.

Senior Planner Anderson commented that from the perspective of staff, they would recommend a true privacy fence versus a chain link fence with slats.

Acting Chairperson Gengler asked for an indication on where the fence starts and ends.

Mr. Kinghorn identified the start and end of the fence.

Matt Kuker, PSD LLC, commented that Blue Line does an excellent job as they have been in the community for a number of years and keep a clean site. He stated that they have used this business

to repair vehicles and are always happy with the service provided. He stated that Mr. Kinghorn does a great job building buildings and this will be a great improvement to the blighted site.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 8:45 p.m.

Commission Business

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council adopt Resolution #22-190 Approving Conditional Use Permit for Blue Line Collision for Automotive Repair on the Subject Property.

Further discussion

Commissioner Walker asked if a condition should be added requesting the plan be revised. Commissioner VanScoy noted that would be included in the site plan.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

Motion by Commissioner VanScoy, seconded by Commissioner Anderson, to recommend that City Council adopt Resolution #22-191 Approving Site Plan for Blue Line Collision, with consideration for additional screening along Highway 10.

Further discussion

Senior Planner Anderson asked if the motion would include all options such as fencing and vegetative screening. Commissioner VanScoy stated that City staff and the applicant should work together to determine what would be appropriate. He stated that he would not want to dictate one or the other would prefer to leave that flexibility.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

6.05: Public Hearing: Conditional Use Permit for iDigital for a Digital Billboard at the Northwest Corner of Riverdale Drive and Traprock Street NW

Public Hearing

Acting Chairperson Gengler called the public hearing to order at 8:48 p.m.

Presentation

Planning Manager Larson presented the staff report stating that staff recommends approval of the Conditional Use Permit for the billboard.

Citizen Input

Josh Gilleland, iDigital, representing the applicant stated that they have been working with the City for the past two years on this project. He stated that they have been approached by several business owners in Ramsey that were attempting to attract larger businesses into the community that had been deterred by lack of signage. He stated that they worked with the EDA to develop a plan along with City staff. He stated that they are proposing a vertical structure as they believe it to be more unique with a better sightline and base. He recognized that a primary function of the Planning Commission is to ensure things look good and noted that is also a desire of theirs as they sell advertising. He displayed an example of another vertical board they have in North Dakota. He stated that this sign will help to advertise businesses in the community but recognized that the scope of the Commission will focus more on the design and aesthetic.

Commissioner Anderson asked if this has an auto dimming feature.

Mr. Gilleland confirmed that there is an auto dimming feature and they also have remote capabilities to make the sign dim with sunrise and sunset. He noted that the auto feature will also dim the sign on a cloudy day.

Commissioner Anderson asked how the brightness is set.

Mr. Gilleland stated that they use industry standards to set the NIT rate. He stated that if there are complaints, they can remotely dim the sign as well.

Commissioner VanScoy asked where the sign would be located.

Senior Planner Anderson provided clarity on the sign location.

Planning Manager Larson noted that Traprock Street is also the entrance to the park.

Acting Chairperson Gengler asked for clarification on the facing of the sign.

Mr. Gilleland replied that the sign will be perpendicular so that the faces of the sign face either direction of traffic. He stated that typically they would put a slight V between the faces, but because they want it to appear like a monument sign, they would place the digitals back-to-back.

Acting Chairperson Gengler asked the height of the existing City of Ramsey monument sign.

Planning Manager Larson was unsure but estimated that sign falls in the 30s in terms of height in feet. He stated that this sign would be slightly taller than the Ramsey sign but could provide that information in the presentation to the Council.

Councilmember Woestehoff stated that the case indicates that the sign is in a drainage and utility easement and also noted the location of the power lines. He asked if there is any concern with conflicts.

Planning Manager Larson commented that the power lines are in the Highway 10 right-of-way, not the City right-of-way. He stated that the plan includes underground stormwater system plans. He stated that there would be an encroachment agreement, should this move forward, and provided those details. He stated that they believe this sign will be outside the construction impacts for the highway.

Mr. Gilleland stated that the electric provider agreed to bury those lines if needed. He stated that the provider was very welcoming and may have plans to bury those lines anyways, which provided an opportunity to cost-share.

Matt Kuker, PSD LLC, commented that PSD owns the old Diamonds property as well as the field to the old Hope Fellowship property. He stated that it is nice to see the City understand that signage is needed. He stated that he does not have an issue with the sign but does not like that location as they have been attempting to attract major users to that site. He stated that they previously worked with Fleet Farm to bring a store to that location, but the company was sold, and the project fell

through. He stated that they are in discussions with Scheels, and he would hate to see the sign come up and the City then declining a business to put a sign in that area. He stated that the City does own a site two lots to the east of the current Power Lodge which is vacant and does not have redevelopment plans and suggested the sign be placed in that location. He agreed that signage is needed for properties in the COR. He stated that when they gave the property for the Riverdale Drive extension, it was a friendly acquisition for the road improvement, and they did not anticipate that a sign would be placed on that corner. He stated that this would be almost directly across from the existing City sign and believed there would be benefit in spreading them out. He stated that PSD is not for the sign in this location, but they are not anti-sign.

Mr. Gilleland stated that they work with Scheels on their signage, and they could work with that company on signage locations. He stated that they would do what needed to be done in order to accommodate but would hate to plan on what ifs. He stated that if the billboard needs to be moved, that could be done, and they could still reuse the parts in another location.

Acting Chairperson Gengler asked for context on the other site mentioned by Mr. Kuker.

Senior Planner Anderson stated that location is between Ramsey Boulevard and Sunfish Lake Boulevard and identified the location.

Mr. Gilleland stated that his concern would be the proximity to the overpass as that would ruin the ability to read the board.

Commissioner VanScoy referenced the ordinance that allows digital billboards and asked if there could be up to three billboards.

Planning Manager Larson replied that the ordinance does allow up to three billboards, but they do need to be spaced apart.

Commissioner VanScoy asked how changing the location would impact the ability to have additional signs.

Planning Manager Larson replied that most likely only two would be allowed in that scenario.

Mr. Gilleland stated that the current location would still limit the community to two signs as the distance to the Anoka border is less than two miles. He noted that one additional sign could be located two miles to the northwest towards Elk River.

Mr. Kuker stated that PSD purchased the Diamonds property when PACT had plans to expand to online services but that fell through. He stated that over the years he has been approached by multiple businesses that wanted to locate on the site, but they refused because of the prime location and desire to attract a better user. He stated that they have held onto the property for many years in order to attract a better user. He stated that Scheels will be coming out to the site in the next month and would hate for this sign to detract from the site. He commented that there are decisions that need to be made in order to move forward in the right way for Ramsey. He noted that he could have sold the property years ago to be a car lot but that was not the right user they wanted for

Ramsey. He commented that they are on the fringe of getting what they want, and he would hate for signage to blow that deal.

Commissioner VanScoy asked if other locations were considered and what the process was for selecting this site.

Planning Manager Larson replied that this decision predated his time with the City.

Councilmember Woestehoff stated that in the two years he has heard about this, several sites were discussed but does not recall any being truly defined.

Mr. Gilleland stated that they mocked up four locations, although more were discussed. He noted that some of those locations were eliminated because of the upcoming changes to Highway 10. He stated that the last location was the site to the north on the other side of Highway 10 but recalled a conflict with an entity that owned the property other than the City which is when the location was pushed across the street.

Acting Chairperson Gengler stated that these digital billboards are different than a typical business sign and asked the type of restrictions that this sign would have on a business that would want to have a sign on their parcel.

Planning Manager Larson replied that there would be no restrictions about sign proximity, it would just be one sign per property. He stated that the business would have more leniency than the billboard given the recent code updates to allow higher signs for businesses along the highway. He noted that a large retailer could have typical business signage along with a tall freestanding sign. He stated that perhaps the concern is whether this sign could potentially block sightlines.

Mr. Gilleland stated that is what is nice about the vertical signs, is that they do not block much from other sites. He asked the window of time for Scheels with Mr. Kuker.

Mr. Kuker replied that he does not have a definite timeline.

Mr. Gilleland stated that they have been working for two years and was unsure the length of this process before final approvals, noting that it could be a few more months between CUP approval, building permit approval, and lease signing. He noted that they may wait for spring until construction, noting that he would be fine with an alternative site if that meant Scheels was coming to this site. He stated that they do have several billboard leases with Scheels. He stated that if they had an idea of the site plan, they could go on the opposite side of the property to allow additional spacing. He noted that they would be willing to work together and accommodate both uses.

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

A roll call vote was performed:

Commissioner Hunt aye

Commissioner Anderson aye
Commissioner VanScoy aye
Commissioner Walker aye
Commissioner Bauer aye
Acting Chairperson Gengler aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 9:23 p.m.

Commission Business

Commissioner Walker commented that he has not been a fan of the billboard since this came up 18 months ago and is not one to change his mind easily, therefore he will not support this request.

Councilmember Woestehoff stated that he agrees in his position on billboards but noted that this meets every condition of a CUP and the opportunity to stop this has passed, therefore he would not want to encourage the Commission to deny things which are lawful.

Commissioner VanScoy stated that he agrees and while he does not like the concept of billboards and is disappointed the City changed its policy, he also understands that this is a legal request. He stated that his difficulty tonight is that he does not know the process in selecting this location and it appears to be convenient, small, and easily used but does not seem to be the right location. He commented that it would interfere with the actual intent of the ordinance because it would eliminate an intended billboards allowed by ordinance. He stated that he would have a conflict with this location for that reason.

Commissioner Hunt commented that many members are not fans of billboards, but they are allowed by code and in that respect the location would not be bad because it would eliminate the ability for another sign to be located between this sign and the border of Anoka. He was unsure that anyone may desire a sign two miles towards Elk River, which then might reduce the total number of signs as well, therefore this location might be perfect in terms of limiting overall signage.

Commissioner Anderson asked if the exact location of the sign is fixed in concrete or whether it could move to the other end if it had to.

Planning Manager Larson replied that staff would need to do additional research with the applicant as there is a stormwater system that cannot be touched without damage. He stated that there might be some room, but he is unsure.

Acting Chairperson Gengler stated that although a billboard was not what many of them wanted for the community, she does appreciate the vertical design and architecture. She commented that she feels that there has been work done to make this something that is less unattractive in the community. She agrees that this is a lawful request and as much as she personally may not wish to see it, it does comply.

Commissioner Walker stated that the City changed the ordinance to allow billboards on City owned property and noted that he had a problem with the City changing its rules to benefit its own properties. He stated that there is nothing that states the City cannot amend the ordinance to reduce the space between signs below two miles as well. He stated that if there is a chance that Scheels could come to Ramsey and this sign could deter that, he would not support the sign.

Commissioner VanScoy stated that he is uncomfortable because he does not know the history on this site choice and asked if this could be tabled to allow additional information to be brought to the Commission.

Planning Manager Larson confirmed that the Commission could choose that action, as long as the additional information requested is specified.

Acting Chair Gengler asked if the intention in gathering that information would be to determine if another location would be more suitable.

Commissioner VanScoy agreed.

Commissioner Anderson stated that he agrees he does not like signs, but one digital sign could eliminate many others. He stated that a business could still install their own signage at a height of 75 feet, which would be above the 40 feet proposed for this billboard. He agreed this item should be tabled to look at other possible locations. He stated that this application meets all the requirements and therefore should be approved, but there could potentially be a better place to locate the sign.

Commissioner Walker commented that just because this sign goes up, does not mean more signs will be removed or more signs will not be installed.

Commissioner Anderson commented that the purpose of the digital sign is to advertise for the businesses in the COR, not the ones on Highway 10.

Commissioner VanScoy stated that is not true because the COR framework has signage for the COR that has not yet occurred. He stated that this billboard would allow advertising for businesses in Ramsey and would not be limited to only those in the COR.

Commissioner Anderson clarified that the intent is to get traffic off the highway and into the COR.

Mr. Gilleland stated that within the lease there are a specified number of slots for advertising for Ramsey businesses at a reduced rate.

Commissioner Walker commented that Scheels has been thrown out as a possibility. He stated that Scheels has enough money to purchase every slot on the billboard if they wanted.

Mr. Gilleland stated that per the terms of the lease that would not be allowed and provided additional details.

Councilmember Woestehoff stated that if the idea is to table for additional recommendation, perhaps more information could be provided from Economic Development Manager Sullivan related to the lease terms.

Mr. Kuker stated that he believes that a national brand will want to advertise on the sign. He stated that the example in Fargo that was displayed showed other signs in the area. He stated that if the purpose is to stop other signs, that will not be the outcome as businesses want their own signs as well. He stated that the City is doing this to generate revenue for businesses in the COR but there will be national brands that advertise as well.

Motion by Commissioner Anderson, seconded by Commissioner VanScoy, to table this to the September meeting with direction for staff to bring back information on other potential locations and additional input from the EDA.

Further discussion

Commissioner Walker asked for clarification as he believed lease terms were also desired. Commissioner Anderson replied that data will be provided from the EDA. Planning Manager Larson confirmed that staff has adequate direction.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Walker	aye
Commissioner VanScoy	aye
Commissioner Anderson	aye
Commissioner Hunt	aye
Acting Chairperson Gengler	aye

Motion Carried.

7. COMMISSION BUSINESS

7.01: Discuss the Relationship between the Comprehensive Plan's Land Use and the Zoning Code's Zoning Districts and Provide Direction on Zoning Code Districts

Presentation

Planning Manager Larson noted that this item was intended to include more discussion and recognized that the meeting is running long. He stated that this item could be tabled to the September meeting which has a lighter agenda.

The Commission agreed to postpone this item to the September meeting.

7.02: Discuss Eliminating Zoning Permits

Presentation

City Planner McCann presented the Staff Report stating that staff has contemplated the removal of zoning permits for several years due to several issues and is seeking guidance from the Planning Commission about the potential elimination of zoning permits from the Zoning Code.

Commission Business

Commissioner VanScoy commented that he is a little conflicted on this and asked if the City has avoided a lot of issues by having its current process.

Planning Manager Larson stated that in some cases it has opened more problems. He stated that the service just checks the plans, not the work completed. He noted that same service could be provided if a resident came to the counter to have the discussion with staff. He stated that in the current process there is no assurance that the project is completed right, and it takes a lot of time to review the plans. He stated that staff would prefer to better focus on the bigger development plans, rather than reviewing plans related to fencing.

Commissioner VanScoy asked if service would still be provided to residents if they came in to discuss their plans.

Planning Manager Larson confirmed that residents could still have discussions with staff and ask questions. He noted that staff could also add more information to the available handouts.

Acting Chairperson Gengler asked for examples of the zoning permit projects.

City Planner McCann reviewed examples such as fencing under seven feet, swimming pools of 5,000 gallons or less, accessory structures under 200 square feet, and driveways. He stated that recently staff was discussing that through the ordinance section of code, bee keeping is considered a zoning permit and therefore that could be a consideration as well.

Commissioner Anderson asked if a resident wanted to build a shed over 200 square feet, they would apply for a permit and then build it. He asked if that would no longer be necessary, and the resident could just build it.

City Planner McCann stated that a shed over 200 square feet would still require a permit. He noted that the proposed change would apply to a shed under 200 square feet and the resident could then get information from staff and could then proceed to build the shed.

Planning Manager Larson noted that the resident would have the choice of whether or not to consult with staff. He stated that the difference would be that the resident would no longer have to develop a plan, submit that to staff for review, and provide approval. He noted that is a lot of unnecessary work and expense for residents and that permit fee does not cover the expense of City staff time either.

Commissioner Anderson commented that there are times accessory structures are placed in the wrong location and therefore he would still want checks and balances.

Planning Manager Larson replied that the zoning permit does not have inspection, so it is still up to the resident to properly place the shed on the property.

Senior Planner Anderson stated that typically the very same process is followed in the sense that the resident would reach out and ask questions about what they want to do. He stated that what would change is that the resident would not have to formally submit the plan that goes through the plan review system, which is then reviewed by planning and engineering. He stated that if there is an issue related to placement, staff would not know about the issue until there is a complaint which is the same whether a zoning permit was required or not. He stated that the only thing that would change is the review of the permit and issuance of the permit. He stated that in most cases residents do reach out to the City to determine if there is anything they need to know but there will always be property owners that do what they want. He stated that the enforcement side would not change whether or not there was a permit issued.

Commissioner Walker asked if it would be possible to keep the permit only for the fact of providing rules and regulations. He stated that the City would know what is going on for tracking purposes. He commented that would make it easier for staff to know which properties may need to be followed up on for code enforcement. He stated that he would still agree with removing the need for plan submittal and staff review. He agreed that some residents will continue to do things without permits, but for those that do apply for the permit, they could still be given the applicable rules.

Planning Manager Larson commented that part of this is also the value of the \$25. He stated that in that scenario the resident would be paying \$25 to receive the rules, which are also available for free on the website. He stated that Brooklyn Park does not have this type of permit. He stated that it was the personable responsibility of the resident to follow the rules and code enforcement would be used for those that do not follow the rules. He stated that this would be a better service to the residents rather than requiring them to go through all the steps without an inspection to know it was done right. He commented that the \$25 fee does not even begin to cover the cost for staff review as well as the added delay to residents. He stated that if the cost is increased to better cover the staff cost, more people will skip the step of getting a permit.

Acting Chairperson Gengler commented that this seems beneficial to both residents and staff.

Councilmember Woestehoff stated that using the data, there have been about 100 zoning permits per year, and he would believe that there are many more residents completing these projects without permits. He asked the time staff is spending on these permit reviews.

City Planner McCann stated that when a resident submits a permit, he estimates that the review would take about one week. He estimated that each staff member involved in the process spends at least 15 minutes.

Councilmember Woestehoff stated that staff has stated that they would still be willing to answer any questions residents may have, but this would remove the need for residents to submit plans and for staff to spend time reviewing those plans, which also causes delays to residents.

Acting Chairperson Gengler asked for input from the Commission on the direction staff should follow.

Commissioner Walker stated that he is unsure he has an opinion one way or another. He stated that his suggestion was just another option that would provide a method of tracking for potential follow up later. He stated that he is not concerned with whether money is lost for the City reviewing permits as that is a cost of being a governmental unit and providing a service to its residents.

Commissioner VanScoy stated that it is his understanding that code enforcement is based on complaints and therefore there would not be typical follow up just because someone obtained a zoning permit.

Planning Manager Larson confirmed that staff addresses complaints and does not look to see who received permits and if the project was built in that manner. He confirmed that having a record would not be a benefit in terms of code enforcement.

Councilmember Woestehoff stated that from a Council perspective, when a code enforcement escalates to the level of the Council for review, one of the questions is whether they received a zoning permit. He commented that he is not saying whether that is good or bad, but if a resident did not get a zoning permit when they should have, it might impact the decision of the Council. He noted that would not be a code enforcement action, just something the Council may consider.

City Planner Anderson stated that in his opinion any property owner should be completing due diligence before making an improvement on their property to ensure it meets standards. He stated that whether or not there is a zoning permit, the resident would still need to ensure they follow applicable rules and regulations of the City or their HOA. He stated that whether there is a zoning permit does not change that line of thinking.

Planning Manager Larson welcomed any other questions the Commission may find helpful, and staff can bring this back for additional discussion.

Commissioner VanScoy asked if the Council would make the final decision on this matter.

Senior Planner Anderson confirmed that this would be an ordinance change and therefore it would involve a public hearing and two readings by the City Council.

Commissioner VanScoy stated that he would be interested in what other cities, in addition to Brooklyn Park, do.

8. COMMISSION / STAFF INPUT

The Staff Update was noted.

Planning Manager Larson noted a staff conflict with the September meeting date and the Commission agreed to delay the September meeting by one week. He also noted a conflict with Thanksgiving, stating that meeting could be held December 1st. He advised of a potential conflict with the December meeting due to the Christmas holiday but noted that decision would not need to be made tonight.

The Commission agreed to delay the September meeting by one week.

9. ADJOURNMENT

Motion by Commissioner Anderson, seconded by Commissioner Hunt, to adjourn the meeting.

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Anderson	aye
Commissioner VanScoy	aye
Commissioner Walker	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

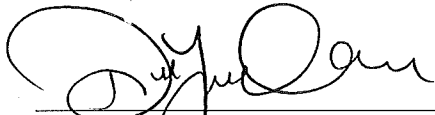
The regular meeting of the Planning Commission adjourned at 10:10 p.m.

Respectfully submitted,



Todd Larson
Planning Manager

ATTEST:



Dana Verbeek
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session**5. 4.****Meeting Date:** 10/11/2022**By:** Katie Schmidt, Administrative Services

Information**Title**

Approve the Following Meeting Minutes:

1. City Council Work Session dated 09/27/2022
2. City Council Regular Session dated 09/27/2022

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 09/27/2022
2. City Council Regular Session dated 09/27/2022

Attachments

09-27-22 CCWS

09-27-22 Meeting

Form Review**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:55 PM

Started On: 10/06/2022 08:43 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, September 27, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: Councilmember Ryan Heineman

Also Present: City Administrator Brian Hagen
City Engineer/Interim Public Works Director Westby
Police Captain Tim Frankfurth
Administrative Services Director Colleen Lasher
Planning Manager Todd Larson
City Attorney Fritz Knaak
City Clerk Katie Schmidt

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: Charter Commission Update

City Clerk Schmidt reviewed the Staff report and provided an update on the Charter Commission seats. She shared that one of the nine seats expires at the end of this year and the individual holding this seat has expressed interest in being reappointed. She explained Staff is looking for clarification on actions to take moving forward. She stated she could list the options for Staff.

Mayor Kuzma asked her to do so.

City Clerk Schmidt read the options to Council, which were as follows: submit the incumbents reapplication materials, or submit the incumbents reapplication materials and all applications received in the two recruitments earlier this year, or submit the incumbents reapplication materials, all the applications received in the two previous recruitments earlier this year, along with any new applications received since beginning the soft advertising. She stated Staff is also open to other actions as the Council sees fit.

Councilmember Musgrove asked City Clerk Schmidt to repeat the first options.

City Clerk Schmidt repeated that option one is to submit the incumbents reapplication materials.

Councilmember Riley stated he is in favor of option one, only submitting the application materials of the incumbent wanting to be reappointed.

Councilmember Musgrove agreed with Councilmember Riley. She added she liked the way the ad was worded stating it was for future openings.

Councilmember Howell agreed with Councilmembers Riley and Musgrove.

Councilmember Specht also agreed with the other Councilmembers.

Councilmember Woestehoff stated he is moderately indifferent; however, after reading the policy under the incumbent application process, he stated that the piece discussing the incumbent letter of intent forwarded to the judge at the same time as new applicants needed some clarification. He shared he is fine with option one; however, he also sees how option three could be beneficial as there could be better candidates and option three leaves it up to the judge to decide rather than the Council just pushing forward another incumbent.

Mayor Kuzma stated he is in support of option one.

The consensus of the Council was to move forward with option one.

2.02: Senior Housing Partners/Lord of Life Church site - 14501 Nowthen Blvd NW.

Planning Manager Larson reviewed the Staff report and shared that representatives of Presbyterian Homes, Senior Housing Partners, and Lord of Life Church will present their plan to create a number of housing styles on the church land. He requested feedback from the Council to help the Staff put together plans on this project.

Jon Fletcher, Presbyterian Homes, gave a presentation on the proposed project with Lord of Life Church. He asked Council for their feedback.

Councilmember Specht asked if Presbyterian Homes had looked at the land across the street on Nowthen Boulevard to possibly incorporate that land into this plan as well.

Mr. Fletcher said Presbyterian Homes has been watching that land and at this point, it is not a part of their plan.

Councilmember Woestehoff thanked Mr. Fletcher for coming to Council and the community so early in the process. He thinks this could be a very interesting project for the City.

Mayor Kuzma asked about the lot sizes.

Mr. Fletcher stated this has not been determined; however, the homes themselves will be approximately 1200 square feet, which would result in around six units per acre.

Councilmember Musgrove shared she used to work at Presbyterian Homes and knows how great they are and she is excited for the potential this project has. She reiterated Councilmember Woestehoff's point that she is glad Presbyterian Homes started this discussion so early. She asked if Mr. Fletcher could share some concerns of information that has already been discovered in terms of this project, such as traffic.

Mr. Fletcher referenced the site map and showed that the church could potentially have four access points, two off of Nowthen Boulevard, one through a public road on Northside Drive, and one off of St. Francis Boulevard via a driveway to a parsonage for the church. He shared one of the initial opportunities to think through is how to not cause high density housing traffic to flow through the single family home and townhome developments to the north. He shared that it makes sense to try to reorient as much traffic as possible south towards the signalized intersection to alleviate pressure on County Road 5 or Nowthen Boulevard. He added that sound mitigation efforts will also need to be worked through. He stated they will be doing a sound study on the property. He noted there is some topography on the site that may allow for some natural benefits, but at the same time this is still something that they will want to take a look at. He added that they want to maximize the greenspace of the area. He stated these are the three feedback points that have been shared so far.

Councilmember Specht shared he liked the concepts of this project as well as the senior living and transitional living aspect of the project. He definitely sees the need for this type of single level senior housing.

Mayor Kuzma also likes the idea of transitional housing for 55 year olds and up.

Councilmember Musgrove asked about the 6 units per acre for the single level homes. She asked Planning Manager Larson if he could convert these numbers for the R-2 district.

Planning Manager Larson said the R-2 district is fluid and is in the four to seven unit per acre range and a lot can be done with it.

Councilmember Musgrove asked if these were 55-65 foot lots.

Mr. Fletcher stated those would be the smaller R-1 lots at the highest end of the density.

Councilmember Woestehoff stated one of the challenges that had been mentioned was the zoning of this particular parcel and he thinks this could be an instance where a PUD may make sense rather than blocking off the land and rezoning it. He asked Planning Manager Larson how a PUD would get calculated.

Planning Manager Larson shared the quick calculation that they came to by maximizing each zoning area would yield over 380 units. He shared he did not do a calculation on the yield of the minimum density of these areas.

There was a consensus of the Council.

2.03: Receive Updates and Provide Direction on Ramsey Gateway Highway 10 Improvement Project

City Engineer/Interim Public Works Director Westby reviewed the Staff report about the design and aesthetics of the Highway 10 improvements. He stated that Josh Shields, the Principal Landscape Architect from Bolton & Menk was present this evening and has a presentation for the Council.

Mr. Shields gave a presentation on the timeline, public feedback from the open house, and aesthetics for the project, including bridge features and landscaping.

Councilmember Specht asked about the turnout from the open house and asked how many people were in attendance.

Mr. Shields stated he was not sure of the numbers of attendees both in person and virtual, but could find out for the Council.

Councilmember Woestehoff asked about the under edge bridge lighting and if it was on the deck by the sidewalk or if it was underneath pointing downward.

Mr. Shields stated that it was discussed back in April that it would be on the top part of the sidewalk, not underneath. He added there was more concerning this later on in his presentation.

Mayor Kuzma asked if the lights would be able to change colors.

Mr. Shields stated this can be talked about later on.

Councilmember Musgrove asked where the bench areas would be.

Mr. Shields stated this will also be discussed later on in the presentation.

Mayor Kuzma asked how hard it would be to incorporate some sort of a river design into the underpass as Ramsey is between two rivers; he sees that this would give the City some identity.

Mr. Shields said he could bring this back to the design team to work on some options.

Councilmember Musgrove asked for clarification that this would be added to Armstrong and incorporating it into Ramsey and Sunfish or just on Ramsey.

Mayor Kuzma said he is just thinking about the new bridges. He added he does not know what the process would be to change this.

Councilmember Musgrove shared she thinks it would be good to just do this on Ramsey otherwise there will be two bridges with one identity and another one that is separate.

Councilmember Woestehoff asked about the lack of vegetation and if there is a tree plan included in this.

Mr. Shields stated this is something he would like to get the Council's feedback on later on in his presentation. He continued his presentation and discussed the plan for the bridge aesthetics for the bridge over Highway 10, including losing the decorative details and just having the metal mesh.

Councilmember Musgrove stated she liked this idea as it makes the bridge look different. She noted the bridge over Armstrong is gray and she likes the black better. She asked if black could be done on Ramsey Boulevard and keep the gray for Sunfish and Armstrong Boulevard. She stated in the picture the black makes it stand out.

Mr. Shields said he can ask about this and get back to the Council.

Councilmember Riley asked if the concrete would be stained the same color.

Mr. Shields stated it would be matching what is at Armstrong. He shared it is a standard MNDOT color which makes it easy for maintenance to repair. He continued his presentation discussing adding a medallion on the Ramsey Boulevard bridge and the different visual experiences for motorists and pedestrians. He also discussed the lighting ideas and concepts that he mentioned previously, including the discussion that had been had in April around adding the lower lights on the piers.

Mayor Kuzma stated he still did not like the idea of the taller lights.

Councilmember Howell shared she liked the flush rectangular box lights.

Councilmember Woestehoff asked how far the lights were off of the ground.

Mr. Shields stated he would have to double check; however, he assumes it is at least 12 to 18 inches off of the ground at a minimum so that the light has good coverage and is considerate of maintenance needs, such as deicing.

Councilmember Woestehoff asked City Engineer/Interim Public Works Director Westby what is used to clear snow and ice from the sidewalks on Armstrong Boulevard

City Engineer/Interim Public Works Director Westby stated he believes a brush is used.

Councilmember Woestehoff asked if there was any lighting on Armstrong Boulevard currently.

City Engineer/Interim Public Works Director Westby said no.

Councilmember Woestehoff said he does not particularly like the post lighting; however, it could give a flag mentality that would allow for City branding on Ramsey Boulevard. He still thinks the lower lights would work better.

Mr. Shields shared he can try to set up a meeting with MNDOT and can ask what vertical elements could be used.

Councilmember Musgrove asked if there has been any feedback from other cities that use these lights.

Mr. Shields said he can gather some examples. He has used these lights on public buildings which presents the same concerns of where to place the lights while being cognizant of maintenance and using LED lights.

Councilmember Musgrove stated she likes the lighting pictured.

Councilmember Specht agreed with Councilmember Musgrove.

Councilmember Riley asked if the Council liked these features at Ramsey Boulevard, why not also put them at Sunfish Boulevard

Mr. Shields shared it is possible to do at Sunfish Boulevard as well.

Councilmember Woestehoff asked if Councilmember Riley wanted to put the medallions and the lighting on Sunfish Boulevard as well.

Councilmember Riley thinks that both should be added over to Sunfish since they are both being built right now.

Councilmember Musgrove added she likes the idea of adding the lights to Sunfish Boulevard as a safety feature. She added she thinks the middle bridge, the bridge at Ramsey Boulevard, needs to have the most attractive visual aesthetics.

Councilmember Specht noted that the City could also give the Jasper and Alpine bridges the lighting and visual appeal so it would be even on both ends.

Councilmember Howell agreed with Councilmember Musgrove to just have the medallions on the center bridge at Ramsey Boulevard

Mayor Kuzma asked if the Council could see an option for these.

Mr. Shields said he can get some more information on this and get back to the Council for further discussion. He added that he thought about doing different colors for the medallions and the railings.

Councilmember Woestehoff noted he liked the subtlety of having the medallions be the same color as the railings and he thinks the Council is overthinking how much residents will care about this. He sees the point of making Ramsey Boulevard the focal point. He would like to take the

opportunity to put the medallions on both bridges; however, he does not know if any of the residents will truly notice that Armstrong Boulevard will not have the medallions.

City Administrator Hagen asked if it was possible to remove fence areas and add them to Armstrong Boulevard.

Mr. Shield said he will ask the design team about this. He continued his presentation by discussing the lighting and what MNDOT allows. He stated he was not sure if there was interest in a wash over the brick columns. He guessed that this could even be a fixture mounted onto the retaining wall. He asked if the Council had any input on providing light to the exterior facade at the TH10 facing pieces.

Councilmember Riley said if the City of Ramsey could be written on there he would see value in these lights, without that he does not see the value.

Councilmember Musgrove stated this is a cool feature.

Mayor Kuzma asked if there is a safety reason to have these lights.

Mr. Shields said no it is more of an aesthetic visual. He said looking at other bridges around, most are ambient, not many are directional. He will ask MNDOT what is permissible and what has been done in other areas. He added he is looking for feedback from Council on what he needs to advocate for with MNDOT when he meets with them.

Councilmember Riley stated he believed there was discussion previously about adding the City of Ramsey verbiage to these bridges and were told no, yet other examples were brought up that it would be allowed. He asked Mr. Shields if displaying the City of Ramsey on the bridges was a hope.

Mr. Shields said it was a slight chance. He stated it had been advocated for before and after the discussion. The cities that currently have that type of display were done before MNDOT changed their policies. He added that some things that will be done on Armstrong Boulevard are different for similar reasons because of the changed policies. He shared another thing that would fit into this is that there is not a lot of real estate on the bridges themselves to easily incorporate the messaging piece.

Councilmember Riley would like to see this for the image of Ramsey.

Councilmember Woestehoff agreed and shared that Dayton's bridge is a good example of this. He does not see that it needs to be super extravagant, just a small accent would be nice.

Mr. Shields continued his presentation and discussed the corridor opportunities, including lighting, benches, trees, roundabouts, and noise walls.

Councilmember Riley asked if the noise walls are required or if the City is asking to put them there.

Mr. Shields shared he believed it was through coordination with MNDOT in terms of location and they will be situated near residential properties. He said he believes it is a remediation aspect.

City Engineer/Interim Public Works Director Westby shared that residents in these areas received surveys and responded that they would like the noise walls.

Councilmember Woestehoff asked about the mowing and maintenance in the roundabout and if the mowing will be done by the City.

Mr. Shields stated this will be an ongoing discussion between the City and the County.

Councilmember Woestehoff added that being drought friendly and easy to maintain would be best.

Mr. Shields concluded his presentation by talking about the cost of the project and giving examples of the aesthetics cost participation. He noted that maintenance responsibility for the aesthetic features still required discussion between Anoka County, Ramsey, and MNDOT. He assumed the City would be pulled into these discussions accordingly. He then discussed project dollars, which are not the same as the cost participation. Since there are many different funds on this project they would apply the percentages of costs to each bridge to give an idea of the allowance to pay for these items. benches, some lighting and trees would be considered non-participating. which would require discussion between City and County to determine the level. Lastly, he showed the aesthetic elements of level C which will fall into the cost participation piece.

Councilmember Musgrove asked about the benches and trees and stated there were markings on Ramsey Boulevard but not Sunfish Boulevard. She asked if that was because these would only be on Ramsey Boulevard and not Sunfish Boulevard.

Mr. Shields said that nothing was proposed for Sunfish Boulevard, partly to make Ramsey Boulevard more pronounced and partly how it aligns with some of the other trails. He stated that he could look at adding this to Sunfish Boulevard if there was interest.

Mayor Kuzma thanked him for his presentation.

Councilmember Specht asked about the timeline for the plans.

Mr. Shields stated he believed they were shooting for middle of November to have the 90% plans. He wanted to check with the design team on some of the questions that came up as well as some of the information from MNDOT.

There was a consensus of the Council.

2.04: City Operating Hours During All Staff Meetings

City Administrator Hagen reviewed the staff report and discussed the two all Staff meetings each year. He added each event is approximately an hour to an hour and a half. He stated the attempt to

reduce service levels to a bare minimum in the departments to allow as much Staff as possible to come together for these meetings.

Councilmember Riley thinks this is a perfect job for the City Administrator to make a decision.

Councilmember Specht agreed.

Mayor Kuzma shared he would like to have at least someone covering the phones.

Councilmember Musgrove supports this decision. She added that she had recently made a call to a business and was told that all staff were in a meeting so this situation does happen and she thinks if people are aware of it and know that the meeting is going on the issues can be minimized.

Councilmember Howell agreed to maybe just have someone monitoring the phones in case something big were to arise.

Councilmember Woestehoff asked when the next meeting was.

Administrative Services Director Lasher shared the next all Staff meeting was Tuesday, October 25.

There was a consensus of the Council.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

City Administrator Hagen shared that Councilmember Musgrove noted a case on the Planning Commission meeting for amending the abatement ordinance and requested that go to a work session which will be brought to the next meeting.

Councilmember Musgrove asked if there would be a fourth night for the public movie.

City Administrator Hagen stated there was a movie this Friday that was rescheduled from Happy Days and the movie scheduled after Happy Days has been moved off the schedule for this year.

Councilmember Musgrove shared she would like to have a discussion around the League of Women Voters and the City's participation in regards to public and non-public participation. She stated there were inconsistencies on whether the public was allowed or notified or not. She wanted to have a discussion on how to best utilize this situation. She thinks people have always looked forward to this and since COVID there has been limited participation. She wants to make sure there is a consistency with this moving forward.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:59 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Ava Rokosz
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, September 27, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: Councilmember Ryan Heineman

Also Present: City Administrator Brian Hagen
Finance Director Diana Lund
Human Resources Specialist Nicole Laubach
Recreation Specialist Marla Martinez-Flynn
Police Captain Tim Frankfurth
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. PRESENTATION

2.01: Proclamation Declaring October 2022 *Domestic Violence Awareness Month*

Mayor Kuzma read the proclamation declaring October 2022 Domestic Violence Awareness Month.

Tina Bronson, Director of Mission Advancement at the Alexander House, came forward and thanked the City for declaring October Domestic Violence Awareness Month and expressed her appreciation to the City of Ramsey for partnering by recognizing Domestic Violence Awareness Month by illuminating public spaces in purple and visibly showing domestic violence is not tolerated in the community. She shared there is a long standing partnership with Ramsey and it means a great deal to the survivors, staff and volunteers. She acknowledged that this work is very important and it has come a long way; however, there is still work to be done. She added the pandemic has only exacerbated the relationship violence and Minnesota domestic violence and sexual violence programs have seen an overwhelming amount of service requests in the last few years. She noted the Alexander House has not been immune to this increase. She shared that the

legal advocacy program has seen a 75% increase in requests for services and the call has seen a 26% increase since the beginning of the pandemic. She shared that the Alexander House has served over 514 people in the shelter in 2021, which was a 61% increase from prior years. She asked everyone watching to join the Alexander House in making a stand this month against domestic violence. She directed everyone to the Alexander House website if they need supplies or have any questions.

Councilmember Riley reiterated that the City will illuminate City Hall in purple. He shared he has a survivor close to him so this issue is near and dear to his heart.

2.02: Happy Days Recap Presentation

Human Resources Specialist Laubach and Recreation Specialist Martinez-Flynn gave a presentation on this year's Happy Days Festival, including the 5K, chili cook-off, dog show, and the parade. They shared the 25th Annual Happy Days Festival is scheduled for September 9, 2023 and Staff is already working hard on this event.

Councilmember Specht thanked Staff for their hard work on this event.

Councilmember Musgrove also thanked Staff and shared she heard a lot of positive feedback from vendors and residents on the overall enjoyment of the event.

Mayor Kuzma apologized for missing this year's Happy Days event for being under the weather but is looking forward to next year's celebration.

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, Riley, Specht, and Woestehoff. Voting No: None.

5. CONSENT AGENDA

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

5.01: Approve the Following Meeting Minutes:

- 1) City Council Work Session dated September 13, 2022
- 2) City Council Regular Session dated September 13, 2022

5.02: Approve Rental Licenses

- 5.03: Approve Business Licenses
- 5.04: Accept Donation of Exercise Equipment from Life Fitness
- 5.05: Authorization to Hire an Accounting Clerk
- 5.06: Adopt Resolution #22-230 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 8, 2022 through September 21, 2022
- 5.07: Adopt Resolution #22-207 Appointing Election Judges for the General Election on November 8, 2022
- 5.08: Adopt Resolution #22-213 Approving Lease Cancellation for 6701 Hwy 10 NW: Case of Potters Church
- 5.09: Adopt Resolution #22-216 Authorizing Partial Payment to Douglas-Kerr Underground, LLC., for Improvement Project #22-05, Riverdale Drive Utility Improvements, Llama Street to Bowers Drive.
- 5.10: Adopt Resolution #22-218 Proclaiming October 2022 Domestic Violence Awareness Month
- 5.11: Adopt Resolution #22-219 Authorizing Partial Payment to North Valley Inc. for Improvement Project #22-04, 2021 Neighborhood Pavement Overlay Improvements.
- 5.12: Adopt Resolution #22-220 Authorizing Partial Payment to North Valley Inc. for Improvement Project #22-06, Wood Pond Hills 2nd - 5th Street Reconstructions.
- 5.13: Adopt Resolution #22-221 Authorizing Partial Payment # to Novco Inc. for Improvement Project #22-01, Sunwood Drive and Waco Street Reconstruction
- 5.14: Adopt Resolution #22-222 Authorizing Partial Payment No. 1 to Douglas-Kerr Underground, Inc., for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive.
- 5.15: Adopt Resolution #22-228 Calling for a Public Hearing on the Intention to Issue General Obligation Street Reconstruction Plan Bonds and the Proposal to Adopt a Street Reconstruction Plan.

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

6. PUBLIC HEARING

6.01: Public Hearing: Adopt Resolution #22-224 Adopting Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered

Presentation

Finance Director Lund reviewed the staff report and discussed the delinquent utility accounts in the City. She stated the City sent out 1,080 delinquent letters at the beginning of September, with a total delinquency of \$410,000. She shared there are still 846 delinquent accounts totaling \$350,769. She noted there was a large increase in the number of delinquencies from 2021, with a total of 747. She explained the account must be current by November 15 to avoid certification to the property taxes. She stated utility bills stay with the residence, it does not follow the property owner when they move.

Public Hearing

Mayor Kuzma called the public hearing to order at 7:15 p.m.

Citizen Input

There was none.

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

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

The public hearing was closed at 7:16 p.m.

Council Business

Motion by Councilmember Woestehoff, seconded by Councilmember Riley, to Adopt Resolution #22-224 Adopting Assessments for Past-Due Charges on Municipal Utility Bills

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

7. COUNCIL BUSINESS

7.01: Adopt Resolution #22-225 Adopting Proposed 2023 Payable Tax Levies (General, Pavement Management, EDA and Debt Service) & Schedule Public Hearing for December 13, 2022; Adopt Resolution #22-226 Adopting Proposed 2023 General Fund Budget and Resolution #22-227 Adopting Proposed 2023 EDA Budget.

Finance Director Lund reviewed the proposed resolution and gave a presentation of the 2023 proposed levies and general fund budget. She shared the five key goals of the City, which are, financial stability, a balance of rural character and urban growth, an active and connected community, a smart citizen-focused government, and an effective organization. She stated the budget and levy document attempts to follow each of these items and goals. She explained the City's tax capacity rate is made up of two numbers, the annual levy divided by the total taxable market value. She noted this year's tax capacity has increased by over 26% and the City's levy has increased over 19%. Her presentation included discussion of street maintenance, which is a major cause for the high levy increases. She also noted the number of calls for the police department this year. She stated the 2023 total levy is proposed at \$18,292,245, the 2023 general fund budget is proposed at \$17,027,353, and the 2023 estimated tax capacity rate is 40.562%. She went on to share the four components that make up the levy for the City, which are the general fund levy, the EDA levy, the pavement management levy, and the debt service levy. She reiterated that the street reconstruction debt is the largest proponent of the levy increase. She shared the components that lead to the levy increase for 2023, which were as follows: the 2022 street reconstruction debt,

personnel funding, the debt service levy, budgeting line items, the pavement management levy, and the EDA levy. She explained the components of the debt which were the pavement management, the debt service and the EDA. She also gave a comparison of the tax capacities of other cities in Anoka County and the market value exclusion. She concluded her presentation by discussing where the funding comes from. She shared that the budget will be up for adoption on December 13 and the tax statements should be sent after November 7. She was happy to answer any questions the Council may have.

Mayor Kuzma told Finance Director Lund she did a great job explaining where the budget is at this year. He recognized the health increase; however, through all of the work session discussions that have been had, the roads are a big bubble that need to be fixed. He shared it had been discussed to fix them over a 10-year period which he sees as too slow of a timeline. He thanked Finance Director Lund for her detailed explanations of her presentation.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to Adopt Resolution #22-225 Approving the Proposed 2023 Payable Tax Levy in the amount of \$18,292,245 and to schedule the City of Ramsey's Public Hearing on Tuesday, December 13, 2022 at 7 p.m. and Adopt Resolution #22-226 Adopting the Proposed 2023 General Fund Budget and Adopting Resolution #22-227 Adopting Proposed 2023 EDA Budget.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Hagen announced upcoming meetings and events. He added the Happy Days movie that was rescheduled due to rain will be held on Friday. He shared the Fire Department has two open houses coming up, Fire Station #1 on October 11 and Fire Station #2 on October 13.

Councilmember Woestehoff noted that Youth First has an event called the For the Future Happy Hour on Monday at Alloy Brewing. He also wanted to give kudos to the Public Works Staff for a smooth experience at the Recycling Day.

Councilmember Specht congratulated Rivers Bend Bar & Grill for their 5th anniversary and they will be holding their 5th Anniversary Bash on Saturday.

Councilmember Musgrove asked City Administrator Hagen to clarify the location of the Planning Commission meeting.

City Administrator Hagen shared that with upgrades happening to the Council Chambers, the Planning Commission meeting will be held in the Lake Itasca Room with the opportunity for live attendance online.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 7:48 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
Deputy City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

CC Regular Session**5. 5.****Meeting Date:** 10/11/2022**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**

Sean Sullivan

Brian Hagen

Form Started By: Wendy Schlueter

Final Approval Date: 10/06/2022

Reviewed By

Sean Sullivan

Brian Hagen

Date

10/05/2022 01:25 PM

10/06/2022 02:46 PM

Started On: 09/30/2022 11:19 AM

Report Name: License Report - License Types

Council Dates: 10/11/2022 to 10/11/2022

Status: Active, Inactive

License Type(s): 3.2 Beer Off-Sale, 3.2 Beer On-Sale

Temporary, Liquor 2 A.M. Closing, Liquor Off-Sale,

Liquor On-Sale, Liquor On-Sale Sunday, Temporary

Intoxicating, Wine On-Sale, Amusement Center,

Amusement Devices/Billiard Tables, Business License-1st

Year, Business License-Renewal, Garbage Haulers,

Pawnbroker, Second Hand Goods Dealer, Special Events,

Temporary Amusement/Carnival/Circus, Therapeutic

Massage Establishment, Therapeutic Massage Therapist,

Tobacco, Transient Merchant/Peddler/Solicitor

City of Ramsey

License Report - License Types

Printed: 10/5/2022

Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council</u> <u>Date</u>	<u>Status</u>
Temporary Intoxicating						
Northern Starz Childrens Theatre	Rachel Anne Bohnsack	8300 Alpine Dr NW	Northern Starz	1/1/2023	10/11/2022	A

Temporary Intoxicating License Count: 1

Transient Merchant/Peddler/Solicitor

COFFEE ON WHEELS	Curtis Marie	8846 Highway 10 NW	Pearson Family Farr	12/31/2022	10/11/2022	A
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Transient Merchant/Peddler/Solicitor License Count: 1

Total Licenses: 2

CC Regular Session**5. 6.****Meeting Date:** 10/11/2022**Submitted For:** Dana Verbeek, Community Development**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: Dana Verbeek

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:53 PM

Started On: 10/04/2022 11:14 AM

Report Name: License Report - License Types
Council Dates: 10/11/2022 to 10/11/2022
Status: Active, Inactive
License Type(s): Rental, Multi-Family Rental

City of Ramsey License Report - License Types

Printed: 10/4/2022
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>
Multi-Family Rental						
Parkview East Apartments	PA Parkview SPE LLC	14450 Rhinestone St NW		10/14/2025	10/11/2022	A
Sapphire Apartments LLC	Sapphire Apartments LLC	7555 145th Ave NW	Sapphire Apartment:	10/14/2025	10/11/2022	A

Multi-Family Rental License Count: 2

Rental						
SFR Borrower 2021-2 LLC		5961 144th La NW		10/28/2025	10/11/2022	A
SFR Borrower 2021-2 LLC		7662 147th La NW		10/28/2025	10/11/2022	A
Francis and Jinhua Freeman	Francis and Jinhua Freeman	15239 Tiger St NW		10/14/2025	10/11/2022	A

Rental License Count: 3

Total Licenses: 5

CC Regular Session**5. 7.****Meeting Date:** 10/11/2022**By:** Colleen Lasher, Administrative Services

Information**Title**

Authorization to Promote Two Police Patrol Officers to Police Patrol Sergeants

Purpose/Background:

The purpose of this case is for the City Council to promote two Police Patrol Officers to Police Patrol Sergeants.

Police Patrol Sergeant Kyle Hemmerich and Police Patrol Sergeant Gary Voit recently departed the Police Department, leaving two openings. Staff conducted an internal recruitment and interviewed eight Police Patrol Officers for the two openings. Officer James Bagne and Officer Nick Dahlberg were selected to fill the openings.

A recruitment is underway to backfill three Police Patrol Officer vacancies which were created due to Sergeant Hemmerich and Sergeant Voit's departure, as well as the vacancy created due to Police Patrol Officer James Bonine's recent departure.

Funding Source:

The funding required for this action is included in the approved budget.

Recommendation:

To promote Police Patrol Officer James Bagne to Police Patrol Sergeant, effective 10-22-22 at \$45.998 per hour, which is step 3 of the Sergeant pay scale and to promote Police Patrol Officer Nick Dahlberg to Police Patrol Sergeant, effective 10-22-22 at \$47.514 per hour which is step 4 of the Sergeant pay scale.

Action:

Motion to promote Police Patrol Officer James Bagne to Police Patrol Sergeant, effective 10-22-22 at \$45.998 per hour, which is step 3 of the Sergeant pay scale and to promote Police Patrol Officer Nick Dahlberg to Police Patrol Sergeant, effective 10-22-22 at \$47.514 per hour which is step 4 of the Sergeant pay scale.

Attachments

No file(s) attached.

Form Review**Inbox**

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:46 PM

Started On: 10/03/2022 01:00 PM

CC Regular Session**5. 8.****Meeting Date:** 10/11/2022**By:** Colleen Lasher, Administrative Services

Information**Title**

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

Purpose/Background:

The purpose of this case is to authorize hiring a full-time Streets Maintenance Worker to fill a current vacancy.

Staff conducted an internal and external recruitment process and interviewed several candidates. Mr. Jason Lunde was selected for the position and has passed the City's pre-employment testing. The City extended a contingent job offer which is pending City Council approval. If hired, Mr. Lunde will be subject to a 6-month probationary period, the Personnel Policy and the AFSCME labor agreement.

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

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

Funding Source:

The funding required for this position is included in the 2022 budget.

Recommendation:

To hire Mr. Jason Lunde as a full-time Public Works Streets Maintenance Worker, effective on or near Monday, October 31, 2022, at \$24.389 per hour, which is step 1 of the 2022 wage scale.

Action:

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

Attachments

Job Description

Form Review**Inbox**

Colleen Lasher (Originator)
Brian Hagen

Reviewed By

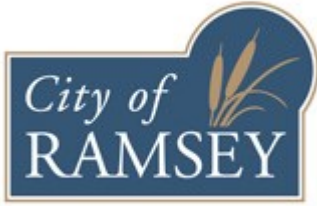
Colleen Lasher
Brian Hagen

Date

10/06/2022 08:56 AM
10/06/2022 02:47 PM

Form Started By: Colleen Lasher
Final Approval Date: 10/06/2022

Started On: 10/03/2022 03:34 PM



Streets Maintenance Worker

Class Code:
16017-22

Bargaining Unit: AFSCME

CITY OF RAMSEY
Established Date: Oct 23, 2017
Revision Date: Jun 14, 2022

SALARY RANGE

\$24.98 Hourly

PRIMARY OBJECTIVE OF POSITION:

The City of Ramsey is seeking two (2) Streets Maintenance Workers for their Public Works Department. These individuals provide general maintenance of public streets, right-of-ways, storm sewer systems, parking lots and any other related municipal facilities or equipment; as well as snow plowing of public streets, trails and walks.

All Streets Maintenance Workers are required to be a member of the on-call team and work a rotating on-call schedule 8 weeks per year. **Members of the on-call team must reside within approximately 30 minutes from the Public Works Facility (14199 Jasper Street NW)** and be available to respond during evenings, weekends and holidays.

The 2022 hiring wage is \$24.981/hour

The full 2022 wage scale is \$24.981 to \$31.226/hour

****This is an AFSCME Union Position****

****This position is subject to D.O.T. random drug and alcohol testing****

MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be 18 years of age or older
- Must possess a high school diploma or equivalent (GED)
- Must possess a valid Minnesota Commercial driver's license (Class A or B) with both air brake and tanker endorsements, along with a good driving record

- Must reside within the allowed distance for responding to on-call situations (within 30 minutes)
- Must be a member of the on-call team
- Must have experience in the operation and maintenance of construction equipment
- Must pass a criminal history check and driver's license check
- Must pass a pre-employment physical exam and drug screen

DESIRED QUALIFICATIONS

- Previous experience in commercial snow plowing
- Previous experience working with asphalt pavements
- Previous experience working with street sweeping equipment
- Previous experience working in a county or municipal environment

ESSENTIAL JOB FUNCTIONS:

Essential duties include, but are not limited to the following:

- Construct/maintain streets, parking lots and related property
- Perform snow related activities
- Perform general maintenance and general activities
- Perform general labor
- Perform motorized vehicle equipment maintenance
- Perform/assist with landscape/grounds care/forestry/naturalist activities
- Provide assistance with preparation of community events
- If the hired applicant has a Commercial driver's license (Class B) must obtain a Commercial driver's license (Class A) within six (6) months of hire
- Perform a wide range of tasks at the verbal or written direction (within the ability and resources of the Public Works Streets Maintenance Worker) from the Public Works Superintendent, Streets Supervisor, Parks Supervisor, Utility Supervisor or Streets Lead or their designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow verbal instructions and communicate in English
- Ability to work independently with limited supervision
- Ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, wind, or rain
- Ability to maintain effective working relationships with supervisors and co-workers
- Ability to transport oneself to and around the work site
- General knowledge of maintenance and landscape principles (streets, parks, facilities)
- Ability to upgrade their Commercial Class B driver's license to a Commercial Class A driver's license within six (6) months of hire

JOB ACTIVITY REQUIREMENTS:

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

- Standing
- Walking
- Lifting
- Pushing/Pulling
- Carrying
- Climbing
- Kneeling
- Crawling
- Crouching
- Bending at waist
- Reaching
- Handling Objects
- Use of Arm Muscles over Extended Periods
- Use of Leg Muscles over Extended Periods

This job requires employees to be able to lift and carry up to 74 pounds.

The following are the working conditions of the position:

- Working Outdoors
- Working Indoors
- Operating dangerous equipment
- 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
- Subject to random D.O.T. drug and alcohol testing

CC Regular Session**5. 9.****Meeting Date:** 10/11/2022**By:** Tammy Oakes, Finance

Information**Title**

Adopt Resolution #22-236 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 22, 2022 through October 5, 2022

Purpose/Background:

Adopt Resolution #22-236 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 22, 2022 through October 5, 2022

Recommendation:

Staff Recommends to Adopt Resolution #22-236 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 22, 2022 through October 5, 2022

Action:

Motion to Adopt Resolution #22-236 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 22, 2022 through October 5, 2022

Attachments

Bills List 10/11/2022

Resolution 22-236

Form Review**Inbox**

Diana Lund

Brian Hagen

Form Started By: Tammy Oakes

Final Approval Date: 10/06/2022

Reviewed By

Diana Lund

Brian Hagen

Date

10/06/2022 07:21 AM

10/06/2022 02:55 PM

Started On: 10/05/2022 03:16 PM

RAMSEY CITY COUNCIL MEETING 10.11.2022 BILLS LIST
--

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Prepays 09.22.2022 - 10.5.2022	\$ 560,314.60
Accounts Payable 9.22.2022 - 10.5.2022	241,376.23
Payroll 9.30.2022	212,394.65
Debt Service	
Pay Estimates- Projects	

TOTAL SUBMITTED FOR APPROVAL THIS MEETING
(Invoices Available for Reviewal)

\$ 1,014,085.48

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:

	<u>APPROVED PREVIOUS MTG</u>	<u>2022 Y.T.D.</u>
PREPAIDS	\$ 469,026.61	\$ 8,543,268.11
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	343,154.63	6,004,128.05
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	223,796.90	3,967,530.41
CORRECTION TO PAYROLL		
DEBT SERVICE		401,858.06
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS	1,272,157.41	4,634,858.62

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED

\$ 2,308,135.55

\$ 23,551,643.25

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

9/20/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115645	9/22/2022		117922 ADAM PRICE INC						
		1,500.00	6107 RIVLYN AV ERO ESCR REFUND		115332	A119080	9804.6433	00119080	REFUNDS
		1,500.00							
115646	9/22/2022		115915 BROST, C. ANTHONY						
		320.00	HD CAR SHOW MUSIC & ANNOUNCEME		115323	091022	0296.6249		MISCELLANEOUS OPER/
		320.00							
115647	9/22/2022		112154 HOPE HAVEN INC						
		8,369.96	LATH STAKES SNOWPLOWING		115327	CI-005953	0311.6267		OTHER STREET MAINTEN
		8,369.96							
115648	9/22/2022		106324 INSPECTRON INC						
		10,700.00	PROFESSIONAL SERVICES		115090	2022-379	0240.6315		MISCELLANEOUS PROFE
		10,700.00							
115649	9/22/2022		119277 PARTNERS TITLE						
		94.06	REISSUE VOID CK 114740-UB REF		115336	03312022B	9601.4651		WATER REVENUE
		94.06							
115650	9/22/2022		119277 PARTNERS TITLE						
		505.98	REISSUE VOID CK 114739-UB REF		115337	03312022A	9601.4651		WATER REVENUE
		505.98							
115651	9/22/2022		117595 QUADIENT LEASING USA INC						
		474.36	QUADIENT 09/21/22 LEASE MAILME		115329	N9574724	0130.6405		OFFICE & DATA PROCES
		474.36							
115652	9/22/2022		110794 SCHMIDT CURB COMPANY INC						
		2,500.00	SIDEWALK REPAIRS		115326	22M30	0311.6315		MISCELLANEOUS PROFE
		2,500.00							
115653	9/22/2022		100850 SCHMITZ, KATHY						
		39.94	REIMB MILEAGE LASERFICHE TRAIN		115338	09222022	0130.6334		MILEAGE REIMBURSEME
		39.94							
115654	9/22/2022		108658 SPARKLE POOL SERVICE						
		100.00	16330 ROYAL RD ERO ESCR REFUND		115335	A119212	9804.6433	00119212	REFUNDS
		100.00							
115655	9/22/2022		119268 US HOME LLC						
		1,500.00	8441 152ND LA ERO ESCR REFUND		115333	A119088	9804.6433	00119088	REFUNDS
		1,500.00							
115656	9/22/2022		119585 WAY, NATHANIEL						
		1,200.00	HP BAND/MUSIC FINAL PAYMENT		115092	09012022	0296.6249		MISCELLANEOUS OPER/
		1,200.00							
115657	9/22/2022		119613 WE SAW THE LIGHT						
		98.00	HAPPY DAYS DONATION		115322	091522	0296.6249		MISCELLANEOUS OPER/
		98.00							
115700	9/29/2022		100297 CENTERPOINT ENERGY						
		121.60	CENTER POINT ENERGY		115386	8000014064-2	0452.6371		ELECTRIC UTILITIES
						AUG 2022			
		48.97	CENTER POINT ENERGY		115386	8000014064-2	0311.6371		ELECTRIC UTILITIES

CITY OF RAMSEY

Council Check Register by GL
Council Check Register and Summary

9/20/2022 — 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115700	9/29/2022		100297 CENTERPOINT ENERGY						Continued.
						AUG 2022			
		48.97	CENTER POINT ENERGY		115386	8000014064-2	9601.6371		ELECTRIC UTILITIES
						AUG 2022			
		48.97	CENTER POINT ENERGY		115386	8000014064-2	9602.6371		ELECTRIC UTILITIES
						AUG 2022			
		48.97	CENTER POINT ENERGY		115386	8000014064-2	9605.6371		ELECTRIC UTILITIES
						AUG 2022			
		317.48							
115701	9/29/2022		110734 CITY OF RAMSEY						
		472.29	ACCOUNT 719178		115392	09292022	9601.4651		WATER REVENUE
		117.04	ACCOUNT 48903907		115392	09292022	9601.4651		WATER REVENUE
		93.64	ACCOUNT 732404		115392	09292022	9601.4651		WATER REVENUE
		682.97							
115702	9/29/2022		100116 CONNEXUS ENERGY						
		848.60	ELMCREST PARK ELECTRIC		115383	444931-267449	0452.6371		ELECTRIC UTILITIES
						AUG 2022			
		848.60							
115703	9/29/2022		106583 DELTA DENTAL PLAN OF MINNESOTA						
		4,538.70	OCT 2022 DENTAL PREMIUMS		115384	RIS0004430727	9101.2170		DENTAL/DISABILITY/LIFE
		4,538.70							
115704	9/29/2022		100179 FIRE FIGHTERS RELIEF ASSN						
		12,875.00	RAMSEY CONTRIBUTION-FIRE RELIE		115391	09292022	0220.6104		PART TIME-WAGES & SA
		185,485.46	FIRE STATE AID REIM		115391	09292022	0220.6104		PART TIME-WAGES & SA
		198,360.46							
115705	9/29/2022		115574 HEALTHPARTNERS						
		74,435.50	OCT 2022 MEDICAL PREMIUMS		115385	15512927	9101.2176		LIFE/HEALTH-EMPLOYEE
		74,435.50							
115706	9/29/2022		100351 NCPERS GROUP LIFE INS						
		352.00	OCT 2022 LIFE PREM		115381	704800102022	9101.2170		DENTAL/DISABILITY/LIFE
		352.00							
115707	9/29/2022		119640 RANDALL M HOVDE DBA HOVDE ENTERPRISES						
		150.00	WELD AND REPAIR TRUCK BOX		115389	1235	9602.6489		OTHER CONTRACTED SI
		150.00							
1004223	9/23/2022		112663 CAPSTONE HOMES INC						
		1,500.00	8994 152ND LA ERO ESCR REFUND		115334	A119103	9804.6433	00119103	REFUNDS
		1,500.00							
1004224	9/23/2022		112564 GROUP HEALTH INC WORKSITE						
		97.00	AUG. '22 EAP FEES		115324	W849741	0130.6315		MISCELLANEOUS PROFE
		97.00	JULY '22 EAP FEES		115325	W849472	0130.6315		MISCELLANEOUS PROFE
		194.00							
1004225	9/23/2022		100291 MET COUNCIL SAC						
		22,365.00	SAC REMITTANCE		115321	09222022	9602.2083		SAC CHARGES
		223.65-	SAC REMIT DISCOUNT		115321	09222022	9602.4356		SEWER AVAILABILITY CH
		22,141.35							

Council Check Register by GL
Council Check Register and Summary

9/20/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1004226	9/23/2022		100459 STANDARD INSURANCE COMPANY						Continued.
		2,142.55	SEPT 2022 LIFE INSURANCE		115331	772596 0001 SEP 2022	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,142.55							
1004227	9/23/2022		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		391.66	SEPT 2022 NON-VOL LTD		115330	237724 SEP 2022	9101.2170		DENTAL/DISABILITY/LIFE
		466.99	SEPT 2022 VOL LTD		115330	237724 SEP 2022	9101.2170		DENTAL/DISABILITY/LIFE
		858.65							
1004228	9/23/2022		100510 VERIZON WIRELESS						
		2,367.94	CITY HALL CELL PHONES		115328	9915396233	0192.6323		CELLULAR PHONES
		2,367.94							
1004229	9/28/2022		119636 WILSON & COMPANY, INC., ENGINEERS & ARCH						
		68,390.00	BNSF INSPECTION FEES WM BORING		115344	2282213223-1	9601.1730	00202005	IMPROVEMENTS OTHER
		68,390.00							
1004275	9/30/2022		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		263.85	OCT 2022 VISION PREMIUMS		115382	2903751	9101.2170		DENTAL/DISABILITY/LIFE
		263.85							
1004276	9/30/2022		119639 LARSON, TODD						
		197.50	EMP REIMB MILEAGE MN APA CONF		115393	09292022	0191.6335		TRAINING
		197.50							
1004277	9/30/2022		116846 MC TOOL AND SAFETY SALES						
		.61-	\$0.61 EARLY PAY DISCOUNT		115387	014500	0301.6249		MISCELLANEOUS OPER/
		60.58	IRRIGATION FLAGS FOR PUBLIC		115387	014500	0301.6249		MISCELLANEOUS OPER/
		1.11-	EARLY PAY DISCOUNT		115388	014553	0301.6249		MISCELLANEOUS OPER/
		111.24	PINK MARKING PAINT		115388	014553	0301.6249		MISCELLANEOUS OPER/
		85.56-	EAR MUFFS		115390	014544	0452.6249		MISCELLANEOUS OPER/
		84.54							
1004278	9/30/2022		119645 MCCANN, BRIAN						
		197.50	EMP REIMB MILEAGE MN APA CONF		115394	09292022	0191.6335		TRAINING
		197.50							
99092022	9/20/2022		100629 MN DEPT OF REV SALES TX						
		88.64	Aug 2022 Sales, Use & Transit		115345	09202022	9101.4305		RENTAL FEES
		7.25	Aug 2022 Sales, Use & Transit		115345	09202022	9101.4328		ACCIDENT REPORTS
		.28	Aug 2022 Sales, Use & Transit		115345	09202022	9101.4609		OTHER MISCELLANEOUS
		78.36	Aug 2022 Sales, Use & Transit		115345	09202022	9601.2082		SALES/USE TAX PAYABLE
		293.77	Aug 2022 Sales, Use & Transit		115345	09202022	9601.2082		SALES/USE TAX PAYABLE
		10.70	Aug 2022 Sales, Use & Transit		115345	09202022	9601.2085		ANOKA COUNTY TRANSIT
		479.00							
99092222	9/22/2022		107885 DEPARTMENT OF LABOR AND INDUSTRY						
		1,637.57	AUGUST SURCHARGE		115320	09212022	9101.2081		SURCHARGES-PERMITS
		32.69-	SURCHARGE 2% RETENTION		115320	09212022	9101.4604		SURCHARGES
		3.00-	ADJUSTMENT		115320	09212022	9101.4604		SURCHARGES
		1,601.88							
99125684	9/30/2022		101306 IRS						
		28,266.71			115376	092922848345	9101.2171		FEDERAL WITHHOLDING
		15,898.87			115377	092922848346	9101.2173		FICA & MEDICARE-EMPLOYER

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

9/20/2022 — 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>
99125684	9/30/2022		101306 IRS						Continued.
		15,898.87			115378	092922848347	9101.2182		FICA & MEDICARE-EMPL
		60,064.45							
99326776	9/30/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		10,926.13			115379	092922848348	9101.2175		DEFERRED COMPENSAT
		10,926.13							
99330691	9/30/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		4,043.55			115380	092922848349	9101.2176		LIFE/HEALTH-EMPLOYEE
		4,043.55							
99670839	9/30/2022		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		26,751.87			115373	092922848342	9101.2174		PERA-EMPLOYEE
		35,960.47			115374	092922848343	9101.2183		PERA-EMPLOYER
		62,712.34							
99738976	9/30/2022		100601 MN DEPT OF REV WH						
		13,393.36			115375	092922848344	9101.2172		STATE WITHHOLDING
		13,393.36							
99826269	10/3/2022		100223 ICMA RETIREMENT TRUST 457						
		1,668.00			115372	092922848341	9101.2175		DEFERRED COMPENSAT
		1,668.00							
		560,314.60	Grand Total						

Payment Instrument Totals

Checks	307,088.01
EFT Payments	154,888.71
A/P ACH Payment	98,337.88
Total Payments	560,314.60

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3488
 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
119614 ALL CITY CONTAINER/DAN KNUDSON		PV 115347 001 00999	9/9/2022	64196	625.00
ALL CITY CONTAINER 25376 XKIMO STREET NW ISANTI MN 55040		Summary Total			625.00
		Payment Amount			625.00
106615 AMERICAN TEST CENTER INC		PV 115447 001 00999	9/2/2022	2221770	1,399.00
AMERICAN TEST CENTER, INC P O BOX 408, 2773 PRAIRIE DRIVE RIVER FALLS WI 54022		Summary Total			1,399.00
		Payment Amount			1,399.00
119637 ANDERSON ENGINEERING OF MINNESOTA, LLC		PV 115497 001 00999	9/14/2022	18963	1,500.00
ANDERSON ENGINEERING OF MINNESOTA, LLC 13605 1ST AVENUE NORTH, SUITE 100 PLYMOUTH MN 55441		Summary Total			1,500.00
		Payment Amount			1,500.00
100063 ASPEN MILLS	55303RPD	PV 115403 001 00999	9/16/2022	300556	263.00
ASPEN MILLS		Summary Total			263.00
8201 C CENTRAL AVE NE	55303RPD	PV 115416 001 00999	9/19/2022	300659	63.10
SPRING LAKE PARK MN 55432		Summary Total			63.10
	55303RPD	PV 115423 001 00999	9/20/2022	300696	18.00
		Summary Total			18.00
	55303RPD	PV 115444 001 00999	9/26/2022	301001	99.90
		Summary Total			99.90
	55303RPD	PV 115445 001 00999	9/26/2022	300991	81.00
		Summary Total			81.00
	55303RPD	PV 115488 001 00999	9/28/2022	301161	219.00
		Summary Total			219.00
		Payment Amount			744.00
117516 BEST OUTDOOR SERVICES	DRAW	PV 115494 001 00999	9/29/2022	#2508	3,128.91
BEST OUTDOOR SERVICES		Summary Total			3,128.91

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3488
 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	Amount
3098 162ND LANE NW	SUNWOOD	PV 115495 001 00999	9/29/2022	#2507	915.20
ANDOVER MN 55304		Summary Total			915.20
		Payment Amount			4,044.11
100086 BLUE VELVET INC		PV 115362 001 00999	9/23/2022	155	217.81
BLUE VELVET INC		Summary Total			217.81
14101 ST FRANCIS BLVD		PV 115489 001 00999	9/23/2022	154-2022	674.58
NW		Summary Total			674.58
RAMSEY MN 55303		Payment Amount			892.39
119240 CHEWYS TOOL&SUPPLY LLC		PV 115421 001 00999	9/21/2022	54597	36.99
(CORNWELL DEALER)		Summary Total			36.99
CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER)		Payment Amount			36.99
14885 191ST AVENUE NW					
ELK RIVER MN 55330					
119648 CITY OF APPLE	MUNICI-PALS 10/04/22	PV 115499 001 00999	10/3/2022	10032022	120.00
VALLEY/MUNICI-PALS	REG/MEM E	Summary Total			120.00
MUNICI-PALS		Payment Amount			120.00
ATTN: PENNY STEWART					
CITY OF APPLE VALLEY					
7100 147TH STREET W					
APPLE VALLEY MN 55124					
100112 COMMISSIONER OF	CUST 0000001317	PV 115472 001 00999	9/20/2022	P00015778	273.83
TRANSPORTATION		Summary Total			273.83
COMMISSIONER OF TRANSPORTATION		Payment Amount			273.83
MN DEPT OF TRANSPORTATION					
CASH ACCOUNTING - MS 215					
395 JOHN IRELAND BLVD					
ST PAUL MN 55155					
100167 CORNERSTONE FORD		PV 115501 001 00999	9/22/2022	15390341	102.81
CORNERSTONE FORD		Summary Total			102.81
17219 HIGHWAY 10 NW					

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3488		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	TOAKES		
Payment Instrument	Check Payment		
Pay Through Date	12/31/2022		

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3488		
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
									260.00
117332	HEARTLAND TIRE INC		PV	115439	001	00999	9/21/2022	9029668	21.60
	HEARTLAND TIRE INC			Summary Total					21.60
	7151 RIVERDALE DRIVE NW		PV	115453	001	00999	9/19/2022	9029616	2,392.02
	RAMSEY MN 55303			Summary Total					2,392.02
			PV	115454	001	00999	9/19/2022	9029619	2,392.02
				Summary Total					2,392.02
				Payment Amount					4,805.64
119617	HIRSHFIELD'S	ACCT 1863156000	PV	115407	001	00999	9/16/2022	22172925	258.06
	HIRSHFIELD'S			Summary Total					258.06
	725 2ND AVENUE N	ACCT 1863156000	PV	115419	001	00999	9/19/2022	22173068	40.13
	MINNEAPOLIS MN 55405			Summary Total					40.13
				Payment Amount					298.19
117451	INKY ELF LLC		PV	115428	001	00999	9/20/2022	10503	193.20
	INKY ELF LLC			Summary Total					193.20
	P O BOX 819								
	ANOKA MN 55303			Payment Amount					193.20
119650	LARSON, MARY	REF UB ACCT 731137	PV	115486	001	09601	10/5/2022	10052022	160.83
	MARY LARSON			Summary Total					160.83
	1410 100TH AVENUE NW APT 310								
	COON RAPIDS MN 55433			Payment Amount					160.83
119647	LUNDBY ELECTRICAL, LLC	CANCELLED PERMIT	PV	115493	001	00999	9/30/2022	09302022	31.00
	LUNDBY ELECTRICAL, LLC			Summary Total					31.00
	17762 ROUND LAKE BOULEVARD NW								
	ANDOVER MN 55304			Payment Amount					31.00
117918	MACQUEEN EMERGENCY		PV	115450	001	00999	9/23/2022	P06830	902.83
	MACQUEEN EMERGENCY			Summary Total					902.83
	1125 7TH STREET E		PV	115455	001	00999	9/28/2022	P06926	1,597.18

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3488
 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	
VERNON HILL IL 60061					
				Payment Amount	53.75
119638 O'REILLY AUTO PARTS	ACCT 3216847 COUNTER	PV 115371 001 00999 9/23/2022 6193-102566			64.95
	#645305				
O'REILLY AUTO PARTS		Summary Total			64.95
PO BOX 9464	CUST 3216847	PV 115463 001 00999 9/27/2022 6193-102874			20.98
SPRINGFIELD MO 65801-9464		Summary Total			20.98
		Payment Amount			85.93
119474 PHILKOT INC DBA THE MPX		PV 115458 001 00999 9/27/2022 173956			622.18
GROUP & MINUTEMA					
THE MPX GROUP		Summary Total			622.18
7105 MEDICINE LAKE ROAD		PV 115478 001 00999 9/28/2022 174158			298.19
GOLDEN VALLEY MN 55427		Summary Total			298.19
		Payment Amount			920.37
111368 POLLARDWATER		PV 115467 001 00999 9/16/2022 -0221802			2,448.21
POLLARDWATER		Summary Total			2,448.21
P O BOX 417592					
BOSTON MA 02241-7592		Payment Amount			2,448.21
103645 ROTO ROOTER SERVICES		PV 115480 001 00999 9/26/2022 09262022			76.00
COMPANY					
ROTO ROOTER SERVICES COMPANY		Summary Total			76.00
14530 27TH AVENUE NORTH					
PLYMOUTH MN 55447		Payment Amount			76.00
118921 SHRED RIGHT		PV 115404 001 00999 9/15/2022 583735			17.73
SHRED RIGHT		Summary Total			17.73
6301 W OLD SHAKOPEE ROAD SUITE A					
BLOOMINGTON MN 55438		Payment Amount			17.73
119374 SIGN SOLUTIONS USA, LLC		PV 115437 001 00999 9/23/2022 403581			5,515.57

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3488		
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
	SIGN SOLUTIONS USA, LLC			Summary Total					5,515.57
	PO BOX 1408								
	FARGO ND 58107-1408								
				Payment Amount					5,515.57
111805	SNAP ON TOOLS		PV	115434	001	00999	9/22/2022	09132269700	5,094.25
	SNAP ON TOOLS			Summary Total					5,094.25
	PO BOX 734953								
	CHICAGO IL 60673-4953								
				Payment Amount					5,094.25
100456	ST CROIX RECREATION FUN PLAYGROUNDS		PV	115496	001	00999	9/29/2022	21383	350.02
	ST CROIX RECREATION FUN PLAYGROUNDS INC			Summary Total					350.02
	1826 TOWER DRIVE W								
	STILLWATER MN 55082								
				Payment Amount					350.02
100474	SUPERIOR STRIPING INC		PV	115348	001	00999	9/19/2022	51643	275.00
	SUPERIOR STRIPING INC			Summary Total					275.00
	14021 BASALT STREET NW								
	RAMSEY MN 55303								
				Payment Amount					275.00
114151	TASC (FEES)	TASC ID 4106-0579-1547	PV	115442	001	00999	9/26/2022	IN2516579	133.25
	TASC			Summary Total					133.25
	CLIENT INVOICES		PV	115509	001	00999	9/26/2022	IN2516580	235.00
	P O BOX 88278			Summary Total					235.00
	MILWAUKEE WI 53288-0001								
				Payment Amount					368.25
114958	TENNANT SALES AND SERVICE COMPANY		PV	115508	001	00999	9/23/2022	919032135	357.11
	TENNANT SALES AND SERVICE COMPANY			Summary Total					357.11
	P O BOX 71414								
	CHICAGO IL 60694-1414								
				Payment Amount					357.11

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3488		
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	Item	Co	Date	Number	Amount
119224	TIERNEY BROTHERS LLC DBA BLUUM		PV	115339	001	00999	9/12/2022	599351-1	4,084.93
	TIERNEY BROTHERS LLC DBA BLUUM PO BOX 64766								
	ST PAUL MN 55164-0766								

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3489		
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	Message	Ty Number Itm Co	Date	Number	Amount
100284 MENARDS ELK RIVER		PV 115448 001 00999	9/3/2022	59606	213.11
MENARDS ELK RIVER		Summary Total			213.11
19521 EVANS STREET NW acct 31250289		PV 115452 001 00999	9/20/2022	60539	161.30
ELK RIVER MN 55330-1077		Summary Total			161.30
		Payment Amount			374.41
113909 MOBILE VEHICLE		PV 115431 001 00999	9/16/2022	21-08057	1,575.00
INTEGRATION		Summary Total			1,575.00
MOBILE VEHICLE INTEGRATION		Payment Amount			1,575.00
835 XENIA AVENUE NW					
ELK RIVER MN 55330					
115167 NET TRANSCRIPTS INC		PV 115406 001 00999	9/15/2022	#NT12595	25.74
NET TRANSCRIPTS INC		Summary Total			25.74
PO BOX 95777		Payment Amount			25.74
CHICAGO IL 60694-5777					
100363 NORTHERN SANITARY		PV 115443 001 00999	9/27/2022	205337	436.13
SUPPLY CO		Summary Total			436.13
NORTHERN SANITARY SUPPLY CO		Payment Amount			436.13
341 COON RAPIDS BLVD					
MINNEAPOLIS MN 55433					
115071 NORTHLAND OCCUPATIONAL		PV 115361 001 00999	9/22/2022	16040	150.00
HEALTH		Summary Total			150.00
NORTHLAND OCCUPATIONAL HEALTH		PV 115429 001 00999	9/20/2022	15992	55.00
7533 SUNWOOD DRIVE NW		Summary Total			55.00
SUITE 212		PV 115440 001 00999	9/26/2022	16071	50.00
RAMSEY MN 55303		Summary Total			50.00
		PV 115473 001 00999	9/28/2022	16086	150.00
		Summary Total			150.00
		Payment Amount			405.00

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3489		
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							278.52						
114680	ELECTRICAL PRODUCTION SERVICES INC	PV	115466	001	00999	9/28/2022	8317	347.37					
Summary Total							347.37						
ELECTRICAL PRODUCTION SERVICES INC 4201 NOREX DRIVE SUITE 200 CHASKA MN 55318							Payment Amount	347.37					
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC	PV	115400	001	00999	9/16/2022	DL091622-20	35.60					
Summary Total							35.60						
EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N							PV	115401	001	00999	9/15/2022	DL08052220K	743.18
Summary Total							743.18						
OAKDALE MN 55128							PV	115402	001	00999	9/15/2022	DL08052221L	1,043.18
Summary Total							1,043.18						
							PV	115415	001	00999	9/19/2022	DL08052221M	462.26
Summary Total							462.26						
							PV	115425	001	00999	9/21/2022	DL08052221N	2,242.69
Summary Total							2,242.69						
							PV	115426	001	00999	9/21/2022	DL08052220L	2,242.69
Summary Total							2,242.69						
							PV	115427	001	00999	9/21/2022	DL08052220M	383.38
Summary Total							383.38						
							PV	115487	001	00999	8/23/2022	DL08052221F	95.70
Summary Total							95.70						
Payment Amount							7,248.68						
113321	FACTORY MOTOR PARTS CO	PV	115399	001	00999	9/16/2022	70-500197	39.00					
Summary Total							39.00						
FACTORY MOTOR PARTS CO BIN 139107 P O BOX 9107 MINNEAPOLIS MN 55480-9107							Payment Amount	39.00					
100186	FRANKENSIGNS INC	PV	115363	001	00999	9/14/2022	279334	66.00					
Summary Total							66.00						

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3489
 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	Message	Ty Number Itm Co	Date	Number	Amount
113306 DEFINITIVE TECHNOLOGY SOLUTIONS INC		PV 115464 001 00999	9/22/2022	INV242817	370.25
DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 162 BLOOMINGTON MN 55431-2549		Summary Total			370.25
		Payment Amount			370.25
100144 DEHN OIL COMPANY		PV 115397 001 00999	9/15/2022	94110	4,475.00
DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303		Summary Total			4,475.00
		PV 115398 001 00999	9/15/2022	94111	3,235.00
		Summary Total			3,235.00
		PV 115436 001 00999	9/22/2022	92300	3,415.00
		Summary Total			3,415.00
		PV 115513 001 00999	9/28/2022	92327	2,764.00
		Summary Total			2,764.00
		Payment Amount			13,889.00
117489 DISPLAY SALES COMPANY		PV 115411 001 00999	9/20/2022	INV-033477	877.00
DISPLAY SALES COMPANY SUITE 112 6300 W OLD SHAKOPEE ROAD BLOOMINGTON MN 55438		Summary Total			877.00
		Payment Amount			877.00
100158 ECM PUBLISHERS INC ACCT 370702		PV 115350 001 00999	9/16/2022	911438	193.50
ECM PUBLISHERS INC 4095 COON RAPIDS BLVD ACCT 370702		Summary Total			193.50
		PV 115356 001 00999	9/16/2022	911440	96.75
COON RAPIDS MN 55433 ACCT 370702		Summary Total			96.75
		PV 115359 001 00999	9/16/2022	911439	86.00
		Summary Total			86.00
		Payment Amount			376.25
100163 ELECTRIC SIGN AND LIGHTING INC		PV 115346 001 00999	9/15/2022	22171	278.52
ELECTRIC SIGN AND LIGHTING INC 11328 ZANE AVENUE NORTH CHAMPLIN MN 55316-3462		Summary Total			278.52

CITY OF RAMSEY '
 Create Payment Control Groups

Payment Group Control Number	3489		
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	Message	Ty	Number	Itm	Co	Date	Number	Amount
114549	CHETS SHOES INC		PV	115435	001	00999	9/22/2022	61144	300.00
	CHETS SHOES INC			Summary Total					300.00
	8870 RENDOVA STREET NE								
	CIRCLE PINES MN 55014			Payment Amount					300.00
119607	CHRISTIAN PATE DBA		PV	115461	001	00999	9/23/2022	#150	1,925.00
	GREEN TECH SANITATION								
	GREEN TECH SANITATION			Summary Total					1,925.00
	1820 OLD HIGHWAY 8								
	ST PAUL MN 55112			Payment Amount					1,925.00
116197	CINTAS CORPORATION	PAYER# 12455017	PV	115396	001	00999	9/16/2022	4131578142	42.21
	CINTAS CORPORATION			Summary Total					42.21
	CINTAS LOC #4K	PAYER# 12455017	PV	115438	001	00999	9/23/2022	4132265413	31.00
	P O BOX 650838			Summary Total					31.00
	DALLAS TX 75265-0838	PAYER# 12455483	PV	115451	001	00999	9/23/2022	4132265427	16.92
				Summary Total					16.92
		PAYER# 12455483	PV	115491	001	00999	9/29/2022	4132815912	13.46
				Summary Total					13.46
				Payment Amount					103.59
100120	CONTINENTAL RESEARCH		PV	115349	001	00999	9/20/2022	0038932	228.00
	CORP								
	CONTINENTAL RESEARCH CORP			Summary Total					228.00
	PO BOX 15204								
	ST LOUIS MO 63110			Payment Amount					228.00
117810	COORDINATED BUSINESS		PV	115465	001	00999	9/28/2022	INV248733	155.00
	SYSTEMS LTD								
	COORDINATED BUSINESS SYSTEMS LTD			Summary Total					155.00
	851 W 128TH STREET								
	BURNSVILLE MN 55337			Payment Amount					155.00

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3489		
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	Message	Ty	Number	Itm	Co	Date	Number	Amount
Payment Amount									743.64
100647	BOLTON AND MENK INC	PROJECT 0R1.127950	PV	115357	001	00999	9/19/2022	0297580	4,637.20
Summary Total									4,637.20
	BOLTON AND MENK INC		PV	115408	001	00999	9/19/2022	0297593	3,475.00
	1960 PREMIER DRIVE		Summary Total						3,475.00
	MANKATO MN 56001-5900		PV	115417	001	00999	9/19/2022	0297592	1,287.50
Summary Total									1,287.50
			PV	115418	001	00999	9/19/2022	0297583	3,532.50
Summary Total									3,532.50
			PV	115459	001	00999	9/19/2022	0297576	1,025.00
Summary Total									1,025.00
			PV	115460	001	00999	9/19/2022	0297577	5,695.00
Summary Total									5,695.00
			PV	115468	001	00999	9/19/2022	0297579	6,010.00
Summary Total									6,010.00
			PV	115515	001	00999	9/19/2022	0298359	13,620.50
Summary Total									13,620.50
Payment Amount									39,282.70
103641	BOYER TRUCKS		PV	115420	001	00999	9/21/2022	003P27273	240.84
Summary Total									240.84
	BOYER TRUCKS		PV	115433	001	00999	9/22/2022	003P27297	116.17
	P O BOX 512		Summary Total						116.17
	ST MICHAEL MN 55376		PV	115505	001	00999	9/26/2022	003P27407	56.24
Summary Total									56.24
			PV	115506	001	00999	9/23/2022	003P27348	347.94
Summary Total									347.94
			PV	115507	001	00999	9/23/2022	003P27316	21.46
Summary Total									21.46
Payment Amount									782.65
112019	CENTRAL HYDRAULICS INC		PV	115422	001	00999	9/21/2022	77748	168.85
Summary Total									168.85
	CENTRAL HYDRAULICS INC		Payment Amount						168.85
	21877 INDUSTRIAL COURT								
	ROGERS MN 55374								

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3489		
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	Message	Ty	Number	Amount
Payment Amount					7,122.25
100026 ANDERSON IRRIGATION	PV	115360 001 00999	9/22/2022	#1078	3,369.86
ANDERSON IRRIGATION	Summary Total				3,369.86
3200 MAIN STREET NE	PV	115365 001 00999	9/22/2022	#1084	1,520.00
SUITE 240					
MINNEAPOLIS MN 55448	Summary Total				1,520.00
	PV	115366 001 00999	9/22/2022	#1080	285.00
	Summary Total				285.00
	PV	115367 001 00999	9/22/2022	#1081	190.00
	Summary Total				190.00
	PV	115368 001 00999	9/22/2022	#1079	2,850.00
	Summary Total				2,850.00
	PV	115370 001 00999	9/22/2022	#1083	1,187.50
	Summary Total				1,187.50
	PV	115432 001 00999	9/22/2022	#1082	237.50
	Summary Total				237.50
	Payment Amount				9,639.86
100029 ANOKA AREA CHAMBER OF COMMERCE	AA Chamber 09/29/22 Ann Breakf	PV	115514 001 00999	9/29/2022 30109	175.00
ANOKA AREA CHAMBER OF COMMERCE	Summary Total				175.00
12 BRIDGE SQUARE					
ANOKA MN 55303	Payment Amount				175.00
107587 ANOKA COUNTY TREASURY DEPARTMENT	CUST/DIV CODE BRBD, 0130878	PV	115351 001 00999	9/16/2022 B220915M	492.00
ANOKA COUNTY TREASURY DEPARTMENT	Summary Total				492.00
2100 THIRD AVENUE	INVOICES: AR020189, AR020191	PV	115424 001 00999	9/21/2022 130878 SEP 2022	661.66
ANOKA MN 55303	Summary Total				661.66
	Payment Amount				1,153.66
106346 BAUER BUILT INCORPORATED	PV	115412 001 00999	9/20/2022	940091939	594.52
BAUER BUILT INCORPORATED	Summary Total				594.52
8270 W 35W SERVICE DR	PV	115413 001 00999	9/20/2022	940091646	149.12
BLAINE MN 55449	Summary Total				149.12

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3489		
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	Message	Ty	Number	Itm	Co	Date	Number	Amount	
111610	A DYNAMIC DOOR CO. INC.		PV	115352	001	00999	9/17/2022	22209161	626.60	
	A DYNAMIC DOOR CO. INC.								Summary Total	626.60
	4588 194TH AVENUE NE									
	EAST BETHEL MN 55092								Payment Amount	626.60
111385	ACHIEVE SERVICES INC		PV	115474	001	00999	8/31/2022	30303	85.40	
	ACHIEVE SERVICES INC								Summary Total	85.40
	1201 89TH AVENUE NE									
	BLAINE MN 55434								Payment Amount	85.40
100017	AIRGAS USA, LLC		PV	115512	001	00999	9/29/2022	9130534607	132.25	
	AIRGAS USA LLC								Summary Total	132.25
	P O BOX 734445									
	CHICAGO IL 60673-4445								Payment Amount	132.25
117343	AMAZON CAPITAL SERVICES INC	ACCT A3VYUQ4FSATYMN	PV	115342	001	00999	9/19/2022	1NC1-9LL7-C96P	15.99	
	AMAZON CAPITAL SERVICES INC								Summary Total	15.99
	PO BOX 035184	ACCT A3VYUQ4FSATYMN	PV	115343	001	00999	9/19/2022	16HH-LJYC-DV67	58.54	
	SEATTLE WA 98124-5184								Summary Total	58.54
		ACCT A3VYUQ4FSATYMN	PV	115414	001	00999	9/19/2022	1TGP-GC7L-CKTD	25.99	
									Summary Total	25.99
									Payment Amount	100.52
109256	AMERICAN ENGINEERING TESTING INC		PV	115469	001	00999	9/28/2022	INV-093898	2,252.00	
	AMERICAN ENGINEERING TESTING INC								Summary Total	2,252.00
	PO BOX 860678		PV	115470	001	00999	9/28/2022	INV-094259	325.00	
	MINNEAPOLIS MN 55486								Summary Total	325.00
			PV	115471	001	00999	9/28/2022	INV-093783	1,050.00	
									Summary Total	1,050.00
			PV	115498	001	00999	9/23/2022	INV-094128	373.75	
									Summary Total	373.75
			PV	115516	001	00999	9/29/2022	INV-093929	3,121.50	
									Summary Total	3,121.50

R04570

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3489
 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

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
110480	OPUS 21 MANAGEMENT SOLUTIONS	INV #220814	PV	115341	001	00999	9/16/2022	220814	2,729.54
	OPUS 21 MANAGEMENT SOLUTIONS 680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125								Summary Total 2,729.54
									Payment Amount 2,729.54
113444	PRECISE		PV	115511	001	00999	9/29/2022	200-1038989	825.00
	PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337								Summary Total 825.00
									Payment Amount 825.00
100440	SHORT ELLIOT HENDRICKSON INC		PV	115369	001	00999	9/18/2022	433014	1,791.38
	SHORT ELLIOT HENDRICKSON INC P O BOX 64780 ST PAUL MN 55164-0780								Summary Total 1,791.38
									Payment Amount 1,791.38
114269	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC		PV	115354	001	00999	9/19/2022	23148	4,617.00
	SPEEDCUTTERS OUTDOOR MAINTENANCE LLC 19128 INDUSTRIAL BLVD NW ELK RIVER MN 55330								Summary Total 4,617.00
									Payment Amount 4,617.00
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	115490	001	00999	9/30/2022	M27655	949.63
	TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025								Summary Total 949.63
									Payment Amount 949.63
Total Amount to be Processed									123,884.34
Total Number of Payments to be Processed									41

Checks \$ 117,491.89
 ACH 123,884.34
 Accounts Payable total 241,376.23

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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-236

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF SEPTEMBER 22, 2022, THROUGH OCTOBER 5, 2022

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of September 22, 2022, through October 5, 2022, in the amount of \$1,014,085.48 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 September 22, 2022, through October 5, 2022, in the amount of \$1,014,085.48.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

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

Mayor

ATTEST:

City Clerk

CC Regular Session**5. 10.****Meeting Date:** 10/11/2022**By:** Brian McCann, Community Development

Information**Title**

Adopt Resolution #22-223 Approving the Development Agreement for Lil Explorers

Purpose/Background:

The purpose of this case is to review a request from Lil Explorers (the "Applicant") for a development agreement associated with a perviously approved Site Plan and Conditional Use Permit (Council approved 9/13/2022). This is the standard last step in the development process. The Site Plan and Conditional Use Permit met all City Code requirements, and the attached Development Agreement template is the City's standard template, which has been reviewed by the City's Attorney. The development agreement lays out fees, project costs, and financial sureties that the City will take in order to ensure that the project is completed to City standards.

Notification:

No notification is required.

Funding Source:

The Applicant is responsible for all costs associated with review.

Recommendation:

Staff recommends adoption of Resolution #22-223 Approving the Development Agreement for Lil Explorers

Action:

Motion to adopt Resolution #22-223 Approving the Development Agreement for Lil Explorers

Attachments

Site Location Map

Development Agreement for Lil Exploreres

ACTION - Resolution #22-223

Form Review**Inbox**

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:42 PM

Started On: 09/15/2022 03:59 PM

Lil Explorers Daycare

14725 Ramsey Blvd NW

PID #: 27-32-25-22-0085



Print Date: July 29, 2022

0.000515 0.03 0.045 0.06
mi

**CITY OF RAMSEY
DEVELOPMENT AGREEMENT FOR LIL EXPLORERS**

This Agreement (hereinafter the “Agreement”) is dated as of this 11th day of October, 2022 and is by and between the **CITY OF RAMSEY**, a Minnesota municipal corporation (the “**CITY**”) and Lil Explorers Properties Ramsey LLC, a Domestic Limited Liability Company under the laws of Minnesota (the “**PERMITTEE**”).

Recitals

- A. The **PERMITTEE** is the owner of land legally described on the attached Exhibit A (the “Subject Property”).
- B. The **PERMITTEE** has received approval from the **CITY** for a Site Plan on the Subject Property.

Agreement

- 1. Recitals. Recitals incorporated. The recitals stated above are hereby incorporated into this Agreement and are made part of this Agreement by reference.
- 2. Conditions of Approval. The **CITY** has approved the Plat subject to satisfaction of the following conditions subsequent:
 - a. The **PERMITTEE’S** Execution of this Agreement. That the **PERMITTEE** enter into this Agreement.
 - b. Marketable Title. That prior to recording the Agreement, the **PERMITTEE** shall provide the **CITY** with proof of marketable title to the Subject Property either through a currently certified abstract, registered property abstract or title insurance commitment or policy.

- c. Proof of Authority. That the **PERMITTEE** provide proof that the respective governing boards of the **PERMITTEE** have authorized the **PERMITTEE'S** execution of this Agreement. This proof of authority may be satisfied by providing the **CITY** with a certified copy of the minutes of the governing board of each entity which grants such authority.
3. The Plans. The term "Plans" as used in this Agreement means the Site Plan prepared by SISU Land Surveying & Engineering, dated September 6, 2022. The Plans remain subject to: (a) **CITY** Staff's review and approval of the Plans to, among other things, confirm that the revisions requested in the **CITY** Staff's review letter have been made; and (b) such further revisions as the **PERMITTEE** may propose and the **CITY** approves. The Plans shall not be attached to this Agreement, but are in the **CITY'S** files.
4. Stage I Improvements. The public improvements the **PERMITTEE** will construct or install are as follows:
 - a. Streets (turn lane on Bunker Lake Boulevard).(the "Stage I Improvements").

The **PERMITTEE** agrees to construct the Stage I Improvements according to the terms and conditions of this Agreement and in accordance with the Plans and the City Code. Per City Code Section 117-615, the **PERMITTEE** shall provide the **CITY** with a set of reproducible as-built plans in Computer Aided Drafting (CAD) format upon completion of the Stage I Improvements and acceptance by the **CITY**. As as-built plans are a required Stage I Improvement item per City Code Section 117-615, the **CITY** will not release in its entirety the required Stage I Improvement Financial Guaranty noted in Section 12 below until such as-built plans are received by the **CITY**. Additionally, the **PERMITTEE** agrees to provide to the **CITY** the plans in CAD format prior to the commencement of construction of the Stage I Improvements.

5. Lot Corner Staking. The **PERMITTEE** must install lot corner stakes at all lot corners.
6. Installation of the Stage I Improvements. The **PERMITTEE** shall obtain all necessary permits from all governmental agencies before commencing construction of the Stage I Improvements. The **PERMITTEE** must provide the **CITY** with copies of all necessary permits from other governmental agencies prior to or when the **PERMITTEE** applies for a building permit to construct improvements on the Subject Property. Within thirty (30) days after the completion of the Stage I Improvements, the **PERMITTEE** shall provide the **CITY** with a complete set of reproducible "As Built" plans for the Stage I Improvements.
7. Time of Performance for the Stage I Improvements. The **PERMITTEE** must complete the Stage I Improvements within one (1) year after the recording of the Agreement.
8. Ownership of the Stage I Improvements. The **PERMITTEE** owns the Stage I Improvements until the **CITY'S** acceptance of the Stage I Improvements. Title to the Stage I Improvements automatically passes to the **CITY** upon the **CITY'S** written acceptance of the Stage I Improvements. Except to the extent the **CITY** has accepted all or portions of the Stage I Improvements, in writing, prior to the lapse, expiration, or other termination of

the **CITY'S** financial guaranty described in Section 6 and except to the extent the **CITY** and the **PERMITTEE** may agree, in writing, to defer the **CITY'S** acceptance of certain specified Stage I Improvements, the **CITY** is deemed to have accepted the Stage I Improvements when the **CITY** releases the financial guaranty described in Section 12 or allows such financial guaranty to lapse, expire or otherwise terminate.

9. Stage I Improvements License. The **PERMITTEE** hereby grants the **CITY** and the **CITY'S** agents, employees, officers, and contractors an irrevocable license to enter the Subject Property to perform all necessary work and/or inspections the **CITY** deems appropriate during the **PERMITTEE'S** installation of the Stage I Improvements. The license shall expire after the **CITY** accepts ownership of Stage I Improvements.
10. Stage II CITY Improvements. The public improvements the **PERMITTEE** must construct or install are as follows:
 - a. Street striping (if required by Plans).
 - b. Street and traffic control signs.
 - (i) **CITY** will provide and install Street Name and Traffic Control signs (following payment by **PERMITTEE** pursuant to the established rates and charges in effect).

(the "Stage II Improvements"). The **PERMITTEE** must complete the construction of the Stage II Improvements within one (1) year after the date upon which the Agreement is recorded.

PERMITTEE must install the Stage II Improvements in accordance with the Plans. Per City Code Section 117-615, the **PERMITTEE** shall provide the **CITY** with a set of reproducible as-built plans in Computer Aided Drafting (CAD) format upon completion of the Stage II Improvements and acceptance by the **CITY**. As as-built plans are a required Stage II Improvement item per City Code Section 117-615, the **CITY** will not release the required Stage I Improvement Financial Guarantee noted in Section 12 below until **CITY** has received the as-built plans. Additionally, the **PERMITTEE** agrees to provide to the **CITY** the plans in CAD format prior to the commencement of construction of the Stage II Improvements.

11. Required Private Improvements. The private improvements the **PERMITTEE** will construct or install are as follows:
 - a. Sanitary sewer
 - b. Water
 - c. Storm drainage facilities
 - d. Stormwater maintenance
 - e. Parking lot
 - f. Concrete curb and gutter
 - g. Lot grading
 - h. Landscaping
 - i. Water shutoff boxes
12. Financial Guarantee for Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall provide a financial guarantee to the **CITY**

guaranteeing the construction of the Stage I Improvements, Stage II Improvements, Required Private Improvements, and their timely completion. The **PERMITTEE** shall be responsible for a financial guarantee in the amount of **(\$324,422.50)**, which amount is 125% of the **CITY** Engineer's estimated cost of the Stage I Improvements. Upon completion of Stage I Improvements (including the removal of "temporary" erosion control measures as identified in the approved Grading Plan), acceptance by the **CITY**, supported by appropriate lien waivers, The **PERMITTEE** may request a reduction in the amount of the financial guarantee.

13. Engineering Inspection Escrow for the Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall provide an inspection fee to the **CITY** to inspect the Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall be responsible for an inspection fee in the amount of **(\$12,976.90)**, which amount is 5% of the City Engineer's estimated cost of the Stage I Improvements, Stage II Improvements, and Required Private Improvements. The inspection fee must be in the form of a cash escrow. The **PERMITTEE** may request a refund of the remaining balance in the escrow upon completion of the Stage I Improvements, Stage II Improvements, and Required Private Improvements, acceptance by the **CITY**.
14. Warranty for Stage I and Stage II Improvements. The **PERMITTEE** shall provide a one year warranty in the amount of **\$64,884.50**, which is 25% of the cost of the Stage I and Stage II Improvements. Said warranty shall be in force for one year following the final acceptance of any required improvements and shall guarantee satisfactory performance of said improvement. The warranty must be in the form of a Letter of Credit in a form acceptable to the **CITY'S** Finance Director or a cash escrow.
15. Maintenance Guarantee for Landscaping. It is herein agreed that the **PERMITTEE** shall provide the **CITY** a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the **CITY**, in the amount of \$10,170.00. [# plantings (99 trees) x cost/planting (\$300/tree x 30% average non-survival rate, (56 shrubs) x cost/planting \$75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the **CITY's** acceptance of said plantings as part of the Required Private Improvements.

At the end of the two-year period, the maintenance guarantee shall be returned to the **PERMITTEE**. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the **CITY**. In the event the **PERMITTEE** fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with **CITY** day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The **PERMITTEE** hereby grants permission and a license to the **CITY** and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the **PERMITTEE's** default.

16. Street Cleaning and Clean Up. After the street surfacing that is a part of the Stage I Improvements is installed, the **PERMITTEE** shall clear any soil, earth, or debris from the streets. From time to time, the **CITY** may remove accumulations of soil, earth, and debris from the streets resulting from the construction of the Stage I Improvements. It shall be the **PERMITTEE'S** responsibility to pay the costs associated with this necessary street

cleaning. Invoices from the **CITY** to the **PERMITTEE** for such costs shall be paid within fifteen (15) days of the date of the invoice.

17. Requirements for Building and Occupancy Permits.

- a. No building permit for the Subject Property shall be issued until the **PERMITTEE** has: (a) provided the **CITY** Building Official with a Certificate of Survey; b.) the financial guaranty described in Section 12 to the **CITY**; c.) obtained all necessary permits from the Lower Rum River Watershed Management Organization and has provided a copy of such permit to the **CITY**; and
- b. No occupancy permit for the Subject Property shall be issued until the **PERMITTEE** has: (a) constructed vehicular access to the lot, including the installation of at least one layer of bituminous surfacing; (b) constructed all utilities and storm water facilities this Agreement requires to serve the lot and such utilities and storm water facilities are in place, operational and accepted by the **CITY**; and (c) for lots that have a slope of less than 2%, provided the **CITY** with a certificate of grading, prepared by a licensed (State of Minnesota) professional land surveyor, certifying that the flattest grade on the lot is 1% or greater.

18. **PERMITTEE Defaults.** If the **PERMITTEE** defaults in the performance of one or more of the **PERMITTEE'S** obligations under this Agreement, i) the **CITY** gives the **PERMITTEE** thirty (30) days written notice of the default and ii) the **PERMITTEE** fails to cure the default within said thirty (30), then the **CITY** may pursue any and all remedies available at law or in equity including, but not limited to, the following:

- a. The **CITY** may, at its option, perform or engage one or more third parties to perform the **PERMITTEE'S** obligations. If, in the reasonable judgment of the **CITY'S** staff, the **PERMITTEE'S** default creates an immediate risk to public health or safety, the **CITY** may perform or engage one or more third parties to perform the work before the **CITY** provides the notice described in the initial paragraph of this Section, but the **CITY** must use commercially reasonable efforts to notify the **PERMITTEE** as promptly as possible that the **CITY** is undertaking to perform the **PERMITTEE'S** obligation or obligations. If the **CITY** performs one or more obligations of the **PERMITTEE**, the **PERMITTEE** must reimburse the **CITY** for any costs or expenses the **CITY** incurs, including costs and expenses for **CITY** staff time, to perform the work within 30 days after the **CITY** notifies the **PERMITTEE**, in writing, of the costs and expenses the **CITY** incurred to perform the work. If the **PERMITTEE** does not reimburse the **CITY** within said 30 day period, the **CITY** may pursue any remedies available to the **CITY** either at law or in equity or, in the alternative, the **CITY** may draw on the financial guaranty the **PERMITTEE** has provided to the **CITY** pursuant to this Agreement to reimburse itself for the expenses the **CITY** incurs to perform the work. This Agreement is a license for the **CITY** to act, and it shall not be necessary for the **CITY** to seek a Court Order for permission to enter the **PERMITTEE** Property. As an alternative to seeking recovery from the **PERMITTEE** or the financial guaranty, the **CITY** may levy special assessments against the **PERMITTEE** Property in accordance with Minnesota Statutes Section 429, and the **PERMITTEE**, for itself and its successors in title, hereby expressly waives any

and all substantive and procedural objections or defenses the **PERMITTEE** may have to such special assessments;

- b. The **CITY** may commence an action in Anoka County District Court to pursue any remedy available to the **CITY** at law or in equity including, but not limited to, injunctive relief;
- c. The **CITY** may refuse to grant a building permit for improvements to be constructed on the Subject Property until the **PERMITTEE** has cured all of its defaults; and
- d. The **CITY** may draw upon all or any portion of the financial guaranty the **PERMITTEE** has provided to the **CITY** pursuant to Section 12 and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the **CITY** pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the **CITY** obtains against the **PERMITTEE** pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the **CITY** pursuant to Section 19 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this Section 18(d).

19. Miscellaneous.

- a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- b. Written Amendments Only. The action or inaction of the **CITY** or the **PERMITTEE** shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the **CITY** Council. The **CITY'S** or the **PERMITTEE'S** failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- c. Compliance with Laws and Regulations. The **PERMITTEE** represents to the **CITY** that the Subject Property complies with all **CITY**, County, metropolitan, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the **CITY** determines that the Subject Property does not comply, the **CITY** may, at its option, refuse to allow any construction or development work on the Subject Property until the **PERMITTEE** does comply. Upon the **CITY'S** demand **PERMITTEE** shall cease work until there is compliance.
- d. Mailbox Locations. If the **PERMITTEE** desires to construct mailboxes within the public right of way, the **PERMITTEE** agrees that the placement of mailboxes

along public streets is subject to the approval by the **CITY**. Utility locates will be necessary.

- e. Boulevard and Wetland Restoration. The **PERMITTEE** shall be responsible for the cost of establishing seed in all boulevards within thirty (30) days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The **PERMITTEE** shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to the Subject Property resulting from grading performed in the development of the Subject Property.
- f. Construction, Hours and Entrance Signs. The **CITY** restricts construction and delivery hours to Monday through Saturday 7:00 a.m. to 10:00 p.m. The **PERMITTEE** is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed eighty (80) square feet in size and must be clearly visible at all times during the construction period.
- g. Construction Site Maintenance. The **PERMITTEE** shall adhere to all of the **CITY** ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The **CITY** reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.
- h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I, Stage II, and Required Private Improvements, unless qualified as fixed amounts, are estimated. The **PERMITTEE** agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.
- i. Site Plan Approval Expenses. The **PERMITTEE** agrees that it will pay to **CITY** all **CITY** expenses incurred in the approval of the Site Plan, including, but not limited to, administration expenses, engineering and legal fees. Said expenses incurred after recording of the Agreement shall also be paid within said fifteen (15) day billing period. Failure to pay the **CITY'S** expenses within the fifteen (15) day billing period will permit the **CITY** to draw upon any of the escrows required by this Agreement for payment.
- j. Reimbursement to the CITY. The **PERMITTEE** agrees to reimburse the **CITY** for all costs incurred by the **CITY** in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.
- k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the **CITY'S** Building Official, which authorizes the structure to be used for its intended purposes.

1. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

TO PERMITTEE:

Lil Explorers
Attn: Jeremy Spaude
8825 Ridge Ponds Dr
Victoria, MN 55386

TO THE CITY:

City of Ramsey
Attn: Community Development Director
7550 Sunwood Drive NW
Ramsey, MN 55303

[The rest of this page is intentionally left blank]

THE PERMITTEE:

Lil Explorers

By: _____, Jeremy Spaude

Its: Managing Director

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by
Jeremy Spaude, Managing Director of Lil Explorers, a Minnesota Domestic Business Corporation, under
the laws of the State of Minnesota on behalf of the corporation.

Notary Public

THE CITY:

CITY OF RAMSEY

By: _____

Its: Mayor

By: _____

Its: City Administrator

STATE OF MINNESOTA)
)ss.

COUNTY OF ANOKA)

The forgoing instrument was acknowledged before me on this _____ day of _____, by Mark E. Kuzma and Brian Hagen, the Mayor and the City Administrator of the City of Ramsey, a charter city and municipal corporation organized under the laws of the state of Minnesota on behalf of the City.

Notary Public

This document drafted by:

City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

This document reviewed by:

HKB Law, P.A.
4501 Allendale Dr.
St. Paul, MN 55127

EXHIBIT A

Legal Description of the Subject Property

Lot 2 Block 1 Ramsey Storage Center

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

RESOLUTION #22-223

A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT FOR LIL EXPLORERS

RECITALS

1. Lil Explorers Properties Ramsey, LLC, hereinafter referred to as the “**Applicant**” has had their Site Plan and Conditional Use Permit approved for a daycare center on the property legally described as follows:

Lot 2 Block 1 Ramsey Storage Center, Anoka County, Minnesota

(the “**Subject Property**”)

2. That the **Applicant** is purchasing the **Subject Property** from Ramsey Storage Center, LLC.
3. That the **Subject Property** is zoned B-1 Business District, which is a commercial zoning designation and guided as such in the 2040 Comprehensive Plan.
4. That the City Council reviewed and approved the Site Plan and Conditional Use Permit on September 13, 2022.
5. That a contingency of approval for the Site Plan and Conditional Use Permit included the **Applicant** entering into a Development Agreement with the City.
6. That the City Council reviewed and approved the Development Agreement on September 27, 2022.

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

That the Ramsey City Council hereby grants approval of the Development Agreement (the “**Agreement**”) for Lil Explorers (the “**Applicant**”) at 14725 Ramsey Blvd NW (the “**Subject Property**”) contingent upon the following conditions:

CONDITIONS

1. Final legal form approved by the City Attorney.
2. That the **Applicant** shall be responsible for all City costs incurred in administering and enforcing this **Agreement**.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

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

Mayor

ATTEST:

City Clerk

Meeting Date: 10/11/2022**By:** Chris Anderson, Community Development

Information**Title**

Adopt Resolution #22-231 to Enter into a Residential Recycling Program Agreement with Anoka County

Purpose/Background:

Each year, Anoka County receives funding from the State of Minnesota pursuant to Minnesota Statute § 115A.557. The County distributes these funds, known as SCORE (Select Committee On Recycling and the Environment) funds, to municipalities within the county. In 2023, the allocation includes a base of \$10,000 plus \$5.00 per household. Ramsey's base allocation for 2023 is up to \$57,995. There are also additional grant funding categories that include: (1) Drop-off, (2) General Enhancement, (3) Organics, (4) Supplemental Funding (to help support waste abatement programs or program development), and (5) Labor and Staffing.

The funding is intended to help municipalities achieve their recycling goals as established by the Anoka County Board of Commissioners. Ramsey's 2023 recycling goal, established by Anoka County, is 2,975 tons. The goal is based on 215 pounds per person (single family households, up to four [4] units) and 160 pounds per person for multi-tenant households (five [5] or more units). The City of Ramsey has traditionally used these funds to promote recycling and waste reduction education and awareness, notifying new residents of the recycling program components, to offset costs of the spring and fall recycling day events and other collection events/opportunities, and to fund the recycling coordinator position, whose duties are a component of the Senior Planner position.

To receive the SCORE funding, each municipality must enter into an agreement with Anoka County that outlines required components of a municipality's recycling program. These required components include providing households with an opportunity to recycle at least four (4) broad types of materials, a public information program, recycling drop-off opportunities, and notifying new residents of the recycling program. Furthermore, municipalities are encouraged, but not required, to look at opportunities to expand their recycling program by offering additional drop-off events, enhancing recycling at community events, enhancing multi-family recycling opportunities, and/or developing opportunities for source separated organics collection.

Observations/Alternatives:

Ramsey's tonnage goal for 2023 is 2,975 tons, which represents an increase of 117 tons compared to the 2022 goal. The increase is not surprising. Since 2019, tonnage goals have generally increased year over year, with the exception of 2021 to 2022, when it remained static at 2,858 tons. The generally steady increase in tonnage goals over the past several years reflects the County's attempts to achieve the very optimistic benchmark goal, set by the state of Minnesota, of recycling 75% of total solid waste generated (by weight) by 2030.

There have been growing challenges related to recycling over the past several years. First, China implemented very restrictive thresholds for contaminants in bales of recycled materials, which significantly impacted exporting recyclables overseas. Secondly, the fluctuations in the recycling markets have also brought into question what is truly recyclable. At this time, items such as black plastic frozen dinner trays, refrigerator and freezer boxes, and fiber egg cartons, should not be put in the recycling cart as there is no longer a market for these materials (this is a change from past years).

Due to the day to day changes in the recycling world, there needs to be a greater emphasis on the basic tenets of recycling, which would be to focus on fiber (paper and cardboard), aluminum and steel/tin cans, glass, and plastic containers, tubs, bottles and lids that have a #1 or #2 stamped on them (essentially back to the basics of recycling).

Education continues to be important to avoid the 'wish-cycling' mentality. Wish-cycling is the thought (or hope) that by placing a material or product in the recycling cart, somebody will find a way to recycle it. This is leading to excessive contamination within the recycling streams. The recycling motto has now shifted to 'when in doubt, throw it out'.

With the new Public Works Campus now complete, there may be the opportunity to seek additional SCORE funds to create more year-round drop-off opportunities for residents (depending on what the City decides to do with the old Public Works buildings). While this was not factored into SCORE funding for 2023, Staff is exploring the potential of a 'curbside recycling event' for bulky items (e.g. appliances, electronics, mattresses), since many people do not have the means to transport these items themselves (likely in July, which falls between the spring and fall recycling events).

Alternatives

Alternative 1: Enter into the Residential Recycling Agreement to receive \$83,541.00 in SCORE funds from Anoka County. The funds will assist the City with efforts to meet the 2023 tonnage goal established by Anoka County and attempt to implement a new 'curbside recycling event'. Staff supports this alternative.

Alternative 2: Do not enter into the Residential Recycling Agreement with the County. By not executing this agreement with the County, the City would not receive any SCORE funding for 2023. A portion of the Senior Planner position is funded through this allocation (duties related to managing the recycling program), as are all recycling related activities, including the spring and fall recycling events. Staff does not support this option.

Funding Source:

Ramsey's recycling program and related staff time are funded with SCORE funds received from Anoka County annually and recorded under the Recycling Enterprise Fund.

Recommendation:

Staff recommends adopting Resolution #22-231 authorizing the Mayor and City Administrator, on behalf of the City, to sign the Agreement for Residential Recycling Program with Anoka County.

Action:

Motion to Adopt Resolution #22-231 to enter into a Residential Recycling Agreement with Anoka County to receive SCORE funds for 2023.

Attachments

Recycling Agreement
Resolution #22-231

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	10/04/2022 11:40 AM
Brian Hagen	Brian Hagen	10/06/2022 02:44 PM
Form Started By: Chris Anderson		Started On: 09/23/2022 03:13 PM
Final Approval Date: 10/06/2022		



Anoka County

HUMAN SERVICES DIVISION

Community Social Services and Behavioral Health

September 21, 2022

City of Ramsey
Attn: Mark Kuzma
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Mr. Kuzma:

Enclosed is your 2022 contract with Anoka County. Please review the contract and complete the signature portion using DocuSign. If applicable and ready, please attach the necessary insurance information using the attachment link in the DocuSign document. If insurance is not ready and you will be sending this information at a later date, please send to:

Angela.Rodine@co.anoka.mn.us

or

Angie Rodine
County of Anoka
2100 3rd Avenue, 5th Floor
Anoka, MN 55303

PLEASE NOTE: The following information is required as part of your contract. If the contract is signed and executed without receiving this information in a timely manner, it may be referred to the County Attorney's Office for possible Breach of Contract and/or payments may be withheld until information is received.

CERTIFICATE OF LIABILITY INSURANCE - Required

No insurance information is needed for this contract.

CONTRACTOR INFORMATION SHEET - Required

Please update/complete and sign this page and return with your contract.

DocuSign will automatically forward a copy of the signed contract to you, once completed. If you have questions regarding the contract, please call your Contract Manager, Sue Doll, at 763-324-3482.

Sincerely,

Angie Rodine
Administrative Assistant, Planning and Operations Support Services

Meeting People's Needs Through Quality Services

Community Social Services & Behavioral Health

Government Center ▲ 2100 3rd Avenue N, STE 500 ▲ Anoka, MN 55303-5049

PHONE: 763-324-1400 ▲ FAX: 763-324-1110

Affirmative Action / Equal Opportunity Employer

Anoka County Contract # C0009420

2023 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2023, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF RAMSEY, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2023 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG) funds") during 2023 and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,600,885.00.

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, , the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year,

and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2023 through December 31, 2023 unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
 - a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
 - c. "Quasi-municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2023, the County has determined that funding will be determined by the Grant funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$83,541.00.

The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the Anoka County Municipal Waste Abatement Grant Funding Application.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2023 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 2,975 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.
 - a. The Municipal recycling program shall include the following components:

- i. Each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic and metal.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.
 - iii. The Municipality shall implement a public information program that contains at least the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and organics opportunities available for residents included in the Municipality's newsletter or local newspaper; and
 - (3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.
 - vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
- b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.
 - i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
 - ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal

events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
 - iv. Organize and manage a Full-Service Recycling Drop-off Center.
 - v. Develop enhanced recycling promotion and assistance for Multi-family dwellings.
 - vi. Develop additional opportunities for source-separated compostable materials collection.
 - vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, carpet pad, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
 - d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
 - e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and shall be processed at a resource recovery facility unless the waste has been certified as unprocessable. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.
 - f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.
 - g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for

waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2023, and the second Friday in January 2024.
 - a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e., tires and used oil, shall also be reported separately.
 - b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.
 - c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.
 - d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
 - e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.
7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2023 and the second Friday in January 2024. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by

the Anoka County Board of Commissioners and State SCORE (Select Committee On Recycling and the Environment) funds.” The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County’s business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.
- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
 - e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
 - f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.
 - g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
 - h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF RAMSEY

By: _____
Mark Kuzma
Mayor

Date: _____

By: _____
Brian Hagen
City Administrator

Date: _____

COUNTY OF ANOKA

By: _____
Cindy Cesare, Chief Officer
Anoka County Human Services

Date: _____

By: _____
Rhonda Sivarajah
County Administrator

Date: _____

Approved as to form and legality:

By: _____
Kathryn M. Timm
Assistant County Attorney

Date: _____

2023 Anoka County Municipal Waste Abatement Grant Funding Award Letter

The Municipality of Ramsey is eligible for a total of \$92,137.00 for their Municipal program abatement efforts in 2023, plus if awarded upon request up to an additional \$20,000.00.

The total funding for the 2023 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

☒ (07-26-2022) The grant application was received on or before August 1, 2022.

☐ The grant application was not received on or before August 1, 2022.

Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for Ramsey is as follows:

	Amount Eligible	Amount Requested	Amount Awarded
Base Funding Allocation	\$ 57,955.00	\$ 35,950.00	\$ 35,950.00

Additional Funding			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	\$ 15,000.00	\$ -	\$ -
General Enhancement Grant	\$ 9,591.00	\$ 15,400.00	\$ 9,591.00
Organics Grant	\$ 9,591.00	\$ 8,000.00	\$ 8,000.00
Additional Grant	\$ 20,000.00	\$ -	\$ -
Labor & Staffing	\$ 56,203.57	\$ 30,000.00	\$ 30,000.00
TOTAL			\$ 47,591.00

Total Funding Award (Base + Additional Funding)	\$ 83,541.00
--	---------------------

To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: 

Dated: 09-06-2022

Approved by: Alison Peterson

Dated: 9/6/2022



Contract # C0009420

ANOKA COUNTY MUNICIPAL WASTE ABATEMENT GRANT FUNDING APPLICATION

Cycle: *Annual* | Year: *2022* | Status: *Verified*

Member Name: *City of Ramsey*

Applications are due August 1, 2022.

City of Ramsey is requesting the following funding for their 2023: Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for the purpose of applying for Select Committee on Recycling and the Environment (SCORE) funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2023, 2020 Met Council has been used to determine the number of households for this application.

There are three sections in this SCORE funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. **If a completed funding application isn't submitted by August 1, 2022, the municipality will not be eligible for SCORE funding.**

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

To print a full list of the eligible expenses: Select the "click here for more details on Exporting your Survey responses" option.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click “Save” at the bottom of the form and if there are no errors, click the “Mark as Complete” option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Salary and labor directly related to recycling program administration and implementation may be funded up to 75% of total SCORE funding allocation. See staffing & labor section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

Click here to view previous years application:

Click [here](#) to download the full Eligible Expenses document.

2023 Total Funding Allocation

Your Community has access to the following funds for 2023: \$ 92,137.00 (An additional \$20,000 in discretionary funds may be available through the Supplemental Funding section.)

2023 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2020 Met Council estimates)

Municipality Name: City of Ramsey

MANAGE ONLY

of households 9,591

Base Funding (minimum)	\$ 10,000.00
Base Funding Additional (based on \$5/household)	\$ 47,955.00
Base Funding Allocation	\$ 57,955.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$ 447,600.00
Contamination Fees *	\$ 3,000.00
Containers *	\$ 0.00
Curbside Collection Expense Subtotal	\$ 450,600.00

View Eligible Expenses

Estimated Revenue *	\$	447,600.00
Curbside Collection Expenses	\$	3,000.00

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	6,000.00
Equipment *	\$	200.00
Facility Expenses *	\$	1,000.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

General Operations of a Drop-off Expense Subtotal	\$	7,200.00
Estimated Revenue *	\$	1,000.00
General Operations of a Drop-off Expenses	\$	6,200.00

Promotion -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing *	\$	11,000.00
Postage *	\$	8,500.00
Advertising *	\$	0.00
Volunteer Incentives *	\$	100.00
Educational Entertainment *	\$	500.00

View [Eligible Expenses](#)

Promotion -- Base Funding Expenses	\$	20,100.00
------------------------------------	----	-----------

Yard Waste/Tree Waste

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 0.00

Equipment * \$ 0.00

View [Eligible Expenses](#)

Yard Waste/Tree Waste Expenses Subtotal \$ 0.00

Estimated Revenue * \$ 0.00

Yard Waste/Tree Waste Expenses \$ 0.00

Problem Materials

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses * \$ 0.00

View [Eligible Expenses](#)

Estimated Revenue * \$ 0.00

Problem Material Expenses \$ 0.00

Program Administration -- Base Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies * \$ 50.00

Training * \$ 300.00

Mileage * \$ 0.00

Membership Dues, Periodicals * \$ 300.00

Professional Services * \$ 6,000.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses \$ 6,650.00

Total BASE Funding requested

\$

35,950.00

2023 ENHANCED Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Examples of materials that can be collected for reuse, recycling or composting:

Standard Reusable or Recyclable Materials Collected at Drop-off Centers or Events:

Appliances, Electronics, Automotive Products, Fluorescent Bulbs, Bicycles**, Household Batteries, Carpet Pad, Mattresses*, Clothing**, Scrap Metal, and Confidential Papers

Additional Items:

Block n Shape Polystyrene, Film Plastics, Furniture*, Small Household Goods*, Source Separated Organics, and Yard Waste

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

MANAGE ONLY

Drop-off Grant Amount Available

\$

15,000.00

Permanent Drop-off Center Improvements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$ 0.00

New Equipment & Supplies *

\$ 0.00

New Construction *

\$ 0.00

View Eligible Expenses

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Improvements Expenses \$

0.00

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$ 0.00

New Equipment & Supplies *

\$ 0.00

User Coupon Incentives *

\$ 0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal \$

0.00

Estimated Revenue *

\$ 0.00

Monthly or Quarterly Drop-off Event Expenses \$

0.00

Total Drop-off Grant Requested \$

0.00

General Enhancement Grant

The grant amount available for this section is calculated using \$1.00/household.

General Enhancement Grant Amount Available \$

9,591.00

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$ 2,400.00

Recycling Containers *

\$ 0.00

Recycling Bags *

\$ 1,000.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses

\$

3,400.00

Special Municipal Event Recycling - Please list any organics expenses in organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$

1,000.00

Supplies & Containers *

\$

0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Event Recycling Expenses

\$

1,000.00

Special Curbside Recycling Pickups

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *

\$

1,000.00

Subsidy to Resident *

\$

10,000.00

View [Eligible Expenses](#)

Special Curbside Recycling Expenses

\$

11,000.00

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers *

\$

0.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses

\$

0.00

Promotion -- Enhanced Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing *	\$	0.00
Postage *	\$	0.00
Advertising *	\$	0.00
Volunteer Incentives *	\$	0.00
Educational Entertainment *	\$	0.00

View [Eligible Expenses](#)

Promotion -- Enhanced Funding Expenses	\$	0.00
--	----	-----------------------------------

Total General Enhancement Grant Requested	\$	15,400.00
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Organics Program Grant

The grant amount for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *

☒ Yes

☐ No

Amount Available	\$	9,591.00
------------------	----	---------------------------------------

Organics/Food Waste Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses *	\$	7,000.00
Organics Equipment *	\$	0.00
Organics Only - Promotion *	\$	1,000.00

View [Eligible Expenses](#)

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics/Food Waste Program Expenses

\$

8,000.00

Labor & Staffing (All Programs)

HIDDEN

Labor & Staffing Calculations

Maximum Funding Available (Base plus Enhancement NOT including Supplemental)

92,137.00

Total Funding Requested (not including Staffing)

59,350.00

Funding Remaining (Total Requested minus Max Amount available)

32,787.00

Maximum Available for Labor and Staffing based on 75% of total SCORE funding allocation:

\$

69,102.75

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of SCORE funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload Labor and Staffing Metric Document *

2023 Ramsey Staffing Metric and Drop-Off Calculator.xlsx

View [Eligible Expenses](#)

Labor & Staffing expenses: *

\$

30,000.00

MANAGE ONLY

Admin only: Salary and labor % will be entered by Anoka County after the salary and labor metric document is approved.

61

HIDDEN

Admin-Only- Additional Staff Funding

\$

HIDDEN

GRAND TOTAL LABOR & STAFFING

\$

30,000.00

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Do you need additional funds to grow existing waste abatement programs? *

☐ Yes ☒ No

HIDDEN

Supplemental Funding - Maximum Amount Available

0.00

Summary of Funding Requested

Base Funding Requested

\$ 35,950.00

Enhancement Funding Requested

Drop-off Grant Requested

\$ 0.00

General Enhancement Grant Requested

\$ 15,400.00

Organics Grant Requested

\$ 8,000.00

Total Enhancement Funding Requested

\$

23,400.00

Labor & Staffing Funding Requested

\$ 30,000.00

Supplemental Funding Requested

\$

Total Funding Requested

\$

89,350.00

Date: *

07/26/2022

Name: *

Chris Anderson

Title: *

Senior Planner

Total Funding Granted

 MANAGE ONLY

Base Funding Granted

35,950.00

 MANAGE ONLY

Drop-off Funding Granted

\$ 0.00

 MANAGE ONLY

General Enhancement Funding Granted

\$ 9,591.00

 MANAGE ONLY

Organics Funding Granted

\$ 8,000.00

 MANAGE ONLY

Supplemental Funding Granted

\$

 MANAGE ONLY

Labor & Staffing Funding Granted

30,000.00

Total Funding Granted

\$ 83,541.00

 MANAGE ONLY

Office Use Only

Received By:

Sue Doll

Date:

07/26/2022

Manager Notes for Reporters:

Total amount of funding available is \$92,137.00. \$8,596 is not being requested.

Created: Jun 24, 2022 at 02:25 PM CDT

Created By: Robin Wodziak Robin.Wodziak@co.anoka.mn.us

Last Updated: Aug 15, 2022 at 06:22 PM CDT

Last Updated By: Sue Doll Sue.Doll@co.anoka.mn.us

Contract# C0009420**ANOKA COUNTY HUMAN SERVICES
CONTRACTOR INFORMATION SHEET**

Please review the following information for accuracy and completeness, indicate any changes, sign and return to:

Angie Rodine
Anoka County Human Services
2100 3rd Ave, Suite 500
Anoka, MN 55303

LEGAL NAME FOR CONTRACTOR: Ramsey, City of

(Legal name and name on Certificate of Insurance must be exactly the same in order for County Signatures to be obtained on the Contract.)

Doing Business As: Ramsey, City of

Business/Corporate Address: 7550 Sunwood Drive NW

Ramsey, MN 55303

National Provider Identification (NPI) #: _____

Federal Tax Identification #: 41-0910467

NOTICE: Federal Business Tax ID/Social Security Number is needed for tax purposes as mandated by Section 1211 of the Tax Reform Act of 1976 and Minn. Stat 270.66. This information will be shared with the Minnesota Department of Revenue, the Minnesota Department of Human Services, the Internal Revenue Service, and the U.S. Department of Health, Education and Welfare for the purposes of administering the income tax, child support obligation and social security tax programs.

Individual who Contractor is designating to receive notice under the contract and to act as the responsible authority for data requests under the Minnesota government data practices act (Minn. Stat. Chap. 13):

Name:	Phone:	Fax:	Email:
<u>Chris Anderson</u>	<u>763-433-9817</u>	<u>763-427-5543</u>	<u>canderson@cityoframsey.com</u>

Signature (Required): _____ **Date:** _____

Insurance Agency: _____ **Name of Agent:** _____

Telephone Number of Insurance Agent: _____

Person Completing this Form:

Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Certificate Of Completion

Envelope Id: 237247BF8CAF4018BE4B97D90F2F31CF

Status: Sent

Subject: City of Ramsey SCORE Contract# C0009420

Source Envelope:

Document Pages: 24

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Angie Rodine

AutoNav: Enabled

Anoka County Government Center

Envelopeld Stamping: Enabled

2100 3rd Avenue

Time Zone: (UTC-06:00) Central Time (US & Canada)

Anoka, MN 55303

angela.rodine@co.anoka.mn.us

IP Address: 156.98.106.233

Record Tracking

Status: Original

Holder: Angie Rodine

Location: DocuSign

9/21/2022 2:55:53 PM

angela.rodine@co.anoka.mn.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: HS-Public Health & Environmental Services

Location: DocuSign

Signer Events**Signature****Timestamp**

Chris Anderson

Sent: 9/21/2022 3:00:18 PM

canderson@cityoframsey.com

Viewed: 9/23/2022 12:34:18 PM

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 9/23/2022 12:34:18 PM

ID: 4949cd94-3a84-47ac-aec1-e1bc1ec9a845

Company Name: Anoka County

Mark Kuzma

mkuzma@cityoframsey.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 10/11/2021 7:40:19 PM

ID: 2546cc6e-8b3f-47eb-a7fd-c085a618ea1f

Company Name: Anoka County

Brian Hagen

bhagen@cityoframsey.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Cindy Cesare

Cindy.Cesare@co.anoka.mn.us

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 9/14/2022 1:20:55 PM

ID: 9bb98ad8-d38e-489f-9686-23ad58423de9

Company Name: Anoka County

Rhonda Sivarajah

Rhonda.Sivarajah@co.anoka.mn.us

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 2/16/2021 11:11:49 AM

ID: c34328cc-2ab0-46f4-a66e-f9c54cf527c4

Company Name: Anoka County

Signer Events	Signature	Timestamp
Kathryn Timm Kathryn.Timm@co.anoka.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/18/2022 2:23:39 PM ID: 96c09162-19fd-4449-bc4c-309eeb0a58a4 Company Name: Anoka County		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Angie Rodine angela.rodine@co.anoka.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 1/8/2021 1:44:58 PM ID: 6e2d50ad-740c-4672-beb3-aa4bab51e013 Company Name: Anoka County		
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Jill Rykhkus Jill.Rykhkus@co.anoka.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Jill Rykhkus Jill.Rykhkus@co.anoka.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Glenna Anderson Glenna.Anderson@co.anoka.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Robin Wodziak Robin.Wodziak@co.anoka.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/21/2022 3:00:18 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

The following information constitutes Anoka County's (we, us or Company) written notices or disclosures relating to your use of DocuSign in relation to Anoka County's license. Described below are the terms and conditions for providing notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (30 days) after the documents are first sent to you. At any time, if you request paper copies of any documents, you may be charged a fee. You may request paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices, disclosures and documents from us electronically, you may change your mind and tell us that going forward you want to receive documents only in paper format. Please note, processing time will be slowed down dramatically as we will be required to print and send the document through the mail and await your return of the documents. The process to change the method of receipt is described below.

All notices and disclosures will be sent to you electronically

Upon your acceptance to receive electronic notifications, all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you will be provided electronically through the DocuSign system. All of the required documents will be provided to you at the address that you have given us.

How to contact Anoka County:

You may change your preferred method of contact whether electronically, or paper copies, or change your email address. You may also request paper copies of certain information from us, or withdraw your prior consent to receive documents. Please use the contact information below for your request and in the body of your correspondence, identify your desired action. If you are

changing an email address, please include your prior email address as well as your new address. If you no longer wish to receive future documents in electronic format, please include that request in the body of your email.

Email: helpdesk@co.anoka.mn.us

Phone: (763) 324-4110

Address: Anoka County Government Center
Attn: Information Technology, #300
2100 3rd Avenue
Anoka, MN 55303

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

ACKNOWLEDGEMENT

To confirm your access to the electronic notices and disclosures, which will be similar to other electronic notices and disclosures that we may provide to you, please acknowledge that you have read this ERSD by selecting the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Anoka County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Anoka County during the course of your relationship with Anoka County.

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

RESOLUTION #22-231

RESOLUTION TO ENTER INTO A RESIDENTIAL RECYCLING PROGRAM AGREEMENT WITH ANOKA COUNTY TO RECEIVE 2023 SCORE FUNDS

WHEREAS, Anoka County annually receives funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557. This funding is provided by the Select Committee on Recycling and the Environment (SCORE); and

WHEREAS, in 2023, Anoka County will distribute the SCORE funds amongst municipalities using the following formula: a base allocation of \$10,000 plus \$5.00 per household; and

WHEREAS, in addition to base funding, the City of Ramsey is also eligible for additional targeted program funds to focus on activities such as monthly/quarterly drop-off events, general program enhancements, and organics recycling; and

WHEREAS, the Anoka County Board of Commissioners annually sets recycling goals for municipalities to achieve and the 2023 goals are based on 215 pounds per person for single-family households (up to four [4] units) and 160 pounds per person for multi-unit households (five [5] or more units); and

WHEREAS, the City of Ramsey's recycling goal for 2023 is 2,975 tons; and

WHEREAS, Anoka County wishes to assist municipalities in meeting the recycling goals established by the Anoka County Board of Commissioners by providing SCORE funds to municipalities for solid waste recycling programs; and

WHEREAS, SCORE funding can be, and previously has been, used to implement various components of the City's recycling program including: recycling and waste reduction education and awareness activities, notifying new residents of Ramsey's recycling program, spring, summer and fall recycling events, and to fund the recycling coordinator position; and

WHEREAS, in order to receive SCORE funds, the City of Ramsey must enter into a Residential Recycling Program Agreement with Anoka County.

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

- 1) That the Mayor and City Administrator are hereby authorized to sign the Agreement for Residential Recycling Program between the City of Ramsey and Anoka County to receive \$83,541.00 of SCORE funds to administer the recycling program in 2023.

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

and the following voted against the same:

and the following abstained:

and the following were absent

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

Mayor

ATTEST:

City Clerk

Meeting Date: 10/11/2022

Submitted For: Joe Feriancek, Engineering/Public Works

By: Marsha Weidner, Engineering/Public Works

Information

Title

Adopt Resolution #22-234 Authorizing Minnesota State Active Transportation Infrastructure Grant Application for 161st Avenue Reconstruction, Improvement Project #23-01.

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-234 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with the off-street trail as part of the 161st Avenue Reconstruction, Improvement Project #23-01.

Background:

The City of Ramsey's current 2022 - 2031 Capital Improvement Program includes reconstruction of 161st Avenue between Armstrong Boulevard and Variolite Street. To avoid reconstructing the street after PACT Charter School opens, Staff is proposing to move street reconstruction up to 2023.

On June 21, 2022, the Ramsey Public Works Committee (PWC) reviewed bicycle and pedestrian facilities as part of the 161st Avenue Street Reconstruction. The PWC recommended extending a trail along 161st Avenue, generally located north of the boulevard trees within Central Park, with a goal of minimizing tree impacts, and existing park facilities, along the entire corridor.

On August 23, 2022, the Ramsey City Council ordered the City Engineer to prepare plans and specifications for Improvement Project #23-01, 161st Avenue Street Reconstruction. This includes extending a 10-foot wide off-street trail, connecting existing facilities along Variolite Street and Armstrong Boulevard with the new PACT Charter School and Central Park.

The Minnesota Active Transportation Infrastructure Program has up to \$3,500,000 available in funding for construction of eligible bicycle and pedestrian infrastructure projects. To qualify, the project must:

- Improve safety for those walking or biking in the community
- Project funding request must be between \$50,000 and \$500,000
- Be able to go into construction in the 2023 or 2024 construction seasons
- All infrastructure improvement must have a useful life of at least 10 years
- Must obtain and submit a resolution of support from the City Council

The deadline for applicants to submit letters of intent is Friday, October 14, 2022, full applications must be submitted by Friday, December 30, 2022. Project selection is finalized Friday, March 24, 2023, and award letters are distributed to selected projects at that time.

If awarded and accepted, the funds cover only construction costs associated with the pedestrian and bicycle facility construction, reimbursed per the awarded lowest responsible bid.

The preliminary project estimates \$65,000 for the bituminous trail construction costs. The potential award amount would be based upon actual bid pricing, as a reimbursement. If not awarded, Municipal State Aid funds are proposed to be used as the funding source for the improvements.

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Letters of Intent for the Minnesota State Active Transportation Infrastructure Grant are due on Friday, October 14, 2022.

Alternative:

Adopt Resolution #22-234 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with the off-street trail as part of the 16th Avenue Reconstruction, Improvement Project #23-01.

Funding Source:

The grant application will be performed as part of Staff's regular duties.

Recommendation:

City Staff recommends adopting Resolution #22-234 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with the off-street trail as part of the 16th Avenue Reconstruction, Improvement Project #23-01.

Action:

Adopt Resolution #22-234 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with the off-street trail as part of the 16th Avenue Reconstruction, Improvement Project #23-01.

Attachments

Mn State ATI Program Guide
Res 22-234
2022 AT Announcement

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	10/06/2022 12:42 PM
Brian Hagen	Brian Hagen	10/06/2022 02:55 PM
Form Started By: Marsha Weidner		Started On: 10/05/2022 10:16 AM
Final Approval Date: 10/06/2022		

Minnesota State Active Transportation Infrastructure Program Guide

2022-2023 Program Guide



Minnesota Active Transportation State Infrastructure Program Overview

The Minnesota Active Transportation (AT) Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects. The program was established by the Minnesota Legislature in 2017 and is defined in [Minnesota Statute 174.38](#). Currently, the legislature appropriated a total of \$3.5 million for infrastructure projects across the state.

The Minnesota Department of Transportation (MnDOT) State Aid for Local Transportation (SALT) administers the state AT infrastructure program with guidance from the AT Infrastructure Advisory Committee. The process, criteria, and prioritization for the solicitation are required by statute to establish a project evaluation and selection process that is competitive, criteria-based, and objective. Projects are approved by the Active Transportation Infrastructure Advisory Committee to provide financial assistance to eligible recipients. AT infrastructure funding does not require any local match. The funds are intended to fund standalone AT projects or provide the local match for AT infrastructure projects under federal bicycle and pedestrian infrastructure programs.

Prospective applicants should be planning for construction to occur in 2023 or 2024. All AT infrastructure applications from non-profits, townships, and non-state aid cities ("small city" or cities with populations fewer than 5,000) require a state aid city or county as the lead agency or sponsor.

Applicants may apply for funding by completing an application and submitting it with the required attachments to MnDOT electronically.

Eligibility

Eligible Agencies

Both public and non-profit entities may submit applications for infrastructure funding with a lead agency sponsor. See *Funding Eligibility* below for more information. Eligible groups include, but are not limited to:

- Non-profits or tax-exempt organizations (registered as a 501(c)(3))
- Townships
- State Aid and non-State Aid Cities
- Counties

Note that while federally recognized tribes are not eligible to receive a grant, tribes may provide a letter of support for projects that would be constructed in a county, city, or township located within a federally recognized reservation. This type of project would be categorized under "Federally recognized tribe" in the *Selection Criteria* section of this guide.

Active Transportation Infrastructure Program Guide

Updated September 2022

Lead Agency Sponsor

Township, small city, and non-profit applicants require a county to sponsor their application and project. The sponsor's tasks could include, but are not limited to:

- Be the fiscal agent on behalf of the applicant and have funds flow from MnDOT to the state aid city or county to the contractor
- Request SAP/SP number for the project
- Ensure the project meets milestones and dates
- Assist local agency in execution of a grant agreement
- Develop, review and/or approve the plan
- Submit plan, engineers estimate, and proposal to the District State Aid Engineer (DSAE)
- Advertise, let, and award the project
- Submit pay requests to State Aid
- Communicate progress and updates with the DSAEs and State Aid State Programs Engineer or Active Transportation Engineer
- Ensure that the project receives adequate supervision and inspection
- Assist with project close out

Project Requirements

Proposed projects must follow the listed requirements to be considered for grant funding:

- All improvements constructed with AT funding must have a minimum useful life of 10 years
- The project must be able to enter construction in either the 2023 or 2024 calendar years
- The applicant must have a **full resolution** (not just a letter of support) from their council or governing board supporting the project and application for AT grant funds
- If a project sponsor is required, the applicant must have a **full resolution** (not just a letter of support) from the sponsoring agency's council supporting the project, agreeing to act as the project sponsor, and perform the lead agency sponsor tasks described above
- Active Transportation infrastructure grant funds cannot be used on impacts to trunk highways or trunk highway right-of-way without an explicit letter of support from the MnDOT district engineer. If a funding source other than AT infrastructure funds are being use on trunk highway impacts, then the letter of support from the MnDOT district engineer is not required.



10-YEAR
USEFUL LIFE



2023 / 2024
CONSTRUCTION



COUNCIL
RESOLUTION



SPONSOR
RESOLUTION



TRUNK HIGHWAY
IMPACTS

Funding Options

AT funding does not require any local match, and grants are paid on a reimbursable basis (the local agency finances 100% of the project cost up front and submits state aid pay requests for reimbursement). Grant requests must be between \$50,000 and \$500,000. The grant funds are intended to fund standalone AT projects or provide the local match for a federally funded active transportation project. Applicants may also submit multiple applications for different AT projects in and around their community.

FUNDING INFORMATION	
1	No local match required
2	Grants paid as reimbursement
3	FUNDING USES
	A Fund standalone project B Local match for federal grant
4	GRANT REQUEST VALUES
	A \$50,000 minimum B \$500,000 maximum
5	Applicants may submit multiple applications

Funding Types

Two project types are available for applicants to select from: (1) funding for construction of standalone project that uses no federal funding, and (2) local match for a project that has already been selected for a federal grant.

Construction of Standalone Project (No federal funding)

This option is available for communities that have a project identified in their AT plan or other planning document and only need funds to implement the improvements. This option may be used to fund up to 100% of eligible AT construction costs.

Local Match for Federally Funded Project

Funds may be used for the local share on AT federally funded projects already programmed in the Statewide Transportation Improvement Program (STIP). To be considered for a local match, the project must already be awarded federal funding, have a federal MnDOT project number, and be listed in an approved STIP for construction in 2023 or 2024.

Federal Transportation Alternative or Safe Streets for All funding may also be eligible for use on these types of infrastructure projects. Applicants may want to consider which program best fits the needs of their project.

Multiple Applications

Applicants may submit multiple project applications but only one for each project location. Applications may be either of the two funding types described above under *Funding Types*.

Active Transportation Infrastructure Program Guide

Updated September 2022

Eligible Improvements

AT funds may be used for one or more of the following improvements:

AT PROGRAM ELIGIBLE IMPROVEMENTS	
CROSSING IMPROVEMENTS	Pedestrian curb ramps Intersections or midblock crossings Speed humps Median refuges Raised crossings Raised intersections Curb extensions
OFF-STREET FACILITIES	Trails Sidewalks Bicycle paths Multi-use or shared-use paths ADA-compliant curb ramps Other separated pathways
ON-STREET FACILITIES	Bicycle lanes Bicycle boulevards Cycle tracks Rural pedestrian lanes
TRAFFIC CONTROL DEVICES	Signage Bicycle and pedestrian activated signals Flexible bollards Pavement markings
IN-KIND REPLACEMENTS	Curb replacements Roadway & bituminous replacements Basic turf Other replacements due to required removals

Ineligible Improvements

Items that are **ineligible** for AT funds include, but are not limited to, the following:

AT PROGRAM INELIGIBLE IMPROVEMENTS	
ORNAMENTAL IMPROVEMENTS	Ornamental lighting Decorative benches Decorative landscaping Trees & plantings
REMOVABLE OBJECTS	Benches Bike racks or bike parking Other non-permanent improvements
AESTHETIC TREATMENTS	Treatments, landscaping, or finishes above the standard
NON-CONSTRUCTION	Engineering costs Construction administration & inspection costs Right-of-way acquisition Water main or sewer work Private utility work
 TRUNK HIGHWAY IMPACTS	Work on trunk highways or trunk highway right-of-way without a letter of support from the MnDOT district engineer ¹

1. Work on trunk highways is allowed only if the applicant has explicit approval from the MnDOT district engineer in a letter of support

Selection Criteria

Projects from similar types of communities will be scored among each other. Applications will be categorized into five selection pools. These pools are not based on the agency submitting the application, but rather are based on the community in which the project will be constructed. The selection pools are listed below:

- MN Cities of the First Class (Minneapolis, Saint Paul, Rochester, & Duluth)
- Metro District Communities (excluding Minneapolis & Saint Paul)
- Greater MN State Aid Cities (excluding Duluth & Rochester)
- Greater MN non-State Aid Cities & Townships
- Federally Recognized Tribes (grant recipient must be township, city, or county within a reservation)*

*Note that a tribe must submit a letter of support for the project for it to be considered in the “Federally recognized tribes” selection pool.

Each project will be reviewed with the following criteria. The application criteria include (but are not limited to):



ELIGIBILITY



SAFETY
CONCERNS



PROJECT
DESCRIPTION



RISK
MITIGATION



ENGAGEMENT
& POLICIES



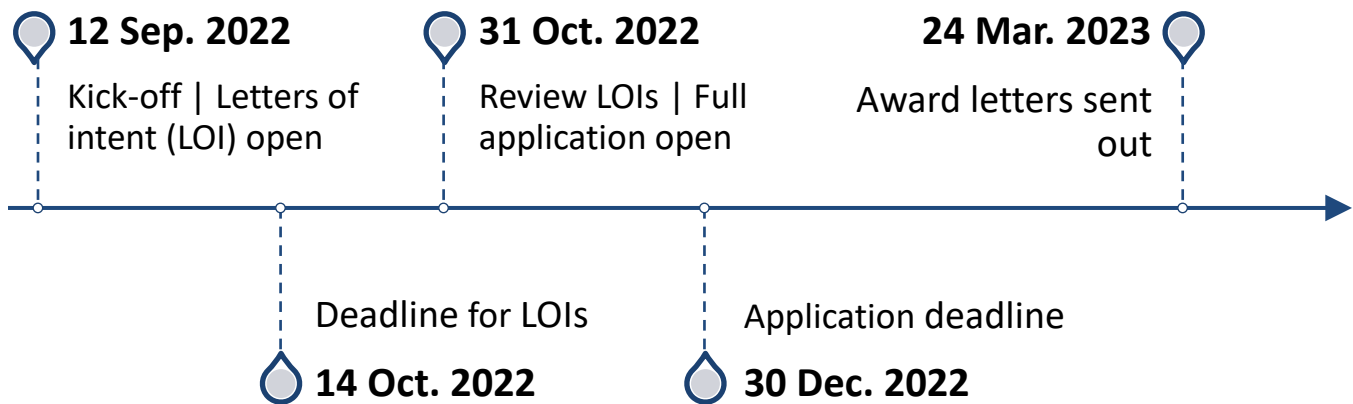
EQUITY
SCORE

1. Eligibility: Applicant must follow all criteria identified in the *Application Eligibility* section of this document, including the criteria outlined the *Funding Eligibility* and *Lead Agency Sponsor* subsections.
2. Safety Concerns: Identified risks to safety for citizens walking or biking throughout the community and potential pedestrian and bicycle counts of those who may continue to make these trips on foot or bicycle even though these risks are present.
3. Full Project Description: All improvements are identified including the improvement location, destinations connected, and any project maps or design exhibits
4. Risk Mitigation: Project improvements address the safety risks and hazards identified, mitigate safety concerns, and boosts health benefits
5. Community engagement & transportation policies: Adoption of pedestrian or bicycle plans or full complete streets policies as well as development of activities or policies that encourage or promote walking and biking
6. Equity Score: Description on how this project will advance equity in the community. Also using the AT equity score, modified for the AT program, which was developed by MnDOT to identify priority locations for people walking. The scoring map can be found here: [Active Transportation Equity Score Tool](#)

Solicitation Timeline

A typical solicitation schedule for funding is provided below.

- **Monday, September 12th, 2022** – Active Transportation Infrastructure Program solicitation kick-off. Open letter of intent period
- **Friday, October 14th, 2022** – Deadline for applicants to submit letters of intent
- **Friday, October 28th, 2022** – Deadline for MnDOT to review of letters of intent. Recommendation to proceed forward with full application sent to applicants
- **Monday, October 31st, 2022** – Opening date for full application submittals
- **Friday, December 30th, 2022** – Deadline for applicants to submit full applications
- **Friday, March 24th, 2023** – Project selection finalized, and award letters distributed to selected projects



Application Submittal

This application is submitted as an online form, which can be accessed on the [AT infrastructure grant webpage](#). The online form may not be available until the call for full applications on October 31, 2022. The downloadable application document may be used to prepare and record responses, which may then be copied into the online form. All prompts and questions on the online form will be the same as on the downloadable application document. A link may be generated to save responses until the whole form is submitted. The final date to submit the full application form is December 30, 2022.

If Awarded

If an applicant is awarded an AT infrastructure grant, they will receive an award letter from MnDOT. This letter will outline the amount awarded and the next steps the applicant should follow. After receiving an award letter, awardees will need to follow the steps outlined in the [State Fund Grantee User Guide](#).

Awardees cannot award a contractor until receiving a funding letter (different than the award letter). Additionally, construction cannot begin until a grant is executed between MnDOT and the applicant agency.

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

RESOLUTION #22-234

RESOLUTION AUTHORIZING MINNESOTA STATE ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT APPLICATION FOR 161ST AVENUE RECONSTRUCTION, IMPROVEMENT PROJECT #23-01

WHEREAS, the City of Ramsey proposes to reconstruct 161st Avenue between Armstrong Boulevard and Variolite Street; and

WHEREAS, pursuant to Ramsey City Council resolution #22-200, adopted August 23rd, 2022, the City Council ordered the City Engineer to prepare plans and specifications for Improvement Project #23-01, 161st Avenue Reconstruction; and

WHEREAS, the City proposes to construct off-street facilities to connect existing facilities between Armstrong Boulevard and Variolite Street as part of Improvement Project #23-01, 161st Avenue Reconstruction; and

WHEREAS, this improvement project is consistent with the goals and objectives of the Minnesota Active Transportation State Infrastructure Program and the City of Ramsey's Strategic Plan to create a connected and active community; and

WHEREAS, the City represents that the proposed off-street facilities between Armstrong Boulevard and Variolite Street meets the requirements of the Minnesota Active Transportation State Infrastructure Grant, thereby allowing the project to receive grant funding between \$50,000 and \$500,000, based upon reimbursement of actual lowest responsible bid; and

WHEREAS, the City has the capability to adequately fund its local cost share for this improvement project; and

WHEREAS, the City agrees to comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS, the City has the necessary capabilities to adequately develop, implement, manage, and maintain this public improvement project.

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

1. That the Ramsey City Council hereby authorizes Staff to apply for between \$50,000 and \$500,000 in funding through the Minnesota Active Transportation State Infrastructure Program to construct off-street facilities between Armstrong Boulevard and Variolite Street as part of Improvement Project #23-01, 161st Avenue Reconstruction.

2. If the City of Ramsey is awarded a grant by the Minnesota Department of Transportation, the City of Ramsey agrees to accept the grant award and will enter into an agreement with the State of Minnesota for the above referenced project. The City of Ramsey will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

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

Mayor

ATTEST:

City Clerk

Active Transportation Infrastructure Solicitation Now Open

MnDOT Office of State Aid for Local Transportation has kicked off the Minnesota Active Transportation (AT) infrastructure program solicitation. Submissions for letters of intent are now open until October 14, 2022. Up to \$3,500,000 is available in funding for construction of eligible bicycle and pedestrian infrastructure projects.

Eligible applicant agencies include:

- Counties
- Cities
- Townships
- Registered non-profits (501(c)3)

See if your project qualifies:

- Must be a project that improves safety for those walking or biking in your community
- Project funding requests must be between \$50,000 and \$500,000
- Must be able to go into construction in the 2023 or 2024 construction seasons
- All infrastructure improvements must have a useful life of at least 10 years
- Applicants will need to obtain and submit a resolution of support from their governing board or council

Solicitation Schedule:

- **Monday, September 12th, 2022** – Active Transportation Infrastructure Program solicitation kick-off. Open letter of intent period
- **Friday, October 14th, 2022** – Deadline for applicants to submit letters of intent
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- **Friday, March 24th, 2023** – Project selection finalized, and award letters distributed to selected projects

For more information, see the MnDOT AT Infrastructure Grant webpage:

[Infrastructure - Active Transportation Program - MnDOT \(state.mn.us\)](https://state.mn.us/infrastructure-active-transportation-program)

Meeting Date: 10/11/2022

Submitted For: Joe Feriancek, Engineering/Public Works

By: Marsha Weidner, Engineering/Public Works

Information

Title

Adopt Resolution #22-235 Authorizing Minnesota State Active Transportation Infrastructure Grant Application for 167th Avenue Reconstruction, Improvement Project #23-04

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #22-235 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with pedestrian and bicycle facilities as part of the 167th Avenue Reconstruction, Improvement Project #23-04.

Background:

The City of Ramsey's current 2022 – 2032 Capital Improvement Program includes reconstruction of 167th Avenue between Nowthen Boulevard (CSAH 5) and Saint Francis Boulevard (TH 47) in 2023.

On August 22 2022, the Ramsey Public Works Committee received an update on 167th Avenue and discussed the improvements. The committee recommended pedestrian facilities are necessary for this road and should be included in the design.

On August 23, 2022, the Ramsey City Council ordered the City Engineer to prepare plans and specifications for Improvement Project #23-04, 167th Avenue Reconstruction.

The Minnesota Active Transportation Infrastructure Program has up to \$3,500,000 available in funding for construction of eligible bicycle and pedestrian infrastructure projects. To qualify, the project must:

- Improve safety for those walking or biking in the community
- Project funding request must be between \$50,000 and \$500,000
- Be able to go into construction in the 2023 or 2024 construction seasons
- All infrastructure improvement must have a useful life of at least 10 years
- Must obtain and submit a resolution of support from the City Council

The deadline for applicants to submit letters of intent is Friday, October 14, 2022. Full applications must be submitted by Friday, December 30, 2022. Project selection is finalized Friday, March 24, 2023, and award letters are distributed to selected projects at that time.

If awarded and accepted, the funds cover only construction costs associated with the pedestrian and bicycle facility construction, reimbursed per the awarded lowest responsible bid.

The preliminary project estimates \$350,000 for the pedestrian and bicycle facilities construction costs. The estimated costs were based off constructing a 10-foot wide off-street trail along 167th Avenue, with ADA compliant concrete ramps at street crossings. As well as a pedestrian crossing system, similar to the Rectangular Rapid Flashing Beacon system recently installed on Variolite Street at 161st Avenue. The potential award amount would be based upon actual bid pricing per final project designs, as a reimbursement. If not awarded, Municipal State Aid funds are proposed to be used as the funding source for the improvements.

Notification:

Notifications are not required for this case.

Observations/Alternatives:

Letters of Intent for the Minnesota State Active Transportation Infrastructure Grant are due on Friday, October 14, 2022.

Alternative:

Adopt Resolution #22-235 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with pedestrian and bicycle facilities as part of the 167th Avenue Reconstruction, Improvement Project #23-04.

Funding Source:

The grant application will be performed as part of Staff's regular duties.

Recommendation:

City Staff recommends adopting Resolution #22-235 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with pedestrian and bicycle facilities as part of the 167th Avenue Reconstruction, Improvement Project #23-04.

Action:

Adopt Resolution #22-235 authorizing a Minnesota State Active Transportation Infrastructure Grant Application for between \$50,000 and \$500,000 to fund a portion of the construction costs associated with pedestrian and bicycle facilities as part of the 167th Avenue Reconstruction, Improvement Project #23-04.

Attachments

Minnesota State ATI Program Guide

Res 22-235

AT Announcement

Form Review**Inbox**

Bruce Westby

Brian Hagen

Form Started By: Marsha Weidner

Final Approval Date: 10/06/2022

Reviewed By

Bruce Westby

Brian Hagen

Date

10/06/2022 12:45 PM

10/06/2022 02:55 PM

Started On: 10/05/2022 10:31 AM

Minnesota State Active Transportation Infrastructure Program Guide

2022-2023 Program Guide



Minnesota Active Transportation State Infrastructure Program Overview

The Minnesota Active Transportation (AT) Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects. The program was established by the Minnesota Legislature in 2017 and is defined in [Minnesota Statute 174.38](#). Currently, the legislature appropriated a total of \$3.5 million for infrastructure projects across the state.

The Minnesota Department of Transportation (MnDOT) State Aid for Local Transportation (SALT) administers the state AT infrastructure program with guidance from the AT Infrastructure Advisory Committee. The process, criteria, and prioritization for the solicitation are required by statute to establish a project evaluation and selection process that is competitive, criteria-based, and objective. Projects are approved by the Active Transportation Infrastructure Advisory Committee to provide financial assistance to eligible recipients. AT infrastructure funding does not require any local match. The funds are intended to fund standalone AT projects or provide the local match for AT infrastructure projects under federal bicycle and pedestrian infrastructure programs.

Prospective applicants should be planning for construction to occur in 2023 or 2024. All AT infrastructure applications from non-profits, townships, and non-state aid cities ("small city" or cities with populations fewer than 5,000) require a state aid city or county as the lead agency or sponsor.

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Eligibility

Eligible Agencies

Both public and non-profit entities may submit applications for infrastructure funding with a lead agency sponsor. See *Funding Eligibility* below for more information. Eligible groups include, but are not limited to:

- Non-profits or tax-exempt organizations (registered as a 501(c)(3))
- Townships
- State Aid and non-State Aid Cities
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Note that while federally recognized tribes are not eligible to receive a grant, tribes may provide a letter of support for projects that would be constructed in a county, city, or township located within a federally recognized reservation. This type of project would be categorized under "Federally recognized tribe" in the *Selection Criteria* section of this guide.

Active Transportation Infrastructure Program Guide

Updated September 2022

Lead Agency Sponsor

Township, small city, and non-profit applicants require a county to sponsor their application and project. The sponsor's tasks could include, but are not limited to:

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- Request SAP/SP number for the project
- Ensure the project meets milestones and dates
- Assist local agency in execution of a grant agreement
- Develop, review and/or approve the plan
- Submit plan, engineers estimate, and proposal to the District State Aid Engineer (DSAE)
- Advertise, let, and award the project
- Submit pay requests to State Aid
- Communicate progress and updates with the DSAEs and State Aid State Programs Engineer or Active Transportation Engineer
- Ensure that the project receives adequate supervision and inspection
- Assist with project close out

Project Requirements

Proposed projects must follow the listed requirements to be considered for grant funding:

- All improvements constructed with AT funding must have a minimum useful life of 10 years
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10-YEAR
USEFUL LIFE



2023 / 2024
CONSTRUCTION



COUNCIL
RESOLUTION



SPONSOR
RESOLUTION



TRUNK HIGHWAY
IMPACTS

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FUNDING INFORMATION	
1	No local match required
2	Grants paid as reimbursement
3	FUNDING USES A B Fund standalone project Local match for federal grant
4	GRANT REQUEST VALUES A B \$50,000 minimum \$500,000 maximum
5	Applicants may submit multiple applications

Funding Types

Two project types are available for applicants to select from: (1) funding for construction of standalone project that uses no federal funding, and (2) local match for a project that has already been selected for a federal grant.

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This option is available for communities that have a project identified in their AT plan or other planning document and only need funds to implement the improvements. This option may be used to fund up to 100% of eligible AT construction costs.

Local Match for Federally Funded Project

Funds may be used for the local share on AT federally funded projects already programmed in the Statewide Transportation Improvement Program (STIP). To be considered for a local match, the project must already be awarded federal funding, have a federal MnDOT project number, and be listed in an approved STIP for construction in 2023 or 2024.

Federal Transportation Alternative or Safe Streets for All funding may also be eligible for use on these types of infrastructure projects. Applicants may want to consider which program best fits the needs of their project.

Multiple Applications

Applicants may submit multiple project applications but only one for each project location. Applications may be either of the two funding types described above under *Funding Types*.

Active Transportation Infrastructure Program Guide

Updated September 2022

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AT funds may be used for one or more of the following improvements:

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Items that are **ineligible** for AT funds include, but are not limited to, the following:

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- Metro District Communities (excluding Minneapolis & Saint Paul)
- Greater MN State Aid Cities (excluding Duluth & Rochester)
- Greater MN non-State Aid Cities & Townships
- Federally Recognized Tribes (grant recipient must be township, city, or county within a reservation)*

*Note that a tribe must submit a letter of support for the project for it to be considered in the “Federally recognized tribes” selection pool.

Each project will be reviewed with the following criteria. The application criteria include (but are not limited to):



ELIGIBILITY



SAFETY
CONCERNS



PROJECT
DESCRIPTION



RISK
MITIGATION



ENGAGEMENT
& POLICIES



EQUITY
SCORE

1. Eligibility: Applicant must follow all criteria identified in the *Application Eligibility* section of this document, including the criteria outlined the *Funding Eligibility* and *Lead Agency Sponsor* subsections.
2. Safety Concerns: Identified risks to safety for citizens walking or biking throughout the community and potential pedestrian and bicycle counts of those who may continue to make these trips on foot or bicycle even though these risks are present.
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If Awarded

If an applicant is awarded an AT infrastructure grant, they will receive an award letter from MnDOT. This letter will outline the amount awarded and the next steps the applicant should follow. After receiving an award letter, awardees will need to follow the steps outlined in the [State Fund Grantee User Guide](#).

Awardees cannot award a contractor until receiving a funding letter (different than the award letter). Additionally, construction cannot begin until a grant is executed between MnDOT and the applicant agency.

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

RESOLUTION #22-235

RESOLUTION AUTHORIZING MINNESOTA STATE ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT APPLICATION FOR 167th AVENUE RECONSTRUCTION, IMPROVEMENT PROJECT #23-04

WHEREAS, the City of Ramsey proposes to reconstruct 167th Avenue between Nowthen Boulevard (CSAH 5) and St. Francis Boulevard (TH 47); and

WHEREAS, pursuant to Ramsey City Council resolution #22-201, adopted August 23rd, 2022, the City Council ordered the City Engineer to prepare plans and specifications for Improvement Project #23-04, 167st Avenue Reconstruction; and

WHEREAS, the City proposes to construct pedestrian and bicycle facilities along 167th Avenue to connect to existing facilities at Nowthen Boulevard (CSAH 5) as part of Improvement Project #23-04, 167th Avenue Reconstruction; and

WHEREAS, this improvement project is consistent with the goals and objectives of the Minnesota Active Transportation State Infrastructure Program and the City of Ramsey's Strategic Plan to create a connected and active community; and

WHEREAS, the City represents that the proposed pedestrian and bicycle facilities meet the requirements of the Minnesota Active Transportation State Infrastructure Grant, thereby allowing the project to receive grant funding between \$50,000 and \$500,000, based upon reimbursement of actual lowest responsible bid; and

WHEREAS, the City has the capability to adequately fund its local cost share for this improvement project; and

WHEREAS, the City agrees to comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS, the City has the necessary capabilities to adequately develop, implement, manage, and maintain this public improvement project.

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

1. That the Ramsey City Council hereby authorizes Staff to apply for between \$50,000 and \$500,000 in funding through the Minnesota Active Transportation State Infrastructure Program to construct pedestrian and bicycle facilities along 167th Avenue as part of Improvement Project #23-04, 167th Avenue Reconstruction.

2. If the City of Ramsey is awarded a grant by the Minnesota Department of Transportation, the City of Ramsey agrees to accept the grant award and will enter into an agreement with the State of Minnesota for the above referenced project. The City of Ramsey will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

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

Mayor

ATTEST:

City Clerk

Active Transportation Infrastructure Solicitation Now Open

MnDOT Office of State Aid for Local Transportation has kicked off the Minnesota Active Transportation (AT) infrastructure program solicitation. Submissions for letters of intent are now open until October 14, 2022. Up to \$3,500,000 is available in funding for construction of eligible bicycle and pedestrian infrastructure projects.

Eligible applicant agencies include:

- Counties
- Cities
- Townships
- Registered non-profits (501(c)3)

See if your project qualifies:

- Must be a project that improves safety for those walking or biking in your community
- Project funding requests must be between \$50,000 and \$500,000
- Must be able to go into construction in the 2023 or 2024 construction seasons
- All infrastructure improvements must have a useful life of at least 10 years
- Applicants will need to obtain and submit a resolution of support from their governing board or council

Solicitation Schedule:

- **Monday, September 12th, 2022** – Active Transportation Infrastructure Program solicitation kick-off. Open letter of intent period
- **Friday, October 14th, 2022** – Deadline for applicants to submit letters of intent
- **Friday, October 28th, 2022** – Deadline for MnDOT to review of letters of intent. Recommendation on full application sent to applicants
- **Monday, October 31st, 2022** – Opening date for full application submittals
- **Friday, December 30th, 2022** – Deadline for applicants to submit full applications
- **Friday, March 24th, 2023** – Project selection finalized, and award letters distributed to selected projects

For more information, see the MnDOT AT Infrastructure Grant webpage:

[Infrastructure - Active Transportation Program - MnDOT \(state.mn.us\)](https://state.mn.us/infrastructure-active-transportation-program)

CC Regular Session

6. 1.

Meeting Date: 10/11/2022

By: Diana Lund, Finance

Information

Title:

PUBLIC HEARING: Res. #22-237 Adopting a Street Reconstruction and Overlay Plan and Issuance of General Obligation Street Reconstruction Bonds and Res. #22-238 Providing Sale of \$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A

Purpose/Background:

Purpose: To provide funding for street reconstructions and bituminous overlays via the issuance of Street Reconstruction Plan Bonds.

Background: Over the past several years, much discussion has taken place over the financing of street improvements. These needed improvements: Overlays and Reconstructions are based on the 60-year Long-Term Street Maintenance Program that the engineering department had compiled on all of the city's streets based on a PASER rating (the lower the PASER rating, the worse the road).

Street Reconstruction Bubble (From Public works Committee Meetings June 21, 2022 & July 19, 2022)

Between 1975 and 1985 approximately 40-percent of all City streets were constructed. At the time these streets were constructed their anticipated useful design life was 40-years, after which reconstruction would be required.

These streets have all now either reached, or are nearing, the end of their useful lives. This means approximately 40-percent of City streets need to be reconstructed now or in the immediate future. And while it has generally been known for a decade or more that this "street reconstruction bubble" was approaching, it has become even more apparent this year that current Pavement Management Program funding levels need to be increased to acceptably maintain the condition of City streets. Based on the Engineer's estimate, these projects totaled approximately \$12.8M.

Included in the draft document of the City's 2023-2032 Capital Improvement Plan is over \$37 million of Pavement Management Improvement Projects including the \$12.8M projects noted above.

During the 2023 budget city council worksessions, it was the consensus of council to "front-load" funding these projects due to the large amount of streets that are in need of repair. The agreement was to not only levy the annual pavement management levy that is approximately \$1.7 million but also to issue debt so that there would be funding available to get ahead on improving a major section of these roads over the next three to four years. The average debt needed was determined to be approximately \$12M. The annual debt service levy on the property tax would be approximately \$1.145M for 15 years. The \$1.145M debt levy for payable 2023 was included in the Preliminary 2023 Property tax levy that was adopted by City Council on September 27.

The city is looking to issue General Obligation Street Reconstruction Bonds.

There are requirements that need to be followed when issuing Street Reconstruction Plan Bonds. The requirements are: 1. A Five-Year Street Reconstruction and Overlay Plan (SROP) must be prepared. The City's five year as presented, is based on the highest priority street projects that Engineering has outlined in the City's draft 2023-2032 Capital Improvement Plan (CIP). 2. City Council must hold a public hearing on the issuance of the bonds and Street Reconstruction and Overlay Plan. The public hearing request is the first step of the bonding process that needs to be undertaken for financing the street improvements with is what is being requested at tonight's meeting. The major requirement to allow the city to issue this debt is that the City Council must approve the sale of the street reconstruction bonds by at least two-thirds vote of the membership present (need 4 approval votes if 6 members present; 5 votes if 7 members present).

Like a Capital Improvement bond, the Street Reconstruction bond is not required to have a referendum, but is subject to a 30-day reverse referendum after the public hearing. If a petition bearing the signature of at least 5 percent of the votes cast in the last general election is filed with the City Clerk within 30 days after the public hearing regarding the bonds (November 11, 2022) the bonds may not be issued unless approved by voters.

The City's preliminary levy that was adopted September 27, 2022, included an estimated annual debt levy of \$1,145,607 that was applicable to this bond being sold to fund approximately \$12M of City street reconstruction and overlay projects. When sold, if the annual debt levy is determined to be higher than the \$1,145,607 the levy amount for 2023 cannot be increased, but the remaining 14 years of annual levies would offset the difference.

If authorized, the GO Street Reconstruction Bonds are scheduled to be sold the morning of November 15, 2022, with approval of the sale and terms brought forward to the City Council for their approval that same evening of November 15, 2022 for which a special City Council meeting will be held. The original sale date was to be December 13, 2022, but due to possible additional interest rate increases the sale date was moved up.

Notification:

The City Council authorized the calling of the public hearing for the intention to issue GO Street Reconstruction Bonds and the proposal to adopt a street reconstruction plan at its regular meeting of September 27, 2022.

Ehlers and Associates, the city's financial consultant, has prepared a Five-Year Street Reconstruction Overlay Plan (SROP). This document was based on the 2023-2027 street reconstructions and overlays depicted in the city's draft 2023-2032 Capital Improvement Plan (CIP) that was prepared by the City's Engineering department. The Five-Year Street Reconstruction Overlay Plan (SROP) is required by State Statute as it outlines only those projects that bond funds may be spent on. The total estimated costs of these projects is \$24.3M and thus the Plan is written that the City may issue Street Reconstruction Bonds not to exceed \$25M. The City is proposing to issue \$12M of this amount. Having the Five -Year Plan allows that if in the future the city desires to issue any debt for the other projects included in the SROP and up to \$13M in debt issuance (\$25M allowance - \$12M current request) a public hearing and new plan do not need to be created.

Time Frame/Observations/Alternatives:

The Five-Year Street Reconstruction and Overlay Plan 2023-2027 shows bonding schedules for each of these respective years. Statute states that a Five-Year plan must be produced outlining projects and costs for the next five years. If the city does not wish to follow this schedule (with the projects that are listed) over the next five years a new five-year plan will need to be devised. For example, if projects A-E are included in the five-year plan and the city wishes to do project F instead of B, the plan needs to be amended and the public hearing process will need to be undertaken again on the revised plan.

#1. Motion to Adopt Resolution #22-237 Adopting the Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds (5-Year Plan Requirements)

and

Motion to Adopt Resolution #22-238 Providing the Sale of \$12,075,000 General Obligation Street Reconstruction Bonds

#2. Motion to not Adopt Resolutions #22-237 and #22-238 at this time.

Funding Source:

The issuance of Street Reconstruction Bonds will fund the street reconstructions and overlay as outlined in the 5-Year Plan (from which was taken from the city's draft 2023-2032 CIP).

Recommendation:

Staff recommends Alternative #1 as this is the authorization to issue debt with final approval of the acceptance of the bond sale terms at the City Council's special meeting of November 15, 2022 meeting. The issuance of debt follows the direction that City Council authorized when the 2023 preliminary levy was adopted on September 27, 2022.

Outcome/Action:

Motion to Adopt Resolution #22-237 Adopting a Street Reconstruction Plan and Approving the Issuance of General Obligation Street Reconstruction Bonds and motion to Adopt Resolution #22-238 Providing for the Sale of \$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A.

Attachments

Presale Report

Five-Year Street Reconstruction Plan

Reso#22-237 Adopt Street Plan & Approve Issuance of Street Recon Bonds

Reso #22-238 Provide for Sale of \$12.075M Street Recon Bonds

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/06/2022 02:44 PM
Form Started By: Diana Lund		Started On: 09/28/2022 08:40 AM
Final Approval Date: 10/06/2022		

October 11, 2022

PRE-SALE REPORT FOR

City of Ramsey, Minnesota

\$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Stacie Kvilvang, Senior Municipal Advisor
Jason Aarsvold, Senior Municipal Advisor
Keith Dahl, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A

Purposes:

The proposed issue includes financing for the 2023 - 2025 street reconstruction projects in the City. Debt service will be paid from ad valorem property taxes.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter(s):

- 475
- 475.58 3b

The Bonds count against the Net Debt Limit of 3% of the estimated market value of taxable property in the City. The City's Pay 2022 EMV is \$3,345,686,400. Therefore, the total amount of outstanding debt cannot exceed \$100,370,592. As of October 1, 2022, the City has \$23,195,000 subject to the legal debt limit.

The City held the required public hearing on its 5-year street reconstruction plan on October 11, 2022. The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Term/Call Feature:

The Bonds are being issued for a term of 15 years. Principal on the Bonds will be due on December 15 in the years 2023 through 2037. Interest is payable every six months beginning December 15, 2023.

The Bonds will be subject to prepayment at the discretion of the City on December 15, 2032 or any date thereafter.

Bank Qualification:

Because the City is issuing, or expects to issue, more than \$10,000,000 in tax-exempt obligations during the calendar year, the City will be not able to designate the Bonds as "bank qualified" obligations.

Rating:

The City's most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is "AA+". The City will request a new rating for the Bonds.

If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on your request to issue Bonds and your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or "discount") but will pay the remainder of the premium to the City. The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

For this issue of Bonds we have been directed to use the net premium to reduce the size of the issue the net proceeds for the project. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City's objectives for this financing.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Nonarbitrage Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

We recommend that the City review its specific responsibilities related to the Bonds with an arbitrage expert in order to utilize one or more of the exceptions listed above. You have retained Ehlers to assist you with compliance with these rules.

Investment of Bond Proceeds:

Ehlers can assist the City in developing a strategy to invest your Bond proceeds until the funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Taft Stettinius & Hollister LLP

Paying Agent: Bond Trust Services Corporation

Rating Agency: Standard & Poor's Global Ratings (S&P)

Summary:

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	October 11, 2022
Distribute Official Statement:	Week of October 31, 2022
Conference with Rating Agency and Due Diligence Call to review Official statement:	November 7, 2022
City Council Meeting to Award Sale of the Bonds:	November 15, 2022
Estimated Closing Date:	December 6, 2022

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Resolution Authorizing Ehlers to Proceed with Bond Sale

EHLERS' CONTACTS

Stacie Kvilvang, Senior Municipal Advisor	(651) 697-8506
Jason Aarsvold, Senior Municipal Advisor	(651) 697-8512
Keith Dahl, Municipal Advisor	(651) 697-8595
Nate Gilger, Public Finance Analyst	(651) 697-8538
Alicia Gage, Senior Financial Analyst	(651) 697-8551

City of Ramsey, Minnesota

\$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A

Assumes Current Market Non-BQ AA+ Market Rates + 75bps

Sources & Uses

Dated 12/06/2022 | Delivered 12/06/2022

Sources Of Funds

Par Amount of Bonds	\$12,075,000.00
Total Sources	\$12,075,000.00

Uses Of Funds

Total Underwriter's Discount (0.800%)	96,600.00
Costs of Issuance	75,809.41
Deposit to Project Construction Fund	11,900,000.00
Rounding	2,590.59
Total Uses	\$12,075,000.00

City of Ramsey, Minnesota

\$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A

Assumes Current Market Non-BQ AA+ Market Rates + 75bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/06/2022	-	-	-	-	-
12/15/2023	550,000.00	3.900%	538,801.50	1,088,801.50	1,088,801.50
06/15/2024	-	-	252,105.00	252,105.00	-
12/15/2024	620,000.00	3.900%	252,105.00	872,105.00	1,124,210.00
06/15/2025	-	-	240,015.00	240,015.00	-
12/15/2025	645,000.00	4.000%	240,015.00	885,015.00	1,125,030.00
06/15/2026	-	-	227,115.00	227,115.00	-
12/15/2026	670,000.00	4.050%	227,115.00	897,115.00	1,124,230.00
06/15/2027	-	-	213,547.50	213,547.50	-
12/15/2027	700,000.00	4.100%	213,547.50	913,547.50	1,127,095.00
06/15/2028	-	-	199,197.50	199,197.50	-
12/15/2028	730,000.00	4.200%	199,197.50	929,197.50	1,128,395.00
06/15/2029	-	-	183,867.50	183,867.50	-
12/15/2029	760,000.00	4.250%	183,867.50	943,867.50	1,127,735.00
06/15/2030	-	-	167,717.50	167,717.50	-
12/15/2030	790,000.00	4.300%	167,717.50	957,717.50	1,125,435.00
06/15/2031	-	-	150,732.50	150,732.50	-
12/15/2031	825,000.00	4.350%	150,732.50	975,732.50	1,126,465.00
06/15/2032	-	-	132,788.75	132,788.75	-
12/15/2032	860,000.00	4.450%	132,788.75	992,788.75	1,125,577.50
06/15/2033	-	-	113,653.75	113,653.75	-
12/15/2033	900,000.00	4.500%	113,653.75	1,013,653.75	1,127,307.50
06/15/2034	-	-	93,403.75	93,403.75	-
12/15/2034	940,000.00	4.550%	93,403.75	1,033,403.75	1,126,807.50
06/15/2035	-	-	72,018.75	72,018.75	-
12/15/2035	980,000.00	4.600%	72,018.75	1,052,018.75	1,124,037.50
06/15/2036	-	-	49,478.75	49,478.75	-
12/15/2036	1,030,000.00	4.650%	49,478.75	1,079,478.75	1,128,957.50
06/15/2037	-	-	25,531.25	25,531.25	-
12/15/2037	1,075,000.00	4.750%	25,531.25	1,100,531.25	1,126,062.50
Total	\$12,075,000.00	-	\$4,781,146.50	\$16,856,146.50	-

Yield Statistics

Bond Year Dollars	\$106,716.88
Average Life	8.838 Years
Average Coupon	4.4802160%
Net Interest Cost (NIC)	4.5707359%
True Interest Cost (TIC)	4.5724258%
Bond Yield for Arbitrage Purposes	4.4575026%
All Inclusive Cost (AIC)	4.6635471%

IRS Form 8038

Net Interest Cost	4.4802160%
Weighted Average Maturity	8.838 Years

City of Ramsey, Minnesota

\$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A

Assumes Current Market Non-BQ AA+ Market Rates + 75bps

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Overlevy
12/15/2022	-	-	-	-	-
12/15/2023	550,000.00	3.900%	538,801.50	1,088,801.50	1,143,241.58
12/15/2024	620,000.00	3.900%	504,210.00	1,124,210.00	1,180,420.50
12/15/2025	645,000.00	4.000%	480,030.00	1,125,030.00	1,181,281.50
12/15/2026	670,000.00	4.050%	454,230.00	1,124,230.00	1,180,441.50
12/15/2027	700,000.00	4.100%	427,095.00	1,127,095.00	1,183,449.75
12/15/2028	730,000.00	4.200%	398,395.00	1,128,395.00	1,184,814.75
12/15/2029	760,000.00	4.250%	367,735.00	1,127,735.00	1,184,121.75
12/15/2030	790,000.00	4.300%	335,435.00	1,125,435.00	1,181,706.75
12/15/2031	825,000.00	4.350%	301,465.00	1,126,465.00	1,182,788.25
12/15/2032	860,000.00	4.450%	265,577.50	1,125,577.50	1,181,856.38
12/15/2033	900,000.00	4.500%	227,307.50	1,127,307.50	1,183,672.88
12/15/2034	940,000.00	4.550%	186,807.50	1,126,807.50	1,183,147.88
12/15/2035	980,000.00	4.600%	144,037.50	1,124,037.50	1,180,239.38
12/15/2036	1,030,000.00	4.650%	98,957.50	1,128,957.50	1,185,405.38
12/15/2037	1,075,000.00	4.750%	51,062.50	1,126,062.50	1,182,365.63
Total	\$12,075,000.00	-	\$4,781,146.50	\$16,856,146.50	\$17,698,953.83

Significant Dates

Dated	12/06/2022
First Coupon Date	12/15/2023

Yield Statistics

Bond Year Dollars	\$106,716.88
Average Life	8.838 Years
Average Coupon	4.4802160%
Net Interest Cost (NIC)	4.5707359%
True Interest Cost (TIC)	4.5724258%
Bond Yield for Arbitrage Purposes	4.4575026%
All Inclusive Cost (AIC)	4.6635471%

IRS Form 8038

Net Interest Cost	4.4802160%
Weighted Average Maturity	8.838 Years

City of Ramsey, Minnesota

\$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A

Assumes Current Market Non-BQ AA+ Market Rates + 75bps

Detail Costs Of Issuance

Dated 12/06/2022 | Delivered 12/06/2022

COSTS OF ISSUANCE DETAIL

Municipal Advisor	\$37,350.00
Bond Counsel	\$18,500.00
Rating Agency Fee	\$19,500.00
Miscellaneous	\$459.41
TOTAL	\$75,809.41

October 11, 20222

FIVE - YEAR STREET RECONSTRUCTION & OVERLAY
PLAN:

City of Ramsey, MN

2023 - 2027



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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I. INTRODUCTION

In 2002, the Minnesota State Legislature passed into law a bill which generally exempts city bonds issued under a street reconstruction program from the referendum requirements usually required for bonding expenditures. In 2013 the Legislature amended the law to allow bituminous overlays to be included in the street reconstruction program. In 2021 the Legislature amended the definition of street reconstruction and bituminous overlays to include the addition or reconstruction of turn lanes, bicycle lanes, sidewalks and paths. In addition, bicycle lanes, sidewalks and paths were added as allowable costs when widening a street. The authorization is contained in Minnesota Statutes, Section 475.58, subdivision 3b (the “Act”).

II. PURPOSE

A street reconstruction program represents a major expenditure of city funds for the reconstruction or bituminous overlay of public streets. As defined in the Act, street reconstruction and bituminous overlay projects may include utility replacement and relocation and other incidental costs, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and local share of state and county road projects, street reconstruction and overlays do not include the portion of project costs allocable to widening a street or adding curbs and gutters where none previously existed.

A Street Reconstruction and Overlay Plan (SROP) is a document designed to anticipate street reconstruction and overlay expenditures and schedule them over a five-year period so that they may be purchased in the most efficient and cost-effective method. A SROP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the city considers the benefits, costs, alternatives and impact on operating expenditures.

The City of Ramsey, Minnesota (the “City”) believes the street reconstruction and overlay process is an important element of

responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. Good planning is essential for the wise use of limited financial resources. The SROP is designed to be updated on an as needed basis.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its Capital Improvement Plan (CIP) process. The City assembles the specific capital expenditures to be undertaken within the next five years. The City Council prepares a plan based on the available funding sources. From this information, a preliminary CIP is prepared for public discussion from citizens and other governmental units. Changes are made based on that input, and a final plan is established.

Over the life of the CIP, once the funding becomes available the individual capital expenditures can be made as part of individual project approvals. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

If bonding is necessary, the City works with its municipal advisor to prepare a bond sale and repayment schedule. Street reconstruction and overlay planning occurs separately from the CIP process focusing specifically on street reconstruction and overlay projects to be financed with general obligation street reconstruction bonds under provisions of the Act. The SROP is to describe the identified street reconstruction and overlay projects to be financed, their estimated costs, and any planned reconstruction or overlay of other streets in the City over the next five years.

For a city to use its authority under the Act to finance street reconstruction and bituminous overlay expenditures with general obligation bonds, it must meet the requirements provided therein.

Specifically, the city must hold a public hearing for public input on a SROP. Notice of such hearing must be published in the official newspaper of the city at least 10, but not more than 28 days prior to the date of the public hearing. In addition, the council must approve the SROP and issuance of street reconstruction bonds by a two-thirds majority vote of its membership present at the meeting following a public hearing.

Although a referendum is not required, a reverse referendum is allowable. If a petition requesting a vote on the issuance of bonds bearing the signatures of at least 5 percent of the votes cast in the last municipal general election is filed with the municipal clerk within 30 days after the public hearing, a referendum vote on the issuance of the bonds shall be required to authorize the issuance. If the municipality elects not to submit the question to the voters, the municipality shall not propose the issuance of bonds under the Act for the same purpose for a period of 365 days from the date of receipt of the petition.

IV. PROJECT SUMMARY

The expenditures to be undertaken with this 2023 to 2027 SROP are limited to those listed in Appendix A. All other foreseeable capital expenditures within the City government will come through other means or through an amendment to this SROP.

V. FINANCING

The total amount of requested expenditures under the SROP is up to \$25,000,000. If these expenditures are to be funded, that amount of money is anticipated to be generated through a combination of tax levy, and the sale of general obligation street reconstruction plan bonds over the five-year period.

In the financing of the SROP, one statutory limitation applies. Under Chapter 475, with few exceptions, cities cannot incur debt in excess of

3% of the assessor's estimated market value (EMV) for the city. The City's Pay 2022 EMV is \$3,345,686,400. As noted in the table below, the City's debt subject to this requirement, including the proposed bond issue, is within the required threshold:

Net Debt Limit	
Assessor's Estimated Market Value	3,345,686,400
Multiply by 3%	0.03
Statutory Debt Limit	100,370,592
Less: Debt Paid Solely from Taxes	(23,195,000)
Less: Proposed Bond Issue(s)	(25,000,000)
Unused Debt Limit	52,175,592

Under the SROP, the City plans to issue up to \$25,000,000 in general obligation bonds. It is anticipated that they will issue \$12,075,000 in 2023 to pay for the 2023 through 2025 projects listed in Appendix A and an additional \$12,540,000 in 2026 to pay for the 2026 and 2027 projects also listed in Appendix A. The bond sizing is based upon funding the estimated project amounts listed in Appendix A plus estimated issuance costs. Current estimates of size and repayment of the general obligation street reconstruction and overlay bonds under consideration is shown in Appendix B.

VI. PLAN CONTINUATION

This SROP should be reviewed annually as needed by the City Council using the process outlined in this document. It should review proposed expenditures, make priority decisions, and seek funding for those expenditures it deems necessary for the City. If deemed appropriate, the Council should prepare an update to this SROP.

APPENDIX A

Plan Project Costs:

The 2023 through 2027 capital expenditure of approximately \$24,300,000 for the City's road reconstruction and bituminous overlay projects is to be funded with up to \$25,000,000 in bond proceeds.

Project	Year	Amount
Barthel's Rum River Acres 2nd	2023	\$ 2,204,160
Whispering Pines Estates Plat 3		\$ 968,800
Alpine Meadows		\$ 40,000
Highlands at River Park 1st, 2nd, 3rd, 4th		\$ 430,000
Barthel's Rum River Acres	2024	\$ 800,899
White Pines Estates		\$ 360,570
Rodeo Hills Estates & Valley View Acres		\$ 1,125,059
Ford Brook Estates 3rd		\$ 712,656
Hall's Dover Acres		\$ 554,288
Juniper Woods 1st, 2nd & 3rd		\$ 523,180
Section 01 Unplatted (North of CR 27)		\$ 339,360
Gateway Industrial Park 2		\$ 118,170
Gateway Industrial Park		\$ 59,969
Orcarch Hills Townhomes		\$ 75,750
Section 27 Unplatted		\$ 306,156
Town Center Gardens 1st, 2nd, 3rd		\$ 285,325
Dickenson's Mississippi Estate	2025	\$ 381,888
Fox Ridge Estates 1st & 2nd		\$ 2,656,080
High Point (Combine with Sec 22)		\$ 1,432,080
Section 22 Unplatted (Combine with High Point)		\$ 279,888
Sorteberg's		\$ 537,030
Alpine Acres 1st & 2nd		\$ 216,750
Beaudry's 2nd		\$ 177,480
Ramsey Town Center 2nd, 4th, 6th, 7th		\$ 239,480
Ramsey Town Center IP 05-22		\$ 24,480
Riverwick 3rd		\$ 61,200
Riverwick Village		\$ 102,000
Rum River Hills		\$ 142,290
Village of Sunfish Lake		\$ 211,650
Carol-Rose Acres	2026	\$ 421,064
Flintwood Hills 2nd & 3rd		\$ 1,025,880
Section 01 Unplatted (S/O CR 27)		\$ 830,592
Sports Haven		\$ 271,096
Countryside Estates		\$ 1,816,920
Riverside West (Dolomite & 137th)		\$ 188,181
Aleine Woods		\$ 100,425
Evergreen Point Townhomes 1st & 2nd		\$ 82,400
Hall-Anderson Acres (TH 47 Service Road)		\$ 39,398
Riverside West (Ebony Street)		\$ 51,000
Section 16 Unplatted		\$ 118,193
Rivers Bend 3rd & 4th	2027	\$ 237,120
Hall-Anderson Acres (Except TH 47 Service Rd)		\$ 1,025,024
Oakwood Hills & Rambosek Red Oak Estates		\$ 291,200
Windsorwood		\$ 366,912
Windemere Woods (Magnesium Street to Bunker)		\$ 349,440
Sorteberg's 6th		\$ 773,760
Brookfield		\$ 213,200
Ebony		\$ 28,080
Estates of Silver Oaks		\$ 265,200
Riversbend (Non 2018 Recon)		\$ 304,200
Riversbend 2nd		\$ 23,400
Rivers Bend Plaza		\$ 62,400
TOTAL	N/A	\$ 24,251,722

APPENDIX B

Proposed Sources and Uses:

2023 Bonds:

City of Ramsey, Minnesota

\$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A

Assumes Current Market Non-BQ AA+ Market Rates + 75bps

Sources & Uses

Dated 12/06/2022 | Delivered 12/06/2022

Sources Of Funds

Par Amount of Bonds	\$12,075,000.00
Total Sources	\$12,075,000.00

Uses Of Funds

Total Underwriter's Discount (0.800%)	96,600.00
Costs of Issuance	75,809.41
Deposit to Project Construction Fund	11,900,000.00
Rounding	2,590.59
Total Uses	\$12,075,000.00

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
12/06/2022	-	-	-	-	-
12/15/2023	550,000.00	3.900%	538,801.50	1,088,801.50	1,088,801.50
06/15/2024	-	-	252,105.00	252,105.00	-
12/15/2024	620,000.00	3.900%	252,105.00	872,105.00	1,124,210.00
06/15/2025	-	-	240,015.00	240,015.00	-
12/15/2025	645,000.00	4.000%	240,015.00	885,015.00	1,125,030.00
06/15/2026	-	-	227,115.00	227,115.00	-
12/15/2026	670,000.00	4.050%	227,115.00	897,115.00	1,124,230.00
06/15/2027	-	-	213,547.50	213,547.50	-
12/15/2027	700,000.00	4.100%	213,547.50	913,547.50	1,127,095.00
06/15/2028	-	-	199,197.50	199,197.50	-
12/15/2028	730,000.00	4.200%	199,197.50	929,197.50	1,128,395.00
06/15/2029	-	-	183,867.50	183,867.50	-
12/15/2029	760,000.00	4.250%	183,867.50	943,867.50	1,127,735.00
06/15/2030	-	-	167,717.50	167,717.50	-
12/15/2030	790,000.00	4.300%	167,717.50	957,717.50	1,125,435.00
06/15/2031	-	-	150,732.50	150,732.50	-
12/15/2031	825,000.00	4.350%	150,732.50	975,732.50	1,126,465.00
06/15/2032	-	-	132,788.75	132,788.75	-
12/15/2032	860,000.00	4.450%	132,788.75	992,788.75	1,125,577.50
06/15/2033	-	-	113,653.75	113,653.75	-
12/15/2033	900,000.00	4.500%	113,653.75	1,013,653.75	1,127,307.50
06/15/2034	-	-	93,403.75	93,403.75	-
12/15/2034	940,000.00	4.550%	93,403.75	1,033,403.75	1,126,807.50
06/15/2035	-	-	72,018.75	72,018.75	-
12/15/2035	980,000.00	4.600%	72,018.75	1,052,018.75	1,124,037.50
06/15/2036	-	-	49,478.75	49,478.75	-
12/15/2036	1,030,000.00	4.650%	49,478.75	1,079,478.75	1,128,957.50
06/15/2037	-	-	25,531.25	25,531.25	-
12/15/2037	1,075,000.00	4.750%	25,531.25	1,100,531.25	1,126,062.50
Total	\$12,075,000.00	-	\$4,781,146.50	\$16,856,146.50	-

Future Bonds:

Sources & Uses

Dated 04/01/2026 | Delivered 04/01/2026

Sources Of Funds

Par Amount of Bonds	\$12,540,000.00
Total Sources	\$12,540,000.00

Uses Of Funds

Total Underwriter's Discount (1.000%)	125,400.00
Costs of Issuance	112,500.00
Deposit to Project Construction Fund	12,300,000.00
Rounding	2,100.00
Total Uses	\$12,540,000.00

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
04/01/2026	-	-	-	-	-
12/15/2026	760,000.00	4.650%	473,140.26	1,233,140.26	1,233,140.26
06/15/2027	-	-	317,626.25	317,626.25	-
12/15/2027	595,000.00	4.750%	317,626.25	912,626.25	1,230,252.50
06/15/2028	-	-	303,495.00	303,495.00	-
12/15/2028	625,000.00	4.800%	303,495.00	928,495.00	1,231,990.00
06/15/2029	-	-	288,495.00	288,495.00	-
12/15/2029	655,000.00	4.850%	288,495.00	943,495.00	1,231,990.00
06/15/2030	-	-	272,611.25	272,611.25	-
12/15/2030	685,000.00	4.950%	272,611.25	957,611.25	1,230,222.50
06/15/2031	-	-	255,657.50	255,657.50	-
12/15/2031	720,000.00	5.050%	255,657.50	975,657.50	1,231,315.00
06/15/2032	-	-	237,477.50	237,477.50	-
12/15/2032	760,000.00	5.100%	237,477.50	997,477.50	1,234,955.00
06/15/2033	-	-	218,097.50	218,097.50	-
12/15/2033	795,000.00	5.250%	218,097.50	1,013,097.50	1,231,195.00
06/15/2034	-	-	197,228.75	197,228.75	-
12/15/2034	840,000.00	5.350%	197,228.75	1,037,228.75	1,234,457.50
06/15/2035	-	-	174,758.75	174,758.75	-
12/15/2035	885,000.00	5.450%	174,758.75	1,059,758.75	1,234,517.50
06/15/2036	-	-	150,642.50	150,642.50	-
12/15/2036	930,000.00	5.550%	150,642.50	1,080,642.50	1,231,285.00
06/15/2037	-	-	124,835.00	124,835.00	-
12/15/2037	985,000.00	5.650%	124,835.00	1,109,835.00	1,234,670.00
06/15/2038	-	-	97,008.75	97,008.75	-
12/15/2038	1,040,000.00	5.750%	97,008.75	1,137,008.75	1,234,017.50
06/15/2039	-	-	67,108.75	67,108.75	-
12/15/2039	1,100,000.00	5.900%	67,108.75	1,167,108.75	1,234,217.50
06/15/2040	-	-	34,658.75	34,658.75	-
12/15/2040	1,165,000.00	5.950%	34,658.75	1,199,658.75	1,234,317.50
Total	\$12,540,000.00	-	\$5,952,542.76	\$18,492,542.76	-

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-237
EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF RAMSEY, MINNESOTA

HELD: October 11, 2022

Pursuant to due call, a regular or special meeting of the City Council of the City of Ramsey, Anoka County, Minnesota, was duly held at the Ramsey City Hall on October 11, 2022, at 7:00 p.m., for the purpose, in part, of adopting a street reconstruction and overlay plan and authorizing issuance of street reconstruction bonds.

RESOLUTION ADOPTING A STREET RECONSTRUCTION AND OVERLAY PLAN AND APPROVING THE ISSUANCE OF GENERAL OBLIGATION STREET RECONSTRUCTION BONDS

WHEREAS, the City of Ramsey, Minnesota (the "City"), has determined that it is in the best interest of the City to authorize the issuance and sale of general obligation street reconstruction bonds pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), to finance the cost of street reconstruction projects, as described in the proposed street reconstruction and overlay plan described below, a copy of which is on file in the City Clerk's office; and

WHEREAS, pursuant to the Act, the City is authorized to issue and sell general obligation street reconstruction bonds for street reconstruction under the circumstances and within the limitations set forth in the Act. The Act provides that a street reconstruction and overlay plan may be financed with general obligation street reconstruction bonds, following adoption of a street reconstruction and overlay plan, after a public hearing on the street reconstruction and overlay plan and on the issuance of general obligation street reconstruction bonds and other proceedings conducted in accordance with the requirements of the Act; and

WHEREAS, pursuant to the Act, the City has prepared a five-year street reconstruction and overlay plan for calendar years 2023 through 2027, which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the City, including the issuance of general obligation street reconstruction bonds under the Act (the "Plan"), to determine the funding strategy for street reconstruction projects; and

WHEREAS, on October 11, 2022, the City Council held a public hearing on the adoption of the Plan and the issuance of not to exceed \$25,000,000 general obligation street reconstruction bonds (the "Bonds") under the Plan for street reconstruction improvements to those streets described in the Plan (the "Street Reconstruction Projects") after publication of the notice of public hearing not less than 10 days nor more than 28 days prior to the date thereof in the City's official newspaper; and

WHEREAS, all parties who appeared at the public hearing were given an opportunity to express their views with respect to the proposal to adopt the Plan and to undertake and finance

the Street Reconstruction Projects by the issuance of Bonds and any written comments submitted prior to the public hearing were considered.

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

1. City Policies and Goals. The financing of the Street Reconstruction Projects and the issuance and sale of the Bonds would further the policies and goals of the City as set forth in the Plan, hereby adopted by the City Council in connection with the issuance of the Bonds.

2. Public Hearing Notice. The City Council hereby ratifies the actions of the City Clerk in causing the publication of the Notice of Public Hearing to be published in the City's official newspaper as required by law; and

3. Adoption of Street Reconstruction and Overlay Plan. Based on information received at the public hearing, such written comments (if any) and such other facts and circumstances as the City Council deems relevant, it is hereby found, determined and declared that:

- (a) the Street Reconstruction Projects proposed in the Plan will allow the City to upgrade its transportation infrastructure to accommodate anticipated and existing residential and commercial development; and
- (b) the Plan is hereby approved and adopted in the form presently on file with the City.

4. Authorization and Approval of Bonds. The City is hereby authorized to issue the Bonds, the proceeds of which will be used, together with any additional funds of the City which might be required, to finance certain costs of the Street Reconstruction Projects and to pay costs of issuance of the Bonds.

5. Execution of Documents. The Mayor and City Clerk are authorized and directed to execute such other documents and instruments as may be required to give effect to the transactions herein contemplated.

6. Voter Referendum Contingency. Pursuant to the Act, a petition requesting a vote on the question of issuing the Bonds, signed by voters equal to five percent of the votes cast in the last municipal general election, may be filed within thirty days of the public hearing. Upon receipt of such petition within the prescribed time period, the City may issue the Bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the Bonds. The authorizations and approvals contained herein are subject to and contingent upon not receiving such a petition, or, in the event such a petition is filed, the approving vote of a majority of the voters voting on the question of the issuance of the Bonds.

The motion for the adoption of the foregoing resolution was duly seconded by councilmember _____ and, after a full discussion thereof and upon a 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 the resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of October, 2022.

ATTEST:

Mayor

City Clerk

STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF RAMSEY

I, the undersigned, being the duly qualified and acting City Clerk of the City of Ramsey, Minnesota, do hereby certify that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to adopting a street reconstruction and overlay plan and the issuance of general obligation street reconstruction bonds.

WITNESS my hand on October 11, 2022.

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #22-238

RESOLUTION PROVIDING FOR THE SALE OF \$12,075,000 GENERAL OBLIGATION STREET RECONSTRUCTION BONDS, SERIES 2022A

- A. **WHEREAS**, the City Council of the City of Ramsey, Minnesota has heretofore determined that it is necessary and expedient to issue the City's \$12,075,000 General Obligation Street Reconstruction Bonds, Series 2022A (the "Bonds"), to finance the 2023 – 2025 road reconstruction projects in the City; and
- B. **WHEREAS**, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

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

1. Authorization; Findings. The City Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.
2. Meeting; Proposal Opening. The City Council shall meet at or shortly after 5:30 p.m. on November 15, 2022, for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and, after full discussion thereof and upon a vote being taken thereon, the following City Council Members voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

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

Mayor

ATTEST:

City Clerk

CC Regular Session**7. 1.****Meeting Date:** 10/11/2022**By:** Brian Hagen, Administrative Services

Information**Title:**

Thanking City of Ramsey Legislative Representatives

Purpose/Background:

Councilors Howell and Musgrove requested this case out of appreciation for the assistance Ramsey has received through advocacy by our legislative representatives.

We would like to thank our legislative representatives, particularly Rep Heinrich and Sen. Abeler for all of their work on behalf of the residents of the city of Ramsey. These are items we included on our legislative agenda for which legislation was proposed and in most cases, action taken. These include the following:

1. Ramsey Fire Relief Association and Nowthen Firefighters, Bills SF1925 Abeler and HF2193 Heinrich in 2021 (correction or possibly second bill on Nowthen Firefighters SF1925 and HF2192)
2. Highway 10 Expansion Bond Issue and Appropriation, SF80 Abeler and HF (I will have to find this one)
3. City of Ramsey Public Works Facility Refundable Construction Sales and Use Tax Exemption, SF98 Abeler and HF216 Heinrich
4. Ramsey TIF Five-Year Rule Extension, SF1752 Abeler and HF1855 Heinrich
5. Metro Mobility Service Area Expansion to Ramsey Authorization and Appropriation, SF4029 Abeler and HF4267 Heinrich
6. Ramsey I-94/US10 Mississippi River Bridge Crossing Project Development Funding Provided and Money Appropriated, HF3539

And finally, we would like to specifically thank Senator Abeler and Representative Heinrich for authoring bills, SF4440 Abeler and HF4732 Heinrich regarding the Ramsey Water Treatment Plant Bond Issue and Appropriation. As a city council, we made our legislative requests and they listened. Finding funding sources for the water treatment plant is an ongoing issue as prices continue to rise. We would specifically like to thank them for their efforts helping us attempt to solve this issue and hope to maintain the same good working relationship with our new legislative representatives as we move forward.”

Recommendation:**Outcome/Action:**

Attachments*No file(s) attached.*

Form Review**Inbox**

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:48 PM

Started On: 10/04/2022 08:03 AM

CC Regular Session

7. 2.

Meeting Date: 10/11/2022

By: Todd Larson, Community Development

Information

Title:

Consider a conditional use permit for iDigital for a digital billboard at the northwest corner of Riverdale Drive and Traprock St. NW.

Purpose/Background:

This spring, the City Council approved a City Code amendment to allow a limited number of digital billboards along Highway 10. The City is the property owner and the Council has approved a lease with iDigital to place a digital billboard at this location. The Economic Development Authority recommended approval of the amendment and lease to help support local businesses (the lease agreement allows for Ramsey-based businesses to purchase ad time at a reduced rate). The Planning Commission did not recommend approval of the proposal with a 3-3 vote at its meeting on September 29.

This site was selected for two reasons. The first reason is that nearly all of the City-owned parcels along the north side of Highway 10 are in the RALF program, a restrictive right-of-way land acquisition loan program that would not allow for use of the property in that manner without a true City buyout of the property (RALF uses Metropolitan Council money loaned to cities to buy land to hold for pending roadway projects in advance of MNDOT acquisition). The second is that the site is relatively close to the COR, even though on the opposite side of Highway 10. The City Council approved the lease for this site on June 14, 2022, and now the applicant is going through the CUP process.

The Applicant provided an alternative location for the sign at the western end of the same parcel. This would slide the sign about 520 feet further west. Staff feels this site is equally viable for a sign.

There was concern expressed by a property owner that the placement of this sign could impact the visibility of his developable property from Highway 10. The proposed site is at the eastern end of neighboring property owner's land and it will maintain its visibility from Highway 10. Any proposed retailer(s) will be able to construct a 75-foot tall sign under current ordinances, taller than what is allowed for a digital billboard. The alternate location for the digital billboard will likely be more impactful to this property.

Notification:

Notification was provided in the August 12 Anoka Union Herald and mailed to property owners within 350 feet of the site. A sign was also placed at the site indicating a development proposal. The public hearing was held on August 25 and one property owner gave verbal comments.

Observations/Alternatives:

A 41-foot tall vertically-aligned billboard is proposed for the northwest corner of Riverdale Drive and Traprock Street. The site is located along the south side of Highway 10. The structure for the former Wyatt Earp's Saloon is in the approximate location.

The billboard is proposed to have an "architecturally enhanced base" as required by Code in the way of a stacked stone finish. Instead of the grays and blues that are shown on the rendering, it is recommended that the colors of the stone are tans and reds in order to complement the City's 30.5-foot tall message sign on the other side of Highway 10.

The proposed 434-square foot sign meets all of the other site requirements in City Code, except for that it is placed within a platted drainage and utility easement. It is not recommended to vacate the easement as it could be needed for utilities associated with the final phase of the Highway 10 Ramsey Gateway reconstruction project. Instead, an encroachment agreement will need to be approved by the Council. This type of agreement allows for construction of specified structures with the caveat that it could need to be removed if the easement is needed for its intended purpose.

Messages must stay for at least 7 seconds with an instantaneous change to another message. Animation is not permitted. The maximum height allowed is 50 feet with a maximum area of 700 square feet.

Alternatives

1. Approve the CUP as recommended by EDA and staff with the conditions listed in the attached resolution at the east (originally proposed) location.
2. Modify the CUP with conditions as deemed reasonable by the City Council, including selecting the western alternative location.
3. Deny the CUP as recommended by the Planning Commission based on certain findings.

Funding Source:

All costs associated with this request are the responsibility of the applicant. If approved, the City will take in lease revenue as the City is the land owner.

Recommendation:

Staff recommended approval of the CUP for the billboard to the Planning Commission. The Planning Commission failed to recommend approval with a 3-3 vote at its meeting on September 29. The EDA recommended approval of the billboard.

Action:

Motion to adopt Resolution #22-193 approving a Conditional Use Permit for a digital billboard at 7559 Riverdale Drive NW.

Attachments

Site Location Map
Proposed Site Plan
Front Elevation
Resolution #22-193
Photos
Alternative West Location

Form Review

Inbox

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

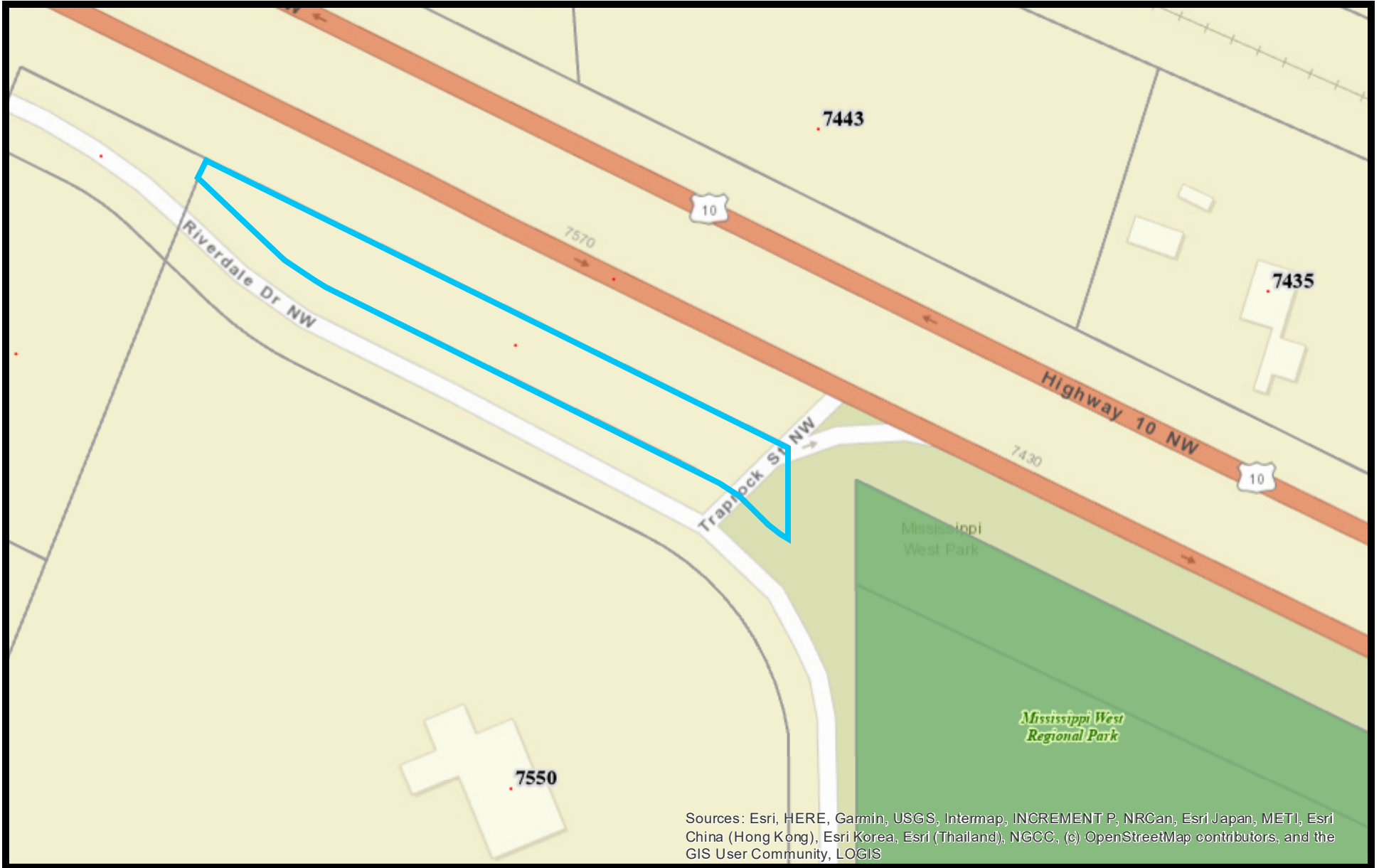
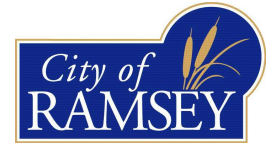
Date

10/06/2022 02:48 PM

Started On: 10/04/2022 09:38 AM

iDigital Outdoor CUP

PID #: 28-32-25-43-0008



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

Print Date: July 22, 2022

0.0005 0.015 0.03 0.045 0.06
mi

UNDERGROUND INFILTRATION BASIN 36' X 36' - HOPE 340'

TRAPROCK STREET

RIVERDALE DRIVE

STATIONING: 30+00 to 44+00

ELEVATIONS: 825 to 900

CONSTRUCTION DETAILS:

- END S.A.P. 189-115-003 RIVERDALE DRIVE STA 41+00
- END S.A.P. 189-115-003 TRAPROCK STREET STA 4+85
- GRASS SOUTH BOULEVARD FROM STA 33+00 TO 41+50 FOR INSTALLATION OF TRAIL BRIDGE AND ADJUTANT SURFACE BY OTHERS

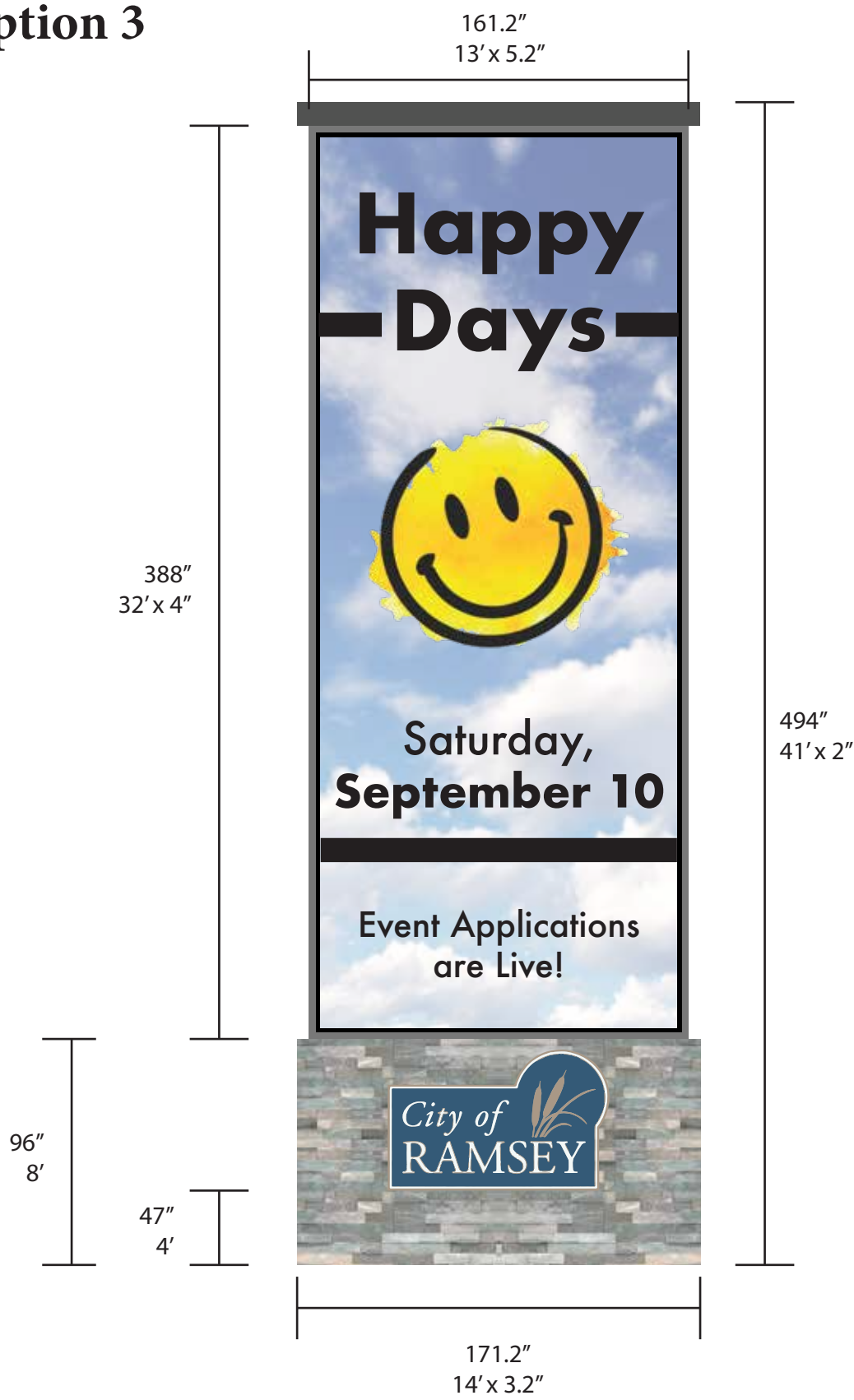
REFERENCE NOTES:

1. BRIDGE TOP SLAB TO PLACE CAVING XSTH @ ELEV=885.26 CONSTRUCT NEW STEPS, CURE INTO E 2506 ADJUST DRAINAGE ALL WORK SHALL BE PAID PER ITEM
2. STRUCTURE 60" WIDE EXISTING P IE, FURNISH AND INSTALL 72" RCP AND REINSTE
3. SEE SHEET 80 FOR PROFILE.

Exhibit B – Sign Design and Dimensions



Option 3



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

RESOLUTION #22-193

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR DIGITAL
BILLBOARD AT 7559 RIVERDALE DRIVE NORTHWEST**

RECITALS

1. iDigital, hereafter referred to as the “**Permittee**”, has properly applied for a Conditional Use Permit to construct and operate a digital billboard on the property generally known as 7559 Riverdale Drive NW and legally described as:

Outlot A, The Diamonds, Anoka County, Minnesota

(the ‘**Subject Property**’);

2. That the **Subject Property** is zoned B-2 Business District and is approximately 0.83 acres in size.
3. That the **Subject Property** is guided as Commercial in the City’s 2040 Comprehensive Plan.
4. That a billboard is classified as a conditional use in the B-2 Business District.
5. That the Planning Commission met on August 25, 2022, conducted the public hearing, continued the request until September 29, and recommended denial of the request.

FINDINGS OF FACT

1. That the billboard will not be unduly dangerous or detrimental to persons residing or working in the vicinity of the use or to the public welfare.
2. That the billboard will be maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
3. That the billboard will not be hazardous to existing or future neighboring uses.
4. That the billboard will not negatively impact essential public facilities and services, such as highways, streets, police and fire protection.
5. That the billboard will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.
6. That the billboard will not involve uses, activities and equipment that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.

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

That the Ramsey City Council hereby grants approval of a Conditional Use Permit (the “**Permit**”) for the construction and operation of a billboard on the **Subject Property** contingent upon the following conditions:

CONDITIONS

1. That this **Permit** conform to site plan “Exhibit A.”
2. That this Permit conform to elevations labeled “Option 3” as modified with base stone colors closely resembling the tans and reds on the City-owned message sign across Highway 10.
3. That an encroachment agreement is signed and recorded against the property for construction of the billboard within the platted drainage and utility easement.
4. That a signed lease be executed for the property.
5. That the **Permittee** shall be responsible for all City costs incurred in administering and enforcing this **Permit**.
6. That the **Permittee** shall be responsible for operating in full compliance with all applicable local, county, state and federal regulations and agrees to provide a copy of any other required permits for ongoing operation of the sign.
7. That the City Administrator, or his/her designee, shall have the right to inspect the **Subject Property** for compliance and safety purposes annually or at any time, upon reasonable request.
8. That this **Permit** shall automatically expire if the use is not initiated within one (1) year of approval and issuance of a Building Permit shall constitute initiation.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this ____ day of ____, 2022.

CITY OF RAMSEY

By: _____
Mark E. Kuzma, Mayor

By: _____
Katie Schmidt, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

On this _____ day of _____, _____, before me a Notary Public personally appeared Mark E. Kuzma and Katie Schmidt, to me personally known, who, being each by me duly sworn, did say that they are respectively the Mayor and City Clerk of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and seal affixed to said instrument is the corporate seal of said Municipal corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council, and said Mark E. Kuzma and Katie Schmidt acknowledge said instrument to be the free act and deed of said Municipal Corporation.

Notary Public

iDigital Conditional Use Permit photos.



Photo 1. The City's digital message sign along westbound Hwy. 10 (08/15/2022).



Photo 2. Close-up of City's sign showing the colors (08/15/2022).



Photo 3. The proposed sign location looking eastbound (08/15/2022).



Photo 4. The proposed sign location looking westbound (08/15/2022).

Meeting Date: 10/11/2022

By: Todd Larson, Community Development

Information

Title:

Introduce Ordinance #22-25 Pertaining to Mobile Food Units

Purpose/Background:

Food trucks have been growing in popularity in recent years. Some operators start out as a food truck then grow into a traditional brick-and-mortar restaurant space since independent restaurants are difficult businesses to start. Some trucks are offshoots of established restaurants taking their fares on the road. Some food trucks generally only operate at community events, fairs, and festivals, where some like to partner with other business types, such as brewery taprooms.

Currently, the City treats mobile food units (a broader term for food trucks) the same as transient merchants. Operationally, they are quite different from vendors that go door-to-door. Staff feels that amendments to City Code are necessary so that these businesses are treated fairly according to their use. This code amendment is intended to regulate food trucks that are open to the general public. Other than the proposed licensing requirements, private food trucks can still be hired as catered events, such as a business' employee appreciation lunch or a home celebrating a high school graduation.

Proposed are two ordinance sections. The first section creates a mobile food unit as an accessory use to an existing primary business use in Chapter 117 (Zoning Code). Upon adoption, a food truck could locate on most business properties with the consent of the landowner (nothing is prohibiting the landowner from charging the operator a fee to locate there). As an accessory use, the truck could not operate on vacant property or on a property when the primary business is closed for the day. The food truck must leave the site at the end of its business day as well. Exceptions can be made in conjunction with the host business' multi-day special event permit.

A provision that the food truck must not locate within 100 feet of the entrance to a restaurant is included. The intent of this provision is to protect the established restaurants. This provision can be waived by the owner of the restaurant.

The second section establishes business licensing procedures in Chapter 26. Since Anoka County has health jurisdiction, a County health license is required to obtain the City's license ensuring proper food safety and handling techniques. The bulk of the licensing requirements are the same or similar to other business license types.

The City invites mobile food units to vend at various City events in parks throughout the year. This ordinance does not affect those events, though the operators will need to get a City license for their unit.

This ordinance does not authorize food trucks parking on public roadways to conduct business. Additional sections of City Code will need to be modified to allow that. Ice cream trucks and carts that traditionally drive up and down streets, only stopping when flagged down, are still being considered peddlers.

Notification:

Notification was provided in the legals section of the Anoka UnionHearld on September 16. Courtesy notices were also sent to the six food truck operators currently holding transient merchant licenses. The Planning Commission held the public hearing for the Code Amendments on September 29, 2022.

Observations/Alternatives:

The Economic Development Authority reviewed the proposed ordinance on September 8, 2022. They raised concerns about fairness to other established businesses and if the 100-foot separation was far enough from an existing restaurant business. No formal recommendation was requested, though individual members expressed a desire to have more food trucks in town. The Planning Commission held the public hearing on September 29 and recommended approval (6-0) of the proposed amendments.

Alternatives:

1. Approve the introduction of the ordinance as recommended by the Planning Commission.
2. Approve the introduction of the ordinance with modifications that the City Council desires.
3. Deny the ordinance keeping the existing regulations in place.

Funding Source:

Preparation of this ordinance is done through staff's normal duties. If approved, a license fee will be required of the operator.

Recommendation:

At its meeting on September 29, the Planning Commission recommended approval (6-0) of the Ordinance pertaining to Mobile Food Units.

Action:

Motion to introduce Ordinance #22-25 modifying City Code pertaining to Mobile Food Units.

Attachments

Ordinance #22-25
Draft EDA Minutes - 9/8/22

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/06/2022 02:51 PM
Form Started By: Todd Larson		Started On: 10/04/2022 09:50 AM
Final Approval Date: 10/06/2022		

ORDINANCE #22-25

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

**AMENDMENTS TO CHAPTER 26 AND CHAPTER 117
OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**AN ORDINANCE AMENDING ZONING CODE TO ALLOW MOBILE FOOD UNITS
AND CHAPTER 26 FOR BUSINESS LICENSING REGULATION**

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, ARTICLE I

The current City Code Section 117, Article I, is amended as follows (additions indicated by underlined text):

Chapter 117-1 Definitions:

MOBILE FOOD UNIT. A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service that is readily movable without disassembling, or as defined in M.S. § 157.15, Subd 9. This definition includes a smoker trailer, either attached or detached from the mobile food unit.

SECTION 3. AMENDMENT TO CITY CODE SECTION 117, ARTICLE II

The current City Code Section 117, Article II, Division 6, is amended as follows (additions indicated by underlined text):

Sec. 117-365 Mobile food units.

A mobile food unit is considered an accessory use to an established business use with the following requirements:

(1) The owner/operator of the mobile food unit shall have written permission of the current property owner to locate in a designated area.

(2) The owner/operator of the mobile food unit must keep a copy of the mobile food unit license with the unit and demonstrate compliance with the license set forth in Chapter 26 upon inspection.

(3) The area(s) designated for the mobile food unit and accessory outdoor seating may not block sidewalks, walkways, impede pedestrian or vehicular traffic, or interfere with public safety.

(4) Mobile food unit locations are limited to private property located in a COR, Business, or Employment District as listed in Chapter 117.

(5) Mobile food units shall be located on an asphalt or concrete surface.

(6) The owner/operator must provide trash/recycling receptacles for customer use and keep the site in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions.

(7) Temporary freestanding signage is permitted in the form of up to two "A" frame or sandwich boards not to exceed six square feet per side. The signs must be placed within 10 feet of the mobile food unit.

(8) Mobile food units cannot be located within 100 feet of the main entrance of a restaurant or any outdoor dining area. This provision may be waived with written permission from the restaurant business owner.

(9) Mobile food units must vacate the property between 11:00 pm and 8:00 am the following day and return to its commissary kitchen or permanent registered business location. In no case shall a mobile food unit be open for business while the business at the property is closed.

(A) Exception. A mobile food unit may remain in place overnight in conjunction with a multi-day special event permit.

(10) Deviations from the standards above may be considered with a special event permit.

SECTION 4. AMENDMENT TO CITY CODE SECTION 26

The current City Code Section 26, Article XIX, is added as follows (additions indicated by underlined text):

Chapter 26 Article XIX - Mobile Food Units

DIVISION 1 – GENERALLY

Sec. 26-870 FINDINGS AND PURPOSE.

(A) Purpose. This chapter is enacted to establish standards for the regulation of mobile food units to protect the health, safety and general welfare of the people of the city.

(B) Objectives. The general objectives of this chapter are as follows:

(1) To ensure standards for the proper placement and operation of mobile food units.

(2) To meet consumer expectations of the safety of mobile food units.

(3) To ensure the temporary nature of this type of business.

(C) Scope. This chapter is applicable to all mobile food units where food, meals, snacks, beverages, or ingredients thereof are stored, prepared, and sold for consumption on or off the premises. This includes all City-sponsored, public, private, or special events located in the city.

Sec. 26-871 DEFINITIONS.

For the purpose of this section, the following definitions apply unless the context clearly indicates or requires a different meaning.

CITY. The City of Ramsey and its designated employees or person-in-charges.

MOBILE FOOD UNIT. A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for

individual portion service that is readily movable without disassembling, or as defined in M.S. § 157.15, Subd. 9.

DIVISION 2 – LICENSE

Sec. 26-872 LICENSE REQUIREMENTS.

(A) *License required.* It is unlawful to operate a mobile food unit within the city or engage in any enterprises described herein, unless a license has been obtained. Each license must be obtained in accordance with the requirements of the city code.

(B) *General licensing.* The application for such licenses must be made on forms furnished by the city and must describe the general nature of the business, the permanent business location, commissary kitchen, and any other information deemed necessary by the city.

(C) *License expiration.* Licenses issued pursuant to this chapter commence and expire on the dates indicated on the license certificate. All mobile food unit licenses will be issued for the applicable license year.

(D) *Transfer and display of license.*

- (1) Only a person who complies with the requirements of this chapter is entitled to receive a license.
- (2) A license is not transferable as to person.
- (3) A valid license must be located on the mobile food unit and posted so that it is clearly visible to the public.
- (4) All approved licenses must have a photo taken and an identification badge issued. Such photo identification badge must be worn whenever business is being conducted.

(E) *Anoka County Health or Minnesota Department of Agriculture License Required.* As part of the City license application, evidence of an active health license issued by Anoka County or Minnesota Department of Agriculture is required for each mobile food unit. Expiration or revocation of these licenses will automatically void the City license.

(F) *Background Checks* - Every application shall bear the written report and recommendation of the chief of police. The police chief or his designee shall immediately institute an investigation of the applicant including, but not limited to, a criminal history and wanted persons check with the Bureau of Criminal Apprehension, for the protection of the public good.

(G) *Insurance* - The Applicant shall carry a general policy of liability insurance which shall provide a limit of coverage of not less than \$300,000/\$100,000 for bodily injury and \$25,000 for property damage. Mobile Food Units operating on any public property must provide a certificate of insurance showing the City listed as coinsured.

(H) *Adequate Parking / Traffic Flow* - No mobile food unit license shall be issued for any location which does not have sufficient parking for customers and for areas where customer parking would interfere with normal traffic flow.

Sec. 26-873 LICENSE FEES.

(A) *Fees.* Fees for licenses issued hereunder must be in the amount set forth by the City Council. An additional fee will be charged for each additional mobile food unit that is separate, distinct or unique from the central or main food establishment.

Sec. 26-874 INSPECTIONS.

(A) *Inspection authorized.* The City may inspect each mobile food unit's site to ensure compliance with the standards set forth in Chapter 117 or other chapters of City Code.

(B) *Interference with Health Authority.* It is unlawful to interfere with or hinder the Health Authority in the performance of its duties, or refuse to permit the Health Authority to make such inspections.

(C) Removal and correction of violations. The owner, or operator, or person-in-charge of a mobile food unit, upon receipt of a report giving notification of one or more violations of this chapter or Chapter 117, must correct or remove each violation in a reasonable length of time as determined by the City.

(D) Penalties. Failure to correct violations can result in revocation of the City license or misdemeanor citation.

Sec. 26-875 NON-ISSUE/DENIAL

(A) If as a result of a background investigation, the applicant is found to be unsatisfactory, the chief of police shall endorse on such application his/her disapproval and the reasons for the same, and return the application to the licensing agent, who will in turn bring the request with recommendation for denial to the city council. The police chief must comply with the provisions of Minn. Stats. ch. 364 if the recommendation for denial is based in whole or in part upon prior criminal convictions. If the council denies the issuance of a license, the licensing agent shall notify the applicant that his/her application is disapproved and no permit shall be issued.

(B) Any applicant may be found to be unsatisfactory for reasons including, but not solely limited to:

(1) Fraud, misrepresentation or incorrect statement contained in the application for permit.

(2) Past fraud, misrepresentation or incorrect statement made in the course of carrying on a business.

(3) Past conviction of any crime or misdemeanor involving fraud, theft or moral turpitude, or any crime of violence as defined in Minn. Stats. § 624.713.

(4) Conducting the business in an unlawful manner or in such a manner as to constitute a breach of peace or to constitute a menace to the health, safety or general welfare of the public.

Sec. 26-876 - REVOCATION

Any license may be revoked by the council for a violation of any provision of this Code if the licensee has been given a reasonable notice of seven days and an opportunity to be heard.

Sec. 26-877 - USE OF DEVICES TO ATTRACT ATTENTION PROHIBITED

No person licensed under this article shall call attention to his business or to his merchandise by crying out, by blowing a horn, by ringing a bell, by any sound-amplified devices, or by any loud or unusual noise, unless otherwise noted in the permit application.

SECTION 5. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota, the ____ day of ____, 2022.

Mayor

ATTEST:

City Clerk

Introduction date:

Posting dates:

Adoption date:

Publication date:

Effective date:

**ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, September 8, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Michael Olson
 Member Rachal Johnson
 Member William MacLennan
 Member Chris Riley
 Member Shanna Stewart
 Member Scott Wiyninger

Members Absent: Member Chelsee Howell

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.

2. APPROVE AGENDA

Motion by Member Johnson, seconded by Member Wiyninger, to approve the agenda.

Motion carried. Voting Yes: Chairperson Olson, Members Johnson, Wiyninger, MacLennan, Riley, and Stewart. Voting No: None. Absent: Member Howell.

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated August 11, 2022

Motion by Member Riley, seconded by Member Stewart, to approve the August 11, 2022, minutes as presented.

Motion carried. Voting Yes: Chairperson Olson, Members Riley, Stewart, Johnson, MacLennan, and Wiyninger. Voting No: None. Absent: Member Howell.

4. EDA BUSINESS

4.01: Receive 2022 Summary of Business Appreciation Day Event

Economic Development Manager Sullivan presented the staff report. He asked whether the EDA would be interested in offering a box lunch. This suggestion was made by one participant the past two years.

Member Stewart noted that was one suggestion out of the 100 plus attendees and therefore she would not support adding that element.

Member MacLennan stated that he does like the lunch and perhaps there would be an opportunity for a sponsorship for that element. He commented that it is not always easy to go to the clubhouse to get something to eat when you are on the course.

Member Riley stated that he would lean towards following the existing format. He stated that there continues to be positive feedback about the dinner and the price of the event, therefore he would hate to take away from the dinner or increase the cost of the event. He stated that he would be open to the option if there was a sponsorship of that cost.

Member Johnson stated that perhaps that is offered as an add-on option for registration and that way participants could make the choice on whether they would like to add that.

Economic Development Manager Sullivan commented that while that sounds like a good concept, it would be difficult logistically. He stated that there could be an option to offer box lunches for purchase prior to the event but is unsure the course would want to do that without having solid numbers. He stated that he would prefer an all or nothing approach.

Chair Olson agreed with the all or none approach. He stated that perhaps they could publicize that lunch will not be provided in the event flyer, but food would be available for purchase at the clubhouse.

Member Winyinger stated that personally he believes there would be benefit in pursuing a corporate sponsorship by a Ramsey business to determine if they would be willing to sponsor that lunch offering. He acknowledged the administrative burden as they would perhaps need to consider dietary restrictions. He agreed that the admission charge should not be raised in order to offer lunch.

Chair Olson agreed that the City or EDA should not contribute additional funds towards lunch, nor should the participants. He echoed the notion that perhaps a business would be willing to sponsor a box lunch for the event.

Economic Development Manager Sullivan stated that the registration form offers the opportunity for hole sponsorship or prize donations. He stated that staff does not solicit donations therefore asking for a sponsor would be a fundamental change as the event is meant to recognize and appreciate businesses. He also did not want to see businesses react negatively if one business was allowed to sponsor the lunch but perhaps another could not. He agreed that only one person requested this option. He agreed that staff could work with Northfork and perhaps patrons could purchase something in advance of their round. He noted that utilization of the clubhouse also financially benefits (The Links of) Northfork, a Ramsey business.

The consensus of the EDA to state in registration that food is available for purchase at the clubhouse.

Economic Development Manager Sullivan continued to review feedback received from the survey. He stated that there were comments that some events have more activities at the holes. He noted that perhaps they encourage businesses to do more at the sponsored holes.

Member MacLennan agreed that it is more fun to have interaction at the holes and would also be a benefit for the business to interact with the golfers.

Member Wiyninger encouraged a dropdown menu on the registration that would provide some options for businesses to select, such as having signage, having employees at the hole, or having an activity. He noted that if there were more sponsors than holes, one business could have a sign with another business running an activity.

Member MacLennan noted that the activities could then be spaced out a bit.

Economic Development Manager Sullivan confirmed that staff attempts to space out those that have planned activities.

Member Johnson stated that perhaps staff could have some suggestions of what type of activities could be done at holes.

Economic Development Manager Sullivan confirmed that staff does provide ideas to those that reach out.

Member Riley liked the use of encourage rather than require. He stated that staff does have contact with sponsors and perhaps there is a goal for 50 percent of the holes to have activities and if they are running short on that goal, staff could suggest some ideas. He noted that they would also want to be mindful of the speed of play.

Member Stewart stated that if the best hole sponsor is acknowledged that could encourage businesses to do more.

Economic Development Manager Sullivan commented that ultimately staff would just have to pick the best hole sponsor during what is already a busy time for staff.

Member Riley commented that they could have fun with some of the prizes such as best hole, best dressed, etc.

It was the consensus of the EDA to offer prizes for the best hole sponsor and best dressed team.

Economic Development Manager Sullivan confirmed the consensus to continue with pre-draw. He asked for direction from the EDA to select the 2023 date for the event and to select Northfork

as the location. He stated that while he would love to go between the two courses in Ramsey, Rum River Hills does not have enough space to host the banquet portion for the event.

Member Riley commented that the event was recently held at Rum River Hills during COVID when there was not a dinner included.

Motion by Member Johnson, seconded by Member MacLennan, to select August 15, 2023 as the date for the 2023 Business Appreciation Day event and Northfork for the venue.

Motion carried. Voting Yes: Chairperson Olson, Members Johnson, MacLennan, Riley, Stewart, and Wyingner. Voting No: None. Absent: Member Howell.

Member Riley thanked staff for the great event this year.

Economic Development Manager Sullivan recognized the other staff members that assisted in the event.

4.02: Review Draft Mobile Food Unit (Food Truck) Ordinance

Economic Development Manager Sullivan presented the staff report.

Chairperson Olson asked if there are a lot of changes in the proposed ordinance as opposed to what currently happens.

Economic Development Manager Sullivan replied that it is currently regulated through a Transient Merchant License and explained the differences.

Member Stewart noted that there was recently a food truck in the parking lot of Sammy's Pizza and asked if that created a conflict which brought this forward.

Economic Development Manager Sullivan replied that the ordinance was not drafted because of that. He acknowledged that a multi-tenant building can be tricky because a landowner can sign off on the application for the Transient Merchant License.

Member Stewart asked if the food truck only needs permission from the landowner and not the businesses.

Economic Development Manager Sullivan replied that currently that is true but that would not be the case under the draft ordinance.

Member MacLennan noted that the permission of the business would not be needed if the food truck is 100 feet or more from the business. He used the example of a food truck being in the grocery store development parking lot, but far enough from Acapulco to need the permission of that business, noting that the food truck could take business from the restaurant. He stated that the brick-and-mortar businesses invest a lot of money in their business and pay taxes, while food trucks do not pay the same taxes.

Economic Development Manager Sullivan replied that he does understand that argument but there are not that many food trucks in the community and did not anticipate an influx based on the implementation of a new ordinance. He stated that he would find it hard pressed for the ownership of the Acapulco development to allow a food truck because of the restaurant being in the development. He noted that if it were to happen, he did not think it would happen more than once because the restaurant would most likely voice concern to the ownership, who would want to protect their tenant.

Member MacLennan stated that he likes food trucks, but in a certain venue.

Economic Development Manager Sullivan stated that this is the type of feedback he expected from the EDA, and it is on point. He noted that Anoka is the only community around the area that does not allow food trucks, with the exception of its food truck festival. He stated that if Connexus wanted to bring in a food truck for their employees, this would provide that opportunity and would also ensure the truck is licensed and follows proper health and safety measures. He noted that if the EDA only wants to allow food trucks for special events, that could be the recommendation.

Member Stewart asked if an employer bringing in a food truck would be considered a special event.

Economic Development Manager Sullivan replied that special events are handled in a different way than a Transient Merchant License. He stated that a special event is a more extensive process as it is reviewed by police and fire in addition to the other departments involved. He noted that it would be more administrative work for different departments.

Member Stewart stated that there are a lot of industrial businesses in the community that may wish to bring in a food truck for employees and perhaps the special event process may deter an employer from choosing that.

Member Johnson asked if there is an estimate of the number of food trucks in the area.

Economic Development Manager Sullivan replied that he was unsure but could look into it.

Member Johnson stated that she does not anticipate there is a large number of food trucks in the area. She commented that this would be a good way to make food trucks attractive to the area and perhaps one of those businesses may consider Ramsey if they get to the point where they want a sit-down location.

Member Riley commented that he likes the draft ordinance concept. He recognized that they do not want food trucks to compete with local restaurants but also recognized the trend. He asked if the draft ordinance was developed using a template or based off other cities.

Economic Development Manager Sullivan replied that this process began in 2019 with a review of many different ordinances of other communities. He noted that originally the intent was to create a section within Transient Merchant Licenses, but it was too messy and therefore the idea

arose to create a separate ordinance was pursued. He confirmed that staff has reviewed the ordinances of many other communities as well as information from the League of Minnesota Cities.

Member Riley stated that he likes that this has requirements without being overly burdensome. He referenced the fees and asked if the City would incur most cost for an annual license rather than a 90-day license.

Economic Development Manager Sullivan confirmed that there would be the potential for more enforcement if a truck is operating for a longer period of time.

Member Riley asked if the fee has been analyzed to ensure it is a cost driven fee.

Economic Development Manager Sullivan confirmed that staff did compare the costs from many other communities and that it was in the middle.

Member Wyingner stated that he is generally in favor of the draft ordinance as it provides businesses with the ability to have an easier path to have a food truck. He commented that often restaurant entrepreneurs begin with a food truck and as they have success, they take the step to open a restaurant. He asked if the fee could be discounted for businesses that are headquartered in Ramsey. He stated that would show the City supporting its local businesses.

Economic Development Manager Sullivan asked for clarification on whether the intent would be to have a discount for restaurants that have a brick-and-mortar location and food truck or for residents of Ramsey that own a food truck.

Member Wyingner replied that the policy refers to the homebase and therefore he would intend to apply that for businesses that choose to have their headquarters/homebase in Ramsey.

Chairperson Olson stated that he has a neighbor that has a food truck and would agree that it would be appropriate to offer a discount for those food truck businesses that are based in Ramsey.

Economic Development Manager Sullivan stated that a license for one year is \$250. He noted that a brick-and-mortar restaurant has taken the step to invest in that business to have a sit-down location and is paying taxes at that location, therefore he would be more likely to support a discount for that license compared to a home-based business.

Member MacLennan stated that the one-year license is very cheap and did not believe it needed to be discounted. He stated that if a truck is doing well, not everyone would spend the extra money to open a brick-and-mortar location and could instead buy another truck or two. He stated that if the intent is to attract restaurant in The COR, perhaps food trucks should not be allowed in that area.

Chairperson Olson commented that he did not think there is a huge risk in adopting this ordinance and believed it adds nice definition. He stated that if the city were to become overrun with food

trucks, they could make an amendment to address that. He stated that food trucks also offer service for weddings, graduations, and other celebrations.

Member Johnson agreed noting that she does not see many food trucks in the area in general. She stated that they could also ask food truck vendors what their thoughts would be on opening a brick-and-mortar location.

Member Stewart asked if the Anoka regulation only applies to the business district area or whether the food trucks are not allowed for residential events.

Economic Development Manager Sullivan was unsure if there were residential restrictions. He noted that in the review there was no license option and the only exception specified was for a special event like the food truck festival. He stated that the intent today was to solicit feedback as this will go through the Planning Commission and City Council. He referenced the comments of Member MacLennan and asked if he would suggest limiting the licenses to a certain number per year, noting that some communities only issue a certain number of licenses per year. He stated that can be tricky for businesses that want to bring in a food truck if the licenses are already procured. He noted that feedback will be solicited from businesses and residents over the next year if this is enacted and they can continue to monitor.

Member MacLennan stated that he does not have a problem with a business bringing in a food truck for its employees. He stated that he would have an issue with a food truck coming to The COR each day and parking in the same spot which could deter a restaurant from coming to Ramsey. He stated that perhaps there is a limitation on where the truck can be located or how many times within a period the truck could be located in a certain spot. He stated that he does like the health and safety requirements.

Member Johnson stated that this is pretty limited to the summer months as most food trucks are not roaming communities in the winter. He did not believe many people would frequent a truck in the winter.

Member MacLennan stated that there is a food truck located at Do All Printing year round.

It was noted that food truck only serves food on a seasonal basis.

Member Stewart commented that there are food trucks that run year-round, but in more walking orientated metro areas such as Minneapolis and Saint Paul.

Economic Development Manager Sullivan commented that sometimes locations become unavailable. He noted that Do All Printing is part of the property that will likely be acquired for the Highway 10 project. He noted that the food truck business is working to potentially relocate to a brick and mortar space in Sunfish Lake Commons. He stated that method of operation that has gone on for the past many years, would not be allowed under the draft ordinance.

Member Johnson stated that if a food truck is becoming more successful and would like to move to a brick-and-mortar space, perhaps there is something that could be done to help with that transition.

Economic Development Manager Sullivan reviewed some of the current incentives that could be utilized for a restaurant. He noted that staff is looking at additional policies that could also be used as an incentive. He stated that he will provide the minutes from this meeting in the Planning Commission packet to assist in that review.

Member Winyinger stated that perhaps the distance from a business is considered, noting that 100 feet from a restaurant is not that far.

Member MacLennan stated that he is not totally against food trucks but want to ensure that restaurants are considered and protected as well.

Economic Development Manager Sullivan confirmed the consensus of the EDA to support the draft Mobile Food Truck Ordinance with additional consideration to proximity of restaurants.

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan provided an update on proposed and ongoing development activity.

6. ADJOURNMENT

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

Motion carried. Voting Yes: Chairperson Olson, Members Winyinger, Johnson, MacLennan, Riley, and Stewart. Voting No: None. Absent: Member Howell.

The regular meeting of the Economic Development Authority adjourned at 8:35 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

7. 4.

Meeting Date: 10/11/2022

By: Brian Hagen, Administrative Services

Information

Title:

Introduce Ordinance #22-17 Amending the City Charter Prohibiting Membership on the Charter Commission of City Council Members

Purpose/Background:

The City Council reviewed the attached Ordinance #22-17 at a work session on March 8, 2022, as well as discussed a referendum option for Charter Amendments. The attached ordinance was brought forward to the March 22, 2022 City Council regular meeting where a motion to table the ordinance and send it to the Charter Commission for their decision failed to pass on a 3-4 vote. Confirmation on the matter was provided by former City Administrator Ulrich in that the failed action on tabling and no subsequent approved motions meant the amendment could be brought forward via petition by voters.

The City Council further established a policy regarding the recruitment, application and judge appointment process for the Charter Commission. This policy was formally adopted on June 14, 2022. The policy is attached for reference.

Councilors Howell and Musgrove have requested reconsideration of Ordinance #22-17. Since previous review, no revisions to the proposed language have been made.

Notification:

N/A

Time Frame/Observations/Alternatives:

This ordinance is presented for introduction. As previously discussed by the Council, an amendment of the Charter is subject to specific statutory provisions outlined in the attached MS 410.12. Per M.S. 410.12, there are two pathways to amend the City Charter. These include a ballot question or an ordinance adoption. Within each pathway, there are options with how an amendment may be proposed and enacted. In no particular order, they are as follows:

Ballot Question

1. Via a question proposed by the Charter Commission.
2. Via a petition of voters, equal in number to five percent (5%) of the total votes cast at the last previous state general election in the city. The text of the amendment is established by the petitioners and reviewed by the Charter Commission.
3. Via Ordinance proposed by Council. In this scenario, Council would be required to submit the proposed to the Charter Commission for their review. The Charter Commission shall approve or reject the proposed amendment, or provide suggest a substitute amendment. Upon review by the Charter Commission, the City Council may submit to the people the originally proposed amendment or the substitute amendment.

Ordinance Adoption

1. The Charter Commission may recommend the City Council amend the charter by ordinance. Within one month of receiving a recommendation to amend, the City must publish notice of a public hearing of the proposal. Within one month of the public hearing, the City Council must vote on the proposed charter

amendment. If approved unanimously, the ordinance goes into effect 90 days after passage subject to no petition is submitted by voters forcing a referendum.

Funding Source:

This is being handled under normal staff duties.

Recommendation:

Staff does not have a recommendation on this matter.

Outcome/Action:

If a motion to introduce Ordinance #22-17 passes. The ordinance would be brought back for final consideration at the October 25, 2022 City Council meeting.

Attachments

Ordinance #22-17
Charter Commission Recruitment Policy

Form Review

Inbox

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:47 PM

Started On: 10/04/2022 07:54 AM

ORDINANCE 22-17
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF RAMSEY,
MINNESOTA PROHIBITING MEMBERSHIP ON THE CITY OF RAMSEY
CHARTER COMMISSION OF CITY COUNCIL MEMBERS AND PROVIDING
FOR OTHER RESTRICTIONS THEREOF**

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 7.

SECTION 2.

The Section 2.4 of the City of Ramsey Charter is amended to read as follows:

“Sec. 2.4 – Incompatible offices.

No member of the Council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

No member of the Council may serve as a member of the City of Ramsey Charter Commission while serving on the Council. No member of the Council may serve as a voting member of any other Commission or Board of the City of Ramsey while he/she remains in office unless such membership is otherwise required by law.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 90 days after its passage and publication as provided in City of Ramsey Charter 3.9 and Minnesota Statutes Section 410.12, Subdivision 7, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

PASSED by the City Council of the City of Ramsey, Minnesota, the ____ day of March 2022.

Mayor

ATTEST:

City Clerk

**POLICY FOR THE RECRUITMENT, APPLICATION AND
JUDGE APPOINTMENT PROCESS FOR THE
CITY OF RAMSEY'S CHARTER COMMISSION**

Authority

The City Council of the City of Ramsey have the authority to establish a policy for the recruitment, application and Judge appointment process for the Charter Commission.

Purpose

To provide for an orderly and fair appointment process, clearly outlining the process for the application, recruitment and appointment of City Charter Commission members by the Chief Judge of the Tenth Judicial District.

Process

The City Clerk or their designee will be responsible for the administration of the recruitment, application and judge appointment process in consultation with the City Council. The City of Ramsey will accept Charter Commission applications at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 via the City website. The timelines/processes below outline the annual and mid-year recruitment and application process.

Calendar Year Terms - Incumbent Application Process

1. By September 15th the City Clerk or designee will notify Charter Commission members with terms ending on December 31 of the current year, reminding them of their upcoming term expiration.
2. The City Clerk or designee will then invite Commission members with expiring terms to complete and submit a brief letter of intent in writing by October 15th, indicating their desire to continue serving.
3. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing by October 15th.
4. By October 31st, the City Clerk will inform the City Council on a work session agenda item, of the number of incumbents willing to continue to serve and number of open seats, outlining the process for posting openings and time frames for advertising.
5. In the event that all incumbents wish to be reappointed, the City Clerk will still conduct the annual recruitment process for potential future vacancies.
6. Incumbent letters of intent will be forwarded to the judge at the same time as new applicants.
7. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the letters of intent to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Calendar Year Terms - New Member Application

1. By October 1st, the City Clerk or designee will prepare a detailed notice of position availability for publication in the November/December issue of the City newsletter, as required by the Charter.
2. By November 1st the City Clerk or designee will prepare a detailed notice of position availability for publication in the City's official newspaper, as required by the Charter.
3. By November 20th, an additional electronic advertising push will occur, announcing the application deadline as the first business day in December.
4. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
5. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Partial Year Terms – New Member Application Process to fill Mid-year Vacancies

When an unexpected vacancy on the Charter Commission occurs, or a member is removed from the Commission the City Clerk or designee will notify the Chair of the Charter Commission and the City Council.

Within two weeks, the City Clerk or their designee will then take one of the following two actions:

- 1) Refer back to the most recent recruitment file to identify candidates for consideration for the current vacancy.
 - a. If a candidate is identified and willing to serve on the Commission, the City Clerk or their designee will forward the application materials and prepare a cover letter to the judge asking the judge to consider the enclosed applications for appointment to the Charter Commission, factoring in the City's Recommendations and Desired Qualifications; or
- 2) Prepare a detailed notice of position availability for publication.
 - a. Once in the City's official newspaper, as required by the Charter.
 - b. Also, in an abundance of caution and in order to meet the requirements of the City Charter and Minnesota Statute 410.05, a small ongoing advertisement will be included in each issue of the newsletter.
 - c. The application deadline will be the first business day of even-numbered months.
 - d. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
 - e. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Advertising

All vacancies will be advertised as follows: City newsletter, City Website (Charter page, In the News and Spotlight), QCTV, the City's official newspaper, Community Sign and Facebook.

City Website

The City Clerk or designee will review and update the Charter Commission web pages to ensure up-to-date and accurate information is posted. The web page should contain a description of the Charter Commission's role and responsibilities links to guiding documents, and membership requirements

Recommendations and Desired Qualifications

1. The City Council wishes to preserve the distinct and separate nature of the Charter Commission.
2. The City Council recommends to the judge that when reviewing applications, the judge looks for candidates that show a holistic and broad depth of knowledge related to the constitution, forms of government, philosophy, political science and to be generally interested in government as it pertains to a Charter Commission.
3. Furthermore, understanding that wisdom and knowledge are not solely possessed by those who have acquired degrees, the city council requests each applicant be evaluated on their own merits and quality of application rather than necessitating the possession of a degree in the aforementioned fields.

Terms & Requirements

1. If state law differs from this policy, state law will prevail
2. There are no limit to the number of terms that can be served
3. Terms are staggered, ending on December 31st of the fourth year in the term
4. Incumbents will be allowed to continue to serve until a successor is appointed as per Minnesota Statute 410.05 Subd. 2
5. Applicant must be a registered voter in the City of Ramsey, must not currently serve on the judiciary and must not be a current City Councilmember
6. Members of the Charter Commission are not eligible for a stipend

Additional Steps

1. The City Clerk or designee will send a response (via automated e-mail when possible) when applications are received notifying the applicant that the application was received, next steps, the proposed timeline and a statement that applications will be kept on file for fourteen months from the application deadline.
2. The City Clerk or designee will verify eligibility (applicant is a registered voter in the City of Ramsey, not currently serving on the judiciary and is not a member of the City Council) and notify the Charter Commission Chair and City Council.
3. Copies of applications will be e-mailed to the City Council within five business days of the closing date. Copies will also be e-mailed to the Charter Commission Chair.

4. The City Clerk or designee shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Chair and City Council. The City Clerk will ask the Charter Commission Chair to contact the new appointee, welcoming them to the Commission, etc.
5. The City Clerk or designee will prepare and administer the acceptance and oath of office to the appointees. The City Clerk or designee will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk or designee will forward the completed acceptance and oath of office to the Charter Commission Chair and City Council via email.
6. The City Clerk or designee will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form
7. The City Clerk or designee will prepare letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for fourteen months from the application deadline, in case of vacancies, or for consideration for appointment to other boards and commissions.
8. If a vacancy occurs during the year, the City Clerk or designee shall consult with the Charter Commission Chair and inform the City Council. The City Clerk will then prepare a letter to notify the Chief Judge of the Tenth Judicial District regarding the vacancy. Resignation letters shall be sent to the Charter Commission Chair, City Council and copied to the City Clerk's office.
9. The process for announcing vacancies will begin as noted above "Partial Year Terms – New Member Application Process to fill Mid-year Vacancies". The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Date: 6-14-22 Adopted Resolution #22-134 Approving the Charter Commission Recruitment Policy

CC Regular Session

7.5.

Meeting Date: 10/11/2022

By: Brian Hagen, Administrative Services

Information

Title:

Introduce Ordinance #22-26 Amending the City Charter Prohibiting Membership on City Boards and Commissions of Non-City of Ramsey Residents

Purpose/Background:

Councilors Howell and Musgrove have requested consideration of Ordinance #22-26. This charter amendment would require all members on the advisory boards and commissions to be City of Ramsey residents. Currently, up to 1/3 of members may be non-residents, however, the sitting boards and commission members currently all reside within the City.

Notification:

N/A

Time Frame/Observations/Alternatives:

The current charter regulation is a more restrictive regulation than State Statute. With that said, having flexibility on the residency status can provide benefits. In one scenario, you could have a sitting member who moves to another city but holds a desire to continue serving the community. Under this amendment, upon moving to another city that member would be forced to resign. A second scenario could be a local business owner may want to serve but would be ineligible if they did not live in Ramsey.

Though the Charter allows up to 1/3 members be non-residents, the City Council holds the authority on who is appointed to serve. This charter provision does not require the City Council to appoint 1/3 non-residents either.

Per M.S. 410.12, there are two pathways to amend the City Charter. These include a ballot question or ordinance adoption. Within each pathway, there are options with how an amendment may be proposed and enacted. In no particular order, they are as follows:

Ballot Question

1. Via a question proposed by the Charter Commission.
2. Via a petition of voters, equal in number to five percent (5%) of the total votes cast at the last previous state general election in the city. The text of the amendment is established by the petitioners and reviewed by the Charter Commission.
3. Via Ordinance proposed by Council. In this scenario, Council would be required to submit the proposed to the Charter Commission for their review. The Charter Commission shall approve or reject the proposed amendment, or provide suggest a substitute amendment. Upon review by the Charter Commission, the City Council may submit to the people the originally proposed amendment or the substitute amendment.

Ordinance Adoption

1. The Charter Commission may recommend the City Council amend the charter by ordinance. Within one month of receiving a recommendation to amend, the City must publish notice of a public hearing of the proposal. Within one month of the public hearing, the City Council must vote on the proposed charter amendment. If approved unanimously, the ordinance goes into effect 90 days after passage subject to no petition is submitted by voters forcing a referendum.

Funding Source:

This is being handled under normal staff duties.

Recommendation:

Staff does not have a recommendation on this matter.

Outcome/Action:

If a motion to introduce Ordinance #22-26 passes. The ordinance would be brought back for final consideration at the October 25, 2022 City Council meeting.

Attachments

Ordinance #22-26

Form Review**Inbox**

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 10/06/2022

Reviewed By

Brian Hagen

Date

10/06/2022 02:47 PM

Started On: 10/04/2022 07:58 AM

ORDINANCE 22-26
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF RAMSEY,
MINNESOTA PROHIBITING MEMBERSHIP ON THE CITY OF RAMSEY
BOARDS AND COMMISSIONS OF NON-CITY OF RAMSEY RESIDENTS**

The City of Ramsey ordains:

SECTION 1. AUTHORITY

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 5.

SECTION 2.

The Section 2.2 of the City of Ramsey Charter is amended to read as follows:

“Sec. 2.2 – Boards and commissions.

There shall be no separate administrative board of health, library board, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state statutes. The council may, however, establish or abolish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, or to perform quasi-judicial functions. Notice of initial formation and all vacancies shall be published in the city newsletter and in the legal newspaper. Membership of various boards and commissions shall not exceed nine members, all members of which shall be residents of the City of Ramsey.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 90 days after its passage and publication as provided in City of Ramsey Charter 3.9 and Minnesota Statutes Section 410.12, Subdivision 5, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

PASSED by the City Council of the City of Ramsey, Minnesota, the ____ day of _____ 2022.

Mayor

ATTEST:

City Clerk