

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, February 22, 2022**

**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Update Regarding Redistricting
  2. Communications Update and Website Redesign Discussion
  3. Review of Current Policy Allocating Excess/Deficient General Fund Revenues
  4. Building Access Discussion and Follow-up
  5. Discuss Building Maintenance Staffing
  6. Discussion Regarding the City Administrator's Position Description and Community Profile
- 3. Topics for Future Discussion**
  1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment\***

**\*Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

Meeting Date: 02/22/2022

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### Information

**Title:**

Update Regarding Redistricting

**Purpose/Background:**

Anoka County Elections Manager, Mr. Paul Linnel will be on hand to provide an overview of the redistricting process, what has been done so far and what is left to complete. Paul will be happy to answer questions that may arise. Mr. Len Linton, Civil Engineer IV, will assist with GIS and mapping questions.

Redistricting is the process of redrawing boundaries of election districts to ensure that the population of each district is equally distributed for political representation. This process begins once the federal census is completed every 10 years. Using data from the 2020 Census, new boundaries will be determined that reflect population growth and shifts over the past decade and create new boundaries so each district has roughly the same number of people.

City governments must reestablish all precincts after state redistricting. This could be a routine process of verifying that existing precinct boundaries meet legal requirements and then reconfirming those boundaries. The city could also determine that existing precincts do not meet the requirements in law, particularly if new legislative or congressional districts have split existing precincts. Cities may also find this to be a good time to realign precincts to eliminate precincts split by school districts, adjust, add, or remove precincts to accommodate population changes, or to change polling places.

Cities with wards must redistrict ward boundaries to ensure compliance with ward population equality and other legal requirements. This may involve reestablishing existing wards or drawing new ward boundaries. It is now time for the City to reestablish ward and precinct boundaries based on population shifts throughout the City. The City must complete boundary establishment work in time for the March 29 deadline. Candidate filing begins May 17 and, New ward and precinct boundaries will be in effect for the state primary election in August.

Based on data from the 2020 census, Ramsey's population grew from 23,668 residents to 27,646 residents - a 17% increase since the 2010 census. Redistricting will help re-balance the population in each of Ramsey's wards, which should include approximately 6911 residents per ward with a maximum deviation of 5%. Wards are portions of a city represented by a specific elected official on the city council and must be as equal in population as possible. As you know, as outlined in City Charter the Ramsey Council includes seven elected officials, one from each of the City's four wards, two serving at-large and the Mayor also elected at-large.

Different from wards, precincts are geographical areas used for elections and help determine where a resident votes and who and what is on a voter's ballot. Votes are tallied and reported by precincts throughout the country. Once ward boundaries are determined, precincts will be identified or reestablished. Any changes that occur to voting precincts and polling places will be shared with voters. As an added note, as development and redevelopment occurs throughout the City it will be very important to include public spaces where possible to ensure sufficient polling places are available going forward.

A Redistricting link will be added to the Elections page to share information on redistricting and it will include links to the Secretary of State's Office and the Minnesota Legislature. Key points to consider as we move through this process:

1. It is Important to focus on equal representation in all levels of government
2. A jurisdiction split by legislative or congressional districts, during redistricting, will need to adjust its precinct boundaries (M.S. 204B.14)

3. Ramsey is now in 2 separate congressional districts (the 3rd and the 6th) and 1 legislative district (the new house district 31A)
4. Potential budget impacts if/when precincts/polling places are added - voting equipment, judge teams, etc.
5. Cohesiveness of townhome associations where practicable
6. It may be necessary that we identify new polling places now or in the future
7. Communication of polling places - it will be vital to share through all avenues new/changed polling locations and reasons why they changed to help diffuse voter frustration, which is to ensure effective elections.

The City will use the following resources to keep the public informed:

1. City Website
2. Social Media
3. Print (Ramsey Resident)
4. QCTV
5. Utility billing inserts, if appropriate
6. Anoka County - will send Special Redistricting Postal Verification Card to all registered voters informing them of changes
7. Other resources as the City Council may determine

**Timeframe:**

Up to 45 minutes.

**Funding Source:**

Not applicable.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director (City Clerk)

**Outcome:**

Based on discussion.

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**Attachments**

[2010 Map](#)

[2020 Map](#)

[Redistricting Map](#)

[2010 to 2020 Change](#)

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/17/2022

**Reviewed By**

Kurt Ulrich

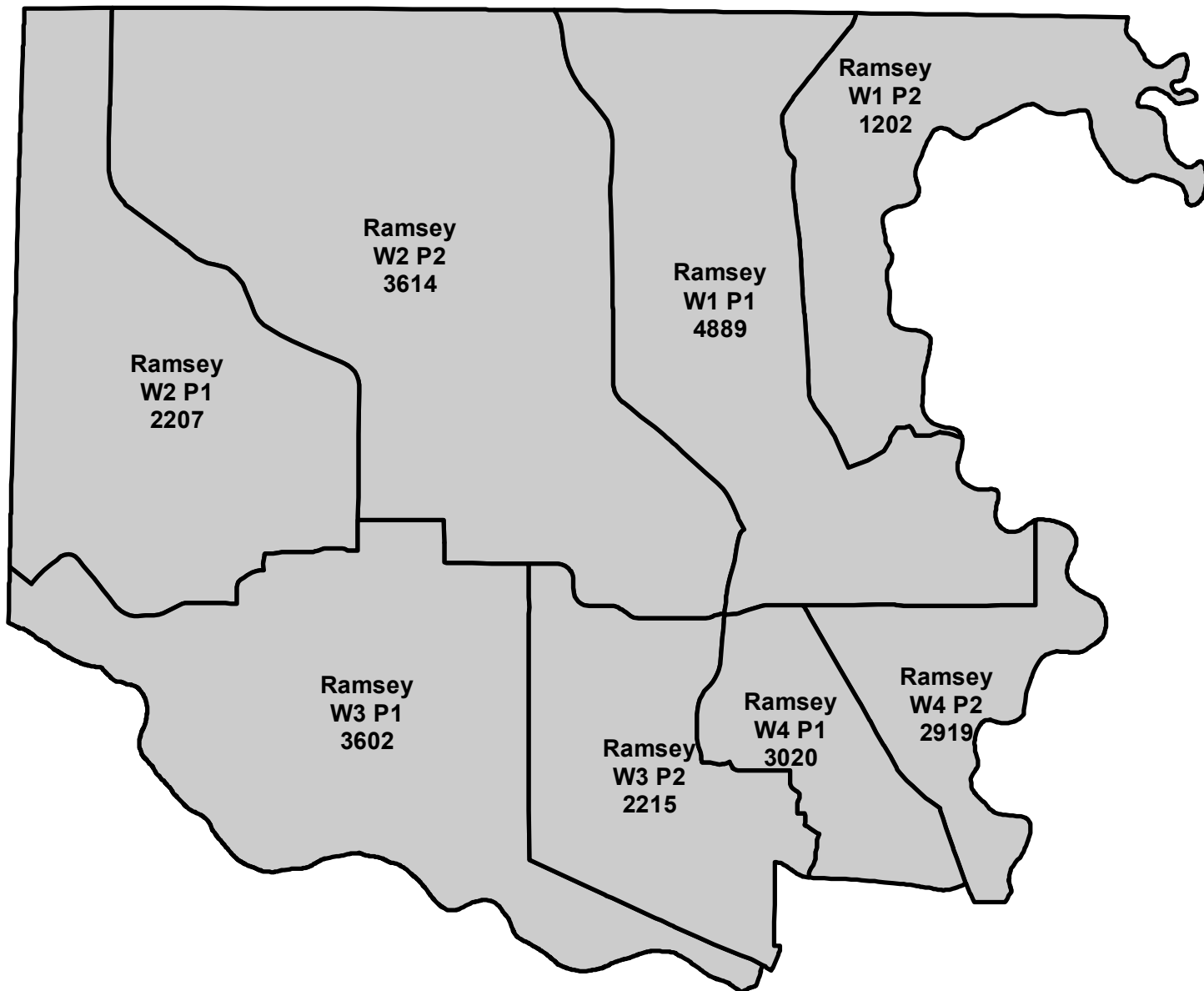
**Date**

02/17/2022 03:31 PM

Started On: 02/15/2022 10:36 AM

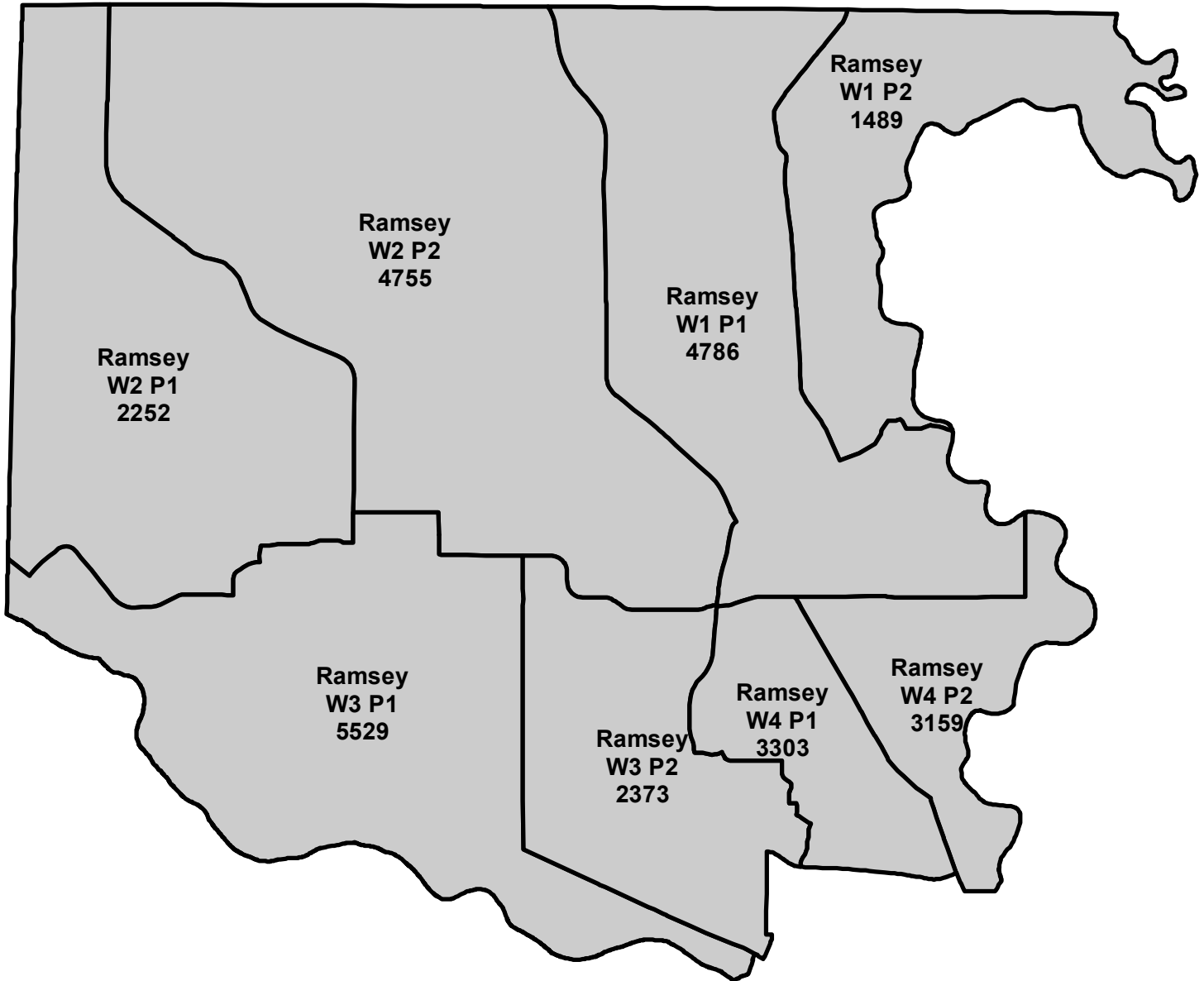


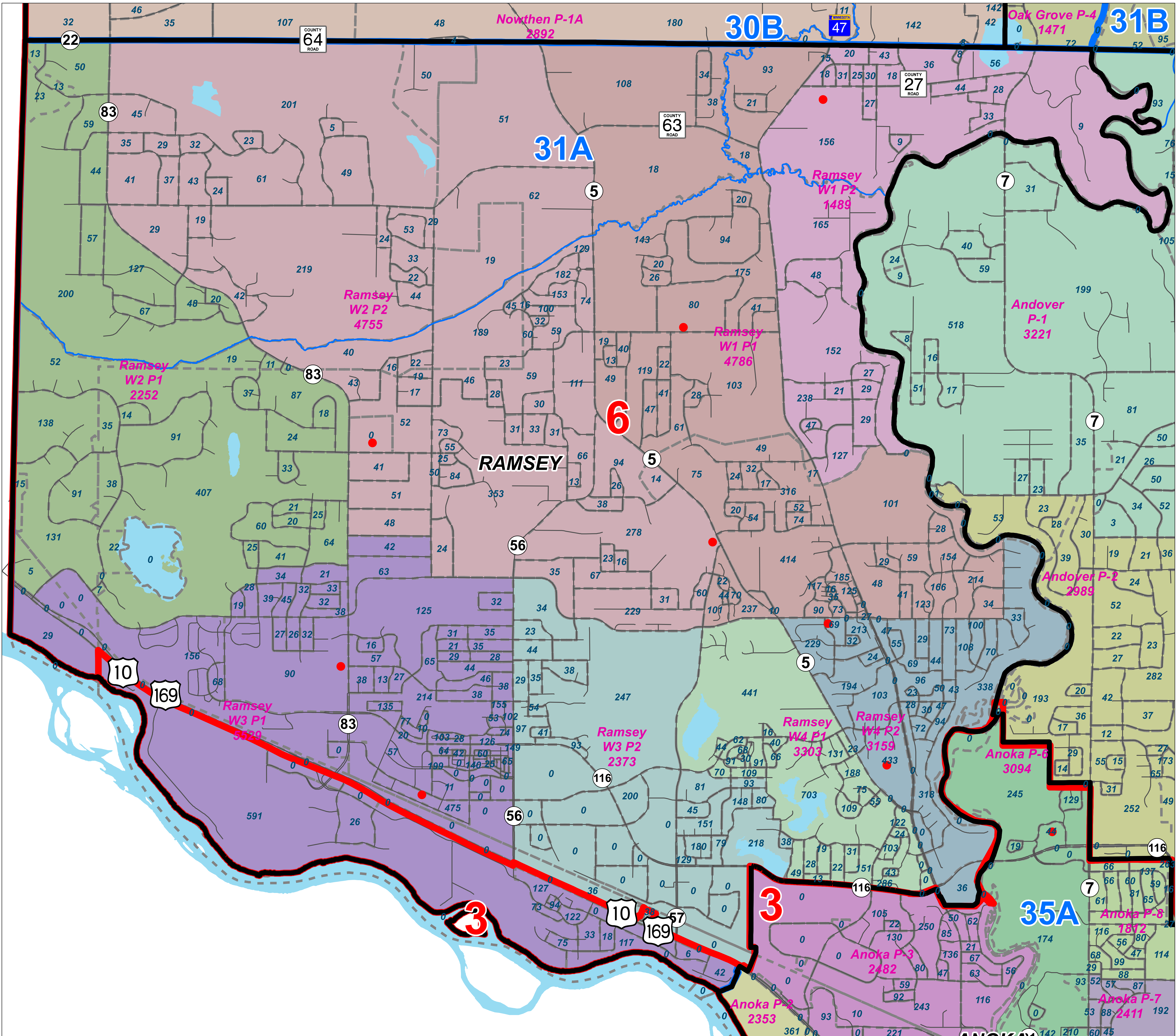
# Ramsey Precincts 2010 Population





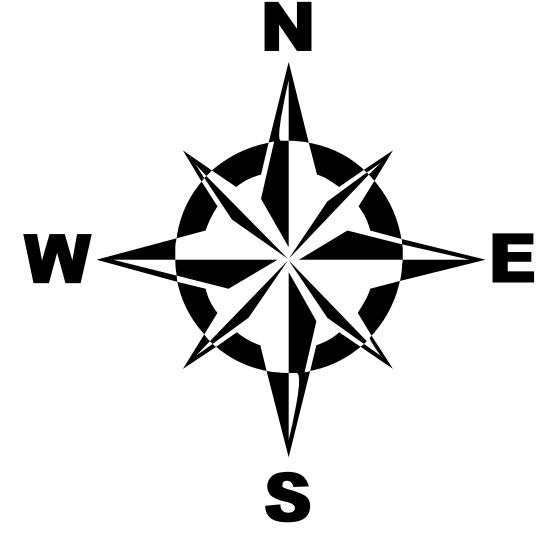
# Ramsey Precincts 2020 Population





- Polling Places
- ▭ Municipal Boundary
- ▭ 2022 House Districts
- ▭ 2022 Congressional Districts
- Streams
- Roads
- ▭ 2020 Census Blocks
- ▭ Lakes/Rivers

**Lino Lakes P-4** ← Precinct Name  
**3877** ← 2020 Population Total



40 ← 2020 Census Block Population

**Anoka County**  
 MINNESOTA  
 Respectful. Innovative. Fiscally Responsible.

This is a compilation of records as they appear in the Geographic Information Systems affecting the area shown. This drawing is to be used only for reference and the County is not responsible for any inaccuracies contained herein.

**City of Ramsey Population Change**

	<b>2010</b>	<b>2020</b>	<b>Growth</b>	<b>Percent Changed</b>
Ward 1 Precinct 1	4889	4786	-103	-2%
Ward 1 Precinct 2	1202	1489	287	24%
Ward 2 Precinct 1	2207	2252	45	2%
Ward 2 Precinct 2	3614	4755	1141	32%
Ward 3 Precinct 1	3602	5529	1927	53%
Ward 3 Precinct 2	2215	2373	158	7%
Ward 4 Precinct 1	3020	3303	283	9%
Ward 4 Precinct 2	2919	3159	240	8%
Total	23668	27646	3978	17%

	<b>2010</b>	<b>2020</b>	<b>Growth</b>	<b>Percent Change</b>
Ward 1	6091	6275	184	3%
Ward 2	5821	7007	1186	20%
Ward 3	5817	7902	2085	36%
Ward 4	5939	6462	523	9%
Total	23668	27646	3978	17%

Meeting Date: 02/22/2022

**Information**

**Title:**

Communications Update and Website Redesign Discussion

**Purpose/Background:**

The purpose of this discussion is to update the Council regarding the City's current communications impact, to present communications trends over time and to discuss the Council's expectations around a website redesign.

As part of the 2021 Communications Plan update, the Council requested that the Communications & Events Coordinator give quarterly updates showing the effectiveness of our communications tools. This report includes communications measurables such as:

- Facebook: Number of posts over time and number of followers reached over time
- Website: Total web visits over time and a look at visits and unique page page views over the years
- Newsletter: Total distribution over the years

Media partners

- QCTV Viewership stats
- Anoka County Union Herald readership stats

**Timeframe:**

**Funding Source:**

N/A

**Responsible Party(ies):**

Communications and Events Coordinator Megan Thorstad  
IT Manager Jason Fredrickson

**Outcome:**

Staff is looking to gather feedback regarding our communications strategy and approach. Also, as we approach the website redesign process, staff is looking to gather Council feedback and identify goals that can be completed during the redesign process.

**Attachments**

Facebook Reach Trends Over Time

Number of Facebook Posts Over Time

Total Website Visits Over Time

Website Views and Unique Page Views 2018 - 2021

Newsletter Distribution

QCTV Quarter 4 Programming Stats

**Form Review**

Inbox

Reviewed By

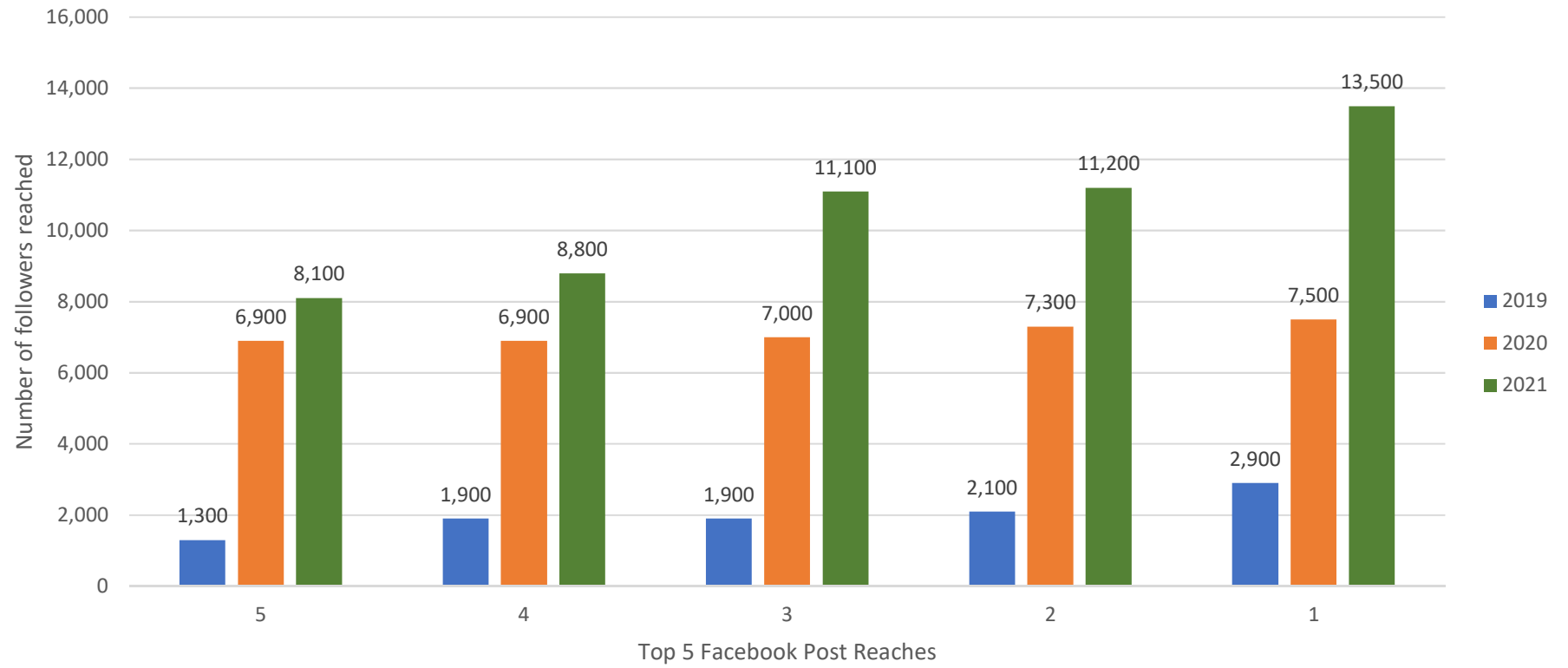
Date

Colleen Lasher  
Kurt Ulrich  
Form Started By: Megan Thorstad  
Final Approval Date: 02/17/2022

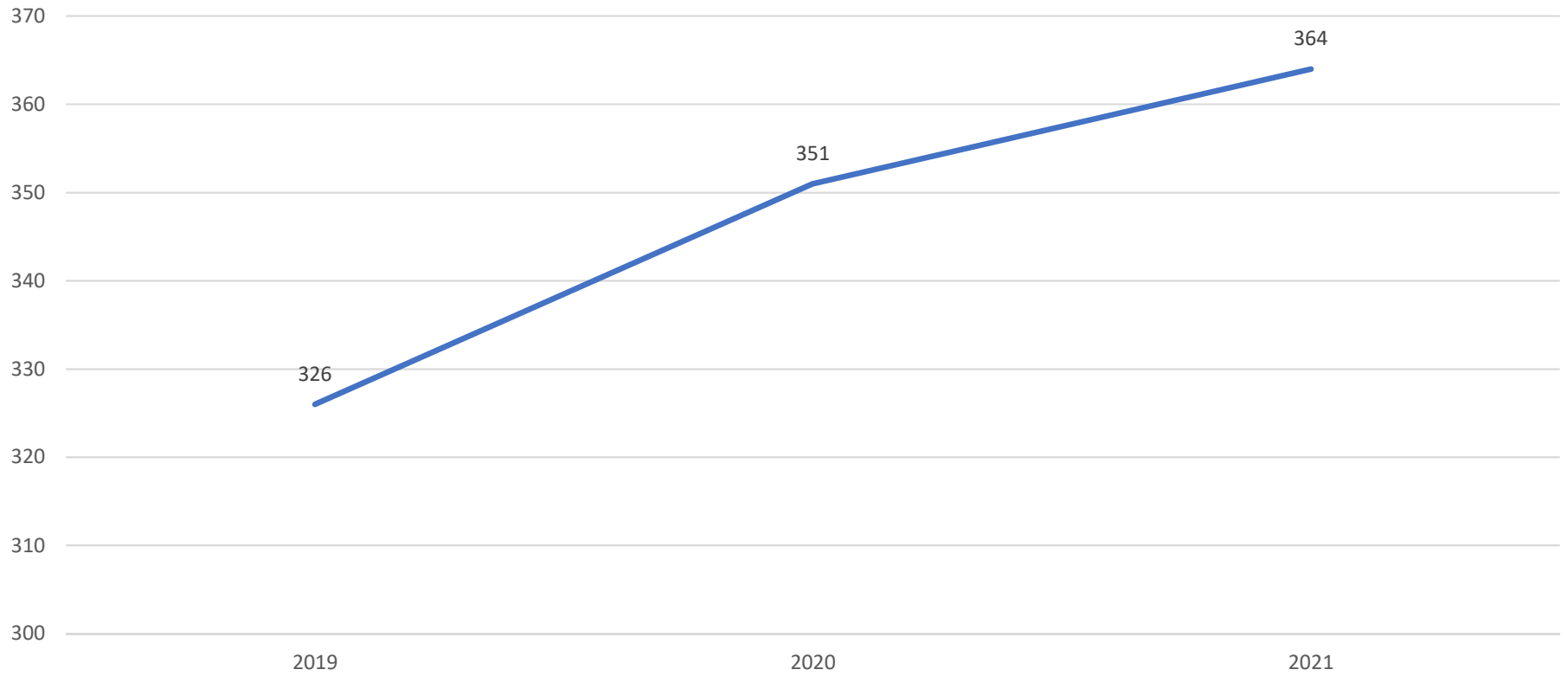
Colleen Lasher  
Kurt Ulrich

02/14/2022 02:30 PM  
02/17/2022 09:39 AM  
Started On: 01/24/2022 02:37 PM

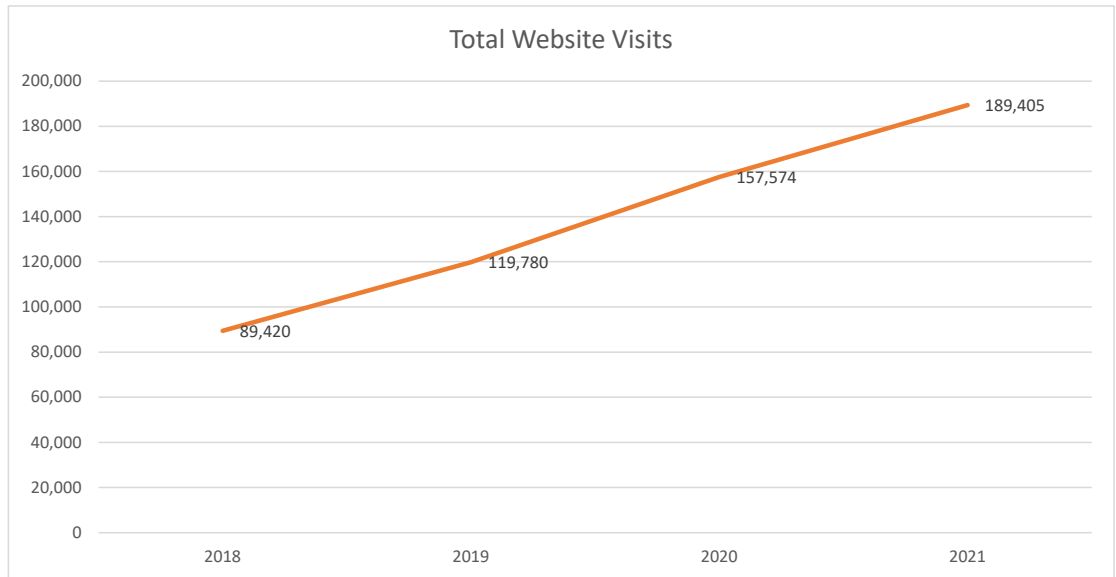
## Facebook Reach

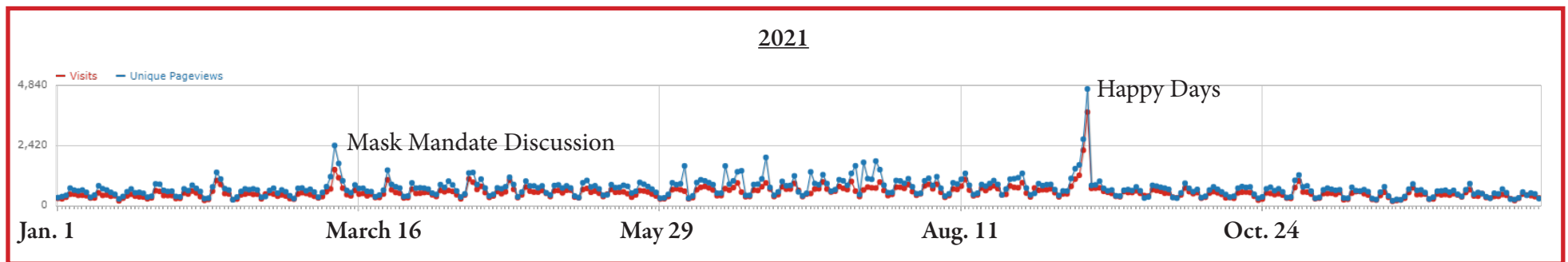
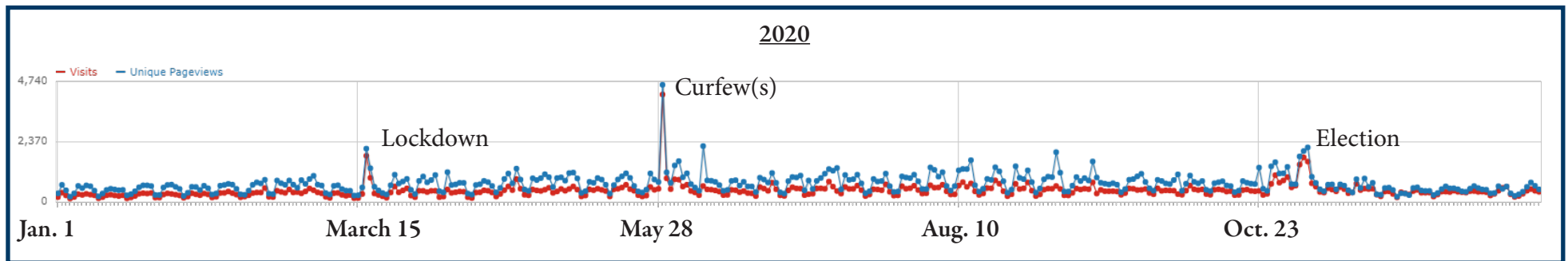
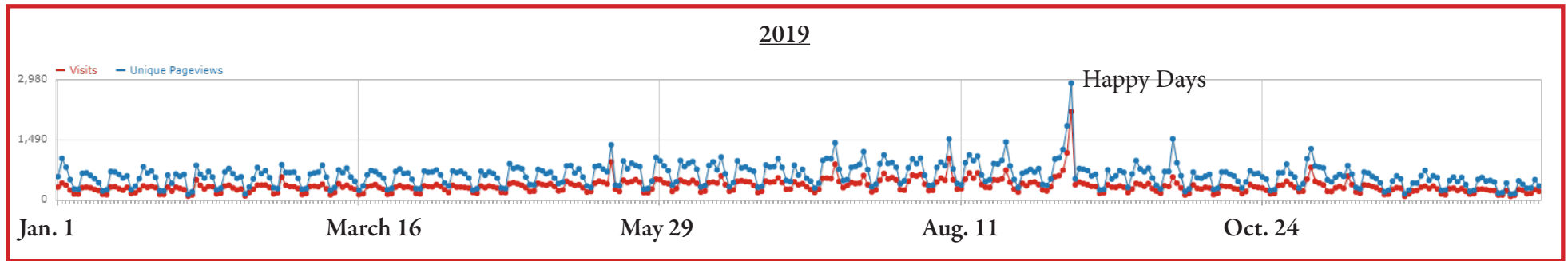
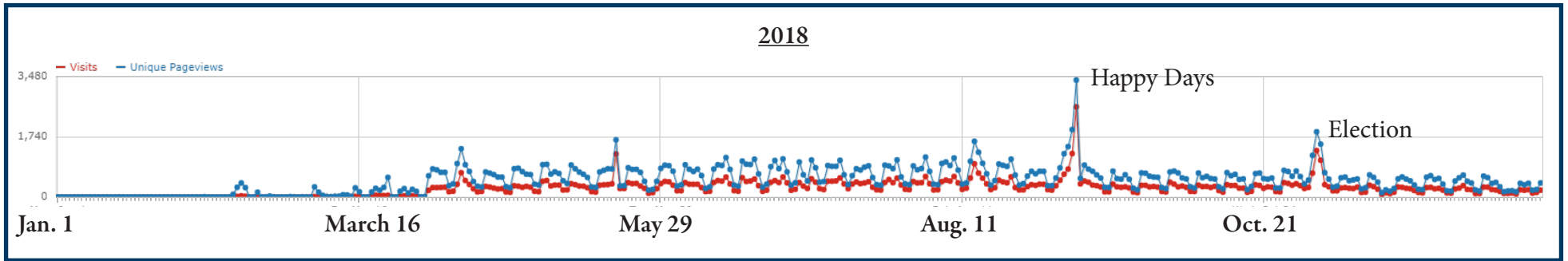


### Number of Facebook Posts

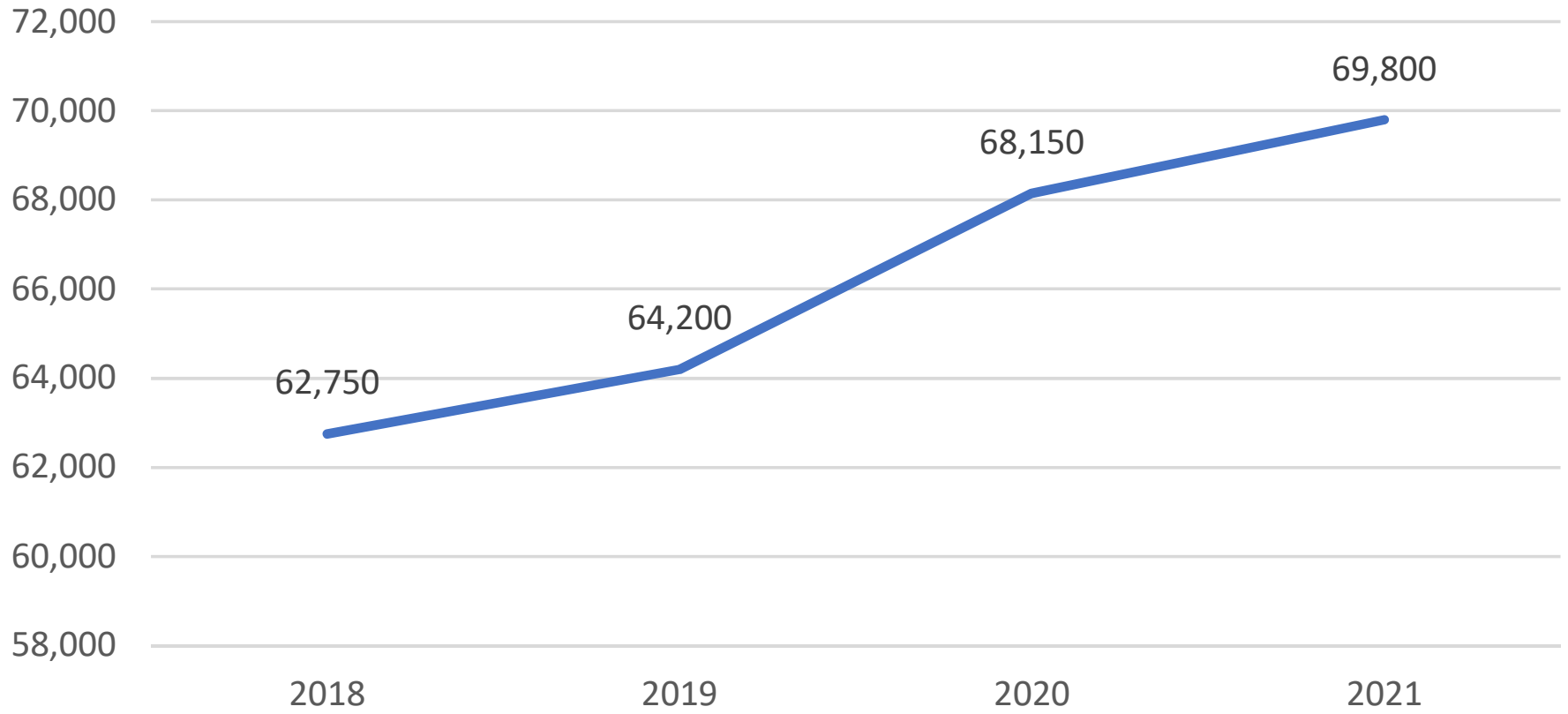


Total Visits	
2018	89,420
2019	119,780
2020	157,574
2021	189,405





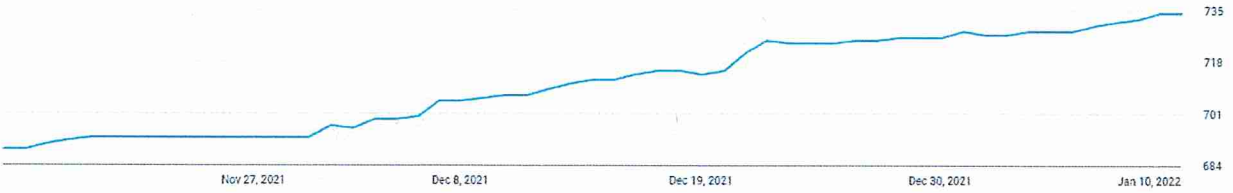
# Newsletter Distribution



## YouTube Subscribers – 734 (45 new):

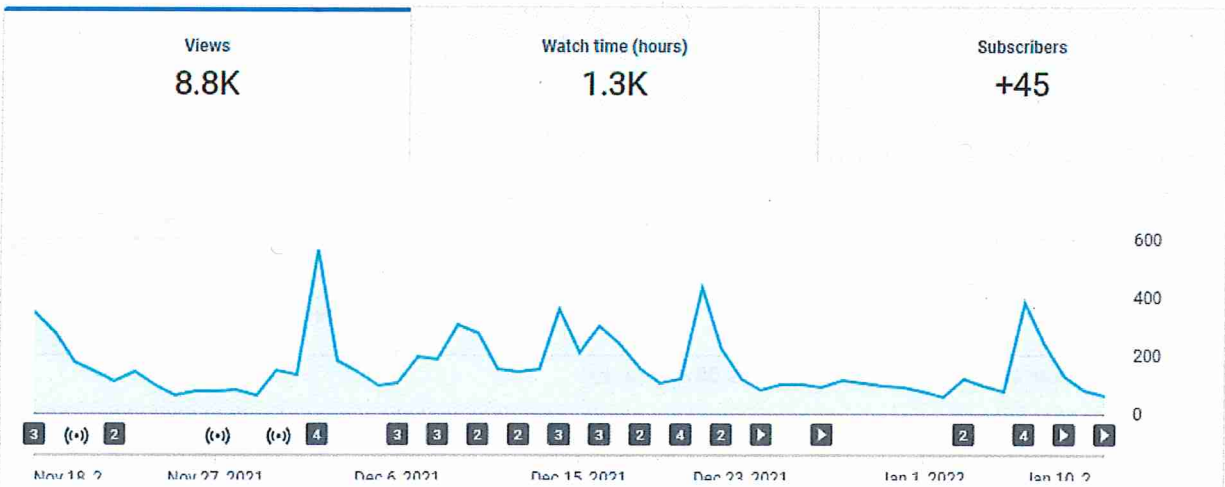
Channel growth  
Total subscribers

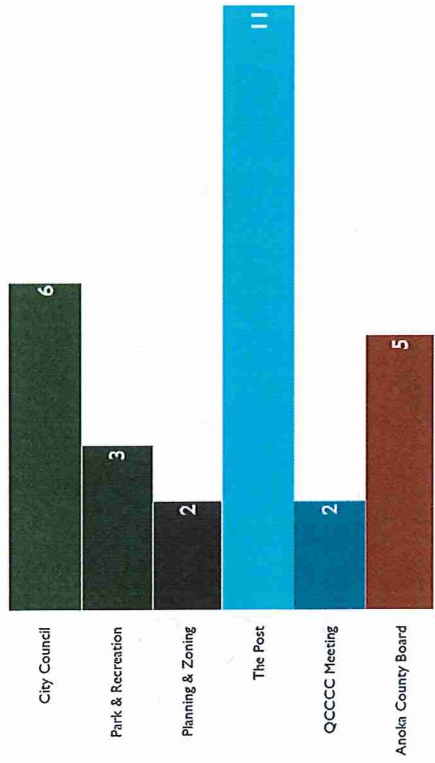
Nov 17, 2021 – Jan 10, 2022  
Custom



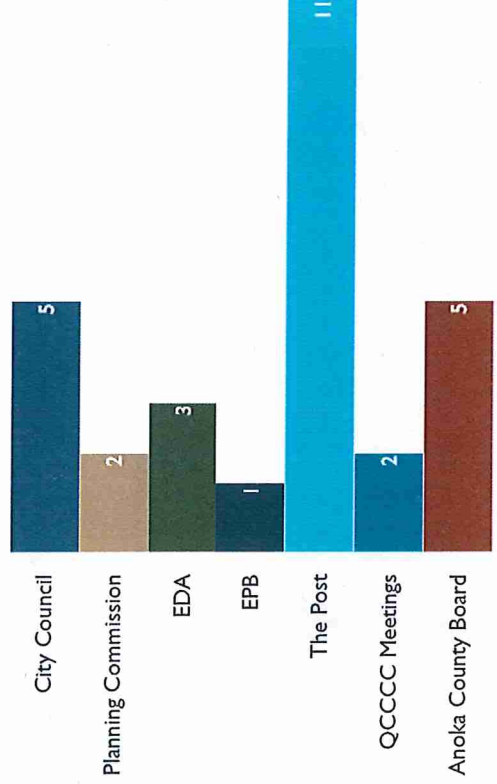
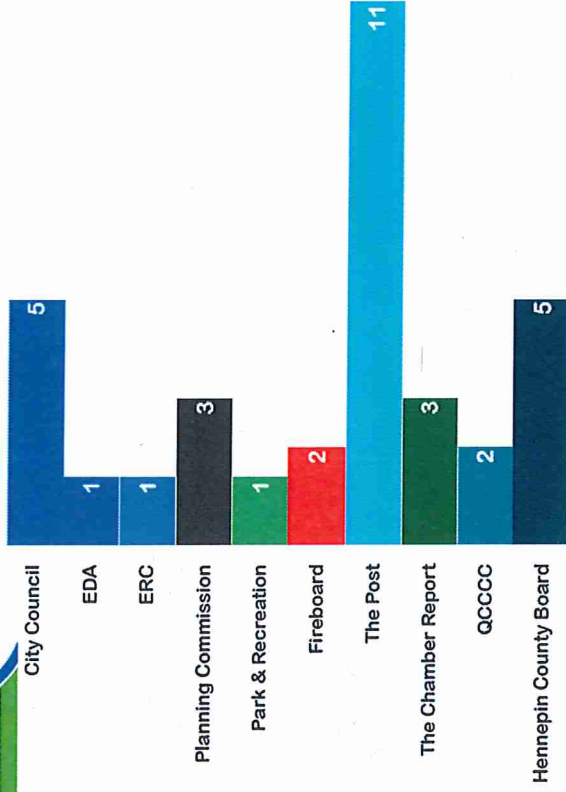
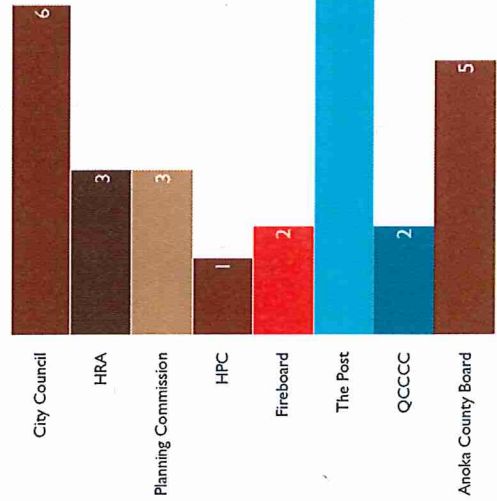
## YouTube Views:

**In the selected period, your channel got 8,779 views**





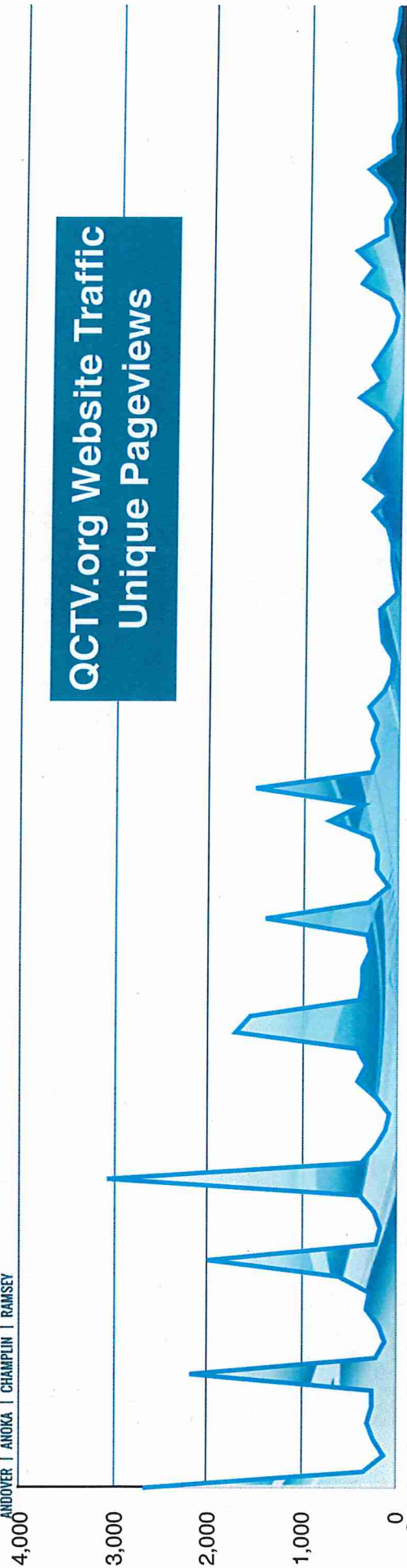
## City Channel Programming





# 2021 Quarter 4 Programming Stats

ANDOVER | ANOKA | CHAMPLIN | RAMSEY



**QCTV.org Website Traffic  
Unique Pageviews**

October 1 October 10 October 19 October 28 November 6 November 15 November 24 December 3 December 12 December 21 December 30

**How did people find us and what page did they go to most?**

## Top Ways Users Find QCTV.org

1	Direct	5,144
2	Searches (Google, etc.)	3,639
3	From Social Media	1,977

## Top 10 Pages

1	Homepage	7,315
2	Sports	4,317
3	Live - Community Channel	3,581
4	Anoka	1,497
5	Andover	1,336
6	Program Guide	998
7	Programs	645
8	The Post	702
9	Ramsey	620
10	Live and Local	565

Nov 13, 2021  
Amoré Antiques has been a ...  
Post  
Reach 10.3K

Nov 4, 2021  
We've got a huge game comi...  
Post  
Reach 7K

Nov 5, 2021  
Andover Huskies Football A...  
Post  
Link clicks 761

Oct 22, 2021  
We stopped by Nucky's Spea...  
Post  
Link clicks 572

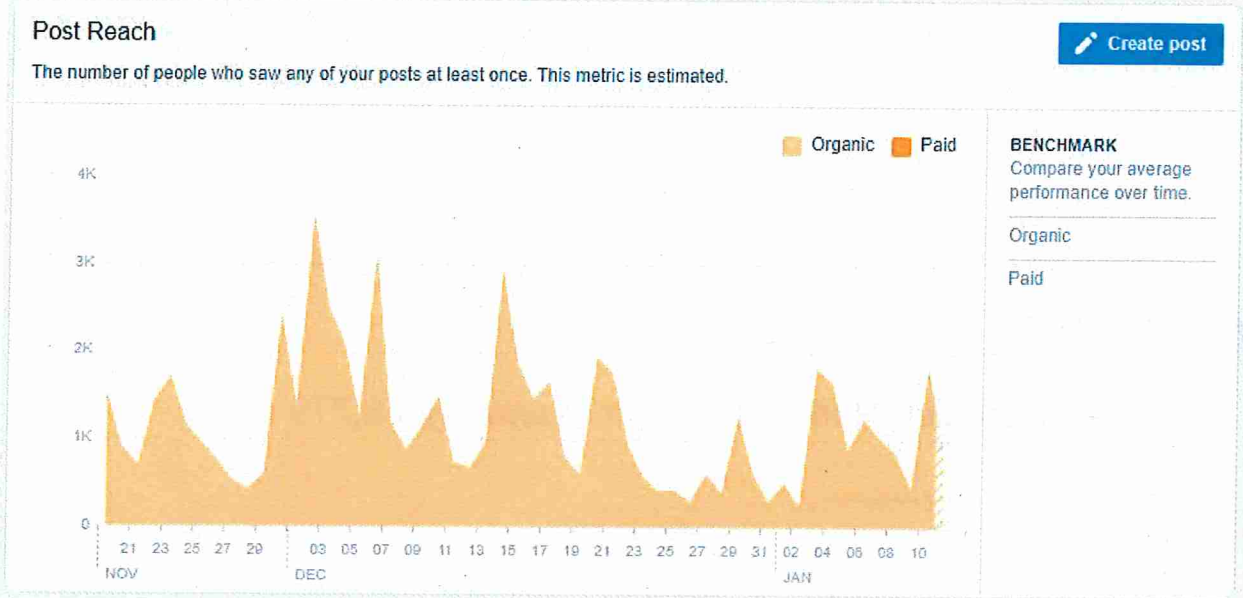
Nov 1, 2021  
What a great weekend cover...  
Post  
Link clicks 651

Dec 3, 2021  
There are a lot of hidden ge...  
Post  
Link clicks 283

Nov 4, 2021  
We've got a huge game comi...  
Post  
Link clicks 759

Oct 7, 2021  
Andover High School is prou...  
Post  
Link clicks 424

## Facebook Reach:



## Facebook Followers (194 new):



## Top Tweets:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate	Engagements
	<b>OCTV</b> @octr Dec 2 We've got our first boys' hockey game coming up tonight! Tune in LIVE at 7:00 pm to see @MCCrimsonHockey take on the @CPBoysHockey!! Watch live on OCTV or on our YouTube channel! Link below: youtu.be/1MVF5h1M5M #HighSchoolHockey #OCTV pic.twitter.com/ML1uSRIqqm			5,343	312	5.8%	Engagement rate 2.3% 2.7% engagement rate
	<b>OCTV</b> @octr Jan 6 We've got an awesome hockey game coming up tonight! Watch LIVE at 7:00 pm to see @TGEagleHockey take on @andoverhockey!! Watch live on our YouTube channel, and subscribe to our notifications! Link below: youtu.be/2WV5aAeT1o #HuskieNation #OCTV pic.twitter.com/Cpv895cF6			3,574	63	1.8%	Link clicks 298 On average, you earned 5 link clicks per day Retweets without comments 44 9 Retweets without comments
	<b>OCTV</b> @octr Nov 16 Good luck tonight! You can watch the game at the link below!			2,989	105	3.5%	On average, you earned 1 Retweets without comments per day Link clicks 87 2 clicks

Meeting Date: 02/22/2022

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**Information**

**Title:**

Review of Current Policy Allocating Excess/Deficient General Fund Revenues

**Purpose/Background:**

The City Council originally adopted a policy on February 22, 1994, known as the Excess/Deficient Revenue Policy (Resolution #94-02-045 - Resolution Establishing a Financial Policy for the Purpose of Allocation of Excess/Deficient General Fund Revenues) with the last amendment of this policy on May 10, 2016 (Resolution #16-05-089) a copy of which is attached.

The policy states that the General Fund fund balance will be at 50% of the next year's operating expenditures, plus any encumbrances and compensated absences.

At the March 23, 2021 City Council meeting when Resolution #21-073 was adopted to distribute the year ending 2020 excess revenue, the City Council stated that they wanted to review and possibly amend this policy prior to the distribution of an excess/deficient revenues applicable to year ending 2021. The 2021 allocation is estimated at approximately \$438,000 of excess revenue.

The current policy distributes the excess/deficient revenue to 4 funds: 30% each to the funds of Equipment Replacement Fund, Capital Maintenance Fund and Public Improvement Revolving Fund. The remaining 10% is allocated to the Public Facilities Fund. Respective Estimated Fund Balances are attached to show ending balances for each fund. These do not reflect any excess revenue for 2021.

The purpose of this worksession is to decide if the council chooses to stay with the current allocated percentages or determine new percentages of how the excess revenue should be distributed.

**Timeframe:**

15 minutes

**Funding Source:**

**Responsible Party(ies):**

Finance Director

**Outcome:**

Review of Current Excess/Deficient Revenue Policy and recommend changes, if any, and review the distribution of the 2021 excess revenues.

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**Attachments**

Reso #16-05-089 Excess/Deficient Revenue Allocation

Meeting Minutes 3-23-21

Cash Flows

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**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Diana Lund

Final Approval Date: 02/17/2022

**Reviewed By**

Kurt Ulrich

**Date**

02/17/2022 02:55 PM

Started On: 02/14/2022 08:43 AM

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

**RESOLUTION #16-05-089**

**RESOLUTION ESTABLISHING A FINANCIAL POLICY FOR PURPOSE OF ALLOCATION OF EXCESS/DEFICIENT GENERAL FUND REVENUES**

**WHEREAS**, this is an amendment to the policy adopted February 22, 1994 under Resolution #94-02-045; and

**WHEREAS**, this policy was further amended by Resolution #04-10-320 adopted October 26, 2004; and

**WHEREAS**, this policy was further amended by Resolution #10-04-082 adopted April 13, 2010; and

**WHEREAS**, this policy was further amended by Resolution #11-11-217 adopted November 7, 2011; and

**WHEREAS**, actual revenues can be over or under actual expenditures at the end of the fiscal year; and

**WHEREAS**, the State Auditor recommends a fund balance of 35-50% of next year's operating expenditures; and

**WHEREAS**, the city's policy will have the fund balance at 50% of next year's operating expenditures, plus prior-year encumbrances (if any) plus compensated absences; and

**WHEREAS**, the city's special revenue funds will not be figured into the calculation of the overall fund balance total as these funds have special designated purposes;

**WHEREAS**, there exists a need for additional funding sources for certain revolving, trust and replacement funds.

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

- 1) That the Finance Director is hereby directed to implement the following Financial Policy for the Purpose of Allocation of Excess/Deficient General Fund Revenues:

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) committed, 2) assigned, and 3) unassigned.

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

- a) Any excess shall be first allocated to "Assigned" fund balance to bring that portion of fund balance to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior-year encumbrances (if any) plus compensated absences.
- b) Any excess after complying with fund balance requirements in steps a) and b) shall be allocated to revolving, trust and replacement funds in the following manner:

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

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

- a) "Assigned" fund balance shall first be adjusted to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior year encumbrances (if any) plus compensated absences.
- b) If shortage after complying with fund balance requirement in step a) and b) shall draw funds in the following manner:

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

- 2) The Ramsey City Council hereby establishes this policy effective with the year ended December 31, 2016.

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

Mayor Strommen  
Councilmember Johns  
Councilmember Williams  
Councilmember Kuzma  
Councilmember Riley  
Councilmember Shryock

and the following voted against the same:

None

and the following abstained:

None

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

**7.06: Adopt Resolution #21-073 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund**

Finance Director Lund reviewed the staff report and recommendation that \$1,376,214.72 be transferred from the General Fund to the Equipment Revolving Fund in the amount of \$412,864.42, the Capital Maintenance Fund in the amount of \$412,864.42, the Public Improvement Revolving Funds in the amount of \$412,864.42 and the Facilities Construction Fund in the amount of \$137,621.46 per the allocation of excess revenue/deficient policy.

Councilmember Musgrove stated that she did not fully understand the statement related to Council discretion.

Finance Director Lund replied that this action is through resolution and the Council would have the discretion as to how to use funds in the 2022 budget discussions. She stated that the capital equipment is currently funded through the Equipment Revolving Fund, which is why a larger portion has been proposed to transfer to that account through the City's policy. She stated that all these funds are eligible for discussion as to how the funds can be used. She commented that these are not restricted funds and the Council has the ability to change the allocation to fit the needs of the City at that time.

Councilmember Musgrove asked if these funds are the only eligible funds for distribution.

Finance Director Lund replied that if the Council would like to change the allocation, it could adjust that through resolution.

Councilmember Musgrove stated that she would like to see additional allocation towards road funding. She noted that in 2016, the roads were being bonded for and the focus seemed on the Capital Maintenance Fund which she believed is for parks.

Finance Director Lund replied that the Capital Maintenance Fund is used for any large capital maintenance needs throughout the City and provided examples.

City Administrator Ulrich commented that the fund can be used for capital maintenance within parks as well.

Councilmember Musgrove commented that she would like to see more funds allocated to the PIR Fund for road funding but was unsure if that would be the appropriate fund.

Finance Director Lund confirmed that there is the Pavement Management Fund. She explained that the PIR Fund is used for overall road improvements whereas the Pavement Management Fund

is restricted to overlays and reconstructions. She stated that the PIR Fund is used for new improvements, such as paving dirt roads.

Councilmember Musgrove asked if the Pavement Management Fund should be added to increase road funding.

Councilmember Heineman stated that it appears the City has budgets for each of the funds which is being spent and when there is excess revenue it is appropriately divided into the funds for expenses which are not budgeted. He asked which projects are relying on these funds.

Finance Director Lund reviewed some of the excess revenue totals from previous years. She stated that 30 percent of the excess funds are allocated to the Equipment Revolving Fund which will be used to offset equipment purchases in the 2022 budget. She stated that without those dollars, the City would need to issue additional equipment certificates or place that cost on the property tax levy. She provided additional explanation related to fund balance needs and how those funds are used to offset future budget costs.

Councilmember Heineman appreciated the clarification. He asked if the funds would be allocated to the fund but not spent at this time. He asked if reallocating the funds would defund a purchase.

Finance Director Lund confirmed that this would close out the accounts from the previous year and allocate those funds per the City policy. She confirmed that the funds cannot be committed to anything at this time because the balance was unknown before this transfer takes place.

Councilmember Heineman agreed that the priority of Ramsey and its residents is to improve its roads as it fell behind even with the Franchise Fee. He stated that he would like to see a larger portion of this, if not all of it, allocated to the Pavement Management Fund. He stated that he would prefer to table this discussion and continue in a worksession to discuss how allocations could be done in that manner.

Mayor Kuzma commented that it is his understanding that this is excess money received because of the CARES Act funds and if those funds would not have been received the City would have ended the year in a deficit.

Finance Director Lund replied that is correct. She commented that if the City would not have received CARES Act funds, it would have pulled from these respective funds in excess of \$100,000. She stated that when the budgeting discussions begin, if there are zero dollars allocated to capital equipment, there will be an impact to the budget for squad cars and other equipment which will carry over to the property tax levy. She stated that this cannot be tabled as she needs to allocate those funds tonight. She stated that the Council can review the policy at a later discussion but would urge that to occur in conjunction with the budgeting discussions so that the Council is aware of the needs.

Councilmember Woestehoff acknowledged that this is an anomaly year as most years have \$100,000 to \$180,000 in excess. He stated that he is not in support of allocating funds to the Pavement Management Fund because if there was a deficit the City would need to pull from that

fund. He explained that the Franchise Fee was enacted to ensure those funds would be restricted for road use.

Councilmember Riley commented that it is disappointing that the decision needs to be made tonight because it would make sense to discuss this in worksession. He stated that the policy was setup to handle a normal amount and this is an extra amount, therefore he could have supported a one-time allocation towards roads. He stated that he likes that the Pavement Management Fund has one source and one use that is protected. He commented that something needs to be passed tonight and the recommendation fits the City policy. He stated that these would be brought back at the time of budget discussions and reallocation can occur at that time. He stated that the policy can be revisited as part of the budget discussions.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to Adopt Resolution #21-073 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving Fund (PIR).

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

Councilmember Musgrove thanked Finance Director Lund for the thoughtful manner in which she laid out the case and related information.

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

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Heineman commented that his vote related to the MRAP was not in opposition to protecting the Officers, but in that he wanted to talk more about options to provide more of a community vehicle look and feel. He commented that he does support the protection of the Officers.

Councilmember Riley commented that he does not want people to have the perception that the City paid \$800,000 for the vehicle as there was not a cost for the vehicle.

Councilmember Musgrove encouraged everyone to visit the Anoka County website related to the Bunker Lake Boulevard project.

## **9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 10:15 p.m.

**EQUIPMENT REVOLVING FUND #9234**

	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031
FUND BALANCE, Beginning of Year	757,307	752,437	674,114	114,413	74,985	75,735	76,493	77,258	78,030	78,810	79,598	80,394
<b>REVENUES:</b>												
Transfers from General Fund:												
Excess Revenue	412,864	-	-	-	-	-	-	-	-	-	-	-
QCTV Funds	47,000	20,000										
Interest Earnings	23,313	(3,923)	3,356	572	750	757	765	773	780	788	796	804
Total Revenues	483,177	16,077	3,356	572	750	757	765	773	780	788	796	804
<b>EXPENDITURES:</b>												
Capital Outlay:												
General Government	436,294		560,057	40,000								
Fire Generator		23,025										
Fire Truck from 2020		49,131										
Server costs remaining from 201	20,353											
Improvements with qctv funds	31,401	25,243										
Total Expenditures	488,047	97,400	560,057	40,000								
Increase (Decrease) in Cash	(4,870)	(81,322)	(556,701)	(39,428)	750	757	765	773	780	788	796	804
Reserved for QCTV Funding Purcha	54,142	48,899	48,899									
<b>FUND BALANCE, End of Year</b>	<b>752,437</b>	<b>674,114</b>	<b>114,413</b>	<b>74,985</b>	<b>75,735</b>	<b>76,493</b>	<b>77,258</b>	<b>78,030</b>	<b>78,810</b>	<b>79,598</b>	<b>80,394</b>	<b>81,198</b>

**FACILITY FUND #9412**

	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031
Finish												
FUND BALANCE, Beginning of Year	1,654,885	838,246	815,904	667,963	671,303	678,016	684,796	691,644	698,561	705,546	712,602	719,728
REVENUES:												
Excess Revenue Transfer (Year End		137,621										
Municipal Center Land Sale												
Interest Earnings	45,740	(4,334)	4,085	3,340	6,713	6,780	6,848	6,916	6,986	7,055	7,126	7,197
Total Revenues	183,362	(4,334)	4,085	3,340	6,713	6,780	6,848	6,916	6,986	7,055	7,126	7,197
EXPENDITURES:												
PW Campus	1,000,000											
Fire Station #1 Storage Building			20,000									
Fire Station Carpeting & Panels			20,000									
Fire Station #1 Cabling		13,034										
Muni Center Cabling			25,000									
Fire Station #1 Parking Lot-on 7-20-21 PW		3,975	88,025									
City Signs-Cor & ramsey Blvd												
Old Town Hall Reroof												
Total Expenditures	1,000,000	17,009	153,025									
Increase (Decrease) in Cash	(816,638)	(21,343)	(148,940)	3,340	6,713	6,780	6,848	-6,916	6,986	7,055	7,126	7,197
CASH BALANCE, End of Year	838,246	816,904	667,963	671,303	678,016	684,796	691,644	698,561	705,546	712,602	719,728	726,925
PW Loan Balance	334,523	296,713	258,148	218,811	178,687	137,761	96,016	53,436				
FUND BALANCE, End of Year	503,723	520,191	409,815	452,492	499,329	547,035	595,628	645,125	705,546	712,602	719,728	726,925

**PUBLIC IMPROVEMENT REVOLVING (PIR) FUND #9400**

Finish

	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031
FUND BALANCE - Beginning of Year	4,122,870	4,758,504	5,103,139	4,430,444	4,271,596	3,133,312	1,944,145	1,551,587	1,336,103	1,118,464	898,648	676,635
REVENUES:												
Special Assessments (P&I) & Payoffs	79,452	501,079										
Garden View Dev Fee		10,000										
Close fund 9496	310,510											
General Fund -30% transfer (exces.	412,864											
TIF & Reimbursement Interfund Lo.	114,901	104,006										
Interest Earnings	138,395	(24,827)	25,516	22,152	42,716	31,333	19,441	15,516	13,361	11,185	8,986	6,766
Total Revenues	1,056,122	590,259	25,516	22,152	42,716	31,333	19,441	15,516	13,361	11,185	8,986	6,766
EXPENDITURES:												
COR Pavement Striping												
Tinklenburg Hwy 10 Funding	45,600	42,000										
Hwy 47 Transportation Study			30,000									
Business Park 95 CUI-De-Sac			139,354									
CSAH 116 & TH 47 Intersection Improvements (10-27-20 occ		48,944	13,559									
County 5 Transportation Study			50,000									
County 83 Transportation Study			35,000									
Road Funding Study - WSB up to \$40,000												
Hwy 10 road impr												
Hwy 10 & BNSF RR Grade Sep at Ramsey Lake Blvd					500,000	500,000						
Hwy 10 & BNSF RR Grade Sep at Sunfish Lake Blvd					500,000	500,000						
County Road 116 Bunker to Armstrong												
Hwy 10 Planning Study with Bolton &	1,488											
McKinley Street Pavement Ext (From CC Case)												
2025 Neighborhood Overlays			94,172			14,500						
Sidewalk Sections - By Girl's Salon	12,090											
Sunwood Drive Roundabout Landscaping			20,000									
Sunwood Drive Concrete Repairs			50,000									
Sunwood Drive Striping Improvements												
Trott Brook Studies (Private Develop Proj)												
Tree Preservation-Riverdale (Capstone/Pearson project)-10-26-21		11,591	110,125									
Zeolite Trail/Sidewalk							206,000					
50% of annual road debt levy	241,263											
Anoka Cty S.A. Expenses	7,137	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Transfers to Other Funds:												
General Fund Transfer To	125,000	125,000	150,000	175,000	175,000	200,000	200,000	225,000	225,000	225,000	225,000	225,000
Total Expenditures	420,488	245,624	698,210	181,000	1,181,000	1,220,500	412,000	231,000	231,000	231,000	231,000	231,000
INCREASE (DECREASE) IN CASH	635,634	344,635	(672,695)	(158,848)	(1,138,284)	(1,189,167)	(382,559)	(215,484)	(217,639)	(219,815)	(222,014)	(224,234)
FUND BALANCE - End of Year	4,758,504	5,103,139	4,430,444	4,271,596	3,133,312	1,944,145	1,551,587	1,336,103	1,118,464	898,648	676,635	452,401

**CAPITAL MAINTENANCE FUND - 9810**

	Actual 2020	Actual 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031
FUND BALANCE, Beginning of Year	961,951	1,330,217	1,235,545	1,056,723	962,006	746,626	694,093	641,033	587,444	533,318	478,651	423,438
REVENUES:												
Excess Revenue Transfer (Year End)	412,864	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	27,851	(6,644)	6,178	5,284	9,620	7,466	6,941	6,410	5,874	5,333	4,787	4,234
Total Revenues	440,716	(6,644)	6,178	5,284	9,620	7,466	6,941	6,410	5,874	5,333	4,787	4,234
EXPENDITURES:												
Repair/Replace City Hall Exterior Lighting			40,000									
Central Park Main Parking Lot Reconstruction					150,000							
City Hall Landscaping			15,000									
Reseal Police Department Floor			5,000									
Resurface Fire #1 Apparatus Bay Floor			20,000									
Fire #1 Apparatus Bay Paint			15,000									
Repair/Replace Flat Roof Areas at City Hall			15,000									
Replace City Hall Carpeting			15,000									
Replace bad caulking City Hall				15,000								
Replace Bad Counter tops city hall				25,000								
Sprinkler Fire Station #1			60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Park Trail Patching	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Park Maint	12,450	28,028										
Total Expenditures	72,450	88,028	185,000	100,000	225,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Increase (Decrease) in Cash	368,266	(94,672)	(178,822)	(94,716)	(215,380)	(52,534)	(53,059)	(53,590)	(54,126)	(54,667)	(55,213)	(55,766)
<b>CASH/FUND BALANCE, End of Year</b>	<b>1,330,217</b>	<b>1,235,545</b>	<b>1,056,723</b>	<b>962,006</b>	<b>746,626</b>	<b>694,093</b>	<b>641,033</b>	<b>587,444</b>	<b>533,318</b>	<b>478,651</b>	<b>423,438</b>	<b>367,672</b>

Finish

Meeting Date: 02/22/2022

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### Information

**Title:**

Building Access Discussion and Follow-up

**Purpose/Background:**

The purpose of this item is to update the council on the door access implementation at the Public Works Campus, as well as come back to discuss if there's still a desire to continue with switching over City Hall & Fire Station 2 over to the same door access system.

Council last talked about this case in April of 2021 and wanted to discuss again after the implementation of the PDK door access system at Public Works and Fire Station 1 was completed. The IT Department has received glowing reviews from our team at Fire 1 and Public Works since the system went online.

The City currently utilizes a Honeywell door access system within the City Hall/PD building as well as Fire Station 2. Fire Station 1 and Public Works currently do not have a door access system. With the construction of the new Public Works campus, IT researched the cost to add the PW campus to our existing system, as well as the cost to implement a new system at PW and it was decided to go with a new system. A new system supports new technology such as credentials via smartphone (versus cards/keys), and with a cloud-based system, it will allow more accessibility for staff to control doors remotely (e.g., elections, room reservations).

An updated quote was requested for the PDK system [attached] to show the cost of converting our two remaining buildings to the new system. IT Manager Fredrickson also requested a quote from a competing software we reviewed known as Brivo for comparison [attached]. A couple notes on the Brivo quote is that it does not include Fire 2, and it includes one year of door service versus three years on the PDK quote.

The PDK quote shows the City Hall conversion at \$24,740. The quote does break out the online hosting cost for City Hall at \$5,500 for three years of service. Fire Station #2 came it at \$4,900, which includes the online hosting for three years.

The Brivo quote for City Hall alone is \$33,212.02 with the year of online service.

**Timeframe:**

Staff recommends we begin conversion to the PDK system beginning with Fire Station 2, and then moving to City Hall. If the project begins shortly the City can avoid any cost increases due to material prices increasing.

**Funding Source:**

Back in 2021, funds would be allocated from the Facilities Fund to finance the conversion.

**Responsible Party(ies):**

Jason Fredrickson - IT Manager

**Outcome:**

If Council is in favor of proceeding with the changeover, there is a case on tonight's (February 22nd) Council Consent Agenda. If council approves of moving forward, the City IT Manager will work with the PDK vendor (EPS) to begin work at Fire Station 2, followed by City Hall and the Police Department. Conversely, the case could be pulled from the consent agenda as another option.

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### Attachments

[PDK updated quote 2022](#)

[041321 WS Minutes](#)

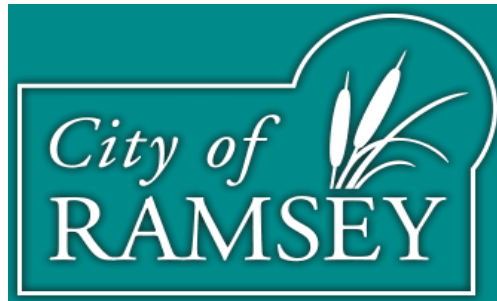
[BRIVO Quote 2022](#)

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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Diana Lund	Diana Lund	02/17/2022 11:10 AM
Kurt Ulrich	Kurt Ulrich	02/17/2022 03:19 PM
Form Started By: Jason Fredrickson		Started On: 02/14/2022 11:30 AM
Final Approval Date: 02/17/2022		

**Proposal for Door Access System  
Installation  
For**



**7550 Sunwood Drive NW  
Ramsey, MN 55303**

**Proposed By:**



**Mike Zawatzke  
4201 Norex Drive Suite 200  
Chaska, MN 55318  
(952) 300-1820**

**February 15, 2022**



February 15, 2022

Jason Fredrickson  
I.T. Manager  
City of Ramsey

Dear Mr. Fredrickson,

Thank you for the opportunity to provide you with a proposal for the addition of complete Door Access System installation as broken out below for the City of Ramsey Facilities.

EPS a licensed low voltage contractor, specializing in high quality Voice, Data, Fiber Cable, Sound System, and Security Network Infrastructure installations.

EPS has been in the low voltage cabling business for over 20 years and has a very successful track record with its customers. We have over 250 years of combined experience in the cabling and systems industry and have played a significant role in several large projects with a very diverse customer base.

EPS has a qualified installation staff of more than 20 technicians and has several teams of service technicians dedicated to providing Move, Add, and Change service requests with short notice.

Attached you will find a brief overview of our company, the PDK Door Access Installation description, materials, and pricing. EPS is a Certified PTL and BICSI company, which qualifies this installation to carry a one-year System Assurance Warranty.

Jason, if you have any questions, please feel free to contact me:

**Michael Zawatzke** 952-300-1820 or via email at [michael.zawatzke@electricalproduction.com](mailto:michael.zawatzke@electricalproduction.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Zawatzke", is written over a light blue horizontal line.

Michael Zawatzke



## DOOR ACCESS SYSTEM INSTALLATION

- EPS to provide, install, test and program the following new PDK Door Access System within the below listed City of Ramsey facilities. EPS to utilize all existing card readers and door locks, if possible, all door hardware to be existing and utilized for this installation.
- EPS will provide and install new PDK head end and ICLLOUD network node within each facility broken out below within the proper IT Closet locations.
- EPS to provide the proper control cable to each door location if required, EPS will utilize all existing door hardware, strikes, and card reader cabling were applicable. This was determined from a walk through at each site location on 11/23/2020.
- Excludes additional door hardware if required for proper operation on current door locations, EPS will provide all new strikes and card readers were required any additional door hardware from this will be provided and installed by others.
- Power supplies are included within proposal pricing listed below, but the electrical termination for these power supplies to be done by others on sperate contract.
- Door Access System will function over an IP hosted based platform and can be accessed via web browser.
- EPS to provide three-year hosted licenses for all doors listed below for City of Ramsey. Upgrade for doors on licenses will need to be renewed after the three-year period. Pricing for this with each pricing breakout and at the bottom of this proposal if all options are accepted.
- EPS to utilize current pathways if raceways are required EPS will provide these within this proposal pricing. If lift for installation is required, this to be supplied by the City of Ramsey.
- EPS to utilize City of Ramsey existing cards and fobs for programming of system.
- EPS to provide full programming and training of PDK Door Access System after project end.
- TAX NOT INCLUDED within each of the pricing breakouts listed below.

### Pricing breakout and scope listed below for all facilities:

Abbreviations: (ES (Electric Strike), CR (Card Reader), DPS (Door Position Switch)

#### **Main Facility:**

- EPS will remove and replace all existing card access controllers and power supplies with PDK and Altronix equipment, utilizing all existing cabling.
- EPS will tie (46) doors into new PDK 8 door controllers.
- EPS will add (1) card reader to door **125C**.
- EPS will add a new card reader, electric strike, and DPS (Door Position Switch) to door **173**.

- EPS will tie two existing lock down buttons into the new PDK system.
- EPS will tie in the sally port bypass switch located in **DATA 177**.
- EPS will install (6) 8 door controllers in **DATA 177**, and **ELEC. F129**.
- EPS will program new system and new cards to customers preference.

The following (46) doors will be tied into the new PDK system: \*\* - handicap integration:  
 110B, 103A, 104, 101A\*\*, 101B\*\*, 118A\*\*, 118B\*\*, 121A, 121B, 125A, License Center Door, 125B, 149B,  
 125C, 151A, 159C, 159A, 160A, 168, 173, 178B, 177, 180A, 180B, 190A, 190B, 195B, 178A, 124A, 195A, 233B,  
 253B, 244, 249, 253A, STC-1B, 124A\*\*, 194A\*\*. (7 additional doors upstairs – Door numbers N/A)

**Fixed price installation, materials, and programming..... \$ 24,740.00**

ACCEPTED BY \_\_\_\_\_

**ICLOUD HOSTED FEES THREE YEAR LIST PRICING:**

**Add to base price for all locations listed above.**

Main Building: 46 doors three-year hosting fee \$ 5,550.00

ACCEPTED BY \_\_\_\_\_

**Badging Software:**

Addition of new badging software to integrate with PDK Access Platform and existing Fargo Printer.  
 Download on one server location. Pricing below includes programing and software one year subscription.

Fixed price.....\$2,900.00

ACCEPTED BY \_\_\_\_\_

**Option #1: Fire Hall #2**

EPS will remove current door controllers and utilize all current power supplies.  
 EPS will install (1) new PDK cloud node, and (1) new PDK 8 door-controller, EPS to utilizing all existing door cable.  
 EPS will move (5) existing card access doors to the new PDK system. ((2) interior and (3) exterior)  
 EPS will tie in (1) existing key override switch into new PDK system.  
 EPS will program all doors and cards into the PDK software.  
 Three year iCloud fee is within fixed pricing listed below.

**Fixed price installation, materials, programming, and three-year hosting iCloud fee..... \$ 4,900.00**

ACCEPTED BY \_\_\_\_\_

## PROPOSED BY EPS



By \_\_\_\_\_

Title Low Voltage Division Manager

Date February 15, 2022

### TERMS AND CONDITIONS

1. **Payment.** The making of final payment shall constitute a waiver of all claims by Customer known as of the date such payment is made, except for those claims specifically preserved in writing as surviving the final payment. **CUSTOMER'S DAMAGES IN ANY CLAIM, ACTION OR SUIT AGAINST EPS SHALL NOT EXCEED THE CONTRACT SUM, AND IN NO EVENT SHALL EPS BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RELATING TO THIS AGREEMENT OR THE PERFORMANCE OF THE WORK.**

2. **Changes in the Work.** Customer may, without invalidating this Agreement, request changes in the Work within the general scope of the contemplated project consisting of additions, deletions, or other revisions to the Work. Such changes in the Work shall be accomplished by a written Change Order. The Contract Sum and the Plans and Specifications may be adjusted only by a written Change Order, and once signed by EPS and Customer constitutes a binding modification to this Agreement. Unless otherwise agreed by the parties, any increase in the Contract Sum associated with a Change Order shall be payable upon execution of the Change Order. Each change to the Plans and Specifications, or Contract Sum shall be deemed a separate Change Order.

3. **Concealed Conditions.** Should unknown or concealed conditions differ materially from those understood to exist, ordinarily encountered, or generally recognized as inherent in the Work contemplated by EPS, then the Contract Sum shall be equitably adjusted by Change Order upon request by either party made in writing within thirty days after the first observance of the condition. If additional work is required to correct the concealed condition, Customer shall pay the additional costs involved.

4. **Indemnification.** Customer shall indemnify and hold EPS harmless from and against claims, damages, losses and expenses arising out of or resulting from performance of the Work to the extent that such claims, damage, loss, or expenses are caused by the negligence or willful misconduct of Customer, or anyone directly or indirectly employed by Customer or anyone for whose acts Customer may be liable.

5. **Miscellaneous Terms.** Neither party shall assign its rights and obligations hereunder without the other's prior written consent, except that EPS may subcontract all or a portion of the Work without Customer's consent. The Agreement between the parties is intended to be interpreted and construed under and in accordance with the laws of the State of Minnesota. The bid and these Terms and Conditions express all agreements between the parties concerning the subject matter hereof and supersede all previous understandings relating hereto whether oral or written. EPS does not agree to any modification of these terms unless such modification is agreed to, in writing, by EPS's President or CEO. Whenever possible, each provision of these Terms and Conditions shall be interpreted to be effective and valid under applicable law, but, if any provision of these Terms and Conditions shall be held to be prohibited or invalid under such applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of these Terms and Conditions. The parties hereto consent to the exclusive jurisdiction and venue of any such court and waive any argument that venue in such forums is not convenient. EPS shall be entitled to its attorneys' fees in any action required to enforce or interpret these Terms and Conditions including but not limited to actions resulting from the Customer's nonpayment. Customer hereby acknowledges receipt of all written notices required under Minn. Stat. 514.011, including the following notice:

(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

**Bid Acceptance:** The information contained in this bid and the attached documentation is binding upon acceptance of the bid. Acceptance of the bid may occur through signing below and returning this page to EPS, Inc., or emailing EPS, Inc. that you accept the bid. When accepting a bid, you agree to be bound by EPS, Inc.'s Terms and Conditions. If you accept the bid on behalf of a third-party/company you work for, you also represent and warrant you have authority to contractually bind the third-party/company. Any changes to an accepted bid will be charged as an extra. Bid and performance bonds are not included in this proposal unless explicitly noted.

Proposal pricing is valid for 45 days from date on proposal. Material pricing increases and delays on shipping are subject to occur after 45 days.

## One Year "LIMITED" Warranty

This warranty has specific limitations and is not an insurance policy.

A. What does this Warranty cover? Electrical Production Services, Inc. (dba, EPS) offers a One-Year limited warranty on labor and materials supplied by EPS, except for lamps and light bulbs which are expressly excluded. EPS warrants that the labor and materials will be free from defects in material or workmanship, under normal use during the warranty period.

B. What does this Warranty NOT cover? Acts of God/Nature, abuse, neglect or any damage the customer has a right to recover against another party (i.e. other workers, suppliers) or covered by homeowner's/company insurance.

C. What we will do... Replace or repair the covered defective materials and workmanship.

D. What must you do... Keep this warranty, your invoice and contract in a safe place. Call EPS at (800) 594-9165 for warranty service within twenty-four (24) hours of discovery of any warranted defect to notify EPS of the defect.

### E. Other Conditions

1. EPS will not pay for any incidental or consequential damages, (for example, loss of refrigerated foods, living/working expenses, loss to other property or person's).

2. This warranty will be voided if someone other than EPS performs services on the work covered by this warranty.

3. Your exclusive remedy for breach of this limited warranty is repair or replacement of defective materials and workmanship.

4. All other warranties express or implied are expressly disclaimed.

**Bid Acceptance:** The information contained in this bid and the attached documentation is binding upon acceptance of the bid. Acceptance of the bid may occur through signing below and returning this page to EPS, Inc., or emailing EPS, Inc. that you accept the bid. When accepting a bid, you agree to be bound by EPS, Inc.'s Terms and Conditions. If you accept the bid on behalf of a third-party/company you work for, you also represent and warrant you have authority to contractually bind the third-party/company. Any changes to an accepted bid will be charged as an extra. Bid and performance bonds are not included in this proposal unless explicitly noted.

It is understood and agreed that EPS shall not be held liable for any loss, damage or delays occasioned by fire, strikes, or material stolen after delivery upon premises, lockouts, acts of God, or the public enemy, accidents, boycotts, material shortages, disturbed labor conditions, delayed delivery of materials from EPS suppliers, force majeure, inclement weather, floods, freight embargoes, causes incident to national emergencies, war, or other causes beyond the reasonable control of EPS, whether of like or different character, or other causes beyond EPS control. Price quoted is based upon present prices and upon the condition that the quoted price will be accepted within thirty (30) days and subject to the general conditions which are standard for specialty contractors in the construction industry.

Communications and Events Coordinator Thorstad confirmed that there is separate language applying to businesses and nonprofits.

Deputy City Administrator Gladhill commented that the City of Blaine has a separate website run by the City, managed by the community development department, and advertises businesses.

Councilmember Heineman commented if the City went that route, he would find it helpful to use the City social media to advertise the new site that advertises businesses.

Councilmember Musgrove commented that perhaps the EDA should consider that suggestion.

City Administrator Ulrich commented that it could be added to the plan and tasked out to the EDA and community development as it would be more related to economic development.

Communications and Events Coordinator Thorstad asked for any input on the website refresh and social media strategy.

Councilmember Musgrove asked the intent of using the word relatable in regard to City messaging. She believed the other descriptive words would cover the intent.

Communications and Events Coordinator Thorstad commented that those were themes and terms that came up quite often in the Council survey that was completed. She commented that relatable is important in terms of community engagement as it attempts to bridge the gap between government and residents.

Councilmember Specht commented that there is a balance between humor and relatability and asked if there would be a desire to remain professional or mix in some more lighthearted things.

Communications and Events Coordinator Thorstad stated that she has attended several trainings and it has been stated that humor can be an effective strategy, therefore she attempts to sprinkle in tasteful jokes that keep things lighthearted while remaining professional.

## **2.02: Discuss Building Access System for the New Public Works Campus**

I.T. Manager Fredrickson reviewed the staff report.

Councilmember Heineman asked and received confirmation that public works and fire station one currently uses hard keys. He asked if there are security cameras outside of each entrance and/or whether cameras would be implemented with the proposed access systems.

I.T. Manager Fredrickson replied that there are no security cameras at either of those campuses but with the implementation of a new system that feature could be tied in. He stated that with the existing system the cameras are recorded on a separate system. He noted that security cameras would be implemented with the new public works system.

Councilmember Heineman asked if there would be cameras in the future that would not be tied into the system.

I.T. Manager Fredrickson confirmed that he would suggest the cameras tie into the existing system and be housed on the existing server.

Councilmember Riley asked if there is a time when upgrading should occur for the existing server or whether the new system should simply be added. He asked if there were any security concerns with being cloud based.

I.T. Manager Fredrickson commented that the criteria to review other systems came as part of a different project, which was to explore if there was a possibility to eliminate hard keys for park buildings and use mobile credentials, which these systems would allow for. He stated that the existing system has no ability to do that and there is no interest from Honeywell to look into those upgrades. He stated that there are minor frustrations as to what can be done to the system and there are no upgrades/updates available. He stated that in regard to cloud security systems, he does not have any major concerns as the data is backed up in another manner.

Councilmember Riley asked what would happen in terms of access if the technology goes down.

I.T. Manager Fredrickson stated that when the internet goes down, the power to grant access or provide access remotely is removed but the system would still continue to operate with card access and upon scheduled times. He stated that the only time the system would go down completely is if power and generator power went down.

Councilmember Howell asked if there would be hard key access at all.

I.T. Manager Fredrickson confirmed that would still be available.

Councilmember Heineman commented that one advantage to this type of system is that keys are not needed and if an employee is terminated their access could be terminated, along with eliminating the cost of lost keys. He stated that seems to provide a cost savings along with productivity savings. He asked if there have been any instances of lost keys and where locksmiths have had to rekey a door.

Public Works Superintendent Riemer replied that they have rekeyed once, but it has not been a large concern. He stated that they do not provide the last paycheck for seasonal employees until their keys are turned in.

Councilmember Musgrove commented that she recalls a rekeying for the Elmcrest buildings. She asked if this system would apply to City park buildings as well. She stated that the case does not seem to mention the parks buildings.

I.T. Manager Fredrickson replied that the system would allow the City to connect the park buildings even though there is no internet at those locations. He stated that at this time they are

focusing on the existing system but there would be a possibility to connect the parks buildings in the future if desired.

Mayor Kuzma asked for details on the camera system and whether that would be connected, or if the existing system would continue to be used.

I.T. Manager Fredrickson replied that the Honeywell system that the City has does not tie into the cameras and staff would propose to continue to use that separate system rather than tying the systems together at this time as it would simply cause an additional cost that is not necessary.

Councilmember Woestehoff commented that the system quotes seem similar and stated that there seems to be a cost savings to moving to the cloud. He asked if two factors would be a requirement for either system.

I.T. Manager Fredrickson commented that the current access to the door system includes himself, I.T Support Technician Kubat and the facilities team and provided additional details.

It was the consensus of the Council to support moving forward with PDK.

### **2.03: Review Date for Annual Planning Session**

City Administrator Ulrich reviewed the staff report.

Councilmember Heineman commented that he will be on 30-day military orders and therefore would be available remotely.

The consensus of the Council was to move forward with the date as proposed in the staff report.

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

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

City Administrator Ulrich reviewed the future topics calendar.

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

Deputy City Administrator Gladhill noted that the property owner for the abatement case on tonight's regular agenda reached out to at least one Councilmember stating that they would like to speak tonight, so that item will be removed from Consent to provide that ability. He provided background information on the property and the code enforcement history. He noted that the property owner felt they were being treated unfairly and provided three other properties in the area in violation, noting that staff was not aware of those properties and code enforcement will be following up on those properties as well. He noted that this property owner does not dispute that the property is in violation, noting that staff has been working on the case since 2019 and this is the first response from the property owner. He noted that an extension could be considered now



# ELECTRO WATCHMAN, INC.

FIRE & SECURITY SYSTEMS • SINCE 1921

## QUOTE

BVOGQ2316

Created: 02/16/22

Expires: 04/17/22

1 Water St. West Suite #110, ST. Paul, MN 55107

T. 651.227.8461 F. 651.310.1296

### Prepared For:

City of Ramsey  
7650 Sunwood Dr. NW  
Ramsey MN 55303

Jason Fredrickson  
763.286.2158  
jfredrickson@ci.ramsey.mn.us

### Prepared By:

Benjamin J. Beberg  
Account Executive  
651.310.1268  
ben@electrowatchman.com

### Project Scope:

**EWI Budgetary proposal to replace existing Win Pak access control system with new Brivo Access Control System**

- \* All existing readers, power supplies, cabling and other peripheral devices will re used
- \* Quote assumes we can export existing user database from Win PAK and import into Brivo. IF not the data would need to be entered manually,
- \* Option to add card access to Room 125C and Door 173
- \* We will tie in all existing handicap buttons and lockdown buttons
- \* Tie in existing sally port bypass switch located in server room
- \* Brivo offers a 10% discount on annual billing
- \* Network Connections and Information Provided By Owner

Qty	Description	Unit Price	Ext. Price
1	<b>Convert 46 Existing Doors from Honeywell Win Pak to Brivo</b>		<b>\$30,017.75</b>
	<ul style="list-style-type: none"> <li>• (1) BRIVO ACS6100L KIT: FOURTEEN (14) READER CAPACITY ETHERNET CONTROL PANEL KIT (INCLUDES CHASSIS ENCLOSURE AND ENCLOSURE LOCK) 1 - B-ACS6100L-E 6 - B-ACS6100-DB</li> <li>• (1) BRIVO ACS6100 LARGE EXPANSION CHASSIS (ACCOMMODATES EIGHT (8) ACS6100 EXPANSION BOARDS) 1 - LARGE ENCLOSURE WITH LOCK 2 - B-ACS6100-PSB INTERNAL POWER SUPPLY BOARDS (DOES NOT SUPPORT POWER FOR ELECTRONIC LOCKS) 2 - PLUG-IN AC/DC POWER ADAPTERS 1 - 12V 28AH SEALED LEAD ACID BATTERY BACKUP [COMPATIBLE WITH ALL BRIVO ACS6000/6100 SERIES BOARDS]</li> <li>• (7) TWO READER EXPANSION BOARD WITH OSDP. [CAN BE USED TO REPLACE ACS6000 SERIES DBS WHEN USED WITH THE B-ACS6100-ADPL ADAPTER PLATE.]</li> <li>• (1) BRIVO ACS6100 LARGE PANEL (ACCOMMODATES SIX (6) ACS6100 EXPANSION BOARDS) 1- B-ACS6000-MBE TWO (2) READER ETHERNET CONTROL BOARD WITH WI-FI ANTENNA 1 - B-ACS6100L-EXP LARGE CHASSIS [COMPATIBLE WITH ALL BRIVO ACS6000/6100 SERIES BOARDS]</li> <li>• (5) TWO READER EXPANSION BOARD WITH OSDP. [CAN BE USED TO REPLACE ACS6000 SERIES DBS WHEN USED WITH THE B-ACS6100-ADPL ADAPTER PLATE.]</li> </ul>		

Qty	Description	Unit Price	Ext. Price
	<ul style="list-style-type: none"> <li>(1) BRIVO ACS6100 LARGE PANEL (ACCOMMODATES SIX (6) ACS6100 EXPANSION BOARDS)</li> <li>1- B-ACS6000-MBE TWO (2) READER ETHERNET CONTROL BOARD WITH WI-FI ANTENNA</li> <li>1 - B-ACS6100L-EXP LARGE CHASSIS [COMPATIBLE WITH ALL BRIVO ACS6000/6100 SERIES BOARDS]</li> </ul>		
	<ul style="list-style-type: none"> <li>(3) TWO READER EXPANSION BOARD WITH OSDP. [CAN BE USED TO REPLACE ACS6000 SERIES DBS WHEN USED WITH THE B-ACS6100-ADPL ADAPTER PLATE.]</li> </ul>		
	<ul style="list-style-type: none"> <li>(1) BRIVO ACS300 IP/WIFI DOOR CONTROLLER FOR UP TO 2 WIRED WEIGAND OR OSDP READERS AND WIRELESS LOCKS. REQUIRES POE+ OR 12VDC LINEAR POWER SUPPLY. READER, BATTERY &amp; POWER SUPPLY, NOT INCLUDED.</li> </ul>		
	<ul style="list-style-type: none"> <li>(10) SEALED LEAD ACID BATTERY 12V</li> </ul>		
	<ul style="list-style-type: none"> <li>INSTALLATION, PROGRAMMING AND TESTING</li> </ul>		
	<ul style="list-style-type: none"> <li>MISC MATERIALS</li> </ul>		
1	<b>46 Doors on Standard Edition Monthly Fee - Additional doors @ \$5/month per door</b>		<b>\$320.00</b>
	<b>*Standard Edition- Event tracking o Security device display and status o Admin, user, credential management o Group permissions o Schedule creation/ management o Facility Lockdown o Event, access, user reporting o Video Remote management o Option to add additional capabilities as needed (Optional)</b>		
	<ul style="list-style-type: none"> <li>(2) BRIVO ACCESS STANDARD EDITION- READER TIER 1 READER MONTHLY DATA PLAN (FOR EACH READER FROM 1-2 ON THE ACCOUNT) APPLIES TO ACS6000/6100, ACS300, ACS100 AND MERCURY PANELS</li> </ul>		
	<ul style="list-style-type: none"> <li>(10) BRIVO ACCESS STANDARD EDITION - READER TIER 2 READER MONTHLY DATA PLAN (FOR EACH READER FROM 3-12 ON THE ACCOUNT) APPLIES TO ACS6000/6100, ACS300, ACS100 AND MERCURY PANELS</li> </ul>		
	<ul style="list-style-type: none"> <li>(34) BRIVO ACCESS STANDARD EDITION -READER TIER 3 READER MONTHLY DATA PLAN (FOR EACH READER FROM 13+ ON THE ACCOUNT) APPLIES TO ACS6000/6100, ACS300, ACS100 AND MERCURY PANELS</li> </ul>		
1	<b>46 Doors on Professional Edition Monthly Fee - Additional doors @ \$10/month per door</b>		<b>\$659.88</b>
	<b>*Professional Edition- Includes all features listed in "standard" and adds the following functionality: Custom Event Classification o Event Trend analysis o Access pattern analysis oIdentity management o Unlimited API Integrations (Optional)</b>		
	<ul style="list-style-type: none"> <li>(36) BRIVO ACCESS PROFESSIONAL EDITION - READER TIER 1 READER MONTHLY DATA PLAN (FOR EACH READER FROM 11+ ON THE ACCOUNT)</li> </ul>		
1	<b>46 Doors on Enterprise Edition Monthly Fee - Additional doors @ \$12/month per door (Optional)</b>		<b>\$1,011.92</b>
	<ul style="list-style-type: none"> <li>(26) BRIVO ACCESS ENTERPRISE EDITION - READER TIER 1 READER MONTHLY DATA PLAN (FOR EACH READER FROM 21+ ON THE ACCOUNT)</li> </ul>		
1	<b>Add Card Access to Lake Itasca Room (125C) and Door 173</b>		<b>\$3,194.27</b>
	<ul style="list-style-type: none"> <li>(1) TWO READER EXPANSION BOARD WITH OSDP. [CAN BE USED TO REPLACE ACS6000 SERIES DBS WHEN USED WITH THE B-ACS6100-ADPL ADAPTER PLATE.]</li> </ul>		
	<ul style="list-style-type: none"> <li>(2) SIGNO/40/SWTCH/BLE/13.56M/125K</li> </ul>		

Qty	Description	Unit Price	Ext. Price
	● (1) 3/4 DIA. RECESSED STL DR/CLS		
	● (1) ELECTRIC STRIKE, HEAVY DUTY,		
	● CABLE - 18/4 CM		
	● CABLE - 22/6 OAS CMP		
	● MISC MATERIALS		
	● INSTALLATION, PROGRAMMING AND TESTING		

**Additional Notes:**

*Please contact me if I can be of further assistance.*

<b>Grand Total</b>	<b>\$33,212.02</b>
<b>Deposit Required</b>	<b>\$16,606.01</b>

Meeting Date: 02/22/2022

**Information**

**Title:**

Discuss Building Maintenance Staffing

**Purpose/Background:**

The purpose of this discussion is to request the City Council to approve, by consensus, increasing the part-time Building Maintenance Worker from 20 to 25 hours per week. This change is requested to be on effective April 14, 2022.

The current 20 hour per week Building Maintenance Worker submitted his letter of resignation, effective April 28, 2022. This employee works Monday - Thursday 2:30 to 7:30 p.m. Prior to posting this opening, Human Resources would like to update the schedule to include an additional five hours per week.

Adding five hours a week to the schedule will not only add additional capacity, but it will also greatly increase current staffs' ability to use their earned vacation time or to maintain coverage in the event an employee is ill. It would also significantly reduce the number of Friday's that the other Building Maintenance Worker would need to work alone in an unoccupied building. From a scheduling perspective, approving time off on Friday's has been difficult due to lack of coverage.

Note: Current staffing includes a full-time Building Maintenance Supervisor, two full-time Building Maintenance Workers, and one part-time 20 hour per week Building Maintenance Worker.

**Timeframe:**

Up to 10 minutes.

**Funding Source:**

The additional 2022 funding required for this action (beginning on or near April 14, 2022) would be \$1,570.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director.

**Outcome:**

Based on discussion.

**Attachments**

*No file(s) attached.*

**Form Review**

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	02/17/2022 12:35 PM
Kurt Ulrich	Kurt Ulrich	02/17/2022 03:35 PM

Form Started By: Colleen Lasher  
Final Approval Date: 02/17/2022

Started On: 02/17/2022 11:53 AM

Meeting Date: 02/22/2022

**Information**

**Title:**

Discussion Regarding the City Administrator's Position Description and Community Profile

**Purpose/Background:**

As a result of City Administrator Ulrich's pending retirement, the City Council met during the February 15th Special Work Session and discussed the process to fill the pending vacancy. The City Council decided, by consensus, to keep the recruitment in-house. Therefore, the recruitment will be conducted internally (City Staff) while adhering to the recommendations of the City Council.

The purpose of this discussion is to review the current position description and sample Community Profile (used previously for the Deputy City Administrator/Community Development Director recruitment) and provide staff with any recommended revisions to either the position description or the profile, prior to posting the opening.

**Timeframe:**

Up to 30 minutes.

**Funding Source:**

Not applicable.

**Responsible Party(ies):**

Colleen Lasher, Administrative Services Director

**Outcome:**

Based on discussion.

**Attachments**

Sample Profile

City Adm. Job Desc.

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 02/17/2022

**Reviewed By**

Kurt Ulrich

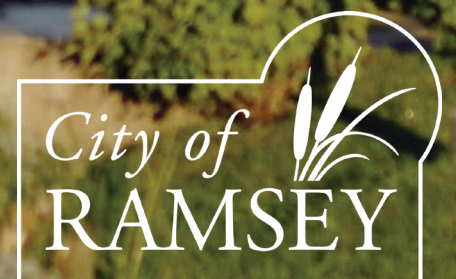
**Date**

02/17/2022 04:11 PM

Started On: 02/17/2022 03:16 PM

# RAMSEY

*Deputy City Administrator/  
Community Development Director*





# Community Profile

Ramsey is a suburban city located in the northwestern part of Anoka County, with a population of approximately 27,550. Two rivers dominate its borders, the Rum River and the Mississippi River.

The first settlement in Ramsey began because of trading along the banks of the Mississippi. Many settlers came here on a steamboat called The Governor Ramsey named after our first territorial governor, from which the City reportedly acquired the name.

Only a few of the first houses and structures built in Ramsey remain today. The most notable structure of historic significance is on the National Register of Historic Places, the Old Ramsey Town Hall, located west of Highway 47 (Saint Francis Boulevard) just north of County Road 116 (Bunker Lake Boulevard). This 19th century structure was originally used as a schoolhouse. The building is a community landmark and the City is working on a long term plan for the structure.

Two school districts now serve Ramsey - Elk River #728, and Anoka-Hennepin #11. Students from both districts regularly exceed the state average on the Minnesota Basic Standards in math, reading, and writing, and score well above the national average on college entrance exams.

Many people have chosen to live in Ramsey because of its rural character, wetlands, wildlife, parks, recreation and the housing choices. Ramsey is a mixture of farms, large-lot single family, urban single-family, and multi-family with a range of prices that appeals to a wide variety of families and individuals.

The City is expected to grow by approximately 10,000 people over the next 20 years. Economic Development continues to be a priority for our City. With nearly 7,000 employees working in Ramsey everyday, new industrial and retail growth may add an additional 5,000 employees over the next 20 years. We are proud of our commitment to attract economically and environmentally sound commercial development.

Ramsey is committed to manage future growth to provide a high quality of life, enhanced employment opportunities and a stable tax base. Looking ahead, our city is working toward retail and commercial growth that includes restaurants, shopping, entertainment and additional employment opportunities.



## Our Values

Ethics and Integrity  
Fiscal Responsibility  
Cooperation and Teamwork  
Open and Honest Communications  
Excellence and Quality in the Delivery of Service  
Treating People with Respect and Fairness  
Adaptability and Continuous Learning

## Our Vision

Ramsey will be a secure, citizen-driven, collaborative community that respects the balance and connectivity between its unique urban, rural and natural environments.

## Our Mission

To work together to responsibly grow our community and to provide quality, cost-effective and efficient government services.

## Our Objectives

Financial Stability  
A Balance of Rural Character and Urban Growth  
An Active and Connected Community  
Smart, Citizen-Focused Government  
An Effective Organization





# Job Description

## Deputy City Administrator / Community Development Director

Salary Range: 106,613 - 133,266

Reports To: City Administrator

This position is responsible for the planning, directing and coordinating the implementation of development policies that help shape a vibrant, sustainable community. In addition, the Deputy City Administrator works to provide cross functional administrative project leadership, capital development project administration, and management analysis for the organization and will be responsible for performing other administrative duties as assigned.

### Essential Functions

- Provide Leadership to the Community Development Department, including the Planning, Economic Development and Building Safety Inspection Divisions.
- Assist the City Administrator with a variety of projects, especially strategic and capital planning projects.
- Serve as the Acting City Administrator in the absence of the City Administrator.
- Represent the City in a variety of settings, including as a liaison to land use developers, building contractors, real estate brokers and business owners.
- Coach projects through the Planning and Zoning approval process.
- Advance the City Council's strategic goals for community planning and economic development.
- Prepare, implement and monitor annual department budgets and work plans.

### General Leadership

- Prepare Annual Budget and Work Plans for Planning Division, Economic Development Division and Building Inspection Division.
- Ensure that the Department Structure effectively delivers services consistent with the City Council's Strategic Plan.
- Provide support for Staff Liaisons for the Planning Division, Economic Development Authority (EDA) and Environmental Policy Board (EPB).
- Attend all City Council Meetings.
- Attend all EDA Meetings.
- Attend Planning Commission and EPB as needed.

## Planning & Zoning Administration/Development Review

- Chair the Development Review Committee.
- Monitor and implement the City's Comprehensive Plan, including coordination with the Metropolitan Council.
- Manage long-range planning projects such as corridor plans and small area plans.
- Ensure that goals and metrics for Land Use Applications, Building Permits and Inspections meet the expectations of the community.
- Demonstrate planning skills of developing healthy, mixed-use residential strategies for a City.
- Research and keep abreast of economic trends; monitor local, state and federal legislation and regulations that impact community development.
- Provide timely issuance of building permits and completion of inspections to ensure code compliance.
- Negotiate and implement development agreements for new and redevelopment agreements including coordination of housing subsidy requirements, property acquisition, relocation efforts, site preparation, and others.
- Advance the City's housing goals and ability to assemble funding sources.

## Economic Development

- Provide leadership and guidance to the Economic Development Manager in administering economic development goals and policies, including Tax Increment Financing (TIF), Revolving Loan Fund (RLF) and Business Retention and Expansion (BRE) Program.
- Maintain knowledge of available public and private financing resources including local bank financing, state assistance, and other funding sources.
- Oversee submittal of grant applications and other funding opportunities to further the city's development.

## Special Projects & Public Finance

- Assist the City Administrator in Annual Strategic Planning Session.
- Assist the City Administrator with public facilities capital improvements implementation.
- Serve as Acting City Administrator in the absence of the City Administrator.
- Demonstrate knowledge of budgeting, accounting, and government financing, particularly capital improvement financing mechanisms

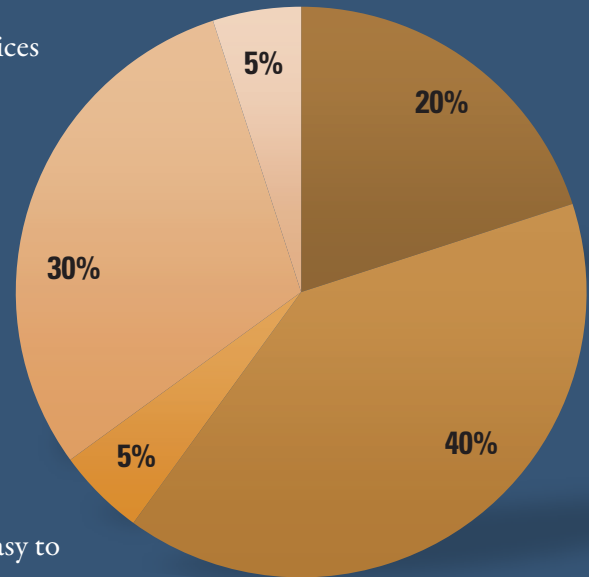
## Code Enforcement

- Provide general support to Planning Staff related to the Senior Planner and/or his/her/their designee related to Code Enforcement Case management, Mediation and Resolution.
- Administer the Appeals Process to Notice of Violations.



# Leadership Skills

- Proven effective delegation skills
- Proven ability to manage and execute policies and programs.
- Knowledge of management and operation's principles and practices as they apply to the public sector
- Ability to staff effectively; build a team whose members have complementary strengths
- Ability to recruit and maintain excellent employees; matching individuals to jobs
- Ability to anticipate long-term staffing needs
- Ability to communicate effectively orally and in writing with architects, contractors, developers, builders, residents, commercial business owners, the public, staff, Planning Commission and City Council
- Ability to prepare communication articles for website and The Resident Resident
- Ability to develop community development materials that are easy to read and informative
- Ability to execute outstanding client-driven services
- Ability to design/redesign processes that deliver cost-effective programs/services
- Proven experience of delivering timely and detailed submittal of review projects
- Proven negotiation skills
- Demonstrated decisive and effective decision making skills
- Demonstrated highly interpersonal skills; effectively listening and providing timely responses
- Ability to build relations; tolerance for differing points of view and personalities
- Ability to work effectively with staff and government agencies and strategic partners (Metropolitan Council, Anoka County, State Legislature, Minnesota Housing Finance Agency and others)
- Ability to comply with all reporting and statutory requirements



- **General Leadership**
- **Planning/Zoning Administration & Developmental Review**
- **Code Enforcement**
- **Economic Development**
- **Special Project Management**





## Minimum Qualifications

- Bachelor's degree in Urban Planning, Land Use Planning, Public Administration, Business Administration or a closely related field and at least one of the following:
  - More than five years' professional experience in leading/managing development and marketing initiatives within a community
  - More than five years' experience related to Community Development, Planning/Zoning or Economic Development;
  - More than five years' experience in municipal planning and development.

## Desired Qualifications

- Master's degree in Urban Planning or a closely related field and proven municipal planning or economic development experience.
- AICP (American Institute of Certified Planners)
- EDFP (Economic Development Finance Professional)
- CEcD (Certified Economic Developer) Certification

## Conditions of Employment

- Must comply with organizational and department policies
- Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's license within 90 days. Traveling throughout the City for site inspections is required.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**CITY OF RAMSEY  
POSITION ANALYSIS**

**Position Title:** City Administrator

**Department:** Administrative Services

**Title of Immediate Supervisor:** City Council

**FLSA Status:** Exempt

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**POSITION SUMMARY:** The City Administrator is the chief administrative officer of the City and is responsible for all aspects of the City's organizational health and effectiveness. This position is responsible for the daily administration and coordination of all City Affairs in accordance with the City Charter, City Code, ordinances, resolutions, and directives from City Council.

**PRINCIPAL ACCOUNTABILITIES:**

Values-based Leadership: The City Administrator is expected to model behavior and maintain a culture that is consistent with the City's organizational core values of Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning. These values are the foundation of all actions and decisions.

Mayor and Council Support: The City Administrator will respond promptly and effectively to council requests and directives; as well as provide timely, useful and accurate information for policy decisions. This requires drafting ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.

Mission-focused Strategic Direction: The City Administrator effectively working with staff, City Council, appointed Commissioners and external partners, is responsible for planning the direction of the organization. The position is the gatekeeper of the City's mission and values.

Voice of the Organization: The City Administrator is the professional face and voice of the organization and is responsible for ensuring alignment and consistency between the organization's goals, strategies and all of her/his direct communications and public statements. This position is also responsible for ensuring that the same alignment and consistency in all staff and City Council communications, and for staff training and reinforcement necessary to fulfill this requirement.

High Impact Results: The City Administrator must manage the organization's resources and people to achieve the highest possible impact on the organization's mission. The City Administrator must be an improvisational leader and adapt as necessary to provide effective city management.

Fiscal Health and Accountability: The City Administrator is responsible for ensuring and helping to maintain the fiscal health and transparency of the city's organization.

Organizational and Professional Development: The City Administrator is responsible for developing and maintaining an organization capable of fulfilling the strategic plan. This requires an on-going assessment of future challenges and opportunities, organizational design, depth and succession planning. The City Administrator is responsible to help staff grow to their

potential, and achieve their highest possible impact toward the organization's mission. The City Administrator will develop and maintain internal performance systems that maintain accountability and encourage high-level performance.

**SUPERVISION: DIRECTION RECEIVED and/or GIVEN**

Reports to the City Council; exercises general supervision over all City employees through department heads as well as selected non-management staff.

**ESSENTIAL ENVIRONMENTAL FACTORS**

Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's license within 90 days. Traveling throughout the City and regional area is required.

This job description does not necessarily list all functions or accountabilities of the job. The City Administrator may be asked by the City Council to perform additional duties and tasks. The City Council reserves the right to revise and update job descriptions at any time.

**TOOLS AND EQUIPMENT USED**

Typical standard office equipment is used including multi-line phone, copier, fax, PC, printers, etc.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, an employee is regularly required to sit; talk and hear, in person, in meetings and by telephone; use hands to figure, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this position include close vision and the ability to adjust focus.

**PROFESSIONAL DEVELOPMENT**

It is expected that the City Administrator participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to city programs, services, and operations.

**ESSENTIAL FUNCTIONS**

The examples listed may not include all duties performed by this position.

1. Leadership – lead by example; foster a motivated and cohesive senior management team; encourage openness to change; demonstrate decisive and effective decision-making.
  - a. Demonstrates collaborative, team-oriented management style.
  - b. Encourages and facilitates strong two-way communication.
2. Organizational management – ensure the effective and efficient delivery of quality city services; promote progressive practices; recruit, motivate and retain quality employees.
  - a. Oversees and coordinates the operation of all departments to ensure that citizens receive high quality service.

- b. Acts as the final authority on all personnel actions subject to approval by the City Council including, but not limited to, hiring, severe disciplinary action and dismissal.
  - c. Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all departments.
3. Mayor & Council support – respond promptly and effectively to council requests and directives; provide timely, useful and accurate information for policy decisions.
  - a. Advises the City Council on matters of public policy
  - b. Plans, organizes and administers City operations to ensure a coordinated and efficient effort to meet goals and objectives as established by the City Council.
  - c. Drafts City ordinances, resolutions, and policies for City Council consideration utilizing the City Attorney and other staff members as needed.
  - d. Interprets and enforces laws, ordinances, policies, and rules; implements City Council directives.
  - e. Attends and participates in all Council meetings and other official meetings as needed.
4. Fiscal management – ensure the city’s long-term capacity to deliver quality services at a reasonable price; administer the approved budget according to City Council policy and sound fiscal practices.
  - a. Coordinates and directs department heads in the development, presentation and administration of the annual operating budget.
5. Customer service – ensure that citizen requests and concerns are effectively and efficiently responded to and resolved; cultivate positive relationships with our residents and businesses.
6. Community relations – promote a positive image of the City within the community; represent City interests and foster cooperative associations with residents, business owners, other agencies and the media.
7. Performs other duties and assumes other responsibilities as apparent or assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of laws, rules, and regulations applicable to City government.
2. Knowledge of budgeting, accounting, and government financing, particularly capital improvement financing mechanisms.
3. Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.
4. Knowledge and experience in progressive land use, growth management and economic development/redevelopment
5. Knowledge of cooperative community and labor relations techniques
6. Ability to communicate effectively and establish effective working relationships with elected officials, staff, other public officials, and the public including making formal presentations.
7. Ability to supervise staff and delegate work.

## **MINIMUM JOB QUALIFICATIONS:**

Master's degree in public administration, business, finance, or related field and seven to ten years of executive leadership experience or a combination of education and experience providing equivalent knowledge. Proven experience as either a City Administrator/City Manager or senior executive, preferable in a high growth community of similar size or larger than Ramsey. Working knowledge of city government operations and functions. Working knowledge in software required to optimally conduct business in a city organization that includes accounting, finance, measurement reporting, and website related software systems.

## **DESIRED QUALIFICATIONS**

~~1. To be determined based on City Council discussion. Master's degree in public administration, business, finance, or a related field.~~

~~2.1. \_\_\_\_\_~~

Revised October 1992

Revised October 1993

Revised April 2007

Revised July 2009 – Added driving requirement.

Updated February 2022

## JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
<b>Physical Activities:</b>				
1. Standing		X		
2. Sitting	X			
3. Walking		X		
4. Lifting			X	
5. Pushing/Pulling				X
6. Carrying			X	
7. Climbing				X
8. Kneeling (bending leg at knee and resting on knee)				X
9. Crawling (moving about on hands and knees)				X
10. Crouching (bending at knees)				X
11. Bending at waist			X	
12. Reaching (extending hands and arms in any direction)		X		
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion	X			

	<u>Very Important</u> (Mandatory - you must do it to perform job)	<u>Important</u> (Usually required for the job but not mandatory)	<u>Slightly Important</u> (Sometimes needed to perform job)	<u>Not Important</u> (Do not need it to perform job)
15. Use of arm muscles over extended periods	_____	_____	X	_____
16. Use of leg muscles over extended periods	_____	_____	X	_____
17. Overhead work (over shoulder height)	_____	_____	X	_____
18. Stationary desk or bench work with neck bent forward	X	_____	_____	_____

**Are the following weights lifted? If yes, describe.**

<p>0 - 10 pounds <u>  X  </u></p> <p>11 - 24 pounds _____</p> <p>25 - 34 pounds _____</p> <p>35 - 50 pounds _____</p> <p>51 - 74 pounds _____</p> <p>75 - 100 pounds _____</p>	<p><b>What object(s) are lifted:</b></p> <p>Property files, agendas, reference books.</p> <p><b>From what height to what height?</b></p> <p><u>  1  </u> to <u>  6  </u> feet.</p>
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**Are the following weights carried? If yes, describe.**

<p>0 - 10 pounds <u>  X  </u></p> <p>11 - 24 pounds _____</p> <p>25 - 34 pounds _____</p>	<p><b>How far are these weights carried?</b></p> <p><u>  1  </u> foot to <u> 20 </u> feet.</p>
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**CC Work Session**

**3. 1.**

**Meeting Date:** 02/22/2022

**By:** Katie Schmidt, Administrative Services

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**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

**Recommendation:**

N/A

**Outcome/Action:**

For Council review - no formal action necessary.

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**Attachments**

Future Topics List

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**Form Review**

**Inbox**

Colleen Lasher

Kurt Ulrich

Form Started By: Katie Schmidt

Final Approval Date: 02/17/2022

**Reviewed By**

Colleen Lasher

Kurt Ulrich

**Date**

02/17/2022 11:28 AM

02/17/2022 02:53 PM

Started On: 02/04/2022 10:41 AM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
<b>2022</b>		
March 8	Discuss Allocation of the ARPA Funds – Lund	20
March	Review Draft Stormwater Pond Maintenance Policy – Westby/Riemer	30
March	Review Charter Commission Recommendations on Election Section - Lasher	
March	Discuss Remote Meetings Policy - Lasher	15
March 15	Special Work Session following the PWC for B and C Interviews	90
March	Land Use and Zoning of Future MUSA Area, Policies on Rental Properties, Review of Recycling Program (COR-Comp plan rural zoning discussion)	30
April	Rental Property Ordinance	15
May	Recycling Report (trends, costs, programs)	10
May	Draft Trail Maintenance Policy – Westby/Riemer	30
TBD	Consider Veterans’ Housing Project-Ulrich	TBD
TBD	Review Street maintenance Scheduling and Rating System (Bruce/Grant) -	TBD
TBD	Review Ordinance Requirements for Trash and Recycling Container Screening - TBD	TBD
TBD	LIADC Park Flag Project Review (Kurt)	TBD
TBD	Conclude Discussions Regarding Updating the Employee Telecommuting Policy Lasher	20
TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Ulrich	20
TBD	Discuss the General Topic of Holding Joint Meeting(s) with the Council and Commissions & Other Cities. Based on discussion, future work sessions - TBD.	20
TBD	Discuss Historic Town Hall – Ulrich	30
TBD	City Branding Presentation - Ulrich	40
TBD	Park System Plan – Riemer/Riverblood	60