

**City of Ramsey**  
**Agenda**  
**Economic Development Authority (EDA)**  
**Thursday, September 8, 2022**  
**7:30 am**  
**Council Chambers, 7550 Sunwood Drive NW**

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

1. **Call to Order**
2. **Approve Agenda**
3. **Approve Minutes**
  1. Approve Meeting Minutes for August 11, 2022
4. **EDA Business**
  1. Receive 2022 Summary of Business Appreciation Day Event
  2. Review Draft Mobile Food Unit (Food Truck) Ordinance
5. **Member/Staff Input**
6. **Adjournment**

**Economic Development Authority (EDA)**

**3. 1.**

**Meeting Date:** 09/08/2022

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

**By:** Wendy Schlueter, Community Development

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**Title:**

Approve Meeting Minutes for August 11, 2022

**Purpose/Background:**

Purpose: The purpose is to approve the meeting minutes for the EDA meeting held the prior month.

Background: The meeting minutes are attached for review and approval.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

Approval of August 11, 2022 meeting minutes.

**Action:**

Motion to approve August 11, 2022 EDA meeting minutes.

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**Attachments**

[EDA Minutes](#)

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**Form Review**

**Inbox**

Sean Sullivan

Brian Hagen

Form Started By: Wendy Schlueter

Final Approval Date: 09/01/2022

**Reviewed By**

Sean Sullivan

Brian Hagen

**Date**

09/01/2022 09:30 AM

09/01/2022 01:59 PM

Started On: 08/19/2022 12:38 PM

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, August 11, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent:     Member Scott Wyingner

Also Present:         Sean Sullivan, Economic Development Manager

**1.     CALL TO ORDER**

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

**2.     APPROVE AGENDA**

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

A roll call vote was performed:

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

Motion carried.

**3.     CONSENT AGENDA**

**3.01:   Approve Meeting Minutes Dated July 14, 2022**

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

A roll call vote was performed:

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

Motion carried.

#### **4.      EDA BUSINESS**

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

Economic Development Manager Sullivan presented the staff report.

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

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

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

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

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

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

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

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

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

A roll call vote was performed:

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

Motion carried.

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

Economic Development Manager Sullivan presented the staff report.

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

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

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

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

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

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

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

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

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

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

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

A roll call vote was performed:

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

Motion carried.

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

Economic Development Manager Sullivan presented the staff report.

Chairperson Olson asked if the developer is on board.

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

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

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

Chairperson Olson commented that he believes this will be great.

Member MacLennan asked for details on the purchase price.

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

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

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

A roll call vote was performed:

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

Motion carried.

#### **4.04: Recommend 2023 EDA Budget and Levy**

Economic Development Manager Sullivan presented the staff report.

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

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

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

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

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

A roll call vote was performed:

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

Motion carried.

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

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

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

## **6. ADJOURNMENT**

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

A roll call vote was performed:

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

Motion carried.

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

Respectfully submitted,

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Sean Sullivan  
Economic Development Manager

ATTEST:

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Wendy Schlueter  
Economic Development Administrative Assistant

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

**Economic Development Authority (EDA)**

**4. 1.**

**Meeting Date:** 09/08/2022

**By:** Sean Sullivan, Community  
Development

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**Title:**

Receive 2022 Summary of Business Appreciation Day Event

**Purpose/Background:**

The purpose of this case to provide an event summary of the 2022 Business Appreciation Day to the EDA. The 2022 event was held at the Links at Northfork on August 16, 2022. The event was full with 144 registered golfers and an additional 22 people just attended the dinner and awards ceremony. The event was within budget (\$5,500 EDA contribution) and Chair Olson exceed the dinner/awards portion of the event. Plants and Things was recognized as the 2022 Business of the Year and a Flag and the award was presented to Frosty Hickman.

Both Global Glove and Tornado Alley finished at -13 for the golf event. Global Glove won a scorecard playoff and was recognized at the winner of the event. Alison's Petite Pastries was the random team selected to be awarded a prize equal to the winner of the golf tournament. Door prizes for the event were pre-drawn and the ready for participants to pick up after completion of the golf event which shortened the length of the awards program. Feedback from returned surveys from the event has been generally positive.

**Notification:**

N/A

**Observations/Alternatives:**

Staff believes that this event is a great networking and event for businesses and City staff and supports a 2023 event. Staff is always looking at ways to improve the event to ensure that it is worthwhile for the City and its business community. Attached to this case is a survey summary that includes some comments and suggestions for future events. Items for the EDA to consider for future events include:

- 1) Suggestions for a bag lunch at the event in addition to dinner due to 11 AM start time (Added cost)
- 2) Encourage hole sponsors to have more activities at their holes
- 3) Continue Pre-draw of prizes (Staff recommendation)
- 4) Continue to host event at the Links at Northfork (Staff Recommendation)
- 5) Select August 15, 2023 for 2023 Business Appreciation Day Event (Staff Recommendation)
- 6) Prizes for best hole sponsor or best dressed team

Staff would also like to gather feedback from EDA members on things to continue and other suggestions for improvement.

**Funding Source:**

Event Registration Revenue and \$5,500 from EDA funds 6249 (Operations) and 6246 (Marketing)

**Recommendation:**

Motion to select event date of August 15, 2023 and the Links of Northfork as the venue for the 2023 Business Appreciation Day Event.

**Action:**

Motion to select event date of August 15, 2023 and the Links of Northfork as the venue for the 2023 Business Appreciation Day Event.

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**Attachments**

2022 Event Summary Budget

2022 Event Survey Summary

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**Form Review**

**Inbox**

Sean Sullivan (Originator)  
Brian Hagen  
Form Started By: Sean Sullivan  
Final Approval Date: 09/01/2022

**Reviewed By**

Sean Sullivan  
Brian Hagen

**Date**

09/01/2022 11:27 AM  
09/01/2022 01:58 PM  
Started On: 09/01/2022 09:55 AM

## 2022 Projected Budget - EDA Business Appreciation/Golf

	2021 ACTUAL			2022 Estimate			2022 Actual		
	Price ea	#	Est Budget	Price ea	#	Est Budget	\$	Total	Total
<b>REVENUES</b>									
Hole Sponsors	\$ 150.00	21	\$ 3,150.00	\$ 160.00	20	\$ 3,200.00	\$ 160.00	19	\$ 3,040.00
Golf/Event Fees*	\$100	129	\$ 12,900.00	\$100	134	\$ 13,400.00	\$ 100.00	135	\$ 13,500.00
Dinner Only Fees	\$45	10	\$ 450.00	\$45	12	\$ 540.00	\$ 45.00	14	\$ 630.00
EDA Budget Allocation	\$5,000	1	\$ 5,000.00	\$5,500	1	\$ 5,500.00	\$ 5,500.00	1	\$ 5,500.00
<b>Total Revenues</b>			<b>\$ 21,500.00</b>			<b>\$ 22,640.00</b>			<b>\$ 22,670.00</b>
<b>EXPENSES</b>									
Golf Registrations	\$60.00	140	\$ 8,400.00	\$60.00	144	\$ 8,640.00	\$ 60.00	144	\$ 8,640.10
Extra Carts (RM Golf)	-	-	-	\$25.00	10	\$ 250.00	\$ 80.00	5	\$ 400.00
Dinner - Caterer	\$ 42.38	160	\$ 6,781.44	\$ 45.00	166	\$ 7,470.00	\$ 44.87	166	\$ 7,449.19
Promo Item	\$ 21.33	150	\$ 3,199.50	\$ 20.00	150	\$ 3,000.00	\$ 19.45	150	\$ 2,917.00
Biz of Year Award	\$ 118.45	1	\$ 118.45	\$ 110.00	1	\$ 110.00	\$ 125.83	1	\$ 125.83
Biz of Year Banner/Flag	\$ 45.00	1	\$ 45.00	\$ 160.00	1	\$ 160.00	\$ 182.80	1	\$ 182.80
Photography	\$ 899.00	1	\$ 899.00	\$ 950.00	1	\$ 950.00	\$ 899.00	1	\$ 899.00
Sponsor signs (TJ & Assoc)	\$ 23.75	6	\$ 142.50	\$ 25.00	8	\$ 200.00	\$ 24.00	6	\$ 144.00
Raffle Prizes, etc.	\$ 627.91	1	\$ 627.91	\$ 800.00	1	\$ 800.00	\$ 696.00	1	\$ 696.00
Tourney Winner Prize	\$ 25.00	4	\$ 100.00	\$ 25.00	4	\$ 100.00	\$ 20.00	4	\$ 80.00
Random Winner Prize	\$ 25.00	0	\$ -	\$ 25.00	4	\$ 100.00	\$ 25.00	4	\$ 100.00
Contest Winner Prizes	\$ 25.00	4	\$ 100.00	\$ 25.00	4	\$ 100.00	\$ 25.00	4	\$ 100.00
Sponsor Banner (Inky Elf)	\$ 74.50	1	\$ 74.50	\$ 60.00	1	\$ 60.00	\$ 72.50	1	\$ 72.50
Misc. supplies (Coborns - water/candy)	\$ 31.28	1	\$ 31.28	\$ 45.00	1	\$ 45.00	\$ 32.11	1	\$ 32.11
<b>Total Expenses</b>			<b>\$ (20,519.58)</b>			<b>\$ (21,985.00)</b>			<b>\$ (21,838.53)</b>
<b>Net Balance</b>			<b>\$ 980.42</b>			<b>\$ 655.00</b>			<b>\$ 831.47</b>

Final as of 8/31/22

### NOTES:

\$5,500 EDA Allocation- 9230.6249 w923002 (9230.6246 Marketing)

Includes: Comped four-some for Plants and Things and 5 City Staff Participants

<i>Day/Time of Event</i>	<i>Online Registration Process</i>	<i>Event Check-in Process (day of)</i>	<i>Location of Event</i>	<i>Door Prizes</i>	<i>Team Photos</i>	<i>Hole Sponsor Activities</i>	<i>Dinner</i>	<i>Overall Event</i>	<i>Do you prefer door prizes winners to be pre-drawn or do a live drawing?</i>	<i>Comments or Suggestions</i>	<i>Would you participate again next year?</i>
Excellent	Excellent	Excellent	Excellent	Good	Satisfactory	Excellent	Excellent	Excellent	Pre-Draw		Yes
Good	N/A	Good	Good	Satisfactory	Good	Poor	Good	Satisfactory	Live Draw		Yes
Excellent	Excellent	Excellent	Excellent	Good	Good	Good	N/A	Good	No Preference		Maybe
Good	Good	Good	Excellent	Satisfactory	Good	Excellent	Good	Good	Pre-Draw		Yes
Excellent	N/A	Excellent	Excellent	Excellent	Excellent	Needs Improver	Excellent	Excellent	Pre-Draw		Yes
Good	Good	Excellent	Good	Excellent	Excellent	Satisfactory	Excellent	Excellent	Pre-Draw		Yes
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Pre-Draw	Really like that. After a long day in the sun, people are a little wiped out.	Yes
Excellent	N/A	N/A	Excellent	N/A	N/A	N/A	Excellent	Excellent	Live Draw		Yes
Excellent	Good	Excellent	Excellent	Good	Good	Good	Good	Excellent	Pre-Draw		Yes
Good	Good	Excellent	Excellent	Good	Good	Good	Excellent	Good	Pre-Draw		Yes
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Satisfactory	Excellent	Excellent	Pre-Draw		Yes
Excellent	Excellent	Excellent	Excellent	Satisfactory	Excellent	Needs Improver	Excellent	Excellent	No Preference	its a lot of work, but get more hole sponsors that will engage in community awareness. Great venue, location, time and the caterer was terrific. Great food	Yes
Excellent	Excellent	Excellent	Excellent	Good	Excellent	Excellent	Excellent	Excellent	Pre-Draw		Yes
Excellent	N/A	Excellent	Excellent	Good	Good	Needs Improver	Good	Excellent	Pre-Draw	Most other tournaments we participate in provide a bag lunch. I feel this would be a great addition to the day.	Yes
Excellent	N/A	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Pre-Draw		Yes
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Pre-Draw	Love the predraw!!	Yes
Needs Improver	Excellent	Excellent	Excellent	Excellent	Excellent	Satisfactory	Excellent	Good	Pre-Draw	I mentioned this last year in my review, Yes if you have an 11:00 shot gun start time, sack lunches are key. We started on hole 4 and didn't come around to the clubhouse to grab lunch till 1:20.  It would also be fun to have prizes or awards for the best hole sponsor and the best-dressed team. It would maybe provide more of an incentive for companies to get involved at the hole they sponsor.	Yes
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Pre-Draw		Yes
Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Excellent	Good	Excellent	Pre-Draw		Yes
Good	Excellent	Excellent	Excellent	Good	Excellent	Good	Excellent	Excellent	Pre-Draw		Yes

**Economic Development Authority (EDA)**

4. 2.

**Meeting Date:** 09/08/2022

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

**By:** Sean Sullivan, Community Development

**Title:**

Review Draft Mobile Food Unit (Food Truck) Ordinance

**Purpose/Background:**

The purpose of this case it to review a draft Mobile Food Unit (food truck) ordinance and provide comments to the Planning Commission and City Council. Food trucks are becoming a popular option for cities and area businesses to provide additional food options. Currently, City Code does not specifically call out regulations for mobile food units (food trucks). The City currently views food trucks as transient merchants and they are regulated through Article XIII of the City Code of Ordinances. The cost for a 60-day transient merchant license is \$100 with an additional \$35 background check fee. Staff has drafted a Mobile Food Truck Ordinance specifically for Mobile Food Units (food trucks) that clarifies regulations for this use.

The formal Ordinance adoption process go through the Planning Commission and City Council. This case is an opportunity for the EDA to provide some input into this process.

**Notification:**

N/A

**Observations/Alternatives:**

In order to provide flexibility to applicants,staff is recommending a tiered license approach for Mobile Food Units. The proposed fee schedule is:

- 90 day license \$100, plus \$35 background check (\$135 total)
- Annual license \$250, plus \$35 background check (\$285 total)

Staff has reviewed other Mobile Food Unit ordinances for other communities and the proposed fee schedule reflects a "middle ground" for licensing fees. A matrix showing the fees and requirements for other communities is attached to this case.

The findings and purpose of the draft Mobile Food Unit Ordinance include:

**Sec. 26-870 FINDINGS AND PURPOSE.**

(A) Purpose. This chapter is enacted to establish standards for the regulation of mobile food units to protect the health, safety and general welfare of the people of the city.

(B) Objectives. The general objectives of this chapter are as follows:

- (1) To ensure standards for the proper placement and operation of mobile food units.
- (2) To meet consumer expectations of the safety of mobile food units.
- (3) To ensure the temporary nature of this type of business.

(C) Scope. This chapter is applicable to all mobile food units where food, meals, snacks, beverages, or ingredients thereof are stored, prepared, or sold for consumption on or off the premises.

Draft Mobile Food Ordinance regulations/requirements include:

**Sec. 117-365 Mobile food units.**

Mobile food units are considered accessory to business uses with the following requirements:

- (1) The owner/operator of the mobile food unit shall have written permission of the current property owner to locate in a designated area.
- (2) The owner/operator of the mobile food unit must keep a copy of the mobile food unit license with the unit and demonstrate compliance with the license upon inspection.
- (3) The area(s) designated for the mobile food unit and accessory outdoor seating may not block sidewalks, walkways, impede pedestrian or vehicular traffic, or interfere with public safety.
- (4) Mobile food unit locations are limited to private property located in a COR, Business, or Employment District as listed in Chapter 117.
- (5) Mobile food units shall be located on an asphalt or concrete surface.
- (6) The owner/operator must provide trash/recycling receptacles for customer use and keep the site in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions.
- (7) Temporary freestanding signage is permitted in the form of up to two "A" frame or sandwich boards not to exceed six square feet per side. The signs must be placed within 10 feet of the mobile food unit.
- (8) Mobile food units cannot be located within 100 feet of the main entrance of a restaurant or any outdoor dining area. This provision may be waived with written permission from the restaurant business owner.
- (9) Mobile food units must vacate the property between 11:00 pm and 8:00 am the following day and return to its commissary kitchen or permanent registered business location. In no case shall a mobile food unit be open for business while the business at the property is closed.
- (A) Exception. A mobile food unit may remain in place overnight in conjunction with a multi-day special event permit.
- (10) Deviations from the standards above may be considered with a special event permit.

Staff is asking for comments and/or a recommendation by the EDA to the Planning Commission / City Council

**Alternatives:**

- 1) EDA to provide comments to Planning Commission / City Council
- 2) EDA to provide a recommendation to approve language and fee schedule for Draft Mobile Food Truck Ordinance
- 3) EDA to provide a recommendation to approve language and fee schedule for Draft Mobile Food Truck Ordinance, with changes
- 4) Recommend that no Mobile Food Unit Ordinance be adopted and to continue to use Transient Merchant Section of Code
- 5) Something Else

**Funding Source:**

N/A

**Recommendation:**

Based on Discussion

**Action:**

Potential actions include:

- 1) EDA to provide comments to Planning Commission / City Council
- 2) EDA to provide a recommendation to approve language and fee schedule for Draft Mobile Food Truck Ordinance
- 3) EDA to provide a recommendation to approve language and fee schedule for Draft Mobile Food Truck Ordinance, with changes
- 4) Recommend that no Mobile Food Unit Ordinance be adopted and to continue to use Transient Merchant Section of Code

5) Something Else

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**Attachments**

[ACTION - DRAFT Mobile Food Truck Ordinance](#)

[REFERENCE - Transient Merchant](#)

[REFERENCE - Other City Food Truck Matrix](#)

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**Form Review**

**Inbox**

Sean Sullivan (Originator)  
Brian Hagen  
Form Started By: Sean Sullivan  
Final Approval Date: 09/01/2022

**Reviewed By**

Sean Sullivan  
Brian Hagen

**Date**

09/01/2022 11:56 AM  
09/01/2022 01:59 PM  
Started On: 08/31/2022 01:46 PM

## Chapter 117-1 Definitions

**MOBILE FOOD UNIT.** A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service that is readily movable without disassembling, or as defined in M.S. § 157.15, Subd 9.

### Sec. 117-365 *Mobile food units.*

A mobile food unit is considered an accessory use to an established business use with the following requirements:

- (1) The owner/operator of the mobile food unit shall have written permission of the current property owner to locate in a designated area.
- (2) The owner/operator of the mobile food unit must keep a copy of the mobile food unit license with the unit and demonstrate compliance with the license upon inspection.
- (3) The area(s) designated for the mobile food unit and accessory outdoor seating may not block sidewalks, walkways, impede pedestrian or vehicular traffic, or interfere with public safety.
- (4) Mobile food unit locations are limited to private property located in a COR, Business, or Employment District as listed in Chapter 117.
- (5) Mobile food units shall be located on an asphalt or concrete surface.
- (6) The owner/operator must provide trash/recycling receptacles for customer use and keep the site in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odors or unsightly conditions.
- (7) Temporary freestanding signage is permitted in the form of up to two "A" frame or sandwich boards not to exceed six square feet per side. The signs must be placed within 10 feet of the mobile food unit.
- (8) Mobile food units cannot be located within 100 feet of the main entrance of a restaurant or any outdoor dining area. This provision may be waived with written permission from the restaurant business owner.
- (9) Mobile food units must vacate the property between 11:00 pm and 8:00 am the following day and return to its commissary kitchen or permanent registered business location. In no case shall a mobile food unit be open for business while the business at the property is closed.
  - (A) *Exception.* A mobile food unit may remain in place overnight in conjunction with a multi-day special event permit.
- (10) Deviations from the standards above may be considered with a special event permit.

## **Chapter 26 Article XIX - Mobile Food Units**

### **Sec. 26-870 FINDINGS AND PURPOSE.**

(A) *Purpose.* This chapter is enacted to establish standards for the regulation of mobile food units to protect the health, safety and general welfare of the people of the city.

(B) *Objectives.* The general objectives of this chapter are as follows:

- (1) To ensure standards for the proper placement and operation of mobile food units.
- (2) To meet consumer expectations of the safety of mobile food units.
- (3) To ensure the temporary nature of this type of business.

(C) *Scope.* This chapter is applicable to all mobile food units where food, meals, snacks, beverages, or ingredients thereof are stored, prepared, or sold for consumption on or off the premises.

### **Sec. 26-871 DEFINITIONS.**

For the purpose of this section, the following definitions apply unless the context clearly indicates or requires a different meaning.

**CITY.** The City of Ramsey and its designated employees or person-in-charges.

**MOBILE FOOD UNIT.** A self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service that is readily movable without disassembling, or as defined in M.S. § 157.15, Subd. 9.

### **Sec. 26-872 LICENSE ADMINISTRATION.**

(A) *License required.* It is unlawful to operate a mobile food unit within the city or engage in any enterprises described herein, unless a license has been obtained. Each license must be obtained in accordance with the requirements of the city code.

(B) *General licensing.* The application for such licenses must be made on forms furnished by the city and must describe the general nature of the business, the permanent business location, commissary kitchen, and any other information deemed necessary by the city.

(C) *License expiration.* Licenses issued pursuant to this chapter commence and expire on the dates indicated on the license certificate. All mobile food unit licenses will be issued for the applicable license year.

(D) *Transfer and display of license.* Only a person who complies with the requirements of this chapter is entitled to receive a license. A license is not transferable as to person. A valid license must be located on the mobile food unit and posted so that it is clearly visible to the public.

(E) *Anoka County Health or Minnesota Department of Agriculture License Required.* As part of the City license application, evidence of an active health license issued by Anoka County or Minnesota Department of Agriculture is required for each mobile food unit. Expiration or revocation of these licenses will automatically void the City license.

(F) *Background Checks* - Every application shall bear the written report and recommendation of the chief of police. The police chief or his designee shall immediately institute an investigation of the applicant including, but not limited to, a criminal history and wanted persons check with the Bureau of Criminal Apprehension, for the protection of the public good.

(G) *Insurance* - The Applicant shall carry a general policy of liability insurance which shall provide a limit of coverage of not less than \$300,000/\$100,000 for bodily injury and \$25,000 for property damage. Mobile Food Units operating on any public property must provide a certificate of insurance showing the City listed as coinsured.

(H) *Adequate Parking / Traffic Flow* - No mobile food unit license shall be issued for any location which does not have sufficient parking for customers and for areas where customer parking would interfere with normal traffic flow.

**Sec. 26-873 LICENSE FEES.**

(A) *Fees*. Fees for licenses issued hereunder must be in the amount set forth by the City Council. An additional fee will be charged for each additional mobile food unit that is separate, distinct or unique from the central or main food establishment.

**Sec. 26-874 INSPECTIONS.**

(A) *Inspection authorized*. The City may inspect each mobile food unit's site to ensure compliance with the standards set forth in Chapter 117 or other chapters of City Code.

(B) *Interference with Health Authority*. It is unlawful to interfere with or hinder the Health Authority in the performance of its duties, or refuse to permit the Health Authority to make such inspections.

(C) *Removal and correction of violations*. The owner, or operator, or person-in-charge of a mobile food unit, upon receipt of a report giving notification of one or more violations of this chapter or Chapter 117, must correct or remove each violation in a reasonable length of time as determined by the City.

(D) *Penalties*. Failure to correct violations can result in revocation of the City license or misdemeanor citation.

## **ARTICLE XIII. PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS<sup>1</sup>**

### **DIVISION 1. GENERALLY**

#### **Sec. 26-549. Definitions.**

- (a) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

*Peddler* means any person with no fixed place of business who goes from house to house, business to business, place to place, or street to street, carrying or transporting goods, wares or merchandise and offering or exposing the same for sale, or making sales and deliveries to purchasers of the same.

*Solicitor* means any person who goes from house to house soliciting or taking or attempting to take orders for the purchase of any goods, wares or merchandise, including magazines, books, periodicals or personal property of any nature whatsoever for delivery in the future, or orders for the performance of maintenance or repair services in or about the home or place of business, such as furnace cleaning, roof repair or blacktopping.

*Transient merchant* means any person who engages temporarily (60 days or less) in the business of selling and delivering goods, wares, or merchandise within the city, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, vacant lot, parking lot, tent, alley, motor vehicle, trailer or railroad car.

- (b) Vendors of milk, groceries, bakery products, or other perishable commodities, or vendors of soft water service or laundry and dry cleaning pickup and delivery, who make an uninvited initiatory call upon the occupant of a residence as a preliminary step to the establishment of a regular route service for the sale and delivery of such commodities or the providing of such services to regular customer, shall not be included within the definition of "peddler" or "solicitor."
- (c) The term "peddler" or "solicitor" does not include any person who sells or attempts to sell, or solicits or attempts to solicit orders for goods, wares or merchandise, if doing so on behalf of a bona fide charitable, religious, civic, educational or political organization.

(Code 1978, § 7.85.01; Ord. No. 84-4A, 5-24-1984; Ord. No. 91-06, 6-17-1991; Ord. No. 08-12, § 2(7.85.01), 3-25-2008)

#### **Sec. 26-550. Placards.**

- (a) *Prohibiting peddlers and solicitors from premises.* Any resident of the city who wishes to exclude peddlers or solicitors from premises occupied by said resident may place upon or near the usual entrance to such premises a printed placard or sign bearing the following notice: "Peddlers and Solicitors Prohibited." Such placard shall be at least 3½ inches long and 3½ inches wide and the printing thereon shall not be smaller than 49 point type. No peddler or solicitor shall enter in or upon any premises, or attempt to enter in or upon any premises, where such a placard or sign is placed and maintained.

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<sup>1</sup>State law reference(s)—Hawkers, peddlers and transient merchants, Minn. Stats. ch. 329.

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- (b) *Defacing placard.* No person other than the person occupying such premises shall remove, injure or deface such placard or sign.

(Code 1978, §§ 7.85.02, 7.85.03; Ord. No. 84-4A, 5-24-1984; Ord. No. 08-12, § 2(7.85.02), (7.85.03), 3-25-2008)

**Sec. 26-551. Restrictions with regard to placement of transient merchant wares.**

Transient merchants must make certain their goods, wares or merchandise for sale are on an improved surface per the zoning requirements for that district. They may not locate within required green space between the parking area and the right-of-way. The site must remain in compliance with article II, division 8 of this chapter.

(Code 1978, § 7.85.04; Ord. No. 08-12, § 2(7.85.04), 3-25-2008)

**Sec. 26-552. Acts in violation of article.**

The following acts or omissions shall be deemed violations of the provisions of this article:

- (1) Acts prohibited by section 26-550;
- (2) A person who is required to submit information pursuant to section 26-586 and engages in peddling, soliciting, transient merchandising, or in making calls as described in section 26-549, without submitting such information, or without payment of the license fee required by section 26-28, or does any of the actions described in this subsection before council approval of the license;
- (3) Furnishing false information, or failing to furnish information as required by this article;
- (4) Sale of merchandise or services by a peddler, solicitor, transient merchant or vendor by means of statements that the person making them knows or should know are false or misleading;
- (5) Sale of merchandise by a peddler, solicitor, transient merchant or vendor, which merchandise is not of merchantable quality or is not fit for the purpose for which the seller knows, or has reason to know, the merchandise is being purchased;
- (6) Engaging in peddling, soliciting or transient sales after the hour of 9:00 p.m. or before 9:00 a.m. unless a previous appointment has been made.

(Code 1978, § 7.85.06; Ord. No. 84-4A, 5-24-1984; Ord. No. 91-06, 6-17-1991; Ord. No. 08-12, § 2(7.85.07), 3-25-2008)

**Sec. 26-553. Use of devices to attract attention prohibited.**

No person licensed under this article shall call attention to his business or to his merchandise by crying out, by blowing a horn, by ringing a bell, by any sound-amplified devices, or by any loud or unusual noise, unless otherwise noted in the permit application.

(Code 1978, § 7.85.07; Ord. No. 84-4A, 5-24-1984; Ord. No. 08-12, § 2(7.85.08), 3-25-2008)

**Secs. 26-554—26-584. Reserved.**

*DIVISION 2. LICENSE*

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### **Sec. 26-585. License required.**

A license shall be required for any soliciting, peddling or transient merchandising, or in making calls as described in section 26-549.

(Code 1978, § 7.85.04; Ord. No. 84-4A, 5-24-1984; Ord. No. 91-06, 6-17-1991; Ord. No. 08-12, § 2(7.85.05), 3-25-2008)

### **Sec. 26-586. Application for license.**

- (a) In order to acquire the license required in this article, the peddler, solicitor, transient merchant or vendor, except a person selling or peddling the products of a farm or garden occupied and cultivated by themselves, or a person conducting a garage or estate sale, must submit the following information to the city clerk:
- (1) Name and permanent address and local address, if any;
  - (2) A brief description of the nature of the business and the goods to be sold;
  - (3) If employed, the name and address of the employer;
  - (4) The period of time within which applicant intends to conduct activities including days of the week and hours of the day (i.e., 9:00 a.m. to 6:00 p.m., Monday through Saturday).
  - (5) The source of supply of the goods or property proposed to be sold, or in the case of goods or property to be sold by solicitation of orders where such goods or products are located at the time the information is submitted to the city clerk, and the proposed method of delivery.
  - (6) Any felonies or gross misdemeanors, or any crimes of theft or issuance of a worthless check, of which the registrant was convicted within the ten most recent years, and the nature of the crime of which the registrant was convicted.
  - (7) Whether the registrant has taken advantage of any state or federal bankruptcy or insolvency law or proceeding as a bankrupt or debtor within the ten most recent years. Every peddler, solicitor or vendor required to submit the foregoing information shall promptly submit to the city clerk any changes therein required by changes in circumstances.
  - (8) In the case of transient merchants, the place where the business is to be carried on together with written consent of the property owner of proposed location.
  - (9) A copy of county license if applicable.
  - (10) If nonprofit organization, a certificate of nonprofit status from the state where organized.
- (b) Every application shall bear the written report and recommendation of the chief of police. The police chief or his designee shall immediately institute an investigation of the applicant including, but not limited to, a criminal history and wanted persons check with the Bureau of Criminal Apprehension, for the protection of the public good. No transient merchant license shall be issued for sales from any location which does not have sufficient parking for customers and for areas where customer parking would interfere with normal traffic flow. The completed application shall be presented to the council for consideration and, if granted by the council, a license shall be issued by the city clerk upon payment of the required fee. The fee shall be set annually by council ordinance.

(Code 1978, § 7.85.05; Ord. No. 84-4A, 5-24-1984; Ord. No. 91-06, 6-17-1991; Ord. No. 08-12, § 2(7.85.06), 3-25-2008)

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### **Sec. 26-587. Non-issue/denial.**

- (a) If as a result of a background investigation, the applicant is found to be unsatisfactory, the chief of police shall endorse on such application his disapproval and the reasons for the same, and return the application to the city clerk, who will in turn bring the request with recommendation for denial to the city council. The police chief must comply with the provisions of Minn. Stats. ch. 364 if the recommendation for denial is based in whole or in part upon prior criminal convictions. If the council denies the issuance of a license, the city clerk shall notify the applicant that his application is disapproved and no permit shall be issued.
- (b) Any applicant may be found to be unsatisfactory for reasons including, but not solely limited to:
  - (1) Fraud, misrepresentation or incorrect statement contained in the application for permit.
  - (2) Past fraud, misrepresentation or incorrect statement made in the course of carrying on a business as a solicitor, canvasser, peddler, transient merchant, itinerant merchant, or itinerant vendor.
  - (3) Past conviction of any crime or misdemeanor involving fraud, theft or moral turpitude, or any crime of violence as defined in Minn. Stats. § 624.713.
  - (4) Conducting the business of peddler, solicitor, transient merchant, itinerant merchant, or itinerant vendor, as the case may have been, in an unlawful manner or in such a manner as to constitute a breach of peace or to constitute a menace to the health, safety or general welfare of the public.

(Code 1978, § 7.85.10; Ord. No. 08-12, § 2(7.85.10), 3-25-2008)

### **Sec. 26-588. Carrying and display.**

All licensees must make an appointment with the police department, after the license is approved by council, but prior to conducting business, to have a photo taken and an identification badge issued. Such photo identification badge must be worn whenever business is being conducted.

(Code 1978, § 7.85.08; Ord. No. 84-4A, 5-24-1984; Ord. No. 08-12, § 2(7.85.09), 3-25-2008)

### **Sec. 26-589. Revocation.**

Any license may be revoked by the council for a violation of any provision of this Code if the licensee has been given a reasonable notice of seven days and an opportunity to be heard.

(Code 1978, § 7.85.09; Ord. No. 84-4A, 5-24-1984; Ord. No. 91-06, 6-17-1991; Ord. No. 08-12, § 2(7.85.011), 3-25-2008)

### **Sec. 26-590. Appeal.**

Any person aggrieved by the denial/revocation of a license may appeal to the city council. Such appeal shall be taken by filing with the city clerk, within 14 days after notice of the action complained of, a written statement setting forth fully the grounds for the appeal. The city clerk shall schedule a time and place with the city council for hearing on such appeal, and notice of such hearing shall be given to the applicant. No individual may conduct any business while an appeal is pending.

(Code 1978, § 7.85.12; Ord. No. 08-12, § 2(7.85.12), 3-25-2008)

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**Secs. 26-591—26-613. Reserved.**

Cities Food Truck Licensing

City	Fees	Fees based on	Valid	License Type	County Food Lic Reqd?	Pre-Inspect Reqd	Property Owner Permission	Sign permit	Workers Comp Ins	Ltd City Locations	Application Link	Ordinance/Info. Link
<b>Anoka</b>												No food trucks allowed with exceptions of special events, Anoka Food Truck festival, Halloween events. Residential areas/private parties are allowed. Ice cream trucks allowed (not stationary).
<b>Big Lake</b>	\$50/day 1-4, \$100/day 5-10, \$200/yr (annual prorated)	Time period	31-Dec	Mobile Food Unit			X			X	<a href="https://www.biglakemn.org/DocumentCenter/View/2085/2019-Mobile-Food-Unit-Application-Packet-PUBLIC-AND-PRIVATE-PROPERTY">https://www.biglakemn.org/DocumentCenter/View/2085/2019-Mobile-Food-Unit-Application-Packet-PUBLIC-AND-PRIVATE-PROPERTY</a>	<a href="https://biglakemn.org/514/Mobile-Food-Truck-Permits">https://biglakemn.org/514/Mobile-Food-Truck-Permits</a>
<b>Blaine</b>	\$100	Time period	5/1-4/30	Vendor Truck			X				<a href="https://www.blainemn.gov/DocumentCenter/View/1913/Vending-Truck-Application?bidId=">https://www.blainemn.gov/DocumentCenter/View/1913/Vending-Truck-Application?bidId=</a>	<a href="https://library.municode.com/mn/blaine/codes/code_of_ordinances?nodeId=PTIICOOR_CH22BU_ARTXIVETR">https://library.municode.com/mn/blaine/codes/code_of_ordinances?nodeId=PTIICOOR_CH22BU_ARTXIVETR</a>
<b>Brooklyn Park</b>	\$0*-160	Food type	31-Dec	Food Truck		X	X			X	<a href="http://www.brooklynpark.org/assets/1/25/FoodTruckPlanReveiwPacket.pdf">http://www.brooklynpark.org/assets/1/25/FoodTruckPlanReveiwPacket.pdf</a>	
<b>Buffalo</b>	\$50/day \$500/yr	Time period	31-Dec	Food Truck			X			X	<a href="https://www.ci.buffalo.mn.us/wp-content/uploads/2014/04/Food-Truck-Mobile-Vender-App-REV-2017.pdf">https://www.ci.buffalo.mn.us/wp-content/uploads/2014/04/Food-Truck-Mobile-Vender-App-REV-2017.pdf</a>	<a href="https://www.ci.buffalo.mn.us/city-ordinances/chapter-6/">https://www.ci.buffalo.mn.us/city-ordinances/chapter-6/</a>
<b>Coon Rapids</b>	\$15/day, \$40/wk, \$100/yr (21 days or less) \$300/yr (+21 days)	Time period	Varies	Food Truck	X		X	X	X		<a href="https://www.coonrapidsmn.gov/DocumentCenter/View/5322/Food-Truck--Application?bidId=">https://www.coonrapidsmn.gov/DocumentCenter/View/5322/Food-Truck--Application?bidId=</a>	
<b>Eden Prairie</b>	0	NA	21 days	MN Dept of Health			X			X		<a href="https://www.edenprairie.org/home/showdocument?id=89">https://www.edenprairie.org/home/showdocument?id=89</a>
<b>Elk River</b>	\$100	?	21 days	Mobile Food Unit		Maybe	X			No, except no city parks	<a href="https://www.elkrivernm.gov/1531/Mobile-Food-Units">https://www.elkrivernm.gov/1531/Mobile-Food-Units</a>	<a href="https://www.elkrivernm.gov/DocumentCenter/View/6574/Mobile-Food-Unit-Ordinance">https://www.elkrivernm.gov/DocumentCenter/View/6574/Mobile-Food-Unit-Ordinance</a>
<b>Maple Grove</b>	0			Special Events			X				<a href="https://www.maplegrovern.gov/parks-and-recreation/special-events">https://www.maplegrovern.gov/parks-and-recreation/special-events</a>	<a href="https://www.maplegrovern.gov/parks-and-recreation/special-events">https://www.maplegrovern.gov/parks-and-recreation/special-events</a>
<b>White Bear Lake</b>	\$50	Time period	30 days	Transient Merchant (Private Property); Special Events (Public street, lots)			X				<a href="https://www.whitebearlake.org/administration/page/solicitors-canvassers-hawkers-and-peddlers-permits">https://www.whitebearlake.org/administration/page/solicitors-canvassers-hawkers-and-peddlers-permits</a>	<a href="https://www.whitebearlake.org/administration/page/food-truck-licenses">https://www.whitebearlake.org/administration/page/food-truck-licenses</a>

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MN Dept of Agriculture <https://www.mda.state.mn.us/retail-mobile-food-handler>  
 \* Fee exempt if currently licensed by Dept of Agriculture