

**City of Ramsey**  
**Agenda**  
**Regular City Council**  
**Tuesday, December 13, 2022**

**7:00 pm**

**Council Chambers, 7550 Sunwood Drive NW**

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

1. **Call to Order**
  
2. **Presentation**
  1. Oath of Office - Patrol Officer / Sergeant Promotions
  2. Recognize Councilmember Ryan Heineman for his Service to the City of Ramsey
  
3. **Citizen Input**
  
4. **Approve Agenda**
  
5. **Consent Agenda**
  1. Receive Cash & Investments for Period Ending October 31, 2022
  2. Receive Cash & Investments for Period Ending November 30, 2022
  3. Receive October Financial Reports - General Fund and Enterprise Funds
  4. Receive Grant from St. Paul and Minneapolis Foundation
  5. Note the Following Boards, Commissions, and Committee Meeting Minutes
  6. Approve the Following Meeting Minutes:
    1. City Council Canvassing Board dated 11/15/2022
    2. City Council Special Session dated 11/15/2022
    3. City Council Work Session dated 11/22/2022
    4. City Council Regular Session dated 11/22/2022

7. Approve Memorandum of Understanding (MOA) between City of Ramsey & United States Department of Veterans Affairs
8. Approve Police Axon Squad Car Video System Upgrade
9. Approve extending criminal prosecution services with Eckberg Lammers
10. Approve Business Licenses (includes 2023 Business License Renewals)
11. Approve 2023 Rental Fees for Park Facilities
12. Approve Abatement Agreement for 5431 164th Ln NW (PID13-32-25-22-0004)
13. Approve Abatement Agreement for property located at 14501 Sunfish Lake Blvd NW (PID 26-32-25-23-0029)
14. Authorization to Approve Position Reclassifications
15. Authorization to Approve Community Service Officer Staffing Changes
16. Authorization to Hire a Part-time Building Inspections Administrative Assistant
17. Authorization to Hire Utilities Maintenance Workers
18. Adopt Resolution #22-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2022 through December 7, 2022.
19. Adopt Resolution #22-229 Establishing Precinct and Polling Locations for the 2023 Election Year
20. Adopt Resolutions #22-248 and #22-249 Approving the Final Plat and Development Agreement for Riverstone South Second Addition
21. Adopt Resolution #22-281 Decertifying Tax Increment Financing District #15.
22. Adopt Resolution #22-282 Approving Lease Agreement for 6701 Hwy 10 NW: Case of God's Kingdom Ministry
23. Adopt Resolution #22-283 Authorizing the City's 2023 Non-Union Health and Dental Insurance Contributions and Cost of Living Adjustment

24. Adopt Resolution #22-284 Authorizing Partial Payment No.3 to GMH Asphalt Corporation for Improvement Project #22-02, Autumn Heights Street Reconstructions
25. Adopt Resolution #22-291 Authorizing Partial Payment No. 4 to Douglas-Kerr Underground, LLC for Improvement Project #20-05, Riverdale Drive Extension Improvements
26. Adopt Resolution #22-292 Authorizing Partial Payment No. 7 to Douglas Kerr-Underground, LLC for Improvement Project #22-05, Riverdale Drive Trunk Utilities Improvements

**6. Public Hearing**

1. Public Hearing on 2023 Tax Levies and General Fund Budget
  - Adopt Resolution #22-278 Adopting the 2022, Payable 2023 Municipal Tax Levy
  - Adopt Resolution #22-279 Adopting the 2023 General Fund Budget
  - Adopt Resolution #22-280 Adopting the 2023 Economic Development Authority (EDA) Budget

**7. Council Business**

1. Consider Preliminary Plat of Gile Addition - 15710 St. Francis Blvd. NW
2. Introduce Ordinance #23-01 Amending City Code Section 26 Article XIX - Mobile Food Units
3. Adopt Resolutions #22-286, #22-287, #22-288 and #22-289 Ordering Plans and Specifications for 2023 Pavement Management Program Projects
4. Adopt Resolution #22-285 Ordering Plans and Specifications for Improvement Project #23-02, Central Park main Parking Lot Reconstruction

**8. Mayor/Council/Staff Input**

**9. Adjournment**

**CC Regular Session**

**2. 1.**

**Meeting Date:** 12/13/2022

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**Information**

**Title:**

Oath of Office - Patrol Officer / Sergeant Promotions

**Purpose/Background:**

Patrol Officer Nolan Goebel has completed his field training program. Mayor Kuzma will issue Officer Goebel the Oath of Office.

In October 2022, Nick Dahlberg and James Bagne were promoted to the rank of Sergeant. They will be introduced following Officer Goebel's oath of office.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Jeff Katers	Jeff Katers	11/21/2022 02:31 PM
Brian Hagen	Brian Hagen	12/07/2022 06:29 PM
Brian Hagen	Brian Hagen	12/07/2022 06:29 PM
Form Started By: Tim Frankfurth		Started On: 11/21/2022 11:55 AM
Final Approval Date: 12/07/2022		

Meeting Date: 12/13/2022

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**Information**

**Title:**

Recognize Councilmember Ryan Heineman for his Service to the City of Ramsey

**Purpose/Background:**

The purpose of this presentation is to recognize Councilmember Ryan Heineman for his service to the City of Ramsey.

Councilmember Heineman has served the City of Ramsey since 2020, when he was appointed to serve on the Economic Development Authority. Next, he was elected to the City Council as the Ward 1 Councilmember and took office on March 2, 2021. This term officially ends when the new Councilmember takes office on January 2, 2023. Councilmember Heineman has served on numerous Council committees and other community initiatives.

The City Council and staff would like to thank Councilmember Heineman for his service and wish him well in his future endeavors.

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 12/07/2022

**Reviewed By**

Brian Hagen

**Date**

12/07/2022 06:43 PM

Started On: 12/07/2022 10:42 AM

**CC Regular Session**

**5. 1.**

**Meeting Date:** 12/13/2022

**By:** Diana Lund, Finance

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**Information**

**Title**

Receive Cash & Investments for Period Ending October 31, 2022

**Purpose/Background:**

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

Cash and investment report shows the monthly cash flow - receipts and expenditures through October 31, 2022 with the current listing of the city's investment portfolio.

**Recommendation:**

No action required. Informational only.

**Action:**

No action required. Informational only.

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**Attachments**

Cash & Investments for Period Ending October 31, 2022

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 12/07/2022

**Reviewed By**

Brian Hagen

**Date**

12/07/2022 06:29 PM

Started On: 11/10/2022 11:58 AM

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

	October-22 CURRENT MONTH	2022 YEAR-TO-DATE
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE (Includes PW Bond Proceeds)</b>	\$ 93,209,801.53	\$ 88,776,714.25
<b>CASH INFLOWS:</b>		
Daily Deposit	129,146.33	13,212,063.10
Tax Settlements	-	9,684,372.85
U/B Receipts	17,316.80	1,712,507.93
Credit Cards (Includes Utility Billing)	256,168.84	3,781,643.27
Interest Earnings [Net of Interest Paid on Investments]	101,310.49	940,746.67
Bond Proceeds-int	-	-
<b>TOTAL CASH INFLOW</b>	<b>\$ 503,942.46</b>	<b>\$ 29,331,333.82</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 93,713,743.99</b>	<b>\$ 118,108,048.07</b>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	512,265.02	9,614,271.10
Bills Lists	824,341.61	6,828,506.26
Pay Estimates	855,270.91	5,490,129.53
Credit Cards	7,359.51	73,470.05
Payroll - Net	418,561.01	4,598,486.07
Flex Reimbursement	669.75	29,673.44
Void Checks/Dormant Checks Paid	(132.56)	(26,666.14)
Debt Service	-	401,858.06
Miscellaneous [Bank Charges; etc.]	(619.65)	2,291.31
<b>TOTAL CASH OUTFLOW</b>	<b>\$ 2,617,715.60</b>	<b>\$ 27,012,019.68</b>
<b>POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE</b>	<b>\$ 91,096,028.39</b>	<b>\$ 91,096,028.39</b>
<b>MEMO - NET 2022 CASH INFLOW ( OUTFLOW)</b>	<b>(2,113,773.14)</b>	<b>2,319,314.14</b>
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	<b>\$ 88,617,182.38</b>	<b>71,817,760.66</b>
Purchases	655,292.57	28,952,007.80
Maturities/Sales	(585,000.55)	(12,082,294.06)
<b>ENDING BALANCE</b>	<b>\$ 88,687,474.40</b>	<b>\$ 88,687,474.40</b>

## 2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2022	PURCH 2022	SOLD/ MATURE 2022	BV PRIN BAL 12/31/2022
191008C	12/1/2022	BAIRD	ROCK ISLAND IL TAX		7724872K9	270,000.00		0.00	270,000.00 270,000.00
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	50116C8Y4	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	LUVERNE MN TAX		550629-VE-6	330,000.00		0.00	330,000.00
201230	5/1/2025	Northland	FREEPORT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	130,000.00		130,000.00	0.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00	165,000.00
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		0.00	100,000.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00	180,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00	250,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00	270,000.00
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00	500,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		150,000.00	0.00
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		270,000.00	0.00
190826	3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		250,000.00	0.00
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		180,000.00	0.00
190424	5/15/2022	Northland	TEXAS A&M TAX		88213AEH4	130,000.00		130,000.00	0.00
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		200,000.00	0.00
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		135,000.00	0.00
190515	11/1/2022	Northland	MICHIGAN STATE SCHOOL TAX		594612-CY-7	205,000.00		0.00	205,000.00
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	75,000.00		0.00	75,000.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00	240,000.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	190,000.00		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 8,180,000.00
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
221004		UBS	UBS PRIME FUND				411,292.57	0.00	411,292.57
221014	1/12/2024	UBS	CD-ISRAEL DISCOUI	19977	465076TW7		244,000.00	0.00	244,000.00
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

2022 CASH AND INVESTMENT ACTIVITY

CITY	STATED MAT	SECURITY	PRIN	PURCH	SOLD/ MATURE	BV									
							INVEST #	DATE	BROKER	DESCRIP	FDIC #	CUSIP	BAL 11/2022	2022	2022
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		0.00	140,000.00
211020B	8/15/2031	UBS	ALABAMA FEDERAL AID HWY		010268CT5		500,000.00					0.00		0.00	500,000.00
211014	5/1/2030	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3		550,000.00					0.00		0.00	550,000.00
210909	7/1/2022	UBS	MAINE HEALTH		56042RH96		500,000.00					500,000.00		500,000.00	0.00
210910	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4		1,000,000.00					0.00		0.00	1,000,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4		250,000.00					0.00		0.00	250,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8		245,000.00					0.00		0.00	245,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7		550,000.00					0.00		0.00	550,000.00
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8		2,500,000.00					0.00		0.00	2,500,000.00
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6		2,500,000.00					0.00		0.00	2,500,000.00
210824C	9/15/2023	UBS	US TREASURY NOTE		91282CAK7		2,500,000.00					0.00		0.00	2,500,000.00
210826		UBS	UBS PRIME FUND				35,408.43					35,408.43		35,408.43	0.00
220131		UBS	UBS PRIME FUND				0.00		253,882.73			253,882.73		253,882.73	0.00
220331		UBS	UBS PRIME FUND				0.00		576,785.62			569,650.42		569,650.42	7,135.20
220802		UBS	UBS PRIME FUND				0.00		366,046.88			0.00		0.00	366,046.88
220316	3/16/2026	UBS	CD-GOLDMAN SACHS				0.00		245,000.00			0.00		0.00	245,000.00
220519	3/15/2026	UBS	NEW YORK DEV		650035P6		0.00		105,000.00			0.00		0.00	105,000.00
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3		325,000.00					0.00		0.00	325,000.00
210716	4/12/2022	UBS	CP-FIRST BOST NY		2254EBDC2		5,000,000.00					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		0.00	1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HH7		500,000.00					0.00		0.00	500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7		1,000,000.00					0.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8		110,000.00					0.00		0.00	110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3		500,000.00					0.00		0.00	500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44		500,000.00					0.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9		590,000.00					0.00		0.00	590,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4		500,000.00					0.00		0.00	500,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2		320,000.00					0.00		0.00	320,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2		1,000,000.00					0.00		0.00	1,000,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6		1,000,000.00					0.00		0.00	1,000,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91		750,000.00					0.00		0.00	750,000.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG				500,000.00					0.00		0.00	500,000.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7		2,500,000.00					0.00		0.00	2,500,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30		1,000,000.00					0.00		0.00	1,000,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45		1,050,000.00					0.00		0.00	1,050,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2		500,000.00					0.00		0.00	500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6		580,000.00					0.00		0.00	580,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8		300,000.00					0.00		0.00	300,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0		500,000.00					0.00		0.00	500,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4		615,000.00					0.00		0.00	615,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8		500,000.00					0.00		0.00	500,000.00
160601	2/15/2022	UBS	MCALLEN TAX		582018FF5		200,000.00					200,000.00		200,000.00	0.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0		500,000.00					500,000.00		500,000.00	0.00
190322	3/22/2022	UBS	CD-MEDALLION BA	57449	58404DDP3		245,000.00					245,000.00		245,000.00	0.00
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50		500,000.00					500,000.00		500,000.00	0.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7		175,000.00					175,000.00		175,000.00	0.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C		10.35					10.50		10.50	-0.15
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7		300,000.00					300,000.00		300,000.00	0.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C		33.70					33.73		33.73	-0.03
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		696560LD1		450,000.00					450,000.00		450,000.00	0.00
020826	10/15/2022	UBS	FHR 1391D		312912LUO		29.90					29.97		29.97	-0.07
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7		165,000.00					0.00		0.00	165,000.00
191213	12/13/2022	UBS	CD-WELLS FARGO	27389	949495AA3		245,000.00					0.00		0.00	245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL COI	22953	58733ADQ9		245,000.00					0.00		0.00	245,000.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	61690URY8		245,000.00					0.00		0.00	245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6		250,000.00					0.00		0.00	250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61		300,000.00					0.00		0.00	300,000.00
010328	6/25/2023	UBS	FHG14A		312916PD5R		2,000.00					1,000.00		1,000.00	1,000.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3		200,000.00					0.00		0.00	200,000.00
191230B	6/30/2023	UBS	CD-RAYMOND JAMI	33893	75472RAR2		245,000.00					0.00		0.00	245,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5		165,000.00					0.00		0.00	165,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4		245,000.00					0.00		0.00	245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U	33954	14042TAP2		245,000.00					0.00		0.00	245,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31		245,000.00					0.00		0.00	245,000.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48		245,000.00					0.00		0.00	245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		649883S2		500,000.00					0.00		0.00	500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6		500,000.00					0.00		0.00	500,000.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7		300,000.00					0.00		0.00	300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3		640,000.00					0.00		0.00	640,000.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2		250,000.00					0.00		0.00	250,000.00
191127	11/27/2024	UBS	CD-STATE BANK IN	33682	856285RS2		245,000.00					0.00		0.00	245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3		165,000.00					0.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5		400,000.00					0.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION	26633	2477RBD6		200,000.00					0.00		0.00	200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1		300,000.00					300,000.00		300,000.00	0.00

2022 CASH AND INVESTMENT ACTIVITY

CITY	STATED		SECURITY	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV
	MAT	BROKER				BAL		MATURE	PRIN
INVEST #	DATE		DESCRIP			1/1/2022	2022	2022	12/31/2022
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00	400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00	175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00	500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00	320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00	500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00	300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00	750,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00	400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00	500,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00	500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00	630,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00	1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00	405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00	425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00	400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00	430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00	400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	500,000.00		0.00	500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00	500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00	720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00
									<u>59,747,474.40</u>
TOTAL INVESTMENTS						71,817,760.66	28,952,007.80	12,082,294.06	88,687,474.40
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	36,220,180.92	42,575,501.94	3,005,729.91
Money Market Accounts						15,909,640.01	7,068,574.74	21,000,000.00	1,978,214.75
Net Cash and Investments						94,548,762.19	72,205,062.20	75,657,796.00	91,096,028.39

**CC Regular Session**

**5. 2.**

**Meeting Date:** 12/13/2022

**By:** Diana Lund, Finance

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**Information**

**Title**

Receive Cash & Investments for Period Ending November 30, 2022

**Purpose/Background:**

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

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

**Recommendation:**

No action required. Informational only.

**Action:**

No action required. Informational only.

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**Attachments**

Cash & Investments for Period Ending November 30, 2022

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 12/07/2022

**Reviewed By**

Brian Hagen

**Date**

12/07/2022 06:41 PM

Started On: 12/01/2022 10:16 AM

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

	November-22 CURRENT MONTH	2022 YEAR-TO-DATE
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE (Includes PW Bond Proceeds)</b>	\$ 91,096,028.39	\$ 88,776,714.25
<b>CASH INFLOWS:</b>		
Daily Deposit	571,723.30	13,783,786.40
Tax Settlements	-	9,684,372.85
U/B Receipts	750,533.76	2,463,041.69
Credit Cards (Includes Utility Billing)	1,342,131.61	5,123,774.88
Interest Earnings [Net of Interest Paid on Investments]	68,391.71	1,009,138.38
Bond Proceeds-int	-	-
<b>TOTAL CASH INFLOW</b>	<b>\$ 2,732,780.38</b>	<b>\$ 32,064,114.20</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 93,828,808.77</b>	<b>\$ 120,840,828.45</b>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	658,589.51	10,272,860.61
Bills Lists	438,225.00	7,266,731.26
Pay Estimates	2,081,761.06	7,571,890.59
Credit Cards	7,056.50	80,526.55
Payroll - Net	446,228.72	5,044,714.79
Flex Reimbursement	1,377.60	31,051.04
Void Checks/Dormant Checks Paid	(6,607.32)	(33,273.46)
Debt Service	353,831.25	755,689.31
Miscellaneous [Bank Charges; etc.]	(601.65)	1,689.66
<b>TOTAL CASH OUTFLOW</b>	<b>\$ 3,979,860.67</b>	<b>\$ 30,991,880.35</b>
<b>POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE</b>	<b>\$ 89,848,948.10</b>	<b>\$ 89,848,948.10</b>
<b>MEMO - NET 2022 CASH INFLOW ( OUTFLOW)</b>	<b>(1,247,080.29)</b>	<b>1,072,233.85</b>
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	<b>\$ 88,687,474.40</b>	<b>71,817,760.66</b>
Purchases	1,498,367.65	30,450,375.45
Maturities/Sales	(448,032.23)	(12,530,326.29)
<b>ENDING BALANCE</b>	<b>\$ 89,737,809.82</b>	<b>\$ 89,737,809.82</b>

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT		SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL	PURCH 2022	SOLD/ MATURE	BY PRIN BAL
	DATE	BROKER				1/1/2022		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
221117	5/19/2023	4m	4M TERM SERIES				1,000,000.00	0.00	1,000,000.00
220809C	8/9/2023	4m	4M TERM SERIES				7,000,000.00	0.00	7,000,000.00 21,000,000.00
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE	19899	50116CBY4	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 NATIONAL	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	FREEMONT 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-GQ-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		121403-4B6	500,000.00		0.00	500,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		150,000.00	0.00
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		270,000.00	0.00
190826	3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		250,000.00	0.00
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		180,000.00	0.00
190424	5/15/2022	Northland	TEXAS A&M TAX		88213AEH4	130,000.00		130,000.00	0.00
170109	6/1/2022	Northland	DES MOINES 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		135,000.00	0.00
190515	11/1/2022	Northland	MICHIGAN STATE SCHOOL TAX		594612-CY-7	205,000.00		205,000.00	0.00
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	DES MOINES 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 7,975,000.00
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
221102A		UBS	UBS PRIME FUND				40,367.65	0.00	40,367.65
221102B	10/31/2023	UBS	US TREASURY NOTE		91282CDDO		213,000.00	0.00	213,000.00
221118	11/18/2024	UBS	CD-SALLIE MAE	58177	795451CK7		245,000.00	0.00	245,000.00
221004		UBS	UBS PRIME FUND				411,292.57	0.00	411,292.57
221014	1/12/2024	UBS	CD-ISRAEL DISCOU	19977	465076TW7		244,000.00	0.00	244,000.00
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

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED		SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BY
	MAT DATE	BROKER				BAL 1/1/2022		MATURE 2022	PRIN BAL 12/31/2022
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00
210107		UBS	UBS PRIME FUND			62,674.20		62,674.20	0.00
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4	200,000.00		0.00	200,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00
211130		UBS	UBS PRIME FUND			219,604.08		219,604.08	0.00
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7	140,000.00		0.00	140,000.00
211020B	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00	500,000.00
211014	5/1/2030	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3	550,000.00		0.00	550,000.00
210909	7/1/2022	UBS	MAINE HEALTH		56042RH96	500,000.00		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	576,785.62	0.00
220802		UBS	UBS PRIME FUND			0.00	366,046.88	235,897.03	130,149.85
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		341271AFI	1,000,000.00		0.00	1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8	110,000.00		0.00	110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	500,000.00		0.00	500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9	590,000.00		0.00	590,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00	500,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	320,000.00		0.00	320,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2	1,000,000.00		0.00	1,000,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6	1,000,000.00		0.00	1,000,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91	750,000.00		0.00	750,000.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00	500,000.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7	2,500,000.00		0.00	2,500,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30	1,000,000.00		0.00	1,000,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45	1,050,000.00		0.00	1,050,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2	500,000.00		0.00	500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6	580,000.00		0.00	580,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8	300,000.00		0.00	300,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0	500,000.00		0.00	500,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4	615,000.00		0.00	615,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00	500,000.00
160601	2/15/2022	UBS	MCALLEN TAX'		582018FF5	200,000.00		200,000.00	0.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		500,000.00	0.00
190322	3/22/2022	UBS	CD-MEDALLION BA'	57449	58404DDP3	245,000.00		245,000.00	0.00
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		500,000.00	0.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	175,000.00		175,000.00	0.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	10.35		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		450,000.00	0.00
020826	10/15/2022	UBS	FHR 1391D		312912LUO	29.90		29.97	-0.07
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7	165,000.00		0.00	165,000.00
191213	12/13/2022	UBS	CD-WELLS FARGO N	27389	949495AA3	245,000.00		0.00	245,000.00
161216B	12/16/2022	UBS	CD-MERCANTIL COI	22953	58733ADQ9	245,000.00		0.00	245,000.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	61690URY8	245,000.00		0.00	245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00
010328	6/25/2023	UBS	FHG14A		312916PDSR	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	14042R1P4	245,000.00		0.00	245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U	33954	14042TAP2	245,000.00		0.00	245,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		0.00	245,000.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48	245,000.00		0.00	245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00	500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00
161026	10/1/2024	UBS	HONOLULU TAX		438670SW7	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

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED		SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BY
	MAT	BROKER				BAL		MATURE	PRIN
	DATE					1/1/2022	2022	2022	12/31/2022
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
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		93612JX1	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		514264FG0	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
									<u>60,002,809.82</u>
TOTAL INVESTMENTS						71,817,760.66	30,450,375.45	12,530,326.29	89,737,809.82
Unamortized Premiums						1,751,676.99	7,798.04		1,759,475.03
Unamortized Discounts						(4,291,366.40)	(52,185.71)		(4,343,552.11)
BOW						9,361,050.93	39,404,213.61	47,052,503.15	1,712,761.39
Money Market Accounts						15,909,640.01	7,072,813.96	22,000,000.00	982,453.97
Net Cash and Investments						94,548,762.19	76,883,015.35	81,582,829.44	89,848,948.10

**CC Regular Session**

**5.3.**

**Meeting Date:** 12/13/2022

**By:** Diana Lund, Finance

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**Information**

**Title**

Receive October Financial Reports - General Fund and Enterprise Funds

**Purpose/Background:**

Purpose: Receive October 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.

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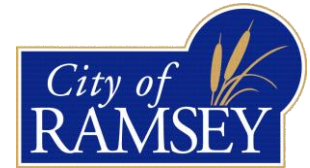
**Attachments**

- October 2022 General Fund Financial Report - Budget to Actual
  - October 2022 Enterprise Funds - Financial Reports - Budget to Actual
  - October 2022 Summary of Adopted budgets/expenditures to date
- 

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	12/07/2022 06:41 PM
Form Started By: Diana Lund		Started On: 12/01/2022 10:13 AM
Final Approval Date: 12/07/2022		

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



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

**GENERAL FUND EXPENDITURES  
- BY DEPARTMENT -**

<b>Dept</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>
Admin (incld elections, legal & newsletter)	1,137,411.00	912,319.90
Building Inspections	495,512.00	450,196.81
Council/Commissions (incld charter, council contingen	234,437.00	86,540.10
Data Processing	796,584.00	596,059.07
Engineering	487,638.00	608,307.61
Finance (incld assessing)	534,935.00	527,357.03
Fire (incld Civil Defense)	1,264,140.00	1,165,331.66
Gen Govt Buildings	652,216.00	446,779.25
Parks	1,483,825.00	1,144,695.76
Planning & Zoning	763,831.00	556,138.70
Police (incld animal control & comm orient)	4,802,808.00	3,611,068.61
Streets (incld traffic eng & snow/ice)	1,839,303.00	1,445,180.02
<b>Grand Total</b>	<b>14,492,640.00</b>	<b>11,549,974.52</b>

**GENERAL FUND EXPENDITURES  
- BY CATEGORY -**

<b>Category</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>
Capital Outlay	588,800.00	256,091.49
Other Services & Charges	2,399,730.00	1,903,369.98
Personal Services	10,261,237.00	8,400,058.43
Supplies	1,136,500.00	990,454.62
Transfers out	106,373.00	-
<b>Grand Total</b>	<b>14,492,640.00</b>	<b>11,549,974.52</b>

**GENERAL FUND REVENUES  
- BY CATEGORY -**

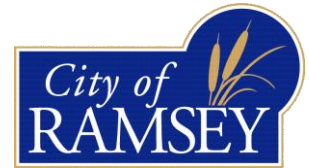
<b>Category</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>
Taxes	11,655,590.00	6,413,826.47
Charges for Services	589,300.00	663,919.95
Business Licenses/Permits	73,400.00	68,780.37
Fines and Forfeits	45,000.00	37,581.38
Federal Intergovernmental	9,000.00	-
State Intergovernmental	465,300.00	819,958.71
Interest	50,000.00	-
Miscellaneous	15,750.00	217,993.11
Non-Business Licenses/Permits	615,500.00	656,001.17
Transfers in	973,800.00	394,710.00
<b>Grand Total</b>	<b>14,492,640.00</b>	<b>9,272,771.16</b>

This report reflects year to date revenue and expenditures as compared to annual budget.

It does not reflect fund balance.

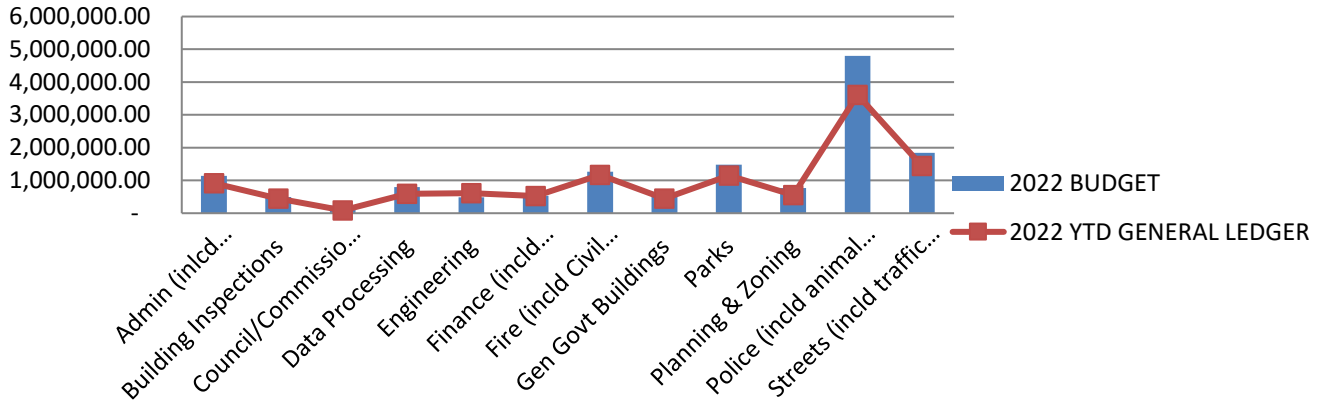
PREPARED BY: FINANCE DEPARTMENT

# CITY OF RAMSEY FINANCIAL STATEMENT

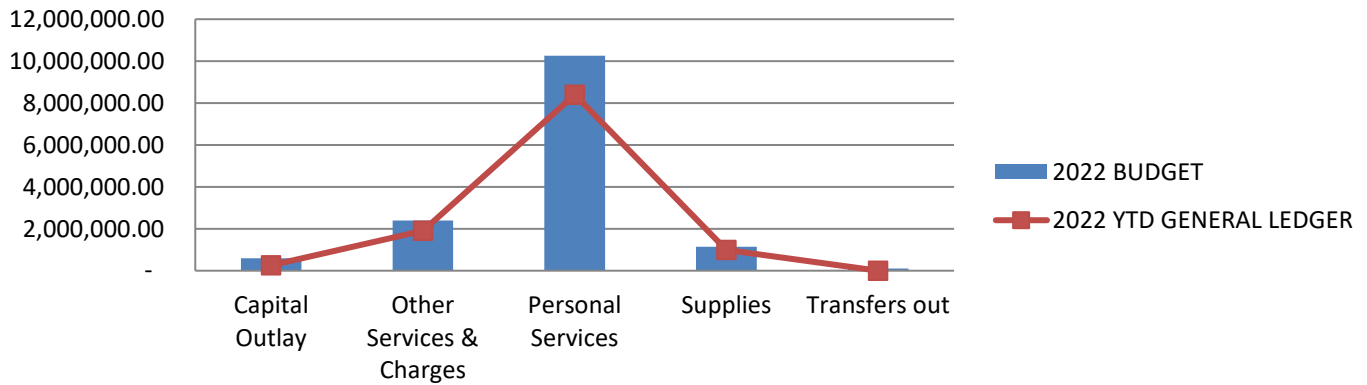


JANUARY 1, 2022 THROUGH PERIOD ENDING: October 31, 2022

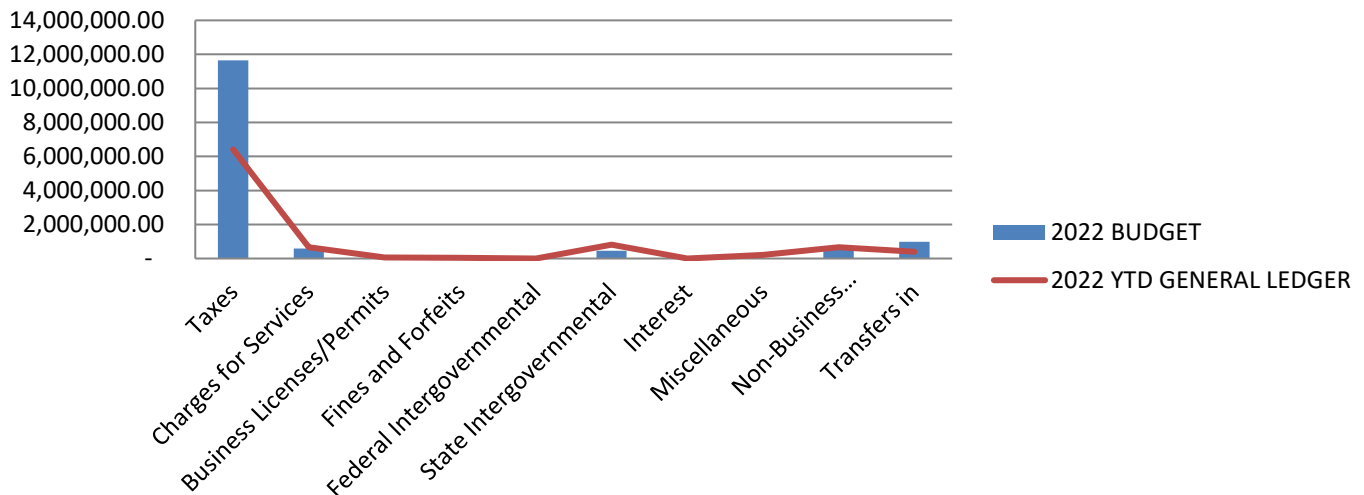
## GENERAL FUND EXPENDITURES - BY DEPARTMENT



## 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: October 31, 2022**

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9601</b>	<b>WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(28,000.00)	(17,056.50)	60.92%	
4609 OTHER MISCELLANEOUS REVENUES	12,000.00	3,866.08	32.22%	
4651 WATER REVENUE		149.41	0.00%	
4652 WATER SALES - RESIDENTIAL	1,360,811.00	1,573,001.33	115.59%	
4653 WATER SALES-COMMERCIAL	714,520.00	920,994.17	128.90%	
4654 WATER PENALTIES	15,000.00	23,126.62	154.18%	
4655 WATER METER INSTALLATION	20,000.00	16,804.00	84.02%	
4656 WATER METERS	35,000.00	45,779.76	130.80%	
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)		698,272.82	0.00%	
4601 MISCELLANEOUS REVENUE		1,076.50	0.00%	
<b>Grand Total</b>	<b>2,253,329.00</b>	<b>3,266,164.19</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9601</b>	<b>WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	272,731.00	159,390.71	58.44%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	13,445.40	99.60%	
6105 TEMPORARY-WAGES & SALARIES	19,167.00	11,472.70	59.86%	
6121 PERA CONTRIBUTIONS	56,467.00	13,525.15	23.95%	
6122 FICA/MEDICARE CONTRIBUTIONS	23,518.00	15,059.47	64.03%	
6131 GROUP INSURANCE	44,502.00	26,435.15	59.40%	
6133 WORKERS COMP INSURANCE PREMIUM	16,773.00	-	0.00%	
<b>6208 MISCELLANEOUS OFFICE SUPPLIES</b>	<b>400.00</b>	<b>394.36</b>	<b>98.59%</b>	
6223 GASOLINE	8,000.00	6,234.54	77.93%	
6225 DIESEL FUEL	1,500.00	-	0.00%	
<b>6229 SHOP MATERIALS</b>	<b>600.00</b>	<b>915.69</b>	<b>152.62%</b>	
<b>6231 UNIFORMS &amp; TURN-OUT GEAR</b>	<b>2,900.00</b>	<b>2,593.65</b>	<b>89.44%</b>	
6249 MISCELLANEOUS OPERATING SUPPLY	20,000.00	10,703.46	53.52%	
6257 OTHER VEHICLE PARTS	5,000.00	2,499.06	49.98%	
<b>6273 UTILITY SYSTEM MAINT SUPPLIES</b>	<b>105,000.00</b>	<b>105,005.34</b>	<b>100.01%</b>	
<b>6281 SMALL TOOLS &amp; MINOR EQUIPMENT</b>	<b>10,000.00</b>	<b>9,026.23</b>	<b>90.26%</b>	
6292 WATER METERS FOR RESALE	125,000.00	71,251.01	57.00%	
6315 MISCELLANEOUS PROFESSIONAL SER	95,000.00	35,191.42	37.04%	
6322 POSTAGE	2,000.00	967.83	48.39%	
6323 CELLULAR PHONES	4,000.00	-	0.00%	
6334 MILEAGE REIMBURSEMENT	400.00	56.16	14.04%	
6335 TRAINING	4,500.00	1,283.00	28.51%	
6352 GENERAL NOTICE & PUBLIC INFOR	700.00	193.50	27.64%	
6361 GENERAL LIABILITY/PROPERTY INS	36,050.00	9,309.00	25.82%	
6371 ELECTRIC UTILITIES	180,000.00	133,379.15	74.10%	
6372 WATER/IRRIGATION	1,000.00	534.98	53.50%	
6373 GAS	9,000.00	4,940.89	54.90%	
6374 REFUSE/RECYCLING	1,500.00	1,159.98	77.33%	
<b>6381 BUILDING &amp; STRUCTURE REPAIR</b>	<b>3,500.00</b>	<b>4,969.88</b>	<b>142.00%</b>	
6439 OTHER MISCELLANEOUS	67,000.00	578.61	0.86%	
6451 MEMBERSHIP DUES	1,400.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	76,000.00	45,602.05	60.00%	
6722 DEPRECIATION	821,940.00	-	0.00%	
<b>6820 OPERATING TRANSFERS TO OTHER F</b>	<b>49,000.00</b>	<b>49,000.00</b>	<b>100.00%</b>	
6436 WATER EFFICIENCY REBATE PROG		4,585.01	0.00%	
<b>Grand Total</b>	<b>2,078,048.00</b>	<b>739,703.38</b>		

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



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

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(16,000.00)	(14,629.67)	91.44%	
4356 SEWER AVAILABILITY CHARGE-ADM	73,498.00	3,677.80	5.00%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,378,650.00	1,071,918.58	77.75%	
4662 COMMERCIAL-SEWER CHARGES	416,120.00	315,588.12	75.84%	
4663 SEWER PENALTIES	15,000.00	23,476.34	156.51%	
4701 INTEREST ON INVESTMENTS	75,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	304,879.94	0.00%	
4601 MISCELLANEOUS REVENUE	-	1,076.52	0.00%	
<b>Grand Total</b>	<b>1,947,268.00</b>	<b>1,705,987.63</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	201,508.00	59,728.26	29.64%	
6103 FULL TIME-REGULAR-OVERTIME	-	227.43	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	1,170.63	0.00%	
6121 PERA CONTRIBUTIONS	33,113.00	4,598.66	13.89%	
6122 FICA/MEDICARE CONTRIBUTIONS	15,490.00	4,850.92	31.32%	
6131 GROUP INSURANCE	7,362.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	10,362.00	-	0.00%	
6223 GASOLINE	4,000.00	3,228.78	80.72%	
6225 DIESEL FUEL	4,000.00	2,286.74	57.17%	
6249 MISCELLANEOUS OPERATING SUPPLY	22,000.00	7,003.32	31.83%	
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	189.67	0.76%	
6322 POSTAGE	-	3.84	0.00%	
6323 CELLULAR PHONES	600.00	406.00	67.67%	
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	13,765.09	55.06%	
6372 WATER/IRRIGATION	1,000.00	534.98	53.50%	
6373 GAS	5,000.00	4,088.50	81.77%	
6374 REFUSE/RECYCLING	2,500.00	1,159.99	46.40%	
<b>6377 SEWER SERVICE CHARGE</b>	<b>989,491.00</b>	<b>907,033.49</b>	<b>91.67%</b>	
6489 OTHER CONTRACTED SERVICES	37,400.00	19,290.11	51.58%	
6722 DEPRECIATION	568,112.00	-	0.00%	
<b>6820 OPERATING TRANSFERS TO OTHER F</b>	<b>43,000.00</b>	<b>43,000.00</b>	<b>100.00%</b>	
<b>Grand Total</b>	<b>2,033,398.00</b>	<b>1,076,926.56</b>		

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: October 31, 2022

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9603</b>	<b>STREET LIGHT UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(4,000.00)	(2,703.96)	67.60%	
4681 CHARGES FOR STREET LIGHTS	166,000.00	129,491.86	78.01%	
4683 STREET LIGHTING PENALTIES	2,000.00	3,399.52	169.98%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	54,700.00	42,337.21	77.40%	
<b>Grand Total</b>	<b>228,700.00</b>	<b>172,524.63</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9603</b>	<b>STREET LIGHT UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6371 ELECTRIC UTILITIES	130,000.00	92,858.80	71.43%	
6489 OTHER CONTRACTED SERVICES	15,000.00	12,159.57	81.06%	
6722 DEPRECIATION	43,717.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	25,000.00	25,000.00	100.00%	
<b>Grand Total</b>	<b>213,717.00</b>	<b>130,018.37</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



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

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9604</b>	<b>RECYCLING UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(4,500.00)	(4,316.83)	95.93%	
4287 OTHER LOCAL GOVERNMENT GRANTS	73,498.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	1,000.00	1,630.80	163.08%	
4671 RECYCLING CHARGES	438,680.00	335,507.90	76.48%	
4672 RECYCLING PENALTIES	7,000.00	6,769.96	96.71%	
4701 INTEREST ON INVESTMENTS	2,500.00	-	0.00%	
<b>Grand Total</b>	<b>518,178.00</b>	<b>339,591.83</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9604</b>	<b>RECYCLING UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	24,148.00	10,118.77	41.90%	
6103 FULL TIME-REGULAR-OVERTIME	-	914.60	0.00%	
6104 PART TIME-WAGES & SALARIES	-	358.24	0.00%	
6121 PERA CONTRIBUTIONS	2,811.00	854.40	30.39%	
6122 FICA/MEDICARE CONTRIBUTIONS	1,851.00	793.84	42.89%	
6131 GROUP INSURANCE	3,514.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	195.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	21,253.99	70.85%	
6322 POSTAGE	300.00	54.72	18.24%	
<b>6489 OTHER CONTRACTED SERVICES</b>	<b>455,600.00</b>	<b>381,817.92</b>	<b>83.81%</b>	
<b>Grand Total</b>	<b>518,419.00</b>	<b>416,166.48</b>		

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: October 31, 2022

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9605</b>	<b>STORM WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(7,500.00)	(6,965.53)	92.87%	
4609 OTHER MISCELLANEOUS REVENUES	73,498.00	-	0.00%	
4693 STORM WATER-RESIDENTIAL	580,000.00	448,993.27	77.41%	
4694 STORM WATER-COMMERCIAL	605,000.00	465,104.12	76.88%	
4695 STORM WATER-PENALTIES	10,000.00	13,268.50	132.69%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
<b>Grand Total</b>	<b>1,270,998.00</b>	<b>920,400.36</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9605</b>	<b>STORM WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	183,961.00	28,050.67	15.25%	
6105 TEMPORARY-WAGES & SALARIES	-	116.00	0.00%	
6121 PERA CONTRIBUTIONS	30,797.00	2,103.71	6.83%	
6122 FICA/MEDICARE CONTRIBUTIONS	14,085.00	2,183.58	15.50%	
6131 GROUP INSURANCE	25,328.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	6,984.00	-	0.00%	
6225 DIESEL FUEL	7,000.00	4,446.26	63.52%	
<b>6249 MISCELLANEOUS OPERATING SUPPLY</b>	<b>12,000.00</b>	<b>18,151.81</b>	<b>151.27%</b>	
6257 OTHER VEHICLE PARTS	7,500.00	2,716.52	36.22%	
6315 MISCELLANEOUS PROFESSIONAL SER	100,000.00	8,063.43	8.06%	
6361 GENERAL LIABILITY/PROPERTY INS	10,164.00	-	0.00%	
6371 ELECTRIC UTILITIES	12,000.00	7,953.22	66.28%	
6372 WATER/IRRIGATION	1,000.00	534.99	53.50%	
6373 GAS	8,000.00	4,088.50	51.11%	
6374 REFUSE/RECYCLING	2,400.00	1,160.01	48.33%	
6388 OTHER VEHICLE REPAIR	-	1,040.75	0.00%	
<b>6451 MEMBERSHIP DUES</b>	<b>24,000.00</b>	<b>23,944.00</b>	<b>99.77%</b>	
6489 OTHER CONTRACTED SERVICES	50,000.00	9,663.61	19.33%	
6722 DEPRECIATION	345,435.00	-	0.00%	
<b>6820 OPERATING TRANSFERS TO OTHER F</b>	<b>38,000.00</b>	<b>38,000.00</b>	<b>100.00%</b>	
<b>Grand Total</b>	<b>878,654.00</b>	<b>152,217.06</b>		

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**



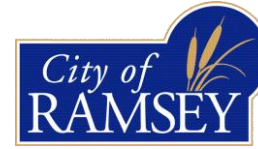
JANUARY 1, 2022 THROUGH PERIOD ENDING: October 31, 2022

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4011 CURRENT-AD VALOREM TAXES	75,360.00	34,030.71	45.16%	
4012 DELINQUENT-AD VALOREM TAXES	-	288.52	0.00%	
4014 FISCAL DISPARITIES	-	5,142.32	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	-	198,638.00	0.00%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
<b>Grand Total</b>	<b>85,360.00</b>	<b>238,099.55</b>		

<b>EXPENDITURES</b>				
<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6105 TEMPORARY-WAGES & SALARIES	1,500.00	550.00	36.67%	
6122 FICA/MEDICARE CONTRIBUTIONS	100.00	42.08	42.08%	
6133 WORKERS COMP INSURANCE PREMIUM	10.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	19,000.00	8,522.00	44.85%	
<b>6315 MISCELLANEOUS PROFESSIONAL SER</b>	<b>30,000.00</b>	<b>42,742.95</b>	<b>142.48%</b>	
6331 TRAVEL & LODGING	1,000.00	448.52	44.85%	
6335 TRAINING	1,000.00	660.00	66.00%	
6361 GENERAL LIABILITY/PROPERTY INS	750.00	-	0.00%	
6451 MEMBERSHIP DUES	2,000.00	1,353.31	67.67%	
6246 MARKETING & PROMOTIONS	30,000.00	21,524.41	71.75%	
<b>Grand Total</b>	<b>85,360.00</b>	<b>75,843.27</b>		

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:**

**October 31, 2022**

<b>GENERAL FUND EXPENDITURES BY DEPARTMENT</b>	<b>2022 ADOPTED BUDGET</b>	<b>CURRENT YTD POSTED EXP</b>	<b>10/12 ADOPTED BUDGET (OCT)</b>	<b>% of Budget Used (83.3% is 10/12)</b>	<b>BUDGET AMOUNT REMAINING</b>
Admin (inclcd elections, legal & newsletter)	1,137,411.00	912,319.90	947,842.50	80.21%	225,091.10
Building Inspections	495,512.00	450,196.81	412,926.67	90.85%	45,315.19
Council/Commissions (inclcd charter, council contingency)	234,437.00	86,540.10	195,364.17	36.91%	147,896.90
Data Processing	796,584.00	596,059.07	663,820.00	74.83%	200,524.93
Engineering (personnel costs allocated after year-end)	487,638.00	608,307.61	406,365.00	124.75%	(120,669.61)
Finance (inclcd assessing) (personnel costs allocated after year-end)	534,935.00	527,357.03	445,779.17	98.58%	7,577.97
Fire (inclcd Civil Defense)	1,264,140.00	1,165,331.66	1,053,450.00	92.18%	98,808.34
Gen Govt Buildings	652,216.00	446,779.25	543,513.33	68.50%	205,436.75
Parks	1,483,825.00	1,144,695.76	1,236,520.83	77.14%	339,129.24
Planning & Zoning	763,831.00	556,138.70	636,525.83	72.81%	207,692.30
Police (inclcd animal control & comm orient)	4,802,808.00	3,611,068.61	4,002,340.00	75.19%	1,191,739.39
Streets (inclcd traffic eng & snow/ice)	1,839,303.00	1,445,180.02	1,532,752.50	78.57%	394,122.98
<b>TOTAL</b>	<b>14,492,640.00</b>	<b>11,549,974.52</b>	<b>12,077,200.00</b>	<b>79.70%</b>	<b>2,942,665.48</b>

<b>ENTERPRISE EXPENDITURES BY FUND</b>	<b>2022 ADOPTED BUDGET</b>	<b>CURRENT YTD POSTED EXP</b>	<b>10/12 ADOPTED BUDGET (OCT)</b>	<b>% of Budget Used (83.3% is 10/12)</b>	<b>BUDGET AMOUNT REMAINING</b>	<b>*BUDGETED DEPRECIATION (part of "2022 BUDGET")</b>
Water (budgeted depreciation not booked until after year-end)	2,078,048.00	739,703.38	1,731,706.67	35.60%	1,338,344.62	\$ 821,940.00
Sewer (budgeted depreciation not booked until after year-end)	2,033,398.00	1,076,926.56	1,694,498.33	52.96%	956,471.44	\$ 568,112.00
Street Light (budgeted depreciation not booked until after year-end)	213,717.00	130,018.37	178,097.50	60.84%	83,698.63	\$ 43,717.00
Recycling	518,419.00	416,166.48	432,015.83	80.28%	102,252.52	N/A
Storm Water (budgeted depreciation not booked until after year-end)	878,654.00	152,217.06	732,211.67	17.32%	726,436.94	\$ 345,435.00
<b>TOTAL</b>	<b>5,722,236.00</b>	<b>2,515,031.85</b>	<b>4,768,530.00</b>	<b>43.95%</b>	<b>3,207,204.15</b>	<b>\$ 1,779,204.00</b>

<b>EDA FUND EXPENDITURES</b>	<b>2022 ADOPTED BUDGET</b>	<b>CURRENT YTD POSTED EXP</b>	<b>10/12 ADOPTED BUDGET (OCT)</b>	<b>% of Budget Used (83.3% is 10/12)</b>	<b>BUDGET AMOUNT REMAINING</b>
Economic Development	85,360.00	75,843.27	71,133.33	88.85%	9,516.73

**CC Regular Session**

**5. 4.**

**Meeting Date:** 12/13/2022

**By:** Jeff Katers, Police

**Information**

**Title**

Receive Grant from St. Paul and Minneapolis Foundation

**Purpose/Background:**

The City of Ramsey recently received a grant check from The St. Paul and Minneapolis Foundation in the amount of \$20,000. The purpose of this funding is to provide "general support and equipment purchases" for the City of Ramsey Police Department. This grant funding was not solicited. The St. Paul and Minneapolis Foundation representatives will not be present to present the check. The Ramsey Police Department will be sending a letter of appreciation to The St. Paul and Minneapolis Foundation.

The City of Ramsey received awards from this same foundation in 2018 and 2021 and used those funds to purchase specific equipment for Police Department operations.

**Funding Source:**

No matching amount required for this grant award.

**Recommendation:**

Staff recommends accepting the donation.

**Action:**

Accept check in the amount of \$20,000 for the purpose of general support and equipment purchases in the Ramsey Police Department.

**Attachments**

Foundation Grant Redacted

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	12/07/2022 06:56 PM
Form Started By: Jeff Katers		Started On: 12/05/2022 02:43 PM
Final Approval Date: 12/07/2022		

RECEIVED

NOV 17 2022

We are pleased to present a check from the Saint Paul & Minnesota Foundation.

Fund name:	██████████ Family Foundation
Payment amount:	\$20,000.00
Purpose:	for general support and equipment
Special instructions:	
Grant tracking ID:	██████████

A tax receipt is not necessary for this payment; however, acknowledgement of and appreciation for the below recommender(s) is encouraged.

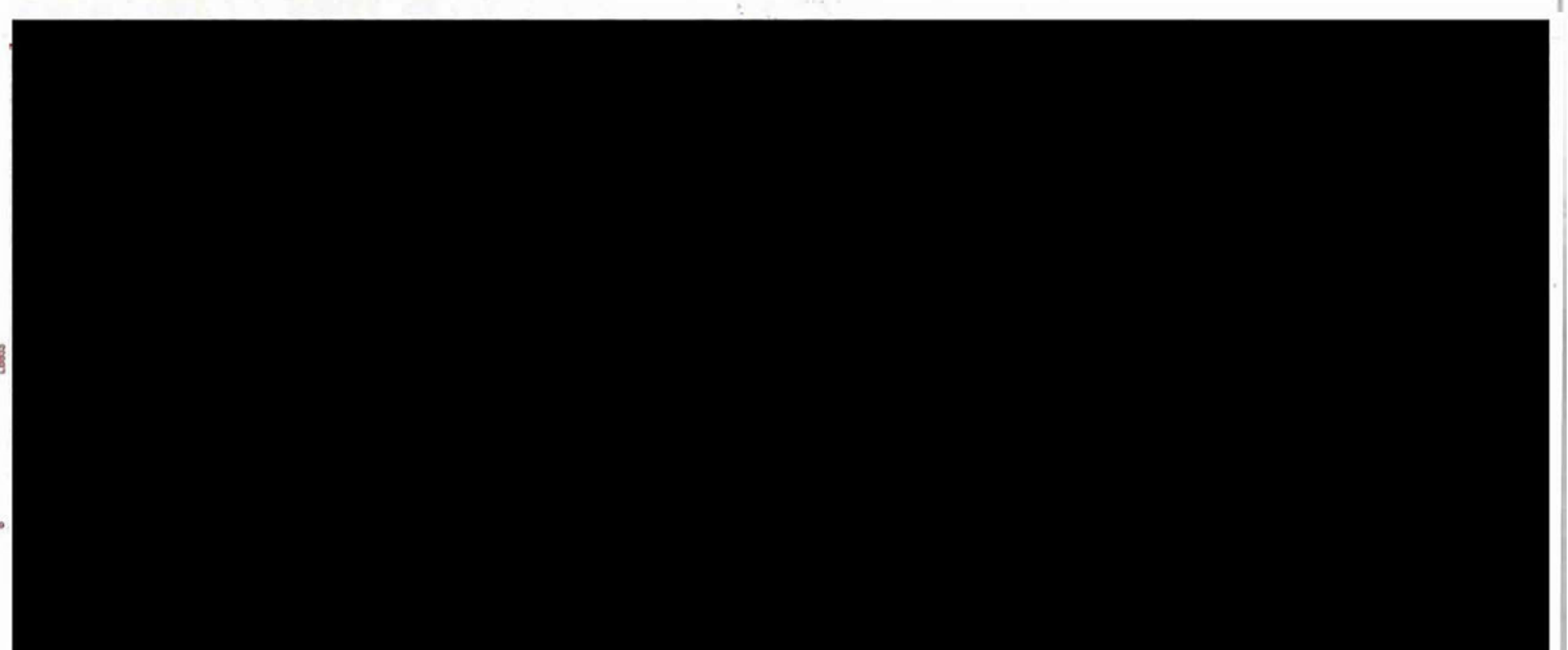
To be acknowledged:	Additional acknowledgement:
██████████	
████████████████████	
Publish name publicly: No	Publish name publicly: No

By accepting this grant, your organization agrees to accept the following conditions:

1. This grant will be used in full and solely for the explicit purpose identified above. Your organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
2. Your organization acknowledges that this grant is not intended to fulfill a pre-existing pledge and that no individual will receive any goods, services, or other private benefit as a result of this grant.
3. These grant funds will not be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study, and research.

If for any reason this grant is not used in full for the intended purpose, the grant, or any unspent portion thereof, must be returned to the Foundation. The Foundation reserves the right to request these funds be promptly returned if the Foundation determines that your organization has not performed in accordance with the conditions outlined above.

If you have any questions regarding this grant, please call 651.224.5463.



**CC Regular Session**

**5. 5.**

**Meeting Date:** 12/13/2022

**By:** Dana Verbeek, Community Development

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**Information**

**Title**

Note the Following Boards, Commissions, and Committee Meeting Minutes

**Purpose/Background:**

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

- Economic Development Authority Dated October 13, 2022
- Parks and Recreation Commission Dated October 13, 2022
- Planning Commission Dated October 27, 2022
- Public Works Committee Dated October 18, 2022

**Recommendation:**

N/A

**Action:**

N/A

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**Attachments**

October PC Minutes

EDA Minutes

Park and Recreation Minutes

Public Works Minutes

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Mary Jo Warner	MaryJo Warner	12/06/2022 08:24 AM
Brian Hagen	Brian Hagen	12/07/2022 06:43 PM
Brian Hagen	Brian Hagen	12/07/2022 06:43 PM
Form Started By: Dana Verbeek		Started On: 12/05/2022 10:16 AM
Final Approval Date: 12/07/2022		

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

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

Members Present:                   Chairperson Randy Bauer  
  Commissioner Bruce Anderson  
  Commissioner Cheri Gengler  
  Commissioner Tom Hunt  
  Commissioner Eric Peters  
  Commissioner Gary VanScoy

Members Absent:                   Commissioner Brian Walker

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

**1.     CALL TO ORDER**

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

**2.     PLEDGE OF ALLEGIANCE**

Chairperson Bauer led the group in the Pledge of Allegiance.

**3.     CITIZEN INPUT**

None.

**4.     APPROVAL OF AGENDA**

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

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

**5.     CONSENT AGENDA**

**5.01: Approve the September 29, 2022 Planning Commission Meeting Minutes**

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

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

## **6. PUBLIC HEARINGS**

### **6.01: Public Hearing: Consider a Sketch Plan, Preliminary Plat, and Variance to Minimum Lot Size for Cedar Acres (Project #22-136); Case of Tom Dehn**

#### **Public Hearing**

Chairperson Bauer called the public hearing to order at 7:02 p.m.

#### **Presentation**

City Planner McCann presented the staff report stating that staff recommends approval of the variance to minimum lot size as well as the Sketch Plan and Preliminary Plat for Cedar Acres.

Chairperson Bauer asked and received confirmation that the drainage would be proposed south of the cul-de-sac and the cul-de-sac would then line up. He asked if the proposed cul-de-sac would be at the same elevation as the partial cul-de-sac that exists.

City Planner McCann stated that it would appear to be about the same elevation.

Chairperson Bauer referenced the property to the north and asked if that is vacant.

City Planner McCann replied that there is a home on that property.

Planning Manager Larson provided additional details on the elevations.

Commissioner VanScoy referenced the low area designated as stormwater and asked if that is wetland.

City Planner McCann replied that there is not verification but believed it to just be open land and not wetland.

#### **Citizen Input**

Tom Dehn, applicant, commented that the water from the cul-de-sac would go south to the retention area. He noted that they previously considered connecting to the Lennar development which would have included a request to include the property in the MUSA but instead have submitted a request for rural subdivision. He commented that they have verified that there are no wetlands on the site.

Chairperson Bauer referenced the two proposed lots on the south side and asked if those align with Lennar or the fire hall.

Mr. Dehn believed that those align with Lennar. He stated that the existing home on the property aligns with the fire barn.

Chairperson Bauer asked where the water from north of the cul-de-sac would go.

Mr. Dehn replied that he did not ask his engineer that question but noted that his engineer was confident that all the water would flow south.

Commissioner Peters stated that there was a case recently where development was proposed but the cost to connect to City services would have been so extensive that it was not required. He noted that this project is very close to City services and asked if that would be an issue.

City Planner McCann replied that the property is zoned and guided rural developing and therefore the property only allows for private utilities.

John Statton, 8050 152<sup>nd</sup> Lane, commented that when he purchased his lot in 1986, he was told that the row of trees on the south side would be drainage for the 11 acres. He commented that about 10 to 12 years ago there was some excavating that impacted the drainage in the area. He believed that his drainage pond is currently on the area proposed for cul-de-sac.

Chairperson Bauer asked where water ponds on the property after rain events.

Mr. Statton identified the area where water pools and the path that drainage follows.

Mrs. Statton commented that they have a cul-de-sac on the front of their home and now would have one on the back as well. She asked for details on the size of the property.

City Planner McCann reviewed the size of the subject property and proposed lot sizes between the existing lot and two new lots.

Mr. Statton asked what happened to the requirement to have 2.5-acre lot size.

Chairperson Bauer stated that part of the request includes a variance for the smaller lot size.

David Hlavka, 8111 151<sup>st</sup> Lane NW, commented that this property is in his backyard. He identified the low-lying area where drainage follows. He commented that along the back of his property he has stormwater easement and on the front of his property he has utility and stormwater easement. He believed that this property also has stormwater easement along the back. He commented that years ago one foot of water was common to find within that easement, noting that it has been dryer but that is still wet. He noted that Anoka County has also dropped mosquito pellets into that area.

Planning Manager Larson replied that Metropolitan Mosquito Control handles that duty and does treat hot spots but will also respond to resident requests.

Mr. Hlavka commented that there are berms on the property to divert and slow down water. He stated that if the cul-de-sac is installed, he is concerned with the high volume of water in the springtime.

Dave Foresman, 8100 151<sup>st</sup>, stated that his main concern is the water runoff pond proposed which is adjacent to his property. He was concerned with the nuisance that could be created from the pond such as bugs, mosquitos, and snakes. He asked who would maintain the pond and where water would go if the pond were to overflow.

Mr. Dehn commented that he has not spoken with the neighbors prior to tonight and could understand their concerns. He commented that they did not just draw lines to split the lots, noting that they are working with the engineer that is also working on the Lennar project. He stated that his engineer is working with the City Engineer to develop the appropriate stormwater plans.

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

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

Chairperson Bauer closed the public hearing closed at 7:30 p.m.

### **Commission Business**

Commissioner Gengler asked the zoning of the Lennar property to the south.

City Planner McCann replied that property is R-1 MUSA.

Commissioner Anderson asked how comfortable staff is with the engineering details, as there have been a lot of comments about water tonight.

City Planner McCann replied that in the first round of review there were corrections to the plans. He stated that new plans were received this morning and he has not heard any new comments.

Planning Manager Larson replied that the stormwater had to do with around the cul-de-sac and out, noting that the flow area is unbuildable and would not impact the lots or septic areas.

Commissioner Anderson stated that he does have concerns with the adjacent property and the impact that this development could have on drainage and pooling water. He stated that he would like to hear from engineering that the stormwater pond would work.

Commissioner VanScoy stated that there have been a lot of concerns related to drainage and ponding. He asked the process that the City uses to validate plans. He asked if the Commission would need to wait to make a decision or whether the normal process would resolve those issues.

City Planner McCann replied that the normal process would address any concerns, as engineering holds the expertise in that area, not planning staff.

Commissioner VanScoy stated that if the variance and sketch plan were to be approved, engineering would then ensure that drainage would not impact adjacent properties.

City Planner McCann confirmed that one condition of approval would be to address the concerns and comments of staff.

Chairperson Bauer asked if the variance were to be approved but the project not move forward, the smaller lot sizes would then be allowed for something going forward.

City Planner McCann noted that the variance could be tied to the approval of the plat.

Commissioner Hunt commented that he is satisfied with the answers that have been provided, noting that there are not many properties in this area holding to the 2.5-acre lot size and therefore he supports the variance. He stated that he would agree with tying the approval of the variance to the approval of the preliminary plat.

Commissioner VanScoy commented that the lot sizes proposed would be similar to all other lots in this area with the exception of the lots to the north.

Councilmember Woestehoff asked if this would be reviewed by the Lower Rum River Water Management Organization (LRRWMO).

City Planner McCann replied that the LRRWMO review would not be triggered by this request.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to adopt Resolution #22-232 Approving a Variance to Minimum Lot Size for Cedar Acres, contingent upon approval of preliminary plat and sketch plan.

Motion Carried. Voting Yes: Commissioners VanScoy, Peters, Anderson, Gengler, and Hunt. Voting No: Chairperson Bauer. Absent: Commissioner Walker.

Chairperson Bauer commented that he is not comfortable with the drainage without additional review by engineering.

Motion by Commissioner VanScoy, seconded by Commissioner Hunt, to recommend that City Council adopt Resolution #22-233 Approving a Sketch Plan and Preliminary Plat for Cedar Acres, with a real focus for engineering to consider drainage.

Motion Carried. Voting Yes: Commissioners VanScoy, Anderson, Gengler, Hunt, and Peters. Voting No: Chairperson Bauer. Absent: Commissioner Walker.

**6.02: Public Hearing: Consider Request for an Interim Use Permit to Allow Open and Outside Storage on a Portion of the Property Located at 9525 156<sup>th</sup> Avenue NW (Project No. 22-138); Case of Name Brand Self Storage Ramsey, LLC**

**Public Hearing**

Chairperson Bauer called the public hearing to order at 7:41 p.m.

**Presentation**

City Planner McCann presented the staff report stating that staff recommends approval of the Interim Use Permit (IUP) for open and outside storage on the subject property for five years.

Chairperson Bauer stated that he did reach out to staff about the four-year request as typically five years is allowed. He noted that part of the proposal for outdoor storage is because of decreased demand for indoor storage and therefore the five-year period would seem appropriate.

**Citizen Input**

Josh Peterson, applicant, thanked the Commission for the consideration. He stated that he was not aware the typical term for an IUP was five years and therefore would like that length of time. He noted that he has not been able to complete the full build out because of increase costs and interest rates and therefore he believes that this proposal will allow the business to continue to grow and scale up.

Commissioner VanScoy asked the demand for outdoor storage.

Mr. Peterson replied that they do receive calls but because they did not have the appropriate approvals, he did not want to go too far down that path.

Commissioner Anderson asked if the site is paved.

Mr. Peterson replied that the site is setup with curb and gutter around the perimeter with landscaping as a buffer and class five in any area where a building has not yet been constructed. He stated that they paved around the existing buildings and 12.5 feet around the north side. He stated that they would complete the paving as demand grows and buildings are constructed. He stated that there is class five material on the entire site.

Commissioner Gengler referenced the north end and asked if there is a fence.

Mr. Peterson replied that there is a fence around the entire facility.

Chairperson Bauer commented that he visited this property, and it looks like there are some outside storage items, campers.

Mr. Peterson confirmed that to be true and noted that they would be moving those items to the north and would propose to have 49 spaces allotted.

City Planner McCann stated that 50 spaces would be allowed.

Chairperson Bauer noted that the entire area is well screened.

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

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

Chairperson Bauer closed the public hearing closed at 7:51 p.m.

### **Commission Business**

Commissioner Anderson asked if the IUP would be a continuation of what is already there.

City Planner McCann replied that the length of time would go from the date of approval at the City Council.

Commissioner Anderson noted that there is already outside storage of RVs on the property.

Motion by Commissioner VanScoy, seconded by Commissioner Peters, to recommend that City Council adopt Resolution #22-243 Approving an Interim Use Permit for a Period of Five Years for Open and Outside Storage on a Portion of the Subject Property.

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

## **7. COMMISSION BUSINESS**

### **7.01: Discuss the Zoning Code Update Pertaining to Business Districts**

#### **Presentation**

Planning Manager Larson presented the Staff Report and reviewed the recommended zoning districts and asked for the input of the Commission.

#### **Commission Business**

Chairperson Bauer stated that he never liked the employment district and therefore likes that simplification to general business or industrial.

Commissioner Anderson asked if a coffee shop would fall under B-1. He stated that he likes all the changes, especially the table.

Planning Manager Larson replied that every type of use does not need to be listed in B-1. He stated that the intent of the coffee shop serving the adjacent neighborhood would be acceptable. He provided some additional examples of neighborhood businesses.

Commissioner VanScoy commented that locations and the use of gas stations can be contentious and asked where that would fit.

Planning Manager Larson replied that a gas station is more vehicle driven and therefore would not fall under B-1, but more of B-2 or B-3.

Commissioner VanScoy asked if exclusions or allowed businesses would be listed anywhere. He asked for additional details on the CUP and when it would be eliminated.

Planning Manager Larson replied that a CUP would remain as a tool but there are some requests that do not have any additional conditions when approved and therefore it would be appropriate to use performance standards and eliminate the need for the CUP. He noted that the Commission would still be reviewing the site plan for those requests.

Commissioner VanScoy stated that he believed that the purpose for the CUP was that the use would be allowed for that property if found acceptable by the Commission and Council.

Planning Manager Larson replied that a conditional use is a permitted use that additional conditions could be placed upon. He provided examples of conditions that could be placed upon a CUP versus the conditions of the site plan review. He stated that a CUP can be revoked, and the business could be shut down if the conditions are not followed. He stated that cemeteries are currently listed as a conditional use, but in reality, could not be shut down and converted to something else, therefore that is most likely not the appropriate use of a CUP.

Chairperson Bauer asked for examples on how existing areas would fit into the new zoning districts.

Planning Manager Larson replied that the remapping exercise would come at a later time after additional review.

Commissioner Gengler commented that she likes the idea of looking at the scope of customers served for the business districts. She liked the reference of access by pedestrians and automobiles but noted that perhaps other multi-modal forms of transportation could be mentioned as well.

Planning Manager Larson commented that he believes that pedestrians is a broad term that could include bicycles and other forms of transportation of that nature.

Commissioner VanScoy asked how the different levels of outdoor storage would be defined.

Planning Manager Larson replied that at some point they will focus more on the performance standards and what would be allowed. He noted that the intent tonight was to focus on the districts

themselves and they will continue to work through the details at a later time. He reviewed some of the different outdoor storage categories such as outdoor display, outdoor vehicle storage, etc.

Commissioner Anderson commented that staff did an excellent job and believed this to be a huge step forward.

Planning Manager Larson provided additional explanation on different uses such as commercial recreation versus fitness clubs.

Councilmember Woestehoff stated that it seemed that hotels allowed in B-1 would be a bit odd and therefore liked the updated version. He believed that taprooms could be a conditional use within B-1. He asked for the definition of WCES.

Planning Manager Larson replied WCES is wind conversion energy system. He noted that there was concern that a brewery on boiling day could be stinky and impact a residential neighborhood which is why B-2 was decided.

Councilmember Woestehoff stated that agrees from a brewery perspective but commented that taprooms could be within B-1.

Planning Manager Larson replied that the second table is an accessory use list. He stated that the accessory use would be tied to a principal use, therefore, to have a taproom you would need to be associated with a brewery.

Chairperson Bauer commended staff for taking on this project and cleaning up something that has needed cleaning up for many years.

Planning Manager Larson commented that staff will continue to work on the next step and continue to check back with the Commission for input.

## **8. COMMISSION / STAFF INPUT**

The Staff Update was noted. It was noted that the November meeting will take place on December 1<sup>st</sup>.

Chairperson Bauer noted that the developer for the site behind Casey's pulled out for the time being because of the disruption that will occur from the Highway 10 project.

Commissioner Anderson commented that he will be attending the December 1<sup>st</sup> meeting remotely.

## **9. ADJOURNMENT**

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

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

The regular meeting of the Planning Commission adjourned at 8:42 p.m.

Respectfully submitted,

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Todd Larson  
Planning Manager

ATTEST:

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Dana Verbeek  
Planning Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

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

Members Present:     Chairperson Michael Olson  
                          Member Chelsee Howell  
                          Member Rachal Johnson  
                          Member William MacLennan  
                          Member Chris Riley  
                          Member Shanna Stewart

Members Absent:     Member Scott Wyingner

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 Riley, seconded by Member Johnson, to approve the agenda.

Motion carried. Voting Yes: Chairperson Olson, Members Riley, Johnson, Howell, MacLennan, and Stewart. Voting No: None. Absent: Member Wyingner.

**3.     CONSENT AGENDA**

**3.01:   Approve Meeting Minutes Dated September 8, 2022**

Motion by Member MacLennan, seconded by Member Stewart, to approve the September 8, 2022, minutes as presented.

Motion carried. Voting Yes: Chairperson Olson, Members MacLennan, Howell, Johnson, and Riley. Voting No: None. Absent: Member Wyingner.

**4.     EDA BUSINESS**

**4.01:   Request Recommendation to Complete COR Site Improvements, Infrastructure and Wetland Analysis**

Economic Development Manager Sullivan presented the staff report.

Member Howell asked if task one has already been completed or whether there would be more work needed to complete that in addition to the delineation that was completed.

Economic Development Manager Sullivan replied that the delineation work in task one has been completed but more wetland analysis was yet to be done. He explained that in order to complete a delineation, the vegetation has to be growing and therefore that was completed during the appropriate season to ensure there would not be additional delay to complete the report.

Member Howell asked how these project costs would be recouped through development.

Economic Development Manager Sullivan replied that some of these costs have been identified in the CIP, such as Zeolite Street improvements. He stated that the other costs are able to be funded through TIF or could be scheduled through the CIP or street improvement program. He stated that most of the costs, aside from building the waterfront park, are TIF eligible expenses. He explained that those costs could be spent now and reimbursed later if TIF is used. He stated that once the costs are better known, staff would present more specific options for funding. He noted that the study itself could be funded through TIF.

Member Stewart asked for clarification on purchasing wetland somewhere else.

Economic Development Manager Sullivan replied that in the past if you filled a wetland there were a few options in that you could create additional wetlands onsite, you could purchase wetland credits, or purchase wetlands offsite.

Member Stewart asked where the new wetlands would be purchased and whether that would be somewhere the City does not want to develop in the future.

Kevin Kielb, Bolton & Menk, stated that people establish wetlands in certain watersheds and areas in the state. These wetlands are “certified and banked” and are available for purchase to offset other wetlands that are filled in. He noted that other parties can then purchase the credits from that bank to offset their wetland impacts. He provided additional details on the process for the creation of wetland credits. He provided some general estimates of the cost for wetland credits, noting that price fluctuates depending on availability and geographic location. He stated that thus far they have delineated the wetlands in the COR and they are researching where wetlands have been moved or created. He explained that if one acre of wetlands is disturbed, two acres would need to be replaced. He reviewed some of the additional details that would be within the report that will help to eliminate hidden costs.

Chairperson Olson asked if the wetland credits would be local.

Mr. Kielb replied that the credits would need to be within a reasonable watershed, noting that he was unsure of the exact boundaries but advising that it would be within the regional area.

Member Johnson recognized that there would be a water feature in The COR and asked if there is a plan to have more wetlands or water features within that area.

Economic Development Manager Sullivan replied that the areas marked in red are anticipated to be filled to create more buildable area within The COR. He stated that once they have the costs known, they would determine if that is a cost the City would want to bear. He stated that the City could then choose whether that cost is rolled into the land price or split between the City and future development. He stated that staff believes that there will be an economy of scale in using the dirt from the excavation of the waterfront area to fill the desired areas.

Member Riley commented that this would seem to be follow up to the decision the EDA made in February. He stated that the work has not been able to be done in-house and therefore this action would contract that work out.

Economic Development Manager Sullivan confirmed that to be true and noted that the intention was to keep the EDA informed in the process. He recognized that there may be more cost than originally anticipated due to wetland replacement and that will be flushed out through this study.

Member Riley stated that his other question was whether this would be the right time to complete this work but acknowledged that the TIF funds are available now and the work would need to be done prior to November of 2023 if that funding is going to be used.

Motion by Member Stewart, seconded by Member MacLennan, to recommend to City Council to authorize the Wetland and COR Infrastructure proposals utilizing TIF District (2, 14) funds.

Motion carried. Voting Yes: Chairperson Olson, Members Stewart, MacLennan, Howell, Johnson, and Riley. Voting No: None. Absent: Member Wiyninger.

#### **4.02: Consider Cancellation of Purchase Agreement for Parcel 50; Case of Java Companies, LLC**

Economic Development Manager Sullivan presented the staff report.

Member Howell asked if the City would need to have to setup a purchase agreement in the same way if this developer were to come back, or whether the notice to proceed language could be removed so that if the developer did not move forward again the City would not lose out on the earnest money after holding land for a significant amount of time.

Economic Development Manager Sullivan replied that every purchase agreement can be negotiated with terms the EDA and Council agree to. He stated that those agreements are setup in that way to allow the due diligence, tenant and site plan approval work. He commented that in this case the developer is aware of who the tenants would be and therefore could be an ask if they were to come back for a future purchase agreement. He noted that the one thing that would be problematic is that typically the development review process occurs during that six months as well. He noted that the money is therefore allowed to be refundable during that time in the case that perhaps the City does not approve the development plans. He noted that time period could be

shortened. He believed that this developer would come back at a later time as they are interested in the site but noted that the site will go back on the market and someone else may be interested before that time.

Member Stewart stated that land prices will increase and therefore she would recommend that the developer lose out on this price if they were to come back.

Economic Development Manager Sullivan commented that he would love to see a developer come forward and be willing to endure the shutdown of Ramsey Boulevard, but there will be a turn lane constructed that would make the site more marketable therefore after those improvements have been made the site would likely increase in price. He agreed that the market could be different in two years and the pricing could change for the developer.

Member Riley commented that this site would then be available for sale and would be marketed.

Chairperson Olson asked if it is known as to whether all the tenants were backing out, or just a few.

Economic Development Manager Sullivan replied that two tenants did not want to move forward under the scenario and therefore with only one tenant potentially committed the developer did not want to move forward.

Chairperson Olson commented that he surprised that the developer had proposed this project with that timing to begin with, with the knowledge of the upcoming shutdowns for the Highway 10 project.

Economic Development Manager Sullivan commented that the west side of The COR, along Armstrong will become more marketable because that will not be closed and will have more traffic during Highway 10 construction.

Member MacLennan agreed with Member Stewart that if the developer were to come back, the land price would not remain at this level. He understood the need for the developer to not move forward at this time.

Member Howell stated her concerns with the refund of the additional earnest money related to the extension of the due diligence period. She suggested that in future purchase agreements the additional earnest money for the extensions of the due diligence period not be refundable.

Motion by Member Stewart, seconded by Member MacLennan, to recommend to City Council to approve Cancellation Agreement for Parcel 50 with Java Companies, LLC as presented, subject to City Attorney review.

Motion carried. Voting Yes: Chairperson Olson, Members Stewart, MacLennan, Howell, Johnson, and Riley. Voting No: None. Absent: Member Wiyninger.

## **5. MEMBER / STAFF UPDATE**

Economic Development Manager Sullivan provided a brief update on potential development activities, projects that staff has been reviewing, and items that will come forward to the EDA in the near future.

## **6. ADJOURNMENT**

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

Motion carried. Voting Yes: Chairperson Olson, Members MacLennan, Stewart, Howell, Johnson, and Riley. Voting No: None. Absent: Member Wiyninger.

The regular meeting of the Economic Development Authority adjourned at 8:05 a.m.

Respectfully submitted,

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Sean Sullivan  
Economic Development Manager

ATTEST:

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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 October 13, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Commission Members Present:      Vice Chair Brandon Sis  
   Commissioner Nathan Barten  
   Commissioner Jennifer Leistico  
   Commissioner Justin Loss  
   Commissioner Dean Olson  
   Commissioner Brian Walker (arrived at 7:03 p.m.)

Commission Members Absent:      Chair Shane Bennett

Also Present:                              City Council Liaison Debra Musgrove  
   Parks & Assistant Public Works Director Mark Riverblood

**1.      CALL TO ORDER**

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

**2.      CITIZEN INPUT**

None.

**3.      APPROVE AGENDA**

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

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

**4.      APPROVE MINUTES**

**4.01:   Approve Park and Recreation Commission Meeting Minutes**

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

- Park and Recreation Commission Meeting dated September 8, 2022

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

## **5. COMMISSION BUSINESS**

### **5.01: Recommend 2023 Park Development Fees**

Parks & Assistant Public Works Director Riverblood stated that each year the Commission makes a recommendation to the City Council related to Park Dedication and Trail Fees. He noted that in 2021 the Commission recommended a modest increase for both Park Dedication and Trail Fees to be implemented in 2022 but because that discussion spanned two months it overlapped the Council discussion and was not implemented. He stated that at this time the Commission is asked to make a recommendation for those fees that would be implemented in 2023.

Commissioner Walker arrived.

Vice Chair Sis asked and received confirmation that these fees apply to new development. He stated that because the previous recommendation was not implemented, the Commission could make that same recommendation from the previous year.

Parks & Assistant Public Works Director Riverblood commented that additional information was included in the packet providing comparison rates from other communities.

Commissioner Walker asked if a development has been approved and then rates are raised, would the new fees apply to the phases of that development that have not yet begun.

Parks & Assistant Public Works Director Riverblood confirmed that most residential subdivisions have a number of phases within. He stated that the fees are solidified in final plat, so the fees would be determined upon the time of final platting.

Commissioner Walker commented that Ramsey cannot make more land to develop, therefore there is only so much land to develop and so much revenue that can be generated through development. He stated that he would support raising the fees even more than recommended for the previous year. He hoped that Councilmember Musgrove could communicate his thoughts to the City Council. He stated that the City must capture the funds it can now in order to support funding for parks.

Commissioner Leistico agreed with the sentiment of Commissioner Walker but expressed concern with recommending a higher amount because that could be rejected by the Council as the previous recommendation was not accepted.

Vice Chair Sis asked for input on the reason the Council did not accept the recommendation for the fees last year.

Councilmember Musgrove commented that she did not recall the discussion. She stated that the Council did raise some fees where it felt appropriate. She referenced the concern related to limited land for development and the need to capture funds now. She stated that the money raised through Park Dedication cannot be used in existing parks and therefore asked where the additional funds would be used.

Parks & Assistant Public Works Director Riverblood commented that the discussion of the Commission last year overlapped the discussion of the Council and therefore it was an issue of timing as the recommendation from the Commission came in the night before the first reading of the fees by the Council. He explained that there needs to be a nexus between the fees and the need. He commented that within the CIP there are millions of dollars of projects, therefore there is a demonstrable need.

Vice Chair Sis stated that he would also recommend an increase beyond what was previously recommended because of the increasing cost of materials to build out park spaces and features. He stated that perhaps the recommendation from last year be doubled, which would be \$4,500 for residential park dedication and \$1,300 for trail fees.

Commissioner Loss commented that he agrees with the Trail Fees but asked if the Park Dedication should be even higher. He asked Councilmember Musgrove for details on the discussion the Council may have.

Councilmember Musgrove commented that City staff will make a presentation with the recommendation of the Commission, a potential alternative, and/or the Council could make a different choice.

Vice Chair Sis stated that the increases proposed as not out of line with inflation and believed that that increase will most likely remain at that level.

Commissioner Walker stated that he would support \$1,500 for a trail fee.

Vice Chair Sis asked if there is a delineation for Trail Fees and whether there is a separate fund for trails versus parks.

Parks & Assistant Public Works Director Riverblood replied that the Trail Fees are deposited into the Park Trust Fund and therefore there is not a distinction. He agreed that there is a lot of need for trail projects as well.

Commissioner Leistico stated that in light of the additional information related to the Council decision last year she would support the additional increase.

Motion by Commissioner Barten, seconded by Commissioner Loss, to recommend to City Council that Park Dedication effective for 2023, be \$4,500 per dwelling unit, and that Trail Fees be \$1,500 per dwelling unit and that the per acre rates for the commercial/industrial subdivision of land remain static, at the existing 2022 rates.

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

#### **5.02: Consider Sculptural Carving of Two Dead Oaks at Sunfish Lake Park**

Parks & Assistant Public Works Director Riverblood stated that at the September meeting there was considerable discussion on this topic and the consensus was that there may be merit to considering sculpting of the two large trees versus removal and disposal. He provided some examples of carvings that the artist has done in order to provide the Commission with a better understanding.

Vice Chair Sis thanked staff for the additional exhibits as it helped to provide the Commission with a better understanding than the drawings.

Parks & Assistant Public Works Director Riverblood stated that staff would like to proceed with issuing an RFP.

Vice Chair Sis commented that this would be a great use of these resources.

Commissioner Walker commented that he likes the new sketches much more than the original sketches. He asked if this would be considered a capital improvement to the park.

Parks & Assistant Public Works Director Riverblood replied that it could be considered as such, but it is a nominal cost and therefore while he may not call it a capital improvement, it would be eligible for Park Trust Funds. He stated that \$6,000 would be funded through the parks operational budget, as that would be similar to the cost for removal of the trees, and the balance would come from the Park Trust Fund.

Commissioner Olson asked the longevity of the sculptures.

Parks & Assistant Public Works Director Riverblood replied that the lifespan of the oak sculptures could last a long time.

Vice Chair Sis asked if there would be opportunity with local civic groups, such as a garden society.

Parks & Assistant Public Works Director Riverblood replied that while that could be an option, it is always difficult to ask for money as each group typically has its own projects to work on.

Councilmember Musgrove asked for input on the color of the wood or stain.

Vice Chair Sis stated that he would be open to the suggestion of the artist.

Commissioner Leistico agreed that would seem to be part of the determination of the artist.

Councilmember Musgrove stated that she would want them to blend with nature rather than stick out. She commented that some of the colored examples might stand out and be better fitting in a sculpture garden versus a park setting.

Parks & Assistant Public Works Director Riverblood commented that suggestion could be weaved into the RFP but would also agree the artist should have some liberty. He noted that the tree could be brown, leaves could be green while the aquatic based tree could have some blue.

Vice Chair Sis agreed with that direction to be included in the RFP.

Consensus of the Commission was to proceed with issuing an RFP for the sculptural carving of the two oaks for this fall or winter of 2022-2023.

Motion by Commissioner Leistico, seconded by Commissioner Olson, to proceed with issuing an RFP for the sculptural carving of the two oaks for this fall or winter of 2022-2023.

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

## **6. COMMISSION/STAFF INPUT**

Parks & Assistant Public Works Director Riverblood stated that a list of recreational programming was included in the Commission packet and highlighted some of those activities.

Vice Chair Sis noted the holiday tree lighting event to take place Tuesday, November 29<sup>th</sup> at City Hall.

## **7. ADJOURNMENT**

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

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

The Park and Recreation Commission meeting adjourned at 7:09 p.m.

Respectfully submitted,



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Mark Riverblood  
Parks & Assistant Public Works Director

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

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

The Public Works Committee conducted a regular meeting on Tuesday, October 18, 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  
                            Civil Engineer IV Leonard Linton  
                            Parks Superintendent/Interim Assistant Public Works Director Mark  
                            Riverblood  
                            Utilities Supervisor John Nelson

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

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

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

**4.     APPROVE MINUTES**

**4.01: Approve September 20, 2022, Meeting Minutes**

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

Regular Meeting Minutes dated September 20, 2022

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

## **5. COMMITTEE BUSINESS**

### **5.01: Review Proposals and Provide Direction on Argon Street Drainage Improvements**

City Engineer/Interim Public Works Director Westby reviewed the staff report and stated that staff recommends Alternative #2 if the Committee feels the City is responsible for resolving the issue for the property owner, and Alternative #3 if the Committee does not feel that the City is responsible for resolving this issue for the property owner.

Councilmember Musgrove asked the type of method that would be used if the concrete drainage structure were not used.

City Engineer/Interim Public Works Director Westby replied that was an attempt to develop a quick project and provided some other examples that could be investigated as lower cost alternatives.

Councilmember Musgrove asked if that were something staff would anticipate being able to accomplish in 2022 or spring of 2023.

City Engineer/Interim Public Works Director Westby stated that by the time the plans were revised and RFP's were submitted and returned it would be a spring 2023 project.

Chairperson Riley asked how much lower the bid could potentially be. He recognized that the original estimate was \$10,000 and this is over \$6,000 higher than that.

City Engineer/Interim Public Works Director Westby stated that after receiving the quotes they had discussions with field staff and one of the contractors and based on those responses, if they were to bid the same design and provide more time in the spring, they could perhaps lower to \$14,000. He stated that if the structure were revised perhaps, they could reduce to \$11,000 or \$12,000.

Chairperson Riley commented that he would be interested in getting this done to ensure there are not additional problems in the spring.

Councilmember Woestehoff agreed and noted that reducing \$2,000 to \$4,000 would not be enough for the additional time. He stated that while he is not in favor of the City funding this, he does understand that the City has done work on this previously and therefore would support completing this project in attempt to resolve the problem.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to recommend City Council acceptance of the three proposals and authorization to execute the proposal of Dave Perkins Contracting, Inc. in the amount of \$16,760 for construction of the Argon Street Drainage Improvements.

Further discussion: Councilmember Musgrove asked if there is a guarantee that the work would be completed this year. City Engineer/Interim Public Works Director Westby confirmed that the

work would be completed within the project timeline. Chairperson Riley asked if the homeowner would be in favor of the project. Mr. Ridgeway confirmed that he agrees. City Engineer/Interim Public Works Director Westby stated that this is work being completed on private property, therefore a right of entry will need to be signed by Mr. Ridgeway to allow the work to be completed. Mr. Ridgeway agreed to sign the necessary document. Councilmember Musgrove asked if language would need to be added related to the sandbags. Mr. Ridgeway stated that he would appreciate the sandbag removal as well as those are deteriorating. City Engineer/Interim Public Works Director Westby confirmed that will be part of the project.

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

### **5.02: Update on Plans for Wetland 114P Outlet**

Civil Engineer IV Linton reviewed the case.

Councilmember Musgrove referenced the trail that goes over the drainage and asked if that has any impact on the culvert.

Civil Engineer IV Linton replied that he has no information on when the trail was constructed.

A resident commented that they have been in their home for 45 years and the trail was in place to access the previous location of playground equipment. She stated that the culvert was changed when the development in that area was built, noting that it increased in size at that time.

Civil Engineer IV Linton identified where the wetland begins, the path the ditch flows, and the wetland to the south. He stated that the issue being discussed is that the City has no record of the pipes that were in place as the outlet is on the end of Junkite Court. He commented that residents have stated that there was a smaller pipe at a higher elevation that was lowered at some point. He stated that the DNR reviews the issue and determines where the elevation should be.

Councilmember Woestehoff stated that it appears that residents have opinions that the wetland is both too high and too low.

Civil Engineer IV Linton stated that the residents that have concern with high water are on the west side of the wetland, but the actual elevations have not been surveyed in every yard.

Councilmember Woestehoff asked what the problem is that is attempting to be solved.

Civil Engineer IV Linton commented that the wetland is functioning right now, and staff does not receive complaints about high water in backyards. He stated that the problem, over the last two years, is that the water level is lower because of a lack of rainfall. He noted that it would be an aesthetic issue.

Chairperson Riley invited input from the public.

Theresa Moldoff, 147<sup>th</sup> and Junkite, commented that when the Ponds development was built that is when the culvert was changed and lowered. She stated that she worked with Tom Hovey from the DNR, and they made the developer block that culvert to correct the issue by raising the water level 12 inches. She stated that a few years ago there was an infestation of beavers, and the culvert would be cleared out. She stated that the last time that was cleared, the blockage of the lower culvert was removed. She would like that lower culvert to be blocked again as it had been in the past. She commented that the outlet should be 12 inches higher.

Joe Acre, 5730 142<sup>nd</sup> Avenue, commented that the problem is not that there is less vegetation but that there is more vegetation because of the lower water levels. He stated that when they first moved into the home you could see the water but then the vegetation grew wild, and you could not even see the water. He believed that if the water level were higher, the vegetation would not be as thick.

Diane Anderson, 5750 142<sup>nd</sup> Avenue, commented that she has been cutting the cattails and about eight years ago the people on the peninsula were told they could not do anything with their cattails. She commented that ducks and other waterfowl were often on the water but are not anymore. She stated that the water never comes back to a level that kills the vegetation.

Chairperson Riley commented that he understands that as it occurs on Lake Itasca as well. He stated that the homeowners are creating a lake association and is working with the DNR and the City in attempt to solve their issue.

Ms. Anderson commented that there is buckthorn in the culvert area as well that should be removed.

Chairperson Riley asked if that is City land.

Ms. Anderson commented that it is City land that was previously mowed but is no longer mowed. She stated that it was a park previously and now is just overgrown with invasive species.

Rodney Allen, 5730 142<sup>nd</sup> Avenue, commented that the boardwalk needs to be repaired and asked if that has been approved in the budget.

Parks Superintendent/Interim Assistant Public Works Director Riverblood commented that the boardwalk was put in to reach the sanitary sewer manhole and that project will be discussed by this group and the Park and Recreation Commission. He stated that the cost to fully replace the boardwalk would exceed \$90,000 and therefore that will be a separate discussion as they would need to determine if there is that level of recreational value to the boardwalk.

Conrad Peterson, 5730 142<sup>nd</sup> Avenue, referenced the comment that the DNR does not have an elevation on record for the lake. He asked if the highest level of the wetland has been for 100 years, similar to what is required for a septic system.

Civil Engineer IV Linton replied that the DNR does have an elevation of record. He explained the difference between the readings for septic and a wetland. He stated that water levels fluctuate in

a wetland and explained what the DNR uses to determine an elevation for a wetland, noting that it is not as clear cut as determining the level for groundwater.

Mr. Peterson asked if that would be discussed with the DNR.

Civil Engineer IV Linton confirmed that he would be discussing that with the DNR. He commented that the water level is lower than the established water level, but higher than the bottom of the pipe which is why they are putting an outlet structure in higher than that pipe. He commented that there has been decreased precipitation in the last two years and in the last ten years there are more years below average rainfall than above. He explained that if you consistently run below average, the average is lowered. He stated that he recently did some work with residents on Lake Itasca and over the past 30 years, the average rainfall amounts are lower, even though there are storm events with higher levels of rain.

Councilmember Woestehoff commented that the difference between the water line in 2005 and 2020 is clear. He stated that level has naturally been receding since that time and therefore part of this would be that there is just not enough water coming in.

Civil Engineer IV Linton commented that the height of the pipe is below the water level the DNR would like to see and therefore this case would propose to raise the level to where the water level should be.

Chairperson Riley commented that the City would then take that action and the rest would be up to the level of precipitation that is received.

A resident asked if there is blockage coming into the pond, noting that some ditches in the area hold water at a constant level.

Civil Engineer IV Linton replied that ditch mentioned does not flow to the wetland. He stated that the soils in that area could have more clay and this area could have more gravel/sand.

Chairperson Riley stated that this would propose to fix the outlet and associated manholes. He stated that the boardwalk would be a different topic for a different day.

Civil Engineer IV Linton reviewed the next steps and provided details on when the project would be completed.

City Engineer/Interim Public Works Director Westby replied that once staff speaks with the DNR they would complete the plans and bring those back to the Committee and Council for review.

## **6. COMMITTEE / STAFF INPUT**

### **6.01: Staff Updates on Improvement Projects, Studies, and Items of Interest**

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

Chairperson Riley commented that he would like Ramsey identified on the overpass bridges, noting that he has seen that in many other communities.

Councilmember Musgrove commented that she would also like to see highway signs alerting drivers that Ramsey is coming up.

Utilities Supervisor Nelson provided information on the City's program that runs the water system, SCADA, and the backup methods that exist in the case that SCADA goes down. He also provided explanation on the recent water related issue that occurred in the City of Andover. He provided additional redundancies that Ramsey has installed in its water system.

Councilmember Woestehoff asked the number of staff people that have authority to turn the system on and off.

Utilities Supervisor Nelson provided details on the staff members that have access to make changes to that system and the security that exists. He provided additional information on the lift stations and challenges they encounter.

Chairperson Riley commented that education on the costs to the City and its taxpayers would be helpful information to share.

## **6.02: Review Future Topics Calendar**

Chairperson Riley appreciated that dates have been added to the items.

Councilmember Musgrove commented that she is interested to know why the trail connection from Holiday to Riversbend is not being pursued. She commented that is an important discussion to continue to bring forward and would be interested in finding out the barriers to completing that as she believes it to be a safety issue.

Parks Superintendent/ Interim Assistant Public Works Director Riverblood replied that is included in the 2022 CIP and some cost estimates were obtained. He reviewed some of the challenges that prevented that from moving forward. He commented that there was a party actively pursuing one of those parcels for development, which would obligate that segment of trail and the City could move forward with the remainder.

Chairperson Riley commented that segment has been discussed on and off for over ten years and that is the segment that comes up when that topic is mentioned.

Councilmember Musgrove stated that she would also like information on the use of parks dedication for trails creation when that item comes forward.

Chairperson Riley commented that the residents along Lake Itasca are forming an association to discuss the water status and cattails.

Councilmember Woestehoff asked if the boardwalks have experienced more damage from vegetation because of the low water conditions.

Parks Superintendent/Interim Assistant Public Works Director Riverblood replied that the boardwalks are not being damaged from that vegetation because of the low water levels and provided more details on cattails.

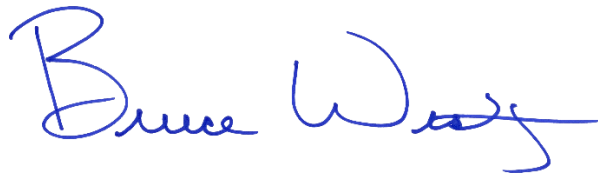
## **7. ADJOURNMENT**

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:20 p.m.

Respectfully submitted,



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Bruce Westby  
City Engineer/Interim Public Works Director

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**CC Regular Session**

**5. 6.**

**Meeting Date:** 12/13/2022

**By:** Katie Schmidt, Administrative Services

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**Information**

**Title**

Approve the Following Meeting Minutes:

1. City Council Canvassing Board dated 11/15/2022
2. City Council Special Session dated 11/15/2022
3. City Council Work Session dated 11/22/2022
4. City Council Regular Session dated 11/22/2022

**Purpose/Background:**

**Purpose:** The purpose of this case is for Council review and approval of meeting minutes.

**Background:** Attached are the meeting minutes referenced above.

**Recommendation:**

Approve the meeting minutes.

**Action:**

Motion to approve the following Council meeting minutes:

1. City Council Canvassing Board dated 11/15/2022
2. City Council Special Session dated 11/15/2022
3. City Council Work Session dated 11/22/2022
4. City Council Regular Session dated 11/22/2022

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**Attachments**

11-15-22 Canvassing Board

11-15-22 Special Meeting

11-22-22 CCWS

11-22-22 Mtg

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**Form Review**

**Inbox**  
Brian Hagen

**Reviewed By**  
Brian Hagen

**Date**  
12/07/2022 06:42 PM

Form Started By: Katie Schmidt  
Final Approval Date: 12/07/2022

Started On: 12/02/2022 09:38 AM

**CANVASSING BOARD  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a Canvassing Board meeting on Tuesday, November 15, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma  
Councilmember Chelsea 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 Clerk Katie Schmidt

**1. CALL TO ORDER**

Mayor Kuzma called the Canvassing Board meeting to order at 5:02 p.m.

**2. CITIZEN INPUT**

None.

**3. APPROVE AGENDA**

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

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

**4. COMMISSIONER BUSINESS**

**4.01: Declare the Results of the November 8, 2022 General Election**

City Clerk Schmidt reviewed the staff report and provided a summary of the General Election and its results.

Councilmember Musgrove thanked City Clerk Schmidt and congratulated her on her first year of elections. She asked if the chain of custody was maintained and what time the ballots were recorded at Anoka County.

City Clerk Schmidt said yes and the ballots were not returned to Anoka County until the Thursday after the election.

Councilmember Musgrove asked for confirmation that the numbers went up that night.

City Clerk Schmidt said yes the numbers get modemed directly from the polling locations.

Councilmember Musgrove stated it seemed the votes came in a lot later this year, she asked when Ramsey got their numbers to the County.

City Administrator Hagen shared he believed the State's website was updated around 9:30 p.m.

Councilmember Specht said he thought it was after 10 p.m.

City Clerk Schmidt shared the earliest precinct modemed around 8:30 p.m.

Councilmember Musgrove brought up that there were software issues at the primary election in August, she asked if there was any feedback on this.

City Clerk Schmidt shared that the poll pads were able to update and connect.

Councilmember Musgrove asked if spoiled ballots could be rectified.

City Clerk Schmidt stated that a new ballot would be issued in place of the spoiled ballot, if the ballot were to be clawed back, there is a period of time to change the vote.

Councilmember Musgrove asked who determines that voting is open at City Hall on Saturdays and Mondays.

City Clerk Schmidt shared this is a State Statute and they will hire more election judges to help in 2024.

Councilmember Musgrove asked if the State compensates for the extra time and poll workers since this is a State Statute.

Councilmember Howell asked if the State shared why the votes were reported much later than usual.

City Clerk Schmidt said she did not know and there will be a follow up meeting with the County.

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to accept and declare the results of the 2022 General Election.

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

**5. MAYOR/COUNCIL/STAFF INPUT**

None.

**6. ADJOURNMENT**

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

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

The regular meeting of the Canvassing Board was adjourned at 5:13 p.m.

Respectfully submitted,

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Brian S. Hagen  
City Administrator

ATTEST:

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Katie M. Schmidt  
City Clerk

Drafted by Ava Rokosz  
*TimeSaver Off Site Secretarial, Inc.*

**SPECIAL CITY COUNCIL  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Special Meeting on Tuesday, November 15, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor 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

**1. CALL TO ORDER**

Mayor Kuzma called the City Council Special Meeting to order at 5:15 p.m.

**2. CITIZEN INPUT**

None.

**3. APPROVE AGENDA**

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

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

**4. CONSENT AGENDA**

None.

**5. COUNCIL BUSINESS**

**5.01: Adopt Resolution #22-259 Providing for the Issuance and Sale of \$10,765,000 General Obligation Street Reconstruction Bonds, Series 2022A and Levying a Tax for the Payment Thereof**

Finance Director Lund reviewed the Staff report and shared the updated amount for \$10,765,000 to reflect the actual bond sale that occurred earlier that day. She stated that firm of Piper, Sandler, and Company out of Minneapolis offered the best rate.

Councilmember Specht asked if the number was reduced because people overbid.

Finance Director Lund explained that they offered a premium.

Councilmember Specht asked when the money would come to the City.

Finance Director Lund stated it will close and the money will be received by the end of the year.

City Administrator Hagen shared that City Engineer/Interim Public Works Director Westby and his staff are geared up and ready to spend this money over the next three years.

Councilmember Woestehoff thanked Finance Director Lund for her work on this.

Motion by Councilmember Woestehoff, seconded by Councilmember Specht to adopt Resolution #22-259 providing for the issuance and sale of \$10,765,000 general obligation street reconstruction bonds, series 2022A and levying a tax for the payment thereof.

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

## **6. MAYOR/COUNCIL/STAFF INPUT**

Councilmember Specht asked when the money for the water treatment plant will be bonded for.

Finance Director Lund stated it will be after the project is bid out to get the actual dollar amount. She said this will go to a legislative session and will likely be June of 2023.

## **7. ADJOURNMENT**

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

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

The Special Meeting of the City Council was adjourned at 5:23 p.m.

Respectfully submitted,

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Brian S. Hagen

City Administrator

ATTEST:

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Katie M. Schmidt  
City Clerk

Drafted by Ava Rokosz  
*TimeSaver Off Site Secretarial, Inc.*

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

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

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

Also Present: City Administrator Brian Hagen  
City Engineer/Interim Public Works Director Westby  
Finance Director Diana Lund  
Interim Parks and Assistant Public Works Director Riverblood  
Administrative Services Director Colleen Lasher  
City Attorney Fritz Knaak  
Communications Coordinator Pat Johnson  
Recreation Specialist Marla Martinez-Flynn

**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: Quarterly Communications Update - Q4 2022**

City Administrator Hagen introduced Pat Johnson, the new Communications Coordinator.

Communications Coordinator Johnson reviewed the Staff report and reviewed the numbers of engagement on the social media posts.

Mayor Kuzma asked if she had worked with the team on the City website.

Communications Coordinator Johnson shared that she has a meeting in December concerning the website.

Councilmember Musgrove commented that she has noticed more graphics and information in these graphics in the last few months. She thinks this is very helpful.

Councilmember Specht stated that everything looks great so far and he is excited to see more ideas moving forward.

Councilmember Heineman shared he thinks this is moving in a good direction and thanked Communications Coordinator Johnson for her work in spearheading this. He wanted to highlight the posts in regard to QCTV as they show community involvement.

Communications Coordinator Johnson stated she will be getting out into the community and will be taking a video of Public Works putting up the Christmas tree to get the community excited about the tree lighting ceremony. She shared that she is thinking about posting content to TikTok as well.

There was a consensus of the Council.

## **2.02: Discuss the Format and Process for the City Administrator's Performance Evaluation**

Administrative Services Director Lasher reviewed the Staff report on the six month performance evaluation for City Administrator Hagen. She asked Council for clarification on a few questions in the employment contract as well as the software used to conduct the evaluation.

Mayor Kuzma asked if there was an alternative to software that has been used in the past, which is CheckPoint 360.

Administrative Services Director Lasher she reviewed what the CheckPoint 360 evaluation includes and stated that now that the CheckPoint 360 allows the ability to comment she does not recommend any other alternative.

Mayor Kuzma stated he is comfortable staying with CheckPoint 360.

Councilmember Specht asked what the cost was associated with CheckPoint 360.

Administrative Services Director Lasher stated the cost has gone down by almost \$200 and is now \$460 and her only involvement is sending in email addresses and setting a deadline and outside of that there is virtually no Staff time used.

Councilmember Howell asked about software surrounding cities' use.

Administrative Services Director Lasher stated some cities use CheckPoint 360. She stated that a performance evaluation could be developed based on the position profile and core competencies as it relates to the specific position.

Councilmember Woestehoff said it makes sense as the price is low and uses minimal Staff time.

Councilmember Musgrove agreed with Councilmember Woestehoff as the Council is already familiar with the software. She asked if they are looking at an increase in salary at the six month mark or if this is just a review.

Administrative Services Director Lasher stated that she discussed with City Administrator Hagen and it was his understanding that an increase in salary would be considered at the one year mark. She added there will be a review at the six month mark and the one year mark in June of 2023.

Councilmember Musgrove asked about the parameters for a salary increase.

Administrative Services Director Lasher shared there was recently a market study on city administrator positions and the position is priced competitively. She explained that when he hits his one year mark evaluation the only reason the salary step change would be withheld is if City Administrator Hagen's work was unsatisfactory. She added that the step change is a 4% increase.

The consensus of the Council was to keep the CheckPoint 360 software for the evaluation.

Administrative Services Director Lasher then asked about those who would complete the evaluation which would be the Council, the City Administrator and his direct reports.

The consensus of the Council was to keep with the same recipient list.

Administrative Services Director Lasher stated that a former contract stated that the City Administrator would meet with the Mayor prior to the full Council to go over the review; however, City Administrator Hagen's contract does not state this. She asked for clarification on this.

Mayor Kuzma stated he would like to meet with him prior.

City Administrator Hagen shared he was open to anything as long as there was group feedback as well.

Administrative Services Director Lasher asked for clarification that the next performance review will be at the one year mark of employment.

Councilmember Specht asked what benefit the one on one meeting with the Mayor would have.

Mayor Kuzma shared it allows him to have a good understanding of where the report is and if he has anything in particular to discuss.

Councilmember Specht questioned why this could not be done as a whole.

Mayor Kuzma added that everyone would have the ability to meet with City Administrator Hagen individually.

There was a consensus of the Council.

### **2.03: Acknowledge Proposed 2023 Rental Fees for the Municipal Center and Park Facilities**

Interim Parks and Assistant Public Works Director Riverblood reviewed the Staff report and updated fee schedule for the park facilities use.

Councilmember Musgrove asked about the special event permit fee for all groups versus for profit groups and asked if that should be clarified.

Interim Parks and Assistant Public Works Director Riverblood stated the for profit permit is for an event where items will be sold.

Councilmember Musgrove asked if the special event facility maintenance fee is enough to cover the cost of maintenance.

Interim Parks and Assistant Public Works Director Riverblood stated the special event permit fee and maintenance fee are adequate as they do not require a lot of Staff time or work. He moved on to discuss the fees associated with City Hall room rentals. He stated that most of these rates are hourly to be better managed.

Administrative Services Director Lasher requested feedback on converting these rates completely to hourly and doing away with flat rates overall. She stated there was talk of simplifying the categories and merging some together on the fee schedule. She added that they contacted many cities concerning their fees and almost every city contacted charge rental fees by the hour.

Councilmember Specht stated he likes the idea of moving to only hourly rates. He asked if some of the smaller rooms are rented out.

Administrative Services Director Lasher said yes, there are five smaller rooms that can be rented out.

Councilmember Specht asked if an individual would have the same rate as general public groups.

Administrative Services Director Lasher said yes; however the fees are too high for hourly. She stated the average rate for residents was \$45.99 an hour and for non-residents it is \$56.44 an hour.

Councilmember Woestehoff asked if they have looked at having the weekend or after hours rate be 125% or 150% of the regular rate.

Administrative Services Director Lasher said that has been looked at and showed where it was addressed on the fee schedule.

Councilmember Riley shared he liked the hourly rate idea and shared that he is concerned with who will be monitoring this and suggested that this be done in two hour blocks.

Administrative Services Director Lasher stated that all reservations are a two hour minimum and thereafter by the hour.

Councilmember Howell asked if the room rentals produce any revenue.

Administrative Services Director Lasher explained that it varies but overall it is a loss.

Councilmember Howell stated that if the goal was for generating profit she would recommend to undercut the price from the closest city and if the goal is to serve the people and provide them space for meetings then she would recommend to keep the prices affordable for residents and raise the rates for people outside the community.

Mayor Kuzma recommended making sure that the costs are being covered at the very least.

Administrative Services Director Lasher added that the City used to charge for IT and now this charge is built in which definitely results in an overall loss.

Councilmember Specht stated he is torn because he wants to respect Staff's time and not create additional work but during the day he would love to see the building be utilized. He asked if the rooms are pretty well rented out.

Interim Parks and Assistant Public Works Director Riverblood said that this building is rented out sporadically. He added that whoever is accepting reservations often blocks out more time to allow time for cleaning.

Councilmember Specht stated he likes the higher rate for weekends and after hours and asked if there was a way during the week that the rates could be lower to make it more open to the public.

Councilmember Woestehoff asked if the only way to reserve a room was to call the front desk.

Interim Parks and Assistant Public Works Director Riverblood said yes.

Administrative Services Director Lasher stated that City Staff uses these rooms more than the public do and it is important for Staff to be able to move things around which is why it is not on Civic Rec.

Councilmember Woestehoff asked if there was a way that this could be booked through Outlook.

Administrative Services Director Lasher stated she could follow up with IT on that request.

Councilmember Woestehoff explained that this could help save Staff time on the front end if it is more self-service oriented.

Administrative Services Director Lasher apologized for misspeaking and said that the rooms can be booked through Outlook.

Councilmember Woestehoff asked if Outlook could be linked to Civic Rec.

Administrative Services Director Lasher stated she will find out. She asked if general public fees should be lowered to line up with the average of other cities.

Councilmember Specht said he would like to see the non-resident fee higher.

Councilmember Musgrove stated she likes the charges as they are now but would still like to be flexible and accommodating of Staff.

Administrative Services Director Lasher explained the difference from the current fees to the newly proposed fees for a non-resident.

Councilmember Howell stated that she agreed with Councilmember Specht's point concerning lowering the cost for residents and raising it a little higher for non-residents. She recommended making the rates for non-residents slightly cheaper than that of other cities.

Administrative Services Director Lasher stated she would like to bring this back to Council again. She noted a correction on the facility use policy. The policy states that the it was amended on January 5th, 2022, which were good intentions and did not happen. She stated that Staff had started a new draft but was never adopted. She knew it was important for Council to have a note in the facility use policy that language would be added for the requirement that candidate forums and election related meetings must be open to the public. She stated this will be added.

Councilmember Heineman asked for clarification that if candidate forums were meeting at no cost they would be open to the public, but if the room was rented the forums can do what they want with it.

Administrative Services Director Lasher stated she was not aware of this.

Councilmember Musgrove stated that these meetings are generally in the chamber which does not have a rental policy.

Councilmember Heineman was not sure if this applied to the policy, he just wanted to bring it forward.

Administrative Services Director Lasher said she will prepare a marked up version of the policy and will bring it back to the Council.

The consensus of the Council was to table the discussion to be revisited at a later meeting.

#### **2.04: Strategy Plan: Implement Recreation Program Plan - Happy Days and Recreation Overview and Analysis**

Interim Parks and Assistant Public Works Director Riverblood reviewed the Staff report concerning the recreation programming for 2023. He started by looking at the cost for providing ice skating for the community.

Councilmember Woestehoff asked if this is strictly for open skating or if it is also for hockey games.

Interim Parks and Assistant Public Works Director Riverblood stated that attendance is typically for open skating and the rinks are rarely reserved for hockey practices.

Councilmember Woestehoff asked about the rink rental.

Interim Parks and Assistant Public Works Director Riverblood stated that people can reserve a rink but it is at no cost. He said if there was a rink reservation fee they would likely not get anyone who was interested.

Councilmember Specht asked if the numbers recorded count duplicates if the same person comes to ice skate several days.

Interim Parks and Assistant Public Works Director Riverblood said that was correct.

Mayor Kuzma stated he does not see how the City could not offer this as it is a staple to the community.

Interim Parks and Assistant Public Works Director Riverblood explained that he is not suggesting any change in the program at this time, other than a shortage of rink attendants. He said this will also allow them to gauge the importance from the community. He said in the future they may look at closing the facility at the elementary school, understanding that Central Park is likely enough.

Councilmember Riley stated that this is really important to the community: however, this needs to be reexamined.

Councilmember Heineman asked if there are any thoughts into shutting down the ice rinks and moving them to a more premium location.

Interim Parks and Assistant Public Works Director Riverblood stated that they have tried creating ice in the downtown area several times and these areas were not well received by the public. He added that the trend seems to be leaning towards indoor skating.

Councilmember Heineman shared that Maple Grove has a nice rink that resembles a walking path and suggested looking at what other cities are doing.

Interim Parks and Assistant Public Works Director Riverblood stated that there is a quarter mile skating path at Central Park.

Councilmember Specht stated that the consolidation of the skating sites is a good idea as the next step.

Recreation Specialist Martinez-Flynn continued the presentation by discussing Happy Days and giving a review of the 2022 Happy Days. She stated the total Staff time surrounding Happy Days totaled 947 hours and the estimated cost was \$56,631.

Mayor Kuzma asked how this compared to the previous years.

Interim Parks and Assistant Public Works Director Riverblood explained that the metrics for Staff time have not been examined in previous years.

City Administrator Hagen asked if planning time is accounted for in the Staff hours.

Recreation Specialist Martinez-Flynn said no. She reviewed recommendations and changes that will help in planning Happy Days in 2023.

Councilmember Woestehoff suggested potentially adding the power to food trucks as an additional fee.

Councilmember Musgrove asked if the fee that is charged to these vendors does not cover the electricity cost.

Recreation Specialist Martinez-Flynn said that is correct.

Councilmember Musgrove expressed her appreciation for Recreation Specialist Martinez-Flynn for looking into the scope of this project and figuring out ways this can be done better.

Councilmember Riley stated that he thinks a key will be to find volunteers for this event.

Councilmember Howell thanked Recreation Specialist Martinez-Flynn for her amazing work and shared how impressed she was with her work.

Interim Parks and Assistant Public Works Director Riverblood continued the presentation by discussing the specific recreation programming. He stated his appreciation for the recreation programming being mentioned in the strategic plan. He reviewed the specific programs.

Recreation Specialist Martinez-Flynn reviewed how the programs benefit local businesses.

Interim Parks and Assistant Public Works Director Riverblood discussed the model used to think about fee based programs.

Recreation Specialist Martinez-Flynn reviewed some of the programs and their cost per person. She stated that the community has received 31,489 recreation experience hours so far in 2022, which includes all programming, including concerts and Happy Days.

Interim Parks and Assistant Public Works Director Riverblood shared that at the work session on August 23rd, 2022 Council asked Staff to look at increased revenue or cost savings relative to the budget line idea for 2023 for keeping the Recreation Specialist at 40 hours per week. He reviewed the revenue forecast and savings moving forward.

Councilmember Specht added that the story book around Cottonwood Trail in 2020 was really great.

Interim Parks and Assistant Public Works Director Riverblood that they are looking at an ice story on the skating trail in Central park for this year and pair it up with Storytime with a Cop.

There was a consensus of the Council.

### **2.05: Discussion: Proposed Verizon Cell Tower Lease Agreement**

City Administrator Hagen reviewed the Staff report concerning Verizon's request to change their lease agreement. He explained that a company called MD7 had sent a proposed lease amendment that would keep everything with the current agreement the same except extending the length of the lease and changing the monthly revenue. He asked if Council would support meeting MD7 in the middle of the amount they proposed and the current rate, requested around \$2,600 a month.

City Attorney Knaak asked if there has been any experience with this company.

City Engineer/Interim Public Works Director Westby stated it is not always smooth but they always make it work.

City Attorney Knaak suggested coming up with language surrounding the access and responsibilities that the company will have.

Councilmember Musgrove agreed.

Councilmember Riley suggested giving City Administrator Hagen the power to negotiate this.

There was a consensus of the Council.

## **3. TOPICS FOR FUTURE DISCUSSION**

### **3.01: Review Future Topics/ Calendar**

Noted.

## **4. MAYOR / COUNCIL / STAFF INPUT**

None.

## **5. ADJOURNMENT**

The Work Session of the City Council was adjourned at 7:00 p.m.

Respectfully submitted,

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Brian S. Hagen

City Administrator

ATTEST:

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Katie M. Schmidt  
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, November 22, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Brian Hagen  
City Engineer/Interim Public Works Director Westby  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Interim Parks and Assistant Public Works Director Riverblood  
City Attorney Fritz Knaak  
Zoning Code Enforcement Officer Craig Swalchick

**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**

None.

**3. CITIZEN INPUT**

None.

**4. APPROVE AGENDA**

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

A roll call vote was performed:

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

Motion carried.

## 5. CONSENT AGENDA

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to approve the following items on the Consent Agenda, with acknowledgement that Ordinance #22-26 language at adoption on October 25, 2022 was not reflective of the changes directed by Council and as such the corrected language provided this evening is accurate of what Council intended to adopt:

- 5.01: Receive September 2022 Financial Reports - General Fund and Enterprise Funds.
- 5.02: Approve the following Meeting Minutes:
  - 1) City Council Special Work Session dated October 18, 2022
  - 2) City Council Work Session dated October 25, 2022
  - 3) City Council Regular Session dated October 25, 2022
  - 4) City Council Work Session dated October November 7, 2022
  - 5) City Council Regular Session dated November 7, 2022
- 5.03: Adopt Resolution #22-273 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 3, 2022 through November 16, 2022.
- 5.04: Adopt Resolution #22-255 Authorizing Partial Payment No. 3 to North Valley, Inc., for Improvement Project #22-06, Wood Pond Hills 2nd - 5th Reconstruction.
- 5.05: Adopt Resolution #22-256 Authorizing Partial Payment No. 3 to North Valley, Inc., for Improvement Project #22-04, 2022 Neighborhood Pavement Overlay Improvements.
- 5.06: Adopt Resolution #22-257 Authorizing Partial Payment No. 2 to GMH Asphalt Corporation for Improvement Project #22-02, Autumn Heights Street Reconstruction.
- 5.07: Adopt Resolution #22-258 Authorizing Partial Payment No. 3 to Douglas-Kerr Underground, LLC., for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive.
- 5.08: Adopt Resolution #22-260 Not Waiving Statutory Tort Limits
- 5.09: Adopt Resolution #22-261 Adopting the 2023 Parking Ramp Maintenance Budget & Adopt Resolution #22-262 Allocating the Parking Ramp Maintenance Costs per the Adopted 2023 Budget.
- 5.10: Adopt Resolution #22-263 Authorizing Partial Payment to No. 6 to Douglas-Kerr Underground, LLC for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive.
- 5.11: Adopt Resolutions #22-264 and #22-265 Requesting Anoka County Withhold Certain Tax Forfeit Land from Public Sale (10-32-25-33-0026) and Approving Classification and Sale of Tax Forfeit Land (19-32-25-13-0024).

- 5:12: Adopt Resolution #22-266 Approving Minnesota Laws. 2021 1st Special Session Chapter 14, Article 9, Section 10.
- 5:13: Adopt Resolution #22-267 Approving Purchase Agreement and Sale of RALF Parcels 4 and 27 For Ramsey Gateway Hwy 10 Project
- 5:14: Adopt Resolution #22-268 Approving Purchase Agreement and Sale of Parcels 2 and 3, for Ramsey Gateway Project.
- 5:15: Adopt Resolution #22-269 Authorizing Order for Tandem Axle Plow Truck.
- 5:16: Adopt Resolution #22-270 Approving Proposal from Bolton and Menk, Inc. to Prepare Plans and Specifications for Improvement Project #23-04, 167th Avenue Reconstruction.
- 5:17: Adopt Resolution #22-272 Accepting Funding from the MN Arts and Cultural Heritage Fund, and Donation from VFW Post 5518 for a Veterans Memorial
- 5:18: Adopt Resolution #22-274, Supporting Anoka County Joint Law Enforcement Council's Renewal of Legislation for Future Public Safety Projects.

A roll call vote was performed:

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

Motion carried.

## **6. PUBLIC HEARING**

### **6.01: Public Hearing - Adopt Resolution #22-253 Adopting the City's 2023-2032 Capital Improvement Plan (CIP)**

#### **Presentation**

Finance Director Lund reviewed the staff report on the Capital Improvement Plan and recommendation to adopt the plan. She was happy to answer any questions from the public or Council concerning the Capital Improvement Plan.

#### **Public Hearing**

Mayor Kuzma called the public hearing to order at 8:07 p.m.

#### **Citizen Input**

There was none.

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

A roll call vote was performed:

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

Motion carried.

The public hearing was closed at 8:08 p.m.

### **Council Business**

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to adopt Resolution #22-253 adopting the City of Ramsey’s 2023-2032 Capital Improvement Plan (CIP)

A roll call vote was performed:

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

Motion carried.

### **6.02: Public Hearing - Adopt Ordinance #22-28 Adopting the 2023 Schedule of Rates, Fees, and Charges**

#### **Presentation**

Finance Director Lund reviewed the staff report on the schedule of rates, fees and charges for 2023 and gave an update on the changes. She shared that, if approved, these rates will go into effect on January 3, 2023 and will be posted on the City’s website.

#### **Public Hearing**

Mayor Kuzma called the public hearing to order at 7:16 p.m.

Councilmember Howell pointed out an error concerning amusement and commercial recreation fees.

Finance Director Lund stated that will be changed.

Councilmember Howell gave her suggestion on raising the price of copies.

Councilmember Musgrove shared she was fine with an increase. She asked if these were for copies of building permits.

City Administrator Hagen stated that virtually all building permits are online and there are few hard copies that come through.

Mayor Kuzma asked for a consensus to raise the price. Not getting any further input, he stated the price will stay.

Councilmember Howell explained her suggestion on the price of window replacement permits. After looking at surrounding cities, she does not see that there is a need for these fees as it would cut costs and save Staff time.

Councilmember Woestehoff asked for clarification that there would then be no inspection for replacement windows.

Councilmember Howell confirmed that was her thinking.

Councilmember Woestehoff shared that he believes this permit is due to Minnesota building code and the placement of tempered glass, which is why the inspection is required.

City Administrator Hagen stated there is a requirement under building code for window permits, so the permit would still be required.

Mayor Kuzma added he is not in favor of reducing the fee as windows are expensive and it is to the homeowners advantage to have the window installed properly and the inspection would be able to catch this.

Councilmember Musgrove asked if the inspection is done by the City versus the party that installs the window if the company or the City take on the liability.

Mayor Kuzma stated that the City does not take on the liability, they just make sure the window is installed properly.

Councilmember Musgrove asked if the window is inspected and an issue is caught after the inspection is done if the City takes on some level of liability since they had already conducted the inspection.

Mayor Kuzma said that it would likely go back to the windows warranty if that were to arise.

Councilmember Musgrove wanted to make sure that the City is not taking on any liability.

City Administrator Hagen reiterated that this is required under building code so no matter what the window needs to be inspected. If the window fails after the inspection, there will still be a record of the inspection and anything further would require involvement from the contractor or the manufacturer.

Councilmember Woestehoff agreed that he is not in favor of removing the fee as there are other replacement driven permits that have fees as the Staff is required to participate in the process.

Mayor Kuzma asked if there was an appetite to lower the fee.

Councilmember Specht stated he would be in favor of lowering the fee slightly.

Councilmember Heineman asked if the fee is per window or per visit.

City Administrator Hagen stated it is per permit.

Councilmember Heineman stated he would be in favor of lowering it.

Councilmember Musgrove added that if a resident only has a budget to replace one window a year it would be very costly to have to pull a new permit every year.

Councilmember Woestehoff stated that regardless of the number of windows the fee is the same and he thinks that the current rate is reasonable.

Mayor Kuzma mentioned that with no consensus of the Council the rate will stay as proposed.

Councilmember Howell questioned the need for a background check for food truck vendors. She asked if background checks are conducted on restaurant owners.

City Administrator Hagen said no unless the restaurant owner is pulling a liquor license.

Councilmember Howell stated she would prefer not to see a mandatory background check for food truck vendors. She also recommended dropping the price of the permits.

Councilmember Woestehoff asked Police Chief Katers if the health department or the Anoka County Health Board requires background checks.

Police Chief Katers stated he does not know if a background check is required through Anoka County but he does know that they are required to have a license for food service through Anoka County.

Councilmember Specht agreed with Councilmember Howell that if background checks are not required for restaurant owners they should not be required for food truck owners.

Councilmember Musgrove agreed that the background check should be removed and that the permit fees should be lowered.

There was a consensus of the Council to remove the requirement for a background check for food truck owners and to lower the rates to \$100 for an annual permit and \$80 for a 90 day permit.

Councilmember Howell asked about the \$5 coffee fee.

City Administrator Hagen shared that this rate covers the costs.

Councilmember Musgrove proposed to lower the home occupation permit to \$250 and keep the escrow at \$1,000 as this makes things easier for home businesses.

City Administrator Hagen explained how Staff came to the original \$500 permit fee and that it is consistent with the land use application fee.

Councilmember Musgrove stated that there is no escrow collected for the land use application.

City Administrator Hagen shared that an application fee and an escrow used to be collected for every type of land use application. He explained the new idea was that the one application fee and what it covers does not change depending on the number of requests. He stated that escrows are collected for each type of request. He mentioned that whatever is not used of the escrow is refunded.

Councilmember Musgrove asked if the permit fee and the escrow are both required up front for both home occupation and land use applications.

City Administrator Hagen said that was correct.

Mayor Kuzma stated that he would like to stay with the consistency of the two permit fees.

Councilmember Howell agreed with Councilmember Musgrove that around \$250 would be a better dollar amount which is more in line with Coon Rapids. She asked if the \$1,000 escrow amount is typically reached.

City Administrator Hagen stated that it is close to the full amount every time.

Councilmember Woestehoff agreed that the fee should be lowered as he fears there would be noncompliance with a higher fee. He added that Anoka and Andover have lower fees as well.

The consensus of the Council was to lower the home occupation permit fee to \$250 and keep the \$1,000 escrow.

**Citizen Input**

There was none.

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

A roll call vote was performed:

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

Motion carried.

The public hearing was closed at 7:42 p.m.

**Council Business**

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to waive the City Charter requirement that the ordinance be read aloud and adopt Ordinance #22-28 with the changes mentioned in the meeting regarding home occupation permits at a new rate of \$250 and food truck permits at the new rate of \$100 annually or \$80 for 90 days with no background check requirements as adopted in the 2023 schedule of rates, fees, and charges.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Riley	aye
Councilmember Howell	nay
Councilmember Woestehoff	aye
Councilmember Heineman	aye
Mayor Kuzma	aye

Motion carried.

**7. COUNCIL BUSINESS**

**7.01: Adopt Ordinance #22-27 Amending Chapter 2 of Ramsey City Code to Modify Abatement and Appeal Procedures.**

Zoning Code Enforcement Officer Swalchick reviewed the Staff report and recommendation to waive the reading and adopt the ordinance to help residents.

Councilmember Musgrove shared her recommendation to make Section 2-332 as abatement and Section 2-332A as the administrative hearing procedure for clarification of the document.

Zoning Code Enforcement Officer Swalchick stated that the changes had been made after the work session when this was discussed. He stated changes can easily be made but he would not recommend it as this is how the original ordinance was written.

Councilmember Musgrove stated that she asked that the document be updated to reflect the process, but there are three different processes that will be followed and it is her thought that administrative hearing should be pointed out as a third process.

City Administrator Hagen explained that the administrative hearing falls under the overall abatement process. He said the process is not that they have to go through each of the steps, they are potential steps to get through the abatement process. He said a change that could be made would be to make this subsection italicized to match the other subsections.

Councilmember Musgrove asked if it could be changed to administrative hearing procedure.

Councilmember Woestehoff recommended removing administrative hearings from the findings section as it is more about the abatement process of which hearings are part of but not independent of.

Councilmember Musgrove stated she wants the format to flow, she stated these things are called out at the beginning but not in the body of the document.

Councilmember Woestehoff added that prosecution and schedule of penalties is also not listed in the findings section either. He stated he is indifferent.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to waive the City Charter requirement that the ordinance be read aloud and adopt Ordinance #22-27 amending Chapter 2 of the Ramsey City Code with removal of the words ‘administrative hearings’ in the findings paragraph.

A roll call vote was performed:

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

Motion carried.

Councilmember Woestehoff thanked Zoning Code Enforcement Officer Swalchick for his work on this to better the situation for residents.

**7.02: Receive recommendations from the Charter Commission to amend the charter by Ordinance #22-29 under M.S 410.12, subdivision 7.**

City Administrator Hagen reviewed the Staff report and notified the Council that the Charter Commission recommends Ordinance #22-29. He added that within State law the City Council is obligated to hold a public hearing within 30 days of being notified and a public hearing will be held on January 10, 2023.

Councilmember Musgrove thanked City Administrator Hagen and the Charter Commission for bringing this back to Council.

City Administrator Hagen stated that Ordinance #22-17 will wait until the requirement to hold the public hearing settles as the process may not need to continue based on how Ordinance #22-29 plays out.

Councilmember Woestehoff asked for clarification that this idea is just for notifying the Council.

City Administrator Hagen said yes and this is just a formal notification from the Charter Commission.

**8. MAYOR, COUNCIL AND STAFF INPUT**

City Administrator Hagen announced upcoming meetings and events.

Mayor Kuzma wished everyone a happy Thanksgiving.

Councilmember Specht mentioned that Adrenaline Sports has two events on Wednesday, November 23.

**9. ADJOURNMENT**

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

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Riley	aye
Councilmember Howell	aye
Councilmember Woestehoff	aye

Councilmember Heineman            aye  
Mayor Kuzma                            aye

Motion carried.

The regular meeting of the City Council adjourned at 8:09 p.m.

Respectfully submitted,

---

Brian S. Hagen  
City Administrator

ATTEST:

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Katie M. Schmidt  
City Clerk

Drafted by Ava Rokosz  
*TimeSaver Off Site Secretarial, Inc.*

Meeting Date: 12/13/2022

By: Brian Hagen, Administrative Services

**Information**

**Title**

Approve Memorandum of Understanding (MOA) between City of Ramsey & United States Department of Veterans Affairs

**Purpose/Background:**

The city has received a request to allow a vehicle to be parked within the Municipal Parking Ramp next to City Hall. The vehicle would be used to transport veterans to VA clinics and hospitals. As part of the request, the Minnesota and the United States Department of Veterans Affairs, Minneapolis VA Health Care System (MVAHCS) is seeking a Memorandum of Understanding granting a permit to park in the ramp as such. City Attorney Knaak has reviewed the permit and has no changes. If approved, staff will work to identify a specific parking stall to dedicate to the use.

**Observations/Alternatives:**

The Municipal Parking Ramp has 793 stalls. Stall allocation allows 350 for transit, 275 for Residence at the COR, 143 for City Hall and 25 unallocated. Based on this information, there are excess stalls open for public use. Furthermore, visual observation of how the ramp is utilized today for parking needs shows several unused stalls throughout the day. Annually the City adopts a budget for maintenance costs, two parties are responsible for the costs. The City pays for the transit, City Hall and unallocated stalls, and the Residence at the COR pays for their portion covering their 275 stalls. Under the proposal being considered, the City would not charge maintenance costs to MVAHCS.

Alternative 1: Approve the MOU as presented. Staff supports this alternative.

Alternative 2: Approve the MOU with changes

Alternative 3: Do not approve the MOU.

**Recommendation:**

Staff recommends approval of the MOU as presented.

**Action:**

Motion to approve Permit For Use of City of Ramsey Property by the Minnesota and the United States Department of Veterans Affairs, Minneapolis VA Health Care System.

**Attachments**

MOU

**Form Review**

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/08/2022 12:39 PM
Form Started By: Brian Hagen		Started On: 12/06/2022 08:16 AM
Final Approval Date: 12/08/2022		

## Permit For Use of City of Ramsey Property

This Permit, for use of City of Ramsey property, is made and entered into by and between the City of Ramsey Minnesota and the United States Department of Veterans Affairs, Minneapolis VA Health Care System (MVAHCS).

**WHEREAS**, The City of Ramsey owns the parking ramp and the land on which it is located at 7650 Sunwood Dr NW, Ramsey MN 55303, incorporated herein by reference as the “Municipal Parking Ramp.”

**WHEREAS**, The MVAHCS desires to utilize the Municipal Parking Ramp for parking one Ford Transit, License plate VA26402, Government Owned Vehicle (GOV) 24 hours per day, Sunday through Saturday.

**NOW THEREFORE**, in consideration of the benefits to the parties to this Memorandum, The City of Ramsey Minnesota and the MVAHCS enter into this Permit and hereby agree as follows:

- (1) The MVAHCS volunteer drivers may utilize the “Municipal Parking Ramp” for MVAHCS GOV. The MVAHCS agrees to not cause damage to the parking lot as it existed on the Effective Date of the Memorandum; reasonable wear and tear expected.
- (2) The MVAHCS Volunteer drivers will use a parking space to be designated by the City of Ramsey (*Will Specify ramp level and location once determined by City of Ramsey*)
- (3) A combination lock box will be installed on the “Municipal Parking Ramp” at the location determined by the City of Ramsey.
- (4) A City of Ramsey employee, to be determined by the City of Ramsey, will be given access to the lock box to be used in the event the GOV needs to be moved for ramp maintenance.
- (5) The MVAHCS volunteer drivers are authorized to park their Privately Owned Vehicle (POV) within the parking spot reserved for the GOV while driving the GOV.
- (6) The City of Ramsey understands that by entering into this permit, it assumes no liability or responsibility for damages to or theft of any vehicle parked or driven in the “Municipal Parking Ramp.” The City of Ramsey assumes no responsibility or any duty to protect vehicle or its contents, at any time, while vehicles are operated or parked in the “Municipal Parking Ramp.” No Bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the City of Ramsey Minnesota.

This Memorandum shall be effective as of the date of the last signature on the Permit and shall remain in effect 3 years from the date of the last signature on this permit unless extended in writing by mutual agreement. Either party may terminate this Memorandum at any time upon ninety (90) calendar day’s written notice to the other party.

City of Ramsey Minnesota

Minneapolis VA Health Care System

\_\_\_\_\_  
Ramsey authorized signor      Date  
(to be added once information received)

\_\_\_\_\_  
Director, MVAHCS      Date

Meeting Date: 12/13/2022

Submitted For: Brad Bluml, Police

By:

Brad Bluml, Police

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### Information

#### Title

Approve Police Axon Squad Car Video System Upgrade

#### Purpose/Background:

In 2006, the Police Department implemented its first squad car camera recording system from Panasonic. That recording unit had a single camera that recorded out of the front windshield. It also had a wireless body microphone that the officer wore that recorded audio if the officer was near and in range of the squad car.

In 2014, the Police Department upgraded that original system to the Panasonic Arbitrator system, which is still used today. This system has five cameras installed in the squad car, recording out of the front windshield, rear window, driver side window, passenger side window, and one camera recording the back seat prisoner area. It also has a wireless body microphone which the officer wears on their person that records audio if the officer is near and in range of the squad car.

To stay progressive with technology, due to the changing climate of law enforcement/citizen interactions, and with the growth in the City of Ramsey having several large apartment complexes where the current microphone packs don't reach, staff from the police department began researching a variety of Body Worn Camera vendors. In September of 2022, City Council approved the purchase of Body Worn Cameras from Axon.

Staff believes switching away from Panasonic and to the Axon package will work best for the current needs of our department, consolidating all digital evidence storage to one platform in one location, which will aid in the time-consuming area of evidence management and redaction. The body worn camera (BWC) will now act as the microphone independently of the squad video camera system, so the range or distance an officer is from their squad car is no longer a concern of not having audio of an incident. It will also require less server storage by transitioning to unlimited cloud-based storage for these videos.

Axon's Fleet 3 package, with a quote attached to this case, will outfit our current fleet of squad cars with their in-car video system, working in conjunction with the new Body Worn Cameras. Axon's Fleet 3 package is ten to twelve months out on shipping. Staff is requesting the approval of this package, so the order can be placed in December 2022 with a shipping and invoice date of January 2024.

#### Observations/Alternatives:

Alternative: Continue using two systems. The Panasonic System in the squad cars and the new Axon Body Worn Cameras on the Officers person.

#### Funding Source:

This was originally included in the 2023 Budget and Levy. Recognizing the timeframe to receive the cameras would be 2024, the amount was removed from the 2023 Budget and Levy. Council appeared to be supportive during budget discussions for the purchase, and in approving the purchase now this is committing to a 2024 Property tax levy in the amount of \$215,816.40.

#### Recommendation:

Staff recommends approving the purchasing of the updated Axon Fleet 3 squad car camera systems, with approval to order in December of 2022 with a shipping and invoice date of January 2024.

**Action:**

Motion to approve purchasing of the updated Axon Fleet 3 squad car camera systems, with approval to order in December of 2022 with a shipping and invoice date of January 2024, under the attached 11/17/2022 quote of \$215,816.40 with funding from the future 2024 Property tax levy.

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**Attachments**

Axon Fleet3 Cost Quote  
2014 squad car cameras invoice

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Jeff Katers	Jeff Katers	12/08/2022 01:56 PM
Brian Hagen	Brian Hagen	12/08/2022 02:50 PM
Form Started By: Brad Bluml		Started On: 12/06/2022 04:04 PM
Final Approval Date: 12/08/2022		



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

Q-397930-44882.718TC

Issued: 11/17/2022

Quote Expiration: 12/15/2022

Estimated Contract Start Date: 02/01/2024

Account Number: 107332

Payment Terms: N30

Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Business;Delivery;Invoice-7550 Sunwood Dr NW 7550 Sunwood Dr NW Anoka, MN 55303-5137 USA	Ramsey Police Dept. - MN 7550 Sunwood Dr NW Anoka, MN 55303-5137 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Tierney Conlon Phone: (480) 712-4910 Email: tconlon@axon.com Fax:	Brad Bluml Phone: 763-427-6812 Email: bbluml@ci.ramsey.mn.us Fax: (763) 427-2361

### Quote Summary

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$215,816.40</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$215,816.40</b>

### Discount Summary

Average Savings Per Year	\$10,015.92
<b>TOTAL SAVINGS</b>	<b>\$50,079.60</b>

### Payment Summary

Date	Subtotal	Tax	Total
Jan 2024	\$215,816.40	\$0.00	\$215,816.40
<b>Total</b>	<b>\$215,816.40</b>	<b>\$0.00</b>	<b>\$215,816.40</b>

Quote Unbundled Price:	\$265,896.00
Quote List Price:	\$247,320.00
Quote Subtotal:	\$215,816.40

## Pricing

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
Fleet3B+TAP	Fleet 3 Basic + TAP	18	60	\$171.28	\$169.00	\$139.83	\$151,016.40	\$0.00	\$151,016.40
InteriorCam+TAP	FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	36	60	\$37.46	\$30.00	\$30.00	\$64,800.00	\$0.00	\$64,800.00
<b>Total</b>							<b>\$215,816.40</b>	<b>\$0.00</b>	<b>\$215,816.40</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
Fleet 3 Basic + TAP	70112	AXON SIGNAL UNIT	18	12/01/2022
Fleet 3 Basic + TAP	72036	FLEET 3 STANDARD 2 CAMERA KIT	18	01/01/2024
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	72002	FLEET 3 INTERIOR CAMERA, INTERIOR MOUNT	36	01/01/2024
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	72032	FLEET ETHERNET CABLE, CAT6, 20 FT	36	01/01/2024
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	72037	FLEET 3 INTERIOR CAMERA	36	01/01/2024
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	72037	FLEET 3 INTERIOR CAMERA	1	01/01/2024
Fleet 3 Basic + TAP	72040	FLEET REFRESH, 2 CAMERA KIT	18	01/01/2029
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	72042	FLEET INTERIOR CAMERA REFRESH	36	01/01/2029
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	72042	FLEET INTERIOR CAMERA REFRESH	1	01/01/2029

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80400	FLEET, VEHICLE LICENSE	18	02/01/2024	01/31/2029
Fleet 3 Basic + TAP	80410	FLEET, UNLIMITED STORAGE, 1 CAMERA	36	02/01/2024	01/31/2029
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	80410	FLEET, UNLIMITED STORAGE, 1 CAMERA	36	02/01/2024	01/31/2029

### Services

Bundle	Item	Description	QTY
Fleet 3 Basic + TAP	73391	FLEET 3 NEW INSTALLATION (PER VEHICLE)	18

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80379	EXT WARRANTY, AXON SIGNAL UNIT	18	01/01/2023	01/31/2028
Fleet 3 Basic + TAP	80495	EXT WARRANTY, FLEET 3, 2 CAMERA KIT	18	01/01/2025	01/31/2029
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	80385	EXT WARRANTY, FLEET 3, INTERIOR CAMERA	36	01/01/2025	01/31/2029
FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	80385	EXT WARRANTY, FLEET 3, INTERIOR CAMERA	1	01/01/2025	01/31/2029

## Payment Details

<b>Jan 2024</b>						
<b>Invoice Plan</b>	<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Subtotal</b>	<b>Tax</b>	<b>Total</b>
Year 1	Fleet3B+TAP	Fleet 3 Basic + TAP	18	\$151,016.40	\$0.00	\$151,016.40
Year 1	InteriorCam+TAP	FLEET 3 INTERIOR CAMERA, ADD-ON BUNDLE WITH TAP	36	\$64,800.00	\$0.00	\$64,800.00
<b>Total</b>				<b>\$215,816.40</b>	<b>\$0.00</b>	<b>\$215,816.40</b>

**Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.**

## Standard Terms and Conditions

### Axon Enterprise Inc. Sales Terms and Conditions

#### Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

#### ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

#### Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

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Signature

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Date Signed

11/17/2022



## **FLEET STATEMENT OF WORK BETWEEN AXON ENTERPRISE AND AGENCY**

### **Introduction**

This Statement of Work ("SOW") has been made and entered into by and between Axon Enterprise, Inc. ("AXON"), and Ramsey Police Dept. - MN the ("AGENCY") for the purchase of the Axon Fleet in-car video solution ("FLEET") and its supporting information, services and training. (AXON Technical Project Manager/The AXON installer)

### **Purpose and Intent**

AGENCY states, and AXON understands and agrees, that Agency's purpose and intent for entering into this SOW is for the AGENCY to obtain from AXON deliverables, which used solely in conjunction with AGENCY's existing systems and equipment, which AGENCY specifically agrees to purchase or provide pursuant to the terms of this SOW.

This SOW contains the entire agreement between the parties. There are no promises, agreements, conditions, inducements, warranties or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in the SOW.

### **Acceptance**

Upon completion of the services outlined in this SOW, AGENCY will be provided a professional services acceptance form ("Acceptance Form"). AGENCY will sign the Acceptance Form acknowledging that services have been completed in substantial conformance with this SOW and the Agreement. If AGENCY reasonably believes AXON did not complete the professional services in conformance with this SOW, AGENCY must notify AXON in writing of the specific reasons within seven (7) calendar days from delivery of the Acceptance Form. AXON will remedy the issues to conform with this SOW and re-present the Acceptance Form for signature. If AXON does not receive the signed Acceptance Form or written notification of the reasons for rejection within 7 calendar days of the delivery of the Acceptance Form, AGENCY will be deemed to have accepted the services in accordance to this SOW.

### **Force Majeure**

Neither party hereto shall be liable for delays or failure to perform with respect to this SOW due to causes beyond the party's reasonable control and not avoidable by diligence.

### **Schedule Change**

Each party shall notify the other as soon as possible regarding any changes to agreed upon dates and times of Axon Fleet in-car Solution installation-to be performed pursuant of this Statement of Work.

### **Axon Fleet Deliverables**

Typically, within (30) days of receiving this fully executed SOW, an AXON Technical Project Manager will deliver to AGENCY's primary point of contact via electronic media, controlled documentation, guides, instructions and videos followed by available dates for the initial project review and customer readiness validation. Unless otherwise agreed upon by AXON, AGENCY may print and reproduce said documents for use by its employees only.

### **Security Clearance and Access**

Upon AGENCY's request, AXON will provide the AGENCY a list of AXON employees, agents, installers or representatives which require access to the AGENCY's facilities in order to perform Work pursuant of this Statement of Work. AXON will ensure that each employee, agent or representative has been informed or and consented to a criminal background investigation by AGENCY for the purposes of being allowed access to AGENCY's facilities. AGENCY is responsible for providing AXON with all required instructions and documentation accompanying the security background check's requirements.

### **Training**

AXON will provide training applicable to Axon Evidence, Cradlepoint NetCloud Manager and Axon Fleet application in a train-the-trainer style method unless otherwise agreed upon between the AGENCY and AXON.

### **Local Computer**

AGENCY is responsible for providing a mobile data computer (MDC) with the same software, hardware, and configuration that AGENCY personnel will use with the AXON system being installed. AGENCY is responsible for making certain that any and all security settings (port openings, firewall settings, antivirus software, virtual private network, routing, etc.) are made prior to the installation, configuration and testing of the aforementioned deliverables.

### **Network**

AGENCY is responsible for making certain that any and all network(s) route traffic to appropriate endpoints and AXON is not liable for network breach, data interception, or loss of data due to misconfigured firewall settings or virus infection, except to the extent that such virus or infection is caused, in whole or in part, by defects in the deliverables.

### **Cradlepoint Router**

When applicable, AGENCY must provide AXON Installers with temporary administrative access to Cradlepoint's [NetCloud Manager](#) to the extent necessary to perform Work pursuant of this Statement of Work.

### **Evidence.com**

AGENCY must provide AXON Installers with temporary administrative access to Axon Evidence.com to the extent necessary to perform Work pursuant of this SOW.

### **Wireless Upload System**

If purchased by the AGENCY, on such dates and times mutually agreed upon by the parties, AXON will install and configure into AGENCY's existing network a wireless network infrastructure as identified in the AGENCY's binding quote based on conditions of the sale.

### **VEHICLE INSTALLATION**

### **Preparedness**

On such dates and times mutually agreed upon by the parties, the AGENCY will deliver all vehicles to an AXON Installer less weapons and items of evidence. Vehicle(s) will be deemed 'out of service' to the extent necessary to perform Work pursuant of this SOW.

### **Existing Mobile Video Camera System Removal**

On such dates and times mutually agreed upon by the parties, the AGENCY will deliver all vehicles to an AXON Installer which will remove from said vehicles all components of the existing mobile video camera system unless otherwise agreed upon by the AGENCY.

Major components will be salvaged by the AXON Installer for auction by the AGENCY. Wires and cables are not considered expendable and will not be salvaged. Salvaged components will be placed in a designated area by the AGENCY within close proximity of the vehicle in an accessible work space.

Prior to removing the existing mobile video camera systems, it is both the responsibility of the AGENCY and the AXON Installer to test the vehicle's systems' operation to identify and operate, documenting any existing component or system failures and in detail, identify which components of the existing mobile video camera system will be removed by the AXON Installer.

### **In-Car Hardware/Software Delivery and Installation**

On such dates and times mutually agreed upon by the parties, the AGENCY will deliver all vehicles to an AXON Installer, who will install and configure in each vehicle in accordance with the specifications detailed in the system's installation manual and its relevant addendum(s). Applicable in-car hardware will be installed and configured as defined and validated by the AGENCY during the pre-deployment discovery process.

If a specified vehicle is unavailable on the date and time agreed upon by the parties, AGENCY will provide a similar vehicle for the installation process. Delays due to a vehicle, or substitute vehicle, not being available at agreed upon dates and times may result in additional fees to the AGENCY. If the AXON Installer determines that a vehicle is not properly prepared for installation ("Not Fleet Ready"), such as a battery not being properly charged or properly up-fit for in-service, field operations, the issue shall be reported immediately to the AGENCY for resolution and a date and time for the future installation shall be agreed upon by the parties.

Upon completion of installation and configuration, AXON will systematically test all installed and configured in-car hardware and software to ensure that ALL functions of the hardware and software are fully operational and that any deficiencies are corrected unless otherwise agreed upon by the AGENCY, installation, configuration, test and the correct of any deficiencies will be completed in each vehicle accepted for installation.

Prior to installing the Axon Fleet camera systems, it is both the responsibility of the AGENCY and the AXON Installer to test the vehicle's existing systems' operation to identify, document any existing component or vehicle systems' failures. Prior to any vehicle up-fitting the AXON Installer will introduce the system's components, basic functions, integrations and systems overview along with reference to AXON approved, AGENCY manuals, guides, portals and videos. It is both the responsibility of the AGENCY and the AXON Installer to agree on placement of each components, the antenna(s), integration recording trigger sources and customer preferred power, ground and ignition sources prior to permanent or temporary installation of an Axon Fleet camera solution in each vehicle type. Agreed placement will be documented by the AXON Installer.

AXON welcomes up to 5 persons per system operation training session per day, and unless otherwise agreed upon by the AGENCY, the first vehicle will be used for an installation training demonstration. The second vehicle will be used for an assisted installation training demonstration. The installation training session is customary to any AXON Fleet installation service regardless of who performs the continued Axon Fleet system installations.

The customary training session does not 'certify' a non-AXON Installer, customer-employed Installer or customer 3rd party Installer, since the AXON Fleet products does not offer an Installer certification program. Any work performed by non-AXON Installer, customer-employed Installer or customer 3rd party Installer is not warranted by AXON, and AXON is not liable for any damage to the vehicle and its existing systems and AXON Fleet hardware.



**Toughbook**  
**Arbitrator**  
 mobile digital video system  
 learn more

**VisualPro 360, Inc**  
 12223 Wood Lake Drive  
 Burnsville, MN 55337  
 P.O. Fax (952) 882-9889  
 Phone (952) 288-2534  
 Len Wilson  
 lwilson@visualpro360.com  
 http://www.visualpro360.com



Company: City of Ramsey PD  
 Contact: Jim Way  
 Phone Number: 651-322-2005  
 Email Address: jway@ci.ramseyv.mn.us  
 Purchase Date: 6/30/2014  
 Quote Number: VELM V2

**Visual Pro 360 Quote**  
 Date 5/30/2014  
**VELM**

Part #	Description	Quantity	Unit Price	Total Price
VELM - City Of Ramsey PD	One time payment		\$	192,557.00
<b>TOTAL</b>				<b>\$ 192,557.00</b>

**Bill of Materials**

**Panasonic 360 HD Evidence Capture System**

ARBR-KIT-HD-256M24	Arbitrator kit MK3.0.	10	Included	
ARB-WV-VC31	Arbitrator rear seat IR camera	10	Included	
ARB-WV-VC32	Arbitrator side and rear cameras	30	Included	
TGS-3DP	Gforce Crash Sensor	10	Included	
CCR24TXPNA	Wireless Mic Transmitter 2.40Ghz.	10	Included	
CF-SVCARB2M/A2Y	Arbitrator 2 Year maintenance Warranty	10	Included	
Mobile Integration	Remove old camera system and install new Arbitrator including 5 total cameras	10	Included	
VP3-INSTALL-LAP	Large Assist Package Project Management, Installation Services, Training, 4 days onsite services	1	Included	\$ 95,700.00

**Panasonic Interview Room 360 HD**

ARBR-KIT-VUE	Arbitrator Interview Kit Includes: VPU, Power and GPIO cable and SSD	4	Included	
WV-SF335	HD Fixed Dome Network Camera. Interview Rooms	4	Included	
Interview Installation	Arbitrator Interview room installation per day	2	Included	
CF-SVCARB2M/A2Y	Arbitrator 2 Year maintenance Warranty	2	Included	
				\$ 19,025.00

**Laptops & Docking Stations**

7160-0393-04	GJ 53 Docking Station - No RF, with Internal Power Supply	5	Included	
CF-53SULAY1M	Windows 7 Professional, Intel Core i5-3320M 2.60GHz, 14.0" HD Touchscreen LCD (800 nit), 500GB Shock-mounted HDD (7200rpm), 4GB, Wi-Fi, Bluetooth, DVD Super MULTI Drive, Fingerprint Reader, TPM 1.2, Backlit Emissive Keyboard, Toughbook Preferred	5	Included	
				\$ 16,405.00

## Oracle Server & Storage

7106547

### Server and Storage 30 TB Useable Storage

Sun Server X4-2L: model family	Included	1	Included
Sun Server X4-2L: 2 RU base chassis with motherboard, 2 PSUs, slide rail kit, and cable management arm	Included	1	Included
1 Intel(R) Xeon(R) E5-2609 v2 4-core 2.5 GHz processor	Included	2	Included
One 16 GB DDR3-1600 DIMM	Included	4	Included
Sun Storage 6 Gb SAS PCIe RAID HBA, Internal: 8 port and 512 MB cache	Included	1	Included
One 4 TB 7200 rpm 3.5-inch SAS-2 HDD with coral bracket	Included	12	Included
Sun Server X3-2L: 2 RU base chassis with motherboard, 2 PSUs, slide rail kit, and cable management arm	Included	1	Included
Twelve 3.5-inch drive slots disk cage and two 2.5-inch drive rear slots disk cage	Included	1	Included
Oracle Standard System Installation Service, Site Audit: Servers - Group II	Included	1	Included
Premier System (and OS) Support 3 Years	Included	1	Included
		\$	22,538.00

## Utility Rockets and Rocket Access Points

COM-HB-5001

Rocket 5GHz, Rocket Locker, Black Quadband Permanent Mount Antenna,	Included	10	Included
Rubber WiFi Antenna High Speed (Video) Rocket with USB Modem Slot,	Included		Included
GPS Chipset, 802.11 Host, 5GHz Client Rocket Locker with Integrated Power Timer	Included		Included
1 year - Remote Configuration Management(RCM)	Included		Included

Soft-101

End of Group

SER-I-2202

COM-H-1305

Soft-101

SER-D-4001

Mobile Integration

Remote Configuration Management (RCM) Activation and Configuration and Initial Setup	Included	10	Included
5 Port Industrial Ethernet Switch- Slimline	Included	10	Included
NFS (NMEA Forwarding Service) - Windows 7 Perpetual License Per Laptop	Included	10	Included
Design, Configuration, Integration, Training	Included	2	Included
Hardware Installation- Rocket, Antennas, Power Timer	Included	10	Included
		\$	21,715.00

## Physical Security System

EXQ-EVIP01

EXQ-SSAEVIP01

PAN-WJGXE500

PAN-WVQ2042S

PAN-WV-SF135

WV-SF138

EPS Installations

Mooncom SVC

ExacqVision Software Licenses	Included	64	Included
ExacqVision Pro SSA Software Updates additional yr/camera	Included	128	Included
PNS 4-CHANNEL H.264 ENCODER	Included	10	Included
PNS MTG BRKT FOR WJNT304&WJGXE900	Included	2	Included
HD INDOOR DOME H.264 D/N	Included	5	Included
Super Dynamic Full HD Dome Network Camera	Included	3	Included
Provide and install Cat6 cable for 8 camera locations.more on attached.	Included	1	Included
ExacqVision Software installation and training	Included	1	Included

TOTAL Before Discount	\$	27,309.00
Discount	\$	202,692.00
Grand Total	\$	192,557.00



Computers for the Outside World™

Meeting Date: 12/13/2022

Submitted For: Brad Bluml, Police

By:

Brad Bluml, Police

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**Information**

**Title**

Approve extending criminal prosecution services with Eckberg Lammers

**Purpose/Background:**

In 2017, the Police Department went out for Requests For Proposals (RFP) for prosecution legal services. The firm Eckberg Lammers was selected and began working for the City of Ramsey in 2018. The first contract outlined the legal service retainer fees for the first four years. The police department's expectations have been met and exceeded by the prosecution services offered by Eckberg Lammers. The original contract with Eckberg Lammers was for four years, and under section 2.7 that contract outlined legal services for the first four years and into 2022 and beyond, and that the City reserves the right to extend this Agreement and to compensate the Criminal Prosecution Attorney as determined and negotiated by the City. Eckberg Lammers proposal is to raise the retainer amount by 3% (\$2,185.00). They have not raised their retainer fee since 2020.

Section 4.5 of the Purchasing Policy states the City Council may, at its discretion, formally extend a current standard services contract upon the recommendation of city staff. The Police Department Chief, Captains, and other Police Department staff do request and recommend extending this contract. Due to staff being pleased with the current services provided, staff does not believe it is necessary to run an RFP at this time.

**Observations/Alternatives:**

Alternative: Hold an RFP process for prosecution legal services.

**Funding Source:**

The history of annual retainer fees are as follows:

- 2018 was \$68,000
- 2019 was \$70,380
- 2020 was \$72,843
- 2021 was \$72,843
- 2022 was \$72,843

The 2023 proposed retainer is \$75,028, the funding for this is included in the 2023 General Fund Budget.

**Recommendation:**

Staff recommends extending the legal prosecution services contract with Eckberg Lammers for an additional five (5) years; January 1, 2023 to December 31, 2027. The previous contracts, as well as the proposed contract are attached.

**Action:**

Motion to approve entering into a contract with the law firm of Eckberg Lammers to provide criminal prosecution legal services and related services for a term effective January 1, 2023 through December 31, 2027; subject to attorney review.

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**Attachments**

2023-2027 Proposed Contract

2022 Contract

2018-2021 Contract

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### Form Review

**Inbox**

Jeff Katers

Brian Hagen

Form Started By: Brad Bluml

Final Approval Date: 12/08/2022

**Reviewed By**

Jeff Katers

Brian Hagen

**Date**

12/08/2022 01:54 PM

12/08/2022 02:46 PM

Started On: 12/05/2022 04:42 PM

## ▼ AGREEMENT FOR CRIMINAL PROSECUTION SERVICES

This Agreement, entered into between the City of Ramsey, a Minnesota Municipal Corporation (City) and the Law Firm of Eckberg Lammers, P.C., (Criminal Prosecution Attorney) as of January 1, 2023 provides as follows:

### **ARTICLE I:** **BACKGROUND: FINDINGS**

- 1.1 Authority. The appointment and removal of the Criminal Prosecution Attorney are made by the City Council.
- 1.2 Council Determination. At a duly called regular meeting of the City Council it was determined that the law firm of Eckberg Lammers, P.C. be engaged as Criminal Prosecution Attorney, with Joseph Van Thomme of that firm serving as chief prosecutor for the City. This agreement between the firm and the City sets forth the terms and conditions of the engagement.

### **ARTICLE II:** **TERMS AND CONDITIONS**

- 2.1 Consideration. In consideration of the mutual promises and conditions contained in this Agreement, the City and the Criminal Prosecution Attorney agree to the terms and conditions as set forth herein.
- 2.2. Criminal Prosecution Attorney Appointment. The City appoints the firm of Eckberg Lammers, P.C. as Criminal Prosecution Attorney, with Joseph Van Thomme acting as primary chief prosecutor for the City.
- 2.3 Usual and Customary Criminal Prosecution Services. The Criminal Prosecution Attorney agrees to perform all usual and customary criminal prosecution services for the City in accordance with the terms of this Agreement, including, but not limited to the following primary responsibilities for the criminal prosecution services:

General Responsibilities:

Represent and prosecute all criminal law matters within the City's jurisdiction, included but not limited to scheduling, and attending all necessary hearings, trials, arraignments, and post-conviction hearing as required, coordinating officer and witness appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, and provide training sessions for Police and other City staff as needed.

Provide timely pursuit of disposition of criminal case in advance of actual Court cases to avoid unnecessary officer Court time.

Process and prosecute forfeiture cases on behalf of the Police Department.

The Criminal Prosecution Attorney is required to be knowledgeable in a variety of legal areas, including but not limited to:

- \* Criminal Prosecution
- \* Trial Activity
- \* General Municipal Laws
- \* City Code Issues related to criminal prosecution
- \* General State and Federal Laws relating to prosecution matters
- \* General Government Data Practices related to rules of discovery and criminal prosecution

The Criminal Prosecution services that are required by the City and covered by a fixed retainer fee include, but are not limited to, the following areas:

1. Meetings and/or telephone conversations with and advising City Administrator and Police Chief, police officers and other authorized staff on general criminal legal matters.
2. Research and submission of legal opinions on criminal legal matters requested by the City Administrator, Police Chief or other authorized staff, availability to answer staff questions by telephone.
3. Legal consultation and general support for City Administrator and Police Chief and other authorized staff on general criminal legal matters.
4. Provide a high level of customer service by responding in a prompt matter.
5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offense committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, and City Code violations that are prosecuted criminally.
6. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
7. Prepare criminal complaints where facts warrant.
8. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
9. Prepare appropriate pre-trial notices as required.
10. Seek such additional investigation as required.
11. Negotiate and enter plea bargains where deemed advisable.
12. Represent the City at all pre-trial motions.
13. Perform all legal research and prepare briefs when required.

14. Try all jury and court cases as necessitated.
15. Review ordinances for criminal prosecution as requested.
16. Render written opinions to law enforcement on criminal prosecution matters where requested, including interpretation of statutes, ordinances, rules and regulations.
17. Ensure proper notifications and preparation of police officers and staff for trial.
18. Assist in resolving criminal prosecution matters not resulting in litigation.
19. Assist the City and law enforcement in efficient disposition of DUI-related forfeitures arising from cases handled by the Criminal Prosecution Attorney.
20. Examine, evaluate and provide representation for all appeals to the Appellate Courts.

As part of the firm’s comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages police officers and staff to contact any of our prosecuting attorneys. If a phone call evolves into a project or work item, that item shall be covered by the flat fee retainer agreement. The firm has found its law enforcement clients welcome this approach, as it provides for unfettered legal advice without imposing financial pressure on the given department.

2.4 Compensation for Criminal Prosecution Services. For Criminal Prosecution Services for the years 2023 - 2027, the City agrees to compensate the Criminal Prosecution Attorney as follows:

	2023	2024	2025	2026	2027
Retainer Fee*	\$75,028	\$77, 278	\$79,596	\$81,983	\$84,442
Hourly Attorney *	\$250	\$250	\$250	\$250	\$250

\* Retainer Fee: Annual Amount to be paid in 12 equal installments.

\* Hourly Attorney: The hourly rates for all attorneys will be the same and shall only apply to matters not related to or covered by this agreement. Such fees will be specifically agreed to by the City prior to any undertaking of legal services by the Criminal Prosecution Attorney.

2.5 Compensation for Expenses. The City will compensate the Criminal Prosecution Attorney for the following actual and necessary expenses incurred by the Criminal Prosecution Attorney on behalf of the City:

The Criminal Prosecution Attorney passes through the following charges to the City at cost:

- \* Process Server Fees
- \* Court Filing Fees
- \* Document Recording and Closing Fees
- \* Court Reporter Transcription Fees

- 2.6 Billing Statements. Billings by the Criminal Prosecution Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the services performed and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total fees, charges and disbursements.
- 2.7 Term of Agreement. The term of this Agreement shall be for five years. The rates specified in this Agreement will remain in effect for the term of this Agreement.
- 2.8 Chief Prosecutor. It is the intention of the parties and it is hereby agreed by the Criminal Prosecution Attorney, the term "Chief Prosecutor" as used herein means and refers to Joseph Van Thomme, who will supervise and be responsible to the City for the criminal prosecution services provided.
- 2.9 Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire Agreement between the City and the Criminal Prosecution Attorney, and supersedes any other written or oral agreements between the City and the Criminal Prosecution Attorney. This Agreement can only be modified in writing signed by the City and the Criminal Prosecution Attorney.
- 2.10 Termination. This Agreement may be terminated by the City at any time or by the Criminal Prosecution Attorney upon 60 days written notice.
- 2.11 Conflict of Interest. The Criminal Prosecution Attorney shall use best efforts to meet all professional obligations to avoid conflict of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Criminal Prosecution Attorney shall arrange for suitable alternative legal representation. It is the intent of the Criminal Prosecution Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.
- 2.12 Agreement Not Assignable. Except as provided in Paragraph 2.11 of this Agreement relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.
- 2.13 Agreement Not Exclusive. The City retains the right to hire other legal representatives for specific legal matters.
- 2.14 Independent Contractor Status. All services provided by the Criminal Prosecution Attorney pursuant to this Agreement shall be provided by the Criminal Prosecution Attorney as an independent contractor and not as an employee of the City for the purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
- 2.15 Work Product. All records, information, materials and other work product prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City.
- 2.16 Insurance and Indemnification. Criminal Prosecution Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement. The value of

the policy shall not be less than the cap of municipal tort liability as established by Minnesota Statutes. Criminal Prosecution Attorney further agrees to defend, indemnify, and hold harmless the City, its agents and employees against all causes of actions against the City or any of its agents or employees that arise from or as a result of the Criminal Prosecution Attorney's negligent actions or advice under the terms of this Agreement.

- 2.17 Data Practices Act Compliance. Data provided to the Criminal Prosecution Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- 2.18 Choices of Law and Venue. This Agreement shall be governed by the construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the State or Federal Courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their proper officers and representatives as the day and year first above written.

CITY OF RAMSEY

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

\_\_\_\_\_  
City Administrator

Dated: \_\_\_\_\_

\_\_\_\_\_  
Joseph Van Thomme  
Criminal Prosecuting Attorney

## **AGREEMENT FOR CRIMINAL PROSECUTION SERVICES**

This Agreement, entered into between the CITY OF RAMSEY, a Minnesota municipal corporation (City) and the law firm of ECKBERG LAMMERS P.C., (Criminal Prosecution Attorney) as of January 1, 2022, provides as follows:

### **ARTICLE I:** **BACKGROUND: FINDINGS**

- 1.1 Authority. The appointment and removal of the Criminal Prosecution Attorney are made by the City Council.
- 1.2 Council Determination. At a duly called regular meeting of the City Council held on January 11, 2022, the City Council determined that the law firm of Eckberg Lammers, P.C. be engaged as Criminal Prosecution Attorney, with Joseph Van Thomme of that firm serving as chief prosecutor for the City. This agreement between the firm and the City sets forth the terms and conditions of the engagement.

### **ARTICLE II:** **TERMS AND CONDITIONS**

- 2.1 Consideration. In consideration of the mutual promises and conditions contained in this Agreement the City and the Criminal Prosecution Attorney agree to the terms and conditions set forth herein.
- 2.2 Criminal Prosecution Attorney Appointment. The City appoints the firm of Eckberg, Lammers P.C. as Criminal Prosecution Attorney, with Joseph Van Thomme acting as primary chief prosecutor for the City.
- 2.3 Usual and Customary Criminal Prosecution Services. The Criminal Prosecution Attorney agrees to perform all usual and customary criminal prosecution services for the City in accordance with the terms of this Agreement, including, but not limited to the following primary responsibilities for the criminal prosecution services:

#### General Responsibilities:

Represent and prosecute all criminal law matters within the City's jurisdiction, included but not limited to scheduling, and attending all necessary hearings, trials, arraignments, and post-conviction hearing as required, coordinating officer and witness appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, and provide training sessions for Police and other City staff as needed.

Provide timely pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.

Process and prosecute forfeiture cases on behalf of Police Department.

The criminal prosecution attorney is required to be knowledgeable in a variety of legal areas, including but not limited to:

- Criminal Prosecution
- Trial activity
- General municipal laws
- City Code issues
- General state and federal laws relating to prosecution matters
- General Government Data Practices
- Crime-Free Multi-Housing Program and enforcement Specific Responsibilities:

The criminal prosecution services that are required by the City and covered by a fixed retainer fee include, but are not limited to, the following areas:

1. Meetings and/or telephone conversations with and advising City Administrator and Police Chief, police officers and other authorized staff on general criminal legal matters.
2. Research and submission of legal opinions on criminal legal matters requested by City Administrator, Police Chief or other authorized staff; availability to answer staff questions by telephone.
3. Legal consultation and general support for City Administrator and Police Chief and other authorized staff on general criminal legal matters.
4. Provide a high level of customer service by responding in a prompt manner.
5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, theft, City Code violations and crime-free multi-housing enforcement.
6. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
7. Prepare criminal complaints where facts warrant.
8. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
9. Prepare appropriate pre-trial notices as required.
10. Seek such additional investigation as required.
11. Negotiate and enter plea bargains where deemed advisable.
12. Represent the City at all pre-trial motions.

13. Perform all legal research and prepare briefs when required.
14. Try all jury and court cases as necessitated.
15. Review ordinances as requested.
16. Render written opinions on criminal prosecution matters when requested, including interpretation of statutes, ordinances, rules and regulations.
17. Ensure proper notification and preparation of police officers and staff for trial.
18. Assist in resolving criminal prosecution matters not resulting in litigation.
19. Assist the City and law enforcement in efficient disposition of DWI-related forfeitures arising from cases handled by the criminal prosecution-attorney.
20. Examine, evaluate and provide representation for all appeals to Appellate Courts.

As part of the firm's comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages police officers and staff to contact any of our prosecuting attorneys. If a phone call evolves into a project or work item, that item shall be covered by the flat fee retainer agreement. The firm has found this approach is welcomed by its law enforcement clients, as it provides for unfettered legal advice without imposing financial pressure on the given department.

- 2.4 Compensation for Criminal Prosecution Services. For criminal prosecution services in the year 2022, the City agrees to compensate the Criminal Prosecution Attorney as follows:

	2022
Retainer Fee (annual amount)	\$72,843
Hourly Attorneys*	\$250

\*The hourly rates for all attorneys will be the same and shall only apply to matters not related to or covered by this agreement. Such fees will be specifically agreed to by the City prior to any undertaking of legal services by the criminal prosecution attorney.

- 2.5 Compensation for Expenses. The City will compensate the Criminal Prosecution Attorney for the following actual and necessary expenses incurred by the Criminal Prosecution Attorney on behalf of the City:

The following charges are passed through by the criminal prosecuting attorney to the City at cost:

- Process Server Fees
- Court Filing Fees
- Document Recording & Closing Fees
- Court Reporter Transcription Fees


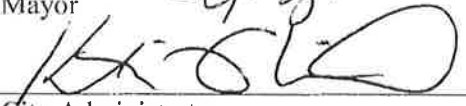

- 2.6 Billing Statements. Billings by the Criminal Prosecution Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the services performed and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total fees, charges and disbursements.
- 2.7 Term of Agreement. The term of this Agreement shall be for four years. The rates specified in this Agreement will remain in effect for the term of this Agreement.

For legal services in the year 2023 and beyond, the City reserves the right to extend this Agreement and to compensate the Criminal Prosecution Attorney as determined and negotiated by the City.

- 2.8 Chief Prosecutor. It is the intention of the parties and it is hereby agreed by the Criminal Prosecution Attorney, that the term "chief prosecutor" as used herein means and refers to Joseph Van Thomme who will supervise and be responsible to the City for the criminal prosecution services to be provided.
- 2.9 Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Criminal Prosecution Attorney, and supersedes any other written or oral agreements between the City and the Criminal Prosecution Attorney. This Agreement can only be modified in writing signed by the City and the Criminal Prosecution Attorney.
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- 2.18 Choices of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

Dated: <u>1-25-22</u>	CITY OF RAMSEY  _____ Mayor
Dated: <u>1-7-22</u>	 _____ City Administrator
Dated: <u>1/27/22</u>	ECKBERG LAMMERS, P.C.  _____ Thomas J. Weidner, <u>JOE VAN THOMME</u> Criminal Prosecution Supervisor

## **AGREEMENT FOR CRIMINAL PROSECUTION SERVICES**

This Agreement, entered into between the CITY OF RAMSEY, a Minnesota municipal corporation (City) and the law firm of ECKBERG LAMMERS P.C., (Criminal Prosecution Attorney) as of January 1, 2018, provides as follows:

### **ARTICLE I:** **BACKGROUND: FINDINGS**

- 1.1 Authority. The appointment and removal of the Criminal Prosecution Attorney are made by the City Council.
- 1.2 Council Determination. At a duly called regular meeting of the City Council held on December 12, 2017, the City Council determined that the law firm of Eckberg Lammers, P.C. be engaged as Criminal Prosecution Attorney, with Joseph Van Thomme of that firm serving as chief prosecutor for the City. This agreement between the firm and the City sets forth the terms and conditions of the engagement.

### **ARTICLE II:** **TERMS AND CONDITIONS**

- 2.1 Consideration. In consideration of the mutual promises and conditions contained in this Agreement the City and the Criminal Prosecution Attorney agree to the terms and conditions set forth herein.
- 2.2 Criminal Prosecution Attorney Appointment. The City appoints the firm of Eckberg, Lammers P.C. as Criminal Prosecution Attorney, with Joseph Van Thomme acting as primary chief prosecutor for the City.
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#### **General Responsibilities:**

Represent and prosecute all criminal law matters within the City's jurisdiction, included but not limited to scheduling, and attending all necessary hearings, trials, arraignments, and post-conviction hearing as required, coordinating officer and witness appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, and provide training sessions for Police and other City staff as needed.

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- Criminal Prosecution
- Trial activity
- General municipal laws
- City Code issues
- General state and federal laws relating to prosecution matters
- General Government Data Practices
- Crime-Free Multi-Housing Program and enforcement Specific Responsibilities:

The criminal prosecution services that are required by the City and covered by a fixed retainer fee include, but are not limited to, the following areas:

1. Meetings and/or telephone conversations with and advising City Administrator and Police Chief, police officers and other authorized staff on general criminal legal matters.
2. Research and submission of legal opinions on criminal legal matters requested by City Administrator, Police Chief or other authorized staff; availability to answer staff questions by telephone.
3. Legal consultation and general support for City Administrator and Police Chief and other authorized staff on general criminal legal matters.
4. Provide a high level of customer service by responding in a prompt manner.
5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, theft, City Code violations and crime-free multi-housing enforcement.
6. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
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10. Seek such additional investigation as required.
11. Negotiate and enter plea bargains where deemed advisable.

12. Represent the City at all pre-trial motions.
13. Perform all legal research and prepare briefs when required.
14. Try all jury and court cases as necessitated.
15. Review ordinances as requested.
16. Render written opinions on criminal prosecution matters when requested, including interpretation of statutes, ordinances, rules and regulations.
17. Ensure proper notification and preparation of police officers and staff for trial.
18. Assist in resolving criminal prosecution matters not resulting in litigation.
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As part of the firm's comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages police officers and staff to contact any of our prosecuting attorneys. If a phone call evolves into a project or work item, that item shall be covered by the flat fee retainer agreement. The firm has found this approach is welcomed by its law enforcement clients, as it provides for unfettered legal advice without imposing financial pressure on the given department.

- 2.4 Compensation for Criminal Prosecution Services. For criminal prosecution services in the year 2018, the City agrees to compensate the Criminal Prosecution Attorney as follows:

	2018	2019	2020	2021
Retainer Fee (annual amount, to be paid in 12 equal monthly installments)	\$68,000	\$70,380	\$72,843	\$72,843
Hourly Attorneys*	\$250	\$250	\$250	\$250

\*The hourly rates for all attorneys will be the same and shall only apply to matters not related to or covered by this agreement. Such fees will be specifically agreed to by the City prior to any undertaking of legal services by the criminal prosecution attorney.

- 2.5 Compensation for Expenses. The City will compensate the Criminal Prosecution Attorney for the following actual and necessary expenses incurred by the Criminal Prosecution Attorney on behalf of the City:

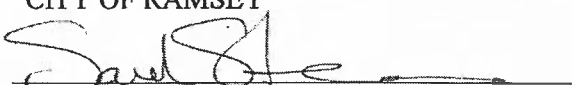

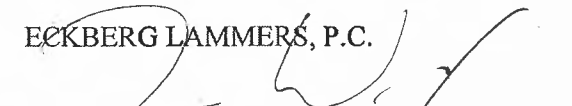
The following charges are passed through by the criminal prosecuting attorney to the City at cost:

- Process Server Fees
- Court Filing Fees
- Document Recording & Closing Fees
- Court Reporter Transcription Fees

- 2.6 **Billing Statements.** Billings by the Criminal Prosecution Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the services performed and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total fees, charges and disbursements.
- 2.7 **Term of Agreement.** The term of this Agreement shall be for four years. The rates specified in this Agreement will remain in effect for the term of this Agreement.
- For legal services in the year 2022 and beyond, the City reserves the right to extend this Agreement and to compensate the Criminal Prosecution Attorney as determined and negotiated by the City.
- 2.8 **Chief Prosecutor.** It is the intention of the parties and it is hereby agreed by the Criminal Prosecution Attorney, that the term "chief prosecutor" as used herein means and refers to Joseph Van Thomme who will supervise and be responsible to the City for the criminal prosecution services to be provided.
- 2.9 **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Criminal Prosecution Attorney, and supersedes any other written or oral agreements between the City and the Criminal Prosecution Attorney. This Agreement can only be modified in writing signed by the City and the Criminal Prosecution Attorney.
- 2.10 **Termination.** This Agreement may be terminated by the City at any time or by the Criminal Prosecution Attorney upon 60 days written notice.
- 2.11 **Conflict of Interest.** The Criminal Prosecution Attorney shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Criminal Prosecution Attorney shall arrange for suitable alternative legal representation. It is the intent of the Criminal Prosecution Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.
- 2.12 **Agreement Not Assignable.** Except as provided in Paragraph 2.11 of this Agreement relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.
- 2.13 **Agreement Not Exclusive.** The City retains the right to hire other legal representation for specific legal matters.
- 2.14 **Independent Contractor Status.** All services provided by the Criminal Prosecution Attorney pursuant to this Agreement shall be provided by the Criminal Prosecution Attorney as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

- 2.15 Work Product. All records, information, materials and other work product prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City.
- 2.16 Insurance and Indemnification. Criminal Prosecution Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement. The value of the policy shall not be less than the cap for municipal tort liability as established by Minnesota Statutes. Criminal Prosecution Attorney further agrees to defend, indemnify, and hold harmless the City, its agents and employees against all causes of actions against the City or any of its agents or employees that arise from or as a result of the Criminal Prosecution Attorney's negligent actions or advice under the terms of this Agreement.
- 2.17 Data Practices Act Compliance. Data provided to the Criminal Prosecution Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.
- 2.18 Choices of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their proper officers and representatives as of the day and year first above written.

Dated: <u>12/22/2017</u>	CITY OF RAMSEY  _____ Mayor
Dated: <u>12/12/17</u>	 _____ City Administrator
Dated: <u>12-28-17</u>	ECKBERG LAMMERS, P.C.  _____ Thomas J. Weidner, Criminal Prosecution Supervisor

**CC Regular Session**

**5. 10.**

**Meeting Date:** 12/13/2022

**Submitted For:** Sean Sullivan, Community Development

**By:** Wendy Schlueter, Community Development

**Information**

**Title**

Approve Business Licenses (includes 2023 Business License Renewals)

**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 Renewals

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Sean Sullivan	Sean Sullivan	12/08/2022 08:58 AM
Brian Hagen	Brian Hagen	12/08/2022 12:21 PM
Form Started By: Wendy Schlueter		Started On: 11/02/2022 03:32 PM
Final Approval Date: 12/08/2022		

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

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Garbage Haulers</b>						
LePage & Sons Inc.	Clint LePage			12/31/2023	12/13/2022	A
Curbside Waste Inc	Chad Lewis Master			12/31/2023	12/13/2022	A
Waste Management of Minnesota, Inc.	Robert Swanson			12/31/2023	12/13/2022	A
Aspen Waste Systems, Inc.	David Pfuhl			12/31/2023	12/13/2022	A
Walters Recycling & Refuse, Inc.	Andrew Tortora			12/31/2023	12/13/2022	A
Republic Services Co	Mike Heidemann			12/31/2023	12/13/2022	A
Ace Solid Waste Inc	ACE Solid Waste	6601 McKinley St NW	Ace Solid Waste Inc	12/31/2023	12/13/2022	A
<b>Garbage Haulers License Count: 7</b>						
<b>Pawnbroker</b>						
Ramsey Pawn, LLC	Michael Whitelaw	6650 Highway 10 NW	Twin City Pawn	12/31/2023	12/13/2022	A
<b>Pawnbroker License Count: 1</b>						
<b>Therapeutic Massage Establishment</b>						
The Massage Lady	Catherine Ann Porter	15042 Limonite St NW		12/31/2023	12/13/2022	A
Pure Reflexology and Massage	Roy, Nicole Alicia	7850 Riverdale Dr NW #36		12/31/2023	12/13/2022	A
Balance Through Bodywork, LLC	Michele Reid	15469 Iodine St NW	Balance Through Bc	12/31/2023	12/13/2022	A
Gigi's Salon & Spa, Inc	Ginger Ann Edin	7850 Sunwood Dr NW	GiGi's Salon and Sp	12/31/2023	12/13/2022	A
<b>Therapeutic Massage Establishment License Count: 4</b>						
<b>Therapeutic Massage Therapist</b>						
Pure Reflexology and Massage	Roy, Nicole Alicia	7850 Riverdale Dr NW #36		12/31/2023	12/13/2022	A
Nykanen, Anikka	Anikka Jean Nykanen	14245 St Francis Blvd NW #104		12/31/2023	12/13/2022	A
Reid, Michele	Michele A Reid	15469 Iodine St NW	Balance Through Bc	12/31/2023	12/13/2022	A
Thomas, Tayisa	Tayisa Marie Thomas	7850 Sunwood Dr NW	GiGI's Salon and Sp	12/31/2023	12/13/2022	A
Magistad, Tianna	Tianna Maria Magistad	7850 Sunwood Dr NW	Gigis salon and spa	12/31/2023	12/13/2022	A
Apel, Jeffrey	Jeffrey Jordan Apel	7876 Sunwood Dr NW 200	Physical therapy cor	12/31/2023	12/13/2022	A
Porter, Catherine	Catherine Ann Porter	15042 Limonite St NW	The Massage Lady	12/31/2023	12/13/2022	A
<b>Therapeutic Massage Therapist License Count: 7</b>						
<b>Tobacco</b>						
Bahamn, Inc	Kipper Douglas Wilson	6111 Highway 10 NW 500		12/31/2023	12/13/2022	A

## City of Ramsey License Report - License Types

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Tobacco</b>						
Ramsey Tobacco LLC	Rafil Salman Jassim	6415 Highway 10 NW 108		12/31/2023	12/13/2022	A
Ramsey Market, Inc.	Ramsey Market	14911 Ramsey Blvd NW		12/31/2023	12/13/2022	A
Yayin Gadol, LLC	Top Ten Liquors	14107 St Francis Blvd NW		12/31/2023	12/13/2022	A
Rademacher Companies, Inc.	Bill's Superette	15299 St Francis Blvd NW	Bill's Superette	12/31/2023	12/13/2022	A
Casey's Retail Company	Casey's General Store #3460	7222 Sunwood Dr NW	Casey's General Sto	12/31/2023	12/13/2022	A
Casey's Retail Company	Casey's General Store #1988	14131 Sunfish Lake Blvd NW	Casey's General Sto	12/31/2023	12/13/2022	A
Cloud X Vapes Ramsey LLC	Courtney Lynn James	13939 St Francis Blvd NW 200	Cloud X Vapes	12/31/2023	12/13/2022	A
Coborn's, Inc.		7900 Sunwood Dr NW	Coborns #2033	12/31/2023	12/13/2022	A
Coborn's, Inc - Liquor	David Meyer	7880 Sunwood Dr NW	Coborns Liquor #60	12/31/2023	12/13/2022	A
Liquor Lady, Inc	Jilleen Mary Keil	5900 167th Ave NW	Fairway Liquor	12/31/2023	12/13/2022	A
Cherokee Liquors Inc	Grant Radamacher	5427 Alpine Dr NW	G-Will Liquors	12/31/2023	12/13/2022	A
Holiday Stationstores, LLC #323	Holiday Stationstores	14350 Xkimo St NW	Holiday Stationstore	12/31/2023	12/13/2022	A
Holiday Stationstores, LLC #395	Holiday Stationstores	14075 Ramsey Blvd NW	Holiday Stationstore	12/31/2023	12/13/2022	A
Ohm Premier Vaping LLC	Sallyann Marie Phelps	7876 Sunwood Dr NW 100B	Northstar Marketpla	12/31/2023	12/13/2022	A
Ramsey #1 Smoke Shop, Inc.	Ramsey Smoke Shop	14050 St Francis Blvd NW E	Ramsey Towne Squa	12/31/2023	12/13/2022	A
Northern Tier Retail, LLC (7-Eleven)	Speedway #4508	14000 St Francis Blvd NW	Speedway	12/31/2023	12/13/2022	A
Links At Northfork GC, LLC	The Links at Northfork	9333 Alpine Dr NW	The Links at Northf	12/31/2023	12/13/2022	A

**Tobacco License Count: 18**

**Total Licenses: 37**

Meeting Date: 12/13/2022

By: Mark Riverblood, Engineering/Public Works

**Information**

**Title**

Approve 2023 Rental Fees for Park Facilities

**Purpose/Background:**

At the November 22nd Council work session, there was a discussion on the proposed room reservation rates for park facilities as well as for the Municipal Center. There appeared to unanimous support for the proposed park rental rates for 2023, along with the new 'Special Event Facility and Maintenance Fee' applicable for special events within parks. There was however, no consensus on the Municipal Center rental rates—understanding that staff would return to a subsequent work session on this topic together with clarifying some of the language and intent within the Facility Use and Rental Policy document.

The Park Facility Rates [only] are on the consent agenda for approval at this time, as park facilities are available to be rented always in a rolling 4 months in advance (meaning normally residents would be able to reserve park buildings now, for the Spring of 2023). Presently there is a hold on any new rental bookings in 2023, and residents will be in the position of being 'turned away' as they may be desiring to reserve rooms and facilities in parks.

**Observations/Alternatives:**

Approval of the proposed park rental rates for 2023, along with the new Special Event Facility and Maintenance Fee will allow staff to 'open' the various park facilities for rentals as soon as December 14th for the coming year. Council can change the room rental rates for parks at any time, including at such time that the Municipal Center room rates are considered for approval.

**Funding Source:**

No funding is required, rather, approving the park rental rates at this time may provide a small revenue increase over delaying the approval of rates at a later date.

**Recommendation:**

Staff recommends approval of the proposed park rental rates for 2023, along with the new Special Event Facility and Maintenance Fee as indicted in the attachment.

**Action:**

Motion to approve the 2023 park rental rates and the Special Event Facility and Maintenance Fee as specified.

**Attachments**

2023 rental rates for parks

**Form Review**

Inbox	Reviewed By	Date
Colleen Lasher	Colleen Lasher	12/07/2022 11:18 AM
Brian Hagen	Brian Hagen	12/07/2022 06:35 PM

Form Started By: Mark Riverblood  
Final Approval Date: 12/07/2022

Started On: 11/28/2022 12:54 PM

**PROPOSED 2023 RAMSEY PARK FACILITIES  
RENTAL RATES (dollars)**

	Youth Organization/ 501c3 Groups Operating within City	Business Network Flat rate	Homeowner Association Flat rate	General Public	
				Resident	Non- Resident
<b>CENTRAL PARK FEES</b>					
Park Center Building - capacity 74	<del>5 hr</del> — <b>10 hr</b>	20	95	<del>25 hr</del> <b>30 hr</b>	<del>35 hr</del> <b>50 hr</b>
Lions Pavilion	5 hr	20	35	<del>10 hr</del> <b>15 hr</b>	<del>15 hr</del> <b>25 hr</b>
Lions Pavilion with Concessions	<del>5 hr</del> <b>10 hr</b>	20	55	<del>25 hr</del> <b>30 hr</b>	<del>35 hr</del> <b>50 hr</b>
Warming House	5 hr.	20	85	<del>21 hr</del> <b>25 hr</b>	<del>24 hr</del> <b>35 hr</b>
<b>ELMCREST COMMUNITY PARK BUILDING FEES</b>					
Meeting Room – capacity 52	<del>5 hr</del> <b>10 hr.</b>	20	75	<del>25 hr</del> <b>30 hr</b>	<del>30 hr</del> <b>45 hr</b>
Pavilion – capacity 100	5 hr	20	55	<del>20 hr</del> <b>25 hr</b>	<del>25 hr</del> <b>40 hr</b>
Building (Mtg Rm/Concessions/Pav.)	<del>15 hr</del> <b>20 hr.</b>	20	55	<del>35 hr</del> <b>40 hr</b>	<del>45 hr</del> <b>60 hr</b>
<b>THE DRAW PARK FEES hr</b>					
Amphitheater (3 hr. minimum rental)	10 per 3hr.	20 per 3hr	50 per 3hr	50 per 3hr	75 per 3hr
<b>RAMSEY ELEMENTARY WARMING HOUSE FEE</b>					
Ramsey Elementary Warming House	10	20	85	20 hr.	25 hr.
<b>ADDITIONAL FEES</b>					
Facility Use Deposit	100	100	100	100	100
Special Events Permit for all groups	50	50	50	50	50
+Special Event Facility& Maintenance Fee (less than 100 people)	50	50	50	50	50
+Special Event Facility & Maintenance Fee (100 people or more)	100	100	100	100	100
Special Events Permit – For Profit	240	240	240	240	240
Picnic Table Moving (per table)	65	65	65	65	65

Meeting Date: 12/13/2022

By: Craig Swalchick, Community Development

**Information**

**Title**

Approve Abatement Agreement for 5431 164th Ln NW (PID13-32-25-22-0004)

**Purpose/Background:**

The property has been subject to numerous complaints regarding code violations on the property. During the summer, the City conducted a forced abatement on the property where the cost exceeded \$9,000.00 and did not resolve the existing code violations. Since then, staff has provided dumpsters for the homeowner who has worked to fill them. However, he is currently no longer physically able to do so. In an effort to help our residents, staff worked to change the code to allow for abatement agreements in an effort to help homeowners clean up their properties voluntarily.

Due to the waiting period of thirty (30) days from adoption of our new abatement ordinance, we would like to request approval of the abatement agreement for this property owner to be effective January 1st, 2023.

This abatement agreement will authorize staff to obtain dumpsters and labor as the home owner requests to abate all of the code violations and to bring the property into compliance.

**Notification:**

Notification is not required.

**Funding Source:**

All costs will be assessed to property taxes.

**Recommendation:**

Staff recommends approval of Abatement Agreement for 5431 164th Ln NW.

**Action:**

Motion to approve Abatement Agreement for property located at 5431 164th Ln NW. PID 13-32-25-22-0004

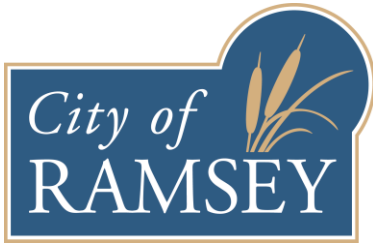
**Attachments**

5431 Agreement

Aerial

**Form Review**

Inbox	Reviewed By	Date
Brian McCann	Brian McCann	12/06/2022 01:33 PM
Brian Hagen	Brian Hagen	12/07/2022 06:54 PM
Form Started By: Craig Swalchick		Started On: 12/06/2022 12:30 PM
Final Approval Date: 12/07/2022		



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

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**AGREEMENT AND WAIVER OF OBJECTIONS TO ASSESSMENT FOR REMEDIAL MEASURES**

This Agreement between the City of Ramsey (hereinafter referred to as “the City”) and, **Cynthia Krebs**, the Owner (hereinafter referred to as “the Owner” of property located at: **5431 164<sup>th</sup> Ln. NW.** (Property ID#) **13-32-25-22-0004** (hereinafter referred to as “the Property”), in the City of Ramsey, Minnesota.

The City has identified certain conditions on the Property that qualify as abatable nuisances under the Ramsey City Code, to-wit the following:

- Large Accumulations of junk, junk trailers, metal, wood and other debris as indicated by included aerial image on page #2.

The Owner agrees that the aforesaid conditions do exist on the property.

The City and Owner agree that the aforesaid conditions are, in fact, legally abatable conditions and that the City could abate them and, after allowing the Owner a hearing thereon, add the costs of abatement to the taxes owed on the Property by the Owner.

The Owner wants the City to abate the aforesaid conditions and waives any and all rights to a hearing or any other challenge thereto as the Owner might otherwise be entitled. The Owner expressly agrees to allow the City to assess the costs of the aforesaid abatement to the taxes otherwise due and owing on the Property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

For the City of Ramsey, Minnesota

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Owner



HERE

10 ft

Vertical

< Wed Apr 27 2022 >



Meeting Date: 12/13/2022

By: Craig Swalchick, Community Development

**Information**

**Title**

Approve Abatement Agreement for property located at 14501 Sunfish Lake Blvd NW (PID 26-32-25-23-0029)

**Purpose/Background:**

The property owner was notified of the extensive code violations on his property and does not have the immediate financial ability to obtain dumpsters to aid in the removal of the existing code violations. The property owner has requested assistance in obtaining dumpsters that he can self load to remove those violations.

Due to the waiting period of thirty (30) days from the adoption of our new abatement ordinance, we would like to request approval of the abatement agreement for this property owner to be effective January 1st, 2023.

This abatement agreement will authorize staff to obtain dumpsters and labor as the property owner requests to abate all of the code violations and bring the property into compliance.

**Notification:**

Notification is not required.

**Funding Source:**

Costs will be assessed to taxes of property owner.

**Recommendation:**

Recommend approval of Abatement Agreement for 14501 Sunfish Lake Blvd NW, known by PID as 26-32-25-23-0029

**Action:**

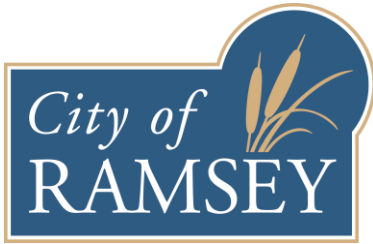
Motion to approve Abatement Agreement for 14501 Sunfish Lake Blvd. NW, known by PID as 26-32-25-23-0029

**Attachments**

Abatement Agreement  
Property Aerial

**Form Review**

Inbox	Reviewed By	Date
Brian McCann	Brian McCann	12/06/2022 01:33 PM
Brian Hagen	Brian Hagen	12/07/2022 06:55 PM
Form Started By: Craig Swalchick		Started On: 12/06/2022 01:14 PM
Final Approval Date: 12/07/2022		



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[www.cityoframsey.com](http://www.cityoframsey.com)

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**AGREEMENT AND WAIVER OF OBJECTIONS TO ASSESSMENT FOR REMEDIAL MEASURES**

This Agreement between the City of Ramsey (hereinafter referred to as “the City”) and, **Benjamin J Deemer**, the Owner (hereinafter referred to as “the Owner” of property located at: **14501 Sunfish Lake Blvd NW** (Property ID#) **26-32-25-23-0029** (hereinafter referred to as “the Property), in the City of Ramsey, Minnesota.

The City has identified certain conditions on the Property that qualify as abatable nuisances under the Ramsey City Code, to-wit the following:

- Large Accumulations of junk, junk boats, metal, wood and other debris as indicated by included aerial image on page #2.

The Owner agrees that the aforesaid conditions do exist on the property.

The City and Owner agree that the aforesaid conditions are, in fact, legally abatable conditions and that the City could abate them and, after allowing the Owner a hearing thereon, add the costs of abatement to the taxes owed on the Property by the Owner.

The Owner wants the City to abate the aforesaid conditions and waives any and all rights to a hearing or any other challenge thereto as the Owner might otherwise be entitled. The Owner expressly agrees to allow the City to assess the costs of the aforesaid abatement to the taxes otherwise due and owing on the Property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

For the City of Ramsey, Minnesota

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Owner



Vertical

< Wed Apr 27 2022 >



Meeting Date: 12/13/2022

By: Colleen Lasher, Administrative Services

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### Information

#### Title

Authorization to Approve Position Reclassifications

#### Purpose/Background:

The purpose of this case is for the City Council to consider reclassifying two city positions; a Police Records Technician and an Engineering Technician II.

Both reclassifications were included as part of the budgeting discussions and are accounted for in the 2023 budget. The reclassifications listed below reflect the City's desire to accurately compensate employees for the work performed and serves to retain high-performing employees.

The following positions have changed to include additional, more complex duties. Therefore, staff recommends the following reclassifications, effective January 1, 2023:

- 1) Reclassify a current Police Records Technician to Police Records Technician/Data Analyst; and
- 2) Reclassify the current Engineering Technician II to Engineering Technician III

**Police Records Technician/Data Analyst Specialist:** The employee in this position has obtained additional training in data analysis and statistics. The Police Records Technician/Data Analyst Specialist performs complex technical and statistical support, provides data to administrative personnel, handles internal and external data requests, as well as produces information that can assist with the reduction of crime in our community. This position is responsible for tracking all crime statistics, such as the number of calls for service, arrests, citations and shifts worked; as well as statistical multi-year trends to assist police administration in achieving their goal of providing high quality, pro-active policing.

**Engineering Technician III:** From Spring through Fall, the Engineering Technician II position inspects construction in the field. In the Winter, this position reviews private development plans and building permits and assists with the preparation of plans and specifications for City improvement projects. The current Engineering Technician II holds a bachelor of Civil Engineering degree and has accumulated the required work experience to take the Minnesota Professional Engineer's (PE) examination. Upon successfully passing the Minnesota PE exam, this employee will be eligible to be reclassified to Civil Engineer II. Until then, this employee is proposed to be reclassified to Engineering Technician III to begin working in the office full-time to assist with the design and preparation of plans and specifications for City improvement projects, which includes pavement management program (PMP) projects, and to assist with the preparation of feasibility studies, requests for proposals, cost estimates, and other engineering related documents required to bid and construct City improvement projects.

The pros and cons of the above actions are tied to the Strategic Plan. The key reason to reclassify these positions is to more accurately recognize the job functions that these employees are currently performing and to proactively work to retain the City's talent--reducing the risk of turnover costs and loss of institutional knowledge.

The Police Records Technician does not require back filling. However, the Engineering Technician II position is included in the 2023 budget and will need to be filled.

#### Funding Source:

The 2023 funding required for this action has been accounted for in the 2023 budget, as follows:

- 1) Reclassify the Police Records Technician to Police Records Technician / Police Records Technician/Data Analyst Specialist: \$1176
- 2) Reclassify the Engineering Technician II to Engineering Technician III: \$4027

**Recommendation:**

**Action:**

Motion to Approve, contingent on adoption of 2023 Budget & Levy, Position Reclassifications effective as of January 1, 2023, as follows:

- 1) Reclassify the current Police Records Technician, Jamie Hedburg, at step 5 of the new wage scale, which is \$29.30 per hour, and;
- 2) Reclassify the current Engineering Technician II, Logan Czech, at step 5 of the new wage scale, which is \$36.96 per hour.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	12/07/2022 06:51 PM
Form Started By: Colleen Lasher		Started On: 12/06/2022 10:32 AM
Final Approval Date: 12/07/2022		

Meeting Date: 12/13/2022

By: Colleen Lasher, Administrative Services

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**Information**

**Title**

Authorization to Approve Community Service Officer Staffing Changes

**Purpose/Background:**

This matter was discussed earlier this evening during the City Council work session. The following background information was shared: On October 28th, the City received a letter of resignation from one of its part-time Community Service Officers, Mr. Ryan Duran, stating his last day with the City would be November 11, 2022. Since 2015, the City has employed two part-time Community Services Officers (CSOs), both at 25 hours per week. Prior to mid 2015 the City employed one full-time CSO. Staff reviewed the CSO staffing levels and suggested the current CSO position, working 25 hours per week, become full-time. Aside from the vacant part-time CSO position, a new part-time CSO position is included in the 2023 budget.

Essentially, staff proposed to only fill one part-time position, rather than two, and convert the current part-time position to full-time, which would satisfy the CSO staffing needs in the Police Department. If approved, this full-time CSO position will serve to train in the new part-time CSO; relieving command staff of this responsibility.

Community Service Officer, Katie McNally has been working 25 hours per week in the Police Department. She has been in this role since early 2019. She is well suited to continue her CSO work, as well as to train and mentor a new part-time CSO. The pros to this proposal include retaining a seasoned CSO, providing consistency within the Police Department on a full-time basis and having a full-time trainer for the new part-time position. The cons include an overall loss of 10 hours per week (because of the loss of a 25 hours per week position with only adding back 15 of those hours to the full-time role). However, staff feels there is an overall benefit to productivity with a full-time CSO.

**Funding Source:**

The additional funding of \$953.00 will be absorbed within the 2023 Police Department budget.

**Recommendation:**

To eliminate one vacant part-time CSO position, in exchange for making the other part-time CSO position full-time. Note, the 2023 part-time request remains.

**Action:**

Motion to authorize the following actions:

- 1) Eliminate one part-time Community Service Officer position; and
- 2) Effective January 1, 2023, increase Ms. Katie McNally from 25 hours per week to 40 hours per week.

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Jeff Katers

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 12/07/2022

**Reviewed By**

Colleen Lasher

Brian Hagen

**Date**

12/06/2022 10:15 AM

12/07/2022 06:22 PM

Started On: 11/29/2022 09:03 AM

Meeting Date: 12/13/2022

By: Colleen Lasher, Administrative Services

**Information**

**Title**

Authorization to Hire a Part-time Building Inspections Administrative Assistant

**Purpose/Background:**

The purpose of this case is to request authorization to hire a Part-time Building Inspections Administrative Assistant to work in the Community Development Department.

This position has been vacant since Ms. Trudie Falk resigned in September. In order to fill the vacant position, two internal/external recruitments were conducted. Staff conducted the necessary pre-employment background checks and recommends Mr. Chao Xyong for the position.

The primary objectives of this position are to provide a variety of responsible administrative support function for the Community Development Department, specifically the Building Inspections Division. This may include, but is not limited to; providing excellent customer service to residents, contractors, staff and others; routing phone calls; attending city events, scheduling meetings, writing business letters and documents and counter help at all the Community Development windows, which includes Building Inspections, Economic Development and Planning divisions.

**Funding Source:**

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

**Recommendation:**

Staff recommends hiring Mr. Chao Xyong as a Part-time Building Inspections Administrative Assistant, effective on or near December 19, 2022 at \$24.425 per hour, which is step 2 of the 2022 wage scale, with a credit of three vacation days.

**Action:**

Motion to authorize hiring Mr. Chao Xyong as a Part-time Building Inspections Administrative Assistant, effective on or near December 19, 2022 at \$24.425 per hour, which is step 1 of the 2022 wage scale, with a credit of three vacation days.

**Attachments**

*No file(s) attached.*

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	12/07/2022 06:38 PM
Form Started By: Colleen Lasher		Started On: 11/29/2022 05:01 PM
Final Approval Date: 12/07/2022		

Meeting Date: 12/13/2022

By: Colleen Lasher, Administrative Services

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**Information**

**Title**

Authorization to Hire Utilities Maintenance Workers

**Purpose/Background:**

The purpose of this case is to authorize hiring two replacement Utilities Maintenance Workers and one new Utilities Maintenance Worker.

The current vacancies are a result of Mr. Jerry Dube's retirement, Mr. Mario Cavallaro's resignation and the new position that has been discussed as part of the 2023 budget. Staff conducted two internal/external recruitment processes and interviewed several candidates. The City extended contingent job offers, which are pending City Council approval, to the following three candidates:

- 1) Mr Jordan Evans (2022 Replacement)
- 2) Mr. Roger Duax (2022 Replacement) and
- 3) Mr. Cameron Erickson (2023 added position)

If hired, all employees will be subject to a 6-month probationary period, the Personnel Policy and the AFSCME labor agreement.

The primary objective of Utilities Maintenance Workers is to provide general and skilled maintenance of public water and sewer utilities. This includes annual maintenance and troubleshooting of hardware, building and ground maintenance in and around utility structures and equipment and responding to utility emergencies as necessary, as well as snow plowing of public streets, trails and walks. In addition, Utilities Maintenance Worker are required to 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 the two replacement positions is included in the 2023 budget. The funding required for the new position is contingent upon the anticipated approval of the 2023 budget (Enterprise Fund).

**Recommendation:**

To hire Utilities Maintenance Workers, as follows:

- 1) Mr Jordan Evans (2022 Replacement) as a Utilities Maintenance Worker, effective on or near January 3, 2023, at \$27.036, which is step 2 of the 2023 wage scale, and
- 2) Mr. Roger Duax (2022 Replacement) as a Utilities Maintenance Worker, effective on or near January 5, 2023, at \$27.036, which is step 2 of the 2023 wage scale, and
- 3) Mr. Cameron Erickson (2023 added position) as a Utilities Maintenance Worker, effective on or near January 9, 2023, at \$25.749, which is step 1 of the 2023 wage scale.

**Action:**

Motion to do the following:

- 1) Hire Mr Jordan Evans (2022 Replacement) as a Utilities Maintenance Worker, effective on or near January 3, 2023, at \$27.036, which is step 2 of the 2023 wage scale, and
- 2) Hire Mr. Roger Duax (2022 Replacement) as a Utilities Maintenance Worker, effective on or near January 5, 2023, at \$27.036, which is step 2 of the 2023 wage scale, and
- 3) Hire Mr. Cameron Erickson (2023 added position) as a Utilities Maintenance Worker, effective on or near January 9, 2023, at \$25.749, which is step 1 of the 2023 wage scale.

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**Attachments**

*No file(s) attached.*

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	12/07/2022 06:38 PM
Form Started By: Colleen Lasher		Started On: 11/29/2022 04:58 PM
Final Approval Date: 12/07/2022		

**CC Regular Session**

**5. 18.**

**Meeting Date:** 12/13/2022

**By:** Jennifer Morrison, Finance

**Information**

**Title**

Adopt Resolution #22-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2022 through December 7, 2022.

**Purpose/Background:**

Adopt Resolution #22-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2022 through December 7, 2022.

**Recommendation:**

Staff Recommends to Adopt Resolution #22-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2022 through December 7, 2022.

**Action:**

Motion to Adopt Resolution #22-290 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of November 17, 2022 through December 7, 2022.

**Attachments**

Bills List 12/13/2022

Resolution 22-290

**Form Review**

**Inbox**

Diana Lund

Brian Hagen

Form Started By: Jennifer Morrison

Final Approval Date: 12/08/2022

**Reviewed By**

Diana Lund

Brian Hagen

**Date**

12/08/2022 08:14 AM

12/08/2022 08:45 AM

Started On: 12/07/2022 03:18 PM

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>12.13.22</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Prepays 11.17.2022 - 12.7.2022	\$ 270,573.06
Accounts Payable 11.17.2022 - 12.7.2022	216,274.28
Payroll 11.25.2022	247,866.70
Debt Service	
Pay Estimates- Projects	440,188.95

<b>TOTAL SUBMITTED FOR APPROVAL THIS MEETING</b> (Invoices Available for Reviewal)	<b>\$ 1,174,902.99</b>
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**DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:**

	<u>APPROVED PREVIOUS MTG</u>	<u>2022 Y.T.D.</u>
PREPAIDS	\$ 429,551.21	\$ 10,043,730.94
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	331,255.64	7,266,694.66
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	198,514.39	4,797,000.46
CORRECTION TO PAYROLL		
DEBT SERVICE	353,831.25	755,689.31
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS	2,081,761.06	7,571,890.59

<b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b>	<b>\$ 3,394,913.55</b>	<b>\$ 30,435,005.96</b>
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CITY OF RAMSEY  
 Council Check Register by GL  
 Council Check Register and Summary

11/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1004474	11/29/2022	887.04	100298 MN AFSCME COUNCIL 5						Continued.
1004475	12/2/2022		117306 BLOOD, ANDY						
		15.62	EE REIMB EE MILEAGE		116322	12012022	0311.6334		MILEAGE REIMBURSEME
		15.62	EE REIMB EE MILEAGE		116322	12012022	0194.6334		MILEAGE REIMBURSEME
		62.48	EE REIMB EE MILEAGE		116322	12012022	9601.6334		MILEAGE REIMBURSEME
		93.72							
1004476	12/2/2022		116811 PIPENHAGEN, AARON						
		24.48	EE REIMB TRNG LUNCH CHIPOTLE		116323	12012022	0211.6331		TRAVEL & LODGING
		30.00	EE REIMB TRNG LUNCH STEEL&HOPS		116323	12012022	0211.6331		TRAVEL & LODGING
		15.00	EE REIMB TRNG LUNCH JASMINE TH		116323	12012022	0211.6311		APPRAISAL FEES
		69.48							
98112522	11/25/2022		115568 ALERUS FINANCIAL NA						
		6,276.58			116211	11232211111113	9101.2176		LIFE/HEALTH-EMPLOYEE
		6,276.58							
99112122	11/21/2022		100629 MN DEPT OF REV SALES TX						
		26.01	OCTOBER SALES AND USE TAX		116270	10312022	9101.4305		RENTAL FEES
		2.64	OCTOBER SALES AND USE TAX		116270	10312022	9101.4328		ACCIDENT REPORTS
		.20	OCTOBER SALES AND USE TAX		116270	10312022	9101.4609		OTHER MISCELLANEOUS
		384.91	OCTOBER SALES AND USE TAX		116270	10312022	9601.2082		SALES/USE TAX PAYABLE
		17,818.98	OCTOBER SALES AND USE TAX		116270	10312022	9601.2082		SALES/USE TAX PAYABLE
		653.26	OCTOBER SALES AND USE TAX		116270	10312022	9601.2085		ANOKA COUNTY TRANSI
		18,886.00							
99112522	11/25/2022		107962 TOTAL ADMINISTRATIVE SERV (DO NOT USE)						
		1,067.00			116208	11232211111110	9101.2176		LIFE/HEALTH-EMPLOYEE
		1,067.00							
99112922	11/29/2022		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM						
		599.00	BLOWER		116269	11292022	0220.6281		SMALL TOOLS & MINOR I
		11.98	EARLY PAY DISCOUNT		116269	11292022	0220.6281		SMALL TOOLS & MINOR I
		200.13	MISC TOOL SUPPLIES		116269	11292022	0220.6281		SMALL TOOLS & MINOR I
		4.00	EARLY PAY DISCOUNT		116269	11292022	0220.6281		SMALL TOOLS & MINOR I
		6.64	SHIMS & ANCHORS		116269	11292022	0194.6281		SMALL TOOLS & MINOR I
		789.79							
99220485	11/25/2022		100301 MN CHILD SUPPORT PAYMENT CNTR						
		170.09			116171	1121221024081	9101.2185		GARNISHMENTS/SUPPO
		170.09							
99220933	11/25/2022		100223 ICMA RETIREMENT TRUST 457						
		1,668.00			116207	11232211111111	9101.2175		DEFERRED COMPENSAT
		1,668.00							
99314109	11/25/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		12,146.77			116209	11232211111111	9101.2175		DEFERRED COMPENSAT
		12,146.77							
99370145	11/25/2022		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		5,788.40			116210	11232211111112	9101.2176		LIFE/HEALTH-EMPLOYEE
		5,788.40							

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

11/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115994	12/1/2022		100201 GOVERNMENT FINANCE OFFICERS ASSN						Continued.
115995	12/1/2022		117544 QUADIENT FINANCE USA INC						
		2,000.00	POSTAGE METER REFILL		116324	12012022	9101.1551		POSTAGE METER DEPOS
		2,000.00							
1004418	11/18/2022		119037 HOLSTAD & KNAAK, PLC						
		3,712.50	LEGAL FEES		116165	10272022	0161.6304		LEGAL FEES
		337.50	RALF FUNDED PROJECT		116165	10272022	9410.6304	00041005	LEGAL FEES
		4,050.00							
1004419	11/18/2022		100510 VERIZON WIRELESS						
		1,112.61	VERIZON-STAFF PHONES-NOV		116168	9919526231 OCT 2022	0192.6323		CELLULAR PHONES
		574.28	VERIZON-SQUADS-NOV		116168	9919526231 OCT 2022	0211.6415		OTHER EQUIPMENT REN
		1,686.89							
1004467	11/25/2022		114431 HINNENKAMP, JAKE						
		20.00	FOZZIES SMOKIN BBQ		116187	11212022	0211.6331		TRAVEL & LODGING
		17.26	CK DUDLEYS		116187	11212022	0211.6331		TRAVEL & LODGING
		37.26							
1004468	11/25/2022		115261 LOHSE JOHNSON, LAURA						
		26.10	CHIPOTLE		116188	11212022	0211.6331		TRAVEL & LODGING
		30.00	FAT NATS		116188	11212022	0211.6331		TRAVEL & LODGING
		15.00	JASMINE THAI		116188	11212022	0211.6331		TRAVEL & LODGING
		71.10							
1004469	11/25/2022		100459 STANDARD INSURANCE COMPANY						
		2,057.20	NOV 2022 LIFE INSURANCE		116203	7725961122	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,057.20							
1004470	11/25/2022		114486 SUN LIFE ASSURANCE COMPANY OF CANADA						
		491.59	NOV 22 VOL LTD		116204	997241122	9101.2170		DENTAL/DISABILITY/LIFE
		382.46	NOV 22 NON-VOL LTD		116204	997241122	9101.2170		DENTAL/DISABILITY/LIFE
		874.05							
1004471	11/25/2022		116911 SZYKULSKI, JESSE						
		105.50	MILEAGE FOR SEPTIC CEU TRAININ		116206	11182022	0240.6335		TRAINING
		105.50							
1004472	11/25/2022		100510 VERIZON WIRELESS						
		2,365.14	CITY HALL CELL PHONES		116190	9920141949	0192.6323		CELLULAR PHONES
		45.18	DATA FOR LIFT STATION		116196	9919492137 OCT 2022	9602.6323		CELLULAR PHONES
		2,410.32							
1004473	11/29/2022		100257 LAW ENFORCEMENT LABOR SRV INC						
		812.50			116015	1109221409052	9101.2177		UNION DUES
		812.50			116212	1123221111112	9101.2177		UNION DUES
		1,625.00							
1004474	11/29/2022		100298 MN AFSCME COUNCIL 5						
		456.96			116016	1109221409053	9101.2177		UNION DUES
		430.08			116213	1123221111113	9101.2177		UNION DUES

Council Check Register by GL  
Council Check Register and Summary

11/17/2022 – 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115991	11/23/2022	262.50	117375 STARK, KAREN A						Continued.
115992	12/1/2022		100297 CENTERPOINT ENERGY						
		613.88	MONTHLY GAS CHARGES		116329	8000014064-2 OCT 2022	0452.6373		GAS
		310.13	MONTHLY GAS CHARGES		116329	8000014064-2 OCT 2022	0311.6373		GAS
		310.14	MONTHLY GAS CHARGES		116329	8000014064-2 OCT 2022	9601.6373		GAS
		310.14	MONTHLY GAS CHARGES		116329	8000014064-2 OCT 2022	9602.6373		GAS
		310.16	MONTHLY GAS CHARGES		116329	8000014064-2 OCT 2022	9605.6373		GAS
		1,854.45							
115993	12/1/2022		100116 CONNEXUS ENERGY						
		10,546.31	10/19-11/17/22 ELEC USE		116325	759126-303101 NOV 2022	9603.6371		ELECTRIC UTILITIES
		7,652.06	10/19-11/17-22 ELECTRIC USE		116326	759126-303107 NOV 2022	0194.6371		ELECTRIC UTILITIES
		1,168.33	10/19-11/17-22 ELECTRIC USE		116326	759126-303107 NOV 2022	0220.6371		ELECTRIC UTILITIES
		75.68	10/19-11/17-22 ELECTRIC USE		116326	759126-303107 NOV 2022	9230.6249		MISCELLANEOUS OPER/
		3,624.88	10/19-11/17-22 ELECTRIC USE		116326	759126-303107 NOV 2022	9240.6371		ELECTRIC UTILITIES
		28.94	10/19-11/17-22 ELECTRIC USE		116326	759126-303107 NOV 2022	9410.6371	00041018	ELECTRIC UTILITIES
		297.64	10/19-11/17-22 ELECTRIC USE		116326	759126-303107 NOV 2022	9410.6371	00041012	ELECTRIC UTILITIES
		9,262.34	ELECTRIC FOR WATER UTILITY		116327	759126-303102 NOV 2022	9601.6371		ELECTRIC UTILITIES
		804.03	ELECTRIC FOR SEWER UTILITY		116327	759126-303102 NOV 2022	9602.6371		ELECTRIC UTILITIES
		60.21	ELECTRIC FOR STORM UTILITY		116327	759126-303102 NOV 2022	9605.6371		ELECTRIC UTILITIES
		1,077.53	TRAFFIC SIGNALS		116330	759126-303100 NOV 2022	0260.6371		ELECTRIC UTILITIES
		1,938.30			116331	759126-303106 NOV 2022	0452.6371		ELECTRIC UTILITIES
		657.17	ELECTRIC		116331	759126-303106 NOV 2022	0311.6371		ELECTRIC UTILITIES
		643.67	ELECTRIC		116331	759126-303106 NOV 2022	9601.6371		ELECTRIC UTILITIES
		643.67	ELECTRIC		116331	759126-303106 NOV 2022	9602.6371		ELECTRIC UTILITIES
		643.67	ELECTRIC		116331	759126-303106 NOV 2022	9605.6371		ELECTRIC UTILITIES
		85.00	SIREN ELECTRIC UTILITIES		116332	759126-303095 NOV 2022	0250.6371		ELECTRIC UTILITIES
		39,209.43							
115994	12/1/2022		100201 GOVERNMENT FINANCE OFFICERS ASSN						
		225.00	GFOA DUES		116328	2223003	0153.6451		MEMBERSHIP DUES
		225.00							

## CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

11/17/2022 – 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
115929	11/17/2022		<b>110734 CITY OF RAMSEY</b>						
		420.00	ACCT 726677		116166	11172022	9601.4651		WATER REVENUE
		720.00	ACCT 69116719		116166	11172022	9601.4651		WATER REVENUE
		<u>1,140.00</u>							
115930	11/17/2022		<b>119748 HENNEPIN HEALTHCARE EMS EDUCATION</b>						
		425.00	EMT RECERT COURSE BRAD HESSE		116167	11142022	0211.6335		TRAINING
		<u>425.00</u>							
115931	11/17/2022		<b>104920 MINNESOTA HIGHWAY SAFETY RESEARCH CNTR</b>						
		980.00	JK TF DRIVING SCHOOL TRAINING		116170	337900-9679	0211.6335		TRAINING
		<u>980.00</u>							
115932	11/17/2022		<b>100391 POSTMASTER</b>						
		2,083.20	POSTAGE FOR RAMSEY RECYCLER		116169	111522	9604.6249		MISCELLANEOUS OPERA
		<u>2,083.20</u>							
115986	11/23/2022		<b>111377 ANOKA MUNICIPAL UTILITY</b>						
		45.91	STREET LIGHTING		116198	22-610280-00 OCT 2022	9603.6371		ELECTRIC UTILITIES
		44.33	TRAFFIC SIGNALS		116199	22-612000-01 OCT 2022	0260.6371		ELECTRIC UTILITIES
		78.80	STREET LIGHTING		116200	22-990005-01 OCT 2022	9603.6371		ELECTRIC UTILITIES
		81.43	TRAFFIC SIGNALS		116201	22-613120-01 OCT 2022	0260.6371		ELECTRIC UTILITIES
		<u>250.47</u>							
115987	11/23/2022		<b>100306 BUREAU OF CRIMINAL APPREHENSION</b>						
		375.00	LATARTE DMT BCA TRAINING		116205	26203	9101.1550		PREPAID EXPENSE
		<u>375.00</u>							
115988	11/23/2022		<b>100297 CENTERPOINT ENERGY</b>						
		2,430.95	C/H GAS BILL		116189	6702493-5 OCT 2022	0194.6373		GAS
		119.08	10/7-11/7-22 PHONE USAGE		116191	6011580-5 OCT 2022	9410.6373	00041012	GAS
		297.96	GAS UTILITIES ST 1		116192	5914352-9 OCT 2022	0220.6373		GAS
		338.96	GAS UTILITIES ST 2		116193	5961540-1 OCT 2022	0220.6373		GAS
		93.81	NATURAL GAS AT PH#3		116197	8782239-1 OCT 2022	9601.6373		GAS
		<u>3,280.76</u>							
115989	11/23/2022		<b>110734 CITY OF RAMSEY</b>						
		1,515.25	ACCT 384730913		116186	11222022	9601.4651		WATER REVENUE
		160.00	ACCT 729064		116186	11222022	9601.4651		WATER REVENUE
		61.45	ACCT 729524		116186	11222022	9601.4651		WATER REVENUE
		250.00	ACCT 723393		116186	11222022	9601.4651		WATER REVENUE
		195.49	ACCT 719178		116186	11222022	9601.4651		WATER REVENUE
		160.00	ACCT 718889		116186	11222022	9601.4651		WATER REVENUE
		<u>2,342.19</u>							
115991	11/23/2022		<b>117375 STARK, KAREN A</b>						
		262.50	5 LINE DANCING CLASSES		116195	11072022	0452.6489		OTHER CONTRACTED SI

CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

11/17/2022 -- 12/31/2022

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99678174	11/25/2022		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						Continued.
		108.33			116180	1122221017001	9101.2174		PERA-EMPLOYEE
		108.33			116181	1122221017002	9101.2183		PERA-EMPLOYER
		30,174.52			116214	1123221111114	9101.2174		PERA-EMPLOYEE
		41,203.65			116215	1123221111115	9101.2183		PERA-EMPLOYER
		<u>71,594.83</u>							
99701394	11/25/2022		101306 IRS						
		294.53			116173	1121221024083	9101.2171		FEDERAL WITHHOLDING
		1,412.59			116174	1121221024084	9101.2173		FICA & MEDICARE-EMPL
		1,412.59			116175	1121221024085	9101.2182		FICA & MEDICARE-EMPL
		375.00			116183	1122221017004	9101.2171		FEDERAL WITHHOLDING
		260.60			116184	1122221017005	9101.2173		FICA & MEDICARE-EMPL
		260.60			116185	1122221017006	9101.2182		FICA & MEDICARE-EMPL
		33,591.00			116217	1123221111117	9101.2171		FEDERAL WITHHOLDING
		15,837.38			116218	1123221111118	9101.2173		FICA & MEDICARE-EMPL
		15,837.38			116219	1123221111119	9101.2182		FICA & MEDICARE-EMPL
		<u>69,281.67</u>							
99934432	11/25/2022		100601 MN DEPT OF REV WH						
		206.68			116172	1121221024082	9101.2172		STATE WITHHOLDING
		50.00			116182	1122221017003	9101.2172		STATE WITHHOLDING
		14,251.69			116216	1123221111116	9101.2172		STATE WITHHOLDING
		<u>14,508.37</u>							
		<u>270,573.06</u>	Grand Total						

Payment Instrument Totals

Checks	54,428.00
EFT Payments	202,177.50
A/P ACH Payment	<u>13,967.56</u>
Total Payments	270,573.06

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3529  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument Check Payment  
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	JAMES & JENNA POLLWORTH 14170 37TH STREET SE CLEAR LAKE MN 55319								48.43
									Summary Total
									48.43
									Payment Amount
119775	POPPEN, TIFFANY & WAYNE TIFFANY & WAYNE POPPEN 17981 SMITH ST NW ELK RIVER MN 55330	UB REF 14630 NEON ST NW	PV	116376	001	09601	12/6/2022	12062022	80.99
									Summary Total
									80.99
									Payment Amount
									80.99
100393	PRAIRIE RESTORATIONS INC PRAIRIE RESTORATIONS INC 31646 128TH STREET PRINCETON MN 55371		PV	116281	001	00999	11/14/2022	35721	3,955.00
									Summary Total
									3,955.00
									Payment Amount
									3,955.00
119776	PRICE, NAOMI N NAOMI N PRICE 4 SIOUX TRAIL OTSEGO MN 55330	UB REF 17071 ZEOLITE ST NW	PV	116377	001	09601	12/6/2022	12062022	40.56
									Summary Total
									40.56
									Payment Amount
									40.56
110794	SCHMIDT CURB COMPANY INC SCHMIDT CURB COMPANY INC 13195 95TH STREET NE ELK RIVER MN 55330		PV	116402	001	00999	11/21/2022	22M60	3,483.00
									Summary Total
									3,483.00
									Payment Amount
									3,483.00
118921	SHRED RIGHT SHRED RIGHT 6301 W OLD SHAKOPEE ROAD SUITE A BLOOMINGTON MN 55438		PV	116240	001	00999	11/10/2022	587875	17.73
									Summary Total
									17.73
									Payment Amount
									17.73
100461	STAR TRIBUNE	2023 PREPAID	PV	116302	001	00999	11/13/2022	11132022	543.30

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CITY OF RAMSEY  
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 Payment Instrument Check Payment  
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Company Co	Due Date	Invoice Number	Payment Amount
Payment Amount									155.00
119027	OPENDOOR PROPERTY TRUST	UB REF 14181 MAGNESIUM ST NW	PV	116373	001	09601	12/6/2022	12062022	199.77
Summary Total									199.77
Payment Amount									199.77
119638	O'REILLY AUTO PARTS		PV	116243	001	00999	11/14/2022	6193-107021	4.13
Summary Total									4.13
	O'REILLY AUTO PARTS		PV	116253	001	00999	11/14/2022	6193-107029	128.60
Summary Total									128.60
	SPRINGFIELD MO 65801-9464		PV	116260	001	00999	11/15/2022	6193-107092	49.29
Summary Total									49.29
			PV	116310	001	00999	11/21/2022	6193-107666	42.00
Summary Total									42.00
			PV	116356	001	00999	11/29/2022	6193-108296	6.99
Summary Total									6.99
			PV	116407	001	00999	11/22/2022	6193-107717	23.59
Summary Total									23.59
			PV	116410	001	00999	11/28/2022	6193-108211	256.75
Summary Total									256.75
			PV	116413	001	00999	11/29/2022	6193-108310	20.58
Summary Total									20.58
			PV	116416	001	00999	12/2/2022	6193-108590	11.58
Summary Total									11.58
Payment Amount									543.51
119773	ORTH, MARY	UB REF 5582 153RD CT NW	PV	116374	001	09601	12/6/2022	12062022	161.61
Summary Total									161.61
Payment Amount									161.61
119774	POLLWORTH, JAMES & JENNA	UB REF 7372 147TH LN NW	PV	116375	001	09601	12/6/2022	12062022	48.43





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 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									2,500.00
117259	LEGACY TITLE	UB REF 15025 TIGER ST NW	PV	116371	001	09601	12/6/2022	12062022	57.07
	LEGACY TITLE							Summary Total	57.07
	12301 CENTRAL AVE NE SUITE 202							Payment Amount	57.07
	BLAINE MN 55434								
117357	LEGACY TITLE	UB REF 5327 142ND LN NW	PV	116372	001	09601	12/6/2022	12062022	129.91
	LEGACY TITLE							Summary Total	129.91
	3200 MAIN STREET NW SUITE 210							Payment Amount	129.91
	COON RAPIDS MN 55448								
100270	MACQUEEN EQUIPMENT INC		PV	116404	001	00999	11/22/2022	P46131	663.81
	MACQUEEN EQUIPMENT INC							Summary Total	663.81
	1125 7TH STREET EAST							Payment Amount	663.81
	ST PAUL MN 55106								
100288	METRO NORTH CHAMBER OF COMMERCE		PV	116271	001	00999	9/1/2022	26399	434.50
	METRO NORTH CHAMBER OF COMMERCE							Summary Total	434.50
	9380 CENTRAL AVE NE SUITE 320							Payment Amount	434.50
	BLAINE MN 55434								
108208	METRO PRODUCTS INC		PV	116252	001	00999	11/10/2022	170334	302.46
	METRO PRODUCTS INC							Summary Total	302.46
	7401 CENTRAL AVENUE NE		PV	116397	001	00999	11/16/2022	170463	107.90
	FRIDLEY MN 55432							Summary Total	107.90
			PV	116409	001	00999	11/23/2022	170580	82.64
								Summary Total	82.64
			PV	116418	001	00999	12/1/2022	170709	47.61
								Summary Total	47.61
			PV	116419	001	00999	11/22/2022	170574	30.22

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 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
	HOME SECURITY ABSTRACT AND TITLE 564 DODGE AVE NW STE B ELK RIVER MN 55330							Summary Total 145.01
								Payment Amount 145.01
117451	INKY ELF LLC INKY ELF LLC P O BOX 819 ANOKA MN 55303		PV	116318	001 00999	11/15/2022	10704	75.00
								Summary Total 75.00
								Payment Amount 75.00
100256	LANO EQUIPMENT INC LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303		PV	116400	001 00999	11/21/2022	02-956881	62.07
								Summary Total 62.07
			PV	116408	001 00999	11/23/2022	02-957684	34.28
								Summary Total 34.28
			PV	116421	001 00999	11/30/2022	02-958788	13.04
								Summary Total 13.04
								Payment Amount 109.39
118414	LARSON, LYNN LYNN LARSON 14726 WACO STREET NW RAMSEY MN 55303	WATER EFFICIENCY REBATE 2024	PV	116304	001 00999	11/28/2022	112822	200.00
								Summary Total 200.00
								Payment Amount 200.00
119561	LEADS ONLINE LLC/WEATHERBY PARENT LLC LEADS ONLINE LLC/WEATHERBY PARENT LLC 6900 DALLAS PARKWAY SUITE 825 PLANO TX 75024-4200		PV	116248	001 00999	11/15/2022	402088	3,632.00
								Summary Total 3,632.00
								Payment Amount 3,632.00
100259	LEAGUE OF MN CITIES INS TRUST LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517		PV	116294	001 00999	11/1/2022	1001389 NOV 2022	2,500.00
								Summary Total 2,500.00

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CITY OF RAMSEY  
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 Pay Through Date 12/31/2022

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	3711 KENNEBEC DR STE 100 EAGAN MN 55122								
								Payment Amount	128.00
111356	EXECUTIVE TITLE OF MN 11112 86TH AVENUE N MAPLE GROVE MN 55369	UB REF 15110 URANIMITE ST NW	PV	116367	001	09601	12/6/2022	12062022	34.80
								Summary Total	34.80
								Payment Amount	34.80
119067	GCS TITLE 1915 PLAZA DRIVE SUITE 100 EAGAN MN 55112	UB REF 15440 TUNGSTEN WAY NW	PV	116368	001	09601	12/6/2022	12062022	143.28
								Summary Total	143.28
								Payment Amount	143.28
119688	GMH ASPHALT CORPORATION 9180 LAKETOWN ROAD CHASKA MN 55318	PROJ 22-02 AUTUMN HGHTS RECON	PV	116382	001	09435	12/7/2022	12072022	60,631.31
								Summary Total	60,631.31
								Payment Amount	60,631.31
111497	GREAT RIVER GREENING 251 STARKEY STREET SUITE 2200 ST PAUL MN 55107		PV	116384	001	00999	12/1/2022	3621	4,588.87
								Summary Total	4,588.87
								Payment Amount	4,588.87
112160	HOLIDAY COMPANIES 4567 AMERICAN BLVD W BLOOMINGTON MN 55437		PV	116391	001	00999	12/1/2022	046801122200	170.00
								Summary Total	170.00
								Payment Amount	170.00
112948	HOME SECURITY ABSTRACT AND TITLE	UB REF 14633 PERIDOT ST NW	PV	116369	001	09601	12/6/2022	12062022	145.01



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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									2,000.00
100306	BUREAU OF CRIMINAL APPREHENSION		PV	116334	001	00999	11/22/2022	26202	375.00
	BCA TRAINING		Summary Total						375.00
	1430 MARYLAND AVENUE EAST		Payment Amount						375.00
	ST PAUL MN 55106								
100111	COMMERCIAL ASPHALT COMPANY		PV	116250	001	00999	11/15/2022	221115	175.57
	COMMERCIAL ASPHALT COMPANY		Summary Total						175.57
	P O BOX 1480		Payment Amount						175.57
	MAPLE GROVE MN 55311-6480								
100112	COMMISSIONER OF TRANSPORTATION		PV	116297	001	00999	11/14/2022	P00016325	1,639.66
	COMMISSIONER OF TRANSPORTATION MN DEPT		Summary Total						1,639.66
	MS 215 -395 JOHN IRELAND BLVD		Payment Amount						1,639.66
	ST PAUL MN 55155								
100167	CORNERSTONE FORD		PV	116238	001	00999	11/1/2022	16375257/1	491.65
	CORNERSTONE FORD		Summary Total						491.65
	17219 HIGHWAY 10 NW		PV	116239	001	00999	10/31/2022	16374987/1	1,957.33
	PO BOX 304		Summary Total						1,957.33
	ELK RIVER MN 55330		PV	116264	001	00999	11/17/2022	15397254	23.78
			Summary Total						23.78
			PV	116403	001	00999	11/18/2022	15397353	284.76
			Summary Total						284.76
			Payment Amount						2,757.52
114117	CRAWFORD'S EQUIPMENT INC		PV	116398	001	00999	8/24/2022	01-68018	38.06
	CRAWFORD'S EQUIPMENT INC		Summary Total						38.06
	4898 HIGHWAY 95 NW		Payment Amount						38.06
	CAMBRIDGE MN 55008								

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CITY OF RAMSEY  
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 Payment Instrument Check Payment  
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
			Summary Total			54.00
			PV 116242 001 00999	11/9/2022	303631	233.00
			Summary Total			233.00
			PV 116247 001 00999	11/11/2022	303806	142.00
			Summary Total			142.00
			PV 116274 001 00999	11/22/2002	304368	27.00
			Summary Total			27.00
			PV 116275 001 00999	11/15/2022	303976	79.45
			Summary Total			79.45
			PV 116277 001 00999	11/16/2022	304047	316.30
			Summary Total			316.30
			PV 116313 001 00999	11/23/2022	304505	46.98
			Summary Total			46.98
			PV 116341 001 00999	11/22/2002	304377	1,093.33
			Summary Total			1,093.33
			PV 116355 001 00999	11/28/2022	304563	49.50
			Summary Total			49.50
			PV 116388 001 00999	11/30/2022	304767	273.35
			Summary Total			273.35
			PV 116390 001 00999	11/29/2022	304666	63.10
			Summary Total			63.10
			PV 116393 001 00999	12/1/2022	304841	138.00
			Summary Total			138.00
			PV 116394 001 00999	12/1/2022	304840	35.40
			Summary Total			35.40
			Payment Amount			2,728.06
119770	BECKER, RUTH	UB REF 5359 140TH CT NW	PV 116365 001 09601	12/6/2022	12062022	138.43
	RUTH BECKER		Summary Total			138.43
	5333 FREMONT AVE N		Payment Amount			138.43
	BROOKLYN CENTER MN 55430					
114529	BRUCE JACOBSON		PV 116282 001 00999	11/11/2022	3	2,000.00
	LANDSCAPE ARCHITECT		Summary Total			2,000.00
	BRUCE JACOBSON LANDSCAPE ARCHITECT					
	4204 PILLSBURY AVENUE S					
	MINNEAPOLIS MN 55409					

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CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3529  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
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 Payment Instrument Check Payment  
 Pay Through Date 12/31/2022

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
119750 CHPWS CHPWS 459 EDSEL DR RICHMOND HILL GA 31324-3921		PV 116249 001 00999	11/17/2022	7946	318.65
				Summary Total	318.65
				Payment Amount	318.65
119772 KREUN, CARROL & JOYCE REVOCABLE TRUST CARROL & JOYCE KREUN REVOCABLE TRUST 15775 NEON STREET NW RAMSEY MN 55303	UB REF 15301 TUNGSTEN ST NW	PV 116370 001 09601	12/6/2022	12062022	171.29
				Summary Total	171.29
				Payment Amount	171.29
119769 ABBOTT, LORAIN LIVING TRUST LORAIN ABBOTT LIVING TRUST 8729 PAGE AVE NE OTSEGO MN 55330	UB REF 15414 TUNGSTEN WAY	PV 116363 001 09601	12/6/2022	12062022	173.03
				Summary Total	173.03
				Payment Amount	173.03
113045 ANCONA TITLE AND ESCROW ANCONA TITLE AND ESCROW 4750 WHITE BEAR PKWY WHITE BEAR LAKE MN 55110	UB REF 15372 RADIUM ST NW	PV 116364 001 09601	12/6/2022	12062022	181.89
				Summary Total	181.89
				Payment Amount	181.89
100046 ANOKA COUNTY SHERIFF'S OFFICE ANOKA COUNTY SHERIFF'S OFFICE 13301 HANSON BLVD NW ANDOVER MN 55304		PV 116354 001 00999	11/29/2022	11292022	1,350.00
				Summary Total	1,350.00
				Payment Amount	1,350.00
100063 ASPEN MILLS ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432		PV 116235 001 00999	11/9/2022	303623	36.00
				Summary Total	36.00
		PV 116236 001 00999	11/10/2022	303673	140.65
				Summary Total	140.65
		PV 116237 001 00999	11/9/2022	303626	54.00



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Payment Group Control Number 3530  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2022

Payee	Stub Message	Document	Due Date	Invoice Number	Payment Amount
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
117343	AMAZON CAPITAL SERVICES INC	PV 116177 001 00999	11/14/2022	1DHN-HLHK-GCGT	373.23
				Summary Total	373.23
	AMAZON CAPITAL SERVICES INC	PV 116244 001 00999	11/14/2022	1HXP-KHJW-FPTV	176.89
	PO BOX 035184			Summary Total	176.89
	SEATTLE WA 98124-5184	PV 116245 001 00999	11/14/2022	1T6Q-1GMT-FTFR	99.88
				Summary Total	99.88
	Sharp Calculator & tape	PV 116278 001 00999	11/14/2022	1DHN-HLHK-GGTT	111.60
				Summary Total	111.60
		PV 116305 001 00999	11/28/2022	1PGH-YMK6-CTDM	110.10
				Summary Total	110.10
		PV 116317 001 00999	11/28/2022	1GW4-6749-9R7J	90.39
				Summary Total	90.39
		PV 116339 001 00999	11/28/2022	1PHP-GGHY-DP1P	175.15
				Summary Total	175.15
		PV 116340 001 00999	11/28/2022	1LPX-4WNW-F97R	165.20
				Summary Total	165.20
				Payment Amount	1,302.44
109256	AMERICAN ENGINEERING TESTING INC	PV 116295 001 00999	11/14/2022	INV-097840	987.50
				Summary Total	987.50
	AMERICAN ENGINEERING TESTING INC	PV 116296 001 00999	11/15/2022	INV-104074	1,516.25
	PO BOX 860678			Summary Total	1,516.25
	MINNEAPOLIS MN 55486	PV 116298 001 00999	11/15/2022	INV-102988	435.00
				Summary Total	435.00
		PV 116299 001 00999	11/18/2022	INV-103921	1,236.50
				Summary Total	1,236.50
		PV 116300 001 00999	11/21/2022	INV-098680	1,300.00
				Summary Total	1,300.00
		PV 116396 001 00999	11/14/2022	INV-099493	1,258.00
				Summary Total	1,258.00
		PV 116422 001 00999	11/25/2022	INV-103865	2,676.50
				Summary Total	2,676.50
		PV 116423 001 00999	11/30/2022	INV-105559	1,360.00
				Summary Total	1,360.00
		PV 116424 001 00999	11/30/2022	INV-106721	295.00
				Summary Total	295.00

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CITY OF RAMSEY  
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Payment Group Control Number 3530  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number ltm Co	Due Date	Invoice Number	Payment Amount
			PV 116425 001 00999	12/1/2022	INV-106572	404.00
			Summary Total			404.00
			Payment Amount			11,468.75
117889	ANIMAL CARE EQUIPMENT AND SERVICE LLC		PV 116241 001 00999	11/15/2022	107312	700.00
			Summary Total			700.00
	ANIMAL CARE EQUIPMENT AND SERVICE LLC 555 ALTER STREET SUITE 19A BROOMFIELD CO 80020		PV 116246 001 00999	11/11/2022	107245	162.88
			Summary Total			162.88
			Payment Amount			862.88
107587	ANOKA COUNTY TREASURY DEPARTMENT		PV 116316 001 00999	11/17/2022	B221115M	492.00
			Summary Total			492.00
	ANOKA COUNTY TREASURY DEPARTMENT 2100 3RD AVE STE 300 ANOKA MN 55303-5029		PV 116415 001 00999	12/2/2022	HWYSQ32022	690.51
			Summary Total			690.51
			Payment Amount			1,182.51
116848	BAYCOM INC		PV 116179 001 00999	11/16/2022	EQUIPINV_040738	790.00
			Summary Total			790.00
	BAYCOM INC PO BOX 88013 MILWAUKEE WI 53288-8013		PV 116273 001 00999	11/21/2022	EQUIPINV_040905	824.00
			Summary Total			824.00
			PV 116342 001 00999	11/30/2022	SRVCE000000041971	650.00
			Summary Total			650.00
			Payment Amount			2,264.00
100647	BOLTON AND MENK INC		PV 116266 001 00999	11/21/2022	0301506	1,377.50
			Summary Total			1,377.50
	BOLTON AND MENK INC 1960 PREMIER DRIVE MANKATO MN 56001-5900		PV 116283 001 00999	11/21/2022	0301502	340.00
			Summary Total			340.00
			PV 116284 001 00999	11/21/2022	0301501	7,622.00
			Summary Total			7,622.00
			PV 116285 001 00999	11/21/2022	0301495	3,782.50
			Summary Total			3,782.50
			PV 116286 001 00999	11/21/2022	0301496	1,030.00
			Summary Total			1,030.00

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3530  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2022

Payee	Stub	Document	Due	Invoice	Payment
Number	Name / Mailing Address	Ty Number Itm Co	Date	Number	Amount
	COR Analysis Wetland TIF 14	PV 116320 001 00999	11/21/2022	0301499	4,651.50
		Summary Total			4,651.50
	W Armstrong Ferret St Design	PV 116343 001 00999	11/21/2022	0301510	18,263.50
		Summary Total			18,263.50
		Payment Amount			37,067.00
103641 BOYER TRUCKS		PD 116202 001 00999	11/23/2022	003P30043	84.00-
	BOYER TRUCKS P O BOX 512				84.00-
		PV 116258 001 00999	11/16/2022	003P29897	73.11
	ST MICHAEL MN 55376				73.11
		PV 116265 001 00999	11/18/2022	003P30033	21.38
		Summary Total			21.38
		Payment Amount			10.49
103975 BROZAK, LUANN		PV 116231 001 00999	11/16/2022	2062	7,688.00
	LUANN BROZAK 23900 CTY RD 4 #21				7,688.00
		PV 116426 001 00999	12/1/2022	2033	3,441.00
	NISSWA MN 56468				3,441.00
		Summary Total			3,441.00
		Payment Amount			11,129.00
112019 CENTRAL HYDRAULICS INC		PV 116256 001 00999	11/14/2022	78603	165.37
	CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT				165.37
		PV 116288 001 00999	11/10/2022	78567	137.39
	ROGERS MN 55374				137.39
		PV 116417 001 00999	12/1/2022	78825	579.52
		Summary Total			579.52
		Payment Amount			882.28
116197 CINTAS CORPORATION		PV 116226 001 00999	11/17/2022	4137735272	60.14
	CINTAS CORPORATION CINTAS LOC #4K				60.14
		PV 116255 001 00999	11/11/2022	4137113602	75.27
	P O BOX 650838				75.27
	DALLAS TX 75265-0838	PV 116263 001 00999	11/17/2022	4137735217	31.00
		Summary Total			31.00
		PV 116309 001 00999	11/22/2022	4138377925	45.50









R04570

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 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2022

Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Itm	Co	Date	Number	Amount
100289	METRO SALES INC	PV	116279	001	00999	11/18/2022	INV2167692	596.00
	METRO SALES INC						Summary Total	596.00
	ATTN: ACCOUNTS RECEIVABLE							
	250 N RIVER RIDGE CIRCLE SUITE 100							
	BURNSVILLE MN 55337						Payment Amount	596.00
100313	MN RECREATION AND PARK ASSN	PV	116314	001	00999	10/28/2022	10575	255.00
	MN RECREATION AND PARK ASSN						Summary Total	255.00
	200 CHARLES STREET NE							
	FRIDLEY MN 55432						Payment Amount	255.00
116698	NORTHERN SALT INC	PV	116262	001	00999	11/17/2022	26271	2,132.52
	NORTHERN SALT INC						Summary Total	2,132.52
	P O BOX 1028							
	FOREST LAKE MN 55025-5028						Payment Amount	2,132.52
100363	NORTHERN SANITARY SUPPLY CO	PV	116176	001	00999	11/15/2022	205697	420.38
	NORTHERN SANITARY SUPPLY CO						Summary Total	420.38
	341 COON RAPIDS BLVD	PV	116346	001	00999	11/30/2022	205781	197.40
	MINNEAPOLIS MN 55433						Summary Total	197.40
							Payment Amount	617.78
115071	NORTHLAND OCCUPATIONAL HEALTH	PV	116230	001	00999	11/15/2022	16629	100.00
	NORTHLAND OCCUPATIONAL HEALTH						Summary Total	100.00
	7533 SUNWOOD DRIVE NW	PV	116351	001	00999	12/1/2022	16743	150.00
	SUITE 212							
	RAMSEY MN 55303						Summary Total	150.00
		PV	116352	001	00999	12/1/2022	16738	150.00
							Summary Total	150.00
							Payment Amount	400.00
110480	OPUS 21 MANAGEMENT SOLUTIONS	PV	116280	001	00999	11/19/2022	221055	13,381.41

R04570

CITY OF RAMSEY  
Create Payment Control Groups

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 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	OPUS 21 MANAGEMENT SOLUTIONS 680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125								Summary Total 13,381.41
									Payment Amount 13,381.41
112421	PERRILL  PERRIL 110 CHESHIRE LANE SUITE 105 MINNETONKA MN 55305		PV	116259	001	00999	11/1/2022	258722	200.00
									Summary Total 200.00
									Payment Amount 200.00
111488	POPP.COM INC  POPP.COM INC 620 MENDELSSOHN AVE NO SUITE 101 GOLDEN VALLEY MN 55427		PV	116359	001	00999	11/30/2022	992760986	854.97
									Summary Total 854.97
									Payment Amount 854.97
113444	PRECISE  PRECISE 501 EAST CLIFF ROAD SUITE 100 BURNSVILLE MN 55337		PV	116412	001	00999	11/30/2022	200-1040015	825.00
									Summary Total 825.00
									Payment Amount 825.00
107978	PREMIER COMMERCIAL PROPERTIES INC  PREMIER COMMERCIAL PROPERTIES INC 299 COON RAPIDS BLVD NW #200 COON RAPIDS MN 55433	6781 Hwy 10 Prop Mgmt	PV	116319	001	00999	10/31/2022	8495	600.00
									Summary Total 600.00
									Payment Amount 600.00
110330	RESHETAR SYSTEM INC  RESHETAR SYSTEM INC 730 BUNKER LAKE BLVD NW ANOKA MN 55303	6933 164TH LN NW	PV	116222	001	00999	11/14/2022	22-32572	8,660.00
									Summary Total 8,660.00
									Payment Amount 8,660.00
107711	SCHINDLER ELEVATOR  SCHINDLER ELEVATOR P O BOX 93050		PV	116350	001	00999	12/1/2022	8106112039	1,628.55
									Summary Total 1,628.55

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3530  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 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	Item	Co	Date	Number	Amount
CHICAGO IL 60673-3050									1,628.55
Payment Amount									1,628.55
100469	STREICHER'S POLICE EQUIPMENT		PV	116392	001	00999	11/18/2022	11601169	244.99
STREICHER'S POLICE EQUIPMENT 10911 WEST HWY 55 MINNEAPOLIS MN 55441									244.99
Summary Total									244.99
Payment Amount									244.99
110313	SUMMIT FIRE PROTECTION		PV	116228	001	00999	11/11/2022	130062540	181.25
SUMMIT FIRE PROTECTION P O BOX 6205 CAROL STREAM IL 60197-6205									181.25
Summary Total									181.25
Payment Amount									181.25
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	116292	001	00999	11/14/2022	M27771	899.63
TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025									899.63
Summary Total									899.63
Payment Amount									899.63
106812	TWIN CITY FILTER SERVICE INC		PV	116178	001	00999	11/14/2022	0731890-IN	740.71
TWIN CITY FILTER SERVICE INC 2529 25TH AVE S MINNEAPOLIS MN 55406-1280									740.71
Summary Total									740.71
Payment Amount									740.71
106351	WATER LABORATORIES, INC		PV	116361	001	00999	12/2/2022	9315	660.00
WATER LABORATORIES, INC 333 EAST MAIN STREET PO BOX 388 ELK RIVER MN 55330									660.00
Summary Total									660.00
Payment Amount									660.00
Total Amount to be Processed									149,724.63

R04570

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3530  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 12/31/2022

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
Total Number of Payments to be Processed						46

Checks \$ 506,738.80  
 ACH \$ 149,724.63  
 -----  
 Accts Payable Total \$ 656,463.23

Pay Applications \$ 440,188.95  
 Reg. payables \$ 216,274.28  
 -----  
 \$ 656,463.23

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Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #22-290**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF NOVEMBER 17, 2022, THROUGH DECEMBER 7, 2022**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of November 17, 2022, through December 7, 2022, in the amount of \$1,174,902.99 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 November 17, 2022, through December 7, 2022, in the amount of \$1,174,902.99

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 13th day of December, 2022.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 12/13/2022

By: Katie Schmidt, Administrative Services

**Information**

**Title**

Adopt Resolution #22-229 Establishing Precinct and Polling Locations for the 2023 Election Year

**Purpose/Background:**

Purpose: To establish polling locations for 2023.

Background: The language in State Statutes requires both cities and school districts to pass a resolution prior to December 31st of each year setting polling places for the following year. This must be done even if there are no changes in locations or scheduled elections. Attached is the resolution for adoption establishing the polling locations. Council should note there are no changes to the City's polling place for 2023. However, there will be a work session case to discuss possible polling place changes for the 2024 Election Year.

**Notification:**

None required.

**Observations/Alternatives:**

Observations/Alternatives: Council is required to adopt a resolution establishing polling locations for the coming year. This is done annually, even if there is no election slated for the coming year. Alternatives could include changing the polling place locations. The current polling locations are available for 2023. No changes are currently recommended for 2023.

**Funding Source:**

None required.

**Recommendation:**

Staff recommends Council adopt the resolution establishing polling locations for year 2023.

**Action:**

Motion to Adopt Resolution #22-229 Establishing Precinct and Polling Locations for the 2023 Election Year.

**Attachments**

Resolution #22-229

**Form Review**

Inbox	Reviewed By	Date
Brian Hagen	Katie Schmidt	11/22/2022 11:11 AM
Brian Hagen	Brian Hagen	12/07/2022 06:32 PM
Form Started By: Katie Schmidt		Started On: 11/22/2022 07:30 AM
Final Approval Date: 12/07/2022		

Councilmember        introduced the following resolution and moved for its adoption:

**RESOLUTION #22-229**

**RESOLUTION ESTABLISHING PRECINCT AND POLLING LOCATIONS FOR 2023 ELECTION YEAR**

**WHEREAS**, Minnesota Statute 204B.16, subd. 1 requires the governing body of each municipality to designate by ordinance or resolution each year no later than December 31<sup>st</sup>, polling places for each election precinct; and

**WHEREAS**, the polling places designated by resolution in December of each year are the polling places to be used for elections in the following calendar year.

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

- 1) That the polling locations to be used for municipal precincts in calendar year 2023 are as follows:

<b>Ward 1 – Precinct 1</b>	<b>Pathways Community Church 6341 – 167<sup>th</sup> Avenue NW</b>
<b>Ward 1 – Precinct 2</b>	<b>Cross of Hope Church 5730 – 179<sup>th</sup> Lane NW</b>
<b>Ward 2 – Precinct 1</b>	<b>Park Center Building at Central Park 7925 – 161<sup>st</sup> Avenue NW</b>
<b>Ward 2 – Precinct 2</b>	<b>Independent Baptist Church 15650 Sunfish Lake Boulevard NW</b>
<b>Ward 3 – Precinct 1</b>	<b>Ramsey Municipal Center – Alexander Ramsey Room 7550 Sunwood Drive NW</b>
<b>Ward 3 – Precinct 2</b>	<b>Public Works Building 14199 Jasper St NW</b>
<b>Ward 3 – Precinct 3</b>	<b>Ramsey Municipal Center – Lake Itasca Room 7550 Sunwood Drive NW</b>
<b>Ward 4 – Precinct 1</b>	<b>Ramsey Fire Station No. 2 5650 Alpine Drive NW</b>
<b>Ward 4 – Precinct 2</b>	<b>Lord of Life Church 14501 Nowthen Boulevard NW</b>

- 2) That the Ramsey City Council hereby directs the City Clerk to make all necessary notifications and preparations for elections held in 2023 as required by MN Statute, Rule and Administrative Policy of the City.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13<sup>th</sup> day of December, 2022.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 12/13/2022

By: Brian McCann, Community Development

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**Information**

**Title**

Adopt Resolutions #22-248 and #22-249 Approving the Final Plat and Development Agreement for Riverstone South Second Addition

**Purpose/Background:**

The purpose of this case is to consider Final Plat and Development Agreement Approval for Riverstone South Second Addition by Capstone Homes (the "Applicant") on the property generally South of Highway 10 and East of Bowers Drive (the "Subject Property"). The City Council approved the preliminary plat for this project in April 2021 contingent upon the developer finalizing the final plat, a Cost Share Agreement, Park Dedication, Tree Preservation, and final approval of plans, subject to current Staff Review comments, and approval by the City Engineer. This last step in the phase of platting, Final Plat, approves construction documents and the Final Plat Sheet for recording and legal subdivision. The next step after Final Plat is a development agreement, which outlines fees and responsibilities for each party throughout construction.

The attached development agreement is the City's standard template, with revisions similar to the first addition of Riverstone South. 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. The draft Development Agreement has been reviewed by the City Engineer, City Attorney, and the Applicant.

**Notification:**

Notification is not required.

**Observations/Alternatives:**

The Final Plat for Riverstone South Second Addition is consistent with the approved Riverstone South Preliminary Plat.

Note: December 13, 2022 is the end of the sixty-day review period. If the request is tabled, a sixty-day extension letter will be required.

**Funding Source:**

The Applicant is responsible for all costs associated with the request.

**Recommendation:**

Staff recommends adopting Resolutions #22-248 and #22-249 Approving the Final Plat and Development Agreement for Riverstone South Second Addition.

**Action:**

Motion to Adopt Resolution #22-248 Approving the Final Plat for Riverstone South Second Addition

- and -

Motion to Adopt Resolution #22-249 Approving the Development Agreement for Riverstone South Second Addition

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## Attachments

ACTION - Resolution #22-248 - Final Plat

Rivestone South 2nd Addition - Final Plat

ACTION - Resolution #22-249 - Development Agreement

Riverstone South 2nd Addition - Development Agreement

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## Form Review

**Inbox**

Bruce Westby

Brian Hagen

Form Started By: Brian McCann

Final Approval Date: 12/08/2022

**Reviewed By**

Bruce Westby

Brian Hagen

**Date**

12/08/2022 08:20 AM

12/08/2022 12:21 PM

Started On: 10/20/2022 01:17 PM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-248**

**RESOLUTION APPROVING FINAL PLAT FOR RIVERSTONE SOUTH SECOND ADDITION**

**WHEREAS**, Riverstone Development LLC, hereafter referred to as “Developer”, has properly applied for Final Plat approval of the following described property located in the City of Ramsey:

Outlot L, RIVERSTONE SOUTH, Anoka County, Minnesota.

Or Upon Recording:

Lots 1-6, Block 1(inclusive); and  
Lots 1-7, Block 2 (inclusive); and  
Lots 1-14, Block 3 (inclusive); and  
Lots 1-23, Block 4 (inclusive), and  
Outlot A (inclusive), Anoka County, Minnesota

(the ‘Subject Property’);

**WHEREAS**, the City Council approved the Preliminary Plat with contingencies on April 22, 2021.

**WHEREAS**, the City received a Final Plat application for Riverstone South Second Addition on October 14, 2022; and

**WHEREAS**, the Final Plat includes 50 lots and the Riverstone South site is approximately 110.29 acres; and

**WHEREAS**, the City Council approved the Final Plat for Riverstone South First Addition on November 22, 2021; and

**WHEREAS**, the City Council approved the Final Plat for Riverstone South Second Addition on December 13, 2022.

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

1. That the Ramsey City Council hereby grants Final Plat contingent approval of Riverstone South in accordance with relevant City Codes, contingent upon the following conditions:
  - a. Approval to legal form by City Attorney.
  - b. Final review and approval by City Engineer.
  - c. Plans subject to current Staff Review Comments in ProjectDox.
  - d. The Developer entering into a Development Agreement with the City.

- e. The principal structure shall not encroach more than six (6) inches into the side yard easement, nor shall the eave overhang of the principle structure encroach more than one (1) foot into side yard easement.
  - i. The side yard easement is five (5) feet from side yard property line.
  - ii. The principle structure must be setback at least four (4) feet, six (6) inches from the side property line.
  - iii. The eave overhang of the principle structure must be setback at least four (4) feet from the side property line.
- f. Architectural Approval for Detached Townhomes - Shall include all of the following minimum requirements:
  - i. Garage may not extend closer to the front property line than the covered front porch/stoop – garage must be even with or behind.
  - ii. Garage must be tucked under second level – second level should extend over the entire garage.
  - iii. Front façade must have at least 3 materials (exception ‘farm house’ design) – should not be dominated by horizontal siding.
  - iv. Stoop/front porch must be covered.
  - v. Plans must include the minimum number of windows shown on the approved master plans.
  - vi. Architectural approval is limited to those models included in the review record. Any significant changes from these models shall require City Council approval.

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 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

# RIVERSTONE SOUTH SECOND ADDITION

CITY OF RAMSEY  
COUNTY OF ANOKA  
SEC. 29, TWP. 32, RGE. 25

KNOW ALL PERSONS BY THESE PRESENTS: That Riverstone Development, LLC, a Minnesota limited liability company, owner of the following described property:

Outlot L, RIVERSTONE SOUTH, Anoka County, Minnesota

Have caused the same to be surveyed and platted as RIVERSTONE SOUTH SECOND ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said Riverstone Development, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

RIVERSTONE DEVELOPMENT, LLC

\_\_\_\_\_  
Stephen A. Bona, Vice President of Land

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by Stephen A. Bona, Vice President of Land of Riverstone Development, LLC, a Minnesota limited liability company, on behalf of the company.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_  
My commission expires \_\_\_\_\_

I Thomas R. Balluff do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Thomas R. Balluff, Licensed Land Surveyor  
Minnesota License No. 40361

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_ by Thomas R. Balluff.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_  
My commission expires \_\_\_\_\_

CITY COUNCIL, CITY OF RAMSEY, MINNESOTA

This plat of RIVERSTONE SOUTH SECOND ADDITION was approved and accepted by the City Council of the City of Ramsey, Minnesota at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

CITY COUNCIL, CITY OF RAMSEY, MINNESOTA

By: \_\_\_\_\_, Mayor

By: \_\_\_\_\_, Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
David M. Zieglmeier  
Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Property Tax Administrator  
By: \_\_\_\_\_, Deputy

COUNTY RECORDER/REGISTRAR OF TITLES

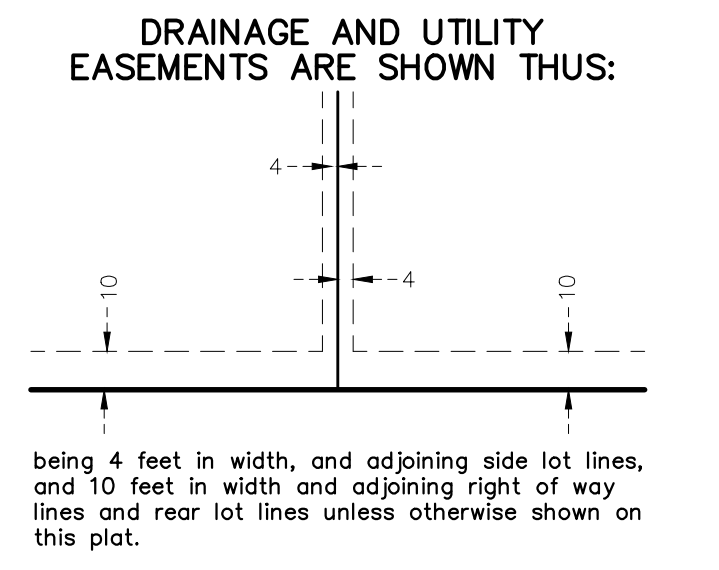
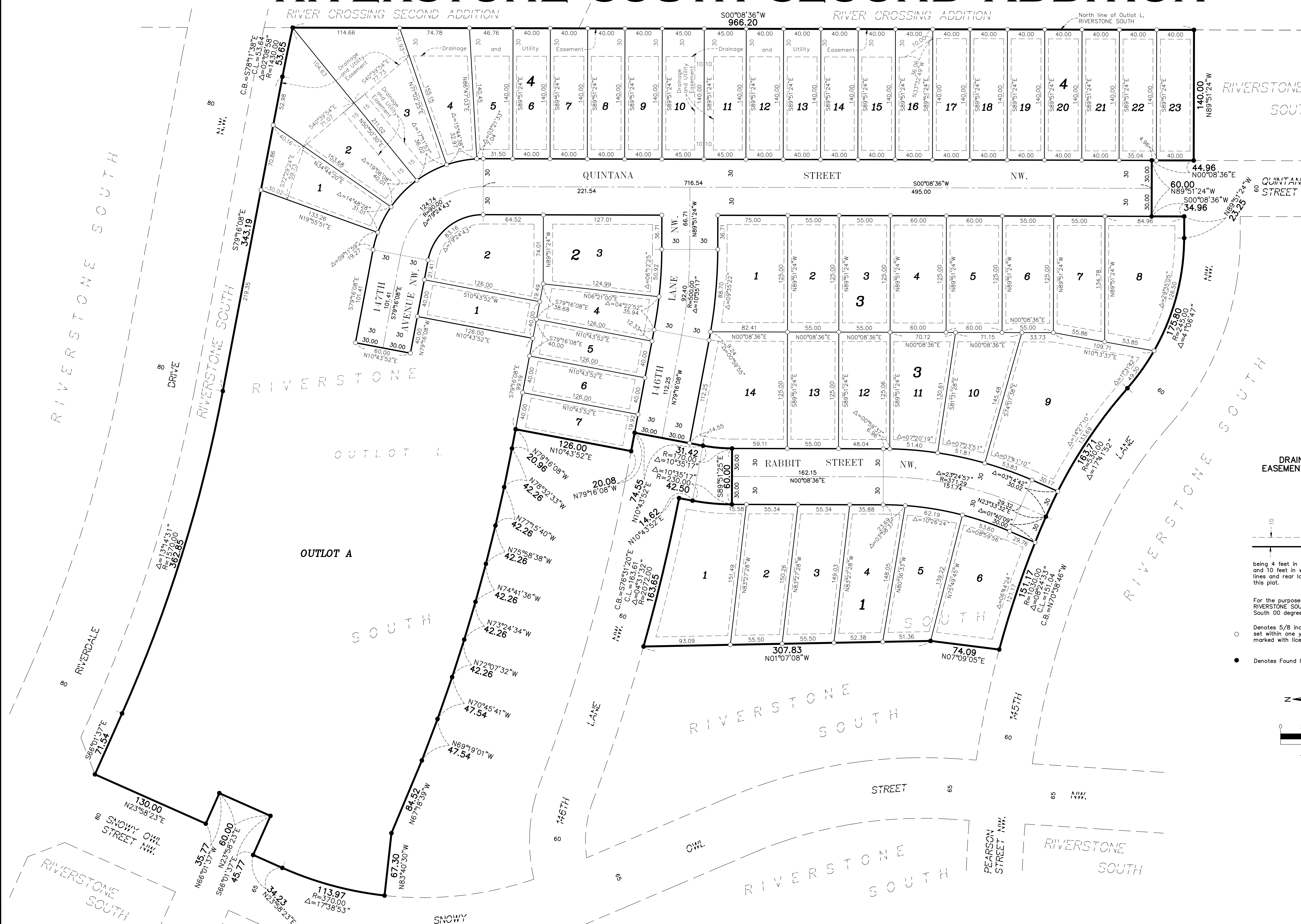
County of Anoka, State of Minnesota

I hereby certify that this plat of RIVERSTONE SOUTH SECOND ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_ o'clock \_\_\_\_M. and was duly recorded as Document Number \_\_\_\_\_.

\_\_\_\_\_  
County Recorder/Registrar of Titles  
By: \_\_\_\_\_, Deputy

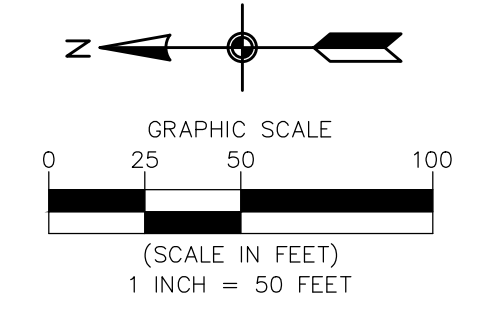
# RIVERSTONE SOUTH SECOND ADDITION

CITY OF RAMSEY  
 COUNTY OF ANOKA  
 SEC. 29, TWP. 32, RGE. 25



For the purposes of this plat, the North line of Outlot L, RIVERSTONE SOUTH, is assumed to have a bearing of South 00 degrees 08 minutes 36 seconds West.

- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361
- Denotes Found Iron Monument marked with RLS 40361



Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-249**

**A RESOLUTION APPROVING DEVELOPMENT  
AGREEMENT FOR RIVERSTONE SOUTH SECOND ADDITION**

**RECITALS**

1. Capstone Homes dba Riverstone Development, LLC hereinafter referred to as the “Permittee” has an approved Preliminary Plat and associated Final Plat for Riverstone South for the property legally described in Exhibit A (the “Subject Property”).
2. That a contingency of approval for the Final Plat for Riverstone South included the Permittee entering into a Development Agreement with the City.
3. That the City Council reviewed and approved the Development Agreement for Riverstone South Second Addition on December 13, 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 Riverstone South Second Addition on the Subject Property contingent upon the following conditions:

**CONDITIONS**

1. Final legal form approved by the City Attorney.
2. That the Permittee shall be responsible for all City costs incurred in administering and enforcing this Agreement.
3. Review and approval by City Engineer and City Finance Department.
4. Approved Final Plat and associated contingencies.

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 13<sup>th</sup> day of December, 2022.

**Exhibit A: Legal Description of Subject Property**

Outlot L, RIVERSTONE SOUTH, Anoka County, Minnesota.

Or Upon Recording:

Lots 1-6, Block 1(inclusive); and  
Lots 1-7, Block 2 (inclusive); and  
Lots 1-14, Block 3 (inclusive); and  
Lots 1-23, Block 4 (inclusive), and  
Outlot A (inclusive), Anoka County, Minnesota.

**CITY OF RAMSEY  
DEVELOPMENT AGREEMENT FOR RIVERSTONE SOUTH SECOND ADDITION**

This Agreement (hereinafter the “Agreement”) is dated as of this 13<sup>th</sup> day of December, 2022 and is by and between the **CITY OF RAMSEY**, a Minnesota municipal corporation (the “**CITY**”) and **RIVERSTONE DEVELOPMENT, LLC**, a Minnesota Corporation 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** to subdivide the Subject Property and plat the same as RIVERSTONE SOUTH SECOND ADDITION (the “Plat”).
- C. The Plat re-subdivides the Subject Property into:
  - Lots 1-6, Block 1(inclusive); and
  - Lots 1-7, Block 2 (inclusive); and
  - Lots 1-14, Block 3 (inclusive); and
  - Lots 1-23, Block 4 (inclusive), and
  - Outlot A (inclusive), Anoka County, Minnesota.

**Agreement**

- 6. Recitals. Recitals incorporated. The recitals stated above are hereby incorporated into this Agreement and are made part of this Agreement by reference.
- 7. Conditions of Approval. The **CITY** has approved the Plat subject to satisfaction of the following conditions subsequent:

- a. The PERMITTEE’S Execution of this Agreement. That the **PERMITTEE** enter into this Agreement.
  - b. Marketable Title. That prior to recording the Plat, the **PERMITTEE** shall provide the **CITY** with proof of marketable title to the Subject Property either through a currently certified abstract, registered property abstract or title insurance commitment or policy.
  - c. Proof of Authority. That the **PERMITTEE** provide proof that the respective governing boards of the **PERMITTEE** have authorized the **PERMITTEE’S** execution of this Agreement. This proof of authority may be satisfied by providing the **CITY** with a certified copy of the minutes of the governing board of each entity which grants such authority.
8. The Plans. The term “Plans” as used in this Agreement means the Final Plat Plans prepared by Carlson McCain, Inc., dated October 7th, 2022 and last updated November 22, 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.
9. Stage I Improvements. The public improvements the **PERMITTEE** will construct or install are as follows:
- a. Trunk and lateral sanitary sewer.
  - b. Trunk and lateral water main.
  - c. Storm drainage facilities (when specified).
  - d. Stormwater maintenance through 90 percent buildout.
  - e. Streets.
  - f. Concrete curb and gutter (urban).
  - g. Street traffic control signals.
  - h. Lot grading.
  - i. Trail development.
  - j. Sidewalks.
  - k. Electricity (within one-fourth mile).
  - l. Phone (within one-fourth mile).
  - m. Natural gas (within one-fourth mile).
  - n. Boulevard sodding.
  - o. Water shut off boxes.

(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.

10. Lot Corner Staking. The **PERMITTEE** must install lot corner stakes at all lot corners.
11. Installation of the Stage I Improvements. The **PERMITTEE** shall obtain all necessary permits from all governmental agencies before commencing construction of the Stage I Improvements. The **PERMITTEE** must provide the **CITY** with copies of all necessary permits from other governmental agencies prior to or when the **PERMITTEE** applies for a building permit to construct improvements on a lot within the Plat. Within thirty (30) days after the completion of the Stage I Improvements, the **PERMITTEE** shall provide the **CITY** with a complete set of reproducible “As Built” plans for the Stage I Improvements.
12. Time of Performance for the Stage I Improvements. The **PERMITTEE** must complete the Stage I Improvements within one (1) year after the recording of the Plat.
13. 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 12 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.
14. 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.
15. Stage II Improvements. The public improvements the **PERMITTEE** must construct or install are as follows:
  - a. Street striping (if required by Plans).
  - b. Street lights per agreement with Connexus Energy
  - c. Street and traffic control signs.
    - (i) **CITY** will provide and install Street Name and Traffic Control signs per the Plans, following payment by **PERMITTEE** pursuant to the established rates and charges in effect and outlined in Exhibit B attached hereto.
  - d. Installation of survey monumentation.

(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 Plat is recorded.

**PERMITTEE** must install the Stage II Improvements in accordance with the Plans, excluding the street and traffic control signs, which will be installed by the **CITY**.

16. 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
17. Financial Guaranty for Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall provide a financial guaranty to the **CITY** guaranteeing the construction of the Stage I Improvements, Stage II Improvements, and Required Private Improvements, as well as their timely completion. The **PERMITTEE** shall be responsible for a financial guarantee in the amount of **(\$1,129,126.81)**, which amount is 125% of the **CITY** Engineer's estimated cost of the Stage I and Stage II 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 guaranty.
18. Inspection Escrow for the Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall provide an inspection escrow to the **CITY** to inspect the Stage I Improvements, Stage II Improvements, and Required Private Improvements. The **PERMITTEE** shall be responsible for an inspection escrow in the amount of **(\$45,165.07)**, 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 escrow must be in the form of cash. 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, after acceptance by the **CITY**.
19. Warranty for Stage I and Stage II Improvements. The **PERMITTEE** shall provide a one-year warranty in the amount of **\$225,825.36**, 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 improvements. The warranty must be in the form of a Letter of Credit, approved as to form by the **CITY**, or a cash escrow.
20. Maintenance Guarantee for Landscaping. It is herein agreed that the **PERMITTEE** shall provide the **CITY** a landscape maintenance guaranty to ensure the survival of the plantings. Said landscape maintenance guaranty shall consist of cash in the amount of **\$5,400.00** [# plantings (60 trees) x cost/planting (\$300/tree x 30% average non-survival rate, (0 shrubs) x cost/planting \$75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the **CITY's** acceptance of said plantings as part of the Required Private Improvements.

At the end of the two-year period, the **PERMITTEE** shall request a final inspection by the **CITY** to determine that all plantings that have been planted in accordance with the Plans

have either survived or have been replaced. Upon approval of this final inspection, the landscape maintenance guaranty shall be returned to the **PERMITTEE**. 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 landscape maintenance guaranty for payment. Only the City Council shall have the authority to direct replacement of the plantings and draw upon the landscape maintenance guaranty. The **PERMITTEE** hereby grants permission and a license to the **CITY** and/or its contractors and assigns to enter upon the Subject Property for the purpose of replacing plantings in the event of the **PERMITTEE**'s default.

21. 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.
22. Payment of Development Fee's. The **PERMITTEE** must pay to the **CITY** the fees described on Exhibit B which may include, but are not limited to Trail Development Fees, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees, Sanitary Sewer Lateral Fees, Water Lateral Fees, Storm Management Fees, Street Signage Fees, and Street Light Operation and Maintenance Fees.
23. Requirements for Building and Occupancy Permits.
  - a. No building permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) installed a Class 5 driving surface to within 300 feet of the structure; (b) provided the **CITY** Building Official with a Certificate of Survey; c.) the financial guaranty described in Section 12 to the **CITY**; and
  - b. No occupancy permit for any lot in the Plat shall be issued until the **PERMITTEE** has: (a) constructed vehicular access to the lot, including the installation of at least one layer of bituminous surfacing; (b) constructed all utilities and storm water facilities this Agreement requires to serve the lot and such utilities and storm water facilities are in place, operational and accepted by the **CITY**; (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; and (d) installed and planted the sod and landscaping that are required as a part of the Stage I Improvements.
24. **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 building permits for improvements to be constructed on any lots within the Plat until the **PERMITTEE** has cured all of its defaults.
- 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 20 (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 19 (d).

25. 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 Plat complies with all **CITY**, County, metropolitan, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the **CITY** determines that the Plat does not comply, the **CITY** may, at its option, refuse to allow any construction or development work in the Plat until the **PERMITTEE** does comply. Upon the **CITY'S** demand **PERMITTEE** shall cease work until there is compliance.
  
- 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 this Plat resulting from grading performed in the development of the Plat.
  
- 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. Plat Approval Expenses. The **PERMITTEE** agrees that it will pay to **CITY** all **CITY** expenses incurred in the approval of the Plat, including, but not limited to, administration expenses, engineering and legal fees. Said expenses incurred after recording of the Final Plat shall also be paid within said fifteen (15) day billing period. Failure to pay the **CITY'S** expenses within the fifteen (15) day billing period will permit the **CITY** to draw upon any of the escrows required by this Agreement for payment.
  
- 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.
  
- l. 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:**

Riverstone Development, LLC  
Attn: Stephen Bona, Vice President  
14015 Sunfish Lake Blvd NW  
Ramsey, MN 55303

**TO THE CITY:**

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

*[The remainder of this page is intentionally left blank.]*

**THE PERMITTEE:**

**RIVERSTONE DEVELOPMENT, LLC**

By: \_\_\_\_\_, Stephen Bona

Its: Vice President

STATE OF MINNESOTA                    )  
  )ss.  
COUNTY OF \_\_\_\_\_                    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by Stephen Bona, Vice President of **RIVERSTONE DEVELOPMENT, LLC**, a Minnesota Corporation, under the laws of the State of Minnesota on behalf of the corporation.

\_\_\_\_\_  
Notary Public

**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**

Outlot L, RIVERSTONE SOUTH, Anoka County, Minnesota.

Or Upon Recording:

Lots 1-6, Block 1(inclusive); and  
Lots 1-7, Block 2 (inclusive); and  
Lots 1-14, Block 3 (inclusive); and  
Lots 1-23, Block 4 (inclusive), and  
Outlot A (inclusive), Anoka County, Minnesota.

**EXHIBIT B**

**Fees Payable to the City**

1. Trail Development Fees. The **PERMITTEE** is responsible for satisfying applicable Trail Development Fee requirements. **PERMITTEE** must pay a Trail Development Fee of **\$50,000.00** (50 units x \$1,000.00 per unit). The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.
  
2. Sanitary Sewer Connection (Trunk) Fees. The **PERMITTEE** is responsible for satisfying applicable Sanitary Sewer Trunk Fee requirements. **PERMITTEE** must pay a Sanitary Sewer Trunk Fee of **\$65,300.00** (50 units x \$1,306.00). The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.
  
3. Water Connection (Trunk) Fees. The **PERMITTEE** is responsible for satisfying applicable Water Trunk Fee requirements. **PERMITTEE** must pay a Water Trunk Fee of **\$97,250.00** (50 units x \$1,945.00 per unit). The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.
  
4. Stormwater Management Fee. The **PERMITTEE** is responsible for satisfying applicable Stormwater Trunk Fee requirements. **PERMITTEE** must pay a Stormwater Management Fee of **\$25,850.00** (50 units x \$517.00 per unit). The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.

<b>Park Dedication and Trail Development</b>					
Trail Development					
Residential	50	per unit	\$1,000	\$50,000	
<b>Subtotal Park and Trail Development</b>				<b>\$50,000</b>	
<b>Water and Sewer Fees</b>					
Water Trunk (Connection)	50	per unit	\$1,945	\$97,250	
Sanitary Sewer Trunk (Connection)	50	per unit	\$1,306	\$65,300	
<b>Subtotal Water and Sewer Fees</b>				<b>\$162,550</b>	
<b>Stormwater Management Fees</b>					
Stormwater Management	50	per unit	\$517	\$25,850	
<b>Subtotal Stormwater Management</b>				<b>\$25,850</b>	
<b>GRAND TOTAL FOR DEVELOPMENT FEES</b>				<b>\$238,400</b>	
<b>Sureties and Inspection Fees</b>					
Performance Surety (returned when complete)	903,301	cost of improvement	125%	\$1,129,127	Cash or Letter of Credit
Engineering Inspection Fee	903,301	cost of improvement	5%	\$45,165	Cash Escrow
1 Fees due at time of recording. Fees outlined above indicate 2022 fees. If plat is not recorded in 2022, fees at time of recording will be due.					

5. Maintenance Guaranty for Landscape. The **PERMITTEE** is responsible for satisfying a two-year Landscape Maintenance Guaranty. **PERMITTEE** shall provide in cash the amount of \$5,400.00 [# plantings (60 trees) x cost/planting (\$300/tree x 30% average non-survival rate, (0 shrubs) x cost/planting \$75/shrub x 30% average non-survival rate)]. The **PERMITTEE** acknowledges that these fees are estimates. The rate in effect when the Plat is recorded will be collected.
  
6. Street Sign Fee. While the **CITY** provides and installs the street name and traffic control signage, the **PERMITTEE** is responsible for paying for them at a rate of **\$225** per sign. **PERMITTEE**

must pay a Street Sign Fee of **\$2,475.00** (\$225 x 4 street name signs; \$225x 4 no parking signs; \$225 x 3 stop signs).

7. Development Fees for the Outlots. The **PERMITTEE** acknowledges that development fees are not being collected for any Outlots. The **PERMITTEE** acknowledges that development fees will be due upon development of any of the Outlots. The rate in effect at the time said future plat(s) is recorded will be collected.

Meeting Date: 12/13/2022

By: Diana Lund, Finance

**Information**

**Title**

Adopt Resolution #22-281 Decertifying Tax Increment Financing District #15.

**Purpose/Background:**

Purpose: The City Council needs to formally adopt a resolution when a tax increment financing district decertifies and forward a copy of the resolution to Anoka County.

Tax Increment Financing (TIF) District #15 (also known as Life Fitness) was a Renewal and Renovation District created in 2015. The term of TIF District #15 officially expires on December 31, 2032. The City proposes to decertify the district early as the last note payable was completed in 2022. The City Council is required to formally decertify the TIF district and return any excess tax increment to the County in accordance with Minnesota Statute, Section 469.176, subdivision 2.

**Notification:**

A copy of the resolution will be forwarded to Anoka County when completed.

**Observations/Alternatives:**

No alternatives. Decertify TIF#15 and return to the general tax rolls. As the district does not have any qualifying expenditures, future increment cannot be collected. This district generated approximately \$75,000 in tax increment. With the decertification, approximately \$75,000 will be added back to the General Property tax rolls. Under the General Property tax, the city will receive approximately 42% of the approximately \$75,000 or about \$32,000. The remaining will be distributed to the County and the School District.

**Recommendation:**

Staff recommends adopting the resolution decertifying Tax Increment Financing District #15.

**Action:**

Motion to Adopt Resolution #22-281 Decertifying Tax Increment Financing District #15 and Returning Excess Tax Increments to Other Jurisdictions (if applicable).

**Attachments**

Reso #22-281 Decertify TIF#15

**Form Review**

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/07/2022 06:32 PM
Form Started By: Diana Lund		Started On: 11/28/2022 09:52 AM
Final Approval Date: 12/07/2022		

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #22-281**

**RESOLUTION DECERTIFYING TAX INCREMENT FINANCING DISTRICT NO. 15  
AND RETURNING EXCESS TAX INCREMENTS TO OTHER TAXING  
JURISDICTIONS**

**WHEREAS**, the city of Ramsey (the “City”) has heretofore created Tax Increment Financing District No. 15 (the “Tax Increment District”); and

**WHEREAS**, the developments to be undertaken within the Tax Increment District as set forth in the tax increment financing plans have been completed and the final tax increment payment has been made or decertification of the Tax Increment District is required pursuant to law.

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

1. The City Council hereby finds, declares and determines to decertify Tax Increment Financing District No. 15 effective as of December 31, 2022.
2. Any tax increments collected from Tax Increment Financing District No. 15 shall be returned to the County Auditor of Anoka County for distribution to the affected tax jurisdictions in accordance with Minnesota Statutes, Section 469.176, subdivision 2.
3. The City Administrator is hereby directed to send a copy of this resolution to the County Auditor of Anoka County and to take all other steps which are necessary to decertify Tax Increment Financing District No. 15, and to distribute the tax increments to the County.

That 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:

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 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF                    )

I, the undersigned, being the duly qualified and acting Administrator of the City of Ramsey, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Ramsey, Minnesota, duly called and held, as such minutes relate to the decertification of Tax Increment Financing District No. 15.

Dated: December 13, 2022

\_\_\_\_\_  
City Clerk

Meeting Date: 12/13/2022

By: Sean Sullivan, Community Development

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**Information**

**Title:**

Adopt Resolution #22-282 Approving Lease Agreement for 6701 Hwy 10 NW: Case of God's Kingdom Ministry

**Purpose/Background:**

God's Kingdom Ministry Church has presented an offer to lease the west 4,820 square feet of 6701 Highway 10 NW for 2 years. Staff, along with Premier Commercial Properties (property manager), has been negotiating with the proposed tenant over the past few weeks. God's Kingdom Ministry Church currently leases space in Brooklyn Center and they are current with their rent. The west 4,820 square feet of 6701 Hwy 10 is currently vacant and the city does not have any other offers. The proposed Tenant has been told that his lease situation is temporary, as the Property is RALF owned and will be sold once the Hwy 10 project is completed, or it is known that this parcel will not be needed for the project. The temporary nature of the lease is why it is only for 2 years and includes a 120 day, no questions asked, out for the City.

This space was previously occupied by Potter's House Christian Community Church. During the last lease period Potters Church paid a rate of \$3,587.00 / month. The offer from God's Kingdom Ministry Church is \$3,587.00 / month for year one with an inflationary increase of 3% for year 2. The offered rate is \$8.93/SF with market rate being around \$12.00/SF. Staff believes this is a fair offer considering it's a short term, temporary lease. Staff also wants to reiterate that the City does not receive the revenue from RALF leases. The revenue goes to maintain the properties, pay the taxes and the rest goes back to the RALF Program.

**Notification:**

N/A

**Observations/Alternatives:**

The offer of \$3,587 / month by God's Kingdom Ministry Church is the offer that is on the table for consideration. There is value to having a tenant in the building and maintaining it. Staff and the Property Manager support accepting the offer with the key terms below.

**Key Lease Terms**

**Location:** 6701 Hwy 10 (West 4,820 SF)

**Lease Duration:** February 1, 2023 - January 31, 2025

**Lease Rate (3% inflator):**

Year 1 (2/1/23 through 1/31/24): \$3,587.00

Year 2 (2/1/24 through 1/31/25): \$3,695.00

**Utilities:** Tenant paid

**Snow Plowing / Sidewalks:** Tenant paid (Tenant has agreed to paying "pro-rata" share)

**Early Termination:** The City can terminate the lease at anytime without cause after giving an 120 day notice.

**Alternatives:**

1. Motion to Adopt Resolution #22-282 Approving Lease Agreement for 6701 Hwy 10 NW: Case of God's Kingdom Ministry; subject to City Attorney review (as presented)
2. Motion to Adopt Resolution #22-282 Approving Lease Agreement for 6701 Hwy 10 NW: Case of God's Kingdom Ministry; subject to City Attorney review (with changes)
3. Direct staff to continue negotiations with proposed tenant.

4. Recommend to City Council something else.

**Funding Source:**

This item is being handled under normal Staff duties.

**Recommendation:**

The EDA met on December 8, 2022 at its regularly scheduled meeting and unanimously passed a motion recommending approval of the attached lease with God's Kingdom Ministry as presented.

**Action:**

Motion to Adopt Resolution #22-282 Approving Lease Agreement for 6701 Hwy 10 NW: Case of God's Kingdom Ministry; subject to City Attorney review.

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**Attachments**

Site Location Map

ACTION - Resolution #22-282

Lease Agreement Gods Kingdon Ministry

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**Form Review**

**Inbox**

Sean Sullivan (Originator)

Brian Hagen

Form Started By: Sean Sullivan

Final Approval Date: 12/08/2022

**Reviewed By**

Sean Sullivan

Brian Hagen

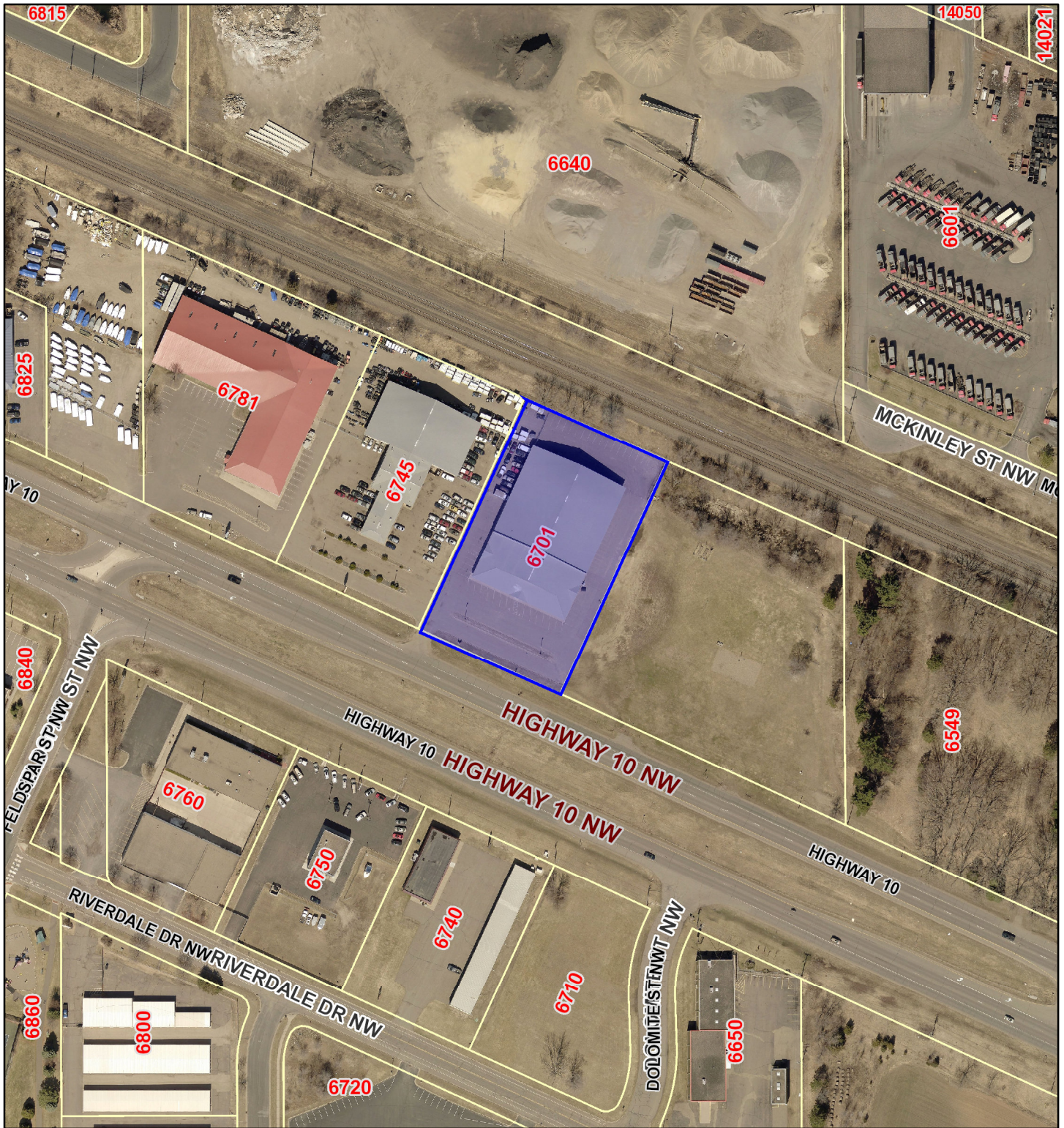
**Date**

12/08/2022 08:57 AM

12/08/2022 12:24 PM

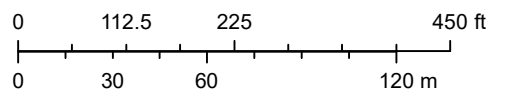
Started On: 12/05/2022 02:03 PM

# Site Location Map - 6701 Hwy 10 NW



September 28, 2020

1:2,400



Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-282**

**APPROVING LEASE AGREEMENT FOR 6701 HWY 10 NW: CASE OF GOD’S KINGDOM MINISTRY**

**WHEREAS**, God’s Kingdom Ministry (the “Church”) has made an offer to lease the West 4,820 SF of the building located at 6701 Hwy 10 NW (the “Lease Space”); and

**WHEREAS**, the Church asked the city to consider a 2 year lease of the Lease Space; and

**WHEREAS**, the Ramsey EDA had a meeting on December 8, 2022 and recommended approval of a Two Year Lease for Lease Space at the following rates:

Year 1 (2/1/23 through 1/31/24): \$3,587.00

Year 2 (2/1/24 through 1/31/25): \$3,695.00

;and

**WHEREAS**, God’s Kingdom Ministry is a business filed in the Office of the Minnesota Secretary of State and is in good standing.

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

- 1) That the City of Ramsey authorizes The City Administrator and Mayor to execute the lease with God’s Kingdom Ministry with the following rates:

Year 1 (2/1/23 through 1/31/24): \$3,587.00

Year 2 (2/1/24 through 1/31/25): \$3,695.00

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 13th day of December, 2022.

---

Mayor

**ATTEST:**

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City Clerk

## LEASE AGREEMENT

**THIS LEASE AGREEMENT** (hereinafter “Lease”) made as of this \_\_\_\_ day of \_\_\_\_\_, 2022, is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation, 7550 Sunwood Drive, Ramsey, Minnesota 55303 (“Landlord”) and **God’s Kingdom Ministry**, a non-profit corporation organized under the laws of the State of Minnesota, 5701 Shingle Creek Parkway Brooklyn Center, MN 55430, Minnesota (“Tenant”). The Landlord and the Tenant are hereinafter collectively referred to as “the parties” and individually as a “party.”

**IN CONSIDERATION OF** the mutual agreements expressed herein, the parties agree as follows:

1. **Purpose.** Landlord is the fee owner of the Premises described in Paragraph 2 of this Agreement. Tenant desires to rent the Premises from Landlord for Tenant’s use as a place of worship and related uses. Landlord is willing to lease the Premises to Tenant pursuant to the terms and conditions of this Lease.

2. **Premises.** The “Premises” consists of the Westerly 4,820 square feet of the office area located in the building located at 6701 Highway 10 Northwest, in Ramsey, Minnesota and which building (“Building”) is located on the following legally described property:

Lot 3, Block 1, DEAL INDUSTRIAL PARK, Anoka County, Minnesota.

The Premises also include the nonexclusive use of the paved parking areas adjacent to the Building, excluding the fenced in area. The Tenant’s employees and invitees shall not be permitted to the use of those parking areas which interfere with the reasonable use of other tenants located within the Building.

The Premises is depicted on the attached Exhibit A hereto, and is labeled “4,820 sf Office Space” and “Parking.” Exhibit A is incorporated herein as if fully set forth in this Lease.

3. **Term.** The term of this Lease is for a period of two years, commencing on February 1, 2023 (the “Commencement Date”) and ending at midnight on January 31<sup>st</sup>, 2025, unless extended by written agreement of both parties or sooner terminated as provided herein (“Lease Term”). Notwithstanding the Lease Term, Landlord may terminate this Lease at any time at Landlord’s sole option upon 120 days prior written notice to Tenant.

4. **Use.** The Premises shall be used by Tenant as a commercial use for worship, educational and outreach purpose programs for use as a church. Tenant will not

make or suffer any unlawful or offensive use of the Premises or any use or occupancy thereof contrary to any federal law, state law or ordinance of the City of Ramsey now or subsequently hereto made. Tenant will not conduct or permit to be conducted any activity, or place any equipment in or about the Premises, which will in any way increase the rate of fire insurance or other insurance on the Premises; and if any increase in the in the rate of fire insurance or other insurance is stated by any insurance company or by the applicable Insurance Rating Bureau to be due to activity or equipment of Tenant in or about the Premises, such statement shall be conclusive evidence that such increase in such rate is due to such activity or equipment and, as a result thereof, Tenant shall be liable for such increase and shall reimburse Landlord therefore and further, shall discontinue or cause the discontinuance of such conduct or shall remove such equipment upon Landlord's demand made at any time thereafter. Tenant acknowledges they are taking the Premises in it's "AS-IS" condition.

5. **Rent.** Tenant covenants and agrees to pay to Landlord at the Landlord's office without demand, monthly rent in the following amounts:

Year 1 (2/1/23 through 1/31/24): \$3,587.00  
Year 2 (2/1/24 through 1/31/25): \$3,695.00

All Rent shall be payable on the first day of each month during the Lease Term. If Landlord does not receive the Rent by the fifth day of the month, Tenant must pay a late fee equal to five percent of the overdue rent payment as an additional rent. Rent is "paid" when Landlord receives it, not when mailed or sent by Tenant.

Tenant contemporaneously with the execution of this Lease shall deposit with Landlord the sum of Three Thousand Five Hundred and 00/100 Dollars (\$3,587.00) as first month's gross rent, receipt which is hereby acknowledged by the Landlord.

6. **Additional Rent.** In addition to the Rent set forth in Paragraph 5 of this Lease, Tenant covenants and agrees to pay as additional rent all monies required to be paid by Tenant as set forth in the balance of this Lease. Specifically, but not by way of limitation, the reasonable value of any action taken or materials used by Landlord to correct or mitigate any violations of this Lease by the Tenant shall be deemed additional rent and charged to Tenant payable with the Rent as set forth in Paragraph 5.

7. **Utilities and Trash Removal.** Tenant is solely responsible for paying for all utilities servicing the Premises, including but not limited to, water, natural gas and electricity. Tenant is also responsible for paying for the removal of all trash and recycling materials generated as a result of Tenant's use of the Premises. Landlord is not responsible for any interruption in such services beyond the reasonable control of Landlord.

8. **Real Estate Taxes and Special Assessments.** Landlord is responsible for the payment of all real estate taxes and special assessments pertaining to the Premises during the Lease Term.

9. **Repair and Maintenance.** Tenant shall keep in good order and repair all glass, including plate glass, and the interior of the Premises, and heating, sprinkler, water and electric fixtures in and upon the Premises, ordinary wear and tear excepted. Tenant shall protect such systems against freezing and damage due to neglect of Tenant, and Tenant shall keep the abutting sidewalks and parking areas free of ice and snow. Tenant shall pay all costs and expenses necessary to maintain the plumbing, heating, air conditioning and electrical systems in and upon the Premises in good order and repair. Landlord shall have the plumbing, heating, air conditioning, and electrical systems in working order on the Commencement Date. Tenant shall be responsible to keep sidewalks adjacent to the Premises neat and clean and in sanitary condition, free from ice and snow, waste or debris and shall neither commit or permit and waste or nuisance thereon. Tenant shall arrange for all necessary maintenance of the Premises, including but not limited to snow removal, except that Landlord shall be responsible for all lawn (grass) maintenance on the grassy areas around the Building. Tenant shall also be responsible for any flower, shrubbery plantings, and or tree pruning it may choose on the front and east side of the Building. Except for lawn (grass) maintenance above referenced, Tenant shall pay 100% of all costs and expenses for such maintenance of any plantings it chooses and/or tree pruning. Tenant shall be solely and exclusively responsible for any and all costs and expenses of any nature or kind whatsoever attributable to the Premises except as herein otherwise provided. Tenant agrees to and shall maintain and keep the interior and exterior areas of the Premises in the same high degree of maintenance and upkeep as when the Tenant takes possession. Provided, however, that Landlord shall be responsible for repair of the foundation, the exterior walls excluding glass and doors, the roof and any defect that is pre-existing as of the date hereof. Notwithstanding the foregoing, the Landlord shall plow snow as required and bill back to Tenant (in their pro rata share) for each and every snow plow, which payment shall be due within ten (10) days from the snow plow event.

10. **Tenant's Improvements, Alterations and Remodeling.** Tenant shall be permitted to perform improvements, alterations or remodeling on or to the Premises consistent with its intended use thereof; provided however, that such improvements shall be done at the sole expense of Tenant and provided that any single improvement reasonably expected to exceed \$2,500.00 in cost may be done only with Landlord's prior written consent. Notwithstanding the above, Tenant shall not make any alterations to the structure, plumbing, electrical, or HVAC systems of the Building without the prior written consent of Landlord.

11. **Signage.** Tenant is permitted signage above the Premises. Costs for signage to be at that expense of the Tenant and must be compliant with sign code and obtain required City approvals.

12. **Assignment or Subletting.** Tenant may not assign, transfer, mortgage or encumber this Lease, and may not sublet, rent or permit occupancy or use of the Premises, or any part thereof, by any third party; no assignment or transfer of this Lease shall be effectuated voluntarily, by operation of law, or otherwise. Any of the foregoing will hereinafter be referred to as an "Assignment" for purposes of this Lease.

13. **Destruction of Premises.** If the Premises are totally destroyed (or so substantially damaged as to be wholly untenable) by storm, fire, earthquake or other casualty, this Lease shall terminate as of the date of such destruction or damage, and Rent shall be accounted for between Landlord and Tenant as of that date. If the Premises are damaged but not rendered wholly untenable and the damage can be fully repaired within 90 days from the date of the damage, Rent shall abate in proportion as the Premises have been damaged, and Landlord shall restore within said 90 day time limit, whereupon payment of full Rent shall re-commence. In the event Landlord fails or refuses to fully repair the Premises within said 90 days, Tenant may terminate this Lease.

14. **Removal of Fixtures.** Unless otherwise approved by Landlord, Tenant must, prior to the termination of this Lease, remove all fixtures and equipment which Tenant has placed in the Premises. Tenant must repair all damage caused by removal of fixtures or equipment.

15. **Entry by Landlord.** Landlord or its agents or representatives may enter the Premises at all reasonable hours to inspect the same, clean, make repairs, alterations and additions thereto or exhibit the Premises to prospective tenants, purchasers or others, or for other reasonable purposes as Landlord may deem necessary or desirable, and Tenant shall not be entitled to any abatement or reduction of Rent, or any other sums due. Tenant waives any claim for damages or for any injury or inconvenience or for interference with Tenant's business, and any other loss occasioned thereby.

16. **Default.** If Tenant defaults for 10 days after written notice from Landlord in paying any Rent, including additional rent, or if Tenant shall be declared bankrupt or insolvent according to law or if Tenant shall make an assignment for the benefit of its creditors or if Tenant shall violate or default in any other covenants, agreements, stipulations or conditions herein and such violation or default shall continue for ten 10 days after written notice from Landlord of such violation or default, then and in such case Landlord lawfully may immediately, or at any time thereafter, and without notice or demand, enter into and upon the Premises, or any part thereof, in the name of the whole,

and repossess the same and expel Tenant and those claiming under it and remove their effects, forcibly if necessary, without being taken or deemed to be guilty of any manner of trespass, and prejudice, and Landlord shall have all remedies and recourse which might otherwise be used by Landlord for arrears of Rent or any breach of covenants contained in this Lease.

17. **Quiet Enjoyment.** Landlord covenants and agrees to allow Tenant to peacefully have, hold and enjoy the Premises during the Lease Term, provided that Tenant pays the Rent set forth herein and performs all of Tenant's other agreements and obligations set forth herein.

18. **Nuisance.** Tenant shall conduct its business and control its agents, employees, invitees and visitors in such a manner as not to create waste, odors, nuisance, or interfere with, annoy or disturb any other tenant of Landlord in its operation of the Building or the Premises.

19. **Hold Harmless and Liability Insurance.** Except in the case of the negligence of Landlord, its agents or its employees, Tenant agrees to indemnify, save, hold harmless and defend Landlord against all claims, losses or liabilities for injury or death to any person or for damage to or loss of use of any property arising or resulting from the occupancy or use by Tenant of the Premises. Landlord shall not be liable to Tenant, its agents, employees, representatives, customers or invitees for any personal injury, death or damage to property caused by theft, burglary, water, gas, electricity, fire or for any other cause occurring on or about the Premises. All property kept, stored or maintained in the Premises shall be so kept, stored or maintained at the sole risk of the Tenant. Tenant further agrees to indemnify, defend and hold harmless Landlord from and against any and all claims arising from any breach or default in the performance of any obligation on Tenant's part to be performed under the terms of this Lease. Further, in no event shall Landlord be liable for damages caused by Tenant or Tenant's employees or agents. The provisions of this Paragraph shall survive the expiration or termination of this Lease with respect to any damage, injury, death, breach or default occurring prior to such expiration or termination.

During the Lease Term and any extension thereof, Tenant shall at all times have in full force and effect a policy of general public liability insurance in the amount of the greater of \$2,000,000.00 or the maximum liability for tort liability pursuant to Minnesota Statutes Section 466.04 and any amendments thereto, which insurance shall insure Landlord and Tenant against liability for acts of Landlord and Tenant.

20. **Hazard Insurance.** It shall be the responsibility of Landlord to keep the Premises and its interest therein covered by hazard insurance against loss or damage by

fire and other perils. Landlord shall provide to Tenant copies of such insurance policies upon reasonable request of Tenant.

21. **Time of the Essence.** Time is of the essence with regard to this Lease and the terms therein.

22. **Relationship of Parties.** This Lease shall create the relationship of Landlord and Tenant between the parties and none other.

23. **Holding Over.** If Tenant remains in possession of the Premises, or any part thereof, after the expiration or termination of the Lease Term with the express written consent of Landlord, Tenant shall be deemed to be occupying the Premises as a Tenant at will, subject to all the conditions, provisions and obligation of this Lease insofar as the same can be applicable to a tenant at will; provided, however, that the Rent required to be paid by Tenant during any holdover period shall be a minimum of 1.5 times the monthly Rent which Tenant was obligated to pay for the month immediately preceding the end of the Lease Term, for each month or any part thereof, of any such holdover period. In the event of holding over by Tenant after expiration or termination of this Lease without the written consent of Landlord, Tenant shall be in breach of this Lease and Landlord shall be entitled to all of its rights and remedies under this Lease, in law, or in equity. No holding over by Tenant after the Lease Term shall operate to extend the Lease Term or renew this Lease. In the event of any unauthorized holding over, Tenant shall indemnify Landlord against all claims for damages by any other tenant to whom Landlord may have leased all or any part of the Premises covered hereby effective upon the expiration or termination of the Lease.

24. **Surrender of Premises.** At the termination of this Lease, Tenant shall surrender the Premises and all keys thereof to Landlord.

25. **Eminent Domain.** If the entire Premises are taken by any public authority under the power or threat of eminent domain, then the term of this Lease shall cease as of the day possession shall be taken by such public authority, and the Landlord shall make a pro rata refund of any Rent that has been paid in advance by Tenant for a period beyond the date of the taking. In the event that less than the entire Premises is so taken and provided the Premises are not rendered untenable thereby, then this Lease shall terminate only at the option of the Landlord. In the event that only a part of the Premises is so taken and that this Lease does not so terminate, there shall be a pro rata reduction in Rent to the extent that such taking interferes in any way with Tenant's use of the Premises, and all other terms and provisions of this Lease shall remain in full force and effect. All damages awarded for such taking shall belong to and be the property of the Landlord, irrespective of the basis on which they were awarded.

26. **Subordination.** Tenant agrees that, at the Landlord's election, this Lease shall be subordinate to any land Lease or mortgage now on or to be placed in the future on the Premises or Building and to any and all advances to be made thereunder and to the interest thereon and to all renewals, replacements and extensions thereof, provided that such subordination shall not materially affect either party's obligations under this Lease. Tenant hereby appoints Landlord as its attorney-in-fact to execute such documents as may be required to accomplish such subordination.

27. **No Waiver.** No reference to any specific right or remedy shall preclude Landlord from exercising any other right or from having any other remedy or from maintaining any action to which it may otherwise be entitled either at law or in equity. Landlord's failure to insist upon a strict performance of any covenant of this Lease or to exercise any option or right herein contained shall not be a waiver or relinquishment for the future of such covenant, right or option; but the same shall remain in full force and effect.

28. **Captions.** The captions and headings herein are for convenience and reference only.

29. **Brokers.** Each of the parties represents and warrants to the other that there are no claims for brokerage commission or finder's fees in connection with the execution of this Lease, except for Premier Commercial Properties, LLC, who represents the Landlord. Each party agrees to indemnify the other against, and hold it harmless from, all liabilities arising from any such claim including, without limitation, reasonable attorney's fees in connection therewith.

30. **No Partnership.** This Lease does not create a joint venture or partnership relation between the parties hereto.

31. **Notices.** All communications, demands, notices or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its duly authorized agent or if deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, and addressed to the other party to this Lease at the addresses set forth below for each party, or if to a person not a party to this Lease, to the address designated by a party to this Lease in the foregoing manner.

Landlord: City Administrator  
City of Ramsey  
7550 Sunwood Drive  
Ramsey, Minnesota 55303

Tenant:                   Apostle Samuel Toure  
                              God's Kingdom Ministry  
                              10975 Brittany Drive North  
                              Champlin, MN 55316  
                              612-390-2403

Either party may, by written notice to the other party, designate a different address to which notices must be sent. Such written notice designating a different address must state the party's newly designated address and must be provided by following the above notice requirements. Commencing on the 10th day after a party gives notice designating a new address to which notices must be sent, the newly designated address shall be the party's address for the purpose of all communication, demands, notices or objections permitted or required to be given or served under this Lease.

32.    **Force Majeure.** The time within which any of the parties hereto shall be required to perform any act or acts under this Lease, except for the payment of monies, shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, fire, windstorm, flood, explosion, collapse or structures, riot, war, labor and/or legal disputes, delays or restrictions by government bodies, inability to obtain or use necessary materials or any cause beyond the reasonable control of such party, provided however that the party entitled to such extension hereunder shall give prompt notice to the other party of the occurrence causing such delay.

33.    **Minnesota Law.** This Lease shall be construed and enforced in accordance with the laws of the State of Minnesota. The parties agree that the Minnesota state courts will have exclusive jurisdiction over any dispute arising out of this Lease.

34.    **Entire Agreement.** This Lease constitutes the entire agreement between the parties relating to the subject matter described herein. The terms of this Lease are contractual and are intended to be legally binding. This Lease supersedes any and all prior agreements between the parties relating to the subject matter described herein. No party has relied upon any statements, representations, or promises that are not set forth in this Lease. No changes to this Lease will be valid or enforceable unless they are in writing and signed by all of the parties.

35.    **Equal Drafting.** In the event any party asserts a provision of this Lease is ambiguous, this Lease must be construed to have been drafted equally by the parties.

36.    **Savings Clause.** Each provision of this Lease is separate and distinct and individually enforceable. In the event any provision hereof or the application of any such

provision under any circumstance is declared to be unlawful or invalid, the enforceability of all the other provisions shall not be affected.

37. **Counterparts.** This Lease may be executed in multiple counterparts, each of which shall be an original, but all of which together shall constitute a single agreement.

38. **Security And Damage Deposit.** Tenant contemporaneously with the execution of this Lease, has deposited with Landlord the sum of Three Thousand Five Hundred Eighty-seven and 00/100 Dollars (\$3,587.00), receipt of which is hereby acknowledged by Landlord, which deposit is to be held by Landlord, as a security and damage deposit for the faithful performance by Tenant during the term hereof or any extension hereof. Prior to the time when Tenant shall be entitled to the return of this security deposit, Landlord may commingle such deposit with Landlord's own funds and to use such security deposit for such purpose as Landlord may determine. In the event of the failure of Tenant to keep and perform any of the terms, covenants and conditions of this Lease to be kept and performed by Tenant during the term hereof or any extension hereof, then Landlord, either with or without terminating this Lease may (but shall not be required to) apply such portion of said deposit as may be necessary to compensate or repay Landlord for all losses or damages sustained or to be sustained by Landlord due to such breach on the part of Tenant, including, but not limited to overdue and unpaid rent, any other sum payable by Tenant to Landlord pursuant to the provisions of this Lease, damages or deficiencies in the reletting of the Leased Property, and reasonable attorney's fees incurred by Landlord. Should the entire deposit or any portion thereof, be appropriated and applied by Landlord, in accordance with the provisions of this paragraph, Tenant upon written demand by landlord, shall remit forthwith to Landlord a sufficient amount of cash to restore said security deposit to the original sum deposited, and tenant's failure to do so within five (5) days after receipt of such demand shall constitute a breach of this Lease. Said security deposit shall be returned to Tenant, less any depletion thereof as the result of the provisions of this paragraph, at the termination of this Lease. Tenant shall have no right to anticipate return of said deposit by withholding any amount required to be paid pursuant to the provision of this Lease or otherwise.



EXHIBIT A



Meeting Date: 12/13/2022

By: Colleen Lasher, Administrative Services

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**Information**

**Title:**

Adopt Resolution #22-283 Authorizing the City's 2023 Non-Union Health and Dental Insurance Contributions and Cost of Living Adjustment

**Purpose/Background:**

The purpose of this case is for City Council consideration of non-union employee health and dental insurance contributions and wage adjustments. All union contracts have received the same COLA and benefit adjustments as are being proposed for non-union employees. Wage adjustments for the cost of living (COLA) are 3%.

Health Insurance

The City continues to be a member of LOGIS (Local Government Information Systems), which is a consortium of Minnesota local government units. This consortium has many benefits, including coverage by the group's health plan. Employees may choose a health plan that best meets their needs by selecting one of four tiers and choosing between two networks; or they may choose to waive the City's health insurance.

If approved, the City's total monthly contribution to health insurance will be as follows:

- Employee only (single) City contribution, not to exceed \$961.00; and
- Employee and Children City contribution is \$1153.50; and
- Employee and Spouse City contribution is \$1211.40; and
- Family City contribution is \$1499.40.

In addition to the premium contributions listed above, the city will contribute the following to the H.R.A./V.E.B.A. or H.S.A., as follows:

- Single plans with a \$4000 deductible receive \$194.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- Other single plans receive \$130.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All employee + children and employee + spouse plans will receive \$160.00 per month toward the H.R.A./V.E.B.A. or H.S.A.
- All family plans will receive \$192.00 per month toward the H.R.A./V.E.B.A. or H.S.A.

Or

The City will pay \$370 per month in 2023 in lieu of health insurance benefits for employees who waive such coverage. All waiving employees must agree to the terms of the waiving benefit as described within the City's policy and sign the acknowledgement form.

Life Insurance

If approved, the City will continue to purchase \$20,000 of basic life and AD&D insurance for full-time regular employees working 30 hours per week and employees participating in the PERA's phased retirement program. The cost of basic life insurance is \$3.40 per month per employee.

Single Dental Insurance

If approved, the City's monthly contribution to single dental insurance will be \$37.84 per month. The City will not offer credit in lieu of coverage for dental insurance.

Wages

Cost-of-living Adjustment (COLA): If approved, the City's COLA will be 3.00%, effective January 1, 2023.

Annual cost of living adjustments are carefully researched, budgeted for, and are necessary for recruitment and retention of employees.

Non-union COLA Wage History

2022 3%  
2021 2.75%  
2020 3%  
2019 2.75%  
2018 2.5%, 1-1-18 through 06-30-18 plus .5% beginning 07-01-18  
2014 through 2017 2%  
2013 1%  
2012 2% for all employee groups, with the exception of Department Heads at 1%  
2010 & 2011 Zero %  
2003 to 2009 3%

**Funding Source:**

The funding required for this action is included in the 2023 budget.

**Recommendation:**

Staff recommends adopting resolution #22-283 to move forward with the City non-union insurance contributions and COLA , effective January 1, 2023.

**Outcome/Action:**

Motion to adopt resolution #22-283, contingent upon approval of the 2023 general fund budget including these actions, as follows:

- 1) Authorize the following non-union monthly City health insurance contributions, effective January 1, 2023: Employee only (single) City contribution, not to exceed \$961.00; Employee and Children City contribution \$1153.50; Employee and Spouse City contribution \$1211.40; and Family City contribution \$1499.40; and the following H.R.A./V.E.B.A. or H.S.A. contributions: Single plans with a \$4000 deductible receive \$194.00, other single plans receive \$130.00 per month; all employee + children and employee + spouse plans will receive \$160.00 per month and all family plans will receive \$192.00 per month; or the Employer will pay \$370 per month in lieu of health insurance benefits for employees who waive such coverage; and
- 2) Authorize the non-union dental contribution, effective January 1, 2023, of \$37.84 per month; and
- 3) Authorize increasing the non-union wage scale, effective January 1, 2023, by three percent (3.00%).

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**Attachments**

Resolution 22-283

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	12/07/2022 06:36 PM
Form Started By: Colleen Lasher		Started On: 11/29/2022 04:48 PM
Final Approval Date: 12/07/2022		

Councilmember           introduced the following resolution and moved for its adoption:

**RESOLUTION #22-283**

**RESOLUTION TO AUTHORIZE THE CITY'S 2023 NON-UNION CITY HEALTH AND DENTAL INSURANCE CONTRIBUTIONS AND NON-UNION WAGE ADJUSTMENTS**

**WHEREAS**, the 2023 City budget accounts for the non-union health and dental insurance contributions and wage adjustment; and

**WHEREAS**, Staff recommends authorizing the non-union health insurance contributions, as follows Employee only (single) City contribution, not to exceed \$961.00; Employee and Children City contribution is \$1153.50; and Employee and Spouse City contribution is \$1211.40; and Family City contribution is \$1499.40; and

**WHEREAS**, Staff recommends authorizing the following contributions to the H.R.A./V.E.B.A. or H.S.A., as follows: Single plans with a \$4000 deductible receive \$194.00 per month; other single plans receive \$130.00 per month; all employee + children and employee + spouse plans will receive \$160.00 per month and all family plans will receive \$192.00 per month; and

**WHEREAS**, or the Employer will pay \$370 per month in 2023 in lieu of health insurance benefits for employees who waive such coverage; and

**WHEREAS**, Staff recommends authorizing the non-union dental contribution of \$37.84 per month; and

**WHEREAS**, Staff recommends increasing the non-union wage scale by three percent (3%).

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

- 1) Motion to adopt resolution #22-283, contingent upon approval of the 2023 general fund budget including these actions, as follows:
  - a. Authorize the following non-union monthly City health insurance contributions, effective January 1, 2023: Employee only (single) City contribution, not to exceed \$961.00; Employee and Children City contribution is \$1153.50; Employee and Spouse City contribution is \$1211.40; and Family City contribution is \$1499.40; and the following H.R.A./V.E.B.A. or H.S.A. contributions: Single plans with a \$4000 deductible receive \$194.00, other single plans receive \$130.00 per month; all employee + children and employee + spouse plans will receive \$160.00 per month and all family plans will receive \$192.00 per month; or the Employer will pay \$370 per month in 2023 in lieu of health insurance benefits for employees who waive such coverage; and

- b. Authorize the non-union dental contribution, effective January 1, 2023, of \$37.84 per month; and
- c. Authorize increasing the non-union wage scale by three percent (3.00%), effective January 1, 2023.

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

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 13th day of December, 2022.

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Mayor

**ATTEST:**

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City Clerk

**CC Regular Session**

5. 24.

**Meeting Date:** 12/13/2022

**Submitted For:** Joe Feriancek, Engineering/Public Works

**By:** Joe Feriancek, Engineering/Public Works

**Information**

**Title**

Adopt Resolution #22-284 Authorizing Partial Payment No.3 to GMH Asphalt Corporation for Improvement Project #22-02, Autumn Heights Street Reconstructions

**Purpose/Background:**

Resolution and Pay Estimate Request Attached.

**Recommendation:**

The Senior Engineering Technician has inspected the completed work and recommends partial payment no.3 to GMH Asphalt Corporation, of Chaska, Minnesota, for said project in the amount of \$60,631.31.

**Action:**

Motion to adopt Resolution #22-284 authorizing partial payment No.3 to GMH Asphalt Corporation, of Chaska, Minnesota, for Improvement Project #22-02, Autumn Heights Street Reconstructions, in the amount of \$60,631.31.

**Attachments**

Res 22-284

22-02 Pay App No.3

**Form Review**

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	12/08/2022 02:46 PM
Brian Hagen	Brian Hagen	12/08/2022 02:50 PM
Form Started By: Joe Feriancek		Started On: 12/06/2022 07:24 AM
Final Approval Date: 12/08/2022		

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-284**

**RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 3 TO GMH ASPHALT FOR IMPROVEMENT PROJECT #22-02, AUTUMN HEIGHTS STREET RECONSTRUCTION**

**WHEREAS**, the City of Ramsey proposes to reconstruct Autumn Heights Subdivision; and

**WHEREAS**, pursuant to Ramsey City Council resolution #21-194, adopted July 13, 2021, the City Council ordered the City Engineer to request proposals for Topographic Survey, Geotechnical Evaluations and Utility Testing for proposed 2022 Pavement Management Program projects, including IP 22-02 Autumn Heights Subdivision; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #21-224, adopted August 8<sup>th</sup>, 2021, the City Council awarded a proposal to Hakanson Anderson for Topographic Survey, and Haugo Geotechnical Services for a geotechnical report of the project area; and

**WHEREAS**, pursuant to Ramsey City Council resolution #21-300, adopted October 26, 2021, City staff has received and reviewed the Topographic Survey, Geotechnical Evaluations; and

**WHEREAS**, pursuant to Ramsey City Council resolution #22-150, adopted June 28, 2022 the City Council approved final plans and specifications as prepared by the City Engineer and authorized advertisement for bid for said improvements; and

**WHEREAS**, pursuant to Ramsey City Council resolution #22-175 the bid of GMH Asphalt Corporation, of Chaska, Minnesota, in the amount of \$897,894.48 for the bid was accepted as the lowest responsible bidder; and

**WHEREAS**, as of December 13, 2022, \$764,236.62 has been paid to date; and

**WHEREAS**, the Senior Engineering Technician has inspected the completed work and recommends partial payment no. 3 to GMH Asphalt Corporation, of Chaska, Minnesota, for said project, in the amount of \$60,631.31.

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

- 1) That the City Council are hereby authorizes partial payment no. 3 to GMH Asphalt Corporation, of Chaska, Minnesota for Improvement Project #22-02 Autumn Heights Street Reconstruction, in the amount of \$60,631.31.
- 2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release for this payment.
- 3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of December 13, 2022.
- 4) That the City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



Item No.	Mindot No.	Item Description	CONTRACT AMOUNT			COMPLETED THIS PERIOD		COMPLETED TO DATE		
			Unit	Estimated Quantity	Unit Price	Extended Total	Quantity	Extended Total	Quantity	Extended Total
1	2021.501	Mobilization	LS	1.0	\$ 35,600.00	\$ 35,600.00	0.0	\$ -	1.0	\$ 35,600.00
2	2101.502	Clearing Tree	EA	13	\$ 262.00	\$ 3,406.00	0.0	\$ -	13	\$ 3,406.00
3	2101.502	Grubbing Tree	EA	13	\$ 93.10	\$ 1,210.30	0.0	\$ -	13	\$ 1,210.30
4	2101.503	Remove Culvert	LF	519	\$ 5.55	\$ 2,880.45	0.0	\$ -	547	\$ 3,035.85
5	2104.503	Sawing Bituminous Pavement - Full Depth	LF	1082	\$ 2.33	\$ 2,521.06	522.0	\$ 1,216.26	857	\$ 1,996.81
6	2104.503	Sawing Concrete Pavement - Full Depth	LF	290	\$ 7.15	\$ 2,073.50	0.0	\$ -	204	\$ 1,458.60
7	2104.504	Remove Concrete Pavement - Driveways	SY	128	\$ 10.00	\$ 1,280.00	15.0	\$ 150.00	171	\$ 1,710.00
8	2104.504	Remove Bituminous Pavement - Driveways	SY	329	\$ 5.00	\$ 1,645.00	0.0	\$ -	407	\$ 2,035.00
9	2104.504	Remove Bituminous Pavement - Roadways	SY	1852	\$ 3.25	\$ 6,019.00	0.0	\$ -	1996	\$ 6,487.00
10	2104.504	Remove Gravel Surface - Driveways	SY	68	\$ 5.00	\$ 340.00	0.0	\$ -	39	\$ 195.00
11	2104.502	Salvage and Install Mail Box Support	EA	24	\$ 212.00	\$ 5,088.00	23.0	\$ 4,876.00	23	\$ 4,876.00
12	2540.602	Temporary Mail Box Cluster	EA	2	\$ 688.00	\$ 1,376.00	0.0	\$ -	1	\$ 688.00
13	2105.607	Common Excavation (EV)	CY	695	\$ 33.90	\$ 23,560.50	0.0	\$ -	65	\$ 2,203.50
14	2105.607	Subgrade Excavation, Remove Unsuitable Materials (EV)	CY	1213	\$ 31.50	\$ 38,209.50	0.0	\$ -	1288	\$ 40,572.00
15	2106.607	Haul & Stockpile Reclaim Material (LV)	CY	1540	\$ 12.25	\$ 18,865.00	0.0	\$ -	1278	\$ 15,655.50
16	2106.507	Select Granular Borrow (CV)	CY	1213	\$ 23.65	\$ 28,687.45	0.0	\$ -	1213	\$ 28,687.45
17	2112.519	Subgrade Preparation	RDST	6	\$ 150.00	\$ 900.00	0.0	\$ -	6	\$ 900.00
18	2130.523	Water	MGAL	225	\$ 52.50	\$ 11,812.50	0.0	\$ -	26	\$ 1,365.00
19	2211.507	Aggregate Base Class 5 - Modified (CV)	CY	380	\$ 37.50	\$ 14,250.00	0.0	\$ -	380	\$ 14,250.00
20	2215.504	Full Depth Reclamation	SY	22995	\$ 1.75	\$ 40,241.25	0.0	\$ -	22995	\$ 40,241.25
21	2105.507	Geotextile Fabric Type 4	SY	109	\$ 3.50	\$ 381.50	109.0	\$ 381.50	109	\$ 381.50
22	2108.504	Geotextile Fabric Type 5	SY	1819	\$ 1.50	\$ 2,728.50	0.0	\$ -	1867	\$ 2,800.50
23	2232.504	Mill Bituminous Pavement (2.0")	SY	28	\$ 6.00	\$ 168.00	0.0	\$ -	24	\$ 144.00
24	2357.506	Bituminous Material for Tack Coat	GAL	790	\$ 4.25	\$ 3,357.50	0.0	\$ -	1100	\$ 4,675.00
25	2360.509	Type SP 12.5 Non Wearing Course Mixture (3,C)	TON	1339	\$ 94.50	\$ 126,535.50	0.0	\$ -	1318	\$ 124,551.00
26	2360.509	Type SP 9.5 Wearing Course Mixture (3,C)	TON	2831	\$ 96.70	\$ 273,757.70	0.0	\$ -	2891	\$ 279,559.70
27	2360.509	Type SP 9.5 Wearing Course Mixture (3,C) 2.5" Trail	Ton	2	\$ 175.00	\$ 350.00	0.0	\$ -	0	\$ -
28	2360.509	Type SP 9.5 Wearing Course Mixture (3,C) Driveways	Ton	35	\$ 356.00	\$ 12,460.00	0.0	\$ -	59	\$ 21,004.00
29	2501.503	15" CS Pipe Culvert	LF	27	\$ 100.00	\$ 2,700.00	0.0	\$ -	26	\$ 2,600.00
30	2501.503	15" RC Pipe Sewer Design 3006 Class III	LF	427	\$ 107.00	\$ 45,689.00	0.0	\$ -	460	\$ 49,220.00
31	2501.503	18" RC Pipe Sewer Design 3006 Class III	LF	95	\$ 98.05	\$ 9,314.75	0.0	\$ -	112	\$ 10,981.60
32	2502.503	4" Perf PVC Pipe Drain	LF	437	\$ 7.75	\$ 3,386.75	0.0	\$ -	437	\$ 3,386.75
33	2501.502	15" CS Pipe Apron	EA	2	\$ 836.00	\$ 1,672.00	0.0	\$ -	2	\$ 1,672.00
34	2501.502	15" RC Pipe Apron	EA	18	\$ 1,751.00	\$ 31,518.00	0.0	\$ -	18	\$ 31,518.00
35	2501.502	18" RC Pipe Apron	EA	4	\$ 1,838.00	\$ 7,352.00	0.0	\$ -	4	\$ 7,352.00
36	2502.502	4" Precast Concrete Headwall	EA	1	\$ 423.00	\$ 423.00	1.0	\$ 423.00	1	\$ 423.00
37	2531.503	Concrete Curb & Gutter Design 8418	LF	718	\$ 31.75	\$ 22,796.50	0.0	\$ -	714	\$ 22,669.50



**CC Regular Session**

**5. 25.**

**Meeting Date:** 12/13/2022

**By:** Bruce Westby, Engineering/Public Works

**Information**

**Title**

Adopt Resolution #22-291 Authorizing Partial Payment No. 4 to Douglas-Kerr Underground, LLC for Improvement Project #20-05, Riverdale Drive Extension Improvements

**Purpose/Background:**

Resolution and partial payment application attached.

**Recommendation:**

The Senior Engineering Technician has inspected the completed work and recommends partial payment No. 4 to Douglas-Kerr Underground, LLC of Mora, Minnesota, for said project, in the amount of \$287,413.95.

**Action:**

Motion to adopt Resolution #22-291 authorizing partial payment No. 4 to Douglas-Kerr Underground, LLC of Mora, Minnesota for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bower Drive, in the amount of \$287,413.95.

**Attachments**

Payment Application No. 4  
Resolution

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 12/08/2022

**Reviewed By**

Brian Hagen

**Date**

12/08/2022 12:24 PM

Started On: 12/07/2022 04:54 PM

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Ramsey</u>	<b>Owner's Project No.:</b> <u>20-05</u>
<b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u>	<b>Engineer's Project No.:</b> <u>OR1.125908, OR1.128236</u>
<b>Contractor:</b> <u>Douglas-Kerr Underground, LLC</u>	<b>Agency's Project No.:</b> <u>SP 020-121, SAP 119-115-005</u>
<b>Project:</b> <u>2022 Riverdale Drive Extension</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>4</u>	<b>Application Date:</b> <u>12/2/2022</u>
<b>Application Period:</b> From <u>11/1/2022</u> to <u>11/30/2022</u>	

1. Original Contract Price	\$	2,342,102.66
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	2,342,102.66
4. Total Work completed and materials stored to date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	2,000,773.09
5. Retainage		
a. <u>5%</u> X \$ <u>2,000,773.09</u> Work Completed	\$	100,038.65
b. _____ X \$ _____ Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	100,038.65
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,900,734.44
7. Less previous payments	\$	1,613,320.49
8. Amount due this application	\$	287,413.95
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	341,329.57

**Contractor's Certification**


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

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

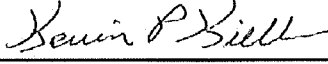
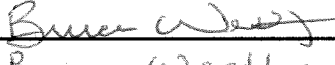
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner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

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

**Contractor:** Douglas-Kerr Underground, LLC

**Signature:**  **Date:** 12-2-22

**Name:** Dennis A. Douglas **Title:** Manager

<p><b>Recommended by Engineer</b></p> <p><b>By:</b> <u></u></p> <p><b>Name:</b> <u>Kevin P. Kielb</u></p> <p><b>Title:</b> <u>Project Engineer</u></p> <p><b>Date:</b> <u>12/2/2022</u></p>	<p><b>Approved by Owner</b></p> <p><b>By:</b> <u></u></p> <p><b>Name:</b> <u>Bruce Westby</u></p> <p><b>Title:</b> <u>City Engineer</u></p> <p><b>Date:</b> <u>12/7/2022</u></p>
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey  
 Engineer: Bolton & Wentz, Inc.  
 Contractor: Douglas-Kerr Underground, LLC  
 Project: 2022 Riverdale Drive Extension  
 Contract: \_\_\_\_\_

Owner's Project No.: 20-05  
 Engineer's Project No.: OR1.125908 OR1.128236  
 Contractor's Project No.: \_\_\_\_\_  
 Agency's Project No.: SP 020-121, SAP 119-115-005

Application No.:	4	Application Period:	From	11/01/22	to	11/30/22	Contract Information		Previous Estimate		Work Completed		% of Value of Item (H/F)	Balance to Bidder (F-H)
							Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate		
A	B	C	D	E	F	G	H	I	J					
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)	% of Value of Item (H/F)	Balance to Bidder (F-H)			
1	AS BUILT	1.00	LUMP SUM	3,800.00	3,800.00	-	-	-	-	-	-	-	3,800.00	
2	MOBILIZATION	1.00	LUMP SUM	101,000.00	101,000.00	0.75	75,750.00	0.75	75,750.00	-	75,750.00	-	25,250.00	
3	PAVEMENT MARKING REMOVAL	1,350.00	LN FT	1.50	2,025.00	-	-	356.00	534.00	-	534.00	-	1,791.00	
4	REMOVAL ANCHORAGE ASSEMBLY - TENSION CABLE	3.00	EACH	4,500.00	13,500.00	-	-	-	-	-	-	-	13,500.00	
5	REMOVAL MAIL BOX & SUPPORT	1.00	EACH	250.00	250.00	-	-	-	-	-	-	-	250.00	
6	SALVAGE SIGN	8.00	EACH	45.00	360.00	-	-	2.00	90.00	-	90.00	-	270.00	
7	REMOVAL SIGN	15.00	EACH	45.00	675.00	-	-	2.00	90.00	-	90.00	-	585.00	
8	REMOVAL PIPE APPROX	8.00	EACH	151.55	1,212.40	-	-	2.00	303.10	-	303.10	-	909.30	
9	REMOVAL TENSION CABLE GUARDRAIL	547.00	LN FT	8.50	4,649.50	-	-	66.00	1,023.30	-	1,023.30	-	4,649.50	
10	REMOVAL PIPE CULVERT	206.00	LN FT	15.50	3,193.00	-	-	66.00	1,023.30	-	1,023.30	-	2,170.00	
11	SAWING BIT PAVEMENT (FULL DEPTH)	3,165.00	LN FT	3.15	9,969.75	693.00	2,182.95	693.00	2,182.95	-	2,182.95	-	7,786.80	
12	SAWING CONCRETE PAVEMENT (FULL DEPTH)	400.00	LN FT	3.70	1,480.00	40.00	148.00	40.00	148.00	-	148.00	-	-	
13	REMOVAL CURB AND GUTTER	350.00	LN FT	3.85	1,347.50	350.00	1,347.50	350.00	1,347.50	-	1,347.50	-	8,594.82	
14	REMOVAL BITUMINOUS PAVEMENT	9,110.00	SQ YD	3.90	35,529.00	6,579.20	25,658.88	6,906.20	26,934.18	-	26,934.18	-	-	
15	REMOVAL CONCRETE PAVEMENT	480.00	SQ YD	7.80	3,744.00	400.00	3,120.00	480.00	3,822.00	-	3,822.00	-	8,594.82	
16	EXCAVATION - COMMON (E.V)	2,335.00	CU YD	30.45	71,100.75	-	-	2,080.00	63,396.00	-	63,396.00	-	7,764.75	
17	EXCAVATION - SUBGRADE (E.V)	50.00	CU YD	11.55	577.50	-	-	-	-	-	-	-	577.50	
18	COMMON EMBANKMENT (E.V)	100.00	CU YD	14.00	1,400.00	-	-	100.00	1,400.00	-	1,400.00	-	-	
19	SUBGRADE PREPARATION	61.00	ROAD ST	251.90	15,365.90	61.00	15,365.90	61.00	15,365.90	-	15,365.90	-	-	
20	AGGREGATE SURFACING (CV) CLASS 2	105.00	CU YD	132.25	13,886.25	32.00	4,232.00	32.00	4,232.00	-	4,232.00	-	9,654.25	
21	STREET SWEEPER (WITH PICKUP BROOM)	16.00	HOUR	150.00	2,400.00	47.75	7,162.50	66.62	9,993.00	-	9,993.00	-	(7,599.00)	
22	AGGREGATE BASE (CV) CLASS 5 MODIFIED	4,170.00	CU YD	36.20	150,954.00	-	-	2,705.10	97,924.62	-	97,924.62	-	53,029.38	
23	AGGREGATE BASE (CV) CLASS 6	50.00	CU YD	62.40	3,120.00	-	-	50.00	3,120.00	-	3,120.00	-	-	
24	AGGREGATE BASE (CV) FROM STOCKPILE	2,800.00	CU YD	14.70	41,160.00	2,800.00	41,160.00	4,931.70	72,495.99	-	72,495.99	-	(31,335.99)	
25	TYPE SP 9.5 WEARING COURSE MIX (B,C)	3,120.00	TON	96.45	300,924.00	2,445.28	235,847.26	2,445.28	235,847.26	-	235,847.26	-	65,076.74	
26	TYPE SP 9.5 WEARING COURSE MIX (B,C)	840.00	TON	105.60	88,704.00	1,072.18	113,222.21	1,072.18	113,222.21	-	113,222.21	-	(24,518.21)	
27	TYPE SP 11.5 NON WEARING COURSE MIX (B,C)	3,750.00	TON	88.15	330,562.50	3,196.29	281,753.96	3,196.29	281,753.96	-	281,753.96	-	48,808.54	
28	TYPE SP 11.5 WEARING COURSE MIX (A,F)	140.00	TON	125.35	17,549.00	124.93	15,659.98	124.93	15,659.98	-	15,659.98	-	1,889.02	
29	TYPE SP 12.5 NON WEARING COURSE MIX (A,B)	140.00	TON	106.55	14,917.00	124.93	13,311.29	124.93	13,311.29	-	13,311.29	-	1,605.71	
30	FINE AGGREGATE BEDDING (CV)	36.00	CU YD	21.15	761.40	-	-	-	-	-	-	-	761.40	
31	SPAN RC PIPE-ARCH APPROX	2.00	EACH	3,093.00	6,186.00	2.00	6,186.00	2.00	6,186.00	-	6,186.00	-	(6,186.00)	
32	SPAN RC PIPE-ARCH CULVERT CL. IVA	84.00	LN FT	154.50	12,978.00	88.00	13,596.00	88.00	13,596.00	-	13,596.00	-	89.35	
33	15" RC PIPE SEWER DESIGN 3006 CLASS V	8.00	LN FT	89.35	714.80	7.00	623.45	7.00	623.45	-	623.45	-	1,222.20	
34	24" RC PIPE SEWER DESIGN 3006 CLASS III	16.00	LN FT	113.95	1,823.20	-	-	-	-	-	-	-	1,823.20	
35	4" PVC PIPE SEWER	130.00	LN FT	26.70	3,471.00	225.00	6,007.50	225.00	6,007.50	-	6,007.50	-	(2,536.50)	
36	6" PVC PIPE SEWER	90.00	LN FT	55.40	4,986.00	83.00	4,598.20	83.00	4,598.20	-	4,598.20	-	387.80	
37	8" PVC PIPE SEWER	185.00	LN FT	94.90	17,556.50	186.00	17,651.40	186.00	17,651.40	-	17,651.40	-	(94.90)	
38	8"x4" PVC WYE	3.00	EACH	1,007.00	3,021.00	4.00	4,028.00	4.00	4,028.00	-	4,028.00	-	(2,014.00)	
39	CONNECT TO EXISTING SANITARY SEWER	1.00	EACH	3,303.00	3,303.00	3.00	9,909.00	3.00	9,909.00	-	9,909.00	-	-	
40	CONNECT TO EXISTING STORM SEWER	2.00	EACH	3,521.00	7,042.00	2.00	7,042.00	2.00	7,042.00	-	7,042.00	-	-	
41	ADJUST GATE VALVE BOX	21.00	EACH	835.95	17,554.95	25.00	20,898.75	25.00	20,898.75	-	20,898.75	-	(3,343.80)	
42	CONNECT TO EXISTING WATER MAIN	5.00	EACH	2,499.00	12,495.00	5.00	12,495.00	5.00	12,495.00	-	12,495.00	-	-	
43	6" GATE VALVE & BOX	4.00	EACH	3,164.00	12,656.00	2.00	6,328.00	4.00	12,656.00	-	12,656.00	-	-	
44	8" GATE VALVE & BOX	2.00	EACH	4,355.00	8,710.00	2.00	8,710.00	2.00	8,710.00	-	8,710.00	-	-	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey  
 Engineer: Batton & Wentz, Inc.  
 Contractor: Douglas-Kerr Underground, LLC  
 Project: 2022 Riverdale Drive Extension  
 Contract: \_\_\_\_\_

Owner's Project No.: 20-05  
 Engineer's Project No.: DR1.125908, OR1.128236  
 Contractor's Project No.: \_\_\_\_\_  
 Agency's Project No.: SP 020-121, SAP 119-115-005

A	B	C		D		E		F	G		H		I	J
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (\$)	Quantity Previous Estimate	Value Previous Estimate		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (\$)	% of Value of Item (H/I)	Balance to Finish (F-H) (\$)		
45	12" GATE VALVE & BOX	3.00	EACH	6,888.00	20,664.00	1.00	6,888.00	3.00	20,664.00	-	-	-	-	
46	HYDRANT	3.00	EACH	6,233.00	18,699.00	1.00	6,233.00	4.00	24,932.00	-	-	-	-	
47	1" CURB STOP & BOX	2.00	EACH	1,166.00	2,332.00	4.00	4,664.00	4.00	4,664.00	-	-	-	-	
48	1" SADDLE	2.00	EACH	945.85	1,891.70	4.00	3,783.40	4.00	3,783.40	-	-	-	-	
49	1" TYPE K COPPER PIPE	115.00	LN FT	21.95	2,524.25	229.00	5,026.55	55.00	5,026.55	-	-	-	-	
50	6" WATERMAIN DUCTILE IRON CL 53	65.00	LN FT	80.35	5,222.75	48.50	3,896.98	55.00	4,419.25	-	-	-	-	
51	8" WATERMAIN	280.00	LN FT	83.50	23,380.00	279.50	23,338.25	279.50	23,338.25	-	-	-	-	
52	STBEL CASING (TRENCHLESS)	880.00	LN FT	86.50	76,120.00	580.00	50,170.00	870.00	75,255.00	-	-	-	-	
53	12" WATERMAIN (IN CASING)	395.00	LN FT	502.00	198,290.00	395.00	198,290.00	395.00	198,290.00	-	-	-	-	
54	WATERMAIN FITTINGS	780.00	POUND	11.80	9,216.00	185.00	2,183.00	395.00	5,749.00	-	-	-	-	
55	CASTING ASSEMBLY	60.00	EACH	1,200.00	72,000.00	60.00	72,000.00	115.00	138,000.00	-	-	-	-	
56	CONSTRUCT DRAINAGE SWIVER MANHOLE	26.00	LN FT	538.95	14,012.70	25.10	13,527.65	25.10	13,527.65	-	-	-	-	
57	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	4.00	LN FT	1,356.00	5,424.00	4.00	5,424.00	4.00	5,424.00	-	-	-	-	
58	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	4.00	LN FT	1,622.00	6,488.00	4.00	6,488.00	4.00	6,488.00	-	-	-	-	
59	SEAL MANHOLE	20.00	EACH	181.50	3,630.00	20.00	3,630.00	20.00	3,630.00	-	-	-	-	
60	CONCRETE CURB AND GUTTER DESIGN B618	3,440.00	SQ FT	9.90	34,056.00	3,533.00	34,976.70	3,533.00	34,976.70	-	-	-	-	
61	CONCRETE CURB AND GUTTER DESIGN D418	10,325.00	LN FT	13.60	140,420.00	9,951.00	135,533.60	9,951.00	135,533.60	-	-	-	-	
62	CONCRETE CURB AND GUTTER DESIGN D418	200.00	LN FT	25.60	5,120.00	224.00	5,734.40	224.00	5,734.40	-	-	-	-	
63	6" CONCRETE DRIVEWAY PAVEMENT	36.00	SQ YD	63.00	2,268.00	45.00	2,835.00	45.00	2,835.00	-	-	-	-	
64	8" CONCRETE DRIVEWAY PAVEMENT	540.00	SQ YD	65.60	35,424.00	548.25	35,965.20	548.25	35,965.20	-	-	-	-	
65	TRUNCATED DOMES	380.00	SQ FT	50.00	19,000.00	408.00	20,400.00	408.00	20,400.00	-	-	-	-	
66	ANCHORAGE ASSEMBLY - TENSION CABLE	1.00	EACH	16,000.00	16,000.00	-	-	-	-	-	-	-	-	
67	TENSION CABLE GUARDBAIL	982.00	LN FT	95.00	93,290.00	-	-	-	-	-	-	-	-	
68	TRAFFIC CONTROL 1	1.00	LUMP SUM	19,950.00	19,950.00	0.50	9,975.00	0.50	9,975.00	-	-	-	-	
69	TRAFFIC CONTROL 2	1.00	LUMP SUM	19,950.00	19,950.00	-	-	-	-	-	-	-	-	
70	ALTERNATE PEDESTRIAN ROUTE	1.00	LUMP SUM	1,000.00	1,000.00	-	-	-	-	-	-	-	-	
71	INSTALL SIGN TYPE C	8.00	EACH	250.00	2,000.00	-	-	-	-	-	-	-	-	
72	SIGN PANELS TYPE D	56.25	SQ FT	78.00	4,387.50	-	-	-	-	-	-	-	-	
73	STABILIZED CONSTRUCTION EXT	0.01	EACH	0.01	0.01	-	-	-	-	-	-	-	-	
74	STORM DRAIN INLET PROTECTION	41.00	EACH	208.75	8,558.75	41.00	8,558.75	41.00	8,558.75	-	-	-	-	
75	CULVERT END CONTROLS	2.00	EACH	557.60	1,115.20	-	-	-	-	-	-	-	-	
76	SILT FENCE, TYPE MS	5,040.00	LN FT	1.50	7,560.00	3,584.00	5,376.00	4,351.00	6,526.50	-	-	-	-	
77	SEMI-MENT CONTROL LOG TYPE WOOD FIBER	3,100.00	LN FT	2.20	6,820.00	-	-	2,471.00	5,436.20	-	-	-	-	
78	SOIL BED PREPARATION	3.80	ACRE	400.00	1,520.00	-	-	2.70	1,080.00	-	-	-	-	
79	SUBSOILING	3.80	ACRE	325.00	1,235.00	-	-	2.70	877.50	-	-	-	-	
80	REBUILT TYPE 3	1,140.00	POUND	0.65	741.00	750.00	487.50	750.00	487.50	-	-	-	-	
81	ROLLED EROSION PREVENTION CATEGORY 20	1,100.00	SQ YD	1.40	1,540.00	500.00	700.00	800.00	1,120.00	-	-	-	-	
82	SEEDING	3.80	ACRE	1385.00	703.00	-	-	2.70	499.50	-	-	-	-	
83	RAPID STABILIZATION METHOD 2	1.00	ACRE	1,500.00	1,500.00	-	-	-	-	-	-	-	-	
84	SEEDING MIXTURE 25-121	370.00	POUND	5.25	1,942.50	335.50	1,761.38	456.00	2,394.00	-	-	-	-	
85	HYDRAULIC BONDED FIBER MATRIX	12,510.00	POUND	1.50	18,765.00	12,510.00	18,765.00	17,550.00	26,325.00	-	-	-	-	
86	4" SOLID LINE MULTI COMP GROUND IN (W/R)	10,950.00	LN FT	0.80	8,760.00	-	-	-	-	-	-	-	-	
87	4" SOLID LINE MULTI COMP GROUND IN (W/R)	3,100.00	LN FT	1.90	5,890.00	-	-	-	-	-	-	-	-	
88	24" SOLID LINE MULTI COMP	20.00	LN FT	13.50	270.00	-	-	-	-	-	-	-	-	
89														

Unit Price

EIDCC C-620 Contractor's Application for Payment

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey  
 Engineer: Bolton & Menk, Inc.  
 Contractor: Douglas-Kerr Underground, LLC  
 Project: 2022 Riverdale Drive Extension  
 Contract: \_\_\_\_\_

Owner's Project No.: 20-05  
 Engineer's Project No.: OR1.125908, OR1.128236  
 Contractor's Project No.: \_\_\_\_\_  
 Agency's Project No.: SP 020-121, SAP 119-115-005

A	B	C	D	E	F	F1		F2		G	H	I	J		
						Previous Estimate	Quantity Previous Estimate	Value Previous Estimate	Quantity Incorporated in the Work					Value of Work Completed to Date (E X G)	% of Item (H / I)
Application No.: 4		Application Period: From 11/01/22 to 11/30/22		Contract Information		Work Completed		Application Date: 12/02/22							
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate	Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)	% of Item (H / I)	Balance to Finish (F - H)				
90	4" DOUBLE SOLID LINE MULTI COMP	4,520.00	LN FT	1.60	7,872.00	-	-	-	-	-	7,872.00				
91	GROSSWALK PREFORM THERMO GROUND IN ESR	180.00	SQ FT	14.00	2,520.00	-	-	-	-	-	2,520.00				
92	GROSSWALK MULTI COMP	780.00	SQ FT	6.00	4,680.00	-	-	-	-	-	4,680.00				
93	PAVEMENT MESSAGE THERMO GROUND IN ESR	15.00	SQ FT	28.00	420.00	-	-	-	-	-	420.00				
Original Contract Total					\$	2,342,102.65		\$	1,698,232.09		\$	2,000,773.09		\$	341,379.57

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-291**

**RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 4 TO DOUGLAS-KERR UNDERGROUND, LLC, FOR IMPROVEMENT PROJECT #20-05, RIVERDALE DRIVE EXTENSION, LLAMA STREET TO BOWERS DRIVE**

**WHEREAS**, existing Riverdale Drive between Sunfish Lake Boulevard and Armstrong Boulevard functions as the south frontage road to U.S. Highway 10/169; and

**WHEREAS**, the City of Ramsey proposes to extend Riverdale Drive between Llama Street and Bowers Drive to extend the south frontage road system south of U.S. Highway 10/169 to Bowers Drive; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #21-267 adopted September 14, 2021, the City Council accepted the awarded amount of \$612,000 in Local Partnership Program (LPP) funds to pay for a portion of Improvement Project #20-05; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #21-304 adopted October 26, 2021, the City Council accepted a design services proposal of Bolton & Menk, Inc. to develop final plans and specifications and solicit bids for Improvement Project #20-05; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-071 adopted March 22, 2022, the City Council approved three Assessment Agreements for Improvement Project #20-05; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-088 adopted April 12, 2022, the City Council approved including the reconstruction of Riverdale Drive between Llama Street and the segment of Riverdale Drive constructed as part of the Armstrong Boulevard & Highway 10 interchange under Improvement Project #20-05; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-148 adopted June 28, 2022, the City Council approved the plans and specifications prepared by Bolton & Menk, Inc. and authorized the advertisement of bids for Improvement Project #20-05; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-158 adopted July 12, 2022, the City Council approved Cooperative Construction Agreement #1050030 with the State of Minnesota, Department of Transportation, as related to City Improvement Project #20-05; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-176 adopted August 8, 2022, the City Council authorized entering into a construction contract with Douglas-Kerr Underground, LLC., for the making of such improvements at the contract price of \$2,342,102.66; and

**WHEREAS**, as of December 13, 2022, \$1,613,320.49 has been paid to date; and

**WHEREAS**, the Senior Engineering Technician has inspected the completed work and recommends partial payment No. 4 to Douglas-Kerr Underground, LLC of Mora, Minnesota, for said project, in the amount of \$287,413.95.

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

- 1) That the City Council hereby authorizes partial payment No. 4 to Douglas-Kerr Underground, LLC of Mora, Minnesota for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bower Drive, in the amount of \$287,413.95.
- 2) The City Council authorizes the Mayor and City Administrator to sign the release form for this payment.
- 3) The total amount of this payment is not included in resolutions approving payment of bills for the date of December 13, 2022.
- 4) That the City of Ramsey Finance Department will be given a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13th day of December, 2022.

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Mayor

**ATTEST:**

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City Clerk

**CC Regular Session**

**5. 26.**

**Meeting Date:** 12/13/2022

**By:** Bruce Westby, Engineering/Public Works

**Information**

**Title**

Adopt Resolution #22-292 Authorizing Partial Payment No. 7 to Douglas Kerr-Underground, LLC for Improvement Project #22-05, Riverdale Drive Trunk Utilities Improvements

**Purpose/Background:**

Resolution and partial payment application attached.

**Recommendation:**

The Senior Engineering Technician has inspected the completed work and recommends partial payment No. 7 to Douglas-Kerr Underground, LLC of Mora, Minnesota, for said project, in the amount of \$92,143.69.

**Action:**

Motion to adopt Resolution #22-292 authorizing partial payment No. 7 to Douglas-Kerr Underground, LLC of Mora, Minnesota for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive, in the amount of \$92,143.69.

**Attachments**

Payment Application No. 7  
Resolution

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 12/08/2022

**Reviewed By**

Brian Hagen

**Date**

12/08/2022 12:24 PM

Started On: 12/07/2022 04:57 PM

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Ramsey</u>	<b>Owner's Project No.:</b> <u>22-05</u>
<b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u>	<b>Engineer's Project No.:</b> <u>OR1.127005</u>
<b>Contractor:</b> <u>Douglas-Kerr Underground, L.L.C</u>	<b>Agency's Project No.:</b> <u>S.A.P. 199-115-004</u>
<b>Project:</b> <u>2022 Riverdale Drive Trunk Utility Improvements</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>7</u>	<b>Application Date:</b> <u>12/1/2022</u>
<b>Application Period:</b> From <u>11/1/2022</u> to <u>11/30/2022</u>	

1. Original Contract Price	\$	2,163,890.22
2. Net change by Change Orders	\$	(29,352.50)
3. Current Contract Price (Line 1 + Line 2)	\$	2,134,537.72
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	2,094,663.54
5. Retainage <i>Reduced to 1% per MSS 15.72.</i>		
a. <u>1%</u> X <u>\$ 2,094,663.54</u> Work Completed	\$	20,946.64
b. _____ X \$ _____ Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	20,946.64
6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,073,716.90
7. Less previous payments	\$	1,981,573.21
8. Amount due this application	\$	92,143.69
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	39,874.18

**Contractor's Certification**

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

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

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

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

**Contractor:** Douglas-Kerr Underground, LLC

**Signature:** *Dennis D. Douglas* **Date:** 12-1-22

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

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u><i>Kevin P. Kielb</i></u>	<b>By:</b> <u><i>Bruce Westby</i></u>
<b>Name:</b> <u>Kevin P. Kielb</u>	<b>Name:</b> <u>Bruce Westby</u>
<b>Title:</b> <u>Project Engineer</u>	<b>Title:</b> <u>City Engineer</u>
<b>Date:</b> <u>12/1/2022</u>	<b>Date:</b> <u>12/7/2022</u>

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey  
 Engineer: Balson & Weik, Inc.  
 Contractor: Dallas-Kerr Underground, LLC  
 Project: 2022 Riverside Drive Transit Utility Improvements  
 Contract: \_\_\_\_\_

Owner's Project No.: 22-05  
 Engineer's Project No.: 001.127005  
 Contractor's Project No.: S.A.P. 109-115-004  
 Agency's Project No.: \_\_\_\_\_

Application No.: 7

Application Period: From 11/01/22 to 11/09/22

Application Date: 22/01/22

Bid Item No.	Description	Item Quantity	Units	Contract Information		Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)	Materials Currently Stored (not in G)	Work Completed and Date (H + I)	% of Value of Item (J / I)	Balance to Finish (F - J)
				Unit Price (E)	Value of Bid Item (C X E)									
Original Contract														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	MODULIZATION	1.00	UNP-SUM	22,635.00	22,635.00	1.00	1.00	22,635.00	1.00	22,635.00	-	22,635.00	100%	-
2	CLEANING	35.00	EACH	300.00	10,500.00	35.00	35.00	10,500.00	35.00	10,500.00	-	10,500.00	100%	-
3	GRAVITY	35.00	EACH	87.50	3,062.50	35.00	35.00	3,062.50	35.00	3,062.50	-	3,062.50	100%	-
4	REBARON & SEAL WELL	1.00	EACH	2,000.00	2,000.00	1.00	1.00	2,000.00	1.00	2,000.00	-	2,000.00	100%	-
5	REBARON WISCONSIN STRUCTURE (LANSING)	1.00	EACH	271.50	271.50	1.00	1.00	271.50	1.00	271.50	-	271.50	100%	-
6	REBARON WISCONSIN STRUCTURE (LANSING)	220.00	LN FT	3.90	868.00	220.00	220.00	868.00	220.00	868.00	-	868.00	100%	-
7	REBARON WISCONSIN STRUCTURE (LANSING)	1,000.00	LN FT	5.65	5,650.00	1,000.00	1,000.00	5,650.00	1,000.00	5,650.00	-	5,650.00	100%	-
8	REBARON WISCONSIN STRUCTURE (LANSING)	1,600.00	LN FT	2.00	3,200.00	1,600.00	1,600.00	3,200.00	1,600.00	3,200.00	-	3,200.00	100%	-
9	REBARON WISCONSIN STRUCTURE (LANSING)	90.00	LN FT	4.00	360.00	90.00	90.00	360.00	90.00	360.00	-	360.00	100%	-
10	REBARON WISCONSIN STRUCTURE (LANSING)	1.00	UNP-SUM	0.01	0.01	-	-	-	-	-	-	-	-	0.01
11	REBARON WISCONSIN STRUCTURE (LANSING)	183,900.00	CU YD	2.10	386,190.00	183,900.00	183,900.00	386,190.00	183,900.00	386,190.00	-	386,190.00	100%	-
12	REBARON WISCONSIN STRUCTURE (LANSING)	27,600.00	CU YD	2.15	58,340.00	27,600.00	27,600.00	58,340.00	27,600.00	58,340.00	-	58,340.00	100%	-
13	REBARON WISCONSIN STRUCTURE (LANSING)	91,500.00	CU YD	1.75	160,125.00	91,500.00	91,500.00	160,125.00	91,500.00	160,125.00	-	160,125.00	100%	-
14	REBARON WISCONSIN STRUCTURE (LANSING)	2,500.00	CU YD	2.75	6,875.00	2,500.00	2,500.00	6,875.00	2,500.00	6,875.00	-	6,875.00	100%	-
15	REBARON WISCONSIN STRUCTURE (LANSING)	12.00	HOUR	140.00	1,680.00	12.00	12.00	1,680.00	12.00	1,680.00	-	1,680.00	100%	-
16	REBARON WISCONSIN STRUCTURE (LANSING)	1.00	EACH	1,056.00	1,056.00	1.00	1.00	1,056.00	1.00	1,056.00	-	1,056.00	100%	-
17	REBARON WISCONSIN STRUCTURE (LANSING)	2.00	EACH	2,188.00	2,188.00	2.00	2.00	2,188.00	2.00	2,188.00	-	2,188.00	100%	-
18	REBARON WISCONSIN STRUCTURE (LANSING)	1,289.00	LN FT	1,289.00	1,289.00	1,289.00	1,289.00	1,289.00	1,289.00	1,289.00	-	1,289.00	100%	-
19	REBARON WISCONSIN STRUCTURE (LANSING)	786.70	LN FT	786.70	786.70	786.70	786.70	786.70	786.70	786.70	-	786.70	100%	-
20	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
21	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
22	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
23	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
24	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
25	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
26	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
27	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
28	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
29	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
30	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
31	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
32	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
33	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
34	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
35	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
36	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
37	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
38	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
39	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
40	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
41	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
42	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
43	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
44	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
45	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
46	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
47	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
48	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
49	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
50	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
51	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
52	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
53	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
54	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
55	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
56	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
57	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
58	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
59	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-
60	REBARON WISCONSIN STRUCTURE (LANSING)	1,597.00	LN FT	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	1,597.00	-	1,597.00	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey  
 Engineer: Nelson & Mink, Inc.  
 Contractor: Douglas-Kerr Underground, LLC  
 Project: 2022 Riverdale Drive Trunk Utility Improvements  
 Contract: \_\_\_\_\_

Owner's Project No.: 22-05  
 Engineer's Project No.: 001.127005  
 Contractor's Project No.:  
 Agency's Project No.: S.A.P. 199-115-004

Application No.: 7 Application Period: From 11/01/22 to 11/30/22

Application Date: 11/30/22

A	B	C	D	E	F	G	H	I	J	K	L		
Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (\$)	Quantity Previous Estimate	Value Previous Estimate (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (\$)	Materials Currently Stored in (\$)	Work Completed and Materials Stored to Date (ft x ft x ft) (\$)	% of Value of Item (0/1/5) (%)	Balance to Bill (ft - ft) (\$)
61	SEWER CONTROL LOG TYPE WOOD FIBER	1,000.00	LN FT	3.00	4,000.00	-	-	1,328.00	3,984.00	-	3,984.00	99%	216.00
62	FERTILIZER TYPE 3	1,425.00	POUND	0.70	997.50	-	-	1,100.00	1,375.00	-	1,375.00	23%	997.50
63	ROLLED PBIOSION PREVENTION CA. 1.20	4,240.00	SQ YD	1.25	6,800.00	-	-	3.80	1,140.00	-	1,140.00	72%	450.00
64	SEEDING	5.30	ACRE	300.00	1,590.00	-	-	3.80	1,140.00	-	1,140.00	72%	450.00
65	SEEDING	1,000.00	ACRE	1,000.00	1,000.00	-	-	3.80	1,140.00	-	1,140.00	72%	450.00
66	SEEDING WORKTUE 22-121	425.00	FOUND	5.45	2,316.25	-	-	342.00	1,863.90	-	1,863.90	80%	452.35
67	SEEDING WORKTUE 22-121	55.00	FOUND	15.10	830.50	-	-	80.00	1,208.00	-	1,208.00	345%	377.50
68	HYDRAULIC BONDED FIBER MATRIX	15,275.00	POUND	1.25	19,093.75	13,510.00	16,887.50	15,275.00	19,117.50	-	19,117.50	95%	776.25
69	MODIFICATION	1.00	UNAP SUM	0.01	0.01	1.00	0.01	1.00	0.01	-	0.01	100%	-
70	REPAIR/REPLACE (UPR STATION)	1.00	UNAP SUM	72,014.00	72,014.00	1.00	72,014.00	1.00	72,014.00	-	72,014.00	100%	-
71	REPAIR/REPLACE (UPR STATION)	50.00	CU YD	15.80	790.00	-	-	450.00	5,377.50	-	5,377.50	100%	-
72	CONCRETE REPAIRMENT (IN)	2,000.00	CU YD	11.25	22,500.00	-	-	270.00	1,984.50	-	1,984.50	100%	-
73	CONCRETE REPAIRMENT (IN)	2,000.00	CU YD	5.25	10,500.00	-	-	270.00	1,984.50	-	1,984.50	100%	-
74	RECONSTRUCTION - SURFACE (IN)	115.00	CU YD	4.20	483.00	-	-	36.00	405.60	-	405.60	23%	450.00
75	RECONSTRUCTION (IN) FROM STOCKPILE	135.00	TON	135.00	18,225.00	-	-	320.00	15,120.00	-	15,120.00	97%	525.00
76	TYPE 3.5 VIBRATING COURSE MIX (IN)	1,200.00	LN FT	64.80	77,760.00	106.00	7,888.80	105.00	7,888.80	-	7,888.80	88%	553.20
77	UP PVC PIPE SWEET SINK 26	2.00	EACH	0.01	0.02	2.00	3,984.90	2.00	0.02	-	0.02	100%	-
78	CONNECT TO EXISTING SANITARY SEWER	75.00	LN FT	64.90	4,866.75	61.00	3,984.90	61.00	3,984.90	-	3,984.90	81%	908.85
79	CONNECT TO EXISTING WATER MAIN	1.00	EACH	0.01	0.01	1.00	2,000.00	1.00	2,000.00	-	2,000.00	100%	-
80	6" GATE VALVE & BOX	1.00	EACH	2,000.00	2,000.00	1.00	2,000.00	1.00	2,000.00	-	2,000.00	100%	-
81	HYDRANT (6.5" DIA)	1.00	EACH	5,624.00	5,624.00	1.00	5,624.00	1.00	5,624.00	-	5,624.00	100%	-
82	6" WATERMAIN DUCTILE IRON CL 3	85.00	LN FT	49.35	4,194.75	86.00	4,244.10	86.00	4,244.10	-	4,244.10	100%	-
83	WATERMAIN FITTINGS	2,000.00	FOUND	397.00	794,000.00	1.00	397.00	1.00	397.00	-	397.00	100%	-
84	CONSTRUCT TRAPEZOIDAL STATION	112.00	SOYD	120.00	13,440.00	100.00	12,000.00	100.00	12,000.00	-	12,000.00	97%	1,440.00
85	CONCRETE DRIVEWAY PAVEMENT	4.00	EACH	500.00	2,000.00	8.00	4,000.00	8.00	4,000.00	-	4,000.00	200%	-
86	ROLLUP	400.00	LN FT	3.00	1,200.00	-	-	-	-	-	-	-	-
87	SEWER CONTROL LOG TYPE WOOD FIBER	60.00	FOUND	42.00	2,520.00	-	-	-	-	-	-	-	-
88	FERTILIZER TYPE 3	0.20	FOUND	300.00	60.00	-	-	-	-	-	-	-	-
89	SEEDING	20.00	FOUND	109.00	2,180.00	-	-	-	-	-	-	-	-
90	SEEDING	20.00	FOUND	5.45	109.00	-	-	-	-	-	-	-	-
91	HYDRAULIC BONDED FIBER MATRIX	800.00	FOUND	2.00	1,600.00	-	-	-	-	-	-	-	-
92	HYDRAULIC BONDED FIBER MATRIX	800.00	FOUND	2.00	1,600.00	-	-	-	-	-	-	-	-
					Original Contract Total \$	2,169,890.22			1,298,162.14				415,931.08

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Albany  
 Engineer: Hudson & Mack, Inc.  
 Contractor: Douglas-Kerr Underground, LLC  
 Project: 2022 Riverdale Drive Trunk Utility Improvements  
 Contract:   
 Agency's Project No.:   
 S.A.P. 199-115-004

Application No.: 7 Application Period: From 11/09/22 to 11/09/22  
 Application Date: 22/09/22

A Bid Item No.	B Description	C Item Quantity	D Units	E Contract Information		F Value of Bid Item (C X E)	G Previous Estimate		H Estimated Quantity Incorporated in the Work	I Value of Work Completed to Date (E X H)	J Materials Currently Stored in (G)	K Work Completed and Material Stored to Date (H + J)	L % of Value of Item (I / J)	M Balance to Finish (F - J)		
				Unit Price (\$)	Quantity Previous Estimate		Value Previous Estimate									
CO1-1R	6" WATERMAIN DUCTILE IRON CL 52	1900.000	LIN FT	59.73	(53,325.00)	954.00	48,272.40	954.00	48,272.40	48,272.40	-	96,544.80	109%	(3,072.40)		
CO1-1S	6" PVC WATERMAIN	980.000	LIN FT	50.60	49,520.00	3,940.00	286,633.00	3,940.00	286,633.00	286,633.00	-	290,573.00	109%	(728.00)		
CO2-1	12" PVC WATERMAIN	3,750.000	LIN FT	72.80	272,500.00	1.00	2,800.00	1.00	2,800.00	2,800.00	-	2,800.00	109%	-		
CO3-1	REINFORCING STRUCTURE	1.00	UMW SQM	9,800.00	9,800.00	1.00	9,800.00	1.00	9,800.00	9,800.00	-	9,800.00	109%	-		
CO3-1	BUILDING REINFORCING	1.00	UMW SQM	9,800.00	9,800.00	1.00	9,800.00	1.00	9,800.00	9,800.00	-	9,800.00	109%	-		
				Change Order Total	\$	(29,352.50)		\$	347,704.40	\$	347,704.40	\$	347,704.40	NA	\$	(2,004.40)
				Project Total	\$	2,134,537.72		\$	2,094,663.44	\$	2,094,663.44	\$	2,094,663.44	98%	\$	414,974.28

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-292**

**RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 7 TO DOUGLAS-KERR UNDERGROUND, LLC, FOR IMPROVEMENT PROJECT #22-05, RIVERDALE DRIVE TRUNK UTILITY IMPROVEMENTS, LLAMA STREET TO BOWERS DRIVE**

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

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

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

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

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-199 Douglas Kerr Underground removed the septic tank on May 3, 2022, in accordance with Change Order #2; and

**WHEREAS**, as of December 13, 2022 \$1,981,573.21 has been paid to date; and

**WHEREAS**, the Senior Engineering Technician has inspected the completed work and recommends partial payment No. 7 to Douglas-Kerr Underground, LLC of Mora, Minnesota, for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive, in the amount of \$92,143.69.

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

- 1) That the City Council hereby authorizes partial payment No. 7 to Douglas-Kerr Underground, LLC of Mora, Minnesota for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive, in the amount of \$92,143.69.
- 2) The City Council authorizes the Mayor and City Administrator to sign the release form for this payment.
- 3) The total amount of this payment is not included in resolutions approving payment of bills for the date of December 13, 2022.

4) That the City of Ramsey Finance Department will be given a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13th day of December, 2022.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 12/13/2022

By: Diana Lund, Finance

**Information**

**Title:**

Public Hearing on 2023 Tax Levies and General Fund Budget

- Adopt Resolution #22-278 Adopting the 2022, Payable 2023 Municipal Tax Levy
- Adopt Resolution #22-279 Adopting the 2023 General Fund Budget
- Adopt Resolution #22-280 Adopting the 2023 Economic Development Authority (EDA) Budget

**Purpose/Background:**

Purpose: The City is required to hold a meeting where the city's budget and levy will be discussed and the public can give input. The City is required to adopt a levy and certify to the county auditor by December 31, 2022.

A budget/levy slide presentation will be provided that will outline the city's proposed 2023 levies and General Fund Budget.

A brief recap of the proposed levy to be adopted is as follows:

- 2022 Final Overall Levy: \$18,235,180 - a \$57,065 (reduction in debt levy on 2022 Street Reconstruction Debt Issuance) from September Preliminary levy adopted September 27, 2022, of \$18,292,245.
- The final adopted levy in 2022 was \$15,312,856

Levy Components: General Fund Levy:	\$13,145,820	(\$11,712,590 - Year 2022)
Pavement Management Levy:	\$ 1,756,889	(\$1,673,227 - Year 2022)
Debt Service Levies:	\$ 3,249,861	(\$1,851,679 - Year 2022)
EDA Levy:	\$ 82,610	(\$75,360 - Year 2022)

The levy increase of \$2,922,324 from payable 2022 to payable 2023 is largely attributed to the issuance of a Street Reconstruction Bond that has a debt levy of \$1,088,542 included in the debt service levy and personnel costs for existing staff (COLA, wage steps, Health, Retirement (PERA) and workers comp in the amount of \$914,558.

**Other Factors of Levy Increase:**

1. \$231,474 Personnel additions of a full-time Patrol Officer, full-time Engineering Tech II, part-time Community Service Officer, additional hours for Recreation Specialist and Permit Tech and reclasses of Police Records Technician to Data Analyst and Engineering Tech II to Engineering Tech III
2. \$309,640 in Debt Service Levy (Not including debt levy attributed to 2022 Street Reconstruction Debt noted above)
3. \$287,198 Line item budget increases
4. \$83,662 Pavement Management Levy Increase - additional 5% per year as recommended
5. \$7,250 EDA levy increase

2023 Est Final Tax Capacity Rate: 40.535% (42.238% - Year 2022)

2023 General Fund Budget: \$17,055,153 (\$14,492,640 - Year 2022)

2023 EDA Budget: \$87,610 (\$85,360 - Year 2022)

All EDA and General Fund documents are included together, as the EDA levy calculates into the total general levy calculation of the city and thus accounts for the several motions listed below

**Notification:**

At its regular meeting of September 27, 2022, City Council agreed upon December 13, 2022 at 7:00 PM to hold a public meeting on the 2023 levy and budget. This date and time was printed on the proposed tax statements that were sent to each taxable property and public hearing notice was also posted in the Anoka County Union Herald.

**Time Frame/Observations/Alternatives:**

Option #1 - Motion for City Council to Adopt Resolutions #22-278 Adopting the 2022 Payable 2023 Municipal Tax Levies (General, Pavement Management, EDA and Debt Service) in the amount of \$18,235,180 Adopt Resolution #22-279 Adopting the 2023 General Fund Budget in the amount of \$17,055,153 and Adopt Resolution #22-280 Adopting the 2023 EDA Budget in the amount of \$87,610.

Option #2 - Motion for City Council to Adopt Resolutions as stated above in Option 1, but with the following modifications: \_\_\_\_\_

Option #3 - Motion for City Council to not adopt the attached resolutions. If a final levy is not adopted it reverts back to the final levy of 2022 in the amount of \$15,312,856.

**Funding Source:**

The EDA levy supports the EDA budget, the General Levy supports the General Fund Budget and debt service levy supports the respective annual debt service payments and the Pavement Management Levy supports the City's pavement management program.

**Recommendation:**

Staff recommends Option #1 as outlined above.

**Outcome/Action:**

Motion to Adopt Resolution #22-278 Adopting the 2022, Payable 2023 Municipal Tax Levies (General, Pavement Management, EDA and debt service) in the amount of \$18,235,180; and

Motion to Adopt Resolution #22-279 Adopting the 2023 General Fund Budget in the amount of \$7,055,153; and

Motion to Adopt Resolution #22-280 Adopting the 2023 EDA Budget in the amount of \$87,610.

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**Attachments**

Reso #22-278 Adopting the 2022/Payable 2023 Municipal Tax Levy

Reso #22-279 Adopting the 2023 General Fund Budget

Reso #22-280 Adopting the 2023 EDA Budget

2023 General Fund Budget

2023 EDA Budget

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 12/07/2022

**Reviewed By**

Brian Hagen

**Date**

12/07/2022 06:56 PM

Started On: 11/28/2022 09:53 AM

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #22-278**

**RESOLUTION ADOPTING THE 2022, PAYABLE 2023, MUNICIPAL TAX LEVY**

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

- 1) That the following levies for assessed 2022, payable 2023, be levied upon the taxable property in said City of Ramsey, Anoka County, State of Minnesota for the following purposes:

**GENERAL LEVY**

Fund 101: General Fund - General Operations		
Collected as Pavement Management Levy	\$1,756,889	
Fiscal Disparity Transfer (as certified)	2,178,683	
Collected as Property Tax – EDA Levy	82,610	
Collected as Property Tax – General Levy	<u>10,967,137</u>	
		\$ 14,985,319

**DEBT SERVICE LEVY**

2015 CIP Bonds: Fire Station #2	281,623	
2021 CIP Bond – Municipal Center	1,103,900	
2013 Equipment Certificates	75,705	
2015 GO Road Improvement Bonds	114,668	
2014 Equipment Certificates	104,438	
2016 GO Road Improvement Bond	151,108	
2017 GO Road Improvement Bonds	94,558	
2018 GO Road Improvement Bonds	108,043	
2020 CIP Bond: Public Works Campus	127,276	
2022 GO Street Reconstruction Bond	1,088,542	
		<u>\$3,249,861</u>

**TOTAL CERTIFIED LEVIES** \$ 18,235,180

- 2) That this final levy does not exceed the Proposed Levy adopted September 27, 2022.
- 3) That the City of Ramsey will not be levying the \$337,205 related to the \$3,090,000 GO Refunding Bond, Series 2011B, as per Joint Powers Agreement with Anoka County. Anoka County is required to pay directly to the City, this debt service amount.

- 4) That the City of Ramsey will not be levying the total \$1,159,095 (105% of debt service) related to the GO Capital Improvement Plan Refunding Bonds for the Municipal Center. The City will levy at \$1,103,900.
- 5) That the Finance Director be directed to transmit a certified copy of this resolution to the Anoka County Auditor's Office on or before Friday, December 30, 2022.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13<sup>th</sup> day of December, 2022.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #22-279**

**RESOLUTION ADOPTING THE 2023 CITY OF RAMSEY GENERAL FUND OPERATING BUDGET**

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2023 is hereby adopted for the General Fund as follows:

**GENERAL FUND**

Revenues:

Property Taxes	\$ 13,088,820
Licenses and Permits	699,400
Intergovernmental Revenues	696,700
Charges for Services	622,300
Fines and Forfeitures	50,000
Other Revenues-	
Interest Earnings	25,000
Miscellaneous	15,750
Other Financing Sources	<u>1,857,183</u>

**Total Revenues** \$ 17,055,153

Operating and Capital Expenditures:

General Government	\$ 4,203,044
Public Safety	8,166,229
Public Works	2,899,371
Parks and Recreation	1,661,536
Contingency	18,600
Other Financing Uses	<u>106,373</u>

**Total Operating and Capital Expenditures** \$17,055,153

- 2) That the City Finance Director be directed to transmit a certified copy of this resolution to the Anoka County Auditor's office on or before Friday, December 30, 2022.
- 3) That all contractual agreements contained within the 2023 General Fund Budget will be considered ratified.
- 4) That all itemized capital equipment purchases contained within the 2023 General Fund Budget will be considered ratified.

That 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:

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 13<sup>th</sup> day of December, 2022.

---

Mayor

**ATTEST:**

---

City Clerk

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #22-280**

**RESOLUTION ADOPTING THE 2023 CITY OF RAMSEY ECONOMIC DEVELOPMENT AUTHORITY FUND BUDGET**

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2023 is hereby adopted for the Economic Development Authority Fund as follows:

**ECONOMIC DEVELOPMENT FUND**

Revenues:	
Taxes (EDA Levy)	\$ 82,610
Interest Earnings	\$ 5,000
Other Financing Sources	<u>\$ 0</u>
<b>Total Revenues</b>	<b><u>\$87,610</u></b>
Operating and Capital Expenditures:	
Personal Services	\$ 1,610
Supplies	\$ 44,000
Services and Charges	<u>\$ 42,000</u>
<b>Total Operating and Capital Expenditures</b>	<b><u>\$ 87,610</u></b>

That 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:

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 13<sup>th</sup> day of December, 2022.

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Mayor

**ATTEST:**

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City Clerk

GENERAL FUND 101 - BUDGET SUMMARY

REVENUES

	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-	% of Budget
TAXES	9,361,993	9,902,004	10,577,806	11,184,493	11,655,590	13,088,820	76.74%
LICENSES AND PERMITS	1,031,944	901,222	850,504	917,645	688,900	699,400	4.10%
INTERGOVERNMENTAL REVENUES	418,106	442,366	2,497,148	513,730	474,300	696,700	4.08%
CHARGES FOR SERVICES	815,127	790,112	731,187	760,740	589,300	622,300	3.65%
FINES AND FORFEITS	46,651	49,479	34,735	51,153	45,000	50,000	0.29%
MISCELLANEOUS	21,873	16,637	12,861	29,201	15,750	15,750	0.09%
INVESTMENT EARNINGS	104,401	174,930	185,750	(29,897)	50,000	25,000	0.15%
OTHER FINANCING SOURCES	936,450	953,354	766,049	1,321,201	973,800	1,857,183	10.89%
<b>TOTAL REVENUES</b>	<b>12,736,544</b>	<b>13,230,103</b>	<b>15,656,038</b>	<b>14,748,266</b>	<b>14,492,640</b>	<b>17,055,153</b>	<b>100.00%</b>

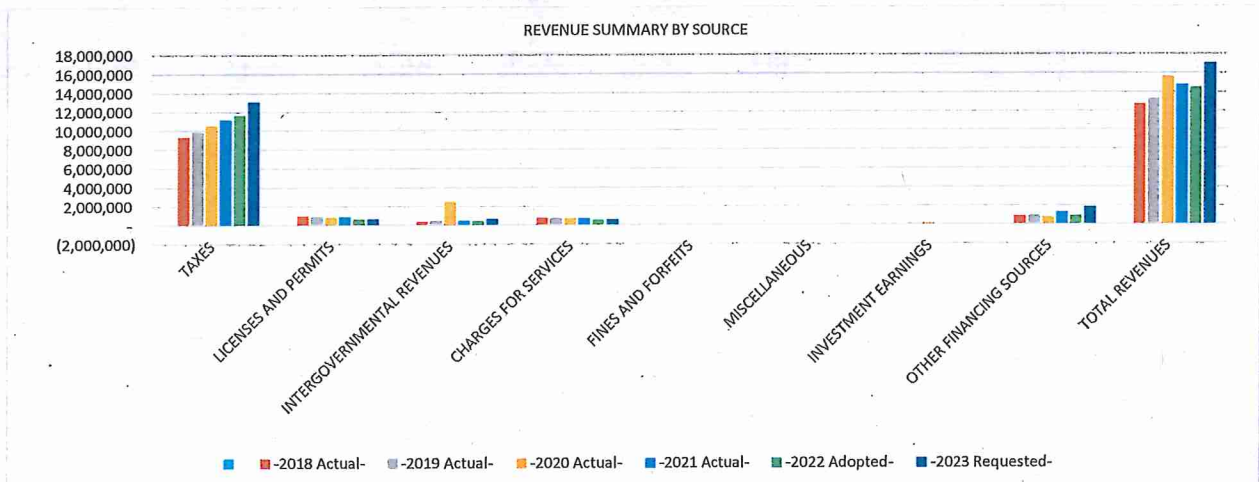
EXPENDITURES

	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-	% of Budget
GENERAL GOVERNMENT	3,292,679	3,467,555	3,390,435	3,540,820	3,988,041	4,203,044	24.64%
PUBLIC SAFETY	5,103,105	5,511,745	6,112,194	6,526,621	6,659,902	8,166,229	47.88%
PUBLIC WORKS	2,005,042	2,047,054	2,009,196	2,393,459	2,229,499	2,899,371	17.00%
PARKS AND RECREATION	1,302,547	1,303,410	1,418,871	1,481,802	1,483,825	1,661,536	9.74%
MISCELLANEOUS/CONTINGENCY	705,685	637,670	1,875,063	474,396	131,373	124,973	0.73%
<b>TOTAL EXPENDITURES</b>	<b>12,409,057</b>	<b>12,967,434</b>	<b>14,805,758</b>	<b>14,417,097</b>	<b>14,492,640</b>	<b>17,055,153</b>	<b>100.00%</b>

GENERAL FUND 101 - REVENUE SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
TAXES	9,361,993	9,902,004	10,577,806	11,184,493	11,655,590	13,088,820
LICENSES AND PERMITS	1,031,944	901,222	850,504	917,645	688,900	699,400
INTERGOVERNMENTAL REVENUES	418,106	442,366	2,497,148	513,730	474,300	696,700
CHARGES FOR SERVICES	815,127	790,112	731,187	760,740	589,300	622,300
FINES AND FORFEITS	46,651	49,479	34,735	51,153	45,000	50,000
MISCELLANEOUS	21,873	16,637	12,861	29,201	15,750	15,750
INVESTMENT EARNINGS	104,401	174,930	185,750	(29,897)	50,000	25,000
OTHER FINANCING SOURCES	936,450	953,354	766,049	1,321,201	973,800	1,857,183
<b>TOTAL REVENUES</b>	<b>12,736,544</b>	<b>13,230,103</b>	<b>15,656,038</b>	<b>14,748,266</b>	<b>14,492,640</b>	<b>17,055,153</b>

**HISTORICAL LEVY AMOUNTS**

2018 LEVY	\$ 9,395,242	8.36%
2019 LEVY	\$ 9,972,432	6.14%
2020 LEVY	\$ 10,670,932	7.00%
2021 LEVY	\$ 11,060,589	3.65%
2022 LEVY	\$ 11,712,590	5.89%
2023 LEVY	\$ 13,145,820	12.24%



GENERAL FUND 101 - REVENUE BY SOURCE		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
<b>TAXES</b>							
4011	CURRENT-AD VALOREM TAXES	7,821,806	8,383,643	8,929,345	9,415,148	10,212,590	11,570,820
401A	CURRENT-UNCOLLECTED ALLOWANCE	-	-	-	-	(100,000)	(100,000)
4012	DELINQUENT-AD VALOREM TAXES	57,625	37,958	39,951	112,159	40,000	40,000
4014	FISCAL DISPARITIES	1,472,625	1,477,121	1,607,454	1,645,441	1,500,000	1,575,000
4015	EXCESS TAX INCREMENTS	16	179	-	-	-	-
4018	PENALTY/INT-AD VALOREM TAXES	9,921	3,104	1,056	11,745	3,000	3,000
<b>TAXES Total</b>		<b>9,361,993</b>	<b>9,902,004</b>	<b>10,577,806</b>	<b>11,184,493</b>	<b>11,655,590</b>	<b>13,088,820</b>
<b>LICENSES AND PERMITS</b>							
<b>- BUSINESS LICENSES/PERMITS</b>							
4140	CREDIT CARD PROCESSING FEES	(11,494)	(5,960)	(2,032)	(2,994)	(4,000)	(4,000)
4155	LIQUOR-ON SALE	55,500	48,740	49,348	47,360	50,000	50,000
4156	LIQUOR-OFF SALE	740	-	-	-	-	-
4159	MECHANICAL LICENSE	12,200	14,300	13,550	13,850	12,000	13,000
4163	PAWNSHOP LICENSE	5,891	9,868	4,250	4,250	4,000	4,000
4164	CIGARETTE SALES LICENSE	550	3,050	3,050	3,700	3,000	3,000
4165	REFUSE HAULERS LICENSE	200	450	350	350	400	400
4168	PEDDLERS LICENSE	2,535	2,820	1,910	6,500	4,000	5,000
4170	OTHER BUSINESS LICENSES & PERM	1,125	2,180	2,080	1,360	2,000	2,000
4171	INVESTIGATIVE FEES	414	3,451	1,906	2,684	2,000	2,000
<b>- NON-BUSINESS LICENSES/PERMITS</b>							
4205	BUILDING PERMIT	626,166	577,644	522,922	566,419	400,000	400,000
4206	PLUMBING PERMIT	64,517	46,218	39,175	52,806	40,000	40,000
4207	ANIMAL LICENSE	2,590	1,250	1,110	1,930	-	-
4208	HEATING PERMIT	96,141	53,963	62,471	69,045	50,000	50,000
4209	CONDITIONAL USE PERMIT	3,006	8,750	6,864	8,450	8,000	8,000
4211	SIGN PERMITS	2,101	2,625	2,155	1,550	2,500	2,000
4212	RENTAL LICENSE	6,275	1,525	10,700	5,135	3,000	4,000
4213	FIRE PERMIT	10,160	8,386	10,963	7,550	10,000	10,000
4214	ELECTRICAL INSPECTION PERMIT	100,338	92,148	85,140	90,306	70,000	80,000
4220	SEPTIC SYSTEM PERMIT	32,409	21,159	22,920	21,310	20,000	15,000
4221	URBAN SEWER PERMIT	8,855	2,850	4,408	4,350	5,000	5,000
4222	URBAN WATER PERMIT	8,855	3,525	5,138	5,050	5,000	5,000
4230	OTHER NON-BUSINESS LIC & PERM	2,870	2,280	2,125	6,685	2,000	5,000
<b>LICENSES AND PERMITS Total</b>		<b>1,031,944</b>	<b>901,222</b>	<b>850,504</b>	<b>917,645</b>	<b>688,900</b>	<b>699,400</b>
<b>INTERGOVERNMENTAL REVENUES</b>							
<b>- FEDERAL INTERGOVERNMENTAL</b>							
4253	FEDERAL EXCISE TAX REFUND	8,409	8,863	9,432	9,310	9,000	9,200
4252	FEDERAL GRANTS	-	-	-	-	-	-
<b>- STATE INTERGOVERNMENTAL</b>							
4255	FEDERAL CARES ACT	-	-	2,050,863	-	-	-
4263	MARKET VALUE HOMESTEAD CREDIT	2,902	2,689	2,834	2,963	-	-
4268	MSA FOR STREETS	140,000	150,000	150,000	180,000	200,000	210,000
4269	POLICE - INSURANCE PREMIUM TAX	207,352	228,225	241,001	248,199	230,000	240,000
4271	POST BOARD REIMBURSEMENT	22,968	23,860	24,464	27,820	20,000	20,000
4272	STATE EXCISE TAX REFUND	337	364	522	571	300	500
4273	OTHER STATE GRANTS & AIDS	36,139	28,365	17,282	28,867	15,000	217,000
<b>- LOCAL INTERGOVERNMENTAL</b>							
4287	OTHER LOCAL GOVERNMENT GRANTS	-	-	750	16,000	-	-
<b>INTERGOVERNMENTAL REVENUES Total</b>		<b>418,106</b>	<b>442,366</b>	<b>2,497,148</b>	<b>513,730</b>	<b>474,300</b>	<b>696,700</b>

<b>CHARGES FOR SERVICES</b>							
4304	RENTAL FEES - REAL PROPERTY	149,819	153,799	155,808	156,109	130,000	135,000
4305	RENTAL FEES	9,739	11,042	4,804	12,224	12,000	12,000
4306	ZONING & SUBDIVISION FEES	3,739	2,082	1,130	2,585	1,000	2,000
4307	PLAN CHECKING FEES	296,301	241,565	184,169	199,008	198,000	200,000
4308	SALES OF MAPS & PUBLICATIONS	499	358	73	123	100	100
4309	ASSESSMENT SEARCHES	840	630	90	540	200	200
4312	GENERAL GOVERNMENT STAFF TIME	33,889	39,694	41,045	31,870	25,000	25,000
4326	SPECIAL POLICE SERVICES	16,645	21,082	3,325	7,808	5,000	5,000
4327	SPECIAL FIRE PROTECTION SERVICE	55,953	86,157	72,414	23,144	-	-
4328	ACCIDENT REPORTS	1,657	1,373	1,114	1,033	1,000	1,000
4329	OPEN BURN PERMIT FEES	675	975	750	500	1,000	1,000
4330	OTHER PUBLIC SAFETY	6,995	4,935	2,400	5,370	3,000	3,000
4337	ENGINEERING	214,693	200,453	243,514	302,408	200,000	225,000
4338	PLAN & SPECIFICATION FEES	-	-	570	-	-	-
4339	OTHER PUBLIC WORKS	14,862	13,460	15,647	7,860	8,000	8,000
4347	OTHER CULTURE-RECREATION	8,821	12,507	4,334	10,159	5,000	5,000
<b>CHARGES FOR SERVICES Total</b>		<b>815,127</b>	<b>790,112</b>	<b>731,187</b>	<b>760,740</b>	<b>589,300</b>	<b>622,300</b>
<b>FINES AND FORFEITS</b>							
4452	COURT FINES	44,569	45,404	32,505	46,250	40,000	45,000
4453	OTHER FINES & FORFEITS	33	405	291	-	-	-
4454	ADMINISTRATIVE FINES	2,049	3,669	1,940	4,903	5,000	5,000
<b>FINES AND FORFEITS Total</b>		<b>46,651</b>	<b>49,479</b>	<b>34,735</b>	<b>51,153</b>	<b>45,000</b>	<b>50,000</b>
<b>MISCELLANEOUS</b>							
4604	SURCHARGES	689	690	608	675	700	700
4605	ELECTION FILING FEES	55	20	50	-	50	50
4609	OTHER MISCELLANEOUS REVENUES	21,129	15,927	12,202	28,526	15,000	15,000
4608	CONTRIBUTIONS & DONATIONS	-	-	-	-	-	-
<b>MISCELLANEOUS Total</b>		<b>21,873</b>	<b>16,637</b>	<b>12,861</b>	<b>29,201</b>	<b>15,750</b>	<b>15,750</b>
<b>INVESTMENT EARNINGS</b>							
4701	INTEREST ON INVESTMENTS	104,401	174,930	185,750	(29,897)	50,000	25,000
<b>INVESTMENT EARNINGS Total</b>		<b>104,401</b>	<b>174,930</b>	<b>185,750</b>	<b>(29,897)</b>	<b>50,000</b>	<b>25,000</b>
<b>OTHER FINANCING SOURCES</b>							
<b>TRANSFERS IN</b>							
4901	TRANSFER IN FROM OTHER FUNDS	936,450	953,354	766,049	1,321,201	973,800	1,857,183
<b>OTHER FINANCING SOURCES Total</b>		<b>936,450</b>	<b>953,354</b>	<b>766,049</b>	<b>1,321,201</b>	<b>973,800</b>	<b>1,857,183</b>
<b>TOTAL REVENUE</b>		<b>12,736,544</b>	<b>13,230,103</b>	<b>15,656,038</b>	<b>14,748,266</b>	<b>14,492,640</b>	<b>17,055,153</b>

## GENERAL FUND 101 - LINE ITEM DETAIL

-2018 Actual-

-2019 Actual-

-2020 Actual-

-2021 Actual-

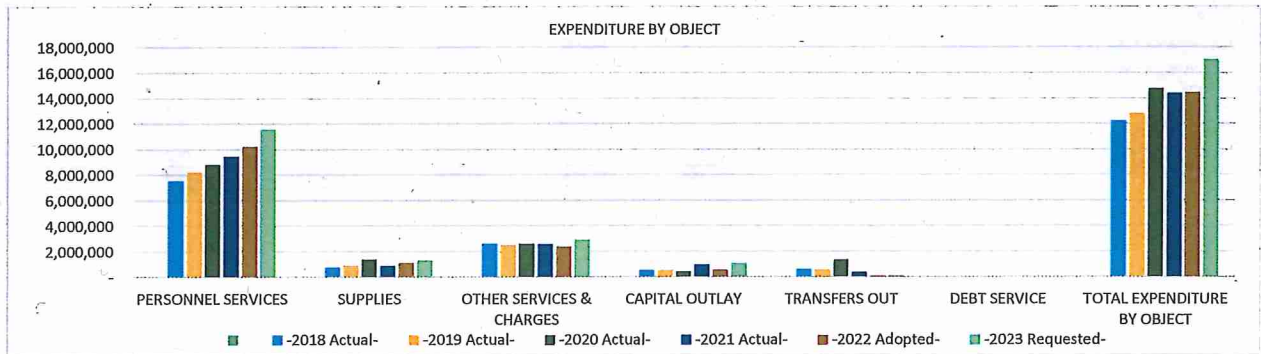
-2022 Adopted-

-2023 Requested-

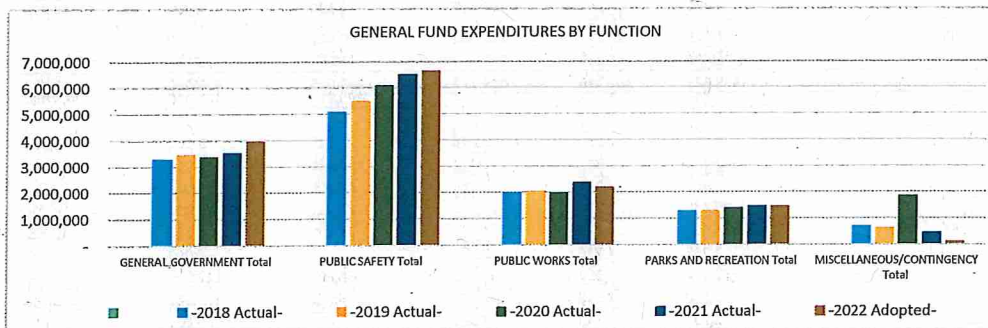
**4901 Other Finance Sources**

Water Fund Administrative Transfer	41,000	43,000	45,000	47,000	49,000	51,000
Sewer Fund Administrative Transfer	35,000	37,000	39,000	41,000	43,000	45,000
St. Lighting Fund Administrative Transfer	20,000	21,000	22,000	23,000	25,000	27,000
Recycling Fund Administrative Transfer	11,500	-	-	-	-	-
Storm Water Utility Fund Administrative Transfer	30,000	32,000	34,000	36,000	38,000	40,000
PW Campus Fund	-	-	-	-	20,000	750,000
ARPA Funds	-	-	-	-	-	375,000
Landfill Fund	-	-	-	1,000,000	63,000	-
Capital Maintenance Fund - For Trail Maintenance	-	50,000	60,000	60,000	60,000	70,000
Capital Maintenance Fund - For Capital Improvements	-	-	-	-	35,000	-
Insurance Fund	22,588	-	-	-	-	-
Fleet Vehicle Fund	-	87,000	-	-	17,800	104,310
PIR Fund-Street Maintenance	100,000	125,000	125,000	125,000	150,000	175,000
Equipment Revolving Fund	676,362	558,354	471,000	90,200	473,000	219,873
	<u>936,450</u>	<u>953,354</u>	<u>796,000</u>	<u>1,422,200</u>	<u>973,800</u>	<u>1,857,183</u>

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
PERSONNEL SERVICES	7,571,910	8,240,136	8,859,253	9,471,467	10,261,237	11,609,269
SUPPLIES	789,128	913,056	1,413,878	915,468	1,136,500	1,326,261
OTHER SERVICES & CHARGES	2,632,664	2,502,365	2,626,465	2,577,885	2,399,730	2,939,067
CAPITAL OUTLAY	565,955	549,084	467,070	977,809	588,800	1,074,183
TRANSFERS OUT	643,832	575,817	1,376,215	409,801	106,373	106,373
DEBT SERVICE	61,853	61,853	61,853	61,853	-	-
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>12,265,343</b>	<b>12,842,311</b>	<b>14,804,733</b>	<b>14,414,283</b>	<b>14,492,640</b>	<b>17,055,153</b>



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
<b>GENERAL GOVERNMENT</b>							
0111	MAYOR AND COUNCIL	125,890	118,969	104,534	100,563	98,578	129,607
0114	CHARTER/PLAN/HORSE COMMISSIONS	4,141	3,642	3,213	3,666	4,486	3,853
0130	ADMINISTRATION	862,799	811,654	795,368	852,730	901,971	1,019,778
0141	ELECTIONS	59,959	22,103	53,763	7,784	55,523	6,650
0153	FINANCE	350,532	367,590	379,167	408,717	384,935	386,910
0155	ASSESSING	140,246	143,667	147,722	120,463	150,000	130,000
0161	LEGAL	121,965	152,821	124,533	125,477	126,600	126,600
0191	PLANNING & ZONING	583,331	680,965	653,382	733,882	763,831	854,650
0192	DATA PROCESSING	505,957	623,164	582,467	606,281	796,584	818,662
0194	GENERAL GOVERNMENT BUILDINGS	483,815	494,094	501,162	529,125	652,216	667,254
0195	NEWSLETTER	54,043	48,885	45,123	52,132	53,317	59,080
<b>GENERAL GOVERNMENT Total</b>		<b>3,292,679</b>	<b>3,467,555</b>	<b>3,390,435</b>	<b>3,540,820</b>	<b>3,988,041</b>	<b>4,203,044</b>
<b>PUBLIC SAFETY</b>							
0211	POLICE PROTECTION	3,502,113	3,794,498	4,122,916	4,547,484	4,784,883	5,505,623
0220	FIRE PROTECTION	999,255	1,024,125	1,384,635	1,352,166	1,220,790	1,761,760
0240	PROTECTIVE INSPECTIONS	450,223	600,831	519,585	538,198	495,512	721,415
0250	CIVIL DEFENSE	11,627	15,164	2,288	3,287	43,350	43,350
0260	TRAFFIC ENGINEERING	124,516	59,904	68,686	71,628	97,442	111,706
0270	ANIMAL CONTROL	4,381	4,336	993	743	3,250	6,250
0280	COMMUNITY ORIENTING POLICING	10,990	12,888	13,092	13,115	14,675	16,125
<b>PUBLIC SAFETY Total</b>		<b>5,103,105</b>	<b>5,511,745</b>	<b>6,112,194</b>	<b>6,526,621</b>	<b>6,659,902</b>	<b>8,166,229</b>
<b>PUBLIC WORKS</b>							
0301	ENGINEERING	229,140	379,804	383,947	381,476	487,638	554,975
0311	STREET MAINTENANCE	1,474,670	1,306,948	1,336,038	1,747,168	1,399,064	2,001,574
0312	SNOW & ICE REMOVAL	301,233	360,301	289,211	264,815	342,797	342,822
<b>PUBLIC WORKS Total</b>		<b>2,005,042</b>	<b>2,047,054</b>	<b>2,009,196</b>	<b>2,393,459</b>	<b>2,229,499</b>	<b>2,899,371</b>
<b>PARKS AND RECREATION</b>							
0452	PARK & RECREATION	1,292,547	1,283,410	1,418,871	1,481,802	1,483,825	1,661,536
0455	COMMUNITY PROGRAMS	10,000	20,000	-	-	-	-
0461	ENVIRONMENTAL SERVICES	-	-	-	-	-	-
<b>PARKS AND RECREATION Total</b>		<b>1,302,547</b>	<b>1,303,410</b>	<b>1,418,871</b>	<b>1,481,802</b>	<b>1,483,825</b>	<b>1,661,536</b>
<b>MISCELLANEOUS/CONTINGENCY</b>							
0892	EXPENDITURE RESERVE	705,685	637,670	1,875,063	474,396	131,373	124,973
<b>MISCELLANEOUS/CONTINGENCY Total</b>		<b>705,685</b>	<b>637,670</b>	<b>1,875,063</b>	<b>474,396</b>	<b>131,373</b>	<b>124,973</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>12,409,057</b>	<b>12,967,434</b>	<b>14,805,758</b>	<b>14,417,097</b>	<b>14,492,640</b>	<b>17,055,153</b>



EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
<b>PERSONNEL SERVICES</b>							
<b>WAGES AND SALARIES</b>							
6102	F.T. REGULAR-WAGES & SALARIES	5,118,209	5,513,787	5,908,446	6,275,314	6,858,133	7,629,646
6103	FULL TIME-REGULAR-OVERTIME	123,989	146,188	148,960	166,477	127,700	134,000
6104	PART TIME-WAGES & SALARIES	462,116	496,943	539,851	577,699	596,408	809,700
6105	TEMPORARY-WAGES & SALARIES	155,454	148,935	167,447	133,432	207,967	158,862
6106	OVERTIME-TEMPORARY	1,404	926	259	878	-	-
6107	OVERTIME-PART TIME	-	1,905	1,408	-	-	-
<b>WAGES AND SALARIES</b>		<b>5,861,172</b>	<b>6,308,684</b>	<b>6,766,371</b>	<b>7,153,799</b>	<b>7,790,208</b>	<b>8,732,208</b>
<b>OTHER GROSS EARNINGS</b>							
6108	SEVERANCE PAY	33,314	45,355	-	67,885	-	-
<b>OTHER GROSS EARNINGS</b>		<b>33,314</b>	<b>45,355</b>	<b>-</b>	<b>67,885</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>							
6121	PERA CONTRIBUTIONS	607,458	678,558	754,905	807,600	874,133	955,726
6122	FICA/MEDICARE CONTRIBUTIONS	293,341	315,349	327,544	350,762	405,969	446,291
6123	ICMA RETIREMENT TRUST	2,000	2,000	2,000	2,000	2,000	-
6131	GROUP INSURANCE	594,449	683,256	764,786	848,602	889,527	1,037,210
6132	DISABILITY INSURANCE	1,284	1,313	1,313	1,313	1,300	1,313
6133	WORKERS COMP INSURANCE PREMIUM	178,892	205,620	242,334	239,505	298,100	436,521
<b>EMPLOYER CONTRIBUTIONS</b>		<b>1,677,424</b>	<b>1,886,097</b>	<b>2,092,882</b>	<b>2,249,782</b>	<b>2,471,029</b>	<b>2,877,061</b>
<b>PERSONNEL SERVICES Total</b>		<b>7,571,910</b>	<b>8,240,136</b>	<b>8,859,253</b>	<b>9,471,467</b>	<b>10,261,237</b>	<b>11,609,269</b>
<b>SUPPLIES</b>							
<b>OFFICE SUPPLIES</b>							
6203	DUPLICATING SUPPLY & COPY PAPER	3,596	2,174	4,725	2,174	4,500	5,000
6204	STATIONERY, ENVELOPES & FORMS	4,764	4,725	4,784	3,872	6,500	6,750
6205	DRAFTING SUPPLIES	-	-	-	-	-	-
6206	FILM, MICROFILM, TAPES, DISKS	1,150	1,983	837	568	1,900	1,600
6207	TRAINING SUPPLIES	1,951	2,565	3,609	3,154	3,550	12,700
6208	MISCELLANEOUS OFFICE SUPPLIES	15,723	12,357	9,440	8,460	13,300	12,375
<b>OFFICE SUPPLIES</b>		<b>27,184</b>	<b>23,804</b>	<b>23,395</b>	<b>18,228</b>	<b>29,750</b>	<b>38,425</b>
<b>OPERATING SUPPLIES</b>							
6221	CLEANING SUPPLIES	1,946	1,503	1,391	2,496	3,000	3,500
6223	GASOLINE	108,942	105,124	98,273	129,654	112,500	188,500
6225	DIESEL FUEL	44,225	57,591	39,882	42,031	54,000	71,900
6227	LUBRICANTS & ADDITIVES	4,011	6,247	4,486	7,580	5,600	6,200
6229	SHOP MATERIALS	4,008	2,537	4,149	5,781	4,700	4,800
6231	UNIFORMS & TURN-OUT GEAR	56,745	63,103	104,570	92,594	111,750	139,450
6233	BATTERIES	1,105	1,071	652	1,262	2,000	2,000
6235	AMMUNITION	7,135	9,386	15,970	1,700	12,000	12,000
6237	CRIME SCENE KIT MATERIALS	894	669	368	1,843	1,000	1,000
6239	FIRST AID SUPPLIES	17,964	2,560	12,345	5,922	10,300	10,500
6241	COMMUNITY POLICING SUPPLIES	4,880	7,750	10,310	9,190	9,000	10,000
6247	HAPPY DAYS SUPPLIES	11,750	12,000	-	7,000	7,000	12,000
6249	MISCELLANEOUS OPERATING SUPPLY	114,828	113,972	118,336	100,912	132,200	140,550
6246	MARKETING	1,391	1,210	-	1,051	3,000	3,000
<b>OPERATING SUPPLIES</b>		<b>379,822</b>	<b>384,725</b>	<b>410,732</b>	<b>409,016</b>	<b>468,050</b>	<b>605,400</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>							
6251	BATTERIES	2,051	812	678	516	3,000	2,500
6253	BRAKES	2,281	2,342	3,421	3,466	3,000	3,500
6255	TIRES	6,427	7,271	7,458	10,708	8,000	9,000
6257	OTHER VEHICLE PARTS	99,426	98,407	122,447	77,127	114,000	118,700
6259	BUILDING MAINT/REPAIR SUPPLIES	3,852	14,227	4,028	20,639	42,500	45,522
6261	SAND & GRAVEL	2,355	4,726	2,907	-	4,000	4,400
6263	SALT	72,544	97,334	92,362	68,800	112,000	77,000
6265	ASPHALT	59,060	107,676	120,283	134,086	129,000	140,794
6266	SCBA-PARTS	2,292	4,843	4,679	4,055	6,000	20,000
6267	OTHER STREET MAINTENANCE SUPPL	4,279	7,353	4,798	5,303	5,800	13,100
6269	LANDSCAPE MATERIALS	28,460	24,972	18,304	12,623	32,500	27,500
6271	SIGN REPAIR MATERIALS	-	121	382	-	2,000	2,000
6275	OTHER EQUIPMENT PARTS	4,362	6,158	662	3,074	6,100	7,500
6268	IRRIGATION SUPPLIES	15,111	9,317	13,000	6,025	15,000	10,000
<b>REPAIR AND MAINTENANCE SUPPLIES</b>		<b>296,500</b>	<b>385,559</b>	<b>395,411</b>	<b>346,421</b>	<b>482,900</b>	<b>481,516</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>							
6282	EMERGENCY SUPPLIES - COVID	-	-	436,995	-	-	-
6281	SMALL TOOLS & MINOR EQUIPMENT	85,622	118,464	147,294	141,803	155,600	200,720
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>85,622</b>	<b>118,464</b>	<b>584,290</b>	<b>141,803</b>	<b>155,600</b>	<b>200,720</b>
<b>MERCHANDISE FOR RESALE</b>							
6291	CULVERTS, SIGNS, STREET SUPPLY	-	505	50	-	200	200
<b>MERCHANDISE FOR RESALE</b>		<b>-</b>	<b>505</b>	<b>50</b>	<b>-</b>	<b>200</b>	<b>200</b>
<b>SUPPLIES Total</b>		<b>789,128</b>	<b>913,056</b>	<b>1,413,878</b>	<b>915,468</b>	<b>1,136,500</b>	<b>1,326,261</b>

OTHER SERVICES & CHARGES							
<b>PROFESSIONAL SERVICES</b>							
6302	AUDITING & ACCOUNTING SERVICES	34,235	36,580	36,455	42,501	39,000	43,800
6304	LEGAL FEES	120,873	151,343	123,305	124,320	125,000	125,000
6305	MEDICAL/PSYCHOLOGICAL FEES	9,391	6,425	-	-	-	-
6306	PERSONNEL TESTING & RECRUITMT	1,598	800	14,042	16,825	16,050	20,000
6315	MISCELLANEOUS PROFESSIONAL SER	435,732	422,044	392,060	289,515	258,500	275,000
<b>PROFESSIONAL SERVICES</b>		<b>601,829</b>	<b>617,192</b>	<b>565,862</b>	<b>473,160</b>	<b>438,550</b>	<b>463,800</b>
<b>COMMUNICATION</b>							
6321	TELEPHONE	18,190	17,842	15,787	15,624	16,900	15,000
6322	POSTAGE	18,564	17,517	16,852	19,170	22,355	23,004
6323	CELLULAR PHONES	34,945	33,701	35,590	39,113	47,150	50,520
6325	LONG DISTANCE CHARGES	-	-	-	-	-	-
<b>COMMUNICATION</b>		<b>71,699</b>	<b>69,060</b>	<b>68,229</b>	<b>73,907</b>	<b>86,405</b>	<b>88,524</b>
<b>EMPLOYEE REIMBURSEMENTS</b>							
6331	TRAVEL & LODGING	8,060	11,972	3,012	6,500	13,300	15,650
6334	MILEAGE REIMBURSEMENT	2	639	170	93	950	1,250
6335	TRAINING	76,282	91,174	71,345	95,871	107,750	122,945
<b>EMPLOYEE REIMBURSEMENTS</b>		<b>84,344</b>	<b>103,785</b>	<b>74,528</b>	<b>102,463</b>	<b>122,000</b>	<b>139,845</b>
<b>ADVERTISING AND PUBLISHING</b>							
6352	GENERAL NOTICE & PUBLIC INFOR	40,224	34,969	30,311	35,265	36,500	42,500
6353	ORDINANCE PUBLICATION	941	876	2,575	1,301	2,000	2,000
6354	HELP WANTED ADVERTISEMENTS	3,850	2,305	1,905	3,276	2,500	3,500
<b>ADVERTISING AND PUBLISHING</b>		<b>45,015</b>	<b>38,150</b>	<b>34,790</b>	<b>39,841</b>	<b>41,000</b>	<b>48,000</b>
<b>INSURANCE</b>							
6361	GENERAL LIABILITY/PROPERTY INS	127,215	145,692	154,021	154,910	189,510	199,601
<b>INSURANCE</b>		<b>127,215</b>	<b>145,692</b>	<b>154,021</b>	<b>154,910</b>	<b>189,510</b>	<b>199,601</b>
<b>UTILITIES</b>							
6371	ELECTRIC UTILITIES	161,824	153,221	158,084	170,313	193,200	198,200
6372	WATER/IRRIGATION	19,775	15,205	22,127	24,446	23,000	27,200
6373	GAS	44,072	45,139	33,540	51,899	66,000	80,000
6374	REFUSE/RECYCLING	12,728	12,945	12,803	15,322	13,400	11,450
<b>UTILITIES</b>		<b>238,398</b>	<b>226,511</b>	<b>226,554</b>	<b>261,980</b>	<b>295,600</b>	<b>316,850</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>							
6381	BUILDING & STRUCTURE REPAIR	33,741	19,827	27,600	23,340	28,200	35,200
6382	MACHINERY & EQUIPMENT REPAIR	43,700	33,424	28,075	34,588	50,500	50,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	-	-	-
6386	BRAKE REPAIR	-	-	-	-	-	-
6387	TIRE MOUNTING & BALANCING	278	160	300	255	400	400
6388	OTHER VEHICLE REPAIR	71,178	102,635	72,106	73,784	78,500	89,500
6389	TOWING SERVICES	3,224	1,623	2,037	240	3,000	3,500
<b>REPAIRS AND MAINTENANCE - LABOR</b>		<b>152,122</b>	<b>157,669</b>	<b>130,118</b>	<b>132,207</b>	<b>160,600</b>	<b>179,100</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>							
6404	MACHINERY & EQUIPMENT	1,221	1,332	1,332	1,221	1,500	-
6405	OFFICE & DATA PROCESSING EQUIP	336,747	344,102	366,660	415,748	379,328	439,497
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>337,968</b>	<b>345,433</b>	<b>367,991</b>	<b>416,968</b>	<b>380,828</b>	<b>439,497</b>
<b>RENTALS</b>							
6413	OFFICE EQUIPMENT RENTAL	5,966	4,837	5,995	5,265	6,000	6,000
6415	OTHER EQUIPMENT RENTAL	93,483	119,147	36,671	46,406	54,125	54,325
6416	MACHINERY RENTAL	-	275	-	-	300	300
6417	UNIFORM RENTAL	1,530	1,948	1,710	1,841	800	800
<b>RENTALS</b>		<b>100,979</b>	<b>126,208</b>	<b>44,376</b>	<b>53,512</b>	<b>61,225</b>	<b>61,425</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>							
6451	MEMBERSHIP DUES	56,703	58,318	48,325	44,801	49,812	50,725
6452	SUBSCRIPTIONS	799	2,238	1,321	1,216	1,900	1,900
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>57,502</b>	<b>60,556</b>	<b>49,647</b>	<b>46,017</b>	<b>51,712</b>	<b>52,625</b>
<b>BOOKS AND PAMPHLETS</b>							
6471	BOOKS & PAMPHLETS	3,055	707	2,331	1,132	3,300	3,800
<b>BOOKS AND PAMPHLETS</b>		<b>3,055</b>	<b>707</b>	<b>2,331</b>	<b>1,132</b>	<b>3,300</b>	<b>3,800</b>
<b>CONTRACTED SERVICES</b>							
6488	STREET MAINTENANCE CONTRACT	467,265	237,483	500,000	462,784	200,000	575,000
6489	OTHER CONTRACTED SERVICES	345,273	373,918	408,019	359,004	369,000	371,000
<b>CONTRACTED SERVICES</b>		<b>812,538</b>	<b>611,401</b>	<b>908,019</b>	<b>821,788</b>	<b>569,000</b>	<b>946,000</b>
<b>OTHER SERVICES &amp; CHARGES Total</b>		<b>2,632,664</b>	<b>2,502,365</b>	<b>2,626,465</b>	<b>2,577,885</b>	<b>2,399,730</b>	<b>2,939,067</b>
<b>CAPITAL OUTLAY</b>							
<b>CAPITAL OUTLAY</b>							
6520	BUILDINGS	-	-	-	-	-	-
6540	HEAVY MACHINERY	220,423	185,980	42,861	116,891	265,800	298,750
6550	MOTOR VEHICLES	98,487	145,289	351,094	477,246	109,000	701,578
6580	OTHER EQUIPMENT	247,045	136,289	48,692	383,672	184,000	73,855
6585	COMPUTER HARDWARE/SOFTWARE	-	81,526	24,423	-	30,000	-
<b>CAPITAL OUTLAY</b>		<b>565,955</b>	<b>549,084</b>	<b>467,070</b>	<b>977,809</b>	<b>588,800</b>	<b>1,074,183</b>
<b>CAPITAL OUTLAY Total</b>		<b>565,955</b>	<b>549,084</b>	<b>467,070</b>	<b>977,809</b>	<b>588,800</b>	<b>1,074,183</b>
<b>TRANSFERS OUT</b>							
<b>OPERATING TRANSFERS</b>							
6820	OPERATING TRANSFERS TO OTHER F	643,832	575,817	1,376,215	409,801	106,373	106,373

OPERATING TRANSFERS	643,832	575,817	1,376,215	409,801	106,373	106,373
<b>TRANSFERS OUT Total</b>	<b>643,832</b>	<b>575,817</b>	<b>1,376,215</b>	<b>409,801</b>	<b>106,373</b>	<b>106,373</b>
<b>DEBT SERVICE</b>						
DEBT SERVICE						
6603 OTHER L.T. OBLIGATION PRINCIPA	61,853	61,853	61,853	61,853	-	-
DEBT SERVICE	61,853	61,853	61,853	61,853	-	-
<b>DEBT SERVICE Total</b>	<b>61,853</b>	<b>61,853</b>	<b>61,853</b>	<b>61,853</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>	<b>12,265,343</b>	<b>12,842,311</b>	<b>14,804,733</b>	<b>14,414,283</b>	<b>14,492,640</b>	<b>17,055,153</b>

FUND: GENERAL

Business Unit	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
<b>REVENUE</b>				
9101 - GENERAL FUND REVENUE	15,656,715	14,748,266	14,492,640	17,055,153
<b>TOTAL REVENUE</b>	<b>15,656,715</b>	<b>14,748,266</b>	<b>14,492,640</b>	<b>17,055,153</b>

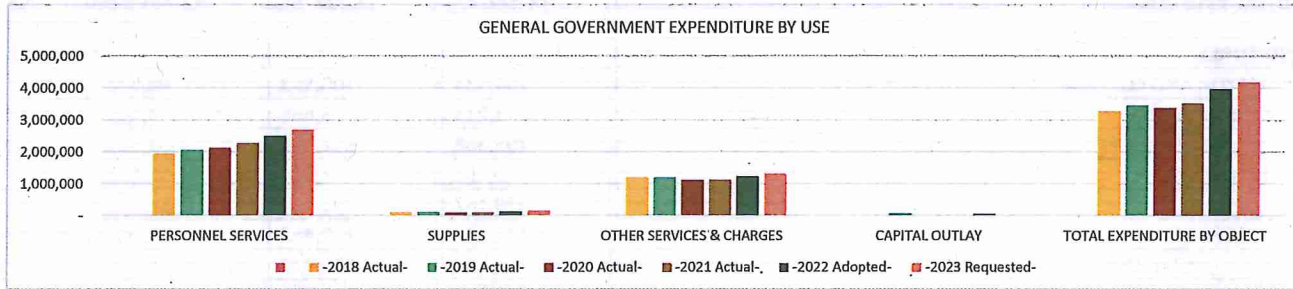
EXPENDITURES				
111 - MAYOR AND COUNCIL	104,534	100,563	98,578	129,607
114 - COMMISSIONS	3,213	3,666	4,486	3,853
130 - ADMINISTRATION	795,368	852,730	901,971	1,019,778
141 - ELECTIONS	53,763	7,784	55,523	6,650
153 - FINANCE	379,167	408,717	384,935	386,910
155 - ASSESSING	147,722	120,463	150,000	130,000
161 - LEGAL SERVICES	124,533	125,477	126,600	126,600
191 - PLANNING AND ZONING	653,382	733,882	763,831	854,650
192 - DATA PROCESSING	582,467	606,281	796,584	818,662
194 - GENERAL GOVERNMENT BUILDINGS	501,162	529,125	652,216	667,254
195 - NEWSLETTER	45,123	52,132	53,317	59,080
211 - POLICE PROTECTION	4,122,916	4,547,484	4,784,883	5,505,623
220 - FIRE PROTECTION	1,384,635	1,352,166	1,220,790	1,761,760
240 - BUILDING INSPECTION	519,585	538,198	495,512	721,415
250 - CIVIL DEFENSE	2,288	3,287	43,350	43,350
260 - TRAFFIC ENGINEERING	68,686	71,628	97,442	111,706
270 - ANIMAL CONTROL	993	743	3,250	6,250
280 - COMMUNITY ORIENTING POLICING	13,092	13,115	14,675	16,125
301 - ENGINEERING	383,947	381,476	487,638	554,975
311 - STREET MAINTENANCE	1,336,038	1,747,168	1,399,064	2,001,574
312 - SNOW AND ICE REMOVAL	289,211	264,815	342,797	342,822
452 - PARK AND RECREATION	1,418,871	1,481,802	1,483,825	1,661,536
892 - MISCELLANEOUS/CONTINGENCY	1,875,063	474,396	131,373	124,973
<b>TOTAL EXPENDITURES</b>	<b>14,805,758</b>	<b>14,417,097</b>	<b>14,492,640</b>	<b>17,055,153</b>

Excess (deficiency) of revenue over expenditures

850,956.54

331,168.36

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
PERSONNEL SERVICES	1,953,503	2,064,191	2,140,494	2,289,527	2,520,685	2,711,907
SUPPLIES	115,396	120,179	98,236	112,476	148,400	166,295
OTHER SERVICES & CHARGES	1,212,768	1,201,503	1,127,282	1,138,745	1,243,956	1,324,842
CAPITAL OUTLAY		81,526	24,423	-	75,000	-
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>3,281,667</b>	<b>3,467,400</b>	<b>3,390,435</b>	<b>3,540,747</b>	<b>3,988,041</b>	<b>4,203,044</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

GENERAL GOVERNMENT

111-195

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
<b>PERSONNEL SERVICES</b>						
<b>WAGES AND SALARIES</b>						
6102 F.T. REGULAR-WAGES & SALARIES	1,362,167	1,432,355	1,520,613	1,599,305	1,788,541	1,923,768
6103 FULL TIME-REGULAR-OVERTIME	5,289	2,645	4,762	2,051	1,700	-
6104 PART TIME-WAGES & SALARIES	110,163	154,597	120,512	124,988	144,468	167,400
6105 TEMPORARY-WAGES & SALARIES	56,298	31,147	37,425	20,245	39,000	3,500
6107 OVERTIME-PART TIME	-	1,905	1,408	-	-	-
<b>TOTAL WAGES AND SALARIES</b>	<b>1,533,917</b>	<b>1,622,649</b>	<b>1,684,720</b>	<b>1,746,589</b>	<b>1,973,709</b>	<b>2,094,668</b>
<b>OTHER GROSS EARNINGS</b>						
6108 SEVERANCE PAY	22,741	14,464	-	63,330	-	-
<b>TOTAL OTHER GROSS EARNINGS</b>	<b>22,741</b>	<b>14,464</b>	<b>-</b>	<b>63,330</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>						
6121 PERA CONTRIBUTIONS	105,289	112,726	117,717	124,209	139,772	151,514
6122 FICA/MEDICARE CONTRIBUTIONS	110,784	117,515	119,590	128,509	155,167	168,547
6123 ICMA RETIREMENT TRUST	2,000	2,000	2,000	2,000	2,000	-
6131 GROUP INSURANCE	165,274	178,168	197,561	209,243	223,919	263,827
6133 WORKERS COMP INSURANCE PREMIUM	13,499	16,670	18,906	15,646	26,118	33,351
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>	<b>396,845</b>	<b>427,079</b>	<b>455,775</b>	<b>479,607</b>	<b>546,976</b>	<b>617,239</b>
<b>Total PERSONNEL SERVICES</b>	<b>1,953,503</b>	<b>2,064,191</b>	<b>2,140,494</b>	<b>2,289,527</b>	<b>2,520,685</b>	<b>2,711,907</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
6203 DUPLICATING SUPPLY & COPY PAPER	3,596	2,174	4,725	2,174	4,500	5,000
6204 STATIONERY, ENVELOPES & FORMS	2,870	1,472	1,242	1,579	3,400	3,600
6206 FILM, MICROFILM, TAPES, DISKS	-	-	-	-	-	-
6208 MISCELLANEOUS OFFICE SUPPLIES	10,084	4,052	5,918	4,711	6,650	6,675
<b>TOTAL OFFICE SUPPLIES</b>	<b>16,550</b>	<b>7,698</b>	<b>11,886</b>	<b>8,464</b>	<b>14,550</b>	<b>15,275</b>
<b>OPERATING SUPPLIES</b>						
6221 CLEANING SUPPLIES	1,946	1,503	1,391	2,496	3,000	3,500
6223 GASOLINE	3,111	2,466	1,543	2,455	3,500	4,000
6225 DIESEL FUEL	978	793	758	451	1,000	1,500
6231 UNIFORMS & TURN-OUT GEAR	2,278	1,605	2,269	1,575	2,000	2,000
6247 HAPPY DAYS SUPPLIES	11,750	12,000	-	7,000	7,000	12,000
6249 MISCELLANEOUS OPERATING SUPPLY	42,942	32,969	35,036	35,526	42,850	42,800
6246 MARKETING	1,391	1,210	-	1,051	3,000	3,000
<b>TOTAL OPERATING SUPPLIES</b>	<b>64,396</b>	<b>52,547</b>	<b>40,997</b>	<b>50,554</b>	<b>62,350</b>	<b>68,800</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>						
6257 OTHER VEHICLE PARTS	1,168	4,101	623	280	1,500	1,500
6259 BUILDING MAINT/REPAIR SUPPLIES	3,067	4,001	1,994	4,036	7,000	7,000
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>	<b>4,236</b>	<b>8,103</b>	<b>2,617</b>	<b>4,316</b>	<b>8,500</b>	<b>8,500</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>						
6281 SMALL TOOLS & MINOR EQUIPMENT	30,214	51,832	42,736	49,142	63,000	73,720
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>	<b>30,214</b>	<b>51,832</b>	<b>42,736</b>	<b>49,142</b>	<b>63,000</b>	<b>73,720</b>
<b>Total SUPPLIES</b>	<b>115,396</b>	<b>120,179</b>	<b>98,236</b>	<b>112,476</b>	<b>148,400</b>	<b>166,295</b>
<b>OTHER SERVICES &amp; CHARGES</b>						
<b>PROFESSIONAL SERVICES</b>						
6302 AUDITING & ACCOUNTING SERVICES	30,485	32,680	32,405	38,260	35,000	39,500
6304 LEGAL FEES	120,873	151,343	123,305	124,320	125,000	125,000
6305 MEDICAL/PSYCHOLOGICAL FEES	9,391	6,425	-	-	-	-
6306 PERSONNEL TESTING & RECRUITMT	1,598	800	14,042	16,825	16,050	20,000
6315 MISCELLANEOUS PROFESSIONAL SER	198,252	148,577	110,803	60,556	65,000	85,000
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>360,599</b>	<b>339,824</b>	<b>280,554</b>	<b>239,961</b>	<b>241,050</b>	<b>269,500</b>
<b>COMMUNICATION</b>						
6321 TELEPHONE	10,829	10,261	8,838	9,368	16,900	15,000
6322 POSTAGE	15,031	13,119	14,202	14,529	16,605	17,050
6323 CELLULAR PHONES	6,878	5,136	4,554	5,743	47,150	50,520
6325 LONG DISTANCE CHARGES	-	-	-	-	-	-
<b>TOTAL COMMUNICATION</b>	<b>32,738</b>	<b>28,515</b>	<b>27,594</b>	<b>29,640</b>	<b>80,655</b>	<b>82,570</b>

<b>EMPLOYEE REIMBURSEMENTS</b>							
6331	TRAVEL & LODGING	2,700	7,938	155	804	6,000	6,500
6334	MILEAGE REIMBURSEMENT	2	111	-	-	200	500
6335	TRAINING	12,514	19,771	7,611	16,580	23,000	29,300
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>15,215</b>	<b>27,820</b>	<b>7,765</b>	<b>17,385</b>	<b>29,200</b>	<b>36,300</b>
<b>ADVERTISING AND PUBLISHING</b>							
6352	GENERAL NOTICE & PUBLIC INFOR	40,224	34,969	30,311	35,265	36,500	42,500
6353	ORDINANCE PUBLICATION	941	876	2,575	1,301	2,000	2,000
6354	HELP WANTED ADVERTISEMENTS	3,850	2,305	1,905	3,276	2,500	3,500
<b>TOTAL ADVERTISING AND PUBLISHING</b>		<b>45,015</b>	<b>38,150</b>	<b>34,790</b>	<b>39,841</b>	<b>41,000</b>	<b>48,000</b>
<b>INSURANCE</b>							
6361	GENERAL LIABILITY/PROPERTY INS	29,491	33,983	34,162	35,616	44,660	45,401
<b>TOTAL INSURANCE</b>		<b>29,491</b>	<b>33,983</b>	<b>34,162</b>	<b>35,616</b>	<b>44,660</b>	<b>45,401</b>
<b>UTILITIES</b>							
6371	ELECTRIC UTILITIES	98,140	90,508	94,612	99,184	100,000	112,000
6372	WATER/IRRIGATION	3,044	2,057	2,853	2,412	4,000	3,200
6373	GAS	28,789	29,313	20,395	30,273	30,000	42,000
6374	REFUSE/RECYCLING	3,882	4,790	5,230	4,852	5,300	5,650
<b>TOTAL UTILITIES</b>		<b>133,854</b>	<b>126,668</b>	<b>123,090</b>	<b>136,723</b>	<b>139,300</b>	<b>162,850</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>							
6381	BUILDING & STRUCTURE REPAIR	12,463	7,641	9,855	7,747	15,000	22,000
6382	MACHINERY & EQUIPMENT REPAIR	12,587	11,461	12,554	13,193	22,000	22,000
6388	OTHER VEHICLE REPAIR	1,771	1,845	343	2,043	1,500	1,500
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>26,821</b>	<b>20,947</b>	<b>22,752</b>	<b>22,982</b>	<b>38,500</b>	<b>45,500</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>							
6405	OFFICE & DATA PROCESSING EQUIP	295,378	302,488	314,997	366,110	339,794	358,971
<b>TOTAL REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>295,378</b>	<b>302,488</b>	<b>314,997</b>	<b>366,110</b>	<b>339,794</b>	<b>358,971</b>
<b>RENTALS</b>							
6415	OTHER EQUIPMENT RENTAL	-	-	-	-	-	-
<b>TOTAL RENTALS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>							
6451	MEMBERSHIP DUES	49,518	51,387	39,559	38,598	38,897	39,850
6452	SUBSCRIPTIONS	799	1,551	1,280	589	1,900	1,900
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>50,317</b>	<b>52,938</b>	<b>40,840</b>	<b>39,187</b>	<b>40,797</b>	<b>41,750</b>
<b>BOOKS AND PAMPHLETS</b>							
6471	BOOKS & PAMPHLETS	-	-	-	-	-	-
<b>TOTAL BOOKS AND PAMPHLETS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTRACTED SERVICES</b>							
6489	OTHER CONTRACTED SERVICES	223,340	230,169	240,738	211,300	249,000	234,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>223,340</b>	<b>230,169</b>	<b>240,738</b>	<b>211,300</b>	<b>249,000</b>	<b>234,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>1,212,768</b>	<b>1,201,503</b>	<b>1,127,282</b>	<b>1,138,745</b>	<b>1,243,956</b>	<b>1,324,842</b>
<b>CAPITAL OUTLAY</b>							
<b>CAPITAL OUTLAY</b>							
6520	BUILDINGS	-	-	-	-	-	-
6550	MOTOR VEHICLES	-	-	-	-	45,000	-
6580	OTHER EQUIPMENT	-	-	-	-	-	-
6585	COMPUTER HARDWARE/SOFTWARE	-	81,526	24,423	-	30,000	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>81,526</b>	<b>24,423</b>	<b>-</b>	<b>75,000</b>	<b>-</b>
<b>Total CAPITAL OUTLAY</b>		<b>-</b>	<b>81,526</b>	<b>24,423</b>	<b>-</b>	<b>75,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>3,281,667</b>	<b>3,467,400</b>	<b>3,390,435</b>	<b>3,540,747</b>	<b>3,988,041</b>	<b>4,203,044</b>

3540820

FUND GENERAL

DEPARTMENT: MAYOR AND COUNCIL

FUNCTION: GENERAL GOVERNMENT

**BUDGET SUMMARY:**

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0111	6104	PART TIME-WAGES & SALARIES	31,412	36,932	33,605	40,350	38,000	46,400
0111	6121	PERA CONTRIBUTIONS	600	775	1,002	1,300	1,000	1,300
0111	6122	FICA/MEDICARE CONTRIBUTIONS	2,403	2,838	2,571	3,093	2,907	3,366
0111	6131	GROUP INSURANCE	3,171	3,648	7,895			
0111	6133	WORKERS COMP INSURANCE PREMIUM	98	130	148	242	224	250
0111	6247	HAPPY DAYS	11,750	12,000	-	7,000	7,000	12,000
0111	6249	MISCELLANEOUS OPERATING SUPPLY	12,698	11,485	6,530	13,684	13,000	14,000
0111	6315	MISCELLANEOUS PROFESSIONAL SER	16,740	-	15,170		-	15,000
0111	6322	POSTAGE	-	-	-	-	-	-
0111	6331	TRAVEL & LODGING	1,331	2,268	136	-	1,000	1,000
0111	6335	TRAINING	56	753	903	175	1,000	1,000
0111	6361	GENERAL LIABILITY/PROPERTY INS	1,148	1,177	1,070	1,011	1,350	1,291
0111	6451	MEMBERSHIP DUES	44,482	46,963	35,504	33,708	33,097	34,000
<b>Total Expenditure</b>			<b>125,890</b>	<b>118,969</b>	<b>104,534</b>	<b>100,563</b>	<b>98,578</b>	<b>129,607</b>

**PERSONNEL COMPLEMENT**

Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Council	6.00	6.00	6.00	6.00	6.00	6.00
<b>Mayor and Council Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

**6249 Miscellaneous Operating Supplies**

Mayor's Prayer Breakfast	400	400	-	270	400	400
Meals for Council Work sessions	3,491	2,861	3,435	3,364	4,000	4,000
Employee Recognition Event (January Event)	2,439	3,153	2,193	-	2,750	2,750
Tree Lighting	750	1,400	-	8,932	750	750
Gala/Fundraising Events	2,000	1,340	-	225	2,000	2,000
Miscellaneous	3,618	2,331	902	893	3,100	4,100
	<b>12,698</b>	<b>11,485</b>	<b>6,530</b>	<b>13,684</b>	<b>13,000</b>	<b>14,000</b>

**6315 Miscellaneous Professional Services**

Citizen Survey	16,740	-	15,170	-	-	15,000
	<b>16,740</b>	<b>-</b>	<b>15,170</b>	<b>-</b>	<b>-</b>	<b>15,000</b>

**6451 Dues**

Anoka County Mediation Services	2,883	2,882	-	-	-	-
Mississippi River Cities & Towns Initiatives (MRCTI)	3,000	-	-	-	-	-
North Metro Mayors Association	12,008	12,008	11,768	11,533	11,417	11,575
North Metro Chamber (EDA)	370	660	-	-	-	-
Missippi/Champlin Streamgagge Agreement	-	-	620	620	350	350
Anoka Area Chamber of Commerce (EDA)	410	410	410	-	-	-
Association of Metro Municipalities	4,155	8,429	-	-	-	-
League of Minnesota Cities	19,765	20,627	20,723	21,525	21,300	22,046
MN Mayors Assoc	30	30	30	30	30	30
Metro Cities	-	-	-	-	-	-
National League of Cities	1,861	1,917	1,953	-	-	-
	<b>44,482</b>	<b>46,963</b>	<b>35,504</b>	<b>33,708</b>	<b>33,097</b>	<b>34,000</b>

**DESCRIPTION OF SERVICES:**

The Mayor and Council budget provides for legislative and policy making activities of the city on behalf of the citizens of Ramsey. They provide for the planning and control of all financial activities including approving the tax levy, rates and charges, and approval of expenditures.

**BUDGET HIGHLIGHTS**

- Citizen Survey - Biannual Survey not completed in 2022 - \$15,000
- Happy Days Funding Increase: \$5,000
- 1-3 new members on Council

**GOALS OF CURRENT YEAR BUDGET:**

Establish and implement a Strategic Action Plan  
Establish legislative priorities for the City  
Maintain a stable tax levy rate  
Advocate for Highway 10 Improvements at the State and Federal Level

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Tax Levy Rate	41.73%	40.35%	39.59%	39.25%	42.24%	TBD

FUND GENERAL

DEPARTMENT: COMMISSIONS  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0114	6105	TEMPORARY-WAGES & SALARIES	3,785	3,335	2,940	3,360	4,000	3,500
0114	6122	FICA/MEDICARE CONTRIBUTIONS	300	255	225	257	383	268
0114	6133	WORKERS COMP INSURANCE PREMIUM	18	16	15	12	43	25
0114	6322	POSTAGE	-	-	-	-	-	-
0114	6361	GENERAL LIABILITY/PROPERTY INS	38	36	33	36	60	60
<b>Total Expenditure</b>			<b>4,141</b>	<b>3,642</b>	<b>3,213</b>	<b>3,666</b>	<b>4,486</b>	<b>3,853</b>

**PERSONNEL COMPLEMENT**

Charter Commission Members	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Planning Commission Members	7.00	7.00	7.00	7.00	7.00	7.00	7.00
<b>Commission Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

**DESCRIPTION OF SERVICES:**

The Commissions budget provides council-appointed committee members tasked to review and provide feedback on city plans, initiatives, and policies. Commissions include: Charter Commission, Economic Development Authority Commission, Environmental Policy Board Commission, Parks and Recreation Commission, and Planning Commission.

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**

- Assist the City Council in the implementation of the City's 3-Year Strategic Action Plan
- Implement individual commissions' work plans and missions
- Implement and manage individual commissions' budgets

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
# of Meetings: Charter Commission	1	2	1	2	2	2
# of Meetings: Economic Development Authority Commission	12	10	12	12	12	12
# of Meetings: Environmental Policy Board Commission	10	10	10	11	11	11
# of Meetings: Parks and Recreation Commission	9	11	11	10	10	10
# of Meetings: Planning Commission	16	13	15	17	17	17
# of Meetings: City Council Regular Session	23	23	23	23	23	23
# of Meetings: City Council Work Session	26	31	26	25	25	25
# of Meetings: Public Works Committee	10	9	10	8	8	8

FUND GENERAL

DEPARTMENT: ADMINISTRATION  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0130	6102	F.T. REGULAR-WAGES & SALARIES	512,646	497,636	524,501	554,618	573,934	649,108
0130	6103	FULL TIME-REGULAR-OVERTIME	1,116	261	1,315			
0130	6104	PART TIME-WAGES & SALARIES	30,124	36,677	580		14,770	24,553
0130	6105	TEMPORARY-WAGES & SALARIES	9,685	9,336	-	9,394	-	-
0130	6108	SEVERANCE PAY	22,741	14,464				
0130	6121	PERA CONTRIBUTIONS	37,440	36,244	38,391	40,765	44,603	50,525
0130	6122	FICA/MEDICARE CONTRIBUTIONS	40,475	38,717	37,053	40,080	49,651	56,154
0130	6123	ICMA RETIREMENT TRUST	2,000	2,000	2,000	2,000	2,000	-
0130	6131	GROUP INSURANCE	62,195	58,925	73,945	80,105	74,982	81,197
0130	6133	WORKERS COMP INSURANCE PREMIUM	3,144	3,007	3,210	2,447	4,928	5,941
0130	6203	DUPLICATING SUPPLY & COPY PAPER	3,596	2,174	4,725	2,174	4,500	5,000
0130	6204	STATIONERY, ENVELOPES & FORMS	2,240	1,039	870	738	2,800	3,000
0130	6208	MISCELLANEOUS OFFICE SUPPLIES	8,934	3,046	3,455	2,570	5,000	5,000
0130	6246	MARKETING	1,391	1,210	-	1,051	3,000	3,000
0130	6249	MISCELLANEOUS OPERATING SUPPLY	6,115	4,305	6,527	2,707	6,500	6,500
0130	6305	MEDICAL/PSYCHOLOGICAL FEES	9,391	6,425	-	-	-	-
0130	6306	PERSONNEL TESTING	1,598	800	14,042	16,825	16,050	20,000
0130	6315	MISCELLANEOUS PROFESSIONAL SER	66,292	44,262	52,159	57,453	55,000	60,000
0130	6321	TELEPHONE	1,518	1,006	1,044	1,082	-	-
0130	6322	POSTAGE	391	356	424	385	1,000	1,000
0130	6323	CELLULAR PHONES	2,566	1,397	883	933	-	-
0130	6331	TRAVEL & LODGING	975	4,409	-	804	3,500	4,000
0130	6334	MILEAGE REIMBURSEMENT	-	111	-	-	200	-
0130	6335	TRAINING	9,877	14,233	4,787	11,598	15,000	20,000
0130	6352	GENERAL NOTICE & PUBLIC INFOR	495	285	570	188	1,000	1,000
0130	6353	ORDINANCE PUBLICATION	941	876	2,575	1,301	2,000	2,000
0130	6354	HELP WANTED ADVERTISEMENTS	3,850	2,305	1,905	3,276	2,500	3,500
0130	6361	GENERAL LIABILITY/PROPERTY INS	7,876	8,008	8,108	8,410	10,000	10,000
0130	6405	OFFICE & DATA PROCESSING EQUIP	9,792	14,129	9,462	9,130	5,153	4,400
0130	6451	MEMBERSHIP DUES	3,053	3,247	2,418	2,109	3,000	3,000
0130	6452	SUBSCRIPTIONS	343	764	421	589	900	900
0130	6489	OTHER CONTRACTED SERVICES	-	-	-	-	-	-
<b>Total Expenditure</b>			<b>862,799</b>	<b>811,654</b>	<b>795,368</b>	<b>852,730</b>	<b>901,971</b>	<b>1,019,778</b>

**PERSONNEL COMPLEMENT**

City Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Administrator/Econ Dev Dir	1.00	-	-	-	-	-
Human Resources Manager	1.00	-	-	-	-	-
Director of Administrative Services	-	1.00	1.00	1.00	1.00	1.00
City Clerk	0.50	0.50	-	-	1.00	0.80
Deputy City Clerk	-	-	-	1.00	-	-
HR Generalist	-	-	1.00	1.00	1.00	1.00
HR Specialist	-	-	-	-	1.00	1.00
Administrative Clerks	1.00	1.00	1.00	1.00	1.00	1.00
Mgmt Intern	0.50	0.50	0.50	0.50	-	-
Administrative Assistant	1.50	1.73	1.00	-	-	-
Public Information & Events Specialist	1.00	1.00	1.00	1.00	-	-
Communications Coordinator	-	-	-	-	1.00	1.00
Receptionist	1.00	1.00	1.00	1.00	1.50	1.50
<b>Administration Total</b>	<b>8.50</b>	<b>7.73</b>	<b>7.50</b>	<b>7.50</b>	<b>8.50</b>	<b>8.30</b>

**6249 Miscellaneous Operating Supplies**

Employee Recognition	2,810	1,813	1,703	1,713	2,900	2,900
Expenses for staff workshops and other misc. operating supplies.	3,305	2,492	4,824	994	3,600	3,600
	6,115	4,305	6,527	2,707	6,500	6,500

**6315 Miscellaneous Professional Services**

Insurance Agent of Record Annual Fee	6,400	7,000	7,000	7,000	7,000	7,000
Excess Liability Insurance Coverage -\$1M for total of \$3M	22,848	-	-	-	-	-
Flex Spending(admin & deposit)	4,248	4,248	4,301	5,436	4,800	5,500
Employee Assistance Program-Cobra/HSA/Group Health	1,300	1,300	4,211	3,468	2,800	3,500
City Code Codification	3,609	1,677	2,016	8,266	3,000	8,000
Miscellaneous department charges-WC Deduction	4,324	5,417	6,070	5,193	7,900	10,000
Recruiting Software	3,000	3,000	3,440	3,681	4,000	4,000
Health admin/enrollment	2,900	2,900	4,320	-	3,500	-
Minute Taking	17,663	18,720	20,801	24,410	22,000	22,000
	66,292	44,262	52,159	57,453	55,000	60,000

**6451 Dues**

IPMA - National		150	156	-	150	-
ICMA	1,152	1,200	1,300	1,259	1,200	1,375
MCCMA	168	168	338	188	375	350
MAMA	45	45	-	-	45	45
Miscellaneous	1,088	1,084	474	524	1,230	1,230
HR organizations-misc				138		
Rotary	600	600	150	-	-	-
	3,053	3,247	2,418	2,109	3,000	3,000

**DESCRIPTION OF SERVICES:**

The Administration Department is generally responsible for the execution of city policy/ strategic plan as adopted by the City Council, prepares and maintains official records, provides for the licensing of local businesses and activities as required by state law or city ordinance, provides Human Resource services, and generally oversees the coordination of events and communications for the City.

**BUDGET HIGHLIGHTS**

- Part-Time Receptionist Full Year funding- 2022 Budget starting date of May 16, 2022
- HR Specialist not budgeted in 2022 but added as full-time position in 2022 \$81,044 (2023 Expense)
- Deputy City Clerk Promoted to City Clerk - From 40 hours to 32 hours so budget neutral
- Public Info & Event Specialist Reclassified to Communications Coordinator

**GOALS OF CURRENT YEAR BUDGET:**

Oversee implementation of the Council Strategic Action Plan and Legislative Priorities  
Optimize use of non-city funding through joint projects, grants, and partnerships

FUND GENERAL

DEPARTMENT: ELECTIONS  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0141	6102	F.T. REGULAR-WAGES & SALARIES	7,550	1,716	5,842	388	6,000	-
0141	6103	FULL TIME-REGULAR-OVERTIME	2,189	1,309	1,583		1,700	-
0141	6104	PART TIME-WAGES & SALARIES	1,615	392	1,562	128		-
0141	6105	TEMPORARY-WAGES & SALARIES	34,516	9,264	34,485	1,583	35,000	-
0141	6121	PERA CONTRIBUTIONS	730	256	671	39	578	-
0141	6122	FICA/MEDICARE CONTRIBUTIONS	843	246	677	36	590	-
0141	6133	WORKERS COMP INSURANCE PREMIUM	213	57	212	7	400	-
0141	6208	MISCELLANEOUS OFFICE SUPPLIES	176	-	-	-	-	-
0141	6249	MISCELLANEOUS OPERATING SUPPLY	5,371	1,184	2,602	-	2,600	500
0141	6281	SMALL TOOLS & MINOR EQUIPMENT	5,949	7,425	5,476	5,524	8,000	6,000
0141	6322	POSTAGE	60	36	105	3	105	50
0141	6361	GENERAL LIABILITY/PROPERTY INS	547	219	550	77	550	100
0141	6451	MEMBERSHIP DUES	200	-	-	-	-	-
0141	6580	OTHER EQUIPMENT	-	-	-	-	-	-
<b>Total Expenditure</b>			<b>59,959</b>	<b>22,103</b>	<b>53,763</b>	<b>7,784</b>	<b>55,523</b>	<b>6,650</b>

**DESCRIPTION OF SERVICES:**

The Elections budget provides funds needed to conduct the national, state, and local elections in accordance with statutory requirements.

**BUDGET HIGHLIGHTS**

- Non-Election year.

**Performance Measurements:**

	2014	2016	2018	2020	2022	2024
Number of Votes	9097	16927	11764	16483	TBD	
Number of Voters registered Election Day	15130	17280	15890	17428	TBD	
Percent (votes/registered)	60.13%	97.96%	74.03%	94.58%	#VALUE!	#DIV/0!
Number of Wards	4	4	4	4	4	4
Number of Precincts	8	8	8	8	9	9

FUND GENERAL

DEPARTMENT: FINANCE

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0153	6102	F.T. REGULAR-WAGES & SALARIES	246,595	256,779	265,330	276,264	270,855	260,839
0153	6108	SEVERANCE PAY	-	-	-	11,013	-	-
0153	6121	PERA CONTRIBUTIONS	18,175	18,954	19,489	20,428	20,314	19,563
0153	6122	FICA/MEDICARE CONTRIBUTIONS	17,834	18,222	19,025	20,511	21,266	20,957
0153	6131	GROUP INSURANCE	26,524	28,896	27,432	26,242	19,151	25,801
0153	6133	WORKERS COMP INSURANCE PREMIUM	660	1,395	1,568	1,190	2,249	2,400
0153	6204	STATIONERY, ENVELOPES & FORMS	630	433	372	841	600	600
0153	6208	MISCELLANEOUS OFFICE SUPPLIES	112	390	1,861	264	400	400
0153	6302	AUDITING & ACCOUNTING SERVICES	30,485	32,680	32,405	38,260	35,000	39,500
0153	6321	TELEPHONE	343	447	464	443	-	-
0153	6322	POSTAGE	1,910	1,689	1,574	1,571	2,000	2,000
0153	6335	TRAINING	-	225	1,739	3,002	3,500	2,000
0153	6352	GENERAL NOTICE & PUBLIC INFOR	527	263	296	409	500	500
0153	6361	GENERAL LIABILITY/PROPERTY INS	3,200	3,637	3,874	4,052	4,300	4,500
0153	6451	MEMBERSHIP DUES	659	544	623	777	800	850
0153	6489	OTHER CONTRACTED SERVICES	2,877	3,035	3,114	3,450	4,000	7,000
<b>Total Expenditure</b>			<b>350,532</b>	<b>367,590</b>	<b>379,167</b>	<b>408,717</b>	<b>384,935</b>	<b>386,910</b>

**PERSONNEL COMPLEMENT**

Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Finance Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accountant I	1.00	-	-	-	-	-	1.00
Accountant II	-	1.00	1.00	-	-	-	-
Accountant III	-	-	-	1.00	1.00	-	-
Accounting Clerk	1.00	-	-	-	1.00	1.00	1.00
Sr. Accounting Clerk	-	1.00	1.00	1.00	-	-	-
<b>Finance Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**DESCRIPTION OF SERVICES:**

The Finance Department is responsible for financial reporting and budgeting, assessments, cash receipts, accounts receivable, accounts payable, payroll processing, debt service management and investment of all city funds.

**BUDGET HIGHLIGHTS**

- Single Audit due to ARPA Funds \$4,000
- 

**GOALS OF CURRENT YEAR BUDGET:**

- Continued long-term financial planning (5-Year Budget & 10-Year CIP)
- Continued CAFR award recognition
- Ensure compliance with state and federal laws

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
Average Rate of Return	1.53%	2.18%	2.00%	1.53%	0.50%	2.00%
Bond Rating	AA+	AA+	AA+	AA+	AA+	AA+

FUND GENERAL

DEPARTMENT: **ASSESSING**  
 FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0155	6489	OTHER CONTRACTED SERVICES	140,246	143,667	147,722	120,463	150,000	130,000
<b>Total Expenditure</b>			<b>140,246</b>	<b>143,667</b>	<b>147,722</b>	<b>120,463</b>	<b>150,000</b>	<b>130,000</b>

**DESCRIPTION OF SERVICES:**  
 The Assessing budget provides contractual assessing services provided by Anoka County.

**BUDGET HIGHLIGHTS**

- County implemented more efficient appraisal software

**GOALS OF CURRENT YEAR BUDGET:**  
 Increase number of in-person assessment appraisals to better reflect market values

<b>Performance Measurements:</b>						
	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Number of Assessed Parcels - Residential Properties	8,717	8,848	8,993	9,128	9,347	9,487
Number of Assessed Parcels - Commercial Properties	378	384	383	389	402	408

FUND GENERAL

DEPARTMENT: LEGAL

FUNCTION: GENERAL GOVERNMENT

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0161	6304	LEGAL FEES	120,873	151,343	123,305	124,320	125,000	125,000
0161	6361	GENERAL LIABILITY/PROPERTY INS	1,092	1,479	1,229	1,157	1,600	1,600
Total Expenditure			121,965	152,821	124,533	125,477	126,600	126,600

**DESCRIPTION OF SERVICES:**  
The Legal budget provides for legal counsel to the City Council and city staff, reviews ordinances, resolutions, contracts and other legal documents. The budget also provides for prosecution services. The City's prosecution services are provided by Eckberg, Lammers Attorneys at Law and other legal services are provided by Holstad & Knaak, PLC

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**  
Ensure city compliance with all laws

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0191	6102	F.T. REGULAR-WAGES & SALARIES	342,609	408,399	446,437	486,561	520,222	572,465
0191	6104	PART-TIME WAGES & SALARIES	8,873	31,332	34,004	40,016	65,513	67,500
0191	6105	TEMPORARY-WAGES & SALARIES	7,516	9,212	-	5,908	-	-
0191	6108	SEVERANCE PAY	-	-	-	47,657	-	-
0191	6121	PERA CONTRIBUTIONS	25,938	32,796	33,872	37,293	39,998	44,853
0191	6122	FICA/MEDICARE CONTRIBUTIONS	26,675	33,750	35,801	40,393	46,426	51,824
0191	6131	GROUP INSURANCE	35,865	42,110	39,841	49,990	52,929	77,009
0191	6133	WORKERS COMP INSURANCE PREMIUM	2,006	2,415	2,792	2,350	4,743	5,499
0191	6208	MISCELLANEOUS OFFICE SUPPLIES	803	464	565	1,805	1,000	1,000
0191	6249	MISCELLANEOUS OPERATING SUPPLY	1,091	473	3,551	2,374	3,000	3,000
0191	6315	MISCELLANEOUS PROFESSIONAL SER	115,220	104,315	43,474	3,103	10,000	10,000
0191	6321	TELEPHONE	432	559	585	637	-	-
0191	6322	POSTAGE	2,598	481	754	851	1,000	1,000
0191	6323	CELLULAR PHONES	2,607	2,163	2,267	3,139	-	-
0191	6325	LONG DISTANCE CHARGES	-	-	-	-	-	-
0191	6331	TRAVEL & LODGING	394	1,261	19	-	1,500	1,500
0191	6334	MILEAGE REIMBURSEMENT	2	-	-	-	-	500
0191	6335	TRAINING	2,581	1,852	90	1,805	3,500	3,500
0191	6352	GENERAL NOTICE & PUBLIC INFOR	1,252	1,145	574	581	2,000	3,000
0191	6361	GENERAL LIABILITY/PROPERTY INS	5,289	6,663	6,884	7,415	9,000	9,000
0191	6451	MEMBERSHIP DUES	1,124	633	1,015	2,004	2,000	2,000
0191	6452	SUBSCRIPTIONS	456	787	859	-	1,000	1,000
0191	6471	BOOKS & PAMPHLETS	-	155	-	-	-	-
0191	6550	VEHICLES	-	-	-	-	-	-
<b>Total Expenditure</b>			<b>583,331</b>	<b>680,965</b>	<b>653,382</b>	<b>733,882</b>	<b>763,831</b>	<b>854,650</b>

**PERSONNEL COMPLEMENT**

City Planner	2.00	2.00	2.00	1.00	-	1.00
Planning Manager	-	-	-	-	1.00	1.00
Senior City Planner	-	-	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	-	-	-	-
Zoning Code Enforcement Officer	-	-	-	1.00	1.00	1.00
Deputy City Administrator/Community Development Director	-	-	1.00	1.00	1.00	-
Community Development Director	-	-	-	-	-	1.00
Planning Technician	-	-	-	1.00	1.00	-
Economic Development Manager	-	1.00	1.00	1.00	1.00	1.00
Community Development Assistant	1.00	1.00	0.40	0.40	0.50	0.50
Planning Intern	0.50	0.50	0.50	0.50	-	-
Administrative Assistant	-	0.73	0.73	0.73	0.73	0.73
<b>Planning &amp; Zoning Total</b>	<b>4.50</b>	<b>6.23</b>	<b>6.63</b>	<b>7.63</b>	<b>7.23</b>	<b>7.23</b>

**DESCRIPTION OF SERVICES:**

The mission of the Community Development Department is to guide residential and commercial growth through comprehensive planning processes and administer the city's building and zoning codes in a equitable and professional manner to promote and sustain public safety, quality of life, and the health and well being of the whole community.

The Planning Division's function is to prepare and implement the City's Comprehensive Plan (the City's land use guide) and comprises of two (2) major functions: long-range land use planning and zoning administration.

**BUDGET HIGHLIGHTS**

- Planning Tech was promoted to City Planner in 2022 (2022 budget included for Planning Tech)
- Code Enforcement Officer Started at Higher step in 2022 than budgeted
- City Planner was promoted to Senior City Planner in 2022 (2022 budget included for City Planner)

**GOALS OF CURRENT YEAR BUDGET:**

- All Land Use Applications processed with 60 days.
- Standard plan review completed within 5 business day (previously 10 business days).
- Improve Responsiveness to Code Violation Complaints
- Improve image of key nodes/corridors and be proactive on site plans due to Ramsey Gateway Project.
- Improve the application process for land use applications.

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Number of Land Use Applications	64	53	43	40	40	40
Number of Permits	2,681	3,313	3,600	2,500	2,500	2,500
Number of Code Enforcement Cases	158	147	183	300	300	300

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0192	6102	F.T. REGULAR-WAGES & SALARIES	138,336	149,915	158,179	146,476	235,810	246,091
0192	6104	PART TIME-WAGES & SALARIES	1,004	-	-	-	-	-
0192	6108	SEVERANCE PAY	-	-	-	4,660	-	-
0192	6121	PERA CONTRIBUTIONS	10,384	11,173	11,761	10,880	17,686	18,457
0192	6122	FICA/MEDICARE CONTRIBUTIONS	10,084	11,182	11,752	11,118	18,039	18,826
0192	6131	GROUP INSURANCE	21,240	20,645	22,369	22,400	36,330	37,888
0192	6133	WORKERS COMP INSURANCE PREMIUM	812	836	967	691	2,028	2,264
0192	6206	FILM, MICROFILM, TAPES, DISKS	-	-	-	-	-	-
0192	6208	MISCELLANEOUS OFFICE SUPPLIES	59	153	37	71	250	275
0192	6249	MISCELLANEOUS OPERATING SUPPLY	2,353	1,060	455	299	750	800
0192	6281	SMALL TOOLS & MINOR EQUIPMENT	22,974	41,290	34,196	39,098	49,000	61,720
0192	6321	TELEPHONE	8,536	8,249	6,746	7,206	16,900	15,000
0192	6323	CELLULAR PHONES	-	-	-	72	47,150	50,520
0192	6335	TRAINING	-	2,708	91	-	-	2,800
0192	6361	GENERAL LIABILITY/PROPERTY INS	4,590	6,070	5,957	6,329	8,000	9,000
0192	6374	REFUSE/RECYCLING	-	-	-	-	-	450
0192	6405	OFFICE & DATA PROCESSING EQUIP	285,585	288,359	305,535	356,981	334,641	354,571
0192	6580	OTHER EQUIPMENT	-	-	-	-	-	-
0192	6585	COMPUTER HARDWARE/SOFTWARE	-	81,526	24,423	-	30,000	-
<b>Total Expenditure</b>			<b>505,957</b>	<b>623,164</b>	<b>582,467</b>	<b>606,281</b>	<b>796,584</b>	<b>818,662</b>

**PERSONNEL COMPLEMENT**

IT Manager	1.00	1.00	1.00	1.00	1	1
Systems & Security					1	1
IT Tech	0.73	0.73	1.00	1.00	1	1
<b>Data Processing Total</b>	<b>1.73</b>	<b>1.73</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

**6405 Office Equipment Contracts**

Support	10,000	10,000	4,120	7,519		
Financial Support(General Ledger,P/R, S/A, F/A & System Dev)(LOGIS)	93,222	93,222	100,741	108,545	96,110	100,795
PIMS System Support (LOGIS)	35,169	35,169	44,271	46,115	47,875	49,880
Tungsten(LOGIS)	-	-	-	5,000	3,860	4,055
GIS (LOGIS)	38,500	38,500	42,753	48,415	50,115	52,620
Laser Fiche Licensing	7,000	7,000	8,000	8,000	14,250	14,250
Licensing/maintenance through Logis	62,287	65,417	58,783	57,290	20,011	15,191
Other Licensing/Maintenance (Civic Rec/Engineering)				10,877	25,180	25,180
Internet (Included in LOGIS Support)	12,344	12,344	15,219	16,660	17,560	18,440
Server Backup/Hosting LOGIS			26,648	35,975	39,790	54,270
Copier/Printer Support	4,000	5,180	5,000	4,772	13,849	13,849
Phone Support					6,041	6,041
Website Annual Fee	23,063	21,527		7,814		
	<b>285,585</b>	<b>288,359</b>	<b>305,535</b>	<b>356,981</b>	<b>334,641</b>	<b>354,571</b>

**6585 Computer Hardware / Software**

Server Virtualization		81,526	24,423			
Universal Power Supply					30,000	
Police Copiers - File & Patrol Rooms						
		<b>81,526</b>	<b>24,423</b>		<b>30,000</b>	

**DESCRIPTION OF SERVICES:**

The Information Technology Department manages and maintains all voice, network, and data systems for the city. They also handle long-term project planning, technology implementations and helpdesk support for city staff.

**BUDGET HIGHLIGHTS**

- Annual LOGIS increase - \$20,000
- Line Item #6281 - Replace Laptops (8 of 40 every 5 years) \$2,800 additional laptop for fire chief
- No Capital Budgeted for in 2023. \$30,000 in 2022

**GOALS OF CURRENT YEAR BUDGET:**

Ensure staff access to tools and resources in order to provide effective services to citizens.  
Identify efficiency, security, and cost-saving opportunities that improve/maintain city services using technology & staff.

<b>Performance Measurements:</b>						
	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>	<b>2022 Projected</b>	<b>2023 Projected</b>
Number of Physical Servers	8	4	4	2	3	3
Number of Virtualized Servers	0	7	7	12	14	13
Number of Desktop PCs / Laptops	160	162	162	173	177	180
Number of Phones	104	105	105	105	109	112
Number of Mobile Phones	61	62	62	62	65	65
Number of Tablets	16	18	18	20	23	30
Number of Wireless Access Points	8	8	8	11	18	28

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0194	6102	F.T. REGULAR-WAGES & SALARIES	109,443	113,982	116,505	130,000	175,672	189,035
0194	6103	FULL TIME-REGULAR-OVERTIME	1,985	1,075	1,864	2,051		
0194	6104	PART TIME-WAGES & SALARIES	46,008	49,263	50,761	44,495	26,185	28,947
0194	6107	OVERTIME-PART TIME		1,905	1,408			
0194	6121	PERA CONTRIBUTIONS	11,666	12,232	12,245	13,130	15,139	16,349
0194	6122	FICA/MEDICARE CONTRIBUTIONS	11,775	11,980	12,171	12,608	15,442	16,676
0194	6131	GROUP INSURANCE	19,450	23,944	26,079	30,506	40,527	41,932
0194	6133	WORKERS COMP INSURANCE PREMIUM	6,523	8,796	9,975	8,687	11,451	16,915
0194	6221	CLEANING SUPPLIES	1,946	1,503	1,391	2,496	3,000	3,500
0194	6223	GASOLINE	3,111	2,466	1,543	2,455	3,500	4,000
0194	6225	DIESEL FUEL	978	793	758	451	1,000	1,500
0194	6231	UNIFORMS & TURN-OUT GEAR	2,278	1,605	2,269	1,575	2,000	2,000
0194	6249	MISCELLANEOUS OPERATING SUPPLY	15,313	14,463	15,371	16,462	17,000	18,000
0194	6257	OTHER VEHICLE PARTS	1,168	4,101	623	280	1,500	1,500
0194	6259	BUILDING MAINT/REPAIR SUPPLIES	3,067	4,001	1,994	4,036	7,000	7,000
0194	6275	OTHER EQUIPMENT PARTS	-	-	-	-	-	-
0194	6281	SMALL TOOLS & MINOR EQUIPMENT	1,291	3,117	3,064	4,520	6,000	6,000
0194	6323	CELLULAR PHONES	1,705	1,575	1,403	1,671	-	-
0194	6361	GENERAL LIABILITY/PROPERTY INS	5,217	6,210	5,995	6,609	9,000	9,000
0194	6371	ELECTRIC UTILITIES	98,140	90,508	94,612	99,184	100,000	112,000
0194	6372	WATER/IRRIGATION	3,044	2,057	2,853	2,412	4,000	3,200
0194	6373	GAS	28,789	29,313	20,395	30,273	30,000	42,000
0194	6374	REFUSE/RECYCLING	3,882	4,790	5,230	4,852	5,300	5,200
0194	6381	BUILDING & STRUCTURE REPAIR	12,463	7,641	9,855	7,747	15,000	22,000
0194	6382	MACHINERY & EQUIPMENT REPAIR	12,587	11,461	12,554	13,193	22,000	22,000
0194	6388	OTHER VEHICLE REPAIR	1,771	1,845	343	2,043	1,500	1,500
0194	6415	OTHER EQUIPMENT RENTAL	-	-	-	-	-	-
0194	6417	UNIFORM RENTAL	-	-	-	-	-	-
0194	6489	OTHER CONTRACTED SERVICES	80,216	83,467	89,902	87,387	95,000	97,000
0194	6520	BUILDINGS	-	-	-	-	-	-
0194	6550	MOTOR VEHICLES	-	-	-	-	45,000	-
0194	6580	OTHER EQUIPMENT	-	-	-	-	-	-
<b>Total Expenditure</b>			<b>483,815</b>	<b>494,094</b>	<b>501,162</b>	<b>529,125</b>	<b>652,216</b>	<b>667,254</b>

**PERSONNEL COMPLEMENT**

Gen. Gov't. Bldgs.

Building Maintenance	2.63	3.13	3.13	3.13	3.50	3.50
Gen Govt Bldgs Total	2.63	3.13	3.13	3.13	3.50	3.50

6550 Motor Vehicles

Utility Tractor (net of \$10,000 trade in)	-	-	-	-	45,000	-
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6580 Other Equipment

**DESCRIPTION OF SERVICES:**

The General Government Buildings Department is responsible for cleaning city buildings and the repair and maintenance of all building systems.

**BUDGET HIGHLIGHTS**

- Market Rate Adjustments from AFSCME Contract - Building maintenance workers
- Gas & Electric Utility Increases - Rate increases from Connexus & Centerpoint
-

GOALS OF CURRENT YEAR BUDGET:
Clean and maintain our municipal buildings to the highest level possible
Continue to prepare and support voting precincts during elections
Respond to all maintenance requests in a timely manner

Performance Measurements:	2018 Estimate	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Buildings Maintained	12	12	12	13	13	13
Rooms Prepared for Meetings Annually	1210	1210	1210	1210	1210	1210
Maintenance Request Cleared	40	40	40	45	45	45

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0195	6102	F.T. REGULAR-WAGES & SALARIES	4,751	3,928	3,819	4,997	6,048	6,230
0195	6121	PERA CONTRIBUTIONS	356	295	286	375	454	467
0195	6122	FICA/MEDICARE CONTRIBUTIONS	395	327	316	413	463	476
0195	6133	WORKERS COMP INSURANCE PREMIUM	25	20	21	19	52	57
0195	6322	POSTAGE	10,072	10,557	11,346	11,721	12,500	13,000
0195	6352	GENERAL NOTICE & PUBLIC INFOR	37,951	33,276	28,872	34,088	33,000	38,000
0195	6361	GENERAL LIABILITY/PROPERTY INS	493	484	463	519	800	850
<b>Total Expenditure</b>			<b>54,043</b>	<b>48,885</b>	<b>45,123</b>	<b>52,132</b>	<b>53,317</b>	<b>59,080</b>

**DESCRIPTION OF SERVICES:**  
 The community newsletter, The Ramsey Resident, is distributed to residential homes every two months. It is intended to provide public information about community events and local government.

- BUDGET HIGHLIGHTS**
- Cost of paper is increasing
  - Likely postage increase

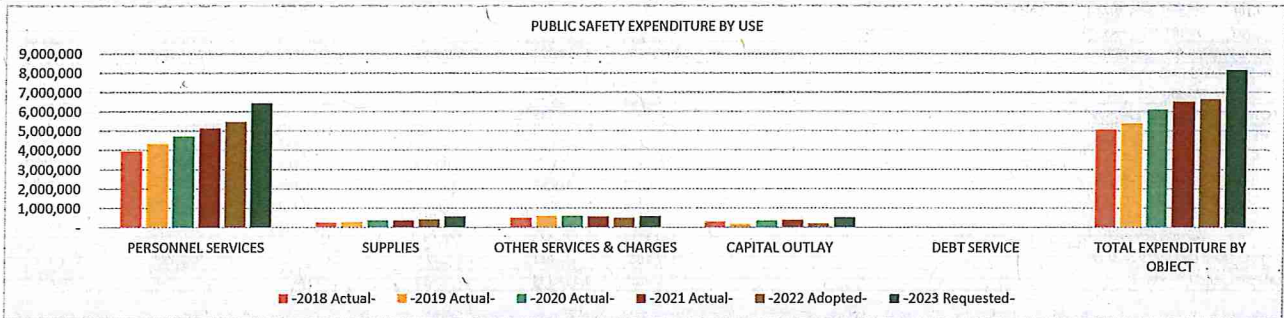
**GOALS OF CURRENT YEAR BUDGET:**  
 Implement refreshed Ramsey branding items into the newsletter

<b>Performance Measurements:</b>						
	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
Number of newsletters completed annually	6	6	6	6	6	6
Number of full color newsletters completed annually	6	6	6	6	6	6
Number of pages published annually	100	100	100	100	100	100
Annual quantity of paid ads	60	60	60	60	60	60

**PUBLIC SAFETY**

211-280

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
PERSONNEL SERVICES	3,970,489	4,337,124	4,749,611	5,155,607	5,481,238	6,446,330
SUPPLIES	283,527	284,616	382,703	369,266	436,300	585,872
OTHER SERVICES & CHARGES	524,332	596,473	611,818	587,273	513,364	599,401
CAPITAL OUTLAY	314,203	187,166	367,037	414,474	229,000	534,626
DEBT SERVICE						
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>5,092,551</b>	<b>5,405,379</b>	<b>6,111,169</b>	<b>6,526,621</b>	<b>6,659,902</b>	<b>8,166,229</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC SAFETY

211-280

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
<b>PERSONNEL SERVICES</b>						
<b>WAGES AND SALARIES</b>						
6102 F.T. REGULAR-WAGES & SALARIES	2,629,530	2,867,497	3,073,112	3,322,106	3,600,399	4,100,645
6103 FULL TIME-REGULAR-OVERTIME	94,925	100,480	107,397	124,171	101,000	101,000
6104 PART TIME-WAGES & SALARIES	351,953	342,346	419,339	452,711	451,940	642,300
6105 TEMPORARY-WAGES & SALARIES	-	-	7,697	2,964	-	-
6107 OVERTIME-PART TIME	-	-	-	-	-	-
<b>TOTAL WAGES AND SALARIES</b>	<b>3,076,408</b>	<b>3,310,324</b>	<b>3,607,545</b>	<b>3,901,953</b>	<b>4,153,339</b>	<b>4,843,945</b>
<b>OTHER GROSS EARNINGS</b>						
6108 SEVERANCE PAY	6,894	22,719	-	-	-	-
<b>TOTAL OTHER GROSS EARNINGS</b>	<b>6,894</b>	<b>22,719</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>						
6121 PERA CONTRIBUTIONS	418,119	471,042	538,587	577,818	617,089	678,390
6122 FICA/MEDICARE CONTRIBUTIONS	87,930	92,679	100,100	109,484	121,817	138,589
6131 GROUP INSURANCE	273,027	315,534	353,522	404,748	413,915	491,187
6132 DISABILITY INSURANCE	1,284	1,313	1,313	1,313	1,300	1,313
6133 WORKERS COMP INSURANCE PREMIUM	106,826	123,514	148,543	160,291	173,778	292,906
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>	<b>887,186</b>	<b>1,004,081</b>	<b>1,142,066</b>	<b>1,253,655</b>	<b>1,327,899</b>	<b>1,602,385</b>
<b>Total PERSONNEL SERVICES</b>	<b>3,970,489</b>	<b>4,337,124</b>	<b>4,749,611</b>	<b>5,155,607</b>	<b>5,481,238</b>	<b>6,446,330</b>
<b>SUPPLIES</b>						
<b>OFFICE SUPPLIES</b>						
6204 STATIONERY, ENVELOPES & FORMS	1,894	3,253	3,541	2,293	3,100	3,150
6206 FILM, MICROFILM, TAPES, DISKS	1,150	1,983	837	568	1,900	1,600
6207 TRAINING SUPPLIES	1,951	2,565	3,609	3,154	3,550	12,700
6208 MISCELLANEOUS OFFICE SUPPLIES	3,335	3,487	2,164	2,152	4,850	4,000
<b>TOTAL OFFICE SUPPLIES</b>	<b>8,330</b>	<b>11,288</b>	<b>10,151</b>	<b>8,167</b>	<b>13,400</b>	<b>21,450</b>
<b>OPERATING SUPPLIES</b>						
6223 GASOLINE	73,963	70,208	63,697	90,220	76,000	126,000
6225 DIESEL FUEL	3,617	3,783	4,315	5,959	5,000	8,400
6227 LUBRICANTS & ADDITIVES	939	951	934	1,312	1,100	1,200
6229 SHOP MATERIALS	647	962	906	3,149	1,000	1,000
6231 UNIFORMS & TURN-OUT GEAR	45,597	52,434	95,064	79,822	100,750	127,750
6233 BATTERIES	1,105	1,071	652	1,262	2,000	2,000
6235 AMMUNITION	7,135	9,386	15,970	1,700	12,000	12,000
6237 CRIME SCENE KIT MATERIALS	894	669	368	1,843	1,000	1,000
6239 FIRST AID SUPPLIES	17,964	2,560	12,345	5,922	10,300	10,500
6241 COMMUNITY POLICING SUPPLIES	4,880	7,750	10,310	9,190	9,000	10,000
6249 MISCELLANEOUS OPERATING SUPPLY	43,103	35,512	40,731	27,675	47,350	55,250
<b>TOTAL OPERATING SUPPLIES</b>	<b>199,844</b>	<b>185,286</b>	<b>245,292</b>	<b>228,054</b>	<b>265,500</b>	<b>355,100</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>						
6251 BATTERIES	2,051	812	678	516	3,000	2,500
6253 BRAKES	2,281	2,342	3,421	3,466	3,000	3,500
6255 TIRES	6,427	7,271	7,458	10,708	8,000	9,000
6257 OTHER VEHICLE PARTS	19,638	9,690	19,967	17,590	29,000	29,000
6259 BUILDING MAINT/REPAIR SUPPLIES	118	7,844	357	16,040	33,000	36,022
6266 SCBA-PARTS	2,292	4,843	4,679	4,055	6,000	20,000
6271 SIGN REPAIR MATERIALS	-	121	382	-	2,000	2,000
6275 OTHER EQUIPMENT PARTS	4,362	6,158	662	3,074	6,100	7,500
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>	<b>37,168</b>	<b>39,081</b>	<b>37,604</b>	<b>55,448</b>	<b>90,100</b>	<b>109,522</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>						
6281 SMALL TOOLS & MINOR EQUIPMENT	38,186	48,456	89,606	77,596	67,100	99,600
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>	<b>38,186</b>	<b>48,456</b>	<b>89,606</b>	<b>77,596</b>	<b>67,100</b>	<b>99,600</b>
<b>MERCHANDISE FOR RESALE</b>						
6291 CULVERTS, SIGNS, STREET SUPPLY	-	505	50	-	200	200
<b>TOTAL MERCHANDISE FOR RESALE</b>	<b>-</b>	<b>505</b>	<b>50</b>	<b>-</b>	<b>200</b>	<b>200</b>
<b>Total SUPPLIES</b>	<b>283,527</b>	<b>284,616</b>	<b>382,703</b>	<b>369,266</b>	<b>436,300</b>	<b>585,872</b>

<b>OTHER SERVICES &amp; CHARGES</b>							
<b>PROFESSIONAL SERVICES</b>							
6302	AUDITING & ACCOUNTING SERVICES	3,750	3,900	4,050	4,241	4,000	4,300
6315	MISCELLANEOUS PROFESSIONAL SER	160,494	212,959	225,996	170,096	111,000	112,400
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>164,244</b>	<b>216,859</b>	<b>230,046</b>	<b>174,337</b>	<b>115,000</b>	<b>116,700</b>
<b>COMMUNICATION</b>							
6321	TELEPHONE	4,395	4,459	4,400	4,045	-	-
6322	POSTAGE	2,118	1,991	2,029	4,547	4,450	4,450
6323	CELLULAR PHONES	17,080	17,549	22,235	24,384	-	-
<b>TOTAL COMMUNICATION</b>		<b>23,594</b>	<b>24,000</b>	<b>28,664</b>	<b>32,975</b>	<b>4,450</b>	<b>4,450</b>
<b>EMPLOYEE REIMBURSEMENTS</b>							
6331	TRAVEL & LODGING	5,216	3,962	2,765	5,695	7,300	9,000
6334	MILEAGE REIMBURSEMENT	-	528	170	93	750	750
6335	TRAINING	55,005	60,763	56,199	72,214	73,600	83,800
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>60,221</b>	<b>65,253</b>	<b>59,135</b>	<b>78,002</b>	<b>81,650</b>	<b>93,550</b>
<b>INSURANCE</b>							
6361	GENERAL LIABILITY/PROPERTY INS	60,944	71,100	80,624	75,223	92,850	97,200
<b>TOTAL INSURANCE</b>		<b>60,944</b>	<b>71,100</b>	<b>80,624</b>	<b>75,223</b>	<b>92,850</b>	<b>97,200</b>
<b>UTILITIES</b>							
6371	ELECTRIC UTILITIES	31,589	32,858	32,059	31,983	34,200	36,200
6372	WATER/IRRIGATION	4,994	4,397	4,797	3,847	5,000	5,000
6373	GAS	6,077	7,072	5,034	8,552	7,000	9,000
6374	REFUSE/RECYCLING	1,122	1,250	1,363	1,431	1,400	1,600
<b>TOTAL UTILITIES</b>		<b>43,782</b>	<b>45,576</b>	<b>43,253</b>	<b>45,813</b>	<b>47,600</b>	<b>51,800</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>							
6382	MACHINERY & EQUIPMENT REPAIR	20,796	4,542	5,491	15,907	16,500	16,500
6383	OFFICE EQUIPMENT REPAIR	-	-	-	-	-	-
6386	BRAKE REPAIR	-	-	-	-	-	-
6388	OTHER VEHICLE REPAIR	45,129	70,917	55,013	53,322	52,000	58,000
6389	TOWING SERVICES	3,224	1,623	2,037	240	3,000	3,500
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>69,149</b>	<b>77,081</b>	<b>62,541</b>	<b>69,470</b>	<b>71,500</b>	<b>78,000</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>							
6405	OFFICE & DATA PROCESSING EQUIP	41,370	41,614	50,694	49,637	30,639	80,526
<b>TOTAL REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>41,370</b>	<b>41,614</b>	<b>50,694</b>	<b>49,637</b>	<b>30,639</b>	<b>80,526</b>
<b>RENTALS</b>							
6413	OFFICE EQUIPMENT RENTAL	5,966	4,837	5,995	5,265	6,000	6,000
6415	OTHER EQUIPMENT RENTAL	31,613	31,014	33,601	37,295	37,125	37,125
<b>TOTAL RENTALS</b>		<b>37,578</b>	<b>35,851</b>	<b>39,596</b>	<b>42,560</b>	<b>43,125</b>	<b>43,125</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>							
6451	MEMBERSHIP DUES	5,421	5,546	6,067	4,887	8,250	8,250
6452	SUBSCRIPTIONS	-	688	41	627	-	-
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>5,421</b>	<b>6,234</b>	<b>6,108</b>	<b>5,514</b>	<b>8,250</b>	<b>8,250</b>
<b>BOOKS AND PAMPHLETS</b>							
6471	BOOKS & PAMPHLETS	3,020	626	2,331	1,132	3,300	3,800
<b>TOTAL BOOKS AND PAMPHLETS</b>		<b>3,020</b>	<b>626</b>	<b>2,331</b>	<b>1,132</b>	<b>3,300</b>	<b>3,800</b>
<b>CONTRACTED SERVICES</b>							
6489	OTHER CONTRACTED SERVICES	15,010	12,279	8,826	12,611	15,000	22,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>15,010</b>	<b>12,279</b>	<b>8,826</b>	<b>12,611</b>	<b>15,000</b>	<b>22,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>524,332</b>	<b>596,473</b>	<b>611,818</b>	<b>587,273</b>	<b>513,364</b>	<b>599,401</b>
<b>CAPITAL OUTLAY</b>							
<b>CAPITAL OUTLAY</b>							
6540	HEAVY MACHINERY	-	-	-	-	-	-
6550	MOTOR VEHICLES	98,487	111,789	351,094	414,474	64,000	479,626
6580	OTHER EQUIPMENT	215,716	75,378	15,943	-	165,000	55,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>314,203</b>	<b>187,166</b>	<b>367,037</b>	<b>414,474</b>	<b>229,000</b>	<b>534,626</b>
<b>Total CAPITAL OUTLAY</b>		<b>314,203</b>	<b>187,166</b>	<b>367,037</b>	<b>414,474</b>	<b>229,000</b>	<b>534,626</b>
<b>DEBT SERVICE</b>							
<b>DEBT SERVICE</b>							
6603	OTHER L.T. OBLIGATION PRINCIPA	-	-	-	-	-	-
<b>TOTAL DEBT SERVICE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEBT SERVICE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>5,092,551</b>	<b>5,405,379</b>	<b>6,111,169</b>	<b>6,526,621</b>	<b>6,659,902</b>	<b>8,166,229</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0211	6102	F.T. REGULAR-WAGES & SALARIES	2,226,750	2,382,526	2,566,863	2,778,260	3,019,624	3,277,345
0211	6103	FULL TIME-REGULAR-OVERTIME	94,598	100,248	95,476	117,561	101,000	101,000
0211	6104	PART TIME-WAGES & SALARIES	86,060	77,511	84,498	115,637	97,721	137,311
0211	6105	TEMPORARY-WAGES & SALARIES						
0211	6108	SEVERANCE PAY	6,894	22,719				
0211	6121	PERA CONTRIBUTIONS	369,085	408,862	466,528	499,077	532,307	568,131
0211	6122	FICA/MEDICARE CONTRIBUTIONS	50,348	53,390	55,299	62,071	70,292	78,141
0211	6131	GROUP INSURANCE	226,600	258,970	294,930	336,074	343,537	383,719
0211	6133	WORKERS COMP INSURANCE PREMIUM	79,187	94,302	111,190	129,942	130,402	229,078
0211	6204	STATIONERY, ENVELOPES & FORMS	911	2,567	2,654	1,602	1,600	1,900
0211	6206	FILM, MICROFILM, TAPES, DISKS	1,150	1,101	837	568	1,600	1,300
0211	6207	TRAINING SUPPLIES	1,951	2,565	3,609	3,154	3,550	12,700
0211	6208	MISCELLANEOUS OFFICE SUPPLIES	2,579	2,561	1,838	1,718	3,500	3,000
0211	6223	GASOLINE	58,811	55,400	50,539	72,247	60,000	101,000
0211	6227	LUBRICANTS & ADDITIVES	939	951	934	1,312	1,100	1,200
0211	6229	SHOP MATERIALS	647	962	906	3,149	1,000	1,000
0211	6231	UNIFORMS & TURN-OUT GEAR	18,878	30,905	65,867	40,663	55,000	72,000
0211	6233	BATTERIES	1,105	1,071	652	1,262	2,000	2,000
0211	6235	AMMUNITION	7,135	9,386	15,970	1,700	12,000	12,000
0211	6237	CRIME SCENE KIT MATERIALS	894	669	368	1,843	1,000	1,000
0211	6239	FIRST AID SUPPLIES	15,719	1,164	4,304	2,488	4,300	4,500
0211	6249	MISCELLANEOUS OPERATING SUPPLY	5,742	9,644	8,940	7,865	9,100	17,500
0211	6251	BATTERIES	961	812	678	516	2,000	1,500
0211	6253	BRAKES	2,281	2,342	3,421	3,466	3,000	3,500
0211	6255	TIRES	6,427	7,271	7,458	10,708	8,000	9,000
0211	6257	OTHER VEHICLE PARTS	10,986	6,795	8,724	13,015	15,000	15,000
0211	6259	BUILDING MAINT/REPAIR SUPPLIES	118	7,844	357	16,040	13,000	16,022
0211	6275	OTHER EQUIPMENT PARTS	964	1,268	443	1,770	1,100	2,500
0211	6281	SMALL TOOLS & MINOR EQUIPMENT	17,568	31,268	42,701	56,920	34,500	64,000
0211	6315	MISCELLANEOUS PROFESSIONAL SER	3,444	4,730	8,190	6,198	11,000	10,000
0211	6321	TELEPHONE	2,233	2,124	2,203	2,072	-	-
0211	6322	POSTAGE	1,020	1,259	1,331	3,141	2,600	2,600
0211	6323	CELLULAR PHONES	10,166	10,072	13,184	15,313	-	-
0211	6331	TRAVEL & LODGING	4,716	3,549	2,492	5,421	5,000	6,000
0211	6334	MILEAGE REIMBURSEMENT	-	-	-	-	250	250
0211	6335	TRAINING	24,495	26,762	21,693	32,990	32,500	35,000
0211	6361	GENERAL LIABILITY/PROPERTY INS	42,787	49,548	56,773	52,507	62,000	64,000
0211	6382	MACHINERY & EQUIPMENT REPAIR	373	235	410	1,244	500	500
0211	6383	OFFICE EQUIPMENT REPAIR	-	-	-	-	-	-
0211	6386	BRAKE REPAIR	-	-	-	-	-	-
0211	6388	OTHER VEHICLE REPAIR	7,904	5,643	10,152	16,616	12,000	13,000
0211	6389	TOWING SERVICES	3,224	1,623	2,037	240	3,000	3,500
0211	6405	OFFICE & DATA PROCESSING EQUIP	2,830	2,445	10,419	7,856	12,000	12,000
0211	6413	OFFICE EQUIPMENT RENTAL	5,966	4,837	5,995	5,265	6,000	6,000
0211	6415	OTHER EQUIPMENT RENTAL	30,485	31,014	33,601	37,295	37,000	37,000
0211	6451	MEMBERSHIP DUES	2,422	3,018	3,473	2,757	3,800	3,800
0211	6489	OTHER CONTRACTED SERVICES	7,467	5,410	3,195	8,942	6,000	10,000
0211	6550	MOTOR VEHICLES	57,293	67,155	35,841	69,000	64,000	184,626
0211	6580	OTHER EQUIPMENT	-	-	15,943	-	-	-
<b>Total Expenditure</b>			<b>3,502,113</b>	<b>3,794,498</b>	<b>4,122,916</b>	<b>4,547,484</b>	<b>4,784,883</b>	<b>5,505,623</b>

**PERSONNEL COMPLEMENT**

Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00	2.00	2.00
Sergeant	4.00	4.00	4.00	4.00	4.00	4.00
Drug Task Force Officer	1.00	1.00	1.00	1.00	1.00	1.00
Patrol Officer	17.00	19.00	19.00	21.00	21.00	22.00
Community Service Officer	1.26	1.26	1.26	1.26	1.26	2.00
Police Office Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Clerical/Support Personnel	2.50	2.50	2.63	3.26	3.64	3.64
<b>Public Safety Total</b>	<b>29.76</b>	<b>31.76</b>	<b>31.89</b>	<b>34.52</b>	<b>34.90</b>	<b>36.64</b>

**6550 Motor Vehicles**

Ford Interceptor	28,646	-	35,841	-	-	-
Malibu	-	-	-	28,479	-	-
Taurus	-	29,592	-	-	-	-
2 Ford Explorers	-	-	-	40,521	64,000	-
Ford F150	-	-	-	-	-	38,521
2 Chargers	-	-	-	-	-	64,000
Ford Interceptor	28,646	-	35,841	-	-	41,230
Tahoe	-	-	-	-	-	40,875
	<b>28,646</b>	<b>29,592</b>	<b>35,841</b>	<b>69,000</b>	<b>64,000</b>	<b>184,626</b>

**6580 Other Equipment**

ATV	-	-	15,943	-	-	-
	-	-	15,943	-	-	-

**DESCRIPTION OF SERVICES:**

The Police Department is responsible for the protection of life and property and an atmosphere of community security through the deterrence of criminal activity by visible patrols; the enforcement of traffic laws; the apprehension of criminal offenders; emergency response services; and the delivery of other community services such as animal control and school liaison. The department provides for the investigation of criminal incidents and the apprehension of criminal offenders through the gathering, analysis, preservation and presentation of evidence.

**BUDGET HIGHLIGHTS**

- Part-time Community Service Officer - \$39,171, Training - \$500, Uniform - \$5,000 TOTAL= \$44,671
- Full-time Patrol Officer ; \$102,032, Training - \$1,000, Uniform - \$9,000 TOTAL = \$112,032
- Reclass Records Tech to Data Analyst - \$1,176
- No longer have DUI Officer reimbursed through Grant funds: \$69,700
- Workers Comp - Through League: Rising cases of PTSD, Claims
- Gasoline cost increase: based on \$4.50 Gallon
- New squad set-up for 5 squads - \$29,500 (6281)
- Replace 5 squads - \$184,626

**GOALS OF CURRENT YEAR BUDGET:**

- Reduce Illegal drug activity in the community
- Adequately staff public safety based on changing demographics and needs
- Leverage technology to create operational efficiencies
- Enhance traffic safety in the community

**Performance Measurements:**

Police Department Activity	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
Dispatched Calls for Service	12102	13484	14918	16258	16000	16700
Motor Vehicle Accidents	466	423	335	443	450	450
Citations and Warnings	1812	1278	1207	1340	1300	1300
Criminal	1257	1217	1020	988	1000	1000
Non-Criminal	7413	8531	8834	8500	9000	9000
<b>State CPM Performance Measurement Results</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Part 1 and Part 2 Crime Rates (per 1000)	13.92/21.25	11.59/21.24	8.76/15.74	2020 last yr avail	>15/>25	>15/>25
Part 1 and Part 2 Crime Clearance Rates (per 1000)	44%	43%	32%	2020 last yr avail	>15/>25	>15/>25
Average police response time - highest priority calls	6:03	5:42	5:44	5:54	under 7 min	under 7 min

FUND GENERAL

DEPARTMENT: FIRE PROTECTION  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0220	6102	F.T. REGULAR-WAGES & SALARIES	192,691	260,037	292,458	305,378	323,711	437,888
0220	6103	FULL TIME-REGULAR-OVERTIME	327	232	9,814	6,610		
0220	6104	PART TIME-WAGES & SALARIES	260,022	264,836	321,487	283,535	275,990	443,925
0220	6105	TEMPORARY-WAGES & SALARIES						
0220	6108	SEVERANCE PAY						
0220	6121	PERA CONTRIBUTIONS	32,865	45,362	55,059	56,867	59,635	76,772
0220	6122	FICA/MEDICARE CONTRIBUTIONS	21,170	21,479	26,860	25,281	25,876	26,292
0220	6131	GROUP INSURANCE	18,479	35,216	36,495	39,920	39,139	54,178
0220	6132	DISABILITY INSURANCE	1,284	1,313	1,313	1,313	1,300	1,313
0220	6133	WORKERS COMP INSURANCE PREMIUM	24,715	26,414	34,093	27,527	37,000	55,066
0220	6206	FILM, MICROFILM, TAPES, DISKS	-	-				
0220	6208	MISCELLANEOUS OFFICE SUPPLIES	356	602	242	393	600	500
0220	6223	GASOLINE	12,220	12,643	11,675	15,187	13,000	21,000
0220	6225	DIESEL FUEL	3,617	3,783	4,315	5,959	5,000	8,400
0220	6231	UNIFORMS & TURN-OUT GEAR	26,159	21,515	29,057	38,926	45,000	55,000
0220	6233	BATTERIES	-	-				
0220	6239	FIRST AID SUPPLIES	2,245	1,396	8,041	3,434	6,000	6,000
0220	6249	MISCELLANEOUS OPERATING SUPPLY	14,171	14,880	17,523	12,117	21,000	21,000
0220	6255	TIRES	-	-				
0220	6257	OTHER VEHICLE PARTS	8,652	2,895	11,243	4,575	14,000	14,000
0220	6259	BUILDING MAINT/REPAIR SUPPLIES					20,000	20,000
0220	6266	SCBA-PARTS	2,292	4,843	4,679	4,055	6,000	20,000
0220	6275	OTHER EQUIPMENT PARTS	-	-				
0220	6281	SMALL TOOLS & MINOR EQUIPMENT	20,561	16,725	46,706	20,676	32,000	35,000
0220	6302	AUDITING & ACCOUNTING SERVICES	3,750	3,900	4,050	4,241	4,000	4,300
0220	6315	MISCELLANEOUS PROFESSIONAL SER	-	-				
0220	6321	TELEPHONE	1,772	2,000	1,849	1,624	-	
0220	6322	POSTAGE	251	146	111	70	300	300
0220	6323	CELLULAR PHONES	6,256	6,906	6,960	6,448	-	
0220	6335	TRAINING	27,695	27,851	32,432	36,629	35,000	40,000
0220	6361	GENERAL LIABILITY/PROPERTY INS	12,402	14,493	17,229	16,241	21,000	23,000
0220	6371	ELECTRIC UTILITIES	18,308	17,327	17,774	17,688	20,000	20,000
0220	6372	WATER/IRRIGATION	4,994	4,397	4,797	3,847	5,000	5,000
0220	6373	GAS	6,077	7,072	5,034	8,552	7,000	9,000
0220	6374	REFUSE/RECYCLING	1,122	1,250	1,363	1,431	1,400	1,600
0220	6388	OTHER VEHICLE REPAIR	37,225	65,273	44,861	36,706	40,000	45,000
0220	6405	OFFICE & DATA PROCESSING EQUIP	14,056	14,685	15,792	17,298	18,639	18,526
0220	6451	MEMBERSHIP DUES	2,035	1,236	2,003	1,214	2,200	2,200
0220	6452	SUBSCRIPTIONS	-	688	41	627		
0220	6471	BOOKS & PAMPHLETS	95	275	518	280	1,000	1,500
0220	6489	OTHER CONTRACTED SERVICES	3,038	2,444	3,508	2,045	5,000	5,000
0220	6550	MOTOR VEHICLES	41,195	44,634	315,253	345,474		265,000
0220	6580	OTHER EQUIPMENT	177,160	75,378			135,000	25,000
<b>Total Expenditure</b>			<b>999,255</b>	<b>1,024,125</b>	<b>1,384,635</b>	<b>1,352,166</b>	<b>1,220,790</b>	<b>1,761,760</b>

**PERSONNEL COMPLEMENT**

Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Fire Secretary	0.70	0.70	0.70	0.70	0.70	-
Fire Captain of Administration	-	-	-	-	1.00	1.00
Fire Inspector	-	1.00	1.00	1.00	1.00	1.00
Fire Marshall	1.00	1.00	1.00	1.00	1.00	1.00
Firefighters	7.58	7.58	7.58	7.58	7.58	7.58
<b>Fire Total</b>	<b>10.28</b>	<b>11.28</b>	<b>11.28</b>	<b>11.28</b>	<b>12.28</b>	<b>11.58</b>

**6550 Motor Vehicles**

1st half funding Replace 1999 Fire Engine #556			270,626	-		
2nd half funding Replace 1999 Fire Engine #556			-	345,474		
Replace Rescue #21						265,000
Replace Fire Prevention Veh #386			44,627	-		
Replace Grass Truck #21	41,195	44,634	-	-	-	-
	<b>41,195</b>	<b>44,634</b>	<b>315,253</b>	<b>345,474</b>	<b>-</b>	<b>265,000</b>

**6580 Other Equipment**

SCBA Compressor	-	-	-	-	-	25,000
SCBA's - 28	177,160	-	-	-	-	-
Thermal Imaging Camera	-	23,897	-	-	-	-
Bullex Attack Training Prop	-	16,515	-	-	-	-
Fire Training Room Table & Chairs	-	-	-	-	-	25,000
Epoxy Flooring Fire 1 (Capital Maintenance Funded)	-	-	-	-	-	20,000
Appratus Bay Painting Fire 1 (Capital Maintenance Funded)	-	-	-	-	-	15,000
Extrication Tools	-	34,966	-	-	-	50,000
Refurbish Tanker II	-	-	-	-	-	25,000
	<b>177,160</b>	<b>75,378</b>	<b>-</b>	<b>-</b>	<b>135,000</b>	<b>25,000</b>

**BUDGET HIGHLIGHTS**

- Full-time Fire Captain of Administration added in 2022, not included in 2022 budget \$110,273 less (\$48,693 fire tech not refilled) = \$61,580
- Fire Relief Aid recorded here. Offset under revenue account 9101.4273 - \$202,000 (audit requirement)
- Replace Rescue #21 - \$265,000
- Replace SCBA Compressor - \$25,000

**GOALS OF CURRENT YEAR BUDGET:**

- Replacement of expired structural fire turn out gear
- Revise and update department policies/procedures and Standard Operating Guidelines
- Additional air pack inventory to outfit firefighters while operating in hazardous conditions
- Establish and maintain outreach programs that enhance fire safety within community
- Ensure adequate staff numbers to meet increased demand of calls for service

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
Number of Calls for Service	821	975	1133	1301	1350	1400
Mutual Aid	44	41	47	35	45	45
Given	33	19	29	20	27	27
Received	11	22	18	15	18	18
Number of firefighters	52	52	53	42	44	48
Prevention:						
# of Public Education contacts	62	57	28	38	60	70
# of commercial property inspections	194	282	177	304	320	320
# of permits issued	90	96	83	70	115	115

<i>State CPM Performance Measurement Results</i>	2018	2019	2020	2021	2022 Estimated	2023 Estimated
Insurance industry rating of fire services	4/7	4/7	4/7	4/7	4/7	4/7
Fire calls per 1,000 population	16.7	15.3	15.6	14	16	17
Average response times	8:16	8:41	6:19	6:20	6:15	6:15
EMS calls per 1,000 population	14.85	20.8	26.3	33	38	40

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0240	6102	F.T. REGULAR-WAGES & SALARIES	185,628	199,091	184,625	209,127	212,968	331,776
0240	6103	FULL TIME-REGULAR-OVERTIME	-	-	2,045			
0240	6104	PART TIME-WAGES & SALARIES	5,871	-	13,354	53,539	78,229	61,064
0240	6105	TEMPORARY-WAGES & SALARIES	-	-	7,697	2,964		
0240	6108	SEVERANCE PAY	4,541	16,493				
0240	6121	PERA CONTRIBUTIONS	14,291	14,888	14,847	19,644	21,840	29,464
0240	6122	FICA/MEDICARE CONTRIBUTIONS	14,566	15,876	15,747	19,869	22,276	30,053
0240	6131	GROUP INSURANCE	27,948	21,348	22,097	28,754	31,239	53,290
0240	6133	WORKERS COMP INSURANCE PREMIUM	1,133	1,160	1,232	1,124	2,210	3,618
0240	6204	STATIONERY, ENVELOPES & FORMS	983	393	654	330	1,000	750
0240	6208	MISCELLANEOUS OFFICE SUPPLIES	400	323	84	41	750	500
0240	6223	GASOLINE	2,932	2,165	1,482	2,787	3,000	4,000
0240	6231	UNIFORMS & TURN-OUT GEAR	560	14	140	234	750	750
0240	6249	MISCELLANEOUS OPERATING SUPPLY	1,093	2,404	1,723	176	2,500	2,000
0240	6315	MISCELLANEOUS PROFESSIONAL SER	157,050	208,230	217,807	163,898	100,000	102,400
0240	6321	TELEPHONE	390	335	348	349	-	
0240	6322	POSTAGE	847	585	586	1,334	1,500	1,500
0240	6323	CELLULAR PHONES	658	570	1,073	1,505	-	
0240	6331	TRAVEL AND LODGING			135	274	1,000	1,500
0240	6334	MILEAGE REIMBURSEMENT	-	528	170	93	500	500
0240	6335	TRAINING	1,945	5,496	2,075	940	5,000	7,500
0240	6361	GENERAL LIABILITY/PROPERTY INS	4,468	6,237	5,787	5,668	8,000	8,000
0240	6405	OFFICE & DATA PROCESSING EQUIP	24,484	24,484	24,484	24,484		50,000
0240	6451	MEMBERSHIP DUES	435	360	165	470	750	750
0240	6471	BOOKS & PAMPHLETS	-	100	1,228	595	2,000	2,000
0240	6550	MOTOR VEHICLES	-	79,752				30,000
<b>Total Expenditure</b>			<b>450,223</b>	<b>600,831</b>	<b>519,585</b>	<b>538,198</b>	<b>495,512</b>	<b>721,415</b>

**PERSONNEL COMPLEMENT**

Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	-	-	-	1.00	2.00	2.00
Permit Technicians	2.00	1.81	1.81	1.81	1.81	1.85
Inspectors	0.25	0.25	0.25	0.25	0.25	-
<b>Building Inspection Total</b>	<b>3.25</b>	<b>3.06</b>	<b>3.06</b>	<b>4.06</b>	<b>5.06</b>	<b>4.85</b>

**6550 Motor Vehicles**

Replace Veh #401	-	26,584	-	-		
Replace Veh #405		26,584	-	-		
New Vehicle for building inspector						30,000
Replace Veh #406		26,584	-	-		
		<b>79,752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>

**DESCRIPTION OF SERVICES:**

The mission of the Community Development Department is to guide residential and commercial growth through comprehensive planning processes and administer the city's building and zoning codes in a equitable and professional manner to promote and sustain public safety, quality of life, and the health and well being of the whole community.

The purpose of the Building Division is to help ensure all your construction projects meet the requirements of both the Minnesota State Building Code and the City Zoning regulations.

**BUDGET HIGHLIGHTS**

- Additional building inspector added in 2022, not included in 2022 budget - \$119,930 expensed 2023
- Increase permit tech hours / 3 hours bi/weekly - \$2,894
- \$30,000 Software upgrade of ProjectDox (6-years old)(6405)
- \$30,000 Vehicle for additional inspector added in 22

**GOALS OF CURRENT YEAR BUDGET:**

Complete standard residential plan review within 10 business days.  
Complete standard commercial plan review within 30 business days.  
Allow for inspection availability within 48 hours.

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 YTD	2023 Projected
New Residential Units	139	135	176	183	54	190
Total Permits	2,697	3,339	3,630	3,458	1,187	3,700
Number of Inspections	8,090	9,764	12,765	12,449-Est.	4,273-Est.	13,500

FUND GENERAL

DEPARTMENT: CIVIL DEFENSE  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0250	6251	BATTERIES	1,090	-	-	-	1,000	1,000
0250	6275	OTHER EQUIPMENT PARTS	3,398	4,891	219	1,303	5,000	5,000
0250	6361	GENERAL LIABILITY/PROPERTY INS	106	150	23	23	150	150
0250	6371	ELECTRIC UTILITIES	1,020	1,020	1,020	1,020	1,200	1,200
0250	6382	MACHINERY & EQUIPMENT REPAIR	6,013	9,104	1,025	940	6,000	6,000
0250	6580	OTHER CAPITAL EQUIPMENT	-	-	-	-	30,000	30,000
<b>Total Expenditure</b>			<b>11,627</b>	<b>15,164</b>	<b>2,288</b>	<b>3,287</b>	<b>43,350</b>	<b>43,350</b>

**DESCRIPTION OF SERVICES:**  
 The Civil Defence budget funds expenditures related to the city-wide emergency siren notification system.

**BUDGET HIGHLIGHTS**  
 Replace 2 Civil Defense Sirens

**GOALS OF CURRENT YEAR BUDGET:**  
 Maintain infrastructure of siren warning system

Performance Measurements:						
	2018 Actual	2019 Projected	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Number of Sirens	17	17	17	17	17	17

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0260	6102	F.T. REGULAR-WAGES & SALARIES	24,461	25,844	29,166	29,341	44,096	53,636
0260	6103	FULL TIME-REGULAR-OVERTIME	-	-	62			
0260	6105	TEMPORARY-WAGES & SALARIES	-	-				
0260	6121	PERA CONTRIBUTIONS	1,878	1,930	2,154	2,231	3,307	4,023
0260	6122	FICA/MEDICARE CONTRIBUTIONS	1,845	1,934	2,195	2,264	3,373	4,103
0260	6133	WORKERS COMP INSURANCE PREMIUM	1,790	1,639	2,027	1,699	4,166	5,144
0260	6249	MISCELLANEOUS OPERATING SUPPLY	21,921	8,448	11,868	7,108	14,000	14,000
0260	6271	SIGN REPAIR MATERIALS	-	121	382	-	2,000	2,000
0260	6361	GENERAL LIABILITY/PROPERTY INS	1,081	572	680	697	1,500	1,800
0260	6371	ELECTRIC UTILITIES	12,261	14,511	13,265	13,275	13,000	15,000
0260	6382	MACHINERY & EQUIPMENT REPAIR	20,422	4,307	5,081	13,723	10,000	10,000
0260	6489	CONTRACTED SERVICES	300	600	1,807	1,291	2,000	2,000
0260	6580	OTHER EQUIPMENT	38,556	-				
<b>Total Expenditure</b>			<b>124,516</b>	<b>59,904</b>	<b>68,686</b>	<b>71,628</b>	<b>97,442</b>	<b>111,706</b>

**DESCRIPTION OF SERVICES:**  
 The Traffic Engineering budget funds the installation and maintenance of traffic signage on, above, and/or near city streets.

**BUDGET HIGHLIGHTS**

- No major changes. Staff time redistributed between streets, traffic engr & snow plowing

**GOALS OF CURRENT YEAR BUDGET:**

- Continue to meet FHWA guidelines for traffic signage
- Replace damaged or defective signs within 48 hours
- Bring signage up to current standards on all reconstruct and overlay projects
- Continue to support Engineering and Community Development departments with traffic issues

Performance Measurements:						
	2018 Estimate	2019 Actual	2020 Projected	2021 Projected	2022 Projected	2023 Projected
Total Hours	610	539	610			
Number of Traffic Signs in System	2390	2390	2390			
Number of Traffic Counts Performed	15	15	15			

FUND GENERAL

DEPARTMENT: ANIMAL CONTROL  
 FUNCTION: PUBLIC SAFETY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0270	6249	MISCELLANEOUS OPERATING SUPPLY	176	136	678	411	750	750
0270	6281	SMALL TOOLS & MINOR EQUIPMENT	-	375			500	500
0270	6489	OTHER CONTRACTED SERVICES	4,205	3,825	315	332	2,000	5,000
<b>Total Expenditure</b>			<b>4,381</b>	<b>4,336</b>	<b>993</b>	<b>743</b>	<b>3,250</b>	<b>6,250</b>

**DESCRIPTION OF SERVICES:**

This fund covers expenditures related to animal control. Ramsey PD provides animal containment services and incurs expenses for boarding animals at Anoka PD.

**BUDGET HIGHLIGHTS**

- Increase due to no longer contracting service with NMACC. Services now provided in-house/Anoka PD

**GOALS OF CURRENT YEAR BUDGET:**

Provide animal containment services to residents

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Animal Complaints	456	375	539	390	390	390
Number of Animals Impounded	70	33	53	45	45	45
Number of Animals Released to Owners	59	26	47	45	45	45
Number of Euthanizations	0	0	0	0	0	0

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0280	6204	STATIONERY, ENVELOPES & FORMS	-	293	233	361	500	500
0280	6206	FILM, MICROFILM, TAPES, DISKS	-	883	-	-	300	300
0280	6241	COMMUNITY POLICING SUPPLIES	4,880	7,750	10,310	9,190	9,000	10,000
0280	6281	SMALL TOOLS & MINOR EQUIPMENT	56	88	199	-	100	100
0280	6291	CULVERTS, SIGNS, STREET SUPPLY	-	505	50	-	200	200
0280	6322	POSTAGE	1	-	-	1	50	50
0280	6323	CELLULAR PHONES	-	1,018	1,018	1,118	-	-
0280	6331	TRAVEL & LODGING	500	413	138	-	1,300	1,500
0280	6335	TRAINING	870	655	-	1,655	1,100	1,300
0280	6361	GENERAL LIABILITY/PROPERTY INS	100	101	131	88	200	250
0280	6415	OTHER EQUIPMENT RENTAL	1,127	-	-	-	125	125
0280	6451	MEMBERSHIP DUES	530	933	427	446	1,500	1,500
0280	6471	BOOKS & PAMPHLETS	2,925	251	585	257	300	300
<b>Total Expenditure</b>			<b>10,990</b>	<b>12,888</b>	<b>13,092</b>	<b>13,115</b>	<b>14,675</b>	<b>16,125</b>

**DESCRIPTION OF SERVICES:**  
 The Community Orientating Policing funds expenditures related to community programs such as: Kids Safety Camp, Car Seat Inspections, Night to Unite, Pet Clinics, Bike Helmet Fitting and Sale, Police Explorers, and Drug Take Back Program

**BUDGET HIGHLIGHTS**

- No Major Changes

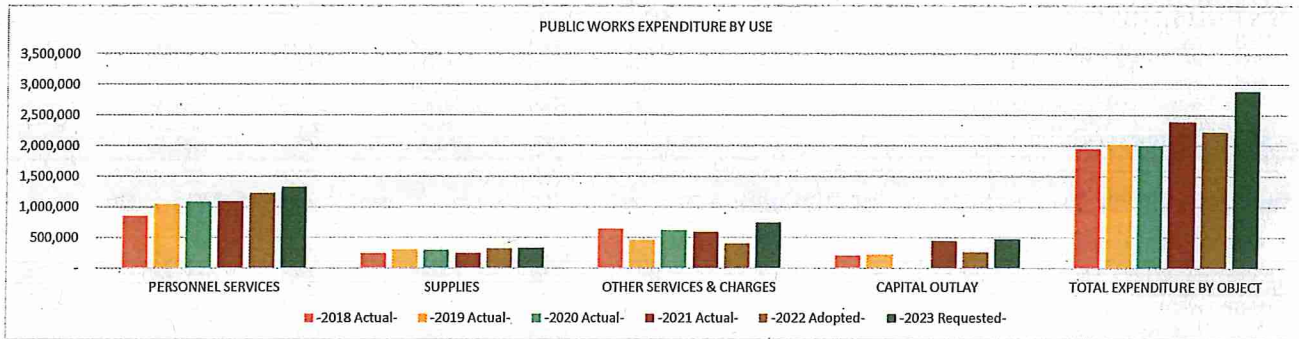
**GOALS OF CURRENT YEAR BUDGET:**  
 Increase participation in community based programs

<b>Performance Measurements:</b>						
	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
# of participants attending Kids Safety Camp	125	144	0	0	145	145
# of car seat inspections	50	29	9	15	30	30
Night to Unite - # of Parties	45	48	26	50	48	48
# of participants at Kids Summer Safety Series				139	150	150

GENERAL FUND 101 - GENERAL GOVERNMENT

PUBLIC WORKS 301-312

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
PERSONNEL SERVICES	851,970	1,047,527	1,091,120	1,096,459	1,233,089	1,332,390
SUPPLIES	241,961	301,182	297,565	247,499	322,000	335,000
OTHER SERVICES & CHARGES	649,658	460,263	620,510	598,537	408,610	751,524
CAPITAL OUTLAY	211,093	219,480	-	450,964	265,800	480,457
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>1,954,681</b>	<b>2,028,451</b>	<b>2,009,196</b>	<b>2,393,459</b>	<b>2,229,499</b>	<b>2,899,371</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PUBLIC WORKS

301-312

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
<b>PERSONNEL SERVICES</b>							
<b>WAGES AND SALARIES</b>							
6102	F.T. REGULAR-WAGES & SALARIES	594,983	697,857	742,654	735,374	830,737	883,813
6103	FULL TIME-REGULAR-OVERTIME	22,650	38,755	36,306	38,417	24,000	32,000
6105	TEMPORARY-WAGES & SALARIES	19,178	28,718	23,232	24,632	53,175	61,255
6106	OVERTIME-TEMPORARY	1,404	926	259	878	-	-
<b>TOTAL WAGES AND SALARIES</b>		<b>638,215</b>	<b>766,256</b>	<b>802,452</b>	<b>799,301</b>	<b>907,912</b>	<b>977,068</b>
<b>OTHER GROSS EARNINGS</b>							
6108	SEVERANCE PAY	3,678	8,173	-	4,555	-	-
<b>TOTAL OTHER GROSS EARNINGS</b>		<b>3,678</b>	<b>8,173</b>	<b>-</b>	<b>4,555</b>	<b>-</b>	<b>-</b>
<b>EMPLOYER CONTRIBUTIONS</b>							
6121	PERA CONTRIBUTIONS	43,216	53,931	52,794	57,508	66,445	71,183
6122	FICA/MEDICARE CONTRIBUTIONS	47,778	58,394	57,007	58,852	71,209	76,690
6131	GROUP INSURANCE	87,178	120,893	135,034	140,084	135,392	152,531
6133	WORKERS COMP INSURANCE PREMIUM	31,905	39,881	43,834	36,159	52,131	54,918
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>		<b>210,077</b>	<b>273,098</b>	<b>288,669</b>	<b>292,604</b>	<b>325,177</b>	<b>355,322</b>
<b>Total PERSONNEL SERVICES</b>		<b>851,970</b>	<b>1,047,527</b>	<b>1,091,120</b>	<b>1,096,459</b>	<b>1,233,089</b>	<b>1,332,390</b>
<b>SUPPLIES</b>							
<b>OFFICE SUPPLIES</b>							
6205	DRAFTING SUPPLIES	-	-	-	-	-	-
6208	MISCELLANEOUS OFFICE SUPPLIES	1,803	3,377	1,010	1,096	1,200	1,100
<b>TOTAL OFFICE SUPPLIES</b>		<b>1,803</b>	<b>3,377</b>	<b>1,010</b>	<b>1,096</b>	<b>1,200</b>	<b>1,100</b>
<b>OPERATING SUPPLIES</b>							
6221	CLEANING SUPPLIES	-	-	-	-	-	-
6223	GASOLINE	13,235	13,344	17,893	17,420	14,000	30,500
6225	DIESEL FUEL	34,393	48,516	34,544	32,384	43,000	50,000
6227	LUBRICANTS & ADDITIVES	3,072	5,296	3,553	6,269	4,500	5,000
6229	SHOP MATERIALS	2,588	922	2,720	1,692	2,700	2,800
6231	UNIFORMS & TURN-OUT GEAR	4,582	5,176	3,825	6,315	4,800	5,500
6249	MISCELLANEOUS OPERATING SUPPLY	6,769	9,669	9,794	7,331	9,000	9,500
<b>TOTAL OPERATING SUPPLIES</b>		<b>64,639</b>	<b>82,923</b>	<b>72,328</b>	<b>71,411</b>	<b>78,000</b>	<b>103,300</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>							
6257	OTHER VEHICLE PARTS	63,272	66,918	85,883	52,237	66,500	71,200
6259	BUILDING MAINT/REPAIR SUPPLIES	667	2,382	1,677	563	2,500	2,500
6261	SAND & GRAVEL	2,355	4,726	2,907	-	4,000	4,400
6263	SALT	72,544	97,334	92,362	68,800	112,000	77,000
6265	ASPHALT	11,129	14,235	22,316	32,491	24,000	32,500
6267	OTHER STREET MAINTENANCE SUPPL	4,279	7,353	4,798	5,303	5,800	13,100
6269	LANDSCAPE MATERIALS	5,929	5,675	1,520	1,174	7,500	7,500
6275	OTHER EQUIPMENT PARTS	-	-	-	-	-	-
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>		<b>160,176</b>	<b>198,622</b>	<b>211,463</b>	<b>160,568</b>	<b>222,300</b>	<b>208,200</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>							
6281	SMALL TOOLS & MINOR EQUIPMENT	15,343	16,261	12,764	14,424	20,500	22,400
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>15,343</b>	<b>16,261</b>	<b>12,764</b>	<b>14,424</b>	<b>20,500</b>	<b>22,400</b>
<b>Total SUPPLIES</b>		<b>241,961</b>	<b>301,182</b>	<b>297,565</b>	<b>247,499</b>	<b>322,000</b>	<b>335,000</b>

<b>OTHER SERVICES &amp; CHARGES</b>							
<b>PROFESSIONAL SERVICES</b>							
6315	MISCELLANEOUS PROFESSIONAL SER	21,585	28,986	21,794	28,146	24,500	26,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>21,585</b>	<b>28,986</b>	<b>21,794</b>	<b>28,146</b>	<b>24,500</b>	<b>26,000</b>
<b>COMMUNICATION</b>							
6321	TELEPHONE	2,182	2,337	2,394	2,211	-	-
6322	POSTAGE	1,221	2,328	531	40	1,200	1,404
6323	CELLULAR PHONES	6,662	6,427	5,653	5,816	-	-
<b>TOTAL COMMUNICATION</b>		<b>10,065</b>	<b>11,092</b>	<b>8,578</b>	<b>8,067</b>	<b>1,200</b>	<b>1,404</b>
<b>EMPLOYEE REIMBURSEMENTS</b>							
6331	TRAVEL & LODGING	145	72	92	-	-	150
6335	TRAINING	8,236	7,726	4,821	6,623	8,650	7,345
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>8,380</b>	<b>7,798</b>	<b>4,913</b>	<b>6,623</b>	<b>8,650</b>	<b>7,495</b>
<b>INSURANCE</b>							
6361	GENERAL LIABILITY/PROPERTY INS	22,473	25,244	21,831	26,966	32,000	35,000
<b>TOTAL INSURANCE</b>		<b>22,473</b>	<b>25,244</b>	<b>21,831</b>	<b>26,966</b>	<b>32,000</b>	<b>35,000</b>
<b>UTILITIES</b>							
6371	ELECTRIC UTILITIES	7,422	7,555	7,382	8,153	39,000	15,000
6372	WATER/IRRIGATION	2,677	2,656	7,034	7,020	4,000	7,000
6373	GAS	5,304	5,240	4,690	6,001	25,000	15,000
6374	REFUSE/RECYCLING	3,912	2,167	2,353	3,611	2,800	3,400
<b>TOTAL UTILITIES</b>		<b>19,317</b>	<b>17,618</b>	<b>21,458</b>	<b>24,785</b>	<b>70,800</b>	<b>40,400</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>							
6381	BUILDING & STRUCTURE REPAIR	2,102	3,393	3,645	1,248	3,200	3,200
6382	MACHINERY & EQUIPMENT REPAIR	6,704	4,820	-	4,944	5,000	5,000
6387	TIRE MOUNTING & BALANCING	278	160	300	255	400	400
6388	OTHER VEHICLE REPAIR	19,809	23,444	15,523	15,242	20,000	25,000
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>28,894</b>	<b>31,817</b>	<b>19,468</b>	<b>21,689</b>	<b>28,600</b>	<b>33,600</b>
<b>REPAIRS AND MAINTENANCE - CONTRACTS</b>							
6404	MACHINERY & EQUIPMENT	1,221	1,332	1,332	1,221	1,500	-
6405	OFFICE & DATA PROCESSING EQUIP	-	-	968	-	8,895	-
<b>TOTAL REPAIRS AND MAINTENANCE - CONTRACTS</b>		<b>1,221</b>	<b>1,332</b>	<b>2,300</b>	<b>1,221</b>	<b>10,395</b>	<b>-</b>
<b>RENTALS</b>							
6415	OTHER EQUIPMENT RENTAL	60,355	86,565	1,581	8,333	15,000	15,200
6417	UNIFORM RENTAL	1,268	1,672	1,479	1,583	400	400
<b>TOTAL RENTALS</b>		<b>61,623</b>	<b>88,237</b>	<b>3,061</b>	<b>9,916</b>	<b>15,400</b>	<b>15,600</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>							
6451	MEMBERSHIP DUES	1,484	1,084	2,279	1,017	2,065	2,025
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>1,484</b>	<b>1,084</b>	<b>2,279</b>	<b>1,017</b>	<b>2,065</b>	<b>2,025</b>
<b>BOOKS AND PAMPHLETS</b>							
6471	BOOKS & PAMPHLETS	35	82	-	-	-	-
<b>TOTAL BOOKS AND PAMPHLETS</b>		<b>35</b>	<b>82</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTRACTED SERVICES</b>							
6488	STREET MAINTENANCE CONTRACT	467,265	237,483	500,000	462,784	200,000	575,000
6489	OTHER CONTRACTED SERVICES	7,316	9,489	14,830	7,324	15,000	15,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>474,582</b>	<b>246,971</b>	<b>514,830</b>	<b>470,108</b>	<b>215,000</b>	<b>590,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>649,658</b>	<b>460,263</b>	<b>620,510</b>	<b>598,537</b>	<b>408,610</b>	<b>751,524</b>
<b>CAPITAL OUTLAY</b>							
<b>CAPITAL OUTLAY</b>							
6540	HEAVY MACHINERY	197,061	185,980	-	116,891	265,800	298,750
6550	MOTOR VEHICLES	-	33,500	-	62,772	-	162,852
6580	OTHER EQUIPMENT	14,032	-	-	271,302	-	18,855
<b>TOTAL CAPITAL OUTLAY</b>		<b>211,093</b>	<b>219,480</b>	<b>-</b>	<b>450,964</b>	<b>265,800</b>	<b>480,457</b>
<b>Total CAPITAL OUTLAY</b>		<b>211,093</b>	<b>219,480</b>	<b>-</b>	<b>450,964</b>	<b>265,800</b>	<b>480,457</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>1,954,681</b>	<b>2,028,451</b>	<b>2,009,196</b>	<b>2,393,459</b>	<b>2,229,499</b>	<b>2,899,371</b>

FUND GENERAL

DEPARTMENT: ENGINEERING  
 FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0301	6102	F.T. REGULAR-WAGES & SALARIES	132,852	206,802	245,602	240,248	308,856	327,183
0301	6103	FULL TIME-REGULAR-OVERTIME	6,020	9,788	17,702	20,287	12,000	20,000
0301	6104	PART TIME-WAGES & SALARIES	12,784	-	-	-	-	-
0301	6105	TEMPORARY-WAGES & SALARIES	10,046	11,915	11,110	14,550	31,200	33,280
0301	6106	OVERTIME-TEMPORARY	1,404	926	259	878	-	-
0301	6108	SEVERANCE PAY	-	18,602	-	-	-	-
0301	6121	PERA CONTRIBUTIONS	7,989	15,192	19,434	19,411	26,404	28,535
0301	6122	FICA/MEDICARE CONTRIBUTIONS	11,695	17,825	18,924	19,849	26,932	29,106
0301	6131	GROUP INSURANCE	19,753	36,693	41,855	42,747	44,225	57,480
0301	6133	WORKERS COMP INSURANCE PREMIUM	687	1,180	1,445	1,198	2,811	3,367
0301	6205	DRAFTING SUPPLIES	-	-	-	-	-	-
0301	6208	MISCELLANEOUS OFFICE SUPPLIES	1,706	2,755	734	795	800	700
0301	6223	GASOLINE	3,540	3,917	3,677	4,789	4,000	7,000
0301	6231	UNIFORMS & TURN-OUT GEAR	1,711	2,156	1,327	1,170	1,800	1,500
0301	6249	MISCELLANEOUS OPERATING SUPPLY	98	841	2,255	-	1,000	-
0301	6257	OTHER VEHICLE PARTS	1,436	893	1,122	2,108	1,500	1,200
0301	6281	SMALL TOOLS & MINOR EQUIPMENT	144	218	86	-	500	400
0301	6315	MISCELLANEOUS PROFESSIONAL SER	4,730	967	4,139	197	2,500	4,000
0301	6321	TELEPHONE	1,140	1,285	1,334	1,239	-	-
0301	6322	POSTAGE	980	2,298	460	7	1,000	1,204
0301	6323	CELLULAR PHONES	3,268	2,660	2,589	3,427	-	-
0301	6331	TRAVEL & LODGING	145	72	92	-	-	150
0301	6335	TRAINING	3,148	4,090	2,112	3,699	4,550	3,245
0301	6361	GENERAL LIABILITY/PROPERTY INS	2,593	4,415	4,799	4,131	7,000	6,000
0301	6405	OFFICE & DATA PROCESSING EQUIP	-	-	968	-	8,895	-
0301	6451	MEMBERSHIP DUES	1,239	732	1,919	748	1,665	1,625
0301	6471	BOOKS & PAMPHLETS	35	82	-	-	-	-
0301	6550	MOTOR VEHICLES	-	33,500	-	-	-	29,000
<b>Total Expenditure</b>			<b>229,140</b>	<b>379,804</b>	<b>383,947</b>	<b>381,476</b>	<b>487,638</b>	<b>554,975</b>

**PERSONNEL COMPLEMENT**

PW Director/City Engineer	-	-	-	-	-	-	-	1.00
City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	-
Assistant City Engineer	-	-	-	-	-	-	0.50	1.00
Engineering Tech IV	1.00	0.50	1.00	1.00	1.00	1.00	1.00	-
Engineering Tech II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Tech III	1.00	1.00	-	-	-	-	-	1.00
Senior Engineering Technician	-	-	-	-	-	-	-	1.00
Civil Engineer IV	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer II	-	-	1.00	1.00	1.00	1.00	0.50	0.00
Secretary (Moved to PW)	1.00	-	-	-	-	-	-	-
Administrative Assistant	-	0.50	1.00	1.00	1.00	1.00	1.00	1.00
Interns (2)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Engineering Total</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>8.00</b>

**DESCRIPTION OF SERVICES:**

The Engineering budget covers engineering functions not charged to specific projects. The City Engineer oversees all engineering including working with the Minnesota Department of Transportation, Anoka County, other cities and regulating agencies, maintaining mapping and GIS data, managing stormwater runoff, responding to citizen and staff requests, and general engineering functions.

**BUDGET HIGHLIGHTS**

- Full-Time Engineering Tech II - \$82,715 - \$24,736 Utility Funded = \$57,979
- Reclass Engineering Tech II to Engineering Tech III - \$4,027
- \$29,000 capital request to replace 2006 Impala used by engineering office staff.
- Reclasses in Engr Dept due to PW Superintendent retiring (311 dept) in 2022 not in 2022 budget

**GOALS OF CURRENT YEAR BUDGET:**

Ensure stable and sustainable funding exists for the Pavement Management Program.  
 Research external funding opportunities for Water Treatment Plant improvements.  
 Implement improvements proposed with Anoka County CSAH 5/Nowthen Blvd. transportation corridor study.  
 Conduct well siting study for new municipal well #9.  
 Develop and plan for key infrastructure improvements (AUAR, utilities, transportation).  
 Support implementation of the Ramsey Gateway Highway 10 improvements.  
 Implement improved pavement condition rating system.  
 Continue implementing approved pavement rejuvenation program to replace suspended sealcoat program.

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
Active Engineering Projects	12	12	12	13	14	18
Completed Engineering Projects	9	10	10	11	11	14
Infrastructure Asset Management System Upgrades	1		0	0	0	

FUND GENERAL

DEPARTMENT: STREET MAINTENANCE

FUNCTION: PUBLIC WORKS

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0311	6102	F.T. REGULAR-WAGES & SALARIES	367,183	379,894	422,342	403,503	420,242	448,809
0311	6103	FULL TIME-REGULAR-OVERTIME	810	1,533	679	1,008	2,000	2,000
0311	6105	TEMPORARY-WAGES & SALARIES	2,888	9,361	9,971	5,160	13,200	19,200
0311	6108	SEVERANCE PAY	3,678	8,173		4,555		
0311	6121	PERA CONTRIBUTIONS	27,316	28,192	31,401	30,100	31,668	33,811
0311	6122	FICA/MEDICARE CONTRIBUTIONS	27,607	29,153	31,632	30,462	35,065	37,899
0311	6131	GROUP INSURANCE	67,425	84,200	93,179	97,338	91,167	95,051
0311	6133	WORKERS COMP INSURANCE PREMIUM	21,034	29,349	35,662	28,331	37,522	39,447
0311	6208	MISCELLANEOUS OFFICE SUPPLIES	97	622	276	301	400	400
0311	6221	CLEANING SUPPLIES	-	-				
0311	6223	GASOLINE	9,695	9,427	7,580	10,759	10,000	15,500
0311	6225	DIESEL FUEL	12,992	22,378	20,148	13,194	18,000	22,000
0311	6227	LUBRICANTS & ADDITIVES	3,072	5,296	3,553	6,269	4,500	5,000
0311	6229	SHOP MATERIALS	2,377	865	2,697	1,548	2,500	2,600
0311	6231	UNIFORMS & TURN-OUT GEAR	2,871	3,020	2,497	5,145	3,000	4,000
0311	6249	MISCELLANEOUS OPERATING SUPPLY	6,671	8,828	7,538	7,331	8,000	9,500
0311	6257	OTHER VEHICLE PARTS	22,718	30,149	30,188	21,869	30,000	32,000
0311	6259	BUILDING MAINT/REPAIR SUPPLIES	667	2,382	1,677	563	2,500	2,500
0311	6261	SAND & GRAVEL	-	-	-	-	1,000	1,000
0311	6265	ASPHALT	11,129	14,235	22,316	32,491	24,000	32,500
0311	6267	OTHER STREET MAINTENANCE SUPPL	418	1,577	19	1,019	2,000	2,100
0311	6269	LANDSCAPE MATERIALS	5,929	5,675	1,520	1,174	7,500	7,500
0311	6275	OTHER EQUIPMENT PARTS	-	-				
0311	6281	SMALL TOOLS & MINOR EQUIPMENT	15,199	16,043	12,678	14,424	20,000	22,000
0311	6315	MISCELLANEOUS PROFESSIONAL SER	16,855	28,019	17,655	27,948	22,000	22,000
0311	6321	TELEPHONE	1,042	1,052	1,060	973	-	-
0311	6322	POSTAGE	241	30	71	33	200	200
0311	6323	CELLULAR PHONES	3,394	3,767	3,063	2,389	-	-
0311	6335	TRAINING	5,088	3,636	2,709	2,924	4,100	4,100
0311	6361	GENERAL LIABILITY/PROPERTY INS	17,130	17,277	14,126	20,250	21,000	23,000
0311	6371	ELECTRIC UTILITIES	7,422	7,555	7,382	8,153	39,000	15,000
0311	6372	WATER/IRRIGATION	2,677	2,656	7,034	7,020	4,000	7,000
0311	6373	GAS	5,304	5,240	4,690	6,001	25,000	15,000
0311	6374	REFUSE/RECYCLING	3,912	2,167	2,353	3,611	2,800	3,400
0311	6381	BUILDING & STRUCTURE REPAIR	2,102	3,393	3,645	1,248	3,200	3,200
0311	6382	MACHINERY & EQUIPMENT REPAIR	6,704	4,820	-	4,944	5,000	5,000
0311	6387	TIRE MOUNTING & BALANCING	278	160	300	255	400	400
0311	6388	OTHER VEHICLE REPAIR	4,400	13,953	14,814	12,400	10,000	11,000
0311	6404	MACHINERY & EQUIPMENT	1,221	1,332	1,332	1,221	1,500	
0311	6415	OTHER EQUIPMENT RENTAL	60,355	86,565	1,581	8,333	15,000	15,200
0311	6417	UNIFORM RENTAL	1,268	1,672	1,479	1,583	400	400
0311	6451	MEMBERSHIP DUES	245	353	360	269	400	400
0311	6488	STREET MAINTENANCE CONTRACT	467,265	237,483	500,000	462,784	200,000	575,000
0311	6489	OTHER CONTRACTED SERVICES	7,316	9,489	14,830	7,324	15,000	15,000
0311	6540	HEAVY MACHINERY	197,061	185,980		116,891	265,800	298,750
0311	6550	MOTOR VEHICLES	37,577	-		62,772		133,852
0311	6580	OTHER EQUIPMENT	14,032			271,302		18,855
<b>Total Expenditure</b>			<b>1,474,670</b>	<b>1,306,948</b>	<b>1,336,038</b>	<b>1,747,168</b>	<b>1,399,064</b>	<b>2,001,574</b>

**PERSONNEL COMPLEMENT**

Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Secretary (Formerly under Engineering)	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Street Supervisor	-	-	-	-	1.00	1.00
Streets Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00
PW Maintenance Worker	4.00	5.00	5.00	5.00	5.00	5.00
Temporary - Streets	0.50	0.50	0.50	0.50	0.50	0.50
<b>Street Maintenance Total</b>	<b>9.50</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>

**6488/6489 Other Contracted Services**

Pavement Management Program Funding (Transfer to Pavement Management Fund)			260,742	300,000	-	-
Cracksealing/Rejuvenation/Spray Patching	237,483	237,483	239,258	162,784	200,000	200,000
Spray Patching	-	-	-	-	-	375,000
Curb Repair/Tree Removal	-	-	-	-	15,000	15,000
	<b>237,483</b>	<b>237,483</b>	<b>500,000</b>	<b>462,784</b>	<b>215,000</b>	<b>590,000</b>

**6540 - Heavy Machinery**

F350 truck with plow	197,061	-	-	116,891	-	-
1-Ton Truck	37,577	-	-	-	-	-
Sidewalk Machine	-	148,292	-	-	-	-
Tractor Backhoe (\$84,000 total remainder utility funded)	-	37,688	-	-	-	-
Tandem Axle Truck with Plow	-	-	-	-	265,800	298,750
	<b>234,638</b>	<b>185,980</b>	<b>-</b>	<b>116,891</b>	<b>265,800</b>	<b>298,750</b>

**6550-Motor Vehicle**

1-ton truck	-	-	-	62,772	-	-
2-3/4 ton trucks with plows (1 new & 1 replacement)	-	-	-	-	-	133,852
	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,772</b>	<b>-</b>	<b>133,852</b>

**6580 - Other Equipment**

Sidewalk Machine	-	-	-	162,723	-	-
Snow Pusher Box for Front End Loader	-	-	-	-	-	18,855
Trailer for skidsteer	-	-	-	15,102	-	-
Toolcat	-	-	-	36,105	-	-
Skidsteer	-	-	-	57,372	-	-
ATV Athletic Field Maintenance Machine	14,032	14,032	-	-	-	-
	<b>14,032</b>	<b>14,032</b>	<b>-</b>	<b>271,302</b>	<b>-</b>	<b>18,855</b>

**DESCRIPTION OF SERVICES:**

The Street Maintenance Department is responsible for maintaining city streets, sidewalks, traffic signs, boulevards, ROW mowing and the storm water collection system.

**BUDGET HIGHLIGHTS**

- Additional street maintenance worker added in 2022, not included in 2022 budget - \$74,310 - 2023 exp (Coded under departments, 260, 311, 312)
- PW Superintendent position not refilled
- City Engr/PW Direction Salary %
- Additional Spray Patching - 2 Year Funding from ARPA Funds - \$375,000 Each Year
- New Snow Pusher Box for Front-end loader - \$18,855
- New 3/4 ton pick-up with plow equipment - \$58,542
- Replace 3/4 pickup with dump & plow - \$75,310
- Replace tandem dump with plow - \$270,950

**GOALS OF CURRENT YEAR BUDGET:**

- Maintain and improve city's rating of 7.0 average of road condition
- Increase use of contracted services on pothole repair (velocity patching)
- Increase prevenative maintenace to prolong the life of our public streets
- Maintain our city vehicles and equipment to the highest level possible

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected	2023 Projected
Crack filling (miles)	7.95	21.5	7	20.88	10.37	15
Sealcoating (miles)	7.5	0	0	0	0	0
Asphalt patching (tons)	150	532	500			

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0312	6102	F.T. REGULAR-WAGES & SALARIES	94,947	111,161	74,710	91,623	101,639	107,821
0312	6103	FULL TIME-REGULAR-OVERTIME	15,820	27,433	17,925	17,122	10,000	10,000
0312	6105	TEMPORARY-WAGES & SALARIES	6,244	7,443	2,151	4,922	8,775	8,775
0312	6121	PERA CONTRIBUTIONS	7,911	10,547	1,959	7,997	8,373	8,837
0312	6122	FICA/MEDICARE CONTRIBUTIONS	8,476	11,416	6,451	8,541	9,212	9,685
0312	6133	WORKERS COMP INSURANCE PREMIUM	10,184	9,353	6,726	6,629	11,798	12,104
0312	6223	GASOLINE	-	-	6,636	1,873	-	8,000
0312	6225	DIESEL FUEL	21,401	26,138	14,396	19,191	25,000	28,000
0312	6229	SHOP MATERIALS	211	57	24	144	200	200
0312	6251	BATTERIES	-	-	-	-	-	-
0312	6257	OTHER VEHICLE PARTS	39,117	35,875	54,572	28,260	35,000	38,000
0312	6261	SAND & GRAVEL	2,355	4,726	2,907	-	3,000	3,400
0312	6263	SALT	72,544	97,334	92,362	68,800	112,000	77,000
0312	6267	OTHER STREET MAINTENANCE SUPPL	3,861	5,777	4,779	4,284	3,800	11,000
0312	6361	GENERAL LIABILITY/PROPERTY INS	2,750	3,553	2,906	2,586	4,000	6,000
0312	6388	OTHER VEHICLE REPAIR	15,410	9,491	709	2,842	10,000	14,000
0312	6489	OTHER CONTRACTED SERVICES	-	-	-	-	-	-
<b>Total Expenditure</b>			<b>301,233</b>	<b>360,301</b>	<b>289,211</b>	<b>264,815</b>	<b>342,797</b>	<b>342,822</b>

**DESCRIPTION OF SERVICES:**  
 The Snow and Ice Removal budget provides for snow removal and for ice control on city streets, parking lots, and pathways.

- BUDGET HIGHLIGHTS**
- Staff time redistributed between streets, traffic engr & snow plowing
  - Salt Quantity needed reduced due to reduced # of minor snow events - \$35,000 decrease

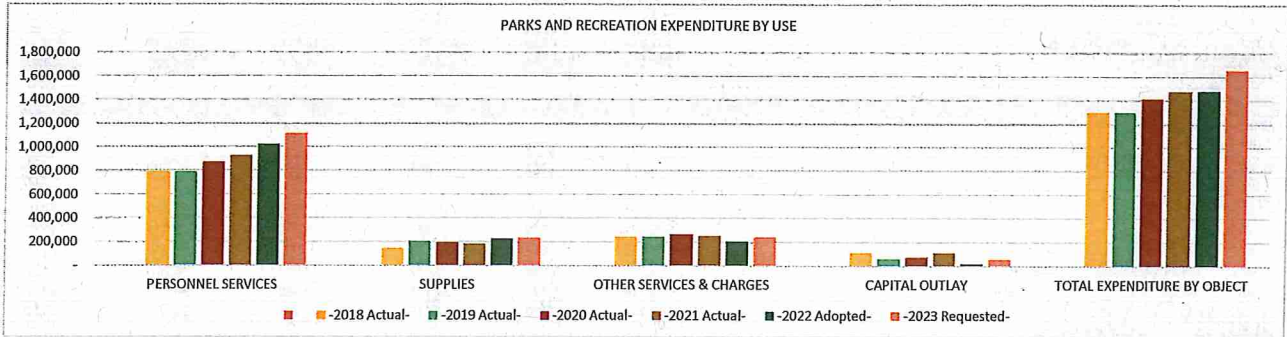
**GOALS OF CURRENT YEAR BUDGET:**  
 Clearing of parking ramp utilizing PW Staff (full time, temp on call, & seasonal staff) See PUMA Budget  
 Continue to monitor and reduce salt usage  
 Continue to complete citywide plowing in 8 hours or less  
 Upgrade weather service to MDSS (maintenance decision support software)  
 Equip cul-de-sac trucks and sidewalk plowing equipment with AVL to track snow removal operations

Performance Measurements:	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Miles of Streets Plowed	175	181.8	181.8			
Cul-de-sacs	275	283	283			
Salt/Sand Purchased (tons)	1200	1200	1200			
Snow Removal Hours	4110	5161	3090			
Full Scale Plowing Events	17.00	9.00	9.00			

PARKS AND RECREATION

452-455

EXPENDITURE BY OBJECT SUMMARY	-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
PERSONNEL SERVICES	795,948	791,294	878,027	929,874	1,026,225	1,118,642
SUPPLIES	148,244	207,079	198,379	186,228	229,800	239,094
OTHER SERVICES & CHARGES	245,907	244,126	266,854	253,330	208,800	244,700
CAPITAL OUTLAY	112,448	60,911	75,610	112,370	19,000	59,100
<b>TOTAL EXPENDITURE BY OBJECT</b>	<b>1,302,547</b>	<b>1,303,410</b>	<b>1,418,871</b>	<b>1,481,802</b>	<b>1,483,825</b>	<b>1,661,536</b>



LINE ITEM DETAIL BY COST CENTER OR SUB-FUNCTION

PARKS AND RECREATION

452-455

EXPENDITURE BY OBJECT RECAP ALL SUB-FUNCTIONS		-2018 Actual-	-2019 Actual-	-2020 Actual-	-2021 Actual-	-2022 Adopted-	-2023 Requested-
<b>PERSONNEL SERVICES</b>							
<b>WAGES AND SALARIES</b>							
6102	F.T. REGULAR-WAGES & SALARIES	591,530	516,077	572,067	618,528	638,456	721,420
6103	FULL TIME-REGULAR-OVERTIME	1,124	4,308	494	1,837	1,000	1,000
6105	TEMPORARY-WAGES & SALARIES	79,978	89,070	99,094	85,592	115,792	94,107
<b>TOTAL WAGES AND SALARIES</b>		<b>612,632</b>	<b>609,455</b>	<b>671,654</b>	<b>705,957</b>	<b>755,248</b>	<b>816,527</b>
<b>EMPLOYER CONTRIBUTIONS</b>							
6121	PERA CONTRIBUTIONS	40,833	40,860	45,806	48,065	50,827	54,639
6122	FICA/MEDICARE CONTRIBUTIONS	46,849	46,762	50,846	53,916	57,776	62,465
6131	GROUP INSURANCE	68,971	68,662	78,670	94,527	116,301	129,665
6133	WORKERS COMP INSURANCE PREMIUM	26,663	25,555	31,051	27,409	46,073	55,346
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>		<b>183,316</b>	<b>181,839</b>	<b>206,373</b>	<b>223,916</b>	<b>270,977</b>	<b>302,115</b>
<b>Total PERSONNEL SERVICES</b>		<b>795,948</b>	<b>791,294</b>	<b>878,027</b>	<b>929,874</b>	<b>1,026,225</b>	<b>1,118,642</b>
<b>SUPPLIES</b>							
<b>OFFICE SUPPLIES</b>							
6208	MISCELLANEOUS OFFICE SUPPLIES	501	1,441	348	501	600	600
<b>TOTAL OFFICE SUPPLIES</b>		<b>501</b>	<b>1,441</b>	<b>348</b>	<b>501</b>	<b>600</b>	<b>600</b>
<b>OPERATING SUPPLIES</b>							
6223	GASOLINE	18,633	19,107	15,140	19,559	19,000	28,000
6225	DIESEL FUEL	5,237	4,500	265	3,238	5,000	12,000
6229	SHOP MATERIALS	773	654	523	939	1,000	1,000
6231	UNIFORMS & TURN-OUT GEAR	4,287	3,888	3,412	4,882	4,200	4,200
6249	MISCELLANEOUS OPERATING SUPPLY	22,014	35,821	32,775	30,380	33,000	33,000
<b>TOTAL OPERATING SUPPLIES</b>		<b>50,943</b>	<b>63,970</b>	<b>52,116</b>	<b>58,998</b>	<b>62,200</b>	<b>78,200</b>
<b>REPAIR AND MAINTENANCE SUPPLIES</b>							
6257	OTHER VEHICLE PARTS	15,348	17,698	15,975	7,020	17,000	17,000
6265	ASPHALT	41,931	93,441	97,967	101,594	105,000	108,294
6269	LANDSCAPE MATERIALS	22,531	19,297	16,785	11,449	25,000	20,000
6268	IRRIGATION SUPPLIES	15,111	9,317	13,000	6,025	15,000	10,000
<b>TOTAL REPAIR AND MAINTENANCE SUPPLIES</b>		<b>94,921</b>	<b>139,753</b>	<b>143,727</b>	<b>126,088</b>	<b>162,000</b>	<b>155,294</b>
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>							
6281	SMALL TOOLS & MINOR EQUIPMENT	1,878	1,915	2,189	641	5,000	5,000
<b>TOTAL SMALL TOOLS AND MINOR EQUIPMENT</b>		<b>1,878</b>	<b>1,915</b>	<b>2,189</b>	<b>641</b>	<b>5,000</b>	<b>5,000</b>
<b>Total SUPPLIES</b>		<b>148,244</b>	<b>207,079</b>	<b>198,379</b>	<b>186,228</b>	<b>229,800</b>	<b>239,094</b>

<b>OTHER SERVICES &amp; CHARGES</b>							
<b>PROFESSIONAL SERVICES</b>							
6315	MISCELLANEOUS PROFESSIONAL SER	55,401	31,522	33,468	30,717	33,000	33,000
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>55,401</b>	<b>31,522</b>	<b>33,468</b>	<b>30,717</b>	<b>33,000</b>	<b>33,000</b>
<b>COMMUNICATION</b>							
6321	TELEPHONE	784	784	155	-	-	-
6322	POSTAGE	194	79	90	54	100	100
6323	CELLULAR PHONES	4,325	4,590	3,149	3,171	-	-
<b>TOTAL COMMUNICATION</b>		<b>5,303</b>	<b>5,453</b>	<b>3,394</b>	<b>3,225</b>	<b>100</b>	<b>100</b>
<b>EMPLOYEE REIMBURSEMENTS</b>							
6331	TRAVEL & LODGING	-	-	-	-	-	-
6334	MILEAGE REIMBURSEMENT	-	-	-	-	-	-
6335	TRAINING	528	2,914	2,714	453	2,500	2,500
<b>TOTAL EMPLOYEE REIMBURSEMENTS</b>		<b>528</b>	<b>2,914</b>	<b>2,714</b>	<b>453</b>	<b>2,500</b>	<b>2,500</b>
<b>ADVERTISING AND PUBLISHING</b>							
6352	GENERAL NOTICE & PUBLIC INFOR	-	-	-	-	-	-
<b>TOTAL ADVERTISING AND PUBLISHING</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INSURANCE</b>							
6361	GENERAL LIABILITY/PROPERTY INS	14,308	15,364	17,404	17,104	20,000	22,000
<b>TOTAL INSURANCE</b>		<b>14,308</b>	<b>15,364</b>	<b>17,404</b>	<b>17,104</b>	<b>20,000</b>	<b>22,000</b>
<b>UTILITIES</b>							
6371	ELECTRIC UTILITIES	24,672	22,301	24,032	30,992	20,000	35,000
6372	WATER/IRRIGATION	9,060	6,095	7,444	11,167	10,000	12,000
6373	GAS	3,902	3,514	3,421	7,073	4,000	14,000
6374	REFUSE/RECYCLING	3,812	4,739	3,857	5,428	3,900	800
<b>TOTAL UTILITIES</b>		<b>41,445</b>	<b>36,648</b>	<b>38,753</b>	<b>54,660</b>	<b>37,900</b>	<b>61,800</b>
<b>REPAIRS AND MAINTENANCE - LABOR</b>							
6381	BUILDING & STRUCTURE REPAIR	19,176	8,793	14,100	14,346	10,000	10,000
6382	MACHINERY & EQUIPMENT REPAIR	3,612	12,601	10,031	543	7,000	7,000
6388	OTHER VEHICLE REPAIR	4,470	6,429	1,226	3,177	5,000	5,000
<b>TOTAL REPAIRS AND MAINTENANCE - LABOR</b>		<b>27,259</b>	<b>27,823</b>	<b>25,357</b>	<b>18,066</b>	<b>22,000</b>	<b>22,000</b>
<b>RENTALS</b>							
6415	OTHER EQUIPMENT RENTAL	1,515	1,568	1,489	777	2,000	2,000
6416	MACHINERY RENTAL	-	275	-	-	300	300
6417	UNIFORM RENTAL	263	276	231	258	400	400
<b>TOTAL RENTALS</b>		<b>1,777</b>	<b>2,119</b>	<b>1,719</b>	<b>1,036</b>	<b>2,700</b>	<b>2,700</b>
<b>DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>							
6451	MEMBERSHIP DUES	280	300	420	300	600	600
<b>TOTAL DUES, SUBSCRIPTIONS, AND REGISTRATION FEES</b>		<b>280</b>	<b>300</b>	<b>420</b>	<b>300</b>	<b>600</b>	<b>600</b>
<b>CONTRACTED SERVICES</b>							
6489	OTHER CONTRACTED SERVICES	99,607	121,982	143,625	127,769	90,000	100,000
<b>TOTAL CONTRACTED SERVICES</b>		<b>99,607</b>	<b>121,982</b>	<b>143,625</b>	<b>127,769</b>	<b>90,000</b>	<b>100,000</b>
<b>Total OTHER SERVICES &amp; CHARGES</b>		<b>245,907</b>	<b>244,126</b>	<b>266,854</b>	<b>253,330</b>	<b>208,800</b>	<b>244,700</b>
<b>CAPITAL OUTLAY</b>							
<b>CAPITAL OUTLAY</b>							
6540	HEAVY MACHINERY	23,362	-	42,861	-	-	-
6550	VEHICLES	-	-	-	-	-	59,100
6580	OTHER EQUIPMENT	17,298	60,911	32,749	112,370	19,000	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>40,660</b>	<b>60,911</b>	<b>75,610</b>	<b>112,370</b>	<b>19,000</b>	<b>59,100</b>
<b>Total CAPITAL OUTLAY</b>		<b>40,660</b>	<b>60,911</b>	<b>75,610</b>	<b>112,370</b>	<b>19,000</b>	<b>59,100</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING</b>		<b>1,230,759</b>	<b>1,303,410</b>	<b>1,418,871</b>	<b>1,481,802</b>	<b>1,483,825</b>	<b>1,661,536</b>

FUND GENERAL

DEPARTMENT: **PARK & RECREATION**  
 FUNCTION: **PARKS AND RECREATION**

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0452	6102	F.T. REGULAR-WAGES & SALARIES	531,530	516,077	572,067	618,528	638,456	721,420
0452	6103	FULL TIME-REGULAR-OVERTIME	1,124	4,308	494	1,837	1,000	1,000
0452	6104	PART TIME-WAGES & SALARIES	1,550	23,517	30,275	17,113	31,645	
0452	6105	TEMPORARY-WAGES & SALARIES	78,428	65,553	68,819	68,479	84,147	94,107
0452	6121	PERA CONTRIBUTIONS	40,833	40,860	45,806	48,065	50,827	54,639
0452	6122	FICA/MEDICARE CONTRIBUTIONS	46,849	46,762	50,846	53,916	57,776	62,465
0452	6131	GROUP INSURANCE	68,971	68,662	78,670	94,527	116,301	129,665
0452	6133	WORKERS COMP INSURANCE PREMIUM	26,663	25,555	31,051	27,409	46,073	55,346
0452	6208	MISCELLANEOUS OFFICE SUPPLIES	501	1,441	348	501	600	600
0452	6223	GASOLINE	18,633	19,107	15,140	19,559	19,000	28,000
0452	6225	DIESEL FUEL	5,237	4,500	265	3,238	5,000	12,000
0452	6229	SHOP MATERIALS	773	654	523	939	1,000	1,000
0452	6231	UNIFORMS & TURN-OUT GEAR	4,287	3,888	3,412	4,882	4,200	4,200
0452	6249	MISCELLANEOUS OPERATING SUPPLY	22,014	35,821	32,775	30,380	33,000	33,000
0452	6257	OTHER VEHICLE PARTS	15,348	17,698	15,975	7,020	17,000	17,000
0452	6265	ASPHALT	41,931	93,441	97,967	101,594	105,000	108,294
0452	6268	IRRIGATION SUPPLIES	15,111	9,317	13,000	6,025	15,000	10,000
0452	6269	LANDSCAPE MATERIALS	22,531	19,297	16,785	11,449	25,000	20,000
0452	6281	SMALL TOOLS & MINOR EQUIPMENT	1,878	1,915	2,189	641	5,000	5,000
0452	6315	MISCELLANEOUS PROFESSIONAL SER	55,401	31,522	33,468	30,717	33,000	33,000
0452	6321	TELEPHONE	784	784	155	-	-	
0452	6322	POSTAGE	194	79	90	54	100	100
0452	6323	CELLULAR PHONES	4,325	4,590	3,149	3,171		
0452	6335	TRAINING	528	2,914	2,714	453	2,500	2,500
0452	6361	GENERAL LIABILITY/PROPERTY INS	14,308	15,364	17,404	17,104	20,000	22,000
0452	6371	ELECTRIC UTILITIES	24,672	22,301	24,032	30,992	20,000	35,000
0452	6372	WATER/IRRIGATION	9,060	6,095	7,444	11,167	10,000	12,000
0452	6373	GAS	3,902	3,514	3,421	7,073	4,000	14,000
0452	6374	REFUSE/RECYCLING	3,812	4,739	3,857	5,428	3,900	800
0452	6381	BUILDING & STRUCTURE REPAIR	19,176	8,793	14,100	14,346	10,000	10,000
0452	6382	MACHINERY & EQUIPMENT REPAIR	3,612	12,601	10,031	543	7,000	7,000
0452	6388	OTHER VEHICLE REPAIR	4,470	6,429	1,226	3,177	5,000	5,000
0452	6415	OTHER EQUIPMENT RENTAL	1,515	1,568	1,489	777	2,000	2,000
0452	6416	MACHINERY RENTAL	-	275	-	-	300	300
0452	6417	UNIFORM RENTAL	263	276	231	258	400	400
0452	6451	MEMBERSHIP DUES	280	300	420	300	600	600
0452	6489	OTHER CONTRACTED SERVICES	89,607	101,982	143,625	127,769	90,000	100,000
0452	6540	HEAVY MACHINERY	23,362	-	42,861			
0452	6550	MOTOR VEHICLES	71,788	-	-	-		59,100
0452	6580	OTHER EQUIPMENT	17,298	60,911	32,749	112,370	19,000	
<b>Total Expenditure</b>			<b>1,292,547</b>	<b>1,283,410</b>	<b>1,418,871</b>	<b>1,481,802</b>	<b>1,483,825</b>	<b>1,661,536</b>

**PERSONNEL COMPLEMENT**

Park Maintenance Worker	5.00	4.00	4.00	5.00	6.00	6.00
Utilities Maintenance Worker (Enterprise Funded)	3.00	3.00	3.00	3.00	3.00	3.00
Utilities Supervisor (Enterprise Funded)	1.00	1.00	1.00	1.00	1.00	1.00
Parks/Assistant PW Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Park Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Parks Lead Worker	-	1.00	1.00	1.00	1.00	1.00
Recreation Specialist	-	0.50	0.50	0.50	0.50	1.00
Temporary - Parks	3.62	3.62	3.62	3.62	3.62	3.62
Parks Intern	0.34	0.34	-	-	-	-
	<u>14.96</u>	<u>15.46</u>	<u>15.12</u>	<u>16.12</u>	<u>17.12</u>	<u>17.62</u>

**6540/6550 Heavy Machinery**

3/4 ton 4/4 Truck			42,861	-		
3/4 Ton 4/4 Truck with plow equipment	36,580	-	-	-	-	-
1-ton truck with plow equipment	58,570	-	-	-	-	59,100
	<u>95,150</u>	<u>-</u>	<u>42,861</u>	<u>-</u>	<u>-</u>	<u>59,100</u>

**6580 Other Equipment**

ATV Athletic Field Maintenance Machine	17,298	-	-	-	-	-
Kubota Tractor Attachment			32,749	-	-	-
Large Area Mower			-	101,509	-	-
Line Striper					19,000	-
John Deere Mower				10,861	-	-
3-Zero-Turn Mowers		21,338	-	-	-	-
Chipper		33,800	-	-	-	-
	<u>17,298</u>	<u>55,138</u>	<u>32,749</u>	<u>112,370</u>	<u>19,000</u>	<u>-</u>

**DESCRIPTION OF SERVICES:**

The Park and Recreation Department is responsible for the maintenance of all city parks and facilities. These parks and facilities include playgrounds, shelters, ballfields, trails, public grounds and streetscapes.

**BUDGET HIGHLIGHTS**

- Increase hours for Rec Specialist: 29 hours to 40 hours/week: \$24,195
- Reclass Asst PW Superintendent to Asst PW Director in 2022 but not in 2022 budget
- Replace F250 with topper with a 1-ton with plow - \$59,100
- 

**GOALS OF CURRENT YEAR BUDGET:**

- Continue new trail maintenance policy developed in 2015
- Continue to coordinate trail, sidewalk, parking lot and rink snow removal with city-wide snow plowing for
- Continue to work year-round with the athletic associations in the provision of youth recreation
- Complete a citizen survey to identify community need for recreation programming
- Following the conclusion of the 2018 comprehensive plan update and master park planning endeavor begin implementing the park and trail plan objectives
- Continue organizing a Master Park and Trail Plan, including cost estimates for the emerging future vision

**Performance Measurements:**

	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Number of City Parks	23	23	23	26	26	26
Number of Athletic Fields Maintained	42	42	42	42	42	42
Number of Playgrounds Maintained	17	17	17	17	17	17
Miles of Trails Maintained	41	70	70	70	70	70
Total Acreage Mowed	150.11	150.11	150.11	150.11	150.11	150.11

FUND GENERAL

DEPARTMENT: COMMUNITY PROGRAMS  
 FUNCTION: PARKS AND RECREATION

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget
0455	6489	OTHER CONTRACTED SERVICES	10,000	20,000			
<b>Total Expenditure</b>			<b>10,000</b>	<b>20,000</b>	-	-	-

**6489 Other Contracted Services**

Alexandra House (Gambling Funds)	-	10,000	-	-	-	-
Family Promise Donation	-	-	-	-	-	-
Ramsey Foundation - Draw Park Events (Gambling Funds)	5,000	10,000	-	-	-	-
	<u>5,000</u>	<u>20,000</u>	-	-	-	-

**DESCRIPTION OF SERVICES:**

The Community Programs budget provides funding for those organizations that provide programs and support to Ramsey residents in need.

**BUDGET HIGHLIGHTS**

- Funding For Alexandra House and Draw Park Events Funded via Gambling Fund

**GOALS OF CURRENT YEAR BUDGET:**

- Increase citizens knowledge of programs offered

FUND GENERAL

DEPARTMENT: EXPENDITURE RESERVE

FUNCTION: MISCELLANEOUS/CONTINGENCY

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Actual	2022 Adopted Budget	2023 Requested Budget
0892	6105	TEMPORARY-WAGES & SALARIES	-	-	-	-	-	-
0892	6282	EMERGENCY SUPPLIES - COVID	-	-	436,995	2,741	-	-
0892	6315	MISCELLANEOUS PROFESSIONAL SER	-	-	-	-	25,000	18,600
0892	6603	OTHER L.T. OBLIGATION PRINCIPA	61,853	61,853	61,853	61,853	-	-
0892	6820	OPERATING TRANSFERS TO OTHER F	643,832	575,817	1,376,215	409,801	106,373	106,373
<b>Total Expenditure</b>			<b>705,685</b>	<b>637,670</b>	<b>1,875,063</b>	<b>474,396</b>	<b>131,373</b>	<b>124,973</b>

6603/6820 Principal & Transfers

Bury Carlson Internal Loan (PIR Fund)\*

Municipal Center debt transfer interfund

-	44,520	44,520	44,520	44,520	44,520
61,853	61,853	61,853	61,853	61,853	61,853
61,853	106,373	106,373	106,373	106,373	106,373

\*Coded directly against property tax when collected

**6820 Transfers to Other Funds**

Excess Revenue Transfer

643,832	575,817	1,376,215	-	-
643,832	575,817	1,376,215	-	-

**DESCRIPTION OF SERVICES:**

The Contingency budget is to be used for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

**BUDGET HIGHLIGHTS**

- No Major Changes

**GOALS OF CURRENT YEAR BUDGET:**

Minimize unbudgeted/unallocated expenses



BUDGET SUMMARY:									
Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021		2022 Adopted Budget	2023 Requested Budget
						Actual	Actual		
9230	4011	CURRENT-AD VALOREM TAXES	84,583	85,062	76,787	63,927	75,360	82,610	
9230	4012	DELINQUENT-AD VALOREM TAXES	919	434	410	1,060			
9230	4014	FISCAL DISPARITIES	18,824	14,360	13,753	11,146			
9230	4273	OTHER STATE GRANTS & AIDS	-	-					
9230	4609	OTHER MISCELLANEOUS REVENUES	3,816	46,972		10			
9230	4701	INTEREST ON INVESTMENTS	16,059	35,028	40,633	(3,673)	10,000	5,000	
9230	4901	TRANSFER IN FROM OTHER FUNDS	-	-					
<b>Total Revenue</b>			<b>124,202</b>	<b>181,856</b>	<b>131,583</b>	<b>72,470</b>	<b>85,360</b>	<b>87,610</b>	

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021		2022 Adopted Budget	2023 Requested Budget
						Actual	Actual		
9230	6102	F.T. REGULAR-WAGES & SALARIES	-	-					
9230	6105	TEMPORARY-WAGES & SALARIES	1,435	840	755	560	1,500	1,500	
9230	6121	PERA CONTRIBUTIONS	-	-		-			
9230	6122	FICA/MEDICARE CONTRIBUTIONS	120	64	58	43	100	100	
9230	6131	GROUP INSURANCE	-	-					
9230	6133	WORKERS COMP INSURANCE PREMIUM	7	4	4	2	10	10	
9230	6246	MARKETING	4,150	22,027	2,430	7,190	30,000	25,000	
9230	6249	MISCELLANEOUS OPERATING SUPPLY	15,261	10,771	9,562	2,364	19,000	19,000	
9230	6304	LEGAL FEES	-	-					
9230	6315	MISCELLANEOUS PROFESSIONAL SER	27,889	20,999	70,426	46,082	30,000	35,000	
9230	6322	POSTAGE	-	-					
9230	6323	CELLULAR PHONES	-	-					
9230	6331	TRAVEL & LODGING	347	850	-	312	1,000	2,300	
9230	6335	TRAINING	511	2,048	483	575	1,000	1,500	
9230	6361	GENERAL LIABILITY/PROPERTY INS	511	590	877	3,242	750	1,000	
9230	6371	ELECTRIC UTILITIES	-	-					
9230	6433	REFUNDS/REIMBURSEMENTS	-	-	-	250,000			
9230	6530	IMPROVEMENTS OTHER THAN BUILDINGS	-	-		15,151			
9230	6451	MEMBERSHIP DUES	1,370	1,437	940	1,121	2,000	2,200	
9230	6452	SUBSCRIPTIONS	-	-	-	5	-	-	
<b>Total Expenditure</b>			<b>51,601</b>	<b>59,630</b>	<b>85,534</b>	<b>326,645</b>	<b>85,360</b>	<b>87,610</b>	

**DESCRIPTION OF SERVICES:**  
 The primary objective of the Economic Development Authority is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey.

**GOALS OF CURRENT YEAR BUDGET:**  
 Enhance Business Retention and Expansion Program  
 Increase number of jobs  
 Increase retail base  
 Reduce the amount of land owned by City for development



Meeting Date: 12/13/2022

By: Todd Larson, Community Development

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**Information**

**Title:**

Consider Preliminary Plat of Gile Addition - 15710 St. Francis Blvd. NW

**Purpose/Background:**

Ms. Debra Gile, the applicant, owns and resides at 15710 St. Francis Blvd. NW. Her current property is a combination of a homestead parcel from the plat of Apple Ridge and a wetland outlot that was acquired via tax forfeit from the plat of Wildlife Sanctuary 3rd Addition. She is proposing to subdivide her property to create one additional buildable parcel at the southwest corner of 157th Lane NW and Krypton Street NW, currently just a stub street. This new parcel was anticipated with the plat of "Apple Ridge" in the late 1990s. Sanitary sewer and water services are already in place for that lot (Lot 2). The proposed new lot meets all of the R-1 MUSA-80 requirements. The lot (Lot 1) the applicant will retain for her home meets all of the area requirements. It will be 11.29 acres, though most of it is wetland and unbuildable.

A half-right-of-way is proposed for Krypton St. since Lot 1 would not have met the general intent of having frontage on a public roadway. The lot is situated between two Krypton Street stub streets to the north and south of the property. By dedicating the 30-feet for Krypton Street, the right-of-way is preserved for its eventual connection between 157th Avenue and 157th Lane. When the property to the east (15700 St. Francis Blvd. NW) develops, the remaining 30 feet will be dedicated. An assessment agreement for the applicant's share of the costs of the eventual construction of the roadway and utilities will be required in lieu of constructing the street at this time. These agreements run with the land and any future owners of the properties will be required to contribute to half of the total construction costs (the property to the east would be responsible for the other half at the time of subdivision).

The applicant's home is serviced by private utilities. The well and septic system are not affected by the subdivision and may remain in place. When Krypton Street is constructed, the water main will be looped between the neighborhoods to the north and south and sanitary sewer will be extended. The homeowner at that time will have the opportunity to connect if desired. The parcel is large enough that if the home is removed, the lot can be further subdivided and those new homes will be required to hook up to city services.

There is a vehicle trailer with a lean-to that straddles the property line into the proposed Krypton St. right-of-way that must be removed. There is an accessory structure in the 2020 air photo that has recently been moved to the western part of the property so that it will not cross the proposed lot line between Lots 1 and 2.

Two small outlots are proposed. The intent of these parcels is to be combined with the adjacent single-family lots to the north. The applicant is in discussion with those property owners about transferring the outlots to them. The applicant must provide proof at the time of final plat approval that the neighbors will accept those outlots, otherwise they must be removed from the plat and the area incorporated into Lot 1.

**Notification:**

Notification was mailed to 208 property owners within 700 feet of the site. A legal notice was placed in the 11/18/2022 Anoka Union Herald.

**Observations/Alternatives:**

Recommend approval of the preliminary plat as recommended by staff.

Recommend approval of the preliminary plat with any modifications that the Planning Commission desires

Recommend denial of the preliminary plat based on certain findings.

**Funding Source:**

All costs associated with this application are the responsibility of the applicant.

**Recommendation:**

At its meeting on December 1, the Planning Commission unanimously (6-0) recommended approval of the preliminary plat.

**Action:**

Motion to adopt Resolution #22-275 approving the preliminary plat of "Gile Addition."

*Please note that the assessment agreement will be finalized and brought for Council approval with the final plat in January.*

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**Attachments**

Resolution #22-275

Site Location Map

Preliminary Plat

Unresolved Changemarks

Draft Assessment Agreement

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 12/07/2022

**Reviewed By**

Brian Hagen

**Date**

12/07/2022 06:46 PM

Started On: 12/02/2022 08:03 AM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-275**

**RESOLUTION APPROVING PRELIMINARY PLAT FOR  
“GILE ADDITION”**

**WHEREAS**, Ms. Debra Gile properly applied for Sketch Plan and Preliminary Plat approval of the following described property located in the City of Ramsey:

Lot 7, Block 3, Apple Ridge, together with Outlot C, Wildlife Sanctuary 3<sup>rd</sup> Addition, Anoka County, Minnesota

(the ‘**Subject Property**’);

**WHEREAS**, the **Subject Property** is zoned R-1 MUSA-80 and guided for low density residential in the 2040 Comprehensive Plan, and the proposal aligns with the zoning and guidance; and

**WHEREAS**, the Planning Commission held a Public Hearing on December 1, 2022, and recommended approval of the Sketch Plan and Preliminary Plat; and

**WHEREAS**, the proposed parcels meet the area and width requirements of the R-1 MUSA-80 zoning district; and

**WHEREAS**, the proposed Lot 1 will not have direct street frontage necessitating an assessment agreement for when Krypton Street NW is constructed;

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

1. That the Ramsey City Council hereby grants preliminary plat approval of “Gile Addition” in accordance with relevant City Codes, subject to the following conditions:
  - A. Park dedication and trail development fee are required on Lot 2 at the rates in effect at the time of final plat approval.
  - B. Final approval by City Engineer and City Attorney.
  - C. The applicant must sign an assessment agreement covering half of the costs associated with the Krypton Street connection, sidewalk, and sanitary sewer and water utility extensions.
  - D. Proof of acceptance of the outlots by the adjacent property owners, otherwise those parcels must be incorporated into Lot 1.
  - E. Removal of structures and items from the Krypton Street right-of-way.

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 13<sup>th</sup> day of December, 2022.

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Mayor

**ATTEST:**

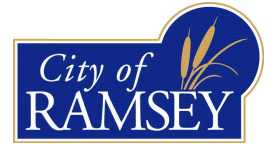
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City Clerk

PID: 23-32-25-11-0071

15710 St Francis Blvd

# Gile Addition



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

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mi

PRELIMINARY PLAT OF:

# GILE ADDITION

OWNER/DEVELOPER:

DEBRA GILE  
15710 ST. FRANCIS BLVD  
RAMSEY, MN

## PROPERTY DESCRIPTION

Lot 7, Block 3, APPLE RIDGE, Anoka County, Minnesota.  
and  
Outlot C, WILDLIFE SANCTUARY THIRD ADDITION, Anoka County, Minnesota.

## NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 5/2/2022.
- Bearings shown are on Anoka County datum.
- Parcel ID Number: 23-32-25-11-0071.
- This survey was prepared using a Title Commitment No. T22-09001, issued by Registered Abstracters, Inc., as agent for First American Title Insurance Company. The Title Commitment was dated effective on August 31, 2022.

## ZONING/DEVELOPMENT STANDARDS

This parcel is currently zoned: R-1 MUSA  
R-1 MUSA DEVELOPMENT STANDARDS:  
Minimum lot size = 0.15 acres  
Minimum density = 2.5 units per acre  
Maximum density = 4 units per acre  
Minimum lot width = 50 feet  
Front yard setback = 25 feet  
Side yard setback = 5 feet  
Rear yard setback for corner lot = 25 feet  
Rear yard setback = 20 feet  
Maximum building height = 35 feet

## LANDSCAPING REQUIREMENTS

- Proposed Lot 2 will be required to provide the following:  
-4" of topsoil over all disturbed areas not otherwise improved with impervious surfacing.  
-A minimum of 2 front yard trees. (5 ft. height for evergreens and/or 1 in. caliper for deciduous trees)  
-Yard establishment.

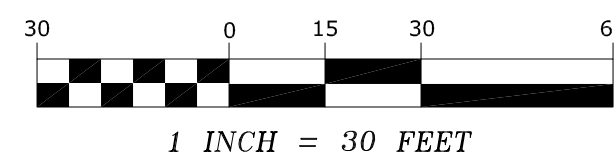
## LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 41578
- DENOTES CLEAN OUT
- ⊙ DENOTES WELL
- ⊕ DENOTES WATER VALVE
- ⊕ DENOTES HYDRANT
- ⊕ DENOTES TELEPHONE PEDESTAL
- ⊕ DENOTES FIBER OPTIC BOX
- ⊕ DENOTES POWER POLE
- ⊕ DENOTES CONCRETE SURFACE
- ⊕ DENOTES BITUMINOUS SURFACE
- ⊕ DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ANOKA COUNTY TAX INFORMATION)

PIN No. 17-119-22-14-0008  
Owner: City of X  
Address: Unassigned

NORTH

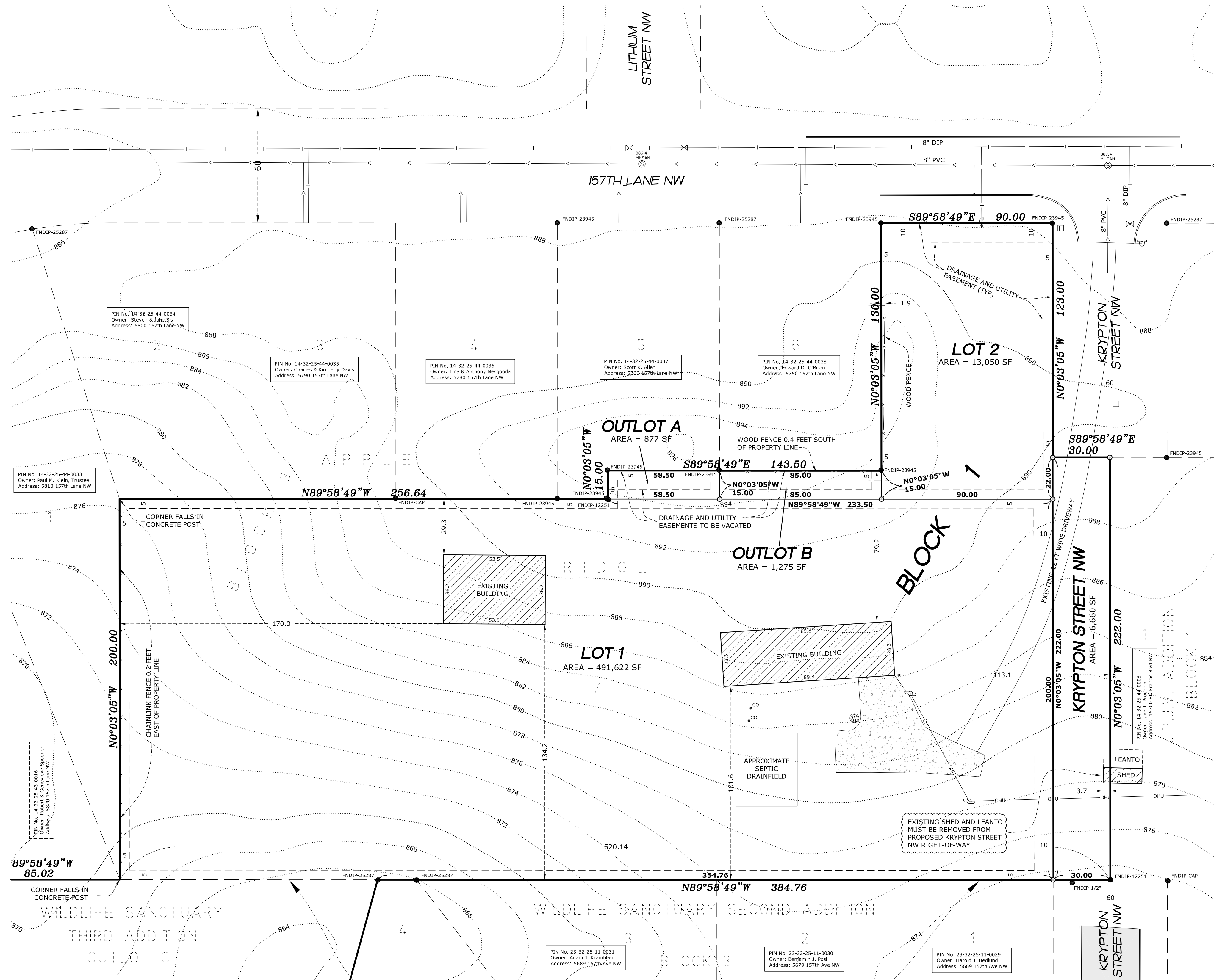
GRAPHIC SCALE



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JASON E. RUD  
Date: 11/17/2022 License No. 41578

MATCHLINE (SEE SHEET 1 OF 2 SHEETS)

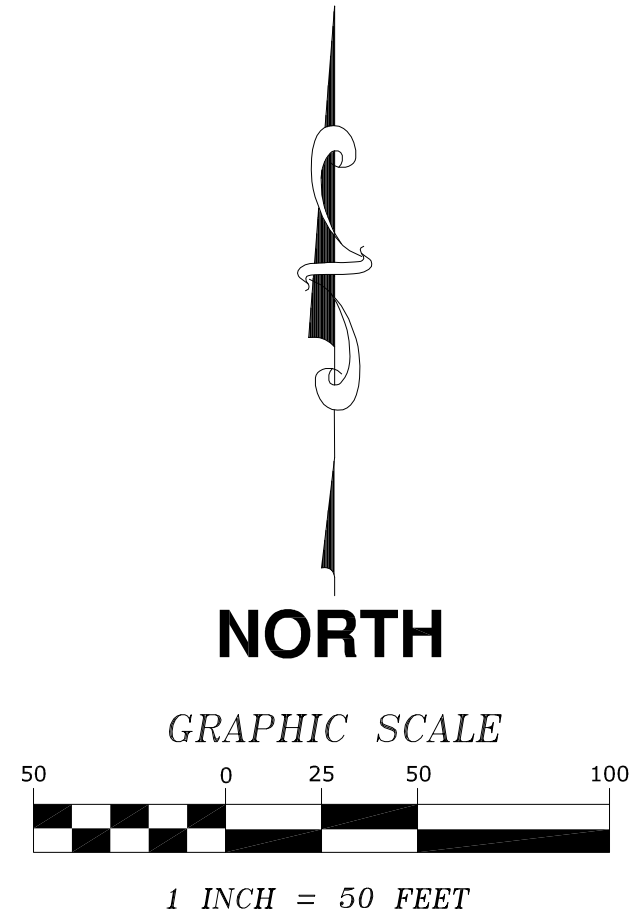


**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

DRAWN BY: BAB	JOB NO: 220445BS	DATE: 10/24/2022
CHECK BY: JER	FIELD CREW: JH/CB	
1	11/17/22	CITY COMMENTS
2		
3		
NO.	DATE	DESCRIPTION
BY		

PRELIMINARY PLAT OF:  
**GILE ADDITION**

OWNER/DEVELOPER:  
**DEBRA GILE**  
 15710 ST. FRANCIS BLVD  
 RAMSEY, MN

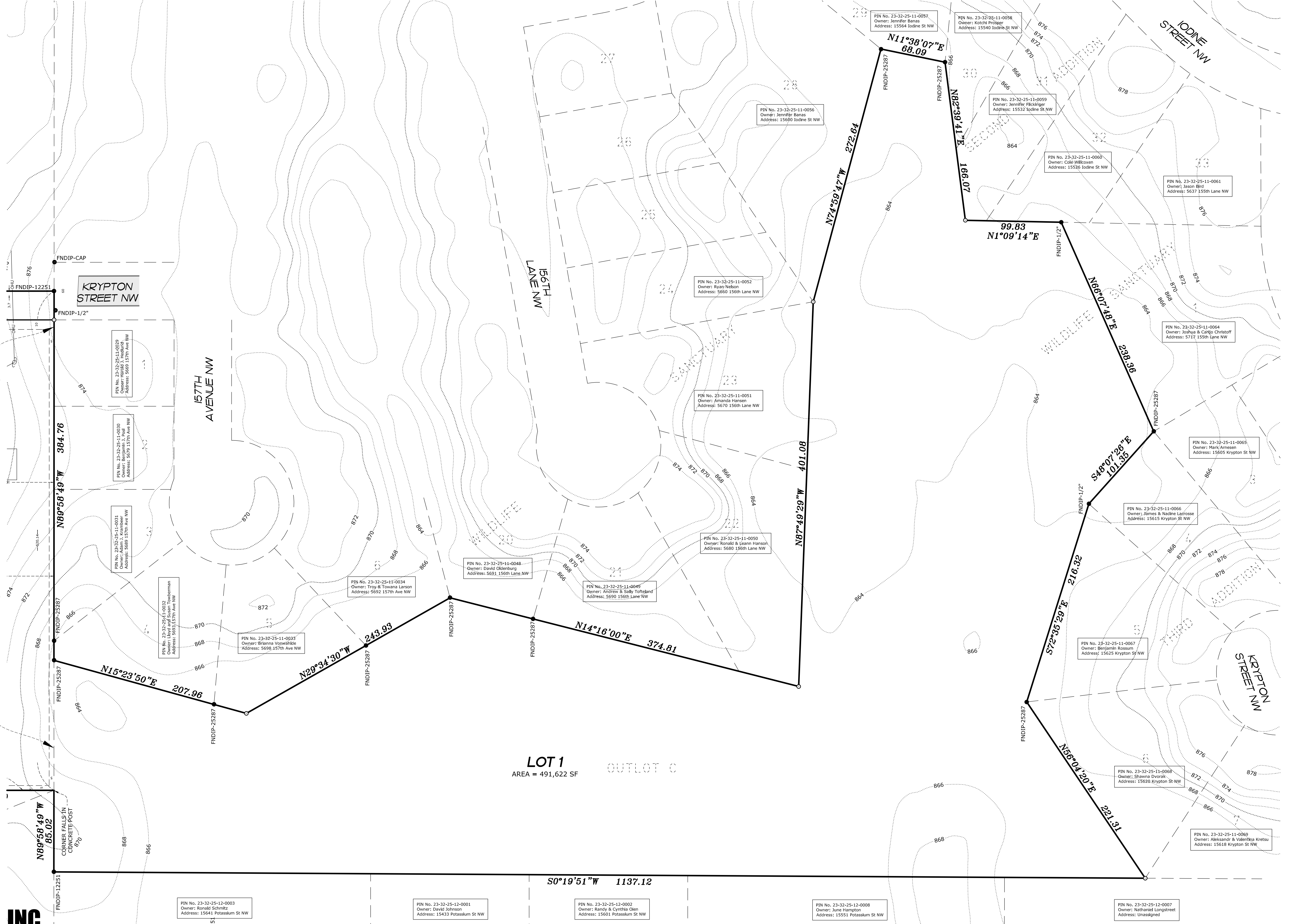


SEE SHEET 1 OF 2 SHEETS FOR PROPERTY DESCRIPTIONS, NOTES, LEGEND, ETC.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Jason E. Rud*  
 JASON E. RUD  
 Date: 10/17/2022 License No. 41578

MATCHLINE (SEE SHEET 1 OF 2 SHEETS)



**E. G. RUD & SONS, INC.**  
 EST. 1977  
 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701  
 www.egrud.com

DRAWN BY:	BAB	JOB NO.:	220445BS	DATE:	10/24/2022
CHECK BY:	JER	FIELD CREW:	JH/CB		
1	11/17/22	CITY COMMENTS			BAB
2					
3					
NO.	DATE	DESCRIPTION			BY







# ProjectDox<sup>®</sup>

## Changemarks Report

**Project Name:** 22-142 Gile Addition

**Workflow Started:** 10/20/2022 8:04 AM

**Report Generated:** 11/21/2022 01:05 PM

Grouping	Cycle	Ref #	Status	Department	Snapshot	File	Changemark Subject	Changemark Details	Markup Date	Updated By	Applicant Response
Main Workflow	1	4	Unresolved	Environmental Review		GILE ADDITION PREPLAT SET (10-26-22).pdf	Landscape Requirements	Lot 2 will be required to provide: - 4" Topsoil over all disturbed areas not	11/03/2022 3:46 PM	Chris Anderson	Added Landscaping notes. - JR
		2	Unresolved	Civil Engineer II		GILE ADDITION PREPLAT SET (10-26-22).pdf	Location of driveway	Aerial images don't support the location of the existing driveway as drawn here. Aerials show the driveway	11/02/2022 8:28 AM	Joe Feriancek	Driveway shown on plans is the existing location. - JR
		3	Unresolved	Civil Engineer II		GILE ADDITION PREPLAT SET (10-26-22).pdf	Extent Krypton Street	Krypton street should be extended through, provide proper frontage to Lot 1.	11/02/2022 8:28 AM	Joe Feriancek	This is to be done, if necessary at later date. Applicant and City are working on an assessment agreement for when this occurs. -
		1	Unresolved	Civil Engineer II		GILE ADDITION FINAL PLAT SET (10-26-22).pdf	Easements on Outlot A & B	What are the intentions of these outlots? purpose for adding the 5' easements?	11/01/2022 3:48 PM	Joe Feriancek	The outlots will be deeded to the adjacent property owners. The new easements create continuous 10 ft easements per the original plat.-JR
		5	Unresolved	City Planner		GILE ADDITION FINAL PLAT SET (10-26-22).pdf	Changemark note #01 TL	Existing D&U easements need to be vacated.	10/28/2022 1:27 PM	Todd Larson	Easements will be vacated prior to recording the plat. - JR
		9	Unresolved	City Planner		GILE ADDITION PREPLAT SET (10-26-22).pdf	Changemark note #04 TL	There appears to be a shed here crossing the property line. Who owns it? It will need to be removed from	11/03/2022 12:42 PM	Todd Larson	The shed has been added as well as a note that it is required to be removed from the right of way. -JR Also, the applicant was aware the

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**ROAD IMPROVEMENT  
AND  
SPECIAL ASSESSMENT AGREEMENT,  
WAIVER OF HEARING AND APPEAL**

**AGREEMENT** made this \_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Ramsey, a Minnesota municipal corporation (“City”), and Debra Gile, (“Property Owner”).

**RECITALS**

A. Property Owner is the fee owner of the following described real property, located in the City of Ramsey, Anoka County, Minnesota (“Subject Property”):

Mailing Address: 15710 St. Francis Blvd, Ramsey, MN

Property Identification Number: 23-32-25-11-0071

Legally described as follows:

Lot 7, Block 3, Apple Ridge, Anoka County

All being Abstract property.

B. Property Owner acknowledges that its access to the public right of way is by traverse over the City owned stub in for the potential future location of Krypton Street and that should future development of the Subject Property be done, construction of Krypton Street, with

proper utilities, will be necessary.

C. To ensure proper access to a public right of way for any lots developed on the Subject Property and in the event Property Owner cannot finance the construction of Krypton Street, the Property Owner requests that the City of Ramsey undertake the construction of Krypton Street, including the extension of sanitary sewer, looping of the water main, and associated services. (“Public Improvement”).

C. The costs expected to be incurred for the Public Improvement is the amount of the special assessment listed below.

**NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES HERETO AGREE AS FOLLOWS:**

1. The Property Owner agrees, in the event Property Owner undertakes to further develop the Subject Property, Property Owner will construct Krypton Street. In the event the Property Owner cannot finance the construction of Krypton Street, the Property Owner agrees to allow the City to complete and perform necessary and related work for the construction of Krypton Street (“Public Improvement”), allow the City to incur the cost of construction, and collect payment for same, pursuant to the terms of this Agreement.
2. The City will assess the Subject Property for its portion of the Public Improvement. The amount of the special assessment shall be the fair market value for the cost of the Public Improvement shall be equal to the fair market value to complete the Public Improvement at the time the Public Improvement is done. The special assessment principal shall be payable in equal installments over fifteen years, plus interest on the unpaid balance at the fair market interest rate at the time the Public Improvement is done. Interest shall begin accruing upon completion of the Public Improvement. The special assessment principal and interest will be certified to the county and become due and payable on the same schedule as the property taxes for the Subject Property.
3. The Property Owner waives any and all procedural and substantive objections to the Public Improvement and special assessments, including, but not limited to, hearing requirements and any claims that the assessment exceeds the benefit to

the Subject Property. The Property Owner waives any right to appeal pursuant to Minn. Stat. §429.081.

- 3. Property Owner may prepay the entire special assessment without interest.
- 4. This Agreement shall be binding upon the Property Owner and the Property Owner’s successors and assigns. This Agreement may be recorded against the title to the Subject Property and it shall run with the property.
- 5. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute.
- 6. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient by the City.
- 7. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, and the remaining provisions shall not in any way be affected or impaired thereby.
- 8. Except as specifically stated herein, the payment of this special assessment shall be governed by Minnesota Statutes Chapter 429

**PROPERTY OWNER:**

BY: \_\_\_\_\_

BY: \_\_\_\_\_



**CITY OF RAMSEY**

BY: \_\_\_\_\_

Mark E. Kuzma, Mayor

\_\_\_\_\_

Katie Schmidt, City Clerk

STATE OF MINNESOTA )

) ss.

COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by Mark E. Kuzma and by Katie Schmidt, the Mayor and City Clerk of the City of Ramsey, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
Notary Public

Meeting Date: 12/13/2022

By: Sean Sullivan, Community Development

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### Information

**Title:**

Introduce Ordinance #23-01 Amending City Code Section 26 Article XIX - Mobile Food Units

**Purpose/Background:**

Councilors Howell and Musgrove requested this case. The purpose of this case is to consider Ordinance #23-01 to revise City Code, Section 26, Article XIX (sections 26-872 and 26-875) - Mobile Food Trucks to remove the requirement for a background check.

The City Council adopted Ordinance 22-25 separating mobile food units (food trucks) from the Transient Merchant licensing section on code. This ordinance has an effective date of January 2, 2023. Ordinance 22-25 requires the Ramsey Police Department to conduct a background check on order to issue the license. This requirement will remain in place until a subsequent ordinance is adopted removing this requirement. There was discussion about not requiring a background check during the 2023 Rates & Fees Schedule adoption at the November 22, 2022 Council meeting. The fee requirement for the background check was eliminated, however, the provision requiring the background check falls under Section 26, Article XIX as adopted by Ordinance 22-25.

**Notification:**

Staff has consulted with the City attorney and it has been determined that no public hearing for this ordinance is required. Ordinance 23-01 will be posted December 13, 2023 until its adoption/effective date. A public hearing could be scheduled for the second reading of the ordinance if the City Council authorizes this action.

**Observations/Alternatives:**

Staff has been asked to put together a draft Ordinance removing the requirement of a background check for Mobile Food Unit licensing. Sections 26-872 and 26-875 are proposed to be amended as follows:

**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.~~

(F) **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.

(G) **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.

and;

**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.**~~

(A) 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.

**Alternatives:**

- 1. Introduce Ordinance #23-01 as presented
- 2. Introduce Ordinance #23-01 with modifications
- 3. Postpone action to further refine draft ordinance
- 4. Something else.

**Funding Source:**

This case is being handled as part of normal Staff duties.

**Recommendation:**

Based on discussion

**Action:**

Motion to introduce Ordinance #23-01 Amending City Code Section 26 Article XIX - Mobile Food Units

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**Attachments**

DRAFT Ordinance #23-01

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**Form Review**

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	12/08/2022 12:29 PM
Sean Sullivan (Originator)	Sean Sullivan	12/08/2022 02:27 PM

Brian Hagen  
Form Started By: Sean Sullivan  
Final Approval Date: 12/08/2022

Brian Hagen

12/08/2022 02:50 PM  
Started On: 12/08/2022 09:43 AM

**ORDINANCE #23-01**

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

**AMENDMENT TO CHAPTER 26  
OF THE CITY CODE OF RAMSEY, MINNESOTA.**

**AN ORDINANCE AMENDING 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 26**

The current City Code Chapter 26, Article XIX, (sections 26-872 and 26-875) is amended as follows (additions indicated by underline, deletions indicated by ~~striketrough~~):

**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. This definition includes a smoker trailer, either attached or detached from the mobile food unit.

## **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.~~

(F) *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.

(G) *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.~~

(A) Any applicant may be found to be unsatisfactory for reasons including, but not solely limited to:

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- (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 3. SUMMARY**

The following official summary of Ordinance #23-01 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #23-01 amends Chapter 26, Article XIX, (sections 26-872 and 26-875) to remove the requirement for a background check for a Mobile Food Unit business licensing requirement.

### **SECTION 4. 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 \_\_\_\_\_, 2023.

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Mayor

ATTEST:

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City Clerk

Introduction date: December 13, 2022

Posting dates:

Adoption date:

Publication date:

Effective date:

## CC Regular Session

7.3.

**Meeting Date:** 12/13/2022

**Submitted For:** Joe Feriancek, Engineering/Public Works

**By:** Joe Feriancek, Engineering/Public Works

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### Information

**Title:**

Adopt Resolutions #22-286, #22-287, #22-288 and #22-289 Ordering Plans and Specifications for 2023 Pavement Management Program Projects

**Purpose/Background:**

**Purpose:**

The purpose of this case is to adopt Resolutions #22-286, #22-287, #22-288 and #22-289 ordering plans and specifications for 2023 Pavement Management Program projects.

**Background:**

The proposed 2023 – 2032 Capital Improvement Program (CIP) identifies four (4) street reconstruction projects and two (2) overlay improvements for 2023.

To date City Council has authorized preparation of plans and specifications for two street reconstruction projects; Improvement Project #23-01, 161<sup>st</sup> Avenue Reconstruction and Improvement Project #23-04, 167<sup>th</sup> Avenue Reconstruction. The following Pavement Management Projects have not yet received authorization to create plans and specifications:

- Improvement Project #23-05, Barthel's Rum River Acres 2<sup>nd</sup> Street Reconstructions
- Improvement Project #23-06, 2023 MSA Pavement Overlay Improvements
- Improvement Project #23-07, 2023 Neighborhood Pavement Overlay Improvements
- Improvement Project #23-10, Whispering Pines Estates Plat 3 Street Reconstructions

Street segment summaries for each of these projects are attached to this case.

On August 23, 2022, the Ramsey City Council accepted a proposal for a topographic survey of the Improvement Project #23-05 project area from Hakanson Anderson.

On November 7, 2022, the Ramsey City Council accepted a proposal for topographic surveys of the Improvement Project #23-06, #23-07, and #23-10 project areas from Bolton & Menk. Ramsey City Council also accepted a proposal for a geotechnical report of the Improvement Project 23-10 project area from Haugo Geotechnical Services.

On November 15, 2022, the Ramsey Public Works Committee considered recommending City Council Authorization to prepare plans and specifications for the 2023 PMP listed above. The Committee supported completing the proposed projects in 2023 and recommended City Council authorization to prepare plans and specifications.

IP 23-05 Barthel's Rum River Acres 2<sup>nd</sup> Street Reconstructions Project Scope

This project proposes reconstruction of the streets within the Barthel's Rum River Acres 2<sup>nd</sup> subdivision, which is generally located between 161<sup>st</sup> Avenue and 164<sup>th</sup> Avenue, adjacent to the Rum River. The streets are 24 feet wide rural sections (no curb and gutter), totaling 1.64 miles in length. Traffic counts have not been taken, but Staff anticipates typical neighborhood traffic due to the location of the subdivision and lack of adjacent or internal destinations, which would increase traffic above normal residential neighborhood traffic volumes. No sewer or

water exist in the project area, and utility extensions to the area are not proposed. The existing drainage is through swales adjacent to the roadway and street crossing culverts. Two culverts which carry flow from Anoka County Ditch 66 to the Rum River are proposed to be replaced as part of this project. Additionally, Staff is aware of Northern Natural Gas mainline crossings in three locations across the project. Staff is anticipating much of the project will require subsoil corrections. Public Works Staff in the past has patched areas of the road with clay coming up to the surface of the pavement, and several spots of vertical displacement can be found in the pavement. The project proposes to replace existing street crossing culverts, otherwise drainage issues within the project area are not known, and the swales are performing well. This will be explored further during project design. Estimated project costs are \$2,283,456, with \$2,204,160 Pavement Management Funds and \$79,296 Storm Water Funds as the proposed funding sources.

#### IP 23-06 2023 MSA Pavement Overlay Improvements Project Scope

This project proposes pavement mill and overlay improvements to Riverdale Drive between Ramsey Boulevard and Feldspar Street. Staff will determine the project end points during design, and will coordinate the westerly project limit, which is generally anticipated to be near the pedestrian crosswalk east of the Holiday gas station driveway, with the future Ramsey Boulevard Interchange design plans. Riverdale Drive is 0.61 miles in length, 40 feet wide urban section measured to the face of curb. The average daily traffic (ADT) vehicle counts between Ramsey Boulevard and Garnet Street is 3,450 ADT, and between Garnet Street and Feldspar Street it is 1,100 ADT as of 2019. Staff is not proposing any repairs to watermain or sanitary sewer with this project, minor storm sewer structure repairs typically re-grouting catch basins is proposed. Additionally, all pedestrian curb ramps will be improved to comply with current Americans with Disabilities Act (ADA) compliance. Estimated project costs are \$209,688, with \$190,625 Municipal State Aid Funds and \$19,063 Storm Water Funds as the proposed funding sources.

#### IP 23-07 2023 Neighborhood Pavement Overlay Improvements Project Scope

This project proposes pavement mill and overlay improvements within five residential subdivisions within the City; Alpine Meadows and Highlands at River Park 1st, 2nd, 3rd, and 4th Additions. The project totals 1.83 miles in length. The streets in all proposed project areas are urban sections (curb and gutter with storm sewer) with varying street widths. Staff is not proposing any repairs to watermain or sanitary sewer with this project. Minor storm sewer structure repairs, typically re-grouting catch basins, is proposed. Additionally, all pedestrian curb ramps will be improved to comply with current ADA standards. Estimated project costs are \$517,000, with \$470,000 Pavement Management Funds and \$47,000 Storm Water Funds as the proposed funding sources.

#### IP 23-10 Whispering Pines Estates Plat 3 Street Reconstructions

This project proposes reconstruction of the streets within the Whispering Pines Estates Plat 3 residential subdivision, which is generally located west of Armstrong Boulevard between 157th Lane and 158th Lane. The streets are 24 feet wide rural sections, totaling 1.72 miles in length. Traffic counts have not been taken, but Staff anticipates typical neighborhood traffic volumes. No municipal sewer or water exists in the project area, and utility extensions are not proposed. The existing drainage is through swales adjacent to the roadway and street crossing culverts. The neighborhood includes Whispering Pines North Park, which is a vacant low area servicing as a ponding area for the subdivision. No improvements to the Park have been proposed. Proposed CIP costs reflect a full-depth reclamation process. Staff believes this subdivision would be a good candidate for the reclamation rehabilitation process used on the streets west of Armstrong Boulevard as part of the Autumn Heights Street Reconstruction project performed in the fall of 2022. This process would require good sub-soils which will be determined from the geotechnical report, due December 30, 2022. In general, the existing drainage ditches along the roadways appear to be performing well but drainage improvements will be explored further during project design and review of the topographic survey. Staff is proposing to replace the existing street crossing culverts with the project. As part of the project, Staff will be exploring the feasibility of increasing the size of the 66-foot diameter cul-de-sac on the south end of Eland Street. Estimated project costs are \$1,065,680, with \$968,800 Pavement Management Funds and \$96,880 Storm Water Funds as the proposed funding sources.

#### Project Timelines

Staff is proposing to prepare plans and specifications for these 2023 Pavement Management Program projects in-house, as part of their normal duties. The following are the proposed general project timelines:

December 13, 2022 City Council Authorization to prepare plans and specifications  
 Dec 2022 – Feb 2023 Staff prepares plans and specifications  
 Jan – Feb 2023 City Council approves plans, authorizes bidding  
 Feb – Apr 2023 Bids advertised and opened, City Council awards contracts  
 May – June 2023 Begin construction  
 Sep – Oct 2023 Finish construction

The street improvements proposed with these projects are identified in the City’s 10-year Capital Improvement Program (CIP) for construction in 2023. They can all be funded using a combination of MSA Funds, Pavement Management Funds (Bonding / Tax Levy), and Storm Water Utility Funds. These projects would best be constructed as stand-alone projects, but Staff proposes to bid and award the projects as close together as practical, which generally allows for a better bidding environment for the City. These projects are necessary, feasible, and cost-effective from an engineering standpoint, and can be constructed as proposed herein.

**Notification:**

Notifications are not required for this case.

**Time Frame/Observations/Alternatives:**

**Observations:**

Estimates are CIP level and will be updated during the design process.

**Alternatives:**

Alternative #1, Motion to adopt Resolutions #22-286, #22-287, #22-288 and #22-289 ordering plans and specifications for 2023 Pavement Management Program projects.

Alternative #2, Motion of other.

**Funding Source:**

Funding for these improvements are proposed to come from a combination of Pavement Management Funds, Municipal State Aid Funds, and Storm Water Funds as identified in this case and within the 10-year CIP.

<b>Project Funding Summary</b>				
<b>Improvement Project</b>	<b>MSA Funds</b>	<b>Pavement Management Funds</b>	<b>Storm Water Funds</b>	<b>Total Project Funds</b>
IP 23-05		\$ 2,204,160	\$ 79,296	\$ 2,283,456
IP 23-06	\$ 190,625		\$ 19,063	\$ 209,688
IP 23-07		\$ 470,000	\$ 47,000	\$ 517,000
IP 23-10		\$ 968,800	\$ 96,880	\$ 1,065,680

**Recommendation:**

Staff recommends alternative #1.

On November 15, 2022, the Ramsey Public Works Committee recommended City Council authorization to prepare plans and specifications for the 2023 Pavement Management Program projects.

**Outcome/Action:**

**Action:**

Adopt Resolutions #22-286, #22-287, #22-288 and #22-289 ordering plans and specifications for 2023 Pavement Management Program projects.

## Attachments

Res 22-286  
23-05 Street Summary  
Res 22-287  
23-06 Street Summary  
Res 22-288  
23-07 Street Summary  
Res 22-289  
23-10 Street Summary  
2023 PMP Project Map

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## Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	12/08/2022 09:12 AM
Brian Hagen	Brian Hagen	12/08/2022 12:22 PM
Form Started By: Joe Feriancek		Started On: 12/02/2022 02:18 PM
Final Approval Date: 12/08/2022		

Councilmember \_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-286**

**RESOLUTION ORDERING PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #23-05, BARTHEL'S RUM RIVER ACRES 2<sup>ND</sup> STREET RECONSTRUCTIONS**

**WHEREAS**, the City of Ramsey proposes to reconstruct Barthel's Rum River Acres 2<sup>nd</sup> subdivision; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-202, adopted August 23<sup>rd</sup>, 2022, the City Council accepted and awarded the proposal to Bolton & Menk, Inc., for topographic survey of the project area; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-204, adopted August 23<sup>rd</sup>, 2022, the City Council accepted and awarded the proposal to Haugo Geotechnical Services for a geotechnical report of the project area; and

**WHEREAS**, City staff has received and reviewed the topographic survey and geotechnical report and has the capacity to prepare plans and specifications for Improvement Project #23-05, Barthel's Rum River Acres 2<sup>nd</sup> Street Reconstructions.

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

- 1) The Ramsey City Council hereby orders the City Engineer to prepare plans and specifications for Improvement Project #23-05, Barthel's Rum River Acres 2<sup>nd</sup> Street Reconstructions.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13<sup>th</sup> day of December, 2022.

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Mayor

**ATTEST:**

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City Clerk

**IP 23-05 Barthel's Rum River Acres 2nd  
Street Segment Summary**

Street Description				Street History							GPR Summary		
Street	Segment Description	Length (feet)	Section (Urban / Rural)	2021 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
161st Avenue	Dysprosium St / E CDS	606	Rural	2	1988	SC 1994	SC 2001				3.7	4.6	8.3
161st Lane	Germanium St / Dysprosium St	926	Rural	2	1988			OL 1997	SC 2001	SC 2009	3.5**	4.5**	8.0**
162nd Lane	W EOP / Germanium St	375	Rural	2	1988	SC 1994	SC 2001				3.4	4.3	7.7
164th Avenue	Germanium St / Dysprosium St	786	Rural	2	1988	SC 1994	SC 2001				3.0	4.0	7.0
164th Avenue	Junkite St / Germanium St	889	Rural	2	1988	SC 1994	SC 2001				3.0	4.0	7.0
164th Avenue	W EOP / Junkite St	433	Rural	2	1988	SC 1994	SC 2001				3.0	4.0	7.0
Dysprosium Street	161st Ave / 161st Ln	384	Rural	2	1988			OL 1997	SC 2001	SC 2009	3.5**	4.5**	8.0**
Dysprosium Street	161st Ln / 162nd Ln	665	Rural	2	1988			OL 1997	SC 2001	SC 2009	3.5**	4.5**	8.0**
Dysprosium Street	162nd Ln / 164th Ave	828	Rural	2	1988			OL 1997	SC 2001	SC 2009	3.5**	4.5**	8.0**
Dysprosium Street	164th Ave / N EOP	326	Rural	2	1988			OL 1997	SC 2001	SC 2009	3.5**	4.5**	8.0**
Germanium Street	161st Ln / 162nd Ln	698	Rural	2	1988	SC 1994	SC 2001				3.5	4.5	8.0
Germanium Street	162nd Ln / 164th Ave	822	Rural	2	1988	SC 1994	SC 2001				3.5	4.5	8.0
Germanium Street	164th Ave / N EOP	309	Rural	2	1988	SC 1994	SC 2001				3.5	4.5	8.0
Germanium Street	S EOP / 161st Ln	272	Rural	2	1988	SC 1994	SC 2001				3.5	4.5	8.0
Junkite Street	164th Ave / N EOP	321	Rural	2	1988	SC 1994	SC 2001				3.0	4.5	7.5
											* GPR not able to detect Agg. Base		
											** Estimated Depths, GPR not available		
<b>Total Length</b>		<b>8,640</b>	<b>1.64 mi.</b>										

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-287**

**RESOLUTION ORDERING PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #23-06, 2023 MSA PAVEMENT OVERLAY IMPROVEMENTS**

**WHEREAS**, the City of Ramsey proposes to overlay the pavement on numerous Municipal State Aid (MSA) street segments in 2023 as identified within the 2023 – 2032 Capital Improvement Program; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-250, adopted November 7<sup>th</sup>, 2022, the City Council accepted and awarded the proposal to Bolton & Menk, Inc., for topographic survey of the project area; and

**WHEREAS**, City Staff has the capacity to prepare plans and specifications for Improvement Project #23-06, 2023 MSA Pavement Overlay Improvements.

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

- 1) The Ramsey City Council hereby orders the City Engineer to prepare plans and specifications for Improvement Project #23-06, 2023 MSA Pavement Overlay Improvements.

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 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_

City Clerk

**IP 23-06 2023 MSA Pavement Overlay Improvements  
Street Segment Summary**

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2021 PASER	Year Built	Maint. 1	Maint. 2	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
MSA	Riverdale Drive	Ramsey Blvd / Garnet St	2702	Urban	Conc.	8	2003	SC 2009	SC 2018	4.0	5.6	9.6
	Riverdale Drive	Garnet St / Feldspar St	544	Urban	Conc.	8	1992	SC 1999	SC 2018	4.0	6.0	10.0
2023 MSA Overlay Total Length			3246	0.61 mi.								

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-288**

**RESOLUTION ORDERING PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #23-07, 2023 NEIGHBORHOOD PAVEMENT OVERLAY IMPROVEMENTS**

**WHEREAS**, the City of Ramsey proposes to overlay the pavement on numerous street segments in 2023 as identified within the 2023 – 2032 Capital Improvement Program; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-250, adopted November 7<sup>th</sup>, 2022, the City Council accepted and awarded the proposal to Bolton & Menk, Inc., for topographic survey of the project area; and

**WHEREAS**, City Staff has the capacity to prepare plans and specifications for Improvement Project #23-07, 2023 Neighborhood Pavement Overlay Improvements.

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

- 1) The Ramsey City Council hereby orders the City Engineer to prepare plans and specifications for Improvement Project #23-07, 2023 Neighborhood Pavement Overlay Improvements.

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 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk



**IP 23-07 2023 Neighborhood Pavement Overlay Improvements  
Street Segment Summary**

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	Curb (Bit / Conc.)	2021 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Alpine Meadows	Fluorine Street	Alpine Dr / S EOP	847	Urban	Conc.	8	2002	SC 2007	SC 2014	CS 2021			2.5*	4.0*	6.5*
	<i>Alpine Meadows Total Length</i>		847	<i>0.16 mi.</i>		<i>*GPR not available, depth based off asbuilts</i>									
Highlands at River Park	155th Lane	W EOP / Yakima Court	731	Urban	Conc.	8	2002	SC 2008	SC 2018				3.5*	6.0*	9.5*
	155th Lane	Yakima Court / E EOP	124	Urban	Conc.	8	2002	SC 2008	SC 2018				3.5*	6.0*	9.5*
	South Yakima Court	155th Ln / CDS	502	Urban	Conc.	8	2002	SC 2008	SC 2018				3.5*	6.0*	9.5*
	Yakima Street	155th Ln / N EOP	730	Urban	Conc.	8	2002	SC 2008	SC 2018				3.5*	6.0*	9.5*
	Yakima Street	Alpine Dr / 155th Ln	1537	Urban	Conc.	8	2002	SC 2008	SC 2018				3.5*	6.0*	9.5*
	<i>Highlands at River Park Total Length</i>		3624	<i>0.69 mi.</i>		<i>*GPR not available, depth based off asbuilts</i>									
Highlands at River Park 2nd	155th Lane	E EOP / W EOP	446	Urban	Conc.	8	2003	SC 2008	SC 2018				3.5*	6.0*	9.5*
	Waco Court	Xkimo St / CDS	476	Urban	Conc.	8	2003	SC 2008	SC 2018				3.5*	6.0*	9.5*
	Xkimo Street	Alpine Dr / Waco Crt	836	Urban	Conc.	7	2003	SC 2008	SC 2018				3.5*	6.0*	9.5*
	Xkimo Street	Waco Crt / 155th Ln	920	Urban	Conc.	7	2003	SC 2008	SC 2018				3.5*	6.0*	9.5*
	Yakima Court	155th Ln / N EOP	517	Urban	Conc.	8	2003	SC 2008	SC 2018				3.5*	6.0*	9.5*
	<i>Highlands at River Park 2nd Total Length</i>		3195	<i>0.61 mi.</i>		<i>*GPR not available, depth based off asbuilts</i>									
Highlands at River Park 3rd	155th Lane	Waco St / CDS	663	Urban	Conc.	8	2003	SC 2008	SC 2018				3.8	5.6	9.4
	155th Lane	Waco St / E EOP	133	Urban	Conc.	6	2003	SC 2008	SC 2018				3.8	5.6	9.4
	Waco Street	155th Ln / N EOP	350	Urban	Conc.	8	2003	SC 2008	SC 2018				3.5	7.3	10.8
	Xkimo Court	155th Ln / CDS	386	Urban	Conc.	8	2003	SC 2008	SC 2018				4.1	5.3	9.4
	<i>Highlands at River Park 3rd Total Length</i>		1532	<i>0.29 mi.</i>											
Highlands at River Park 4th	Zuni Court	Yakima St / CDS	460	Urban	Conc.	8	2004	SC 2008	SC 2018				3.5*	6.0*	9.5*
	<i>Highlands at River Park 4th Total Length</i>		460	<i>0.09 mi.</i>		<i>*GPR not available, depth based off asbuilts</i>									
<b>2023 Neighborhood Overlay Total Length</b>			9658	<b>1.83 mi.</b>											

Councilmember \_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-289**

**RESOLUTION ORDERING PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #23-10, WHISPERING PINES ESTATES PLAT 3 STREET RECONSTRUCTIONS**

**WHEREAS**, the City of Ramsey proposes to reconstruct Whispering Pines Estates Plat 3 subdivision; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-251, adopted November 7<sup>th</sup>, 2022, the City Council accepted and awarded the proposal to Bolton & Menk, Inc., for topographic survey of the project area; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #22-251, adopted November 7<sup>th</sup>, 2022, the City Council accepted and awarded the proposal to Haugo Geotechnical Services for a geotechnical report of the project area; and

**WHEREAS**, City staff has received and reviewed the topographic survey and has the capacity to prepare plans and specifications for Improvement Project #23-10, Whispering Pines Estates Plat 3 Street Reconstructions.

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

- 1) The Ramsey City Council hereby orders the City Engineer to prepare plans and specifications for Improvement Project #23-10, Whispering Pines Estates Plat 3 Street Reconstructions.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 13<sup>th</sup> day of December, 2022.

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Mayor

**ATTEST:**

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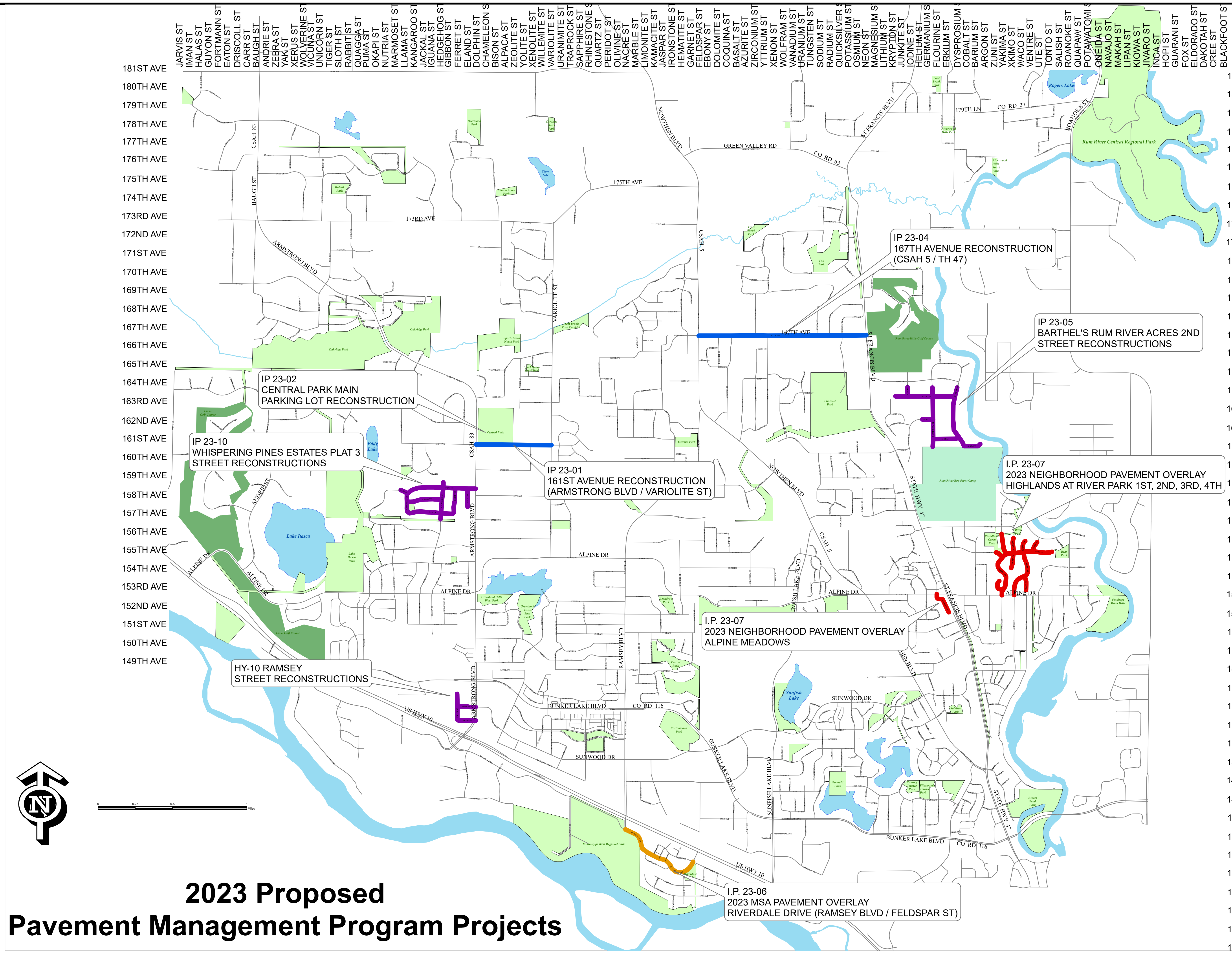
City Clerk

**IP 23-10 Whispering Pines Plat 3  
Street Segment Summary**

Street Description				Street History							GPR Summary		
Street	Segment Description	Length (feet)	Section (Urban / Rural)	2021 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Maint. 4	Maint. 5	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
157th Lane	SW PC Kangaroo St & 157th Ln / SE PC Ferret St & 157th Ln	1630	Rural	3	1979	SC 1985	OL 1994	SC 2001			3.5	3.8	7.3
158th Avenue	Kangaroo St / Hedgehog St	1261	Rural	2	1979	SC 1985	OL 1994	SC 2001			3.6	3.3	6.9
158th Lane	Armstrong Blvd / W EOP	2718	Rural	2	1979	SC 1985	OL 1994	SC 2001			3.7	3.5	7.2
Eland Street	158th Ln / S EOP	613	Rural	2	1979	SC 1985	OL 1994	SC 2001			3.5	4.8	8.3
Ferret Street	NE PC Ferret St & 157th Ln / 158th Ln	901	Rural	2	1979	SC 1985	OL 1994	SC 2001			3.7	2.7	6.4
Hedgehog Street	S EOP / N EOP	1297	Rural	3	1979	SC 1985	OL 1994	SC 2001			3.4	2.6	6.0
Kangaroo Street	NW PC Kangaroo St & 157th Ln / 158th Ln	684	Rural	2	1979	SC 1985	OL 1994	SC 2001			3.7	3.6	7.3
<b>Total Length</b>		<b>9,104</b>	<b>1.72 mi.</b>										

\* GPR not able to detect Agg. Base

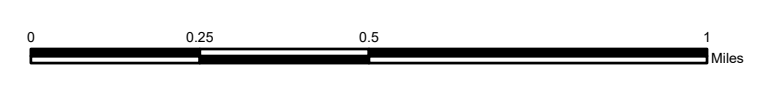
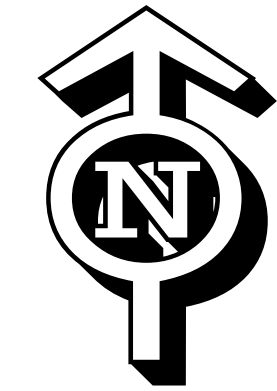
\*\* Estimated Depths, GPR not available



## Legend

- 2023 MSA Recon.
- 2023 MSA Overlay
- 2023 Overlay
- 2023 Reconstruction
- Street Centerlines
- ScoutCamp
- Golf\_Courses
- Parks
- Rivers
- Lakes\_Ponds
- Creeks

# 2023 Proposed Pavement Management Program Projects



181ST AVE  
180TH AVE  
179TH AVE  
178TH AVE  
177TH AVE  
176TH AVE  
175TH AVE  
174TH AVE  
173RD AVE  
172ND AVE  
171ST AVE  
170TH AVE  
169TH AVE  
168TH AVE  
167TH AVE  
166TH AVE  
165TH AVE  
164TH AVE  
163RD AVE  
162ND AVE  
161ST AVE  
160TH AVE  
159TH AVE  
158TH AVE  
157TH AVE  
156TH AVE  
155TH AVE  
154TH AVE  
153RD AVE  
152ND AVE  
151ST AVE  
150TH AVE  
149TH AVE  
148TH AVE  
147TH AVE  
146TH AVE  
145TH AVE  
144TH AVE  
143RD AVE  
142ND AVE  
141ST AVE  
140TH AVE  
139TH AVE  
138TH AVE  
137TH AVE  
136TH AVE  
135TH AVE  
134TH AVE

JARVIS ST  
IMAN ST  
HALAS ST  
GUYON ST  
FORTMANN ST  
EATON ST  
DRISCOLL ST  
CARR ST  
BAUGH ST  
ANDRIE ST  
ZEBRA ST  
YAK ST  
XERUS ST  
WOLVERINE S  
VICUNA ST  
UNICORN ST  
TIGER ST  
SLOTH ST  
RABBIT ST  
QUAGGA ST  
PUMA ST  
OKAPI ST  
NUTRIA ST  
MARMOSSET ST  
LLAMA ST  
KANGAROO ST  
JACKAL ST  
GUANA ST  
HEDGEHOG ST  
GIBBON ST  
FERRET ST  
ELAND ST  
DOLPHIN ST  
CHAMELEON S  
BISON ST  
ALPACA ST  
ZEOLITE ST  
YOLITE ST  
XENOLITE ST  
WILLEMITE ST  
URANIMITE ST  
TRAPROCK ST  
SAPPHIRE ST  
RHINESTONE S  
QUARTZ ST  
OLIVINE ST  
NACRE ST  
MARBLE ST  
LIMONITE ST  
KAMAGITE ST  
JASPAR ST  
IRONSTONE S  
HEMATITE ST  
GARNET ST  
FELDSPAR ST  
EBONY ST  
DOLOMITE ST  
COQUINA ST  
BASALT ST  
AZURITE ST  
ZIRCONIUM ST  
YTTRIUM ST  
XENON ST  
VANADIUM ST  
URANIUM ST  
TUNGSTEN ST  
SODIUM ST  
RADIUM ST  
QUICKSILVER  
POTASSIUM ST  
OSMIUM ST  
NEON ST  
MAGNESIUM S  
LITHIUM ST  
KRYPTON ST  
JUNKITE ST  
IODINE ST  
HELIUM ST  
GERMANIUM S  
FLOURINE ST  
ERKLIUM ST  
DYSPROSIUM  
COBALT ST  
BARIUM ST  
ARGON ST  
ZUNI ST  
YAKIMA ST  
XKIMO ST  
WACO ST  
VENTRE ST  
UTE ST  
TONTO ST  
SALISH ST  
ROANOKE ST  
QUAPAW ST  
POTAWATOMI S  
ONEIDA ST  
NAVAJO ST  
MAKAH ST  
LIPAN ST  
KIWA ST  
JIVARO ST  
INGA ST  
HOPI ST  
GUARANI ST  
FOX ST  
ELDORADO ST  
DAKOTAH ST  
CREE ST  
BLACKFOOT S

## CC Regular Session

7. 4.

**Meeting Date:** 12/13/2022

**Submitted For:** Joe Feriancek, Engineering/Public Works

**By:** Joe Feriancek, Engineering/Public Works

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### Information

**Title:**

Adopt Resolution #22-285 Ordering Plans and Specifications for Improvement Project #23-02, Central Park main Parking Lot Reconstruction

**Purpose/Background:**

**Purpose:**

The purpose of this case is to adopt Resolution #22-285 ordering plans and specifications for Improvement Project #23-02, Central Park Main Parking Lot Reconstruction.

**Background:**

City Improvement Project #23-02 proposes to reconstruct Central Park's main parking lot. Reconstruction of the parking lot is in the 10-year Capital Improvement Program (CIP) for construction in 2024, but is proposed to be moved up to 2023 to be constructed concurrently with 161<sup>st</sup> Avenue, a separate project identified within the 10-year CIP. The existing parking lot was built in 1985, is approximately 1.6 acres in area, and generally consists of 2.25" of bituminous pavement placed directly on sand subbase.

On April 12, 2022, the Ramsey City Council accepted a proposal for a topographic survey of the project area from Bolton & Menk.

On June 21, 2022, the Ramsey Public Works Committee (PWC) reviewed bicycle and pedestrian facilities as part of the 16<sup>th</sup> Avenue Street Reconstruction. The PWC recommended extending a trail along 161<sup>st</sup> 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. Those recommendations will also be incorporated into the Central Park parking lot reconstruction.

On November 10, 2022, the Ramsey Park and Recreation Commission (PRC) had a discussion of the proposed Central Park parking lot reconstruction as part of consideration of the 2023 – 2032 Parks Capital Improvement Plan. The PRC supported the project in general, specifically using medians to collect stormwater runoff and provide shade trees. Additionally, using the available green space adjacent to the parking lot to increase the footprint of the parking lot, while not losing trees. The PRC supported a one-way directional parking lot layout to increase safety for pedestrians, but to also maximize stall count if possible. It was discussed for Staff to discuss a shared parking agreement with PACT Charter to help offset use, particularly on the easterly fields.

On November 15, 2022, the Ramsey PWC considered recommending City Council authorization to prepare plans and specifications for this project. The PWC generally supported the project, including creating the medians to provide shade trees, using the available green space adjacent to the parking lot to increase the footprint of the parking lot while not losing trees. The PWC supported a two-way parking lot layout to maximize the total stall count.

Project Scope

Staff has identified several goals associated with the parking lot reconstruction including:

- Increase safety for vehicles, bicycles and pedestrians
- Reduce stormwater runoff leaving the parking lot
  - Runoff currently flows across the surface of 161<sup>st</sup> Avenue

- Staff proposes to route stormwater runoff under 161st Avenue using storm sewer
- Increase access to park facilities for bicycles and pedestrians
- Increase overall parking stall count for Central Park (as noted below)

Staff has identified two preliminary proposed parking lot layouts which are attached to this case. Variations to these layouts are possible. After discussions with the Ramsey PRC and PWC Staff is proposing to move forward with the one-way traffic flow pattern for the parking lot reconstruction. This option increases safety for bicycles and pedestrians. By directing vehicles in a single direction, all users will have an immediate understanding of traffic movements into and out of parking stalls. This option provides the center medians which will both intake stormwater runoff and provide shade trees. Sidewalk is proposed to be connected to the proposed trail running through the existing green space south of the parking lot, and connecting to the building and existing park trail. The existing parking lot has 202 stalls, the one-way directional parking lot provides approximately 193 stalls. The reduction in parking stalls can be addressed during the future reconstruction of the Central Park internal road system and with the shared parking agreement with PACT Charter. Staff estimates an additional 30 to 35 spots can be added in the future as angled parking along the northern portion of the park drive and as an addition to the tennis court parking lot. PACT Charter’s northern parking lot proposes to have 139 stalls. If Staff can work with PACT Charter to have access to a portion of these stalls for Central Park use, it would be a significant net increase to parking for Central Park. (Developing a cross-parking agreement between PACT and the City was a stated stipulation of PACT's plat approval.)

<i>Option</i>	<i>Traffic Flow</i>	<i>Aisle Width</i>	<i>Stall Count</i>	<i>Stall Dimension</i>	<i>Parking Angle</i>	<i>Shade</i>	<i>Stormwater</i>
<b>Existing</b>	Two-way	28-29 feet	202	18-19' deep 9-10' wide	90°	None	Not Controlled
<b>Option 1 Two-Way Flow</b>	Two-way	24 feet	234	20' deep 9' wide	90°	Trees in medians	Lowered medians (infiltrate 1" rainfall)
<b>Option 1A Keep existing median</b>	Two-way	24 feet	214	20' deep 9' wide	90°	Trees in medians	Lowered medians (infiltrate 1" rainfall)
<b>Option 2 One-Way Flow</b>	One-way	17 – 24 feet	193	22' deep 9' wide	60°	Trees in medians	Lowered medians (infiltrate 1" rainfall)
<b>Option 2A Keep existing median</b>	One-way	17 – 24 feet	176	22' deep 9' wide	60°	Trees in medians	Lowered medians (infiltrate 1" rainfall)

Future Central Park Considerations

This project is proposing to only reconstruct the main parking lot and the easterly drive access as necessary for storm sewer to be connected to 161<sup>st</sup> Avenue. The smaller southern parking lot, park drives, and parking lot bay across from the hockey rinks are the same condition and age as the main parking lot. Staff proposes to phase the construction of these facilities to allow for continual use of Central Park by the public. Additionally, the proposed construction window of this project is only 4 – 6 weeks to accommodate Spring and Fall use of the facilities by the Anoka Ramsey Athletic Association (ARAA), as well as consideration of other events within the City utilizing the park. Increasing the scope of this project beyond the main parking lot reconstruction would not allow the project to be completed within the desired timeline, which would negatively impact other scheduled users.

Project Timelines

Staff is proposing to prepare plans and specifications for these improvements in-house, as part of their normal duties. The following are the proposed general project timelines:

December 13, 2022	City Council Authorization to prepare plans and specifications
Dec 2022 – Feb 2023	Staff prepares plans and specifications
Feb 2023	City Council approves plans, authorizes bidding
Feb – Apr 2023	Bids advertised and opened, City Council award contracts
May – June 2023	Begin construction
July 2023	Target construction window (begin construction / substantial completion)
August 2023	Final Completion

Staff proposes to bid 2023 projects separately, but to bid and award projects as close together as practical, which generally allows for a better bidding environment for the City.

**Notification:**

Notifications are not required for this case. However, Staff will maintain close communication with the Anoka Ramsey Athletic Association to coordinate athletic field programming and tournaments. Staff will also continue working with PACT Charter School to obtain a cross-parking agreement to provide additional parking for park users on PACT's site.

**Time Frame/Observations/Alternatives:**

**Observations:**

Estimates are CIP level and will be updated during the design process.

**Alternatives:**

Alternative #1: Motion to adopt Resolution #22-285 ordering plans and specifications for Improvement Project #23-02, Central Park Main Parking Lot Reconstruction.

Alternative #2: Motion of other.

**Funding Source:**

Funding for these improvements is proposed to be a combination of Park Improvement Trust Funds (\$345,000), Storm Water Utility Funds (\$115,000), and Capital Maintenance Funds (\$340,000). Total project costs are estimated as \$800,000 per the 10-year CIP.

**Recommendation:**

Staff recommends Alternative #1.

On November 15, 2022, the Ramsey PWC recommended City Council authorization to prepare plans and specifications for Improvement Project #23-02, Central Park Main Parking Lot Reconstruction.

**Outcome/Action:**

Motion to adopt Resolution 22-285 ordering plans and specifications for Improvement Project #23-02, Central Park Main Parking Lot Reconstruction.

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**Attachments**

- Existing Parking Lot Layout
- Two Way Flow Parking Lot Layout
- One Way Flow Parking Lot Layout
- Pr. 2023-32 CIP Sheet

### Form Review

**Inbox**

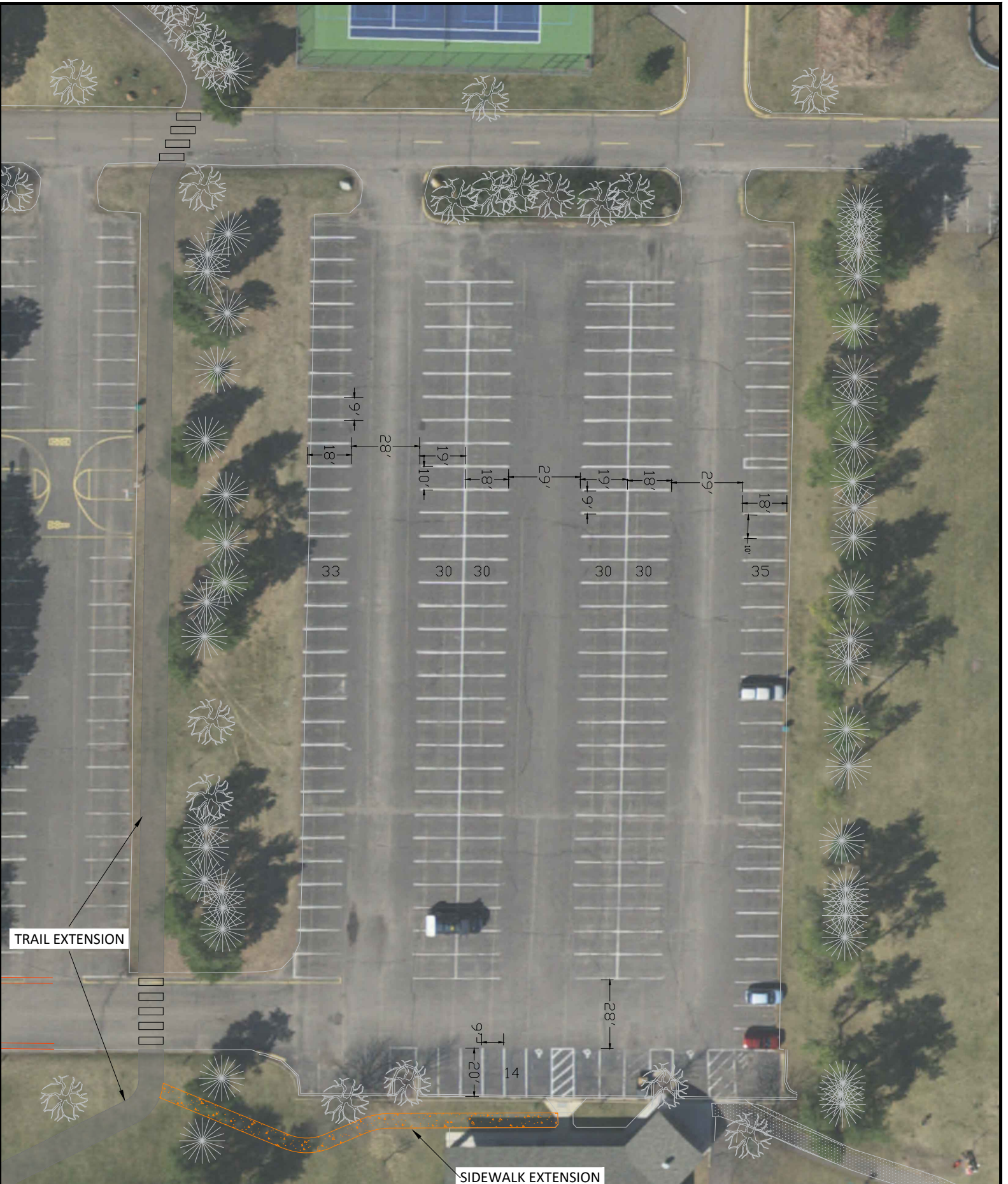
Mark Riverblood  
Bruce Westby  
Brian Hagen  
Form Started By: Joe Feriancek  
Final Approval Date: 12/08/2022

**Reviewed By**

Mark Riverblood  
Bruce Westby  
Brian Hagen

**Date**

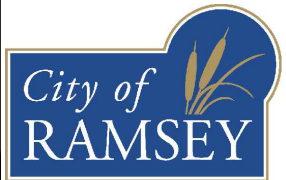
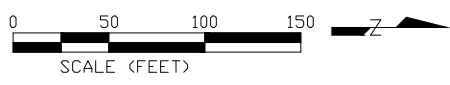
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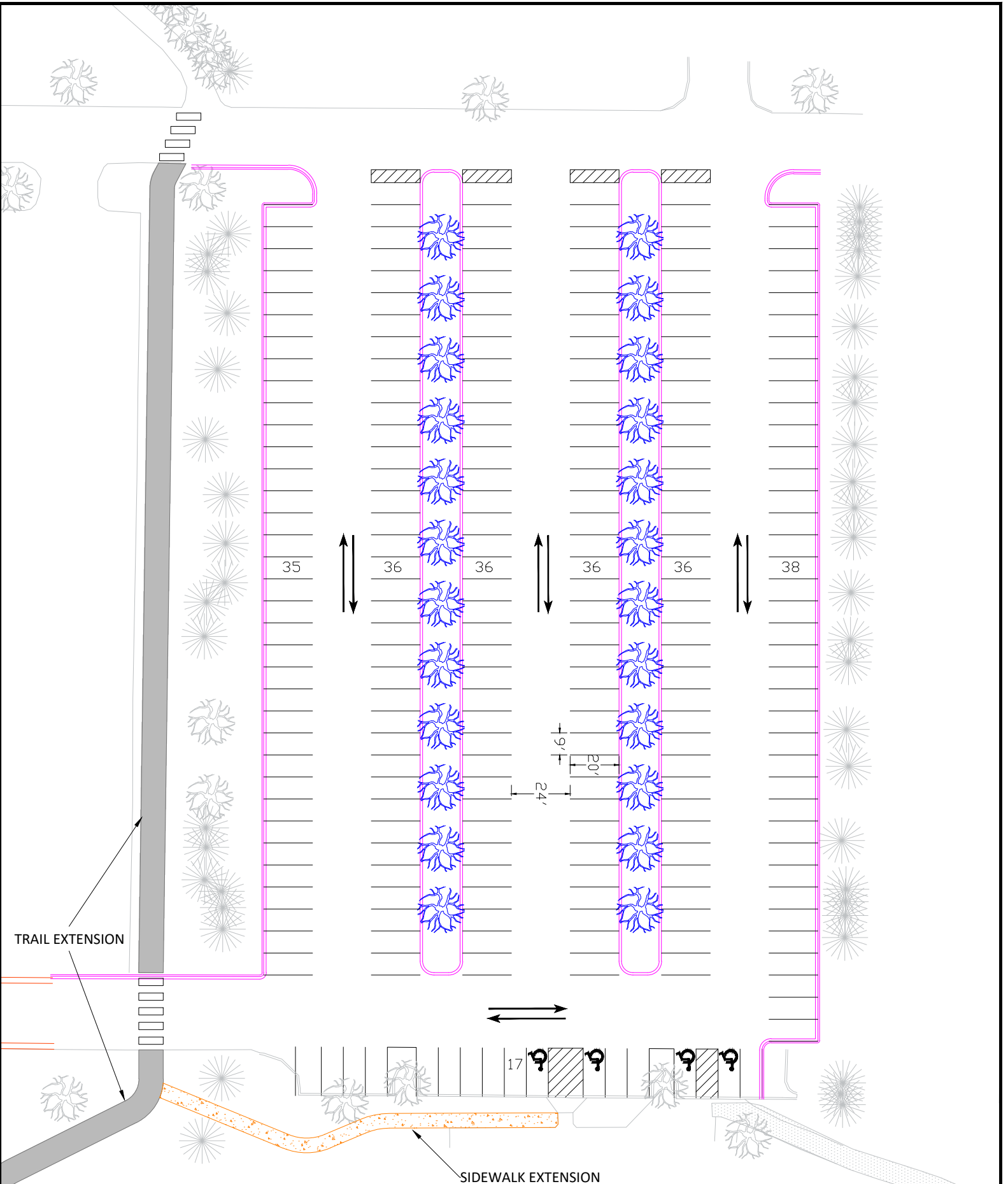


TRAIL EXTENSION

SIDEWALK EXTENSION

**CENTRAL PARK PARKING LOT  
EXISTING PARKING LOT  
202 STALLS**

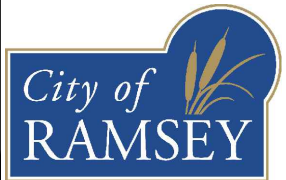
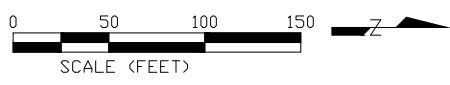


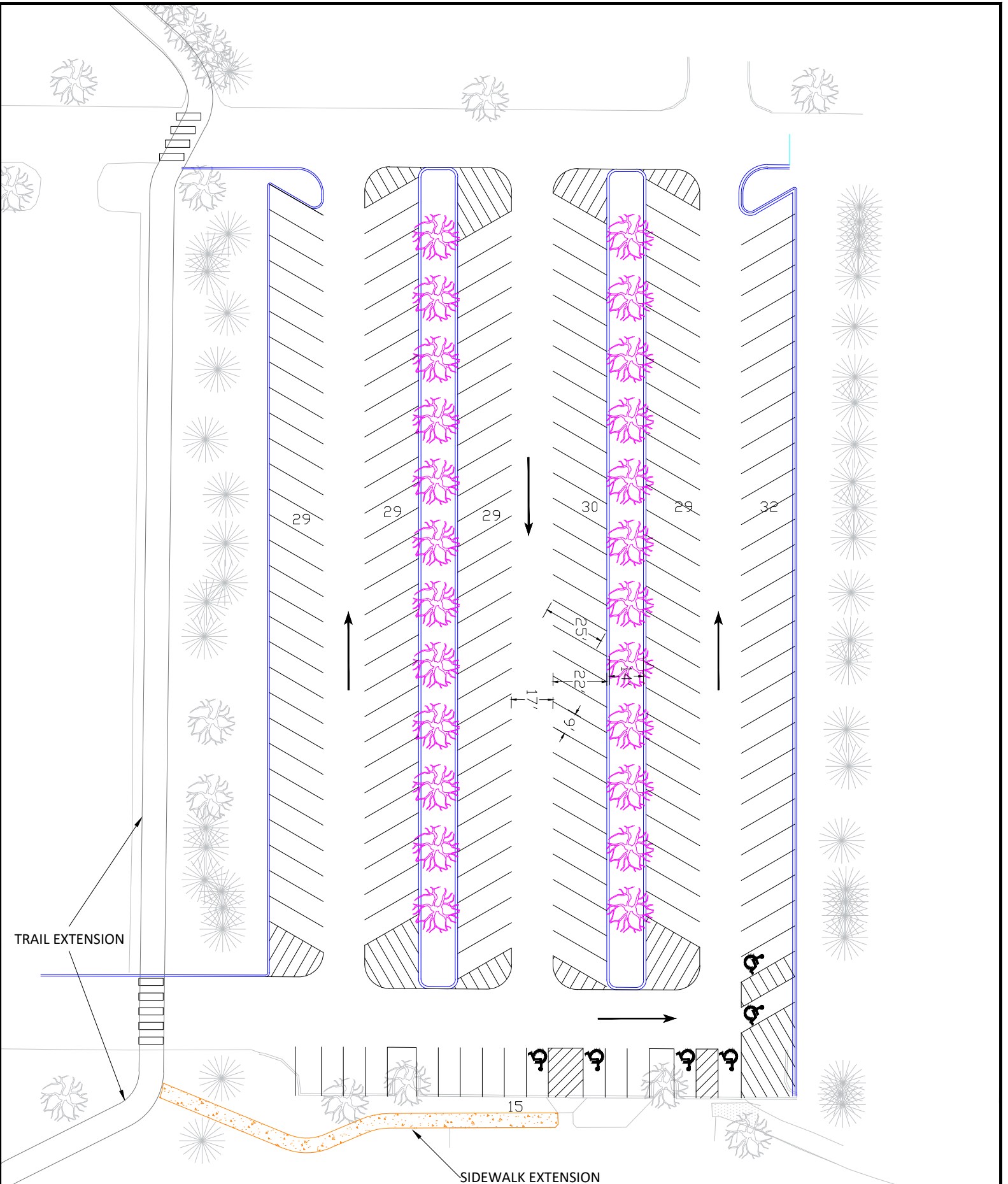


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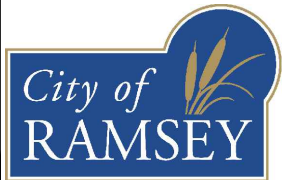
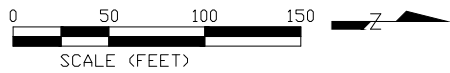
SIDEWALK EXTENSION

**CENTRAL PARK PARKING LOT  
OPTION 1 (TWO-WAY FLOW)  
234 STALLS**





**CENTRAL PARK PARKING LOT  
OPTION 2 (ONE-WAY FLOW)  
193 STALLS**



Capital Improvement Program  
 City of Ramsey, Minnesota

2023 *thru* 2032

Project #	21-PARK-002
Project Name	Central Park Main Parking Lot Reconstruction

Department Park Improvements  
 Contact  
 Type Improvement  
 Useful Life 20  
 Category Park Improvement  
 Priority 1-Existing Obligation (High)  
 Status Active

Total Cost \$800,000

Description
This reconstruction project would replace the 35+ year-old bituminous main parking area at the same time as the adjoining 161st Avenue reconstruction.

Justification
The bituminous surface is beyond its useful maintenance life and the drainage patterns would be modified to reduce significantly the amount of stormwater that flows across 161st Avenue.

Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Improvements Other than Building Cost	800,000										800,000
<b>Total</b>	<b>800,000</b>										<b>800,000</b>

Funding Sources	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Park Improvement Trust Fund	345,000										345,000
Storm Water Utility Fund	115,000										115,000
Capital Maintenance Fund	340,000										340,000
<b>Total</b>	<b>800,000</b>										<b>800,000</b>

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #22-285**

**RESOLUTION ORDERING PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #23-02, CENTRAL PARK MAIN PARKING LOT RECONSTRUCTION**

**WHEREAS**, the City of Ramsey proposes to reconstruct the Central Park main parking lot; and

**WHEREAS**, pursuant to Ramsey City Council resolution #22-089, adopted April 12<sup>th</sup>, 2022, the City Council accepted and awarded the proposal to Bolten & Menk, Inc., for Topographic Survey of the project area; and

**WHEREAS**, City staff has received and reviewed the Topographic Survey and has the capacity to prepare plans and specifications for improvement project #23-01, Central Park Main Parking Lot Reconstruction.

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

- 1) The Ramsey City Council hereby orders the City Engineer to prepare plans and specifications for Improvement Project #23-02, Central Park Main Parking Lot Reconstruction.

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 13<sup>th</sup> day of December, 2022.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk