

**City of Ramsey**  
**Agenda**  
**Revised**  
**Regular City Council**  
**Tuesday, January 24, 2023**  
**7:00 pm**  
**Council Chambers, 7550 Sunwood Drive NW**

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

1. **Call to Order**
2. **Presentation**
3. **Citizen Input**
4. **Approve Agenda**
5. **Consent Agenda**
  1. Receive November 2022 Financial Reports - General Fund and Enterprise Funds
  2. Receive Cash & Investments for Period Ending December 31, 2022
  3. ~~Approve Business License for Norman Tobacco~~ **Please Note: this case was pulled from the Consent Agenda 5.3 to be considered as case 7.1A on the Regular Agenda**
  4. Approve Business Licenses
  5. Approve Rental Licenses
  6. Authorization to Remove the Interim Status from the Titles of the City Engineer/Interim Public Works Director and the Parks and Interim Assistant Public Works Director
  7. Authorization to Hire a Full-time Police Records Technician
  8. Authorization to Hire a Part-time Community Service Officer

9. Authorization to Promote Two Public Works Maintenance Workers to Lead Maintenance Workers
10. Authorization to Hire Paid-on-call Firefighters
11. Adopt Resolution #23-038 Approving Plans and Authorizing Solicitation of Quotes for Improvement Project #19-07, Wetland 114P Outlet Improvements
12. Adopt Resolution #23-011 Approving Final Plat for Gile Addition and an Assessment Agreement
13. Adopt Resolution #23-023 Declaring the Flintwood Terrace Boardwalk Surplus Property and Authorizing Disposal
14. Adopt Resolution #23-029 Prohibiting Parking on 161st Avenue between Armstrong Boulevard and Variolite Street for Improvement Project #23-01, State Aid Project No. 199-123-001.
15. Adopt Resolution #23-031 Authorizing Purchase of Two Single Axle Plow Trucks
16. Adopt Resolution #23-033 Approving Extension of CBRE Real Estate Listing Agreement for City Owned Land in COR
17. Adopt Resolution #23-036 Adopting 2023 Enterprise Fund Budgets
18. Adopt Resolution #23-037 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 5, 2023 through January 18, 2023.
19. Adopt 2023 Legislative Priorities
6. **Public Hearing**
  1. PUBLIC HEARING - Easement vacation in Apple Ridge in conjunction with the proposed plat of Gile Addition.
7. **Council Business**
  - 1A. Approve Business License for Norman Tobacco
    1. Adopt Resolution #23-034 Approving First Amendment to Purchase Agreement for Ramsey Properties, LLC (A portion of this meeting may be closed to public)

2. Adopt Resolution #23-032 Approving Plans and Specifications and Authorizing Bids for Improvement Project #21-09, Centralized Water Treatment Plant
3. Review recommendation from the Charter Commission to amend the charter by Ordinance #22-29 under M.S 410.12, subdivision 7
8. **Mayor/Council/Staff Input**
9. **Adjournment**

**CC Regular Session**

**5. 1.**

**Meeting Date:** 01/24/2023

**By:** Diana Lund, Finance

**Information**

**Title**

Receive November 2022 Financial Reports - General Fund and Enterprise Funds

**Purpose/Background:**

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

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

**Recommendation:**

No action required. Informational only.

**Action:**

No action required. Informational only.

**Attachments**

November 2022 General Fund Financial Report - Budget to Actual

November 2022 Enterprise Funds Financial Reports - Budget to Actual

November 2022 Summary of Adopted budgets/expenditures to date

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 01/19/2023

**Reviewed By**

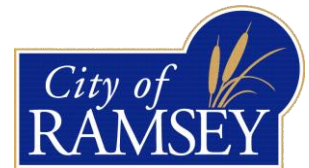
Brian Hagen

**Date**

01/19/2023 11:59 AM

Started On: 01/02/2023 10:26 AM

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



**JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022**

**GENERAL FUND EXPENDITURES  
- BY DEPARTMENT -**

Dept	2022 BUDGET	2022 YTD GENERAL LEDGER
Admin (inclcd elections, legal & newsletter)	1,137,411.00	1,013,304.26
Building Inspections	495,512.00	499,340.20
Council/Commissions (inclcd charter, council contingen	234,437.00	99,918.24
Data Processing	796,584.00	673,811.02
Engineering	487,638.00	664,772.82
Finance (inclcd assessing)	534,935.00	558,505.93
Fire (inclcd Civil Defense)	1,264,140.00	1,265,827.89
Gen Govt Buildings	652,216.00	485,997.85
Parks	1,483,825.00	1,259,533.34
Planning & Zoning	763,831.00	607,644.81
Police (inclcd animal control & comm orient)	4,802,808.00	3,982,047.61
Streets (inclcd traffic eng & snow/ice)	1,839,303.00	1,520,003.46
<b>Grand Total</b>	<b>14,492,640.00</b>	<b>12,630,707.43</b>

**GENERAL FUND EXPENDITURES  
- BY CATEGORY -**

Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Capital Outlay	588,800.00	256,091.49
Other Services & Charges	2,399,730.00	2,075,713.37
Personal Services	10,261,237.00	9,226,163.52
Supplies	1,136,500.00	1,072,739.05
Transfers out	106,373.00	-
<b>Grand Total</b>	<b>14,492,640.00</b>	<b>12,630,707.43</b>

**GENERAL FUND REVENUES  
- BY CATEGORY -**

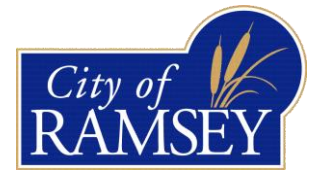
Category	2022 BUDGET	2022 YTD GENERAL LEDGER
Taxes	11,655,590.00	6,413,826.47
Charges for Services	589,300.00	741,854.01
Business Licenses/Permits	73,400.00	77,217.85
Fines and Forfeits	45,000.00	38,595.50
Federal Intergovernmental	9,000.00	-
State Intergovernmental	465,300.00	819,958.71
Interest	50,000.00	-
Miscellaneous	15,750.00	238,222.86
Non-Business Licenses/Permits	615,500.00	743,506.48
Transfers in	973,800.00	394,710.00
<b>Grand Total</b>	<b>14,492,640.00</b>	<b>9,467,891.88</b>

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

It does not reflect fund balance.

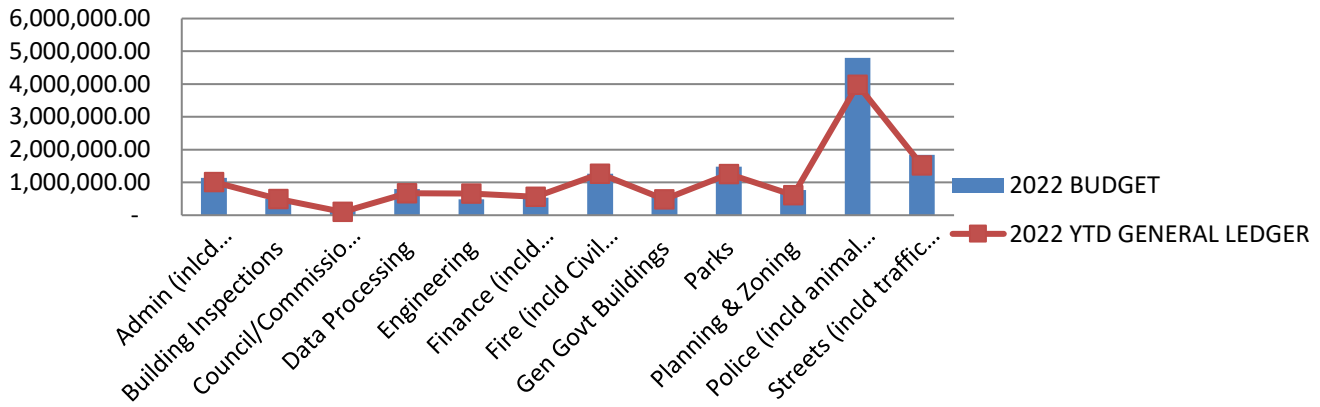
PREPARED BY: FINANCE DEPARTMENT

# CITY OF RAMSEY FINANCIAL STATEMENT

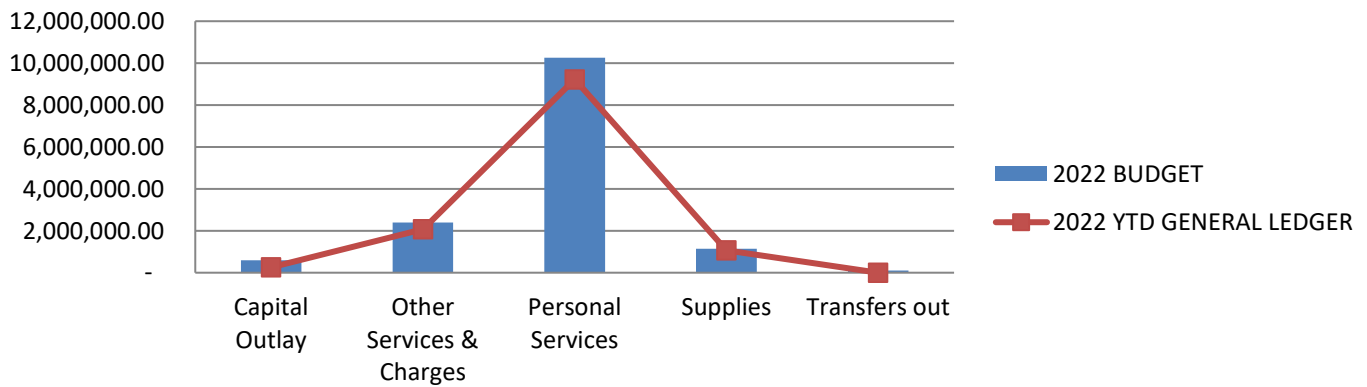


JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022

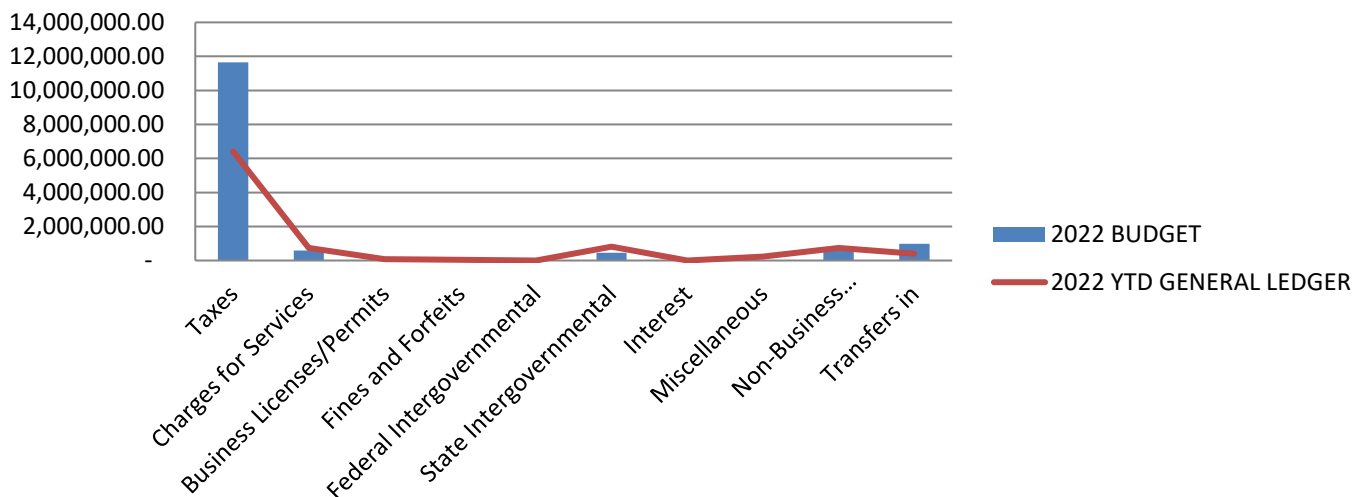
## GENERAL FUND EXPENDITURES - BY DEPARTMENT



## GENERAL FUND EXPENDITURES - BY CATEGORY



## GENERAL FUND REVENUES



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

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9601</b>	<b>WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(28,000.00)	(18,093.17)	64.62%	
4609 OTHER MISCELLANEOUS REVENUES	12,000.00	3,245.58	27.05%	
4652 WATER SALES - RESIDENTIAL	1,360,811.00	1,573,137.55	115.60%	
4653 WATER SALES-COMMERCIAL	714,520.00	918,520.55	128.55%	
4654 WATER PENALTIES	15,000.00	44,238.83	294.93%	
4655 WATER METER INSTALLATION	20,000.00	18,624.00	93.12%	
4656 WATER METERS	35,000.00	49,354.76	141.01%	
4657 CONNECTION/RECONNECTION FEES	500.00	150.00	30.00%	
4701 INTEREST ON INVESTMENTS	50,000.00	-	0.00%	
4506 PREPAID INTEREST	73,498.00	-	0.00%	
4606 DEVELOPER FEES (WAC)		840,238.82	0.00%	
4601 MISCELLANEOUS REVENUE		1,076.50	0.00%	
<b>Grand Total</b>	<b>2,253,329.00</b>	<b>3,430,493.42</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9601</b>	<b>WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	272,731.00	170,015.91	62.34%	
6103 FULL TIME-REGULAR-OVERTIME	13,500.00	15,219.04	112.73%	
6105 TEMPORARY-WAGES & SALARIES	19,167.00	13,082.38	68.25%	
6121 PERA CONTRIBUTIONS	56,467.00	14,455.07	25.60%	
6122 FICA/MEDICARE CONTRIBUTIONS	23,518.00	16,273.02	69.19%	
6131 GROUP INSURANCE	44,502.00	28,219.75	63.41%	
6133 WORKERS COMP INSURANCE PREMIUM	16,773.00	-	0.00%	
<b>6208 MISCELLANEOUS OFFICE SUPPLIES</b>	<b>400.00</b>	<b>394.36</b>	<b>98.59%</b>	
6223 GASOLINE	8,000.00	6,699.02	83.74%	
6225 DIESEL FUEL	1,500.00	-	0.00%	
<b>6229 SHOP MATERIALS</b>	<b>600.00</b>	<b>929.64</b>	<b>154.94%</b>	
<b>6231 UNIFORMS &amp; TURN-OUT GEAR</b>	<b>2,900.00</b>	<b>2,646.04</b>	<b>91.24%</b>	
6249 MISCELLANEOUS OPERATING SUPPLY	20,000.00	11,055.75	55.28%	
6257 OTHER VEHICLE PARTS	5,000.00	2,645.39	52.91%	
<b>6273 UTILITY SYSTEM MAINT SUPPLIES</b>	<b>105,000.00</b>	<b>107,963.80</b>	<b>102.82%</b>	
6281 SMALL TOOLS & MINOR EQUIPMENT	10,000.00	9,222.23	92.22%	
6292 WATER METERS FOR RESALE	125,000.00	73,013.29	58.41%	
6315 MISCELLANEOUS PROFESSIONAL SER	95,000.00	35,218.39	37.07%	
6322 POSTAGE	2,000.00	1,000.11	50.01%	
6323 CELLULAR PHONES	4,000.00	-	0.00%	
6334 MILEAGE REIMBURSEMENT	400.00	56.16	14.04%	
6335 TRAINING	4,500.00	1,283.00	28.51%	
6352 GENERAL NOTICE & PUBLIC INFOR	700.00	193.50	27.64%	
6361 GENERAL LIABILITY/PROPERTY INS	36,050.00	9,309.00	25.82%	
6371 ELECTRIC UTILITIES	180,000.00	150,062.95	83.37%	
6372 WATER/IRRIGATION	1,000.00	1,373.13	137.31%	
6373 GAS	9,000.00	5,034.70	55.94%	
6374 REFUSE/RECYCLING	1,500.00	1,247.15	83.14%	
<b>6381 BUILDING &amp; STRUCTURE REPAIR</b>	<b>3,500.00</b>	<b>4,969.88</b>	<b>142.00%</b>	
6439 OTHER MISCELLANEOUS	67,000.00	786.17	1.17%	
6451 MEMBERSHIP DUES	1,400.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	76,000.00	46,323.42	60.95%	
6722 DEPRECIATION	821,940.00	-	0.00%	
<b>6820 OPERATING TRANSFERS TO OTHER F</b>	<b>49,000.00</b>	<b>49,000.00</b>	<b>100.00%</b>	
6108 SEVERANCE PAY		2,600.66	0.00%	
6436 WATER EFFICIENCY REBATE PROG		4,150.83	0.00%	
<b>Grand Total</b>	<b>2,078,048.00</b>	<b>784,443.74</b>		

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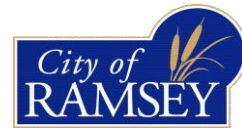
JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(16,000.00)	(15,475.79)	96.72%	
4356 SEWER AVAILABILITY CHARGE-ADM	73,498.00	4,075.40	5.54%	
4609 OTHER MISCELLANEOUS REVENUES	5,000.00	-	0.00%	
4661 RESIDENTIAL-SEWER CHARGES	1,378,650.00	1,072,171.43	77.77%	
4662 COMMERCIAL-SEWER CHARGES	416,120.00	313,933.78	75.44%	
4663 SEWER PENALTIES	15,000.00	31,277.94	208.52%	
4701 INTEREST ON INVESTMENTS	75,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	304,879.94	0.00%	
4601 MISCELLANEOUS REVENUE		1,076.52	0.00%	
<b>Grand Total</b>	<b>1,947,268.00</b>	<b>1,711,939.22</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9602</b>	<b>SEWER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	201,508.00	64,644.79	32.08%	
6103 FULL TIME-REGULAR-OVERTIME	-	227.43	0.00%	
6105 TEMPORARY-WAGES & SALARIES	-	1,170.63	0.00%	
6121 PERA CONTRIBUTIONS	33,113.00	4,967.40	15.00%	
6122 FICA/MEDICARE CONTRIBUTIONS	15,490.00	5,232.03	33.78%	
6131 GROUP INSURANCE	7,362.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	10,362.00	-	0.00%	
6223 GASOLINE	4,000.00	3,346.48	83.66%	
6225 DIESEL FUEL	4,000.00	2,420.72	60.52%	
6249 MISCELLANEOUS OPERATING SUPPLY	22,000.00	7,091.07	32.23%	
6257 OTHER VEHICLE PARTS	4,000.00	2,045.81	51.15%	
6275 OTHER EQUIPMENT PARTS	9,000.00	728.00	8.09%	
6315 MISCELLANEOUS PROFESSIONAL SER	25,000.00	189.67	0.76%	
6322 POSTAGE		3.84	0.00%	
6323 CELLULAR PHONES	600.00	451.18	75.20%	
6334 MILEAGE REIMBURSEMENT	400.00	-	0.00%	
6335 TRAINING	2,400.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	22,660.00	1,883.00	8.31%	
6371 ELECTRIC UTILITIES	25,000.00	15,115.43	60.46%	
6372 WATER/IRRIGATION	1,000.00	1,373.13	137.31%	
6373 GAS	5,000.00	4,088.50	81.77%	
6374 REFUSE/RECYCLING	2,500.00	1,247.16	49.89%	
<b>6377 SEWER SERVICE CHARGE</b>	<b>989,491.00</b>	<b>989,491.08</b>	<b>100.00%</b>	
6489 OTHER CONTRACTED SERVICES	37,400.00	38,591.49	103.19%	
6722 DEPRECIATION	568,112.00	-	0.00%	
<b>6820 OPERATING TRANSFERS TO OTHER F</b>	<b>43,000.00</b>	<b>43,000.00</b>	<b>100.00%</b>	
<b>Grand Total</b>	<b>2,033,398.00</b>	<b>1,187,308.84</b>		

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

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



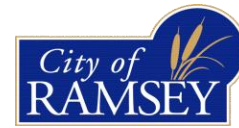
JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022

REVENUES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(4,000.00)	(2,960.95)	74.02%	
4681 CHARGES FOR STREET LIGHTS	166,000.00	129,524.42	78.03%	
4683 STREET LIGHTING PENALTIES	2,000.00	4,555.79	227.79%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	54,700.00	42,344.09	77.41%	
<b>Grand Total</b>	<b>228,700.00</b>	<b>173,463.35</b>		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2022 BUDGET	2022 YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	130,000.00	103,602.72	79.69%	
6489 OTHER CONTRACTED SERVICES	15,000.00	12,220.94	81.47%	
6722 DEPRECIATION	43,717.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	25,000.00	25,000.00	100.00%	
<b>Grand Total</b>	<b>213,717.00</b>	<b>140,823.66</b>		

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**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9604</b>	<b>RECYCLING UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(4,500.00)	(4,691.14)	104.25%	
4287 OTHER LOCAL GOVERNMENT GRANTS	73,498.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	1,000.00	1,630.80	163.08%	
4671 RECYCLING CHARGES	438,680.00	335,567.45	76.49%	
4672 RECYCLING PENALTIES	7,000.00	8,965.28	128.08%	
4701 INTEREST ON INVESTMENTS	2,500.00	-	0.00%	
<b>Grand Total</b>	<b>518,178.00</b>	<b>341,472.39</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9604</b>	<b>RECYCLING UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	24,148.00	10,998.48	45.55%	
6103 FULL TIME-REGULAR-OVERTIME	-	914.60	0.00%	
6104 PART TIME-WAGES & SALARIES	-	358.24	0.00%	
6121 PERA CONTRIBUTIONS	2,811.00	920.36	32.74%	
6122 FICA/MEDICARE CONTRIBUTIONS	1,851.00	852.72	46.07%	
6131 GROUP INSURANCE	3,514.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	195.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	30,000.00	24,476.60	81.59%	
6322 POSTAGE	300.00	54.72	18.24%	
6489 OTHER CONTRACTED SERVICES	455,600.00	419,171.89	92.00%	
<b>Grand Total</b>	<b>518,419.00</b>	<b>457,747.61</b>		

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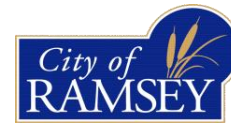
JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022

<b>REVENUES</b>				
<b>BUSINESS UNIT</b>	<b>9605</b>	<b>STORM WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4140 CREDIT CARD PROCESSING FEES	(7,500.00)	(7,481.27)	99.75%	
4609 OTHER MISCELLANEOUS REVENUES	73,498.00	-	0.00%	
4693 STORM WATER-RESIDENTIAL	580,000.00	449,072.81	77.43%	
4694 STORM WATER-COMMERCIAL	605,000.00	465,167.01	76.89%	
4695 STORM WATER-PENALTIES	10,000.00	16,763.39	167.63%	
4701 INTEREST ON INVESTMENTS	10,000.00	-	0.00%	
<b>Grand Total</b>	<b>1,270,998.00</b>	<b>923,521.94</b>		

<b>EXPENSES</b>				
<b>BUSINESS UNIT</b>	<b>9605</b>	<b>STORM WATER UTILITY</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>2022 BUDGET</b>	<b>2022 YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6102 F.T. REGULAR-WAGES & SALARIES	183,961.00	33,657.60	18.30%	
6105 TEMPORARY-WAGES & SALARIES	-	116.00	0.00%	
6121 PERA CONTRIBUTIONS	30,797.00	2,524.20	8.20%	
6122 FICA/MEDICARE CONTRIBUTIONS	14,085.00	2,608.67	18.52%	
6131 GROUP INSURANCE	25,328.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	6,984.00	-	0.00%	
6225 DIESEL FUEL	7,000.00	4,563.90	65.20%	
<b>6249 MISCELLANEOUS OPERATING SUPPLY</b>	<b>12,000.00</b>	<b>18,239.56</b>	<b>152.00%</b>	
6257 OTHER VEHICLE PARTS	7,500.00	3,094.19	41.26%	
6315 MISCELLANEOUS PROFESSIONAL SER	100,000.00	8,063.43	8.06%	
6361 GENERAL LIABILITY/PROPERTY INS	10,164.00	-	0.00%	
6371 ELECTRIC UTILITIES	12,000.00	8,515.17	70.96%	
6372 WATER/IRRIGATION	1,000.00	1,373.14	137.31%	
6373 GAS	8,000.00	4,088.50	51.11%	
6374 REFUSE/RECYCLING	2,400.00	1,247.19	51.97%	
6388 OTHER VEHICLE REPAIR	-	1,040.75	0.00%	
<b>6451 MEMBERSHIP DUES</b>	<b>24,000.00</b>	<b>23,944.00</b>	<b>99.77%</b>	
6489 OTHER CONTRACTED SERVICES	50,000.00	9,724.97	19.45%	
6722 DEPRECIATION	345,435.00	-	0.00%	
<b>6820 OPERATING TRANSFERS TO OTHER F</b>	<b>38,000.00</b>	<b>38,000.00</b>	<b>100.00%</b>	
<b>Grand Total</b>	<b>878,654.00</b>	<b>160,801.27</b>		

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

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



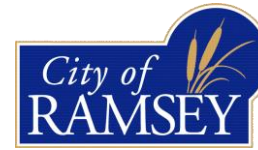
JANUARY 1, 2022 THROUGH PERIOD ENDING: November 30, 2022

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

<b>EXPENDITURES</b>				
<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6105 TEMPORARY-WAGES & SALARIES	1,500.00	605.00	40.33%	
6122 FICA/MEDICARE CONTRIBUTIONS	100.00	46.29	46.29%	
6133 WORKERS COMP INSURANCE PREMIUM	10.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	19,000.00	8,619.22	45.36%	
<b>6315 MISCELLANEOUS PROFESSIONAL SER</b>	<b>30,000.00</b>	<b>42,742.95</b>	<b>142.48%</b>	
6331 TRAVEL & LODGING	1,000.00	448.52	44.85%	
6335 TRAINING	1,000.00	660.00	66.00%	
6361 GENERAL LIABILITY/PROPERTY INS	750.00	-	0.00%	
6451 MEMBERSHIP DUES	2,000.00	1,358.50	67.93%	
6246 MARKETING & PROMOTIONS	30,000.00	22,524.41	75.08%	
<b>Grand Total</b>	<b>85,360.00</b>	<b>77,004.89</b>		

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

**CITY OF RAMSEY  
YEAR-TO-DATE BY BUSINESS UNIT**



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

**November 30, 2022**

<b>GENERAL FUND EXPENDITURES BY DEPARTMENT</b>	<b>2022 ADOPTED BUDGET</b>	<b>CURRENT YTD POSTED EXP</b>	<b>11/12 ADOPTED BUDGET (Nov)</b>	<b>% of Budget Used (91.7% is 11/12)</b>	<b>BUDGET AMOUNT REMAINING</b>
Admin (inclcd elections, legal & newsletter)	1,137,411.00	1,013,304.26	1,042,626.75	89.09%	124,106.74
Building Inspections	495,512.00	499,340.20	454,219.33	100.77%	(3,828.20)
Council/Commissions (inclcd charter, council contingency)	234,437.00	99,918.24	214,900.58	42.62%	134,518.76
Data Processing	796,584.00	673,811.02	730,202.00	84.59%	122,772.98
Engineering (personnel costs allocated after year-end)	487,638.00	664,772.82	447,001.50	136.33%	(177,134.82)
Finance (inclcd assessing) (personnel costs allocated after year-end)	534,935.00	558,505.93	490,357.08	104.41%	(23,570.93)
Fire (inclcd Civil Defense)	1,264,140.00	1,265,827.89	1,158,795.00	100.13%	(1,687.89)
Gen Govt Buildings	652,216.00	485,997.85	597,864.67	74.51%	166,218.15
Parks	1,483,825.00	1,259,533.34	1,360,172.92	84.88%	224,291.66
Planning & Zoning	763,831.00	607,644.81	700,178.42	79.55%	156,186.19
Police (inclcd animal control & comm orient)	4,802,808.00	3,982,047.61	4,402,574.00	82.91%	820,760.39
Streets (inclcd traffic eng & snow/ice)	1,839,303.00	1,520,003.46	1,686,027.75	82.64%	319,299.54
<b>TOTAL</b>	<b>14,492,640.00</b>	<b>12,630,707.43</b>	<b>13,284,920.00</b>	<b>87.15%</b>	<b>1,861,932.57</b>

<b>ENTERPRISE EXPENDITURES BY FUND</b>	<b>2022 ADOPTED BUDGET</b>	<b>CURRENT YTD POSTED EXP</b>	<b>11/12 ADOPTED BUDGET (Nov)</b>	<b>% of Budget Used (91.7% is 11/12)</b>	<b>BUDGET AMOUNT REMAINING</b>	<b>*BUDGETED DEPRECIATION (part of "2022 BUDGET")</b>
Water (budgeted depreciation not booked until after year-end)	2,078,048.00	784,443.74	1,904,877.33	37.75%	1,293,604.26	\$ 821,940.00
Sewer (budgeted depreciation not booked until after year-end)	2,033,398.00	1,187,308.84	1,863,948.17	58.39%	846,089.16	\$ 568,112.00
Street Light (budgeted depreciation not booked until after year-end)	213,717.00	140,823.66	195,907.25	65.89%	72,893.34	\$ 43,717.00
Recycling	518,419.00	457,747.61	475,217.42	88.30%	60,671.39	N/A
Storm Water (budgeted depreciation not booked until after year-end)	878,654.00	160,801.27	805,432.83	18.30%	717,852.73	\$ 345,435.00
<b>TOTAL</b>	<b>5,722,236.00</b>	<b>2,731,125.12</b>	<b>5,245,383.00</b>	<b>47.73%</b>	<b>2,991,110.88</b>	<b>\$ 1,779,204.00</b>

<b>EDA FUND EXPENDITURES</b>	<b>2022 ADOPTED BUDGET</b>	<b>CURRENT YTD POSTED EXP</b>	<b>11/12 ADOPTED BUDGET (Nov)</b>	<b>% of Budget Used (91.7% is 11/12)</b>	<b>BUDGET AMOUNT REMAINING</b>
Economic Development	85,360.00	77,004.89	78,246.67	90.21%	8,355.11

**CC Regular Session**

**5. 2.**

**Meeting Date:** 01/24/2023

**By:** Diana Lund, Finance

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**Information**

**Title**

Receive Cash & Investments for Period Ending December 31, 2022

**Purpose/Background:**

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

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

**Recommendation:**

No action required. Informational only.

**Action:**

No action required. Informational only.

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**Attachments**

Cash & Investments for Period Ending December 31, 2022

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 09:51 AM

Started On: 01/09/2023 09:59 AM

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

	December-22 CURRENT MONTH	2022 YEAR-TO-DATE
<b>CASH AND TEMPORARY INVESTMENTS</b>		
<b>BEGINNING BALANCE (Includes PW Bond Proceeds)</b>	\$ 89,849,264.74	\$ 88,776,714.25
<b>CASH INFLOWS:</b>		
Daily Deposit	1,283,251.51	15,067,037.91
Tax Settlements	8,164,315.66	17,848,688.51
U/B Receipts	37,847.37	2,500,889.06
Credit Cards (Includes Utility Billing)	105,151.15	5,228,926.03
Interest Earnings [Net of Interest Paid on Investments]	159,676.22	1,169,131.24
Bond Proceeds-int	11,903,743.78	11,903,743.78
<b>TOTAL CASH INFLOW</b>	<b>\$ 21,653,985.69</b>	<b>\$ 53,718,416.53</b>
<b>TOTAL CASH AVAILABLE</b>	<b>\$ 111,503,250.43</b>	<b>\$ 142,495,130.78</b>
<b>CASH OUTFLOWS:</b>		
Prepaid Checks	1,142,163.12	11,415,023.73
Bills Lists	604,125.00	7,870,856.26
Pay Estimates	999,474.18	8,571,364.77
Credit Cards	22,521.86	103,048.41
Payroll - Net	406,400.79	5,451,115.58
Flex Reimbursement	1,409.51	32,460.55
Void Checks/Dormant Checks Paid	(205.97)	(33,479.43)
Debt Service	1,778,301.25	2,533,990.56
Miscellaneous [Bank Charges; etc.]	(691.35)	998.31
<b>TOTAL CASH OUTFLOW</b>	<b>\$ 4,953,498.39</b>	<b>\$ 35,945,378.74</b>
<b>POOLED CASH AND TEMPORARY INVESTMENTS</b>		
<b>ENDING BALANCE</b>	<b>\$ 106,549,752.04</b>	<b>\$ 106,549,752.04</b>
<b>MEMO - NET 2022 CASH INFLOW ( OUTFLOW)</b>	<b>16,700,487.30</b>	<b>17,773,037.79</b>
<b>INVESTMENT PORTFOLIO SUMMARY</b>		
<b>BEGINNING BALANCE</b>	<b>\$ 89,737,809.82</b>	<b>71,817,760.66</b>
Purchases	1,699,750.74	32,150,126.19
Maturities/Sales	(1,822,000.00)	(14,352,326.29)
<b>ENDING BALANCE</b>	<b>\$ 89,615,560.56</b>	<b>\$ 89,615,560.56</b>

## 2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2022	PURCH 2022	SOLD/ MATURE 2022	BV PRIN BAL 12/31/2022
191008C	12/1/2022	BAIRD	ROCK ISLAND IL TAX		7724872K9	270,000.00		270,000.00	0.00
220809A	1/20/2023	4m	4M TERM SERIES				3,000,000.00	0.00	3,000,000.00
220809B	5/9/2023	4m	4M TERM SERIES				10,000,000.00	0.00	10,000,000.00
221117	5/19/2023	4m	4M TERM SERIES				1,000,000.00	0.00	1,000,000.00
220809C	8/9/2023	4m	4M TERM SERIES				7,000,000.00	0.00	7,000,000.00
									21,000,000.00
180727A	7/27/2022	ICD SEC	CD-KANSAS STATE	19899	50116C8Y4	245,000.00		245,000.00	0.00
191227A	12/27/2022	ICD SEC	CD-PROMISEONE B/	58657	74348HAB4	245,000.00		245,000.00	0.00
191230D	12/30/2022	ICD SEC	CD-FIRST NATIONA	03330	32112UDL2	245,000.00		245,000.00	0.00
									0.00
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9	180,000.00		0.00	180,000.00
220322	2/15/2023	Northland	SPARTA TOWNSHIP NJ TAX		84677-KV-6		135,000.00	0.00	135,000.00
220808	2/15/2023	Northland	JOHNSON COUNTY TX TAX		478898-FH-7		190,000.00	0.00	190,000.00
220714	7/1/2023	Northland	MANCHESTER NH TAX		562333-QS-6		250,000.00	0.00	250,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5	500,000.00		0.00	500,000.00
210625	7/15/2026	Northland	EAST LYME CONN TAX		273587-P3-3	200,000.00		0.00	200,000.00
200123	12/15/2022	Northland	LUVERNE MN TAX		550629-VE-6	330,000.00		330,000.00	0.00
201230	5/1/2025	Northland	FREEPORNT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00
200130D	3/1/2022	Northland	RICHLAND SCHOOL DISTRICT		764080-FN-2	130,000.00		130,000.00	0.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00	165,000.00
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		0.00	100,000.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00	180,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00	250,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00	270,000.00
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00	500,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00
141104	2/1/2022	Northland	DULUTH MN TAXABLE		264438-G5-5	150,000.00		150,000.00	0.00
150430	2/1/2022	Northland	MINNETONKA ISD #276		604195-YG-6	270,000.00		270,000.00	0.00
190826	3/1/2022	Northland	OCONOMOWOC WIS TAX BOND		675635-KW-5	250,000.00		250,000.00	0.00
190703	4/1/2022	Northland	WEST ALLIS WIS TAX		951173-JA-2	180,000.00		180,000.00	0.00
190424	5/15/2022	Northland	TEXAS A&M TAX		88213ABH4	130,000.00		130,000.00	0.00
170109	6/1/2022	Northland	DESMOINES IA TAX		250097-J3-7	200,000.00		200,000.00	0.00
150109	10/1/2022	Northland	HUBBARD COUNTY TAX		443348-DE-4	135,000.00		135,000.00	0.00
190515	11/1/2022	Northland	MICHIGAN STATE SCHOOL TAX		594612-CY-7	205,000.00		205,000.00	0.00
120308B	12/1/2022	Northland	SHOREWOOD WIS TAX		825230-KW-4	75,000.00		75,000.00	0.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00	240,000.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	190,000.00		70,000.00	120,000.00
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		0.00	250,000.00
180913	7/31/2023	Northland	CD-BANK NEW ENGLAND SALEM		06426K-AN-8	245,000.00		0.00	245,000.00
121228B	9/1/2023	Northland	MIDDLETON WIS REFUND		596782-T6-7	300,000.00		300,000.00	0.00
190220B	11/1/2023	Northland	HAWAII ST GO BONDS		214471-PA-6	200,000.00		0.00	200,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		0.00	300,000.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00
120214B	9/1/2025	Northland	MIDDLETON WIS REFUND		596782-TJ-1	315,000.00		315,000.00	0.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	500,000.00		0.00	500,000.00
190404	9/1/2026	Northland	TUSCOLA COUNTY MISC TAX		900764RL7	395,000.00		395,000.00	0.00
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00	385,000.00
120308C	12/1/2027	Northland	SHOREWOOD WIS TAX		825230-LB-9	225,000.00		0.00	225,000.00
190402	2/1/2028	Northland	CLOQUET MN TAX		189036-PS-9	150,000.00		0.00	150,000.00
191016B	4/1/2028	Northland	COLUMBUS OH TAX		199492E339	285,000.00		0.00	285,000.00
211020A	7/15/2028	Northland	MOUNT HILLS TOWNSHIP SCHOOL		6215S3-E6-7	430,000.00		0.00	430,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00
									7,570,000.00
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	1,000,000.00		0.00	1,000,000.00
220207A	7/1/2028	UBS	PHOENIX AZ CIVIC		71883RRS4		165,000.00	0.00	165,000.00
221102A		UBS	UBS PRIME FUND				40,367.65	0.00	40,367.65
221231		UBS	UBS PRIME FUND				1,699,750.74	0.00	1,699,750.74
221102B	10/31/2023	UBS	US TREASURY NOTE		91282CDD0		213,000.00	0.00	213,000.00
221118	11/18/2024	UBS	CD-SALLIE MAE	58177	795451CK7		243,000.00	0.00	243,000.00
221004		UBS	UBS PRIME FUND				411,292.57	0.00	411,292.57
221014	1/12/2024	UBS	CD-ISRAEL DISCOU	19977	465076TW7		244,000.00	0.00	244,000.00
220207B	4/1/2029	UBS	BAY AREA CA TOLL AUTHORITY		072024XF4		250,000.00	0.00	250,000.00
220414A	1/15/2023	UBS	US TREASURY NOTE		912828Z29		1,245,000.00	0.00	1,245,000.00
220414B	2/15/2023	UBS	US TREASURY NOTE		912828UN8		1,240,000.00	0.00	1,240,000.00
220414C	3/15/2023	UBS	US TREASURY NOTE		912828ZD5		1,260,000.00	0.00	1,260,000.00
220414D	4/15/2023	UBS	US TREASURY NOTE		912828ZH6		1,265,000.00	0.00	1,265,000.00
220419	3/1/2025	UBS	MARYLAND STATE COMM DEV TAX		57419RC78		750,000.00	0.00	750,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	500,000.00		0.00	500,000.00
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV
	MAT DATE					BAL 1/1/2022		MATURE 2022	PRIN BAL 12/31/2022
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3	500,000.00		0.00	500,000.00
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00
210107		UBS	UBS PRIME FUND			62,674.20		62,674.20	0.00
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4	200,000.00		0.00	200,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00
211130		UBS	UBS PRIME FUND			219,604.08		219,604.08	0.00
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7	140,000.00		0.00	140,000.00
211020B	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00	500,000.00
211014	5/1/2030	UBS	ST. JOHN'S PUBLIC SCHOOL		790450HN3	550,000.00		0.00	550,000.00
210909	7/1/2022	UBS	MAINE HEALTH		56042RH96	500,000.00		500,000.00	0.00
210910	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4	1,000,000.00		0.00	1,000,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4	250,000.00		0.00	250,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8	245,000.00		0.00	245,000.00
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7	550,000.00		0.00	550,000.00
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8	2,500,000.00		0.00	2,500,000.00
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6	2,500,000.00		0.00	2,500,000.00
210824C	9/15/2023	UBS	US TREASURY NOTE		91282CAK7	2,500,000.00		0.00	2,500,000.00
210826		UBS	UBS PRIME FUND			35,408.43		35,408.43	0.00
220131		UBS	UBS PRIME FUND			0.00	253,882.73	253,882.73	0.00
220331		UBS	UBS PRIME FUND			0.00	576,785.62	576,785.62	0.00
220802		UBS	UBS PRIME FUND			0.00	366,046.88	235,897.03	130,149.85
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			0.00	245,000.00	0.00	245,000.00
220519	3/15/2026	UBS	NEW YORK DEV		6500355P6	0.00	105,000.00	0.00	105,000.00
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3	325,000.00		0.00	325,000.00
210716	4/12/2022	UBS	CP-FIRST BOST NY		2254EBDC2	5,000,000.00		5,000,000.00	0.00
210604	7/1/1930	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210617B	6/1/2029	UBS	ORANGE COUNTY TAX		684184TC8	110,000.00		0.00	110,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	500,000.00		0.00	500,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210408B	1/15/2027	UBS	APACHE COUNTY ARIZ		03743TAF9	590,000.00		0.00	590,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00	500,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	320,000.00		0.00	320,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2	1,000,000.00		0.00	1,000,000.00
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6	1,000,000.00		0.00	1,000,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91	750,000.00		0.00	750,000.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00	500,000.00
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7	2,500,000.00		0.00	2,500,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30	1,000,000.00		0.00	1,000,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45	1,050,000.00		0.00	1,050,000.00
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2	500,000.00		0.00	500,000.00
210308B	6/1/2027	UBS	RIO RANCHO NEW MEXICO TAX		767169EP6	580,000.00		0.00	580,000.00
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8	300,000.00		0.00	300,000.00
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0	500,000.00		0.00	500,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4	615,000.00		0.00	615,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00	500,000.00
160601	2/15/2022	UBS	MCALEN TAX		582018F5	200,000.00		200,000.00	0.00
151104	3/1/2022	UBS	NEW YORK TAXALBE		64966KQC0	500,000.00		500,000.00	0.00
190322	3/22/2022	UBS	CD-MEDALLION BA	57449	58404DDP3	245,000.00		245,000.00	0.00
160727	5/1/2022	UBS	NORTH BRANCH SCHOOL TAX		657740F50	500,000.00		500,000.00	0.00
190710	5/15/2022	UBS	CONVENTION CENTER AUTHORITY		32115AAG7	175,000.00		175,000.00	0.00
001127	7/25/2022	UBS	FNR G92-35		31358PHV2C	10.35		10.50	-0.15
160830C	8/1/2022	UBS	NEW YORK CITY TAXABLE		64966MED7	300,000.00		300,000.00	0.00
021004	8/25/2022	UBS	FNR 1992-125L		31358PS40C	33.70		33.73	-0.03
180108	10/1/2022	UBS	PALM BEACH COUNTY SOLID WASTE		696560LD1	450,000.00		450,000.00	0.00
020826	10/15/2022	UBS	FHR 1391D		312912LUO	29.90		29.97	-0.07
201119B	12/1/2022	UBS	WARREN HEIGHTS OH BUILDING		936121JU7	165,000.00		165,000.00	0.00
191213	12/13/2022	UBS	CD-WELLS FARGO	27389	949495AA3	245,000.00		245,000.00	0.00
161216B	12/16/2022	UBS	CD-MERCANTIL COI	22953	58733ADQ9	245,000.00		245,000.00	0.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	6169OURY8	245,000.00		0.00	245,000.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00
010328	6/25/2023	UBS	FHG14A		312916PD5R	2,000.00		1,000.00	1,000.00
180628	6/28/2023	UBS	CD-COMENITY BAN	27499	981996UP3	200,000.00		0.00	200,000.00
191230B	6/30/2023	UBS	CD-RAYMOND JAMI	33893	75472RAR2	245,000.00		0.00	245,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5	165,000.00		0.00	165,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RLP4	245,000.00		0.00	245,000.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U	33954	14042TAP2	245,000.00		0.00	245,000.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		0.00	245,000.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48	245,000.00		0.00	245,000.00
200325	4/1/2024	UBS	NEW YORK HOUSING		6498833S2	500,000.00		0.00	500,000.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		594471JX2	250,000.00		0.00	250,000.00

2022 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT		SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV
	DATE	BROKER				BAL		MATURE	PRIN
						1/1/2022	2022	2022	12/31/2022
191127	11/27/2024	UBS	CD-STATE BANK IN	33682	856285RS2	245,000.00		0.00	245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION	26633	2477RBD6	200,000.00		0.00	200,000.00
180629C	6/1/2025	UBS	MARYLAND STATE TAX		57420PGR1	300,000.00		300,000.00	0.00
161114A	7/1/2025	UBS	LXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
191101	8/1/2025	UBS	MASSACHUSETTS ST WATER		576051VFO	400,000.00		0.00	400,000.00
201119E	12/1/2025	UBS	WARREN HEIGHTS OH BUILDING		936121JX1	175,000.00		0.00	175,000.00
191122A	12/1/2025	UBS	WARRENSVILLE HEIGHTS OHIO		936121JM5	500,000.00		0.00	500,000.00
191105	3/1/2026	UBS	MARYLAND STATE COMM DEV		57419TDZ1	320,000.00		0.00	320,000.00
201105	4/1/2026	UBS	PARAMUS NJ SCHOOL		699347LF5	500,000.00		0.00	500,000.00
200113	4/15/2026	UBS	PHILADELPHIA AUTHORITY-ZERO COUP		71781LBU2	300,000.00		0.00	300,000.00
201204	4/15/2026	UBS	LONG BEACH CITY SCHOOL DIS		542535LY3	750,000.00		0.00	750,000.00
191115A	7/1/2026	UBS	LXINGTON FAYETTE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00
191219B	11/1/2026	UBS	OPELIKA ALABAMA TAX		683489ZE1	400,000.00		0.00	400,000.00
191016A	12/1/2026	UBS	DENVER CITY & COUNTY HSG		24917NAG6	500,000.00		0.00	500,000.00
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
191022	10/1/2027	UBS	NEW YORK NY TAX		64966QEK2	500,000.00		0.00	500,000.00
160802	12/1/2027	UBS	TOOLE CITY UT TAX		89033RBU7	400,000.00		0.00	400,000.00
190725A	12/1/2027	UBS	WRIGHT COUNTY TAXABLE		982276BK2	630,000.00		0.00	630,000.00
201007	8/1/2028	UBS	SAN BERNARDINO CALIFORN UNIV TAX		796711H44	1,000,000.00		0.00	1,000,000.00
191108	8/1/2028	UBS	CORONA-NORCO CAL		219764SC2	405,000.00		0.00	405,000.00
200320	9/1/2028	UBS	PENNSYLVANIA UNIV TAX		709235P25	425,000.00		0.00	425,000.00
191212	10/1/2028	UBS	UNIVERSITY OF ALABAMA TAX		914745GG2	400,000.00		0.00	400,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
200630A	7/1/2029	UBS	NEW YORK STATE DORM AUTH		64990GS86	430,000.00		0.00	430,000.00
200611	11/1/2029	UBS	VENTURA COUNTY CA		923078CZ0	400,000.00		0.00	400,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QL5	500,000.00		0.00	500,000.00
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
101013	12/1/2030	UBS	HIDALGO COUNTY TEX TAX		429343BT3	500,000.00		0.00	500,000.00
201102	12/1/2030	UBS	XENIA OH COMM SCHOOL		984071CC2	720,000.00		0.00	720,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
201221	10/01/26	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00
									61,045,560.56
TOTAL INVESTMENTS						71,817,760.66	32,148,126.19	14,350,326.29	89,615,560.56
Unamortized Premiums						1,751,676.99	7,798.04		1,759,475.03
Unamortized Discounts						(4,291,366.40)	(52,185.71)		(4,343,552.11)
BOW						9,361,050.93	50,974,399.94	53,706,649.59	6,628,801.28
Bond Proceeds						-	11,903,743.78		11,903,743.78
Money Market Accounts						15,909,640.01	7,076,083.49	22,000,000.00	985,723.50
Net Cash and Investments						94,548,762.19	102,057,965.73	90,056,975.88	106,549,752.04

**CC Regular Session**

**5. 3.**

**Meeting Date:** 01/24/2023

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

**By:** Wendy Schlueter, Community Development

**Information**

**Title**

~~Approve Business License for Norman Tobacco~~ **Please Note: this case was pulled from the Consent Agenda 5.3 to be considered as case 7.1A on the Regular Agenda**

**Purpose/Background:**

The purpose of this case is to obtain City Council approval of business license request for Norman Tobacco. This item was tabled at the January 10, 2023 City Council Meeting. City Staff was directed to conduct further research relating to the issuance of this license and to bring it back for consideration.

**Observations/Alternatives:**

Ramsey Police contacted the Applicant to confirm that the information included on the application was complete and accurate. Based on the discussion with the Applicant no new information was obtained that would disqualify the issuance of the license.

**Recommendation:**

Based on the satisfactory completion of the background check and additional research conducted by Ramsey Police, Staff recommends approval of business license application.

**Action:**

Motion to approve the attached business license application.

**Attachments**

Business License Application

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Sean Sullivan	Kathy Schmitz	01/17/2023 09:20 AM
Sean Sullivan	Sean Sullivan	01/17/2023 11:09 AM
Jeff Katers	Jeff Katers	01/17/2023 11:16 AM
Brian Hagen	Brian Hagen	01/19/2023 10:02 AM
Form Started By: Wendy Schlueter		Started On: 01/13/2023 11:41 AM
Final Approval Date: 01/19/2023		

Report Name: License Report - License Types  
Council Dates: 2/14/2023 to 2/14/2023  
Status: Active, Inactive  
License Type(s): Tobacco

# City of Ramsey License Report - License Types

Printed: 1/13/2023  
Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council</u> <u>Date</u>	<u>Status</u>
<b>Tobacco</b> Norman Tobacco LLC	Noman Mohamed Ali Hussein	7962 Sunwood Dr NW 300		12/31/2023	2/14/2023	A

**Tobacco License Count: 1**

**Total Licenses: 1**

**CC Regular Session**

**5. 4.**

**Meeting Date:** 01/24/2023

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

**By:** Wendy Schlueter, Community Development

**Information**

**Title**

Approve Business Licenses

**Purpose/Background:**

The purpose of this case is to obtain City Council approval of business license requests (not including Rental or BRC).

Background: Certain businesses in the City of Ramsey are required to apply for a business license in addition to the Business Registration Certificate (BRC). Other businesses that may require a license, but are not required to have a BRC, may also be included in this approval. Those new license requests and/or renewals are attached for City Council approval.

**Recommendation:**

Staff recommends approval of business license applications contingent upon completion and approval of background checks or review by other city departments as required.

**Action:**

Motion to approve the attached business license applications contingent upon completion and approval of background checks or review by other city departments as required.

**Attachments**

Business License Applications

**Form Review**

**Inbox**

Sean Sullivan

Brian Hagen

Form Started By: Wendy Schlueter

Final Approval Date: 01/19/2023

**Reviewed By**

Sean Sullivan

Brian Hagen

**Date**

01/18/2023 03:40 PM

01/19/2023 12:16 PM

Started On: 01/17/2023 10:21 AM

Report Name: License Report - License Types

Council Dates: 1/24/2023 to 1/24/2023

Status: Active, Inactive

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

# City of Ramsey License Report - License Types

Printed: 1/17/2023

Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
<b>Temporary Intoxicating</b>						
Northern Starz Childrens Theatre	Rachel Anne Bohnsack	5300 Alpine Dr NW	Northern Starz Chilc	11/26/2023	1/24/2023	A

**Temporary Intoxicating License Count: 1**

**Total Licenses: 1**

**CC Regular Session**

5. 5.

**Meeting Date:** 01/24/2023

**Submitted For:** Dana Verbeek, Community Development

**By:** Dana Verbeek, Community Development

**Information**

**Title**

Approve Rental Licenses

**Purpose/Background:**

The purpose of this case is to approve rental license requests for 2023.

Background: Detached Single-Family Homes and Attached Single-Family Homes (townhomes, duplex. etc.) are required to obtain a license (registration), but are not subject to inspections (unless the City has sufficient evidence of a violation of the City Code)

Multi-Family Units (apartments, condos, etc.) are subject to the license and inspection program as required by code.

License application requests are attached for Council approval.

**Recommendation:**

Staff recommends approval of license applications.

**Action:**

Motion to approve rental license applications.

**Attachments**

Rental Licenses

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Dana Verbeek

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 12:16 PM

Started On: 01/17/2023 08:05 AM

Report Name: License Report - License Types  
Council Dates: 1/11/2023 to 1/25/2023  
Status: Active, Inactive  
License Type(s): Multi-Family Rental, Rental

# City of Ramsey

## License Report - License Types

Printed: 1/17/2023  
Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Rental						
Ross Johnson		6838 139th La NW #1		1/27/2026	1/24/2023	I
FDC MN 2, LLC		14883 Olivine St NW		11/12/2025	1/24/2023	I

**Rental License Count: 2**

**Total Licenses: 2**

Meeting Date: 01/24/2023

By: Colleen Lasher, Administrative Services

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### Information

#### Title

Authorization to Remove the Interim Status from the Titles of the City Engineer/Interim Public Works Director and the Parks and Interim Assistant Public Works Director

#### Purpose/Background:

The purpose of this case is for the City Council to authorize removing the interim status from the titles of both the Public Works Director and the Assistant Public Works Director effective January 25, 2023.

Background: This case was discussed earlier this evening in the work session. It was stated that on July 11, 2022, City Engineer Bruce Westby was promoted to City Engineer/Interim Public Works Director, and Parks and Assistant Public Works Superintendent Mark Riverblood was promoted to Parks and Interim Assistant Public Works Director, following the retirement of former Public Works Superintendent Grant Riemer. Council requested interim status be applied to both promotions for a period of approximately 6-months to allow staff time to evaluate whether the new management structure at Public Works would work effectively in the long-term, and to determine if additional resources were needed to effectively support the Engineering and Public Works Departments with Mr. Westby's dual role.

To ensure that the new management structure at Public Works would work effectively, staff met with former Public Works Superintendent Riemer on several occasions prior to his retirement to develop a plan to reallocate some of his duties to other staff since City Engineer Westby was not able to effectively absorb all the duties. The plan as implemented, reallocated various duties among numerous Staff within the Public Works and Engineering departments. Some of the reallocated duties were intended to be permanent in nature, while others were intended to be temporary pending removal of the interim status from the Public Works Director and Assistant Public Works Director titles, and pending City Engineer Westby's ability to delegate more of the City Engineer's duties to Assistant City Engineer Joe Feriancek over time.

Regarding whether additional administrative services are required to support the new Public Works management structure, the current Public Works Administrative Assistant spends 80-percent or more of her time assisting the Parks department with scheduling Park reservations, issuing bicycle, canoe and kayak rental cards, and other miscellaneous duties required to support the Parks department. The current Public Works Administrative Assistant is therefore unable to assist the Streets and Utilities departments with many of their administrative needs including processing invoices generated by these departments, preparing and mailing quarterly delinquent utility payment letters, scheduling water meter installations, scheduling required meetings with regulatory agencies, and assisting these departments in responding to requests for service such as rusty water and snow plowing complaints. Staff will continue to explore what additional administrative services are required to effectively support the Streets and Utilities departments, and will update the City Council at a future meeting. Additionally, since the interim status became effective, the City Council issued debt for the purpose of an aggressive pavement management plan. This added funding, compounded with historical staffing needs to complete inspections of infrastructure projects (public and private), will require additional resources to complete required inspection services. Staff will bring forward a recommendation on addressing this need at a future meeting as well.

In summary, Staff feels the new management structure at Public Works has been successful and recommends removing the interim status from the titles of the City Engineer/Interim Public Works Director and the Parks and Interim Assistant Public Works Director. Furthermore, resources from a staffing perspective have been

identified, and should Council concur with the removal of the interim status staff would bring forward in detail a recommendation on these needs.

**Funding Source:**

Not Applicable

**Recommendation:**

Staff recommends removing the interim status from the titles of the City Engineer/Interim Public Works Director and the Parks and Interim Assistant Public Works Director.

**Action:**

Motion to remove the interim status from the titles of the City Engineer/Interim Public Works Director and the Parks and Interim Assistant Public Works Director.

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**Attachments**

*No file(s) attached.*

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 12:27 PM

Started On: 01/19/2023 08:28 AM

**CC Regular Session**

5. 7.

**Meeting Date:** 01/24/2023

**By:** Colleen Lasher, Administrative Services

**Information**

**Title:**

Authorization to Hire a Full-time Police Records Technician

**Purpose/Background:**

The purpose of this case is to request authorization to hire a full-time Police Records Technician.

The former full-time Police Records Technician, Ms. Nicole Cramton, resigned from the City effective October 26, 2022. As a result of the vacancy, the City conducted an internal and external recruitment process. Ms. Tori Bruneau was part of that process. Ms. Bruneau successfully passed the City's background investigations and pre-employment testing. Ms. Bruneau will be subject to a 6-month probationary period, the City's Personnel Policy and AFSCME union contract.

This position provides administrative, clerical, reception and transcription support to the Ramsey Police Department. In addition, the position also provides customer service support, exercising discretion while building relationships within the community, residents and City staff. Other duties include, but are not limited to, entering, maintaining, retrieving and compiling factual information through numerous computerized systems and disseminating this information to authorized agencies and persons. This position monitors compliance by applying knowledge of data privacy practice requirements, responds to the public who will make telephone or in-person contact and classify crimes pursuant to applicable state and federal reporting systems.

**Funding Source:**

The total funding required for this position is included in the 2023 budget.

**Recommendation:**

Staff recommends hiring Ms. Tori Bruneau as the City's new Police Records Technician, effective on or near February 13, 2023 at \$24.203 per hour, which is step two of the 2023 wage scale.

**Outcome/Action:**

Motion to hire Ms. Tori Bruneau as the City's new Police Records Technician, effective on or near February 13, 2023 at \$24.203 per hour, which is step two of the 2023 wage scale.

**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 09:58 AM

Started On: 01/10/2023 12:03 PM

Meeting Date: 01/24/2023

By: Colleen Lasher, Administrative Services

**Information**

**Title**

Authorization to Hire a Part-time Community Service Officer

**Purpose/Background:**

The purpose of this case is to request authorization to hire a part-time Community Service Officer.

The 2023 budgeting process included discussions and subsequent approval to hire a new part-time Community Service Officer. This position is needed to support basic daily duties in the Police Department. Specifically, the position supports the city's professional police officers as a dedicated cost-effective position that handles the more routine policing and community tasks. For example, Community Service Officers are responsible for handling animal control duties, some code enforcement activities, support services to patrol officers, administrative errands, vehicle maintenance and repairs, receiving and investigating ordinance complaints and documenting findings, as well as assisting with crime prevention issues.

The City conducted an internal and external recruitment process. Mr. Daniel Grewe was part of that process. Mr. Grewe successfully passed the City's background investigations and pre-employment testing. Mr. Grewe will be subject to a 6-month probationary period, the City's Personnel Policy and AFSCME union contract.

**Funding Source:**

The funding required for this position is estimated at \$44,671 (25 hours per week) and is included in the approved 2023 budget.

**Recommendation:**

Staff recommends hiring Mr. Daniel Grewe as a part-time Community Service Officer working an average of 25 hours per week, effective on or near January 25, 2023 at \$22.38 per hour, which is step 1 of the 2023 wage scale.

**Action:**

Motion to hire Mr. Daniel Grewe as a part-time Community Service Officer working an average of 25 hours per week, effective on or near January 25, 2023 at \$22.38 per hour, which is step 1 of the 2023 wage scale.

**Attachments**

*No file(s) attached.*

**Form Review**

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	01/19/2023 12:21 PM
Form Started By: Colleen Lasher		Started On: 01/18/2023 11:41 AM
Final Approval Date: 01/19/2023		

Meeting Date: 01/24/2023

By: Colleen Lasher, Administrative Services

---

**Information**

**Title**

Authorization to Promote Two Public Works Maintenance Workers to Lead Maintenance Workers

**Purpose/Background:**

The purpose of this case is to request authorization to promote two current Public Works Maintenance Workers to Lead Maintenance Workers in the Streets and Utilities Divisions.

The Lead Streets Maintenance Worker position is an existing vacant position. The Lead Utilities Maintenance Worker position is a new position which was discussed and approved as part of the 2023 budgeting process. Both positions assist in providing work direction within their respective divisions to Maintenance Workers and Seasonal Workers while also performing the regular daily duties of a Maintenance Worker. Additionally, both will work with Human Resources to recruit and hire seasonal workers, as well as train seasonal workers and serve as a resource person to answer questions and provide assistance.

An internal recruitment was conducted and four candidates were considered for two openings. Mr. Jacob Marks and Mr. Matt Graf were selected for promotion. Both employees will be subject to a six-month probationary period, the Personnel Policy and the AFSCME union contract. It should be noted that these promotions do not create vacancies that would need to be filled.

**Notification:**

**Funding Source:**

The 2023 funding required for these actions has been accounted for in the 2023 budget.

**Recommendation:**

Staff recommends promoting Mr. Jacob Marks, Streets Maintenance Worker, to Streets Lead Worker, at step 3 of the Lead Streets Maintenance Worker wage scale, which is \$32.568 per hour, effective January 28, 2023; and promoting Mr. Matt Graf, Utilities Maintenance Worker, to Lead Utilities Worker, at step 5 of the Lead Utilities Maintenance Worker wage scale, which is \$35.529 per hour, effective January 28, 2023

**Action:**

Motion to promote Mr. Jacob Marks, Streets Maintenance Worker, to Streets Lead Worker, at step 3 of the Lead Streets Maintenance Worker wage scale, which is \$32.568 per hour, effective January 28, 2023.; and  
Motion to promote Mr. Matt Graf, Utilities Maintenance Worker, to Lead Utilities Worker, at step 5 of the Lead Utilities Maintenance Worker wage scale, which is \$35.529 per hour, effective January 28, 2023

---

**Attachments**

*No file(s) attached.*

---

## Form Review

**Inbox**

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 10:00 AM

Started On: 01/10/2023 12:06 PM

**Meeting Date:** 01/24/2023

**By:** Colleen Lasher, Administrative Services

**Information**

**Title**

Authorization to Hire Paid-on-call Firefighters

**Purpose/Background:**

The purpose of this case is to request authorization to hire Paid-on-call Firefighters in order to bring both Fire stations to within acceptable staffing levels.

A firefighter recruitment was conducted, followed by interviews, background checks, reference checks, physical agility tests, work-style assessments, pre-employment physicals, and drug screens. At this time, several candidates have successfully passed the requirements to become City of Ramsey Paid-on-call Firefighters. All eligible candidates will be subject to a 1-year probationary period.

**Funding Source:**

The funding to hire the above mentioned firefighters is included in the 2023 budget.

**Recommendation:**

Staff recommends hiring Nicholas Bakos, Brian Cermak, Roger Duax, Dustin Olson, Christopher Voigt and Jaydon Weckman as Paid-on-call Firefighters at \$12.88 per hour effective on or near January 25, 2023.

**Action:**

Motion to approve hiring Nicholas Bakos, Brian Cermak, Roger Duax, Dustin Olson, Christopher Voigt and Jaydon Weckman as Paid-on-call Firefighters at \$12.88 per hour effective on or near January 25, 2023.

**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 09:55 AM

Started On: 01/10/2023 11:59 AM

**Meeting Date:** 01/24/2023**Submitted For:** Len Linton, Engineering/Public Works**By:** Len Linton, Engineering/Public Works

---

**Information****Title**

Adopt Resolution #23-038 Approving Plans and Authorizing Solicitation of Quotes for Improvement Project #19-07, Wetland 114P Outlet Improvements

**Purpose/Background:**

Wetland 114P is in the southeast quadrant of the City. It is an irregular shaped wetland with a mixture of narrow channels and wider basins. The northern edge of the wetland touches Alpine Drive west of Nowthen Boulevard. It runs along the west edge of Ramsey Elementary, and passes under the Bridge on Sunwood Drive west of Krypton Street. The wetland continues south between Krypton Street on the east and 147th Lane and Neon Street on the west. The largest portion of the wetland is between Iodine Street and Potassium Street, north of 142nd Avenue. The outlet for Wetland 114P is a ditch and pipe off the northeast end of Junkite Street. This ditch runs parallel to 142nd Avenue and enters the storm sewer system west of the intersection of 142nd Avenue and Dysprosium Street. The water stays in the pipe to the outfall to the Rum River in River's Bend Park.

This case is focused on the open water portion of the wetland bounded on the south by 142nd Avenue and on the north by 146th Avenue and on the east by Iodine Street and on the west by Neon and Postassium Streets. The properties on the southeast quadrant of the wetland were platted as Ramsey Terrace in 1972. The properties on the east side of the wetland were platted as The Ponds of Ramsey in 2002. The properties on the southwest quadrant were platted in several phases commencing in 1992.

The County Ditch Law was passed by the legislature in the late 1880s. This law allowed property owners adjacent to wetlands to band together and petition to construct a ditch through the wetland to drain the wetland and the adjacent properties to provide better growing conditions on the adjacent lands. County Ditch 43 was created in 1908. It started in Wetland 114P where Alpine Drive touches it west of Sunfish Lake Boulevard. The City obtained plans for this ditch from Anoka county. The plans run south and end south of the Sunwood Drive Bridge west of Krypton Street. This is the north edge of the open water portion of Wetland 114P. There is a channel with a pipe that forms the outlet of Wetland 114P. The City does not have a record of when the channel was constructed or the pipe installed. It seems reasonable that the channel would have been constructed at the same time as Ditch 43 since a drainage ditch needs an outlet to be effective. The outlet pipe and channel are off the north end of the Junkite Street cul-de-sac.

Trunk Sanitary sewer was extended along the east and north edges of Wetland 114P in the early 1990's. The construction plans did not indicate a normal water level for the wetland. Manhole rims were set to be above adjacent natural grade.

The City has received several emails over the years from residents adjacent to Wetland 114P. The Minnesota DNR has been copied on some of the emails. There were two different view points expressed in the emails. The first was that the invert of the pipe was too low and the wetland was drying out. The second was that the invert of the pipe was too high and there was potential for the wetland to flood basements. Pictures of the outlet from 2018 and 2022 are attached. There was some water flowing through the outlet in 2018. There is no water flowing in 2022 since rainfall totals are below normal.

The City visited the site after a highwater email was received and observed that a beaver had constructed a dam over the outlet. The notes from the City workers that removed the dam indicate this appeared to be a natural dam,

No man-made materials were observed.

The DNR provided information on their records for the normal water level of the wetland. This information was used to guide the design of the outlet.

**Observations/Alternatives:**

Staff met with Wes Saunders-Pearce, DNR North Metro Area Hydrologist, on October 25 and discussed the plans. He liked the plans and that the City is moving towards providing a permanent outlet structure for Wetland 114P. He asked for some additional information to be provided with the plans. The DNR normal water level for the wetland was recorded using the NGVD29 datum. The current elevation datum is NAVD88. Staff contacted a surveyor that has done work for the City and asked what the correction factor is to convert from NGVD29 to NAVD88. The NAVD88 is 0.34 ft higher than NGVD 29. The DNR provided a normal water level of 858.1. Staff is proposing using this elevation based on NAVD88 which will result in the water level of the wetland being 0.34 ft higher than when the DNR recorded the elevation.

The DNR also asked for the hydrology model for the wetland and drainage basin. The 2-year elevation is 856.8 ft, 0.5 ft above the normal elevation. The 10-year elevation is 859.8 ft, 0.8 ft above normal elevation. The 100-year elevation is 859.6 ft, 1.5 ft above normal elevation. The rims of the existing sanitary manholes in the project area will be set at 860.6 ft, 1 foot above the 100-year elevation.

We also discussed timing for the DNR permit that is required to modify the outlet elevation. The DNR Permit can take up to 60 days from submittal of the application to receipt of the permit. Raising the sanitary sewer manholes is planned for late January/early February to take advantage of frozen conditions to allow access to the structures. Mr. Saunders-Pearce recommended submitting the application soon to allow time for processing. He indicated the application can be updated during the review process.

**Funding Source:**

The funding source will be the Stormwater Utility Fund. The Engineers Estimate for this project is \$75,000.

**Recommendation:**

Staff recommends authorization to solicit quotes for Wetland 114P Outlet Control Improvements, Improvement Project #19-07. The received quotes will be brought to the February 14, 2023 City Council meeting to accept the quotes and award a contract for construction.

The Public Works Committee unanimously voted to recommend City Council authorization to advertise bids for this project on November 15, 2022.

**Action:**

Motion to authorize solicitation of quotes for Wetland 114P Outlet Control Improvements, Improvement Project #19-07. The received quotes will be brought to the February 14, 2023 City Council meeting to accept the quotes and award a contract for construction.

---

**Attachments**

Resolution 23-038  
Plans  
RFQ

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**Form Review**

Inbox	Reviewed By	Date
Brian Hagen	Kathy Schmitz	01/19/2023 03:37 PM

Bruce Westby

Brian Hagen

Form Started By: Len Linton

Final Approval Date: 01/19/2023

Bruce Westby

Brian Hagen

01/19/2023 04:20 PM

01/19/2023 04:23 PM

Started On: 01/19/2023 02:29 PM

Councilmember       introduced the following resolution and moved for its adoption:

**RESOLUTION #23-038**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING SOLICITATION OF QUOTES FOR IMPROVEMENT PROJECT #19-07, WETLAND 114P OUTLET CONTROL IMPROVEMENTS**

**WHEREAS**, Wetland 114P is in the southeast quadrant of the City bounded by 142<sup>nd</sup> Avenue NW and Junkite St NW and is a flow through wetland; and

**WHEREAS**, trunk sanitary sewer was constructed along the east and north of the edges of the wetland; and

**WHEREAS**, the construction plans did not indicate a normal water level for the wetland, consequently the manhole rims were set above adjacent grade; and

**WHEREAS**, the wetland is on the Minnesota Department of Natural Resources list with an established normal water level; and

**WHEREAS**, the Department of Natural Resources field review of the wetland indicated that the current outlet is below the established normal water level; and

**WHEREAS**, the City review of the manholes indicate existing sanitary sewer manhole rims are below the normal water level established by the Department of Natural Resources; and

**WHEREAS**, the City of Ramsey proposes to install a concrete outlet control structure for Wetland 114P, located at the end of Junkite Street NW, adjacent to the City trail that connects to the cul-de-sac; and

**WHEREAS**, the City Engineer has prepared plans and specifications for the purpose of soliciting quotes for the same improvements.

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

- 1) The Ramsey City Council hereby approves the plans and specifications prepared by the City Engineer for the making of such improvements and authorizes the advertisement for quotes for the same improvements as City Improvement Project #19-07, Wetland 114P Outlet Control Improvements.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of January, 2023.

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Mayor

ATTEST:

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City Clerk

# CITY OF RAMSEY

## WETLAND 114P OUTLET MODIFICATIONS

### CITY IMPROVEMENT PROJECT NO. 19-07

## GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

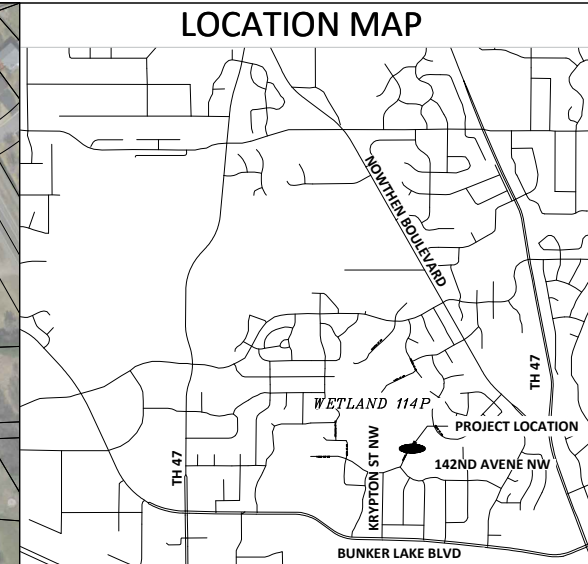
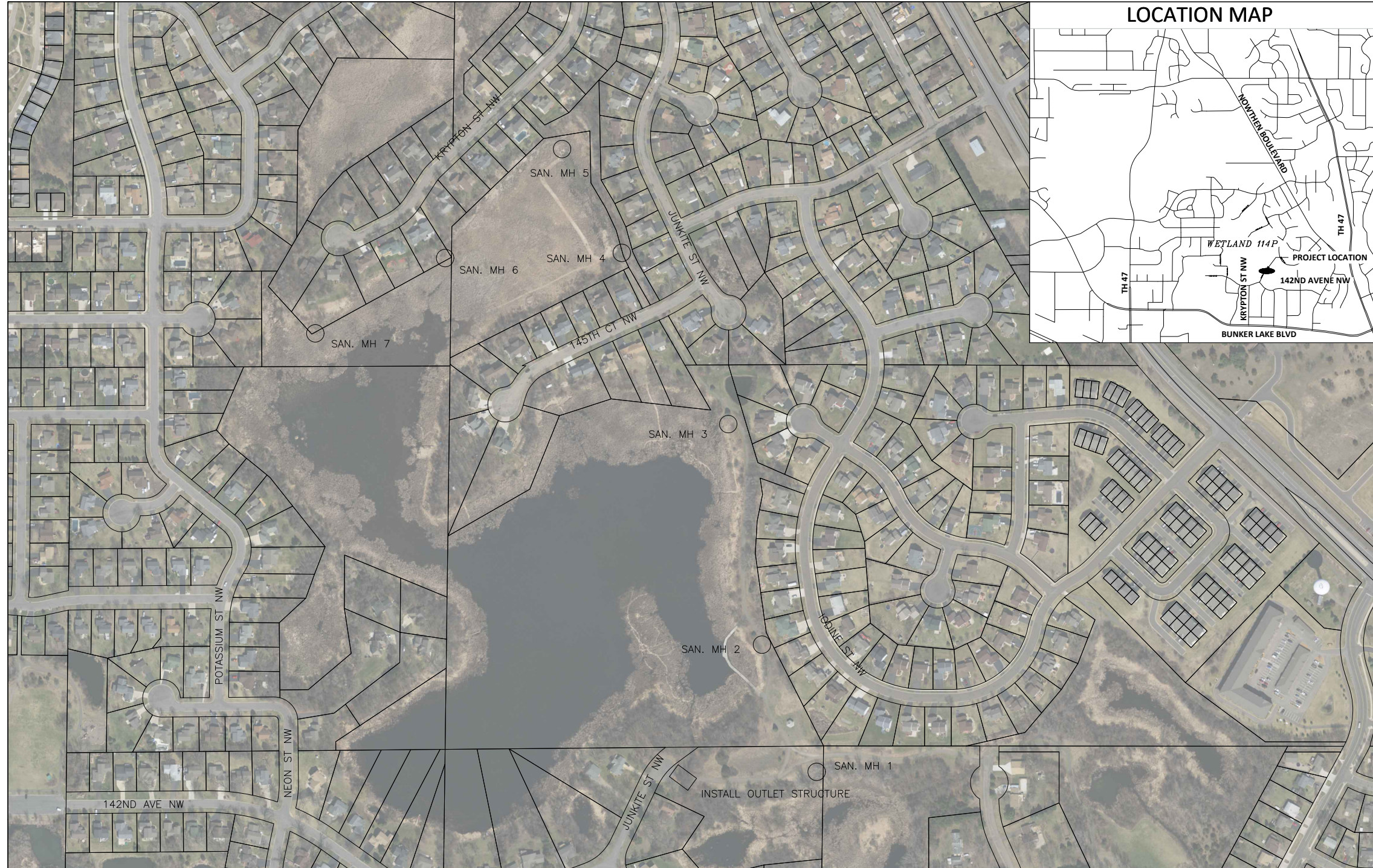
ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

### SHEET INDEX

THIS PLAN CONTAINS 5 SHEETS

SHEET No.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES / DETAIL SHEET
3	EXISTING CONDITIONS
4	OUTLET CONTROL STRUCTURE PLAN, PROFILE AND DETAIL
5	SANITARY MANHOLE CASTING ADJUSTMENTS
6	SANITARY MANHOLE CASTING ADJUSTMENTS



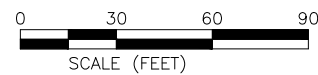
### LEGEND

	LIGHT POLE		EASEMENT
	TREE		RIGHT OF WAY
	TREE		ELECTRIC
	SHRUB		OVERHEAD ELECTRIC
	SIGN		GAS
	VALVE		TELECOMMUNICATIONS
	UTILITY PEDESTAL		STORM SEWER
	HAND HOLE		SANITARY SEWER
	REMOVE TREE		WATERMAIN
	3'x2' CATCH BASIN		SAWCUT PAVEMENT
	MANHOLE		TREE LINE
	INLET PROTECTION		FENCE
	HYDRANT		LANDSCAPING
	VALVE		RETAINING WALL
			5' CONTOUR LINE
			1' CONTOUR LINE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

LEONARD LINTON, P.E.      21112      DATE 01/19/23  
CITY OF RAMSEY      LIC. NO.

DATE	REVISION



**CITY OF RAMSEY**  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL 1-800-252-1166 OR 651-454-0002



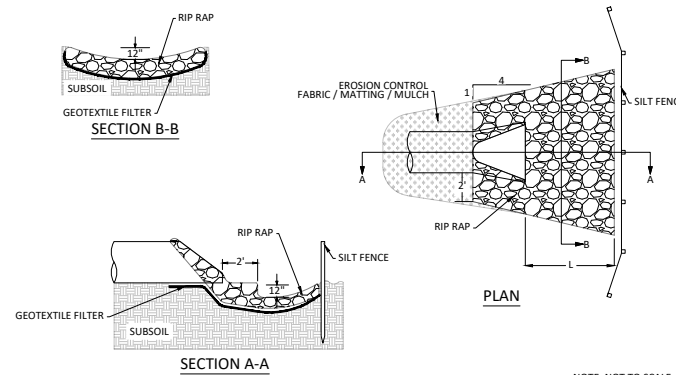
Call before you dig  
811  
651-454-0002 Metro  
800-252-1166 Outstate  
www.gopherstateonecall.org

# Wetland 114P Outlet Improvements

Notes	Item No.	MnDOT No.	Item	Unit	Estimated Quantity
2	1	2021.501	Mobilization	LS	1
	2	2105.507	Common Excavation (EV)	CY	20
	3	2506.502	Construct 60" Outlet Structure	EA	1
	4	2506.502	Remove Cone Section, Install 1' -48" dia ring, Reinstall Cone Section, rings and Chimney Seal	EA	6
	5	2506.502	Furnish and Install Haala PS60-72 Grate	EA	1
3	6	2573.503	Silt Fence	LF	40
	7	2574.507	Topsoil (LV)	CY	10
	8	2575.504	Hydroseed disturbed areas	SY	314
	9	2105.601	Clean and stabilize ditch down stream of existing pipe	LS	1
	10	2511.501	Random Riprap Class III	CY	13

### PAY ITEM NOTES:

1. REMOVAL LIMITS SHALL BE MARKED IN THE FIELD BY CITY STAFF.
2. EV TO CV CONVERSION FACTOR = 1.25.
3. LV TO CV CONVERSION FACTOR = 1.30.

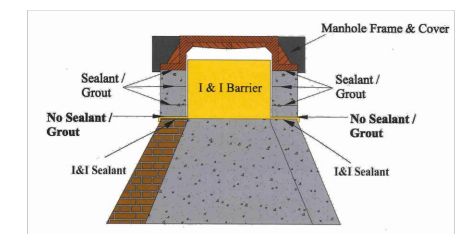
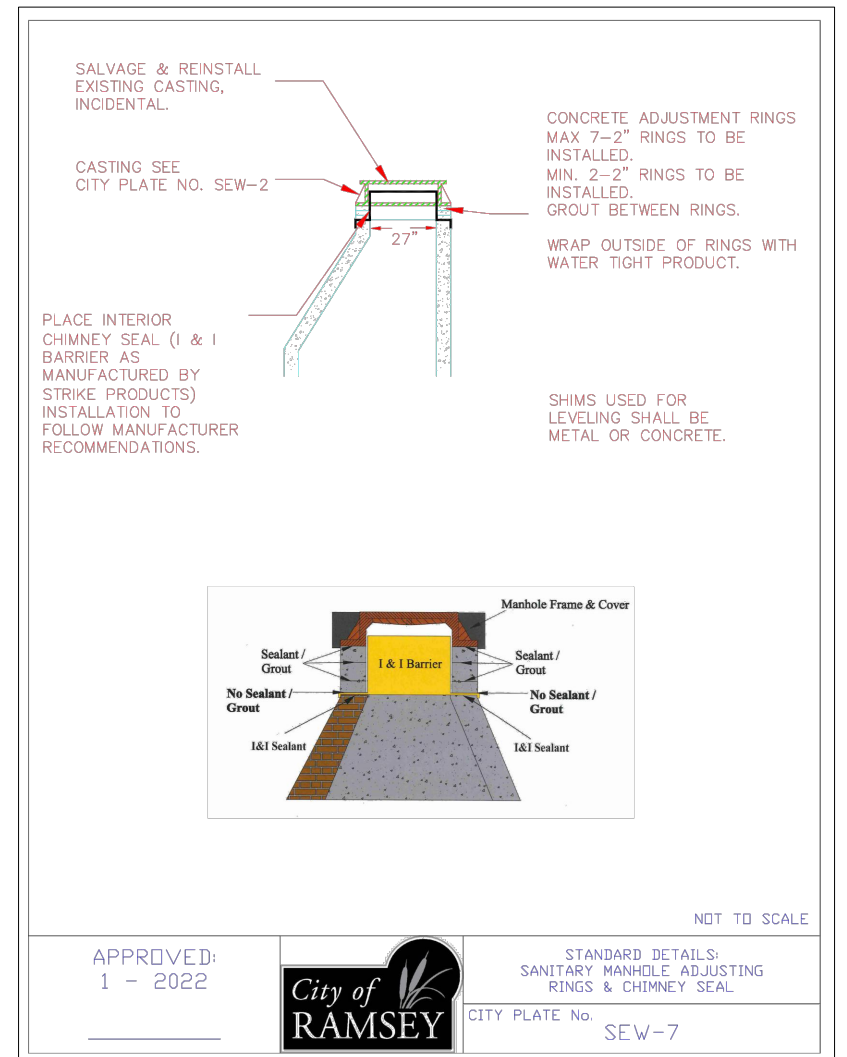


#### NOTES:

1. ON SLOPES 4:1 OR GREATER, ANCHOR OR STRAIGHT DISKED STRAW MULCH, SEEDED NETTING, GABRIC, OR MATTING SUCH AS EXCELSIOR SHALL BE USED TO STABILIZE DISTURBED SOILS. THESE EXPOSED SOILS MUST BE STABILIZED IMMEDIATELY AFTER GRADING OF SOIL IS COMPLETE.
2. A SKIRTING OF EROSION CONTROL FABRIC OR MULCH MUST BE USED TO PROTECT OUTLETS AS ILLUSTRATED REGARDLESS OF SLOPE.
3. RIP RAP IS CLASS III PLACED 18" THICK.
4. FOR PIPE GREATER THAN 48" DIAMETER OR 58" SPAN, QUANTITY OF GEOTEXTILE FABRIC AND RIP RAP WILL BE HANDLED IN A CASE BY CASE MANNER.
5. GEOTEXTILE FABRIC SHALL COVER THE BOTTOM AND SIDES OF THE AREA EXCAVATED FOR THE RIP RAP MATERIAL.

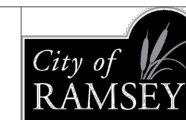
DIA. OF PIPE (IN.)	L (FT.)	FABRIC (SY)	RIP RAP (CU. YD)
12	8	19.6	4.4
15	8	20.8	4.8
18	10	25.6	6.4
21	10	27.4	7.1
24	12	33.4	9.2
27	12	35.2	9.9
30	14	41.6	12.3
36	16	50.5	15.8
42	18	57.8	18.7
48	20	66.5	22.2

SPAN OF PIPE (IN.)	L (FT.)	FABRIC (SY)	RIP RAP (CU. YD)
22	10	25.6	6.1
28	12	33.2	8.5
36	14	41.5	11.2
43	16	50.5	14.3
51	18	57.5	16.9
58	20	65.2	19.8



NOT TO SCALE

APPROVED:  
1 - 2022



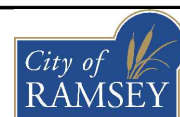
STANDARD DETAILS:  
SANITARY MANHOLE ADJUSTING  
RINGS & CHIMNEY SEAL  
CITY PLATE No. SEW-7

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Engineer  
Date: 01/19/23 Lic. No. 21112

DESIGNED BY:  
LLL  
DRAWN BY:  
LLL DATE:  
01/19/23  
CHECKED BY:  
LLL FILE No.  
19-07



CITY OF RAMSEY  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

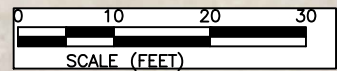
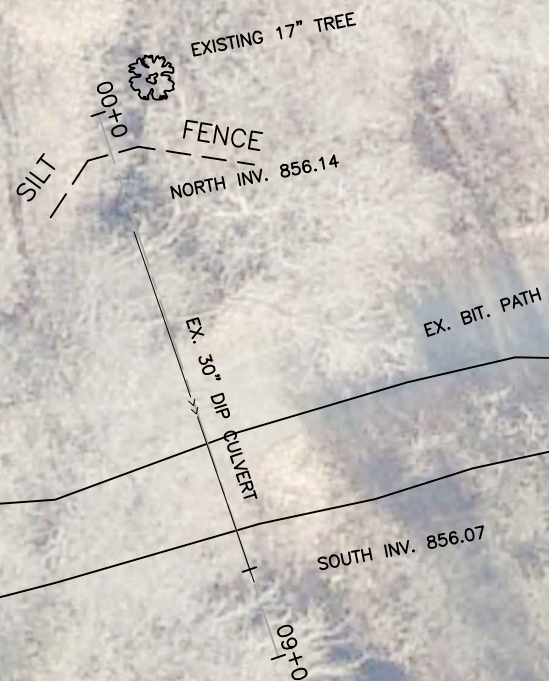
STATEMENT OF ESTIMATED QUANTITIES/ DETAIL SHEET

WETLAND 114P OUTLET MODIFICATIONS  
CITY PROJECT NO. 19-07  
CITY OF RAMSEY, MINNESOTA

26-32-25-44-0001  
14260

26-32-25-44-0030  
5455

JUNKITE STREET



26-32-25-44-0005  
14249

**LEGEND**

- EX. MAJOR CONTOUR
- EX. MINOR CONTOUR
- - - - - SILT FENCE
- EDGE OF PAVEMENT
- LOT LINE

**NOTE:**

1. PROTECT EXISTING TREE WHILE INSTALLING STRUCTURE.
2. INSTALL SILT FENCE DOWNSLOPE OF DISTURBED AREA BEFORE EXCAVATING.

T

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Engineer  
Date 01/19/23 Lic. No. 21112

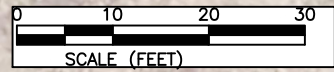
DESIGNED BY: LLL	DATE: 01/19/23
DRAWN BY: LLL	FILE No. 19-07
CHECKED BY: LLL	



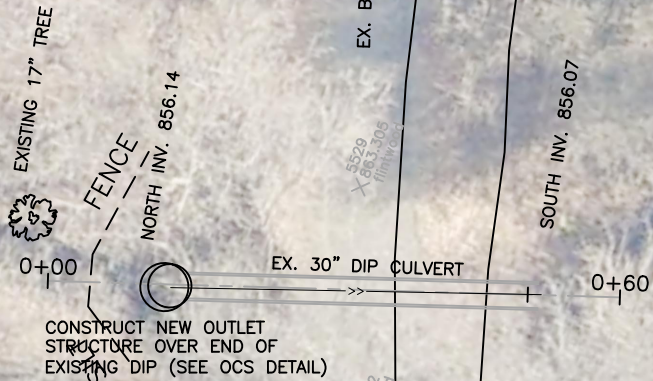
**CITY OF RAMSEY**  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

EXISTING OUTLET CONDITION

WETLAND 114P OUTLET MODIFICATIONS  
CITY PROJECT NO. 19-07  
CITY OF RAMSEY, MINNESOTA



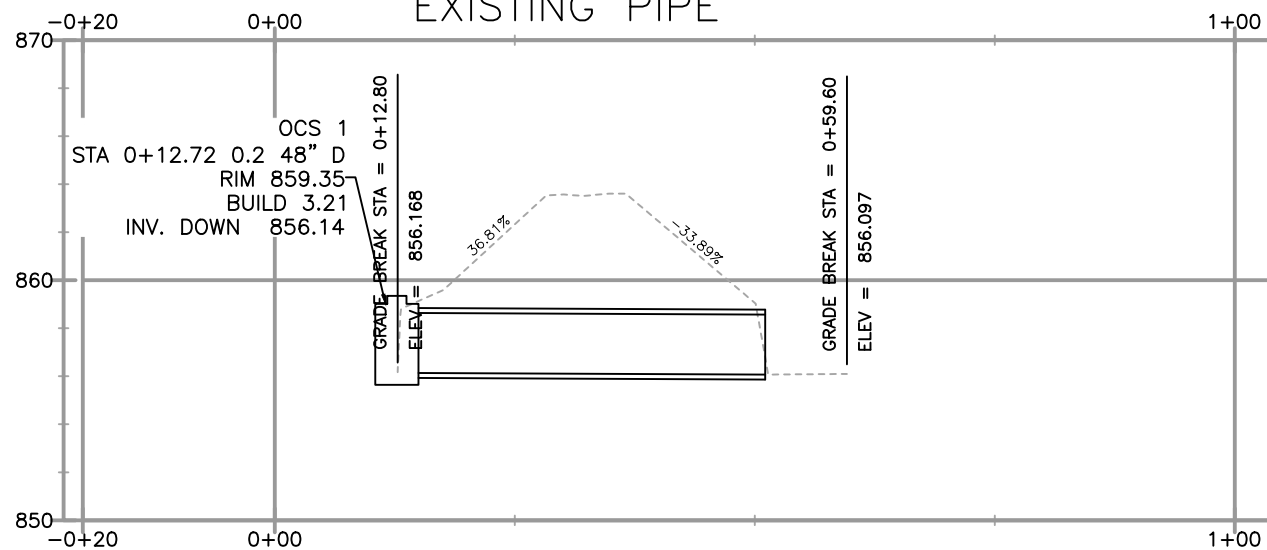
26-32-25-44-0030  
5455



CLEAN UP DITCH  
DOWNSTREAM OF  
EXISTING OUTLET  
PIPE, INSTALL  
III RIPRAP  
STAR

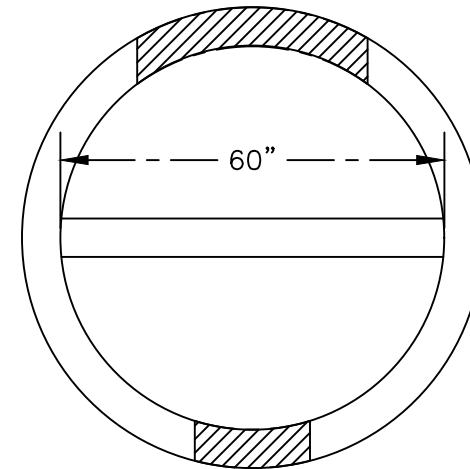
- NOTES:
1. PROTECT EXISTING TREE DURING INSTALLATION OF OCS.
  2. INSTALL OUTLET CONTROL STRUCTURE (OCS)
  3. RESTORE DISTURBED AREAS WITH HYDROSEED

PLAN VIEW  
EXISTING PIPE



PROFILE VIEW

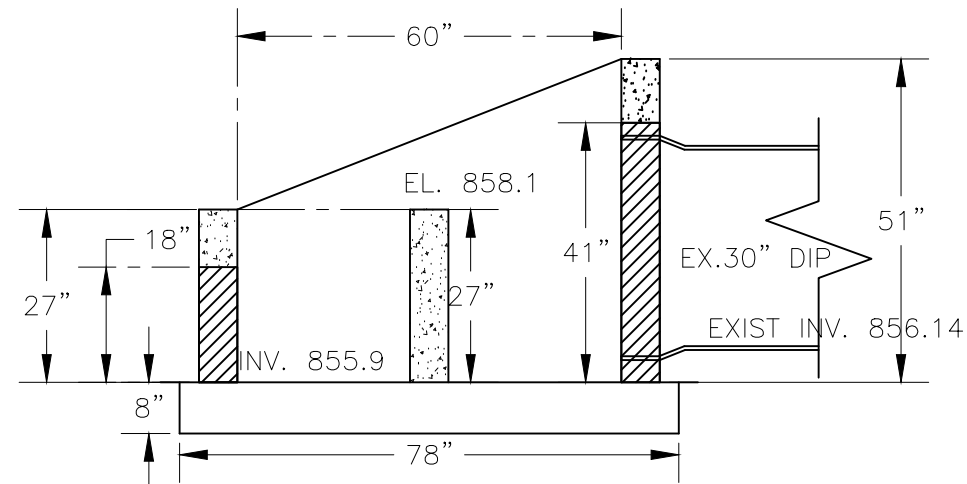
30" DIP PIPE, BELL END  
TALL SIDE



WEIR WALL  
60" W X 27" H  
X 6" THICK

18" DOG - NO PIPE  
PLAN VIEW

SPLIT GRATE BY HALLA  
(PS60-72H)



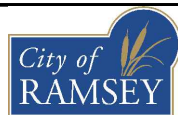
PROFILE VIEW  
OCS DETAIL

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Engineer  
Date 01/19/23 Lic. No. 21112

DESIGNED BY: LLL  
DRAWN BY: LLL  
CHECKED BY: LLL  
DATE: 01/19/23  
FILE No. 19-07

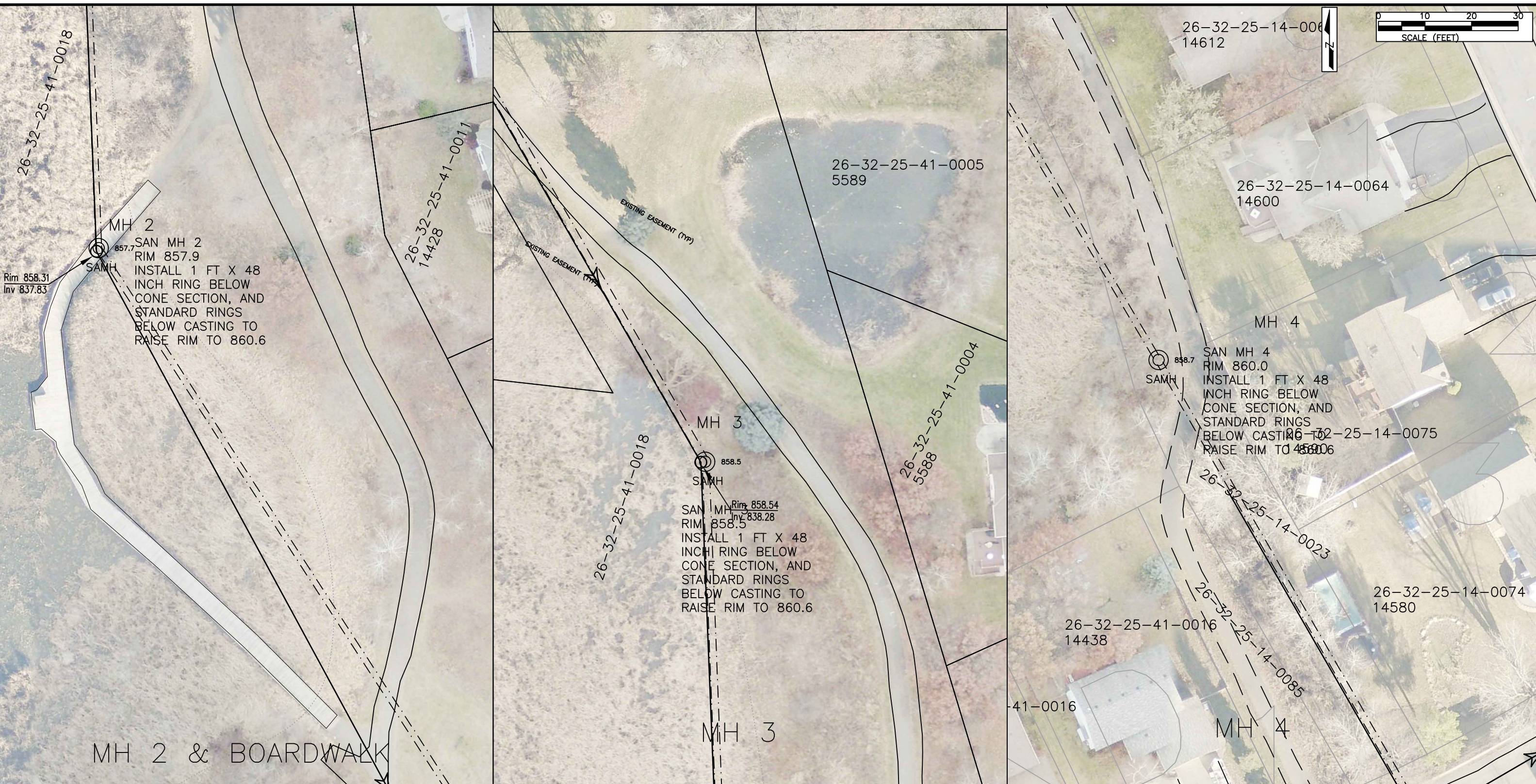
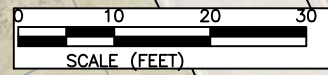


CITY OF RAMSEY  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

PROFILE & DETAILS

WETLAND 114P OUTLET MODIFICATIONS  
CITY PROJECT NO. 19-07  
CITY OF RAMSEY, MINNESOTA

SHEET  
4 OF  
6  
SHEETS



**LEGEND**

- LOT LINE
- REMOVE AND REPLACE BOARDWALK
- EXISTING SANITARY MANHOLE

**NOTE:**

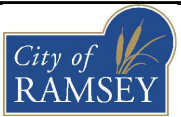
1. RAISE CASTING BY REMOVING EXISTING CASTING AND RINGS, INSTALLING NEW RINGS, REPLACING CASTING AND INSTALLING WATERTIGHT WRAP ON NEW RINGS AND CASTING, BONDING WRAP TO EXISTING STRUCTURE.
2. CONTRACTOR IS RESPONSIBLE FOR FIXING ANY DAMAGE TO EXISTING LANDSCAPING.

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Engineer  
Date 01/19/23 Lic. No. 21112

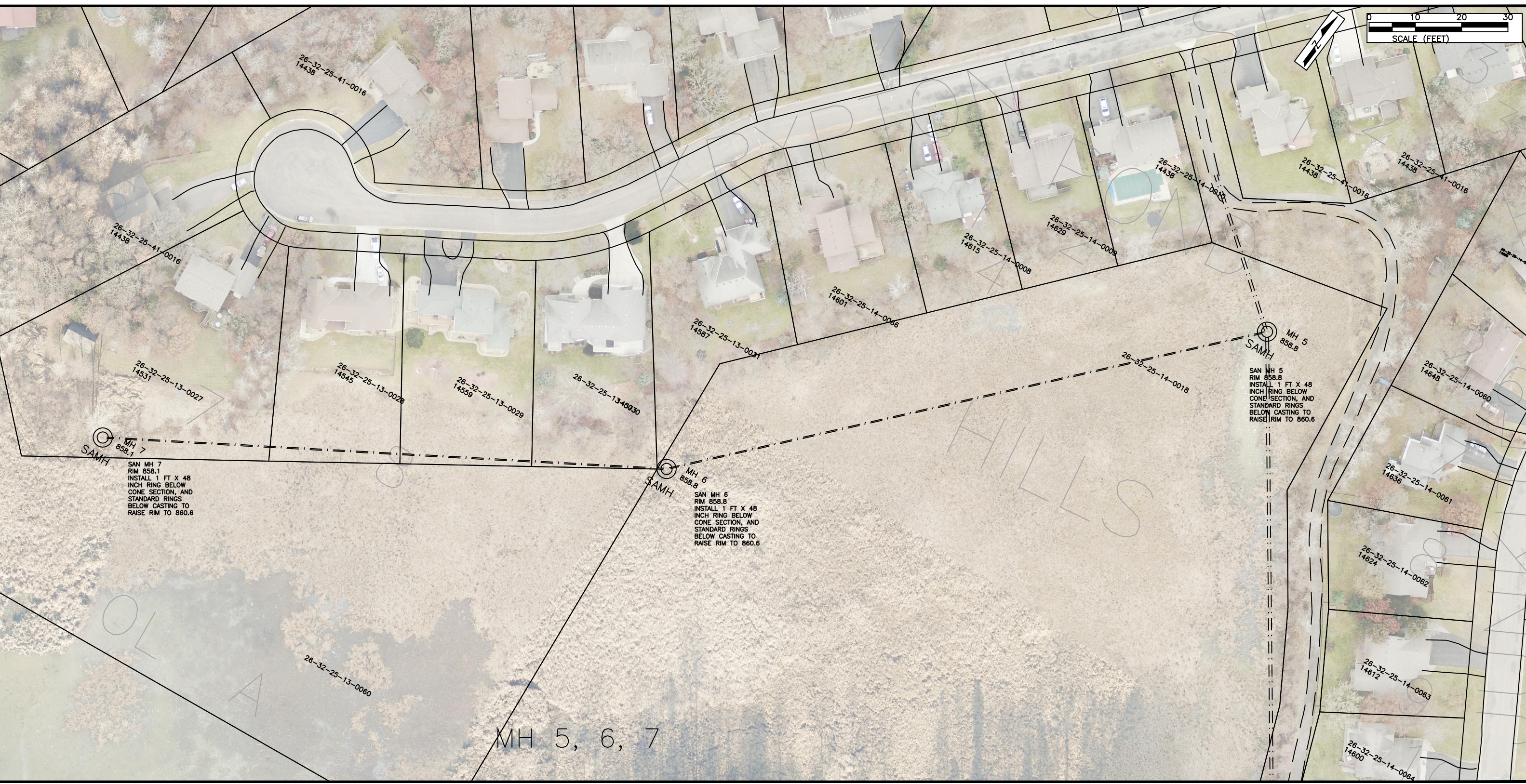
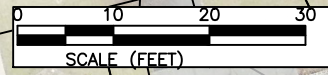
DESIGNED BY: LLL	DATE: 01/19/23
DRAWN BY: LLL	FILE No.:
CHECKED BY: LLL	19-07



**CITY OF RAMSEY**  
7550 SUNWOOD DRIVE  
RAMSEY, MN 55303  
(763) 427-1410 FAX (763) 433-9898

**SANITARY MANHOLE ADJUSTMENTS**

**WETLAND 114P OUTLET MODIFICATIONS**  
CITY PROJECT NO. 19-07  
CITY OF RAMSEY, MINNESOTA



SAN MH 7  
RIM 858.1  
INSTALL 1 FT X 48  
INCH RING BELOW  
CONE SECTION, AND  
STANDARD RINGS  
BELOW CASTING TO  
RAISE RIM TO 860.6

SAN MH 6  
RIM 858.8  
INSTALL 1 FT X 48  
INCH RING BELOW  
CONE SECTION, AND  
STANDARD RINGS  
BELOW CASTING TO  
RAISE RIM TO 860.6

SAN MH 5  
RIM 858.8  
INSTALL 1 FT X 48  
INCH RING BELOW  
CONE SECTION, AND  
STANDARD RINGS  
BELOW CASTING TO  
RAISE RIM TO 860.6

MH 5, 6, 7

**NOTE:**

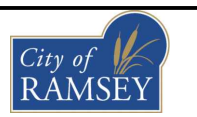
1. RAISE CASTING BY REMOVING EXISTING CASTING AND RINGS, INSTALLING NEW RINGS, REPLACING CASTING AND INSTALLING WATERTIGHT WRAP ON NEW RINGS AND CASTING, BONDING WRAP TO EXISTING STRUCTURE.
2. CONTRACTOR IS RESPONSIBLE FOR FIXING ANY DAMAGE TO EXISTING LANDSCAPING.

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

\_\_\_\_\_  
 Engineer  
 Date 01/19/23 Lic. No. 21112

DESIGNED BY: LLL	DATE: 01/19/23
DRAWN BY: LLL	FILE No.:
CHECKED BY: LLL	19-07



**CITY OF RAMSEY**  
 7550 SUNWOOD DRIVE  
 RAMSEY, MN 55303  
 (763) 427-1410 FAX (763) 433-9898

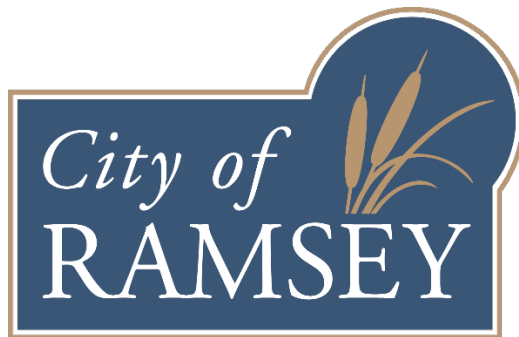
**STORM SEWER & GRADING**

**WETLAND 114P OUTLET MODIFICATIONS**  
 CITY PROJECT NO. 19-07  
 CITY OF RAMSEY, MINNESOTA

# REQUEST FOR QUOTE

**CITY IMPROVEMENT PROJECT #19-07**

**2023 WETLAND 114P OUTLET IMPROVEMENTS**



**ISSUE DATE:**

January 25, 2023

**QUOTE SUBMITTAL DEADLINE:**

4:00 P.M. Wednesday, February 1, 2023

**SUBMIT QUOTE TO:**

City of Ramsey Municipal Center

7550 Sunwood Drive NW

Ramsey, MN 55303

Attn: Leonard Linton

[llinton@cityoframsey.com](mailto:llinton@cityoframsey.com)

Office: 763-433-9834

**PROJECT LOCATION:** The City of Ramsey (City) is requesting quotes from Contractors (Contractor) to install a concrete outlet control structure for Wetland 114P, located at the end of Junkite Street NW, adjacent to the City trail that connects to the cul-de-sac.

**PROJECT SCOPE:** The overall scope of this work is installing a concrete outlet control structure over the end of an existing ductile iron pipe and raising the rims of 6 existing sanitary sewer manholes. The existing sanitary sewer manholes will be raised by removing the existing casting, rings and cone section, installing a new 1 ft x 48 inch ring, reinstalling the cone section, adjusting rings, chimney seal and casting. This work will require localized dewatering at each sanitary sewer manhole.

The outlet control structure will raise the normal water level of the wetland to meet MN Department of Natural Resources requirements. The new normal water level will be above the rims of the noted sanitary sewer manholes, necessitating raising the rims. The work is proposed to be done in February – early March when there is ice on the wetland to allow access to the structures. The outlet structure and restoration work is proposed to be done after the ground is thawed.

**DELIVERABLES:**

- **Signature Page** – The enclosed Signature Page must be completed in its entirety and submitted, including signature(s).
- **Quote Form** - The enclosed Quote Form must be completed in its entirety and submitted.

**COMMUNICATION WITH CITY:** If any requirements of this RFQ are not clearly understood, Contractor is responsible for promptly contacting City for further clarification. Responses to inquiries that substantially modify or clarify the RFQ will be forwarded by addenda.

**SUBMISSION OF QUOTE:** A signed copy of the signature page, and attached quote form must be submitted to the City by **4:00 P.M. Wednesday, February 1, 2023**. Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303 to the attention of Leonard Linton, Civil Engineer IV, [llinton@cityoframsey.com](mailto:llinton@cityoframsey.com). Quotes received by the submittal deadline via e-mail will be accepted.

**PROPOSAL UNDERSTANDING:** By submitting a quote, Contractor agrees to be bound to the terms and conditions herein.

**COSTS OF PREPARATION:** Under no conditions will any costs for preparation of the quote be reimbursed by the City.

**LICENSE AND INSURANCE:** By submitting a quote, Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFQ in the following amounts: Commercial General Liability \$1,000,000 per occurrence (written on an occurrence-based form bodily injury and property damage); automobile liability \$1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

**WORKING HOURS:** The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 7:00 p.m., Monday through Friday.

**WORK AND STAGING AREAS:** Contractor shall confine their work activities the public trail adjacent to the area around the sanitary sewer manholes. No equipment shall be left on city streets outside normal working hours.

**TRAFFIC CONTROL:** Work is not anticipated in public right of way. Contractor will be required to follow the most current edition of the Temporary Traffic Control Zone Layout Manual when working in the right of way.

**SPECIFICATION REFERENCES:** Contractor shall conduct all work in conformance with the specifications set forth herein and in accordance with the most current edition of the Minnesota Department of Transportation Standard Specifications for Construction, which is incorporated by reference to these specifications.

**PAYMENT:** Partial and final payments will be made upon submittal of each pay request to the City on a net 30-day basis following City acceptance of all work items included on the pay request. An IC 134 form will be required prior to final payment.

**BASIS OF PAYMENT:** Payment shall be made for all components of the work as specified in this RFQ. The cost of any additional equipment, labor, materials, permits, tools, and supplies which have not been specifically identified in this RFQ for payment, but are required to complete the work, shall be considered incidental to the project.

**SIGNATURE PAGE**

This quotation is submitted to the City of Ramsey for I.P. 19-07; 2023 Wetland 114P Outlet Modifications. That \_\_\_\_\_ accepts the terms and conditions herein and agrees to complete all work for the total project quote of \$\_\_\_\_\_ no later than Friday, May 26, 2023. Contractor acknowledges that the final amount paid for all work may be more or less than the quoted amount based on final line item quantities after construction is complete.

All information below must be provided, including signatures(s).

Contractor Name \_\_\_\_\_

Owner/Representative \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**22-13 2022 MSA Pavement Marking Improvements  
Quote Form**

<b>Item No.</b>	<b>MnDOT No.</b>	<b>Item</b>	<b>Unit</b>	<b>Estimated Quantity</b>	<b>Unit Cost</b>	<b>Cost Extension</b>
1	2021.501	Mobilization	LS	1	_____	_____
2	2105.507	Common Excavation	CY	20	_____	_____
3	2506.502	Construct 60" Outlet Structure	EA	1	_____	_____
4	2506.502	Remove Cone Section, Install 48" 1' section, reinstall Cone Section, rings and Chimney Seal	LS	1	_____	_____
5	2506.502	Furnish and Install HAALA PS60-72 Grate	EA	2	_____	_____
6	2573.503	Silt Fence	LF	40	_____	_____
7	2574.507	Topsoil (LV)	CY	10	_____	_____
8	2575.504	Hydroseed disturbed areas	SY	314	_____	_____
9	2105.601	Clean and stabilize ditch downstream of existing pipe	LS	1	_____	_____
10	2511.501	Random Riprap Class III with fabric and filter material	CY	13	_____	_____
<b>Total Quote (Items 1 – 13)</b>					_____	_____

Meeting Date: 01/24/2023

By: Todd Larson, Community Development

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### Information

#### Title

Adopt Resolution #23-011 Approving Final Plat for Gile Addition and an Assessment Agreement

#### Purpose/Background:

The preliminary plat of Gile Addition was approved by the City Council on December 13, 2022. The final plat is consistent with the preliminary plat which splits off one single-family lot from a homestead parcel in the Apple Ridge development.

The plat creates half of the right-of-way necessary for the future connection of Krypton St. NW between 157th Street and 157th Lane NW. An applicant is responsible for constructing all necessary infrastructure in typical subdivisions. Since not all of the right-of-way is available, an assessment agreement is proposed that would require the property owner at the time of the street construction to contribute monetarily. The street will be constructed when the property to the east at 15700 St. Francis Boulevard NW subdivides and dedicated the remaining right-of-way. This agreement runs with the land. In the event that the current property owner sells her property, the future buyer will be responsible for payment.

The City Attorney has reviewed the proposed assessment agreement and has approved it to form.

One of the conditions of the preliminary plat approval was that each of the neighbors who the two outlots were proposed for must provide proof that they will accept them. This requirement was created so that the outlots would not become tax-forfeited property someday. One of the neighbors has stated that she would accept the outlot adjacent to her property. The other neighbor has declined this offer. Therefore, the plat was revised to incorporate that parcel (formerly Outlot B) into the applicant's parcel (Lot 1).

#### Notification:

Public notification was provided at the preliminary plat phase of the project. No public notification is required for a final plat.

#### Observations/Alternatives:

Alternatives to consider:

1. Approve the final plat and assessment agreement as recommended by staff.
2. Approve modifications to either the final plat and/or assessment agreement as the Council sees necessary.
3. Deny the final plat and assessment agreement based on certain findings.

#### Funding Source:

All costs associated with the request are the responsibility of the applicant.

#### Recommendation:

Staff recommends approving the final plat and assessment agreement consistent with the Planning Commission's preliminary plat recommendation.

#### Action:

Motion to Approve Resolution #23-011 approving final plat for Gile Addition and an assessment agreement .

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## Attachments

Location Map

ACTION - Resolution #23-011

Assessment Agreement

Final Plat

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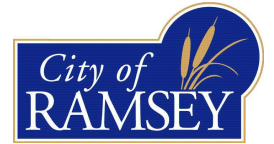
## Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	01/19/2023 09:49 AM
Form Started By: Todd Larson		Started On: 12/28/2022 09:47 AM
Final Approval Date: 01/19/2023		

PID: 23-32-25-11-0071

15710 St Francis Blvd

# Gile Addition



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

00.0175035 0.07 0.105 0.14 mi

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #23-011**

**RESOLUTION APPROVING FINAL PLAT FOR “GILE ADDITION”  
AND AN ASSESSMENT AGREEMENT**

**WHEREAS**, Ms. Debra Gile, hereafter referred to as “Developer”, has properly applied for Final Plat approval of the following described property located in the City of Ramsey:

Lot 7, Block 3, Apple Ridge, together with Outlot C, Wildlife Sanctuary 3<sup>rd</sup> Addition, Anoka County, Minnesota.

Or Upon Recording:

Lots 1 and 2, Block 1; and  
Outlot A, Gile Addition, Anoka County, Minnesota

(the ‘Subject Property’);

**WHEREAS**, the City Council approved the Preliminary Plat with contingencies on December 13, 2022.

**WHEREAS**, the Subject Property is approximately 11.79 acres; and

**WHEREAS**, the Final Plat includes two single-family lots and one outlot; and

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

1. That the Ramsey City Council hereby grants Final Plat approval contingent approval of Gile Addition in accordance with relevant City Codes, contingent upon the following conditions:
  - a. Approval to legal form by City Attorney.
  - b. Final review and approval by City Engineer.
  - c. The Developer entering into an assessment agreement with the City for the future construction of Krypton Street Northwest.
  - d. The following development fees are required for Lot 2, Block 1, in lieu of a development agreement. Additional fees may be required at the time of Lot 1’s subdivision. These fees must be paid in order to release the plat for recording.
    - i. Park dedication payment of \$4,500.00.
    - ii. Trail development fee of \$1,500.00.
    - iii. Water Trunk fee of \$2,009.00.
    - iv. Sanitary Sewer Trunk fee of \$1,349.
    - v. Storm Water Management fee of \$534.00.
  - e. Outlot A must be immediately deeded to the adjacent property owner upon recording of this plat.

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

1. That the Ramsey City Council hereby approves the assessment agreement titled “Road Improvement and Special Assessment Agreement, Waiver of Hearing and Appeal” for the future construction of Krypton Street Northwest and authorizes the Mayor and City Clerk to sign the agreement. This assessment agreement is required in lieu of constructing Krypton Street at this time.
2. The assessment agreement must be recorded with the plat against both Lots 1 and 2.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 24<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

---

**ROAD IMPROVEMENT  
AND  
SPECIAL ASSESSMENT AGREEMENT,  
WAIVER OF HEARING AND APPEAL**

**AGREEMENT** made this \_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Ramsey, a Minnesota municipal corporation (“City”), and Debra Gile, (“Property Owner”).

**RECITALS**

A. Property Owner is the fee owner of the following described real property, located in the City of Ramsey, Anoka County, Minnesota (“Subject Property”):

Mailing Address: 15710 St. Francis Blvd, Ramsey, MN

Property Identification Number: 23-32-25-11-0071

Legally described as follows:

Lot 7, Block 3, Apple Ridge, together with Outlot C, Wildlife Sanctuary, Anoka County, Minnesota

All being Abstract property.

B. Property Owner acknowledges that its access to the public right of way is by traverse over the City owned stub in for the potential future location of Krypton Street and that should future development of the Subject Property be done, construction of Krypton Street, with

proper utilities, will be necessary.

C. To ensure proper access to a public right of way for any lots developed on the Subject Property and in the event Property Owner cannot finance the construction of Krypton Street, the Property Owner requests that the City of Ramsey undertake the construction of Krypton Street, including the extension of sanitary sewer, looping of the water main, and associated services. ("Public Improvement").

C. The costs expected to be incurred for the Public Improvement is the amount of the special assessment listed below.

**NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES HERETO AGREE AS FOLLOWS:**

1. The Property Owner agrees, in the event Property Owner undertakes to further develop the Subject Property, Property Owner will construct Krypton Street. In the event the Property Owner cannot finance the construction of Krypton Street, the Property Owner agrees to allow the City to complete and perform necessary and related work for the construction of Krypton Street ("Public Improvement"), allow the City to incur the cost of construction, and collect payment for same, pursuant to the terms of this Agreement.
2. The City will assess the Subject Property for its portion of the Public Improvement. The Subject Property's portion of the assessment shall be allocated Eighty Percent (80%) to Lot 1, Block 1, Gile Addition and Twenty Percent (20%) to Lot 2, Block 1, Gile Addition. The amount of the special assessment to the Subject Property shall be the fair market value for the cost of the Public Improvement shall be equal to the fair market value to complete the Public Improvement at the time the Public Improvement is done. In any event, the assessment to the Subject Property shall not exceed One Hundred Thousand and 00/100 Dollars (\$100,000.00). The special assessment principal shall be payable in equal installments over fifteen years, plus interest on the unpaid balance at the fair market interest rate at the time the Public Improvement is done. Interest shall begin accruing upon completion of the Public Improvement. The special assessment principal and interest will be certified to the county and become due and payable on the same schedule as the property taxes for the Subject Property.

3. The Property Owner waives any and all procedural and substantive objections to the Public Improvement and special assessments, including, but not limited to, hearing requirements and any claims that the assessment exceeds the benefit to the Subject Property. The Property Owner waives any right to appeal pursuant to Minn. Stat. §429.081.
3. Property Owner may prepay the entire special assessment without interest.
4. This Agreement shall be binding upon the Property Owner and the Property Owner's successors and assigns. This Agreement may be recorded against the title to the Subject Property and it shall run with the property.
5. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute.
6. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient by the City.
7. In the event any provision of this Agreement shall be held invalid, illegal, or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, and the remaining provisions shall not in any way be affected or impaired thereby.
8. Except as specifically stated herein, the payment of this special assessment shall be governed by Minnesota Statutes Chapter 429.

**PROPERTY OWNER:**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023,  
Debra Gile.

---

Notary Public



# GILE ADDITION

City of Ramsey  
County of Anoka  
Sec. 14 & 23, T32, R25

KNOW ALL PERSONS BY THESE PRESENTS: That Debra J. Gile, a single person, owner of the following described property:

Lot 7, Block 3, APPLE RIDGE, Anoka County, Minnesota.

and

Outlot C, WILDLIFE SANCTUARY THIRD ADDITION, Anoka County, Minnesota.

Has caused the same to be surveyed and platted as GILE ADDITION and does hereby dedicate to the public for public use the public way and the drainage and utility easements as shown by this plat.

In witness whereof said Debra J. Gile, a single person, has hereunto set her hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Debra J. Gile

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Debra J. Gile, a single person.

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(print name)

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

I Jason E. Rud do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Jason E. Rud, Licensed Land Surveyor  
Minnesota License No. 41578

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by Jason E. Rud.

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(print name)

Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires \_\_\_\_\_

City Council, City of Ramsey, Minnesota

This plat of GILE ADDITION was approved and accepted by the City Council of the City of Ramsey, Minnesota at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Ramsey, Minnesota

By \_\_\_\_\_ Mayor  
By \_\_\_\_\_ Clerk

County Surveyor

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

David M. Ziegler  
Anoka County Surveyor

County Auditor/Treasurer

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Property Tax Administrator

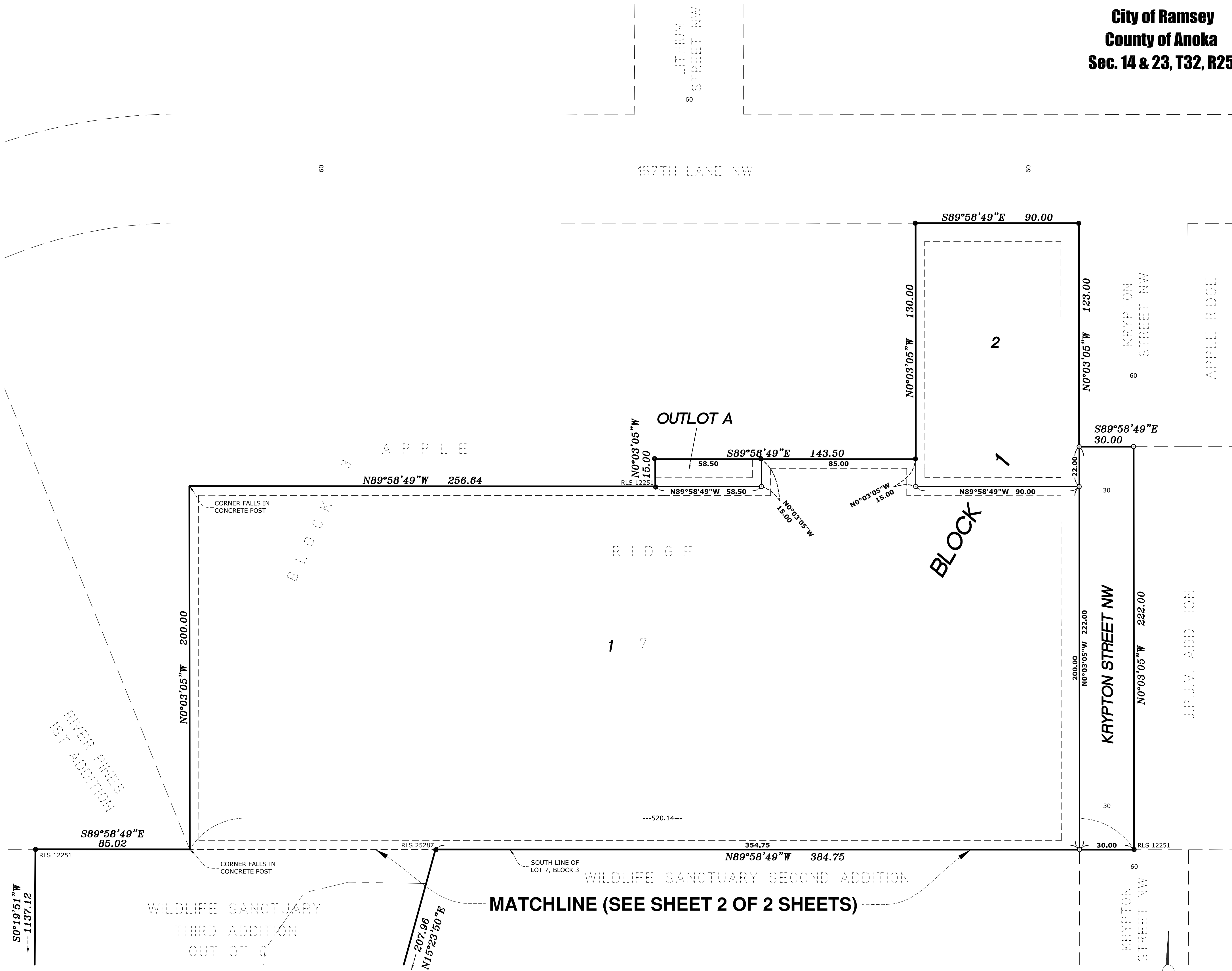
By \_\_\_\_\_, Deputy

County Recorder/Registrar of Titles  
County of Anoka, State of Minnesota

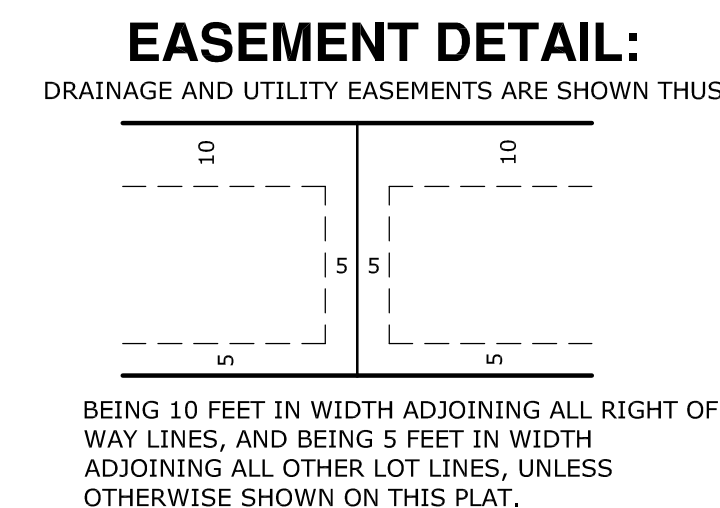
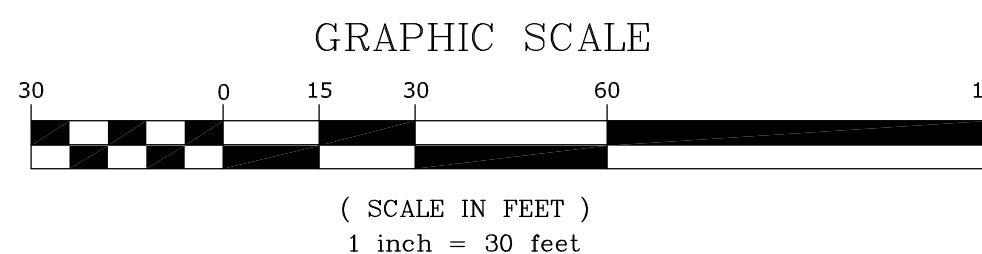
I hereby certify that this plat of GILE ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ o'clock \_\_\_\_ M. and was duly recorded as Document Number \_\_\_\_\_.

County Recorder/Registrar of Titles

By \_\_\_\_\_, Deputy



- FOR THE PURPOSES OF THIS PLAT THE SOUTH LINE OF LOT 7, BLOCK 3, APPLE RIDGE IS ASSUMED TO HAVE A BEARING OF NORTH 89 DEGREES 58 MINUTES 49 SECONDS WEST.
- DENOTES 1/2 INCH IRON PIPE FOUND MARKED RLS 23945, UNLESS OTHERWISE NOTED
  - DENOTES 1/2 INCH BY 14 INCH IRON PIPE SET, MARKED BY RLS NO. 41578
  - DENOTES EDGE OF WETLAND PER PLAT OF WILDLIFE SANCTUARY THIRD ADDITION



# GILE ADDITION

City of Ramsey  
County of Anoka  
Sec. 14 & 23, T32, R25

J.P.J.V.  
ADDITION

N0°03'05"W  
222.00

KRYPTON STREET NW 30

1  
7  
BLOCK 3  
APPLE RIDGE

MATCHLINE (SEE SHEET 1 OF 2 SHEETS)

BLOCK 1

200.00  
N0°03'05"W

RIVER PINES  
FIRST ADDITION

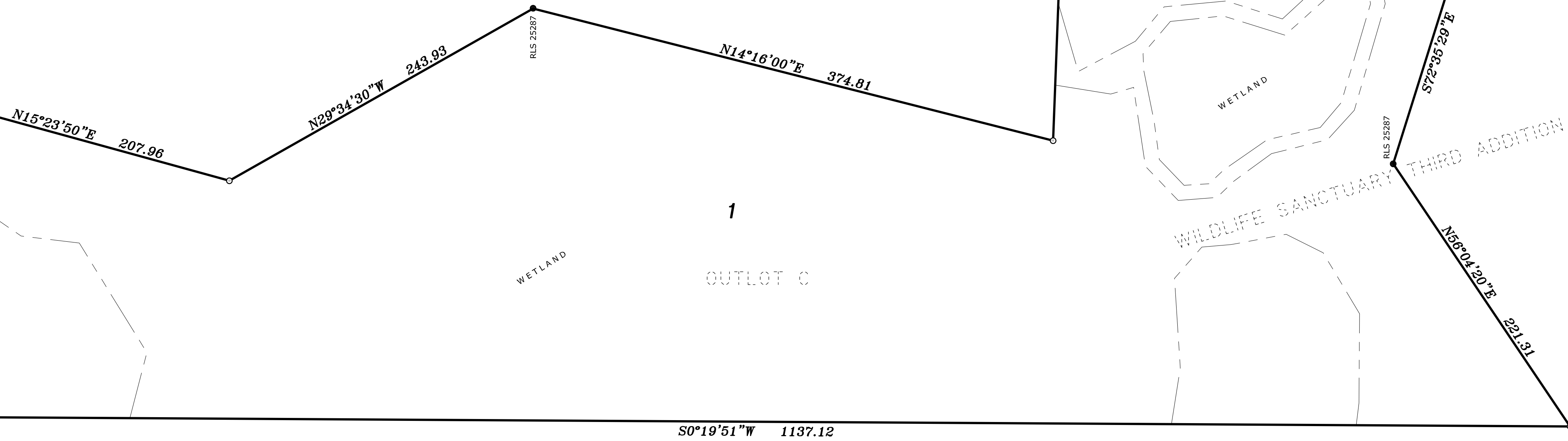
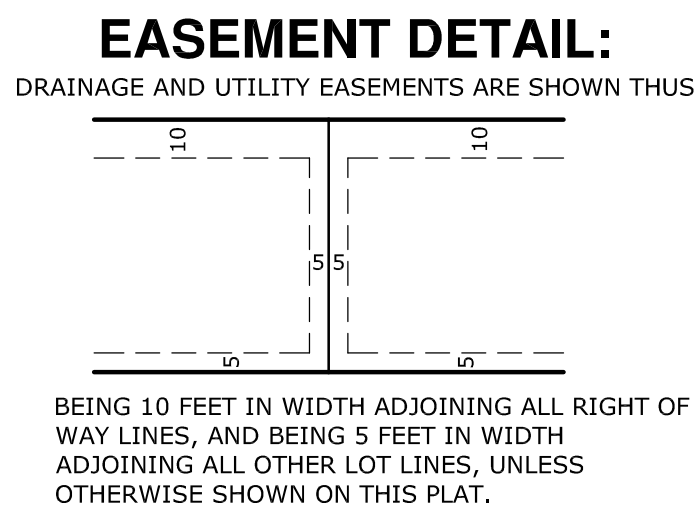
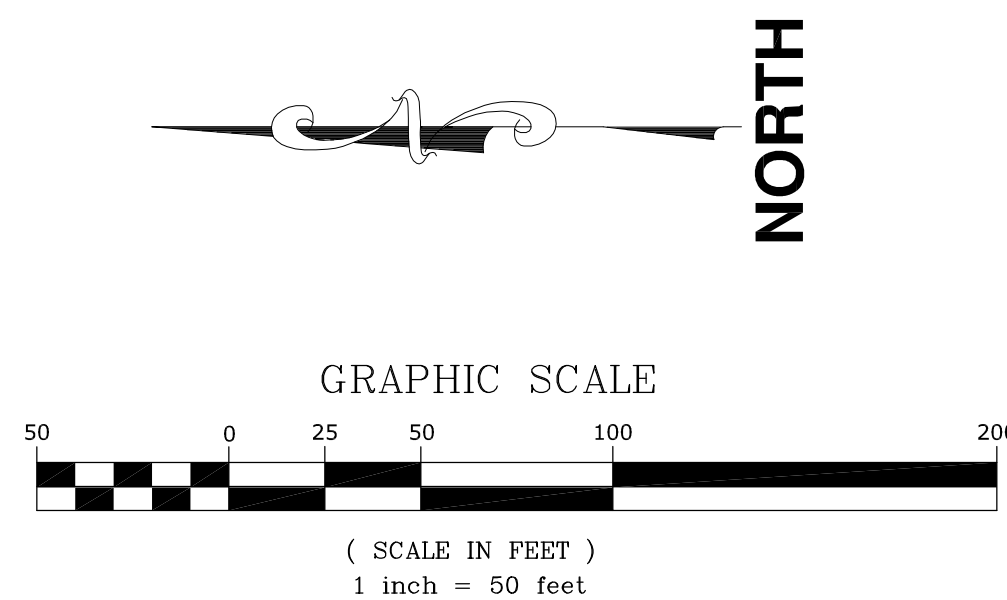
N89°58'49"W 384.75

S89°58'49"E 85.02

RLS 12251

RLS 12251

- FOR THE PURPOSES OF THIS PLAT THE SOUTH LINE OF LOT 7, BLOCK 3, APPLE RIDGE IS ASSUMED TO HAVE A BEARING OF NORTH 89 DEGREES 58 MINUTES 49 SECONDS WEST.
- DENOTES 1/2 INCH IRON PIPE FOUND MARKED RLS 23945, UNLESS OTHERWISE NOTED
  - DENOTES 1/2 INCH BY 14 INCH IRON PIPE SET, MARKED BY RLS NO. 41578
  - DENOTES EDGE OF WETLAND PER PLAT OF WILDLIFE SANCTUARY THIRD ADDITION



NW 1/4 OF THE NE 1/4  
SEC. 23, T.32, R.25

Meeting Date: 01/24/2023

By: Mark Riverblood, Engineering/Public Works

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### Information

#### Title

Adopt Resolution #23-023 Declaring the Flintwood Terrace Boardwalk Surplus Property and Authorizing Disposal

#### Purpose/Background:

Over the Winter of 2004-05 city staff constructed a 300' foot long boardwalk in Wetland #114P parallel to the existing bituminous trail in the park. The purpose was threefold—one to access the sanitary sewer manhole within the wetland for maintenance purposes (denoted in the attached Location Map as 'Gravity PO121'. Second, to provide visual and physical access to the open water areas of the pond for area trail users—and third, as unique recreational amenity with the swinging bench overlooking the water, which was popular for birders and people relaxing on their longer walks.

The boardwalk had served its intended purpose well for 15+ years, however during recent Winters, ice-loading has shifted and strained the 4" x 4" support posts, kinking them significantly under the 8' wood deck. Additionally, many of the wood boards are decayed and broken apart or missing, (photos within second attachment). Due to overall condition of the boardwalk, it is no longer repairable and thus the purpose of this case is to follow-through on the recommendation from the Park & Recreation Commission to declare the boardwalk surplus property—for removal without replacement.

#### Observations/Alternatives:

Relative to the informing the Park & Recreation Commission on the disposition of the boardwalk, staff obtained a quote for the removal and disposal of the existing boardwalk by a contractor, which was \$12,000. Replacement of the boardwalk (following removal) would be in excess of \$94,000. While the boardwalk was a valued amenity when in good condition, presently it is not fully functional and may be considered an eyesore and potentially a hazard.

In light of the above, on January 12th, 2023, the Commission found that it is in the public's interest to remove the boardwalk without replacement—as there are future boardwalk projects in the city where an approximate \$100k in different (new) boardwalk investments may provide more recreational value and better connections.

#### Funding Source:

The funding required at this time is limited to removal costs and if performed by Public Works staff may be able to be accommodated by the 2023 parks General Fund Budget (no special authorization).

#### Recommendation:

Staff's recommendation is to remove the boardwalk utilizing in-house resources, (understanding that the boardwalk could be replaced at a later date *if* it is determined to be a worthwhile expenditure). Accordingly, staff recommends adopting Resolution #23-023.

#### Action:

Motion to Adopt Resolution #23-023 Declaring the Flintwood Terrace Boardwalk Surplus Property and Authorizing Disposal

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### Attachments

Location map

Boardwalk conditons

### Form Review

**Inbox**

Bruce Westby

Brian Hagen

Form Started By: Mark Riverblood

Final Approval Date: 01/19/2023

**Reviewed By**

Bruce Westby

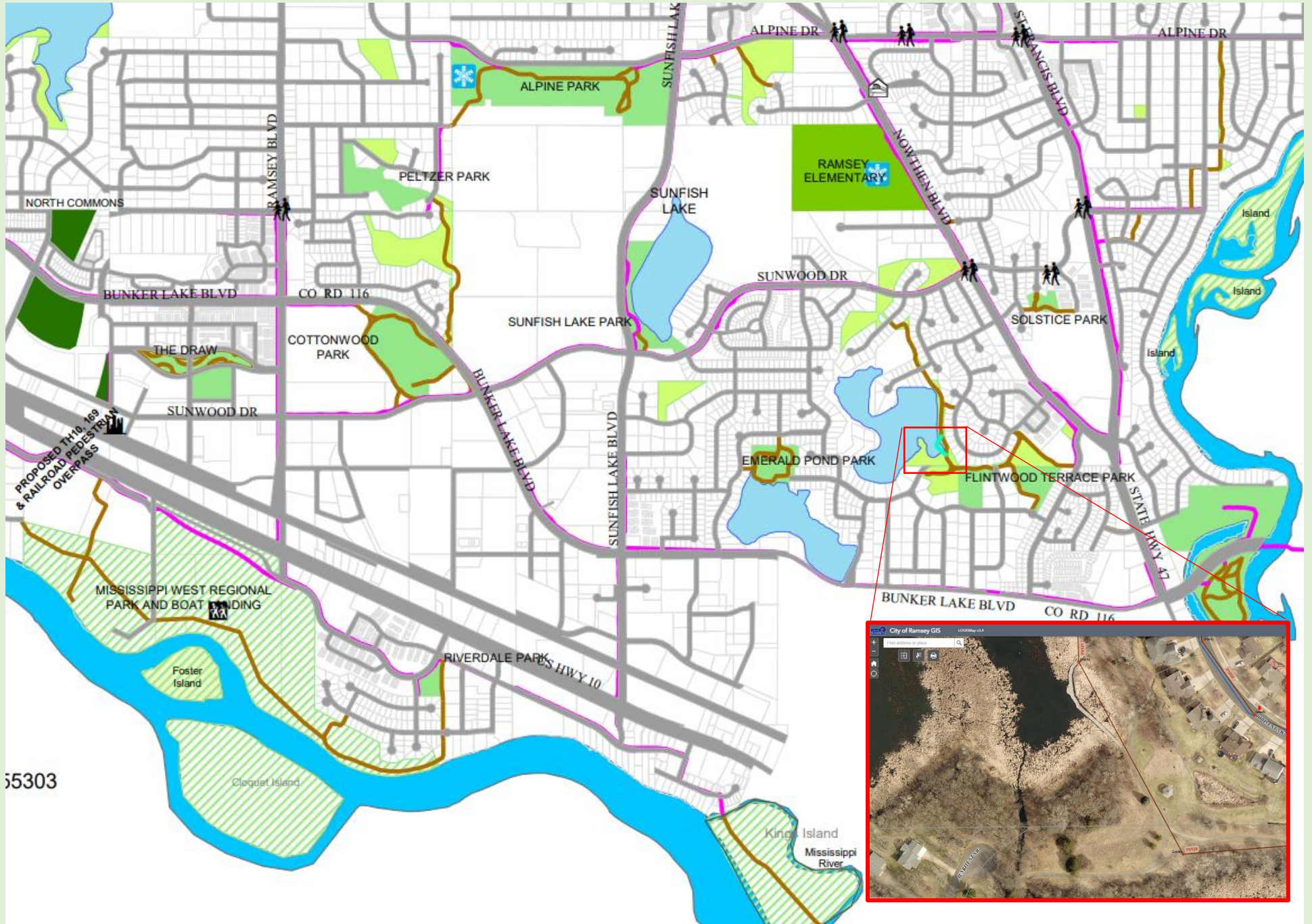
Brian Hagen

**Date**

01/19/2023 12:22 PM

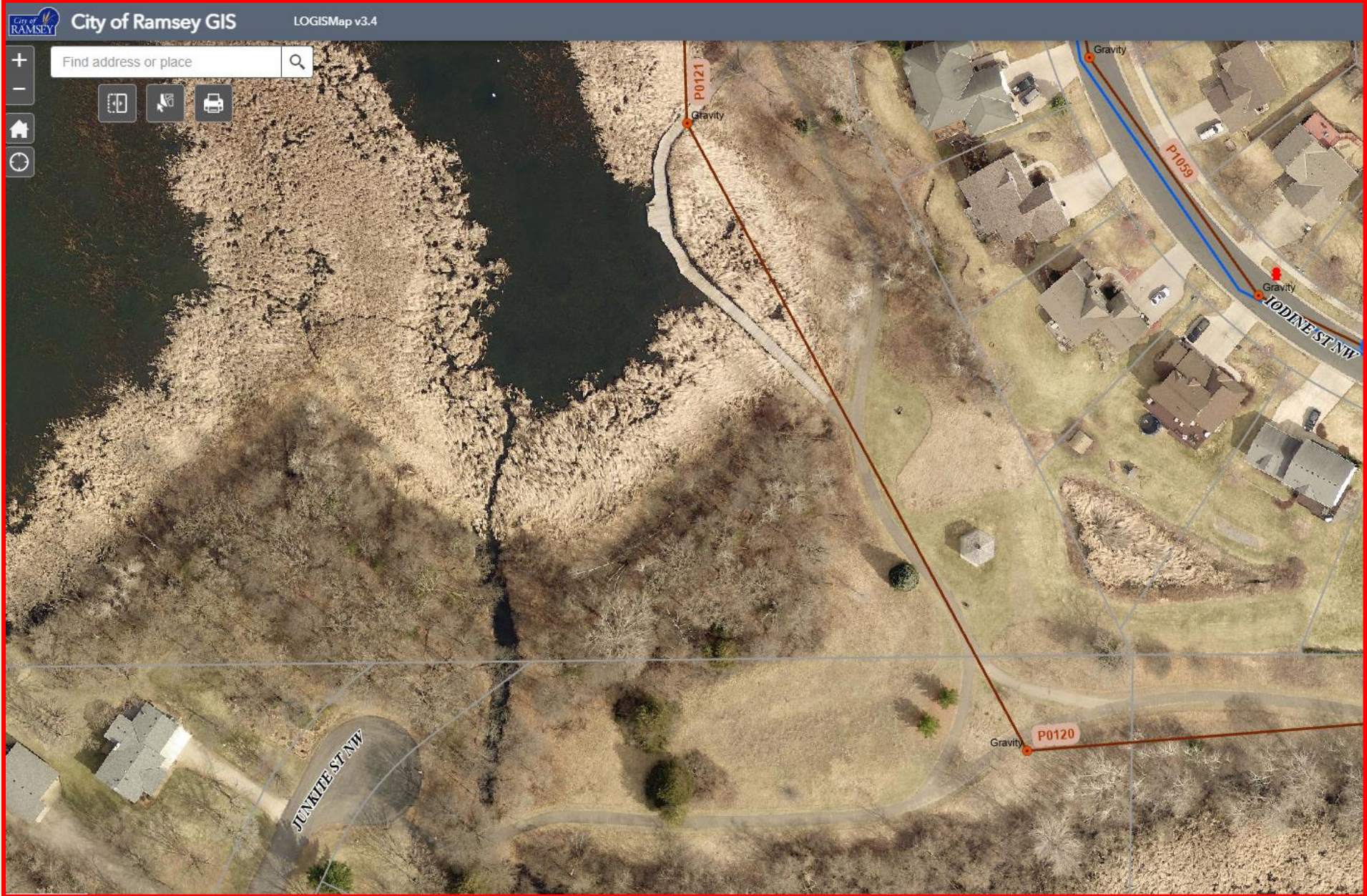
01/19/2023 12:34 PM

Started On: 01/13/2023 11:21 AM



5303





Boardwalk Location Map



Spring of 2005

Existing Conditions 2022







Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption.

**RESOLUTION #23-023**

**RESOLUTION DECLARING THE FLINTWOOD TERRACE BOARDWALK SURPLUS PROPERTY AND AUTHORIZING DISPOSAL**

**WHEREAS**, the boardwalk at Flintwood Terrace Park is no longer in usable condition and not repairable and may be considered a hazard; and

**WHEREAS**, on January 12<sup>th</sup>, 2023 the Park and Recreation Commission recommended the boardwalk’s removal without replacement; and

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

That, the existing boardwalk within Flintwood Terrace Park be declared surplus property and that staff is hereby directed to dispose of it in the most fiscally responsible manner possible.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

Meeting Date: 01/24/2023

Submitted For: Bruce Westby, Engineering/Public Works

By: Marsha Weidner, Engineering/Public Works

**Information**

**Title**

Adopt Resolution #23-029 Prohibiting Parking on 161st Avenue between Armstrong Boulevard and Variolite Street for Improvement Project #23-01, State Aid Project No. 199-123-001.

**Purpose/Background:**

We currently do not have an official resolution on file; this is required prior to Municipal State Aid (MSA) project approval. Currently, 161st Avenue prohibits parking on both sides of the street. The proposed street improvements do not provide an adequate width for parking on both sides of 161st Avenue, and approval of the proposed reconstruction as a Municipal State Aid Street must therefore be conditioned upon certain parking restrictions.

As part of the State Aid Process, a copy of the proposed plans and specifications and an approved resolution will need to be submitted in order to receive funding.

**Notification:**

Notifications are not required for this case.

**Funding Source:**

Funding for this improvement is proposed to come from the MSA Fund, Stormwater Utility Fund, Water Utility Fund, and Sanitary Sewer Utility Fund

- (MSA) Street Project Cost \$566,000
- (MSA) Trail Project Cost \$71,000
- Storm Sewer Project Cost \$220,000
- Water Project Cost \$94,000
- Sanitary Sewer Project Cost \$75,000
- Total Estimated Project Cost \$1,026,000

**Recommendation:**

Staff recommends adoption of Resolution 23-029 prohibiting parking on 161st Avenue between Armstrong Boulevard and Variolite Street for Improvement project #23-01, State Aid Project No. 199-123-001.

**Action:**

Adopt Resolution Resolution #23-029 prohibiting parking on 161st Avenue between Armstrong Boulevard and Variolite Street for Improvement project #23-01, State Aid Project No. 199-123-001.

**Attachments**

Resolution

**Form Review**

**Inbox**

Bruce Westby

**Reviewed By**

Bruce Westby

**Date**

01/19/2023 12:26 PM

Brian Hagen  
Form Started By: Marsha Weidner  
Final Approval Date: 01/19/2023

Brian Hagen

01/19/2023 12:37 PM  
Started On: 01/17/2023 10:04 AM

Councilmember \_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #23-029**

**RESOLUTION PROHIBITING PARKING ON 161<sup>ST</sup> AVENUE BETWEEN ARMSTRONG BOULEVARD AND VARIOLITE STREET FOR IMPROVEMENT PROJECT 23-01, STATE AID PROJECT NO. 199-123-001.**

**WHEREAS**, City Improvement Project No. 23-01 proposes to improve 161<sup>st</sup> Avenue between Armstrong Boulevard and Variolite Street located within the City of Ramsey, Minnesota; and

**WHEREAS**, the proposed street improvements does not provide an adequate width for parking on both sides of 161<sup>st</sup> Avenue, and approval of the proposed reconstruction as Municipal State Aid Street must therefore be conditioned upon certain parking restrictions.

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

- 1) That the City of Ramsey shall prohibit parking of motor vehicles at all times on both sides of 161<sup>st</sup> Avenue between Armstrong Boulevard and Variolite Street, located within the City of Ramsey, Minnesota.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of January, 2023.

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Mayor

ATTEST:

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City Clerk

Meeting Date: 01/24/2023

By: Bruce Westby, Engineering/Public Works

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### Information

**Title**

Adopt Resolution #23-031 Authorizing Purchase of Two Single Axle Plow Trucks

**Purpose/Background:**

**Purpose:**

The purpose of this case is to adopt Resolution #23-031 authorizing Staff to purchase two (2) new single axle plow trucks in 2023.

**Background:**

On January 10, 2023, the City Council received information from Staff during their work session regarding the costs and benefits to the City for ordering two (2) new single axle plow trucks in 2023 related to reducing the time required to plow all City streets to help meet the targeted timeline of 8-hours for full-City plow events, thereby minimizing overtime pay for plow drivers. Attached to this case is a copy of the agenda item from the January 10th work session outlining the costs and benefits for purchasing two new single axle plow trucks.

Upon adoption of Resolution #23-031, the Capital Improvement Program will be updated to remove the capital equipment request for replacing the 1999 John Deere motor grader in 2026. See attached CIP page 116 for reference.

**Notification:**

Notifications are not required for this case.

**Funding Source:**

The total estimated cost to purchase the two (2) new single axle plow trucks is \$544,318 as outlined within the attached City Council work session case dated January 10, 2023. However, as previously noted, the request to replace the 1999 John Deere motor grader in 2026 will be removed from the Capital Improvement Program, which has an updated 2023 estimated cost of \$487,000.

Approving the purchase of these 2 plow trucks in 2023 will be committing an amount of \$544,318 against the 2024 Property Tax Levy.

**Recommendation:**

Staff recommends adopting Resolution #23-031.

**Action:**

Adopt Resolution #23-031 authorizing purchase of two (2) new single axle plow trucks.

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### Attachments

Resolution 23-031  
01.10.23 CCWS case  
09.13.22 Staff Memo

### Form Review

**Inbox**

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 02:37 PM

Started On: 01/17/2023 10:57 AM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #23-031**

**RESOLUTION AUTHORIZING PURCHASE OF TWO (2) NEW SINGLE AXLE PLOW TRUCKS**

**WHEREAS**, the adopted 2023 - 2032 Capital Improvement Program (CIP) does not include a 2023 capital equipment request to purchase two (2) new single axle plow trucks; and

**WHEREAS**, the adopted 2023 - 2032 CIP includes a 2026 capital equipment request to purchase a new motor grader at an estimated cost of \$472,000 to replace the existing 1999 John Deere motor grader; and

**WHEREAS**, on January 10, 2023, the City Council received information during their work session regarding the costs and benefits to the City for ordering two (2) new single axle plow trucks in 2023 related to reducing the time required to plow all City streets to help meet the targeted timeline of 8-hours for full-City plow events, thereby minimizing overtime pay for plow drivers; and

**WHEREAS**, Council authorization is requested to purchase two (2) new single axle plow trucks in 2023.

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

- 1) The Ramsey City Council hereby authorizes the City Engineer/Interim Public Works Director to purchase two (2) new single axle plow trucks in 2023, for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of January, 2023.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 01/10/2023

**Information**

**Title:**

Review Proposal to Order Two Single-Axle Plow Trucks in 2023 in Lieu of Replacing Motor Grader in 2026

**Purpose/Background:**

**Purpose:**

Review staff's proposal to order two single-axle plow trucks in 2023 in lieu of replacing the 1999 John Deere Motor Grader in 2026.

**Background:**

Attached is a memo that staff presented to the City Council during their work session on September 13, 2022, seeking direction on ordering two single-axle snow plow trucks to help maintain a City-wide 8-hour snow removal schedule in lieu of ordering a replacement motor grader for the 1999 John Deere Grader (Unit #603). After a brief discussion, staff was directed to present this proposal again in January of 2023, after the 2023 budget is adopted and before 2024 budget discussions begin.

Staff therefore contracted the vendors the City of Ramsey utilizes to order snow plows to update estimated costs and delivery schedules. Below are the updated costs and delivery schedules based on the most current information available.

As before, staff is seeking City Council direction to order two single-axle snow plow trucks in 2023 to help maintain a City-wide 8-hour snow removal schedule. Both plows can generally be funded in lieu of ordering a replacement motor grader for the 1999 John Deere Grader (Unit #603), which is currently identified for replacement in 2026 per the 10-year CIP. One new plow is needed to clear snow from City streets recently constructed with new developments, as well as new City streets that were previously constructed and are proposed to be constructed along both sides of Highway 10. The other plow is needed to cover the plow route currently covered by the motor grader. Staff proposes to keep the 1999 John Deere motor grader for grading gravel streets and other tasks best suited for a motor grader.

**2023 estimated costs for new motor grader**

Cab / Chassis	= \$ 422,000 (2021 vendor quote + 17%)
Buildout / Equipment	= \$ 65,000 (staff estimate)
<b>Total Estimated Cost</b>	<b>= \$ 487,000</b>

**2023 quotes for new single-axle snow plow**

Cab / Chassis (Boyer Ford)	= \$ 120,273 (2023 vendor quote)
Body Buildout (TowMaster)	= \$ 151,886 (2023 vendor quote)
<b>Total Estimated Cost</b>	<b>= \$ 272,159</b>

Therefore, two new single-axle plow trucks would cost \$544,318 in 2023, which is \$57,318 more than one new motor grader.

The vendors the City uses to purchase equipment from the State contract still indicate that delivery would likely occur the first or second quarter of 2024, if orders are placed now. Payment would still be due to Boyer within 30 days of receiving the cab/chassis from the factory, and to TowMaster within 30 days of receiving the truck. As noted before, neither vendor offers pricing incentives for pre-paying before delivery.

Staff is seeking Council direction on whether one or two single-axle snow plow trucks should be ordered in 2023

to help maintain a City-wide 8-hour snow removal schedule moving forward, and whether the motor grader replacement currently identified in the CIP for 2026 should be omitted.

**Timeframe:**

Staff estimates up to 15 minutes will be needed to present this case and respond to questions.

**Funding Source:**

The approval of the purchase of these 2 plows will be committing an amount of \$544,318 against the 2024 Property Tax Levy. This would be the same funding source that was undertaken for the police squad cameras in the amount of \$215,816.

**Responsible Party(ies):**

The Interim Public Works Director will lead this discussion.

**Outcome:**

Staff is seeking Council direction on whether one or two single-axle snow plow trucks should be ordered in 2022 to help maintain a City-wide 8-hour snow removal schedule moving forward, and whether the motor grader replacement currently identified in the CIP for 2026 should be omitted.

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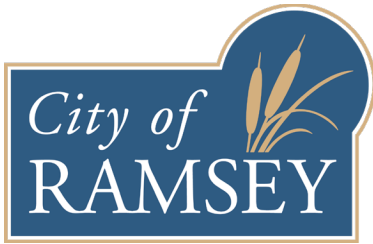
**Attachments**

Staff memo 091322

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	01/05/2023 03:52 PM
Form Started By: Bruce Westby		Started On: 12/30/2022 03:25 PM
Final Approval Date: 01/05/2023		



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)

September 13, 2022

**Re: Ordering two single-axle snow plow trucks in lieu of replacing motor grader**

Public Works is seeking City Council direction to order two single-axle snow plow trucks in 2022 to help maintain a City-wide 8-hour snow removal schedule. Both plows can generally be funded in lieu of ordering a replacement motor grader for the 1999 John Deere Grader (Unit #603), which is currently identified for replacement in 2026 per the 10-year CIP. One new plow is needed to clear snow from City streets recently constructed with new developments, as well as new City streets that were previously and are proposed to be constructed along both sides of Highway 10. The other plow is needed to cover the plow route currently covered by the motor grader. Staff proposes to keep the 1999 John Deere motor grader for grading gravel streets and other tasks best suited for a motor grader.

Below are 2022 estimated costs for a new motor grader and a new single-axle snow plow.

- **Motor Grader**  
Cab / Chassis = \$ 422,000 (2021 vendor quote + 17%)  
Buildout / Equipment = \$ 50,000 (staff estimate)  
Total Estimated Cost = **\$ 472,000**
- **Single-Axle Snow Plow**  
Cab / Chassis (Boyer Ford) = \$ 114,500 (2022 vendor quote)  
Body Buildout (TowMaster) = \$ 114,000 (2021 vendor quote + 17%)  
Total Estimated Cost = **\$ 228,500**

The vendors the City uses to purchase equipment from the State contract have informed staff that delivery would not occur until March of 2024 or later if orders are placed now, and that payment would be due to Boyer within 30 days of receiving the cab/chassis from the factory, and to TowMaster within 30 days of receiving the truck. Neither vendor offers pricing incentives for pre-paying before delivery. Staff is therefore seeking Council direction on whether one or two single-axle snow plow trucks should be ordered in 2022 to help maintain a City-wide 8-hour snow removal schedule moving forward, and whether the motor grader replacement currently identified in the 10-year for 2026 should be removed from the CIP.

Sincerely,

Bruce Westby, P.E.

City Engineer / Interim Public Works Director

Capital Improvement Program

2023 *thru* 2032

City of Ramsey, Minnesota

Project #	PW-603
Project Name	Replace 1999 John Deere Grader: Unit #603

Department	Capital Equipment
Contact	
Type	Eqpt Replacement
Useful Life	20 Years
Category	Capital Equipment
Priority	3-Existing Obligation (Med)
Status	Active

Total Cost \$472,000

<b>Description</b>
1999 John Deere Motor Grader

<b>Justification</b>
This piece of equipment is used for grading the city's approximately 2.5 miles of dirt roads and also used in snow removal operations.

Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Furnishings/Equipment				472,000							472,000
<b>Total</b>				<b>472,000</b>							<b>472,000</b>

Funding Sources	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
General Fund				472,000							472,000
<b>Total</b>				<b>472,000</b>							<b>472,000</b>

Meeting Date: 01/24/2023

By: Sean Sullivan, Community Development

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**Information**

**Title:**

Adopt Resolution #23-033 Approving Extension of CBRE Real Estate Listing Agreement for City Owned Land in COR

**Purpose/Background:**

The purpose of this case is to consider extending the listing agreement with CBRE for some of the City owned land held for resale. The City currently lists some of its own property utilizing Costar/Loopnet and MNCAR through the Anoka County access. City Staff has been satisfied with the work of Brian Pankratz with CBRE on the current listings and we communicate frequently. The proposed amended listing agreement with CBRE would be from February 1, 2023 - January 31, 2024.

There are currently two active purchase agreements and an LOI on CBRE listed parcels. Two purchase agreements have been from city generated leads (Cor Trust Bank, Hotel) and the third was collaboration between CBRE and the City to garner interest and ultimately an LOI (convenience grocer). CBRE has been working with many interested parties for the development of portions of Parcel 46 but some of the leads have been staff generated as well. Development interest has slowed for Parcel 50a due to the pending construction of the interchange on Hwy 10 at Ramsey Boulevard. Java Properties asked to terminate their PA due to this project. Having a reputable company like CBRE helps broadcast our available sites to a large group of contacts as noted in the 2023 City of Ramsey Land Review provided by CBRE.

**Notification:**

Notification is not required.

**Observations/Alternatives:**

The listing agreement is proposed to be extended 1 year to January 31, 2024. All other terms and condition remain the same as July 10, 2019 Listing Agreement The following changes (and current status) have been made to the properties on the attached listing agreement below:

1. Parcel 50a - 28-32-25-41-0024
2. Parcel 47f -28-32-25-23-0020 (Currently under PA with Hotel Group)
3. Parcel 46 - 28-32-25-22-0058 -Multiple Developers (Housing, Apartments, Single Family Housing) have expressed sincere interest in site (Working on Wetland information and COR Infrastructure project).
4. Parcel 42a -7994 Sunwood Drive - 28-32-25-23-0012 (LOI Convenience Grover)
5. Parcel 42b - 7990 Sunwood Drive - 28-32-25-23-0011 (Pt LOI Convenience Grocer)
6. Parcel 42c - 7992 Sunwood Drive- 28-32-25-23-0013 (LOI Convenience Grocer)
7. Parcel 48a -28-32-25-24-0017 (Pt. COR Trust Bank PA)
8. Parcel 48c - 28-32-25-31-0025 (Muni Plaza Retail - Site on Market)

Some of the CBRE real estate signs in the COR and surrounding areas have become weathered. These signs will be updated upon execution an extension of the Listing Agreement. Brian Pankratz will be in attendance to answer questions.

Alternatives include, but are not limited to the following:

1. Adopt Resolution #23-033 Approving Extension of CBRE Real Estate Listing Agreement for City Owned Land in COR (as presented); subject to City Attorney Review (Recommended)

2. Adopt Resolution #23-033 Approving Extension of CBRE Real Estate Listing Agreement for City Owned Land in COR (with changes.); subject to City Attorney Review
3. Something else.

**Funding Source:**

There is no immediate or initial up front costs. CBRE is only paid at time of sale, and a commission is deducted from the gross sales price rather than an hourly rate. In addition, Staff negotiated a reduction of commission from 5% to 3% for City generated leads on CBRE listed property which continues in this Amended Listing Agreement term.

**Recommendation:**

At the January 12, 2023 meeting, the EDA unanimously adopted a motion to recommend to City Council approval of the Amended Listing Agreement with CBRE from February 1, 2023 – January 31, 2024 (as presented) Draft EDA minutes are attached for review of motion and discussion.

**Action:**

Adopt Resolution #23-033 Approving Extension of CBRE Real Estate Listing Agreement for City Owned Land in COR (as presented); subject to City Attorney Review

**Attachments**

- ACTION - Resolution #23-033
- ACTION - Amendment to Listing Agreement with CBRE
- CBRE Property Listing Activity
- CBRE Sign locations
- Parcel Map of Listings in COR
- CBRE 2023 Land Review
- MPLS Office Market
- MPLS Industrial Market
- CBRE Listing Agreement (Reference)
- REFERENCE - DRAFT EDA Minutes 1.12.23 Excerpt

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Sean Sullivan (Originator)	Sean Sullivan	01/18/2023 08:36 AM
Brian Hagen	Brian Hagen	01/19/2023 12:15 PM
Form Started By: Sean Sullivan		Started On: 01/13/2023 05:17 PM
Final Approval Date: 01/19/2023		

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #23-033**

**RESOLUTION APPROVING LISTING AGREEMENT FOR CITY OWNED LAND WITH CBRE**

**WHEREAS**, since 2014, the City has contracted with CBRE for commercial real estate brokerage services to sell available City Owned Land; and

**WHEREAS**, the current contract expires February 1, 2023; and

**WHEREAS**, the proposed contract only includes listings inside the COR; and

**WHEREAS**, the proposed contract maintains previous terms from the prior contract and does not add additional properties; and

**WHEREAS**, the EDA met on January 12, 2023 and recommends approval of an extension of the commercial listing agreement with CBRE.

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

- 1) That the Ramsey City Council hereby approves the Amendment to Listing Agreement with CBRE for the period of February 1, 2023 through midnight January 31, 2024.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of January, 2023.

---

Mayor

**ATTEST:**

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City Clerk



# AMENDMENT TO LISTING AGREEMENT

CBRE, INC.  
BROKERAGE AND MANAGEMENT  
LICENSED REAL ESTATE BROKER

January 5, 2023

This is an Amendment to the Exclusive Sales Listing Agreement ("Listing") dated July 10, 2019 between City of Ramsey ("Owner") and CBRE, INC. ("Broker") for the real property described as Multiple Land Parcels, City of Ramsey, Minnesota.

1. Parcel 50c - 28-32-25-41-0024
2. Parcel 47f - 28-32-25-23-0020
3. Parcel 46 - 28-32-25-22-0058
4. Parcel 42a - 7994 Sunwood Drive - 28-32-25-23-0012
5. Parcel 42b - 7990 Sunwood Drive - 28-32-25-23-0011
6. Parcel 42c - 7992 Sunwood Drive- 28-32-25-23-0013
7. Parcel 48a -28-32-25-24-0017
8. Parcel 48c - 28-32-25-31-0025

Owner and Broker hereby agree to amend the Listing as follows:

1. That the Listing Term be extended for another period commencing February 1, 2023 and ending midnight January 31, 2024
2. All other terms and conditions remain the same.

As used herein the term "Owner" shall be deemed to include a tenant wishing to affect a sublease, lease assignment or lease cancellation.

Except as expressly set forth in this Amendment, the Listing shall remain in full force and effect.

BROKER:

CBRE, Inc.  
Licensed Real Estate Broker

By: \_\_\_\_\_

Jeffrey V. Jiovanazzo

Title: \_\_\_\_\_

Managing Director

Address: \_\_\_\_\_

800 LaSalle Avenue

\_\_\_\_\_

Suite 1900

\_\_\_\_\_

Minneapolis, MN 55402

Telephone: \_\_\_\_\_

(952) 924-4600

Date: \_\_\_\_\_

OWNER:

City of Ramsey

By: \_\_\_\_\_

Brian Hagen

Title: \_\_\_\_\_

City Administrator

Address: \_\_\_\_\_

7550 Sunwood Drive NW

\_\_\_\_\_

Ramsey, MN 55303

Telephone: \_\_\_\_\_

(763) 433-9845

Date: \_\_\_\_\_

## Minnesota Sale/Lease Disclosures

**Property:** Multiple Land Parcels, City of Ramsey, Minnesota

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**Seller/Landlord Disclosure of Material Facts, Delivery of Reports, and Compliance with Laws.** Sellers/landlords are hereby requested to disclose directly to buyers/tenants all facts known to sellers/landlords that materially affect the value or desirability of the Property and are not readily observable nor known to the buyer/tenant, including, but not limited to, facts regarding hazardous materials, zoning, construction, design, engineering, soils, title, survey, fire/life safety, proneness to natural hazards such as earthquakes, and other matters, and to provide buyers/tenants with copies of all reports in the possession of or accessible to sellers/landlords regarding the Property. Sellers/landlords and buyers/tenants must comply with all applicable federal, state and local laws, regulations, codes, ordinances and orders, including, but not limited to, the 1964 Civil Rights Act and all amendments thereto, the Foreign Investment in Real Property Tax Act, the Comprehensive Environmental Response Compensation and Liability Act, and The Americans With Disabilities Act.

**Americans with Disabilities Act (ADA).** The Americans With Disabilities Act (42 United States Code §12101 et seq.) and other federal, state and local requirements may require changes to the Property. Have your experts investigate and evaluate these matters.

**Taxes.** Sales, leases and other real estate transactions can have federal, state and local tax consequences. In sales transactions, Internal Revenue Code §1445 requires buyers to withhold and pay to the IRS 15% of the gross sales price within 20 days of the date of a sale unless the buyers can establish that the sellers are not foreigners, generally by having the sellers sign a Non-Foreign Seller Affidavit. Depending on the structure of the transaction, the tax withholding liability can exceed the net cash proceeds to be paid to sellers at closing. Have your experts investigate and evaluate these matters.

**Flood Zones.** Many lenders require flood insurance for properties located in flood zones, and government authorities may regulate development and construction in flood zones. Whether or not located in a flood zone, properties can be subject to flooding and moisture problems, especially properties on a slope or in low-lying areas. Buyers/tenants should have their experts confirm whether the Property is in a flood zone and otherwise investigate and evaluate these matters.

**Fires.** Properties, whether or not located in a fire hazard zone, are subject to fire/life safety risks and may be subject to state and local fire/life safety-related requirements, including retrofit requirements. Have your experts investigate and evaluate these matters.

**Hazardous Materials and Underground Storage Tanks.** Due to prior or current uses of the Property or in the areas or the construction materials used, the Property may have hazardous or undesirable metals (including but not limited to lead-based paint), minerals (including but not limited to asbestos), chemicals, hydrocarbons, petroleum-related compounds, or biological or radioactive/emissive items (including but not limited to electrical and magnetic fields) in soils, water, building components, above or below-ground tanks/containers or elsewhere in areas that may or may not be accessible or noticeable. Such items may leak or otherwise be released. If the Property was built before 1978 and has a residential unit, sellers/landlords must disclose all reports, surveys and other information known to them regarding lead-based paint to buyers/tenants and allow for inspections (42 United States Code §4851 et seq.). Have your experts investigate and evaluate these matters.

**Property Inspections and Evaluations.** Buyers/tenants should have the Property thoroughly inspected and all parties should have the transaction thoroughly evaluated by the experts of their choice. Ask your experts what investigations and evaluations may be appropriate as well as the risks of not performing any such investigations or evaluations. Information regarding the Property supplied by the real estate brokers has been received from third party sources and has not been independently verified by the brokers. Have your experts verify all information regarding the Property, including any linear or area measurements, the availability of all utilities, applicable zoning, and entitlements for the intended use. All work should be inspected and evaluated by your experts, as they deem appropriate. Any projections or estimates are for example only, are based on assumptions that may not occur, and do not represent the current or future performance of the property. Real estate brokers are not experts concerning, nor can they determine if any expert is qualified to provide advice on, legal, tax, design, ADA, engineering, construction, soils, title, survey, fire/life safety, insurance, hazardous materials, or other such matters. Such areas require special education and, generally, special licenses not possessed by real estate brokers. Consult with the experts of your choice regarding these matters.

**CONSULT YOUR ADVISORS** – This document has legal consequences. No representation or recommendation is made by Broker as to the legal or tax consequences of this Agreement or the transaction(s) which it contemplates. This form is not intended to substitute for any disclosures the law requires that the parties make to each other. These are questions for your attorney and financial advisors.

**NOTICE: IF YOU RELIST WITH ANOTHER BROKER WITHIN THE OVERRIDE PERIOD AND THEN LEASE YOUR PROPERTY TO ANYONE WHOSE NAME APPEARS ON THIS LIST, YOU COULD BE LIABLE FOR FULL COMMISSIONS TO BOTH BROKERS. IF THIS NOTICE IS NOT FULLY UNDERSTOOD, SEEK COMPETENT ADVICE.**

**NOTICE: THE COMPENSATION FOR THE SALE, LEASE, RENTAL, OR MANAGEMENT OF REAL PROPERTY SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND THE BROKER'S CLIENT.**

**WHERE PERMITTED BY LAW, WE EACH KNOWINGLY AGREE TO WAIVE ANY AND ALL RIGHTS TO HAVE A DISPUTE ON ANY MATTER RELATING TO, OR ARISING FROM THIS AGREEMENT DETERMINED BY A JURY.**

## January 2022 City of Ramsey Land Review

### City of Ramsey-CBRE Closed Deals

1. Municipal Center NIK
2. Aeon
3. Centra Homes
4. Common Bond
5. Inland Development/Affinity
6. PSD, LLC
7. Coastal Living
8. Stone Brook Daycare
9. Purmort Homes
10. Muni Center-Meadow Creek
11. GiGi's Salon
12. Java Properties – O'Reilly
13. Stories Foundation

### City of Ramsey-CBRE Under Contract/PA Status

1. Rob Hardy-PA (Parcel 42a, 42b, and 42c)
2. Java Properties-PA (Parcel 50c)

### Prospects (sample list)

Prospect	Active or Met with City	Inactive met with City	CBRE Reach Out-No Response	CBRE Reach Out-Not Interested
Enclave Development- Looking for apartment sites				X
Kindercare				x
Discount Tire				x
Panera				X
Red Savoy				x
Pizza Luce				X
Public Storage			x	
Centra Homes	X			
Integrate Properties			X	
Scooters Coffee			X	
Casey's	x		X	

HJ Development			x	
Lennar	x			
DR Horton			x	
Pulte			x	
David Weekley Homes			x	
Vincent-apartments and townhomes			x	
LMC-apartments			x	
Sota Car Wash			X	
Zips Car Wash			X	
Border Foods			x	
Inland-Looking at 46 for housing	X			
Dunkin	X-Reviewing demo's, traffic counts, likes growth story			
Heartland Dental Group	x-Looking for expansion site. Want to be near grocery			
Kwik Trip	X			
Aldi	X			
Hy-Vee	X looking for Fast & Fresh Concept locations	x		
Starbucks	x-Looking for sites. Provided locations in COR			
Jimmy Johns			x	
NAPA			x	
Cub Foods				x-supplier to Coburns
Ryan Companies		X-potential for medical use		

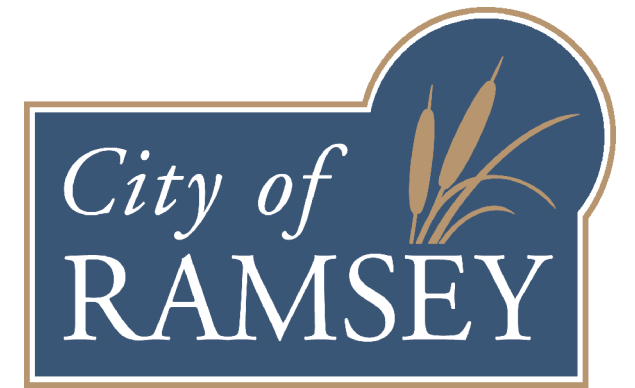
Opus Companies		X		
IDP	X			
Hampton Companies		x-Opened facility south of Hwy 10		
PSD	X	x-under construction/completed industrial, apartment and retail in Ramsey		
Paxmar	X			
Dollar Tree	X	x		
Fourteen Foods-DQ franchisee				X
New Horizon				X
YMCA		X		
Speedway	X			
Holiday	X			
Abra/Caliber	X			
Oppidan	X			
United Properties for senior housing				X
Lifetime Fitness				X
Scannell Development				X
Ebbert Companies				X
Summit Development-senior housing				X
Charter School Fund		X		
Continental Properties	X-interested in non COR site for apartment development			
Excelsior Group				X
Mister Car Wash	X			
LGI Homes				X
Mills Fleet Farm				X

Wal-Mart				X
Metro Self Storage	X			
Platinum Development		X		
Willie McCoy's	X			
Culver's				X-Franchisee led
Noodles				X
Chipolte				X
Smashburger				X
Raising Canes				X
Chick Fil A				X
All American Car Wash				X
Panera Bread				X
Taco Bell				x

Monthly Blast of properties to 3000 prospects including brokers, builders, contractors, developers, investors, etc. Properties are posted on MnCAR/Catalyst, Loopnet, Costar, CBRE.com.

# CITY OF RAMSEY PROPERTY SIGNS



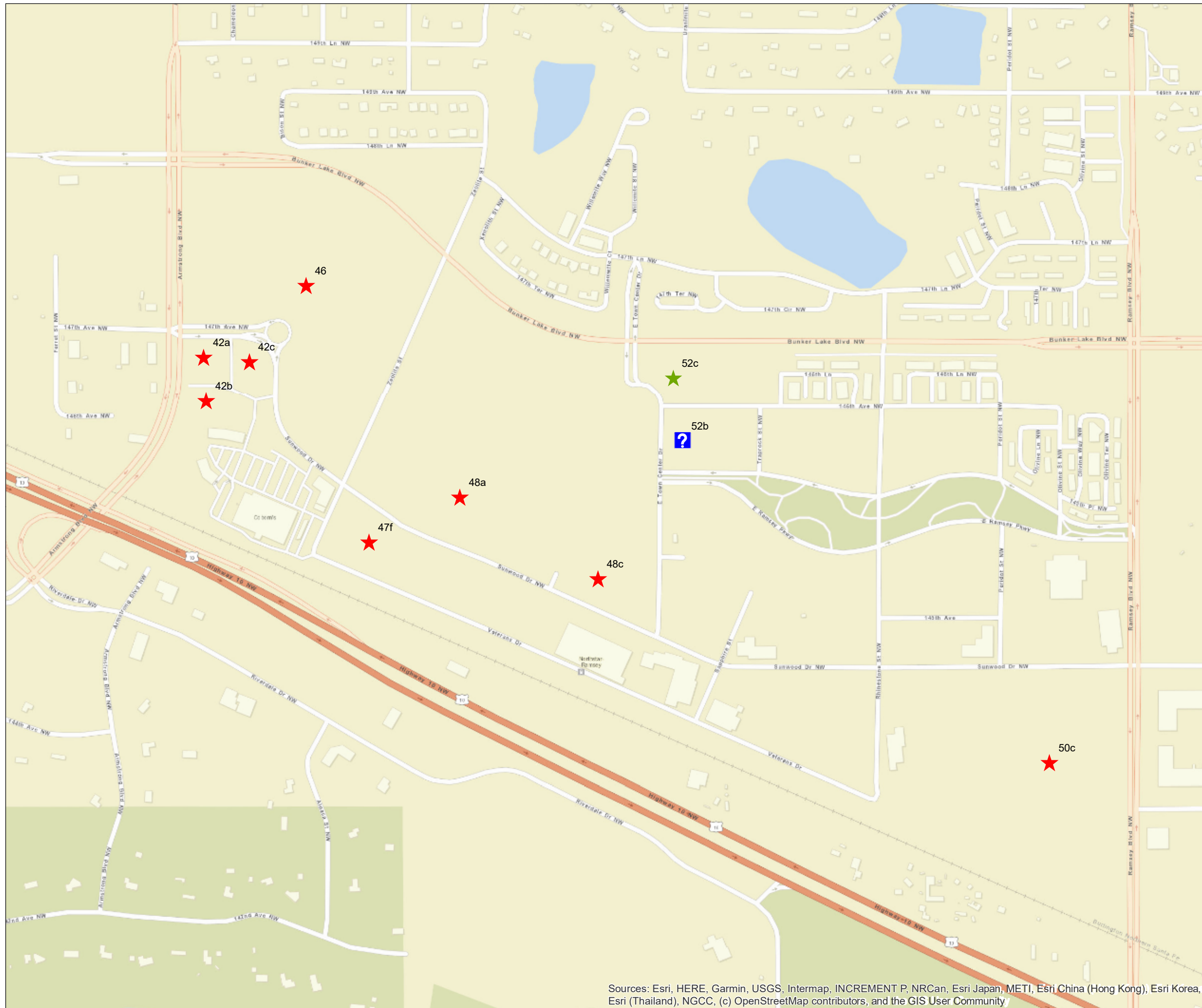


## City Listings COR Area

### Listings

#### Listings type

- ★ CBRE
- ★ City
- ❓ PENDING



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

## January 2023 City of Ramsey Land Review

### Market Conditions:

1. Economic factors impacting new development-interest rates, construction costs, labor availability
2. Zero to limited traditional office demand
3. Sectors with demand
  - a. Retail
  - b. Medical Office
  - c. Apartments
  - d. Senior housing
  - e. For Sale Housing
  - f. Industrial
4. Impact of Hwy 10 on new development unknown
5. Increased traffic counts and population increasing interest
6. Create flexible zoning districts
7. Drive thru in demand from QSR and fast food operators

### City of Ramsey-CBRE Closed Deals

1. Municipal Center NIK
2. Aeon
3. Centra Homes
4. Common Bond
5. Inland Development/Affinity
6. PSD, LLC
7. Coastal Living
8. Stone Brook Daycare
9. Purmort Homes
10. Muni Center-Meadow Creek
11. GiGi's Salon and Spa
12. Java Properties – O'Reilly Auto Parts
13. Stories Foundation

### City of Ramsey-CBRE Under Contract/PA Discussion

1. COR Trust Bank – Pt. Parcel 48a
2. Ramsey Properties, LLC (Hilton Home 2) Currently Parcel 47f. move to Pt. Parcel 46?
3. Aldi – Part of Parcels 42a, 42b and 42c.

Monthly Blast of properties to 3000 prospects including brokers, builders, contractors, developers, investors, etc. Properties are posted on MnCAR/Catalyst, Loopnet, Costar, CBRE.com.

FIGURES | MINNEAPOLIS OFFICE | Q3 2022

# Rising sublease activity as users navigate workplace strategies and economic shifts

▲ 20.6%  
Vacancy Rate

▼ (291,456)  
SF Net Absorption

◀ 350,000  
SF Under Construction

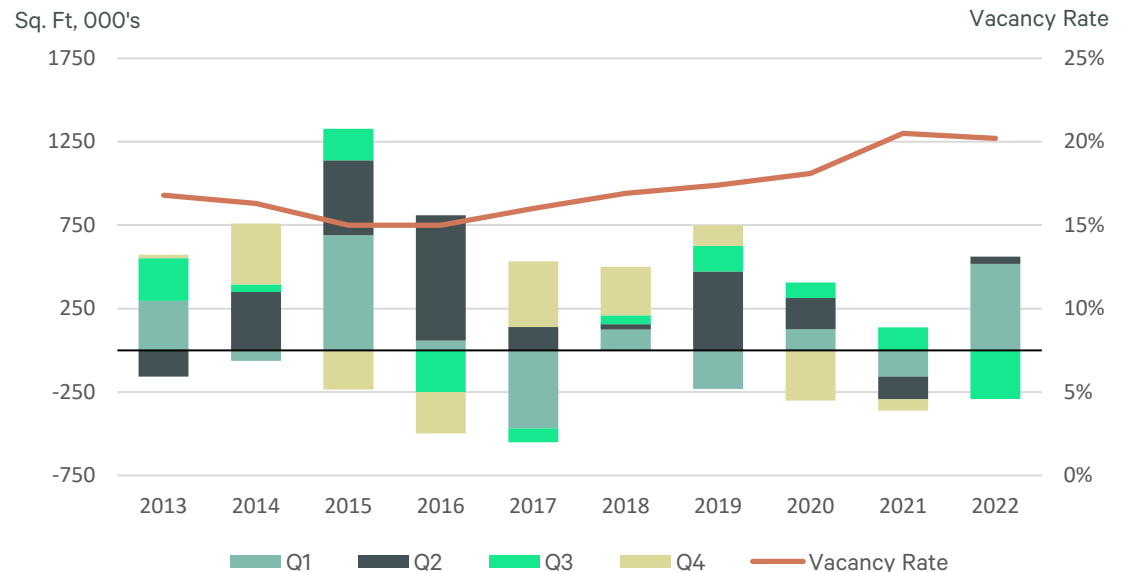
▲ \$16.93 PSF  
Average Asking Rate (NNN)

Note: Arrows indicate change from previous quarter.

## MARKET OVERVIEW

- Q3 absorption in Minneapolis fell to (291,456) sq. ft. Most of the large move-in activity occurred within Class A spaces in the 394, BEA, Northeast, and St Paul CBD submarkets. Larger move-outs were seen predominantly from Class B properties in the 394, St Paul CBD, and Suburban St Paul submarkets, a continued signal towards flight to quality trends.
- The Minneapolis office market has seen an increase in available sublease space since 2020, with 2.8 million sq. ft. currently available. This represents 14% of the total available space in the market and accounts for an increase of over 400% from pre-pandemic rates.
- Vacancy rates remained steady at 20.6%, a 20 bps increase from the previous quarter. The lowest vacancy rates are seen in Class A buildings downtown at just 15% compared to 31% for Class B and 29% for Class C.
- Downtown asking rates have increased 5% year over year, averaging \$17.33 per sq. ft. The highest asking lease rates were in the 394 submarket averaging \$20.14 per sq. ft, 19% higher than the overall metro markets average

FIGURE 1: Quarterly and Annual Net Absorption vs. Vacancy



Source: CBRE Research, Q3 2022.

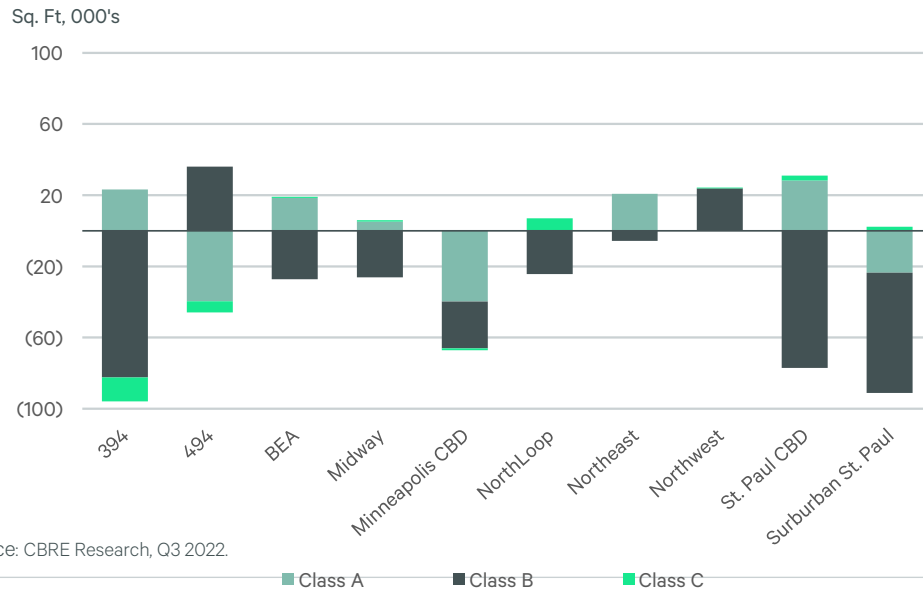
## Absorption, Vacancy, and Lease Rates

In the Minneapolis office market, Q3 absorption fell negatively to (291,456) sq. ft. Most of the large move-in activity occurred within Class A spaces in the 394, BEA, Northeast, and St Paul CBD submarkets. Larger move-outs were seen predominantly from Class B properties in the 394, St Paul CBD, and Suburban St Paul submarkets.

Overall, vacancy rates remained steady this quarter at 20.6%. The lowest vacancy rates are seen in Class A buildings downtown at just 15% compared to 31% for Class B and 29% for Class C. The suburban vacancy rate remains relatively constant between class sizes near 20%.

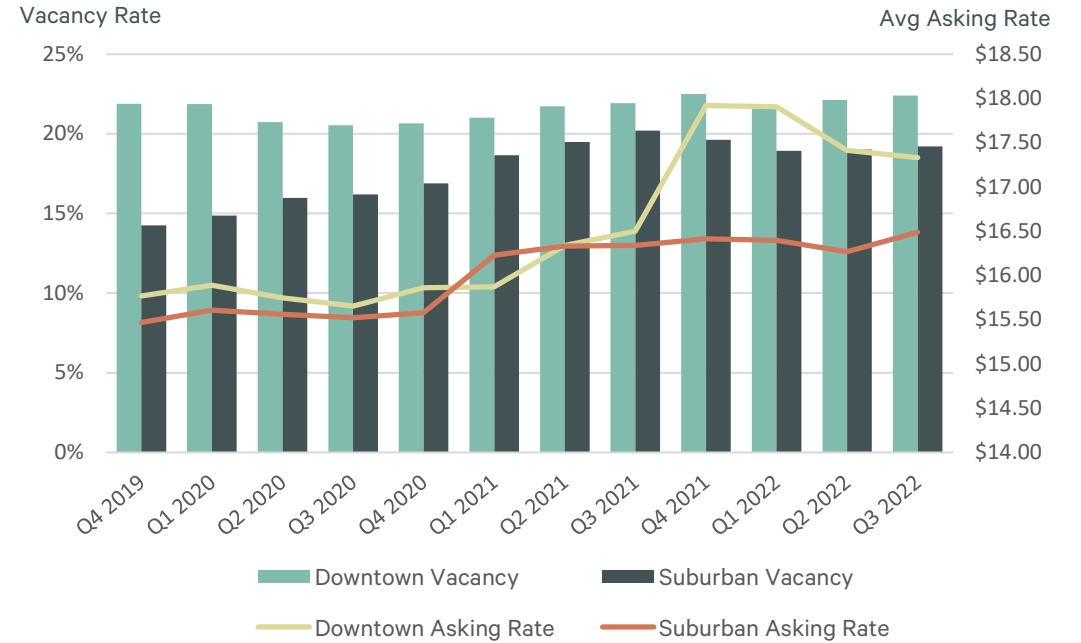
The highest asking lease rates in the market were in the 394 submarket with an average asking rate of \$20.14 per sq. ft, 19% higher than the overall metro markets average of \$16.92 per sq. ft. Downtown asking rates have increased 5% year over year, averaging \$17.33 per sq. ft.

FIGURE 2: Q3 2022 Net Absorption by Submarket and Class



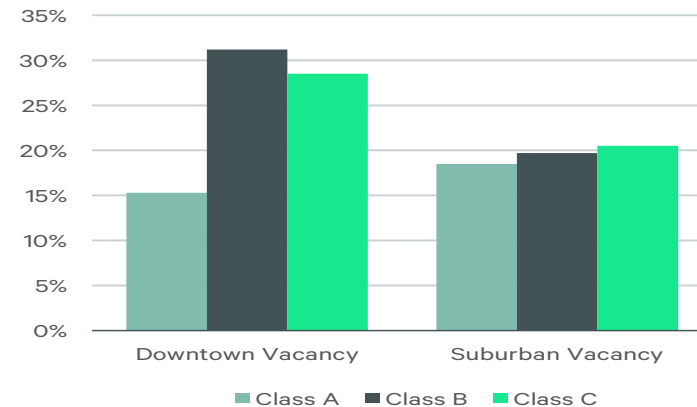
Source: CBRE Research, Q3 2022.

FIGURE 3: Historical Vacancy Rates vs Asking Rates



Source: CBRE Research, Q3 2022.

FIGURE 4: Q3 2022 Downtown vs Suburban Vacancy by Class



Source: CBRE Research, Q3 2022.

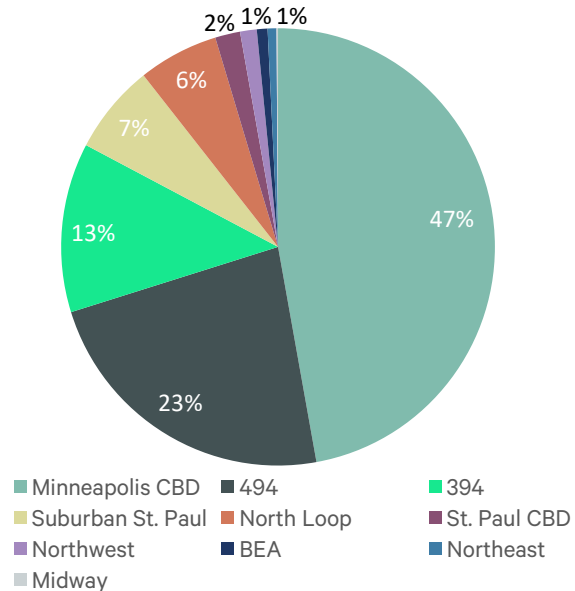
## Subleasing

The Minneapolis office market has seen an increase in available sublease space since 2020, with 2.7 million sq. ft. currently available. This represents 14% of the total available space in the market and accounts for an increase of over 400% from pre-pandemic rates compared to 512,626 sq. ft. available in Q1 2020. Currently, 43% of the total availabilities on the market are large spaces 100,000 sq. ft. or more.

Nearly half of available sublease space is within the Minneapolis CBD submarket, including several of the largest listings at 33 South Sixth and Capella Tower. Several large suburban subleases are expected to come onto the market following with recent activity from Prime Therapeutics in Eagan.

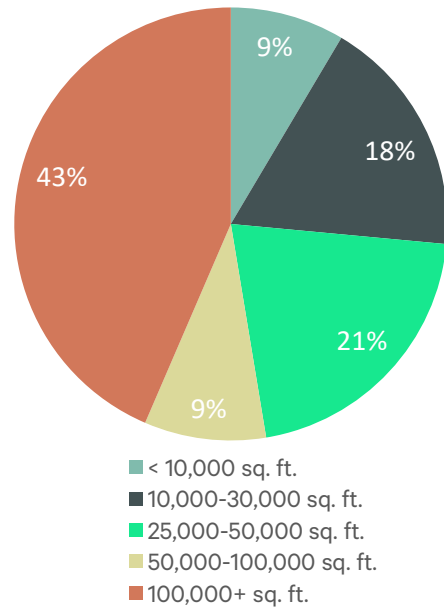
The average remaining term on sublease availabilities is 3.1 years with 46% of available space with terms seven years or greater. The top three largest sublease spaces currently available expire in at least six years.

FIGURE 5: Sublease Availability by Submarket



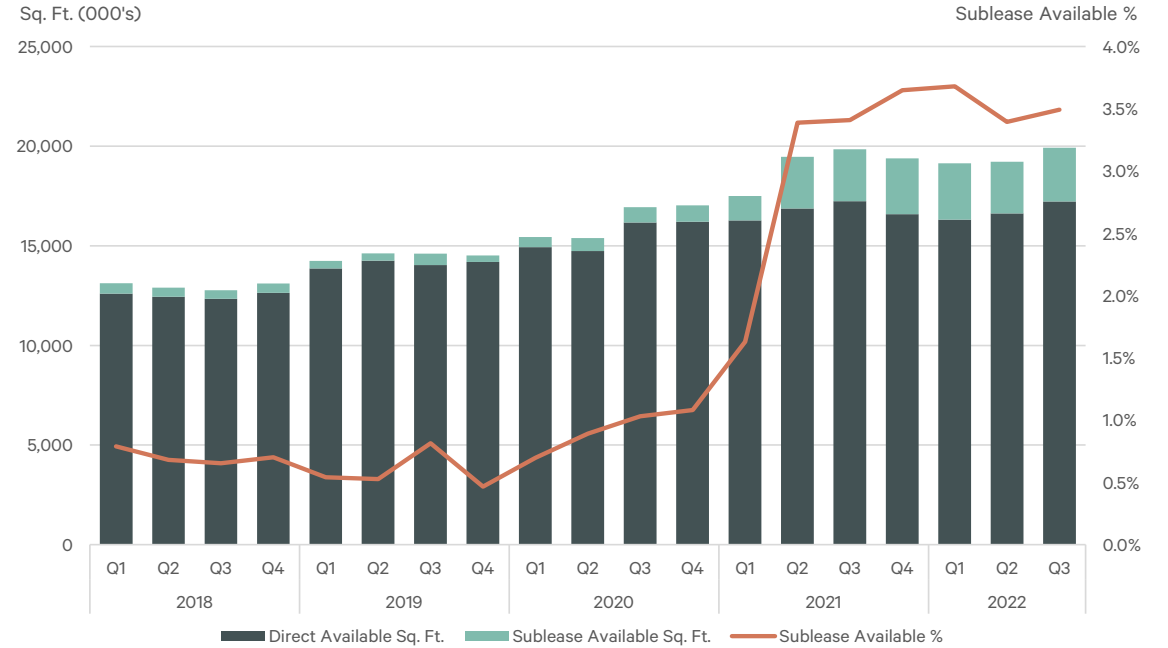
Source: CBRE Research, Q3 2022.

FIGURE 6: Sublease Available Spaces by Size



Source: CBRE Research, Q3 2022.

FIGURE 7: Historical Sublease vs Direct Availability



Source: CBRE Research, Q3 2022.

FIGURE 8: Top Sublease Spaces

Available SF	Property Name	Submarket	Lease Expiration
825,776	33 South Sixth	Minneapolis CBD	12/13/2030
136,125	2815 Cleveland Ave N	Suburban St. Paul	12/31/2032
135,646	Capella Tower	Minneapolis CBD	10/31/2028
132,604	10380 Bren Rd	494	7/31/2026
76,573	3701 Wayzata Boulevard	394	7/24/2030
67,714	901 S 3rd Avenue	Minneapolis CBD	12/31/2024

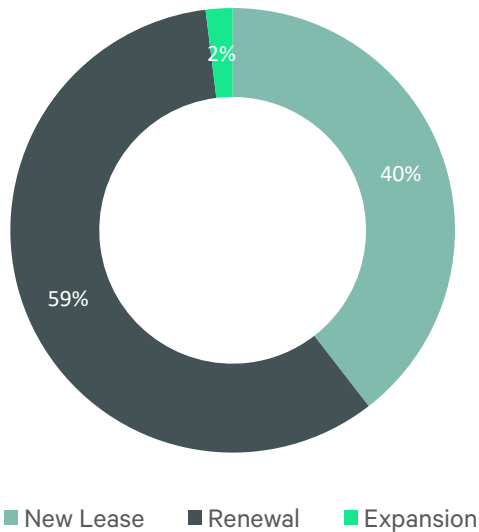
Source: CBRE Research, Q3 2022.

## Leasing Velocity

In the Minneapolis market, Q3 leasing activity fell to 300,000 sq. ft. compared to a high of 524,000 sq. ft. the previous quarter. This 43% decrease is the lowest quarterly leasing velocity the office market has seen since early in the pandemic. The majority of activity in Q3 was focused primarily in the 394 market, which posted 141,000 sq. ft. of leases signed.

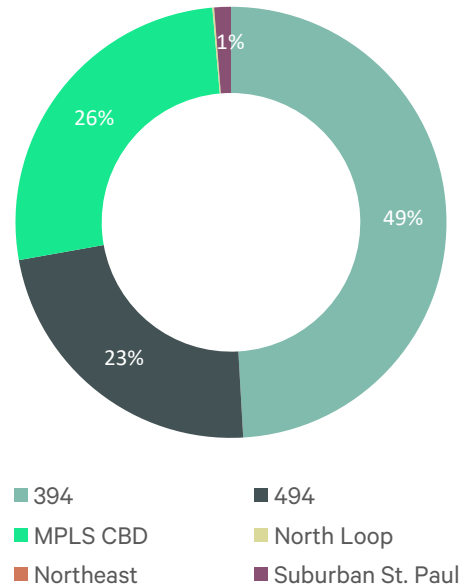
Renewals represented nearly 60% of total leasing volume in Q3 with new leases accounting for 40%. Among the most notable deals, Minnesota Medical Scanning Corp renewed for nearly 67k at Park Place East in the 394 submarket. Several new leases were signed for spaces above 20,000 sq. ft., demonstrating that tenants are continuing to stay active in the market amid the affects of hybrid and work-from-home operations.

FIGURE 9: Lease Transaction Types



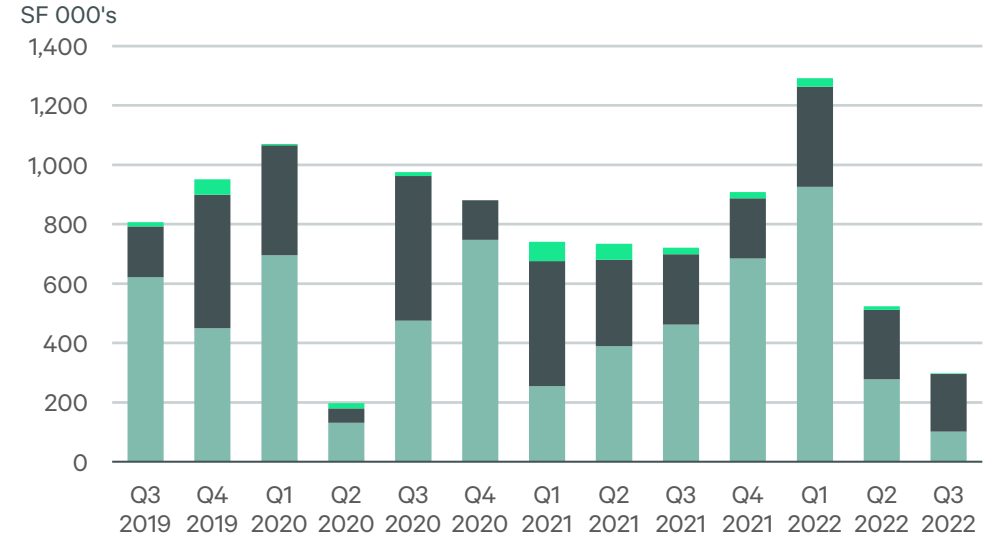
Source: CBRE Research, Q3 2022.

FIGURE 10: Lease Activity by Submarket



Source: CBRE Research, Q3 2022.

FIGURE 11: Historical Leasing Velocity by Class



Source: CBRE Research, Q3 2022.

FIGURE 12: Key Transactions

Transaction Type	Size (SF)	Tenant	Property	Submarket
Renewal	66,911	MN Medical Scanning Corp	Park Place East	394
New Lease	33,100	GSA	Norman Pointe II	494
New Lease	27,478	Workbox	121 S 8 <sup>th</sup> St	Minneapolis CBD
New Lease	22,060	Physician Reliance	Maple Grove Specialty Center	Northwest

Source: CBRE Research, Q3 2022.

## Investment Sales

- **Volume:** Investment sales volume totaled \$220 million in Q3, bringing the 2022 year-to-date total volume to \$938 million. This is a 31% increase year-over-year.
- **Buyer Composition:** Private sales account for the largest percentage of 2022 YTD activity at 76% followed by institutional buyers with 11.5% and Listed/REITs with 7.5% of all sales.
- **Property Type:** Q3 sales were predominantly led by suburban sales with \$214 million in total volume in contrast to \$6 million for CBD sales.

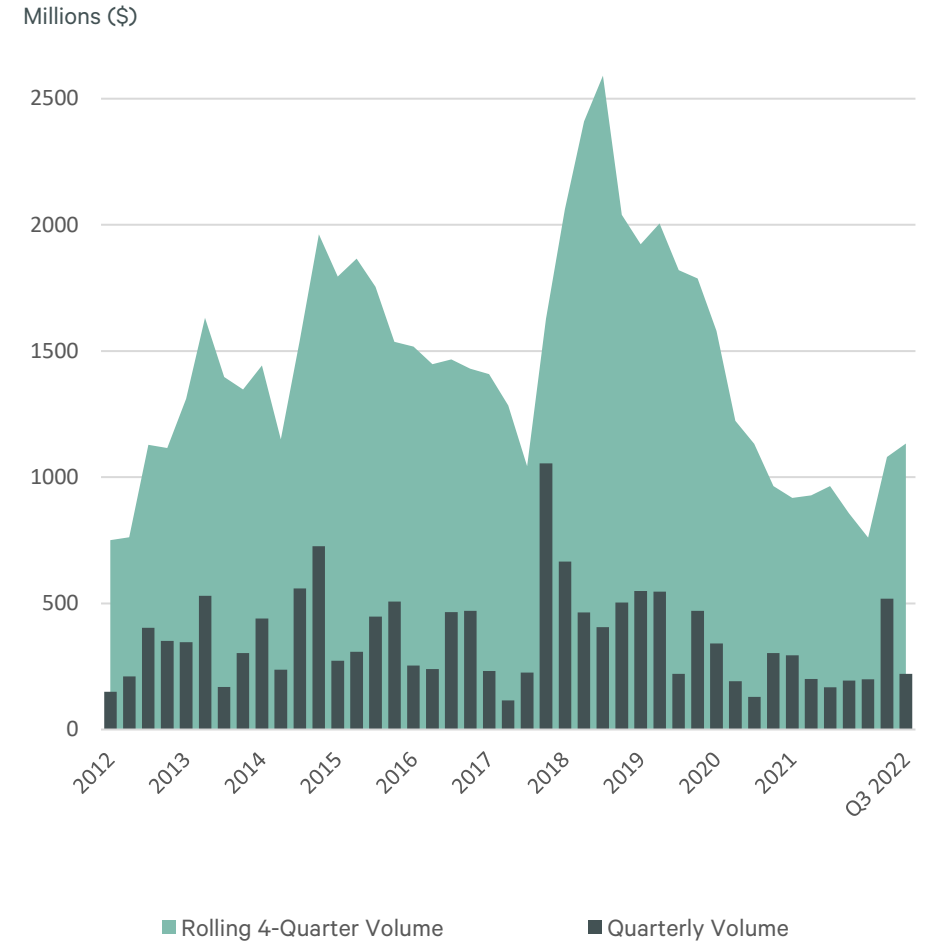
CBRE represented the seller in the sale of the New Brighton Office Center this quarter. In total, CBRE transacted \$18.7M of total office sales this quarter, representing 8.4% of the market activity.

FIGURE 13: Notable Minneapolis Office Investment Sales, Q3 2022

Property	Location	Buyer	Sale Price	Size (SF)
Normandale Lake Office Park	Bloomington	Opal Holdings	365,900,000	1,700,000
Broadway Ridge	Minneapolis	Singer Capital	30,100,000	185,488
Prudential	Plymouth	Scannell	20,400,000	450,000
BLN Office Park	Bloomington	Hempel	18,700,000	372,545
New Brighton Office Center	New Brighton	Edgewood REIT	18,500,000	115,667
Carlson Center East II	Minnetonka	Dahl Real Estate	10,500,000	65,000

Source: CBRE Research, Q3 2022

FIGURE 14: Minneapolis Office Investment Sales Volume, 2012 – Q3 2022



Source: Real Capital Analytics

## Market Summary Statistics

FIGURE 15: Minneapolis/St. Paul Office Market Statistics, Q3 2022 (cont. on next page)

Submarket	MT Rentable Area (Sq. Ft.)	MT Direct Availability Rate	MT Direct Vacancy Rate	Y-o-Y Vacancy Trend	Avg Dir Asking Ls Rate	Y-o-Y Asking Rate Trend	Q2 Net Absorption (Sq. Ft.)	Y-o-Y Quarterly Absorption Trend	Multi-Tenant and Single-Tenant Combined Stats	
									MT & ST Rentable Area (Sq. Ft.)	MT & ST Vacancy Rate
Metro Overall	76,651,422	22.0%	19.9%	↓	\$16.92	↑	(291,456)	↓	96,159,227	16.5%
A	37,562,933	18.5%	16.1%	↓	\$18.89	↑	(7,068)	↓	49,909,994	12.8%
B	31,988,104	25.8%	23.7%	↓	\$15.52	↑	(277,267)	↓	37,990,236	20.5%
C	7,100,385	23.6%	22.4%	↑	\$15.61	↑	(7,121)	↓	8,258,997	20.6%
Minneapolis CBD	22,975,415	23.7%	21.8%	↑	\$18.31	↑	(67,188)	↓	28,890,626	17.9%
A	14,243,494	16.6%	14.4%	→	\$20.46	↑	(39,773)	↓	19,531,901	10.9%
B	7,172,093	36.8%	35.3%	→	\$16.69	↑	(26,251)	↓	7,275,368	35.3%
C	1,559,828	28.2%	27.3%	↑	\$16.79	↑	(1,164)	↓	2,083,357	22.1%
394	11,651,502	20.0%	18.8%	↓	\$20.14	↓	(72,601)	↓	12,908,891	18.6%
A	5,949,679	20.0%	18.7%	↓	\$22.22	↑	23,242	↑	6,985,129	17.9%
B	4,686,491	22.6%	21.3%	↑	\$17.92	↑	(82,443)	↓	4,875,430	21.3%
C	1,015,332	8.1%	7.7%	↓	\$15.23	↓	(13,400)	↓	1,048,332	9.9%
494	16,962,381	20.0%	17.7%	↓	\$16.28	↓	(9,902)	↓	19,685,885	15.6%
A	8,478,788	17.8%	15.2%	→	\$17.99	→	(39,622)	↓	10,396,835	12.8%
B	7,017,416	22.3%	20.3%	↑	\$14.68	↑	36,074	↑	7,822,873	18.5%
C	1,466,177	21.4%	19.8%	↓	\$14.50	↓	(6,354)	↓	1,466,177	20.1%
North Loop	4,146,263	26.6%	24.5%	↓	\$18.60	↓	(17,337)	↑	4,383,763	25.6%
A	877,775	12.6%	10.8%	↓	\$23.02	↑	0	→	1,115,275	10.9%
B	2,244,628	31.3%	29.0%	↓	\$18.79	↓	(24,361)	↓	2,244,628	30.7%
C	1,023,860	28.4%	26.5%	↑	\$16.13	↑	7,024	↑	1,023,860	30.5%

Source: CBRE Research, Q2 2022.

FIGURE 15: Minneapolis/St. Paul Office Market Statistics, Q3 2022 (cont. from previous page)

Submarket	MT Rentable Area (Sq. Ft.)	MT Direct Availability Rate	MT Direct Vacancy Rate	Y-o-Y Vacancy Trend	Avg Dir Asking Ls Rate	Y-o-Y Asking Rate Trend	Q2 Net Absorption (Sq. Ft.)	Y-o-Y Quarterly Absorption Trend	Multi-Tenant and Single-Tenant Combined Stats	
									MT & ST Rentable Area (Sq. Ft.)	MT & ST Vacancy Rate
Midway	2,534,180	14.5%	14.2%	↓	\$16.12	↓	(20,330)	↓	3,608,522	10.7%
A	603,984	24.2%	24.2%	↑	\$16.50	↑	5,227	↑	603,984	24.7%
B	1,531,962	11.7%	11.5%	↓	\$15.21	↓	(26,249)	↓	2,325,917	8.6%
C	398,234	10.5%	9.3%	↑	\$18.73	↑	692	↓	678,621	5.4%
Northeast	2,424,556	9.5%	8.6%	↓	\$14.74	↑	15,025	↓	2,709,710	7.9%
A	465,813	21.8%	18.6%	↓	\$15.44	↓	20,791	↑	465,813	18.6%
B	1,819,117	5.7%	5.4%	↓	\$14.61	↓	(5,766)	↓	2,104,271	5.0%
C	139,626	17.5%	15.7%	↓	\$12.47	↓	0	→	139,626	15.7%
BEA	3,644,915	25.5%	22.5%	↓	\$12.45	↓	(8,249)	↓	5,145,417	16.0%
A	1,806,727	21.8%	18.2%	↓	\$13.89	↓	18,460	↑	2,345,765	14.0%
B	1,709,176	30.7%	28.1%	↓	\$11.88	↓	(27,335)	↓	2,670,640	18.0%
C	129,012	10.3%	8.5%	↓	\$11.23	↑	626	↑	129,012	8.5%
Northwest	1,374,588	22.6%	19.7%	↓	\$12.98	↑	24,313	↑	2,564,191	10.6%
A	244,850	6.5%	5.5%	↓	\$13.28	↑	0	→	1,245,981	1.1%
B	851,663	26.7%	22.4%	↑	\$13.12	↑	23,881	↑	1,040,135	18.3%
C	278,075	24.1%	24.1%	↑	\$12.45	↑	432	↑	278,075	24.1%
St. Paul CBD	6,042,576	23.7%	19.5%	↓	\$12.94	↑	(46,165)	↓	8,707,661	13.8%
A	2,685,792	20.0%	17.8%	↓	\$13.06	↓	28,181	↑	3,240,792	15.0%
B	3,047,791	26.8%	20.6%	↓	\$12.57	↑	(77,143)	↓	5,157,876	12.4%
C	308,993	25.3%	23.5%	↓	\$16.06	↓	2,797	↑	308,993	23.5%
Suburban St. Paul	4,863,145	27.6%	24.4%	↓	\$13.66	↑	(89,022)	↓	7,522,660	16.3%
A	2,120,799	28.2%	21.2%	↓	\$14.03	→	(23,574)	↓	3,893,287	12.6%
B	1,956,199	21.6%	21.2%	↓	\$13.74	↑	(67,674)	↑	2,521,530	16.4%
C	786,147	41.0%	41.0%	↑	\$10.85	↓	2,226	↑	1,107,843	28.9%

Source: CBRE Research, Q2 2022.

## Economic Overview

The problems associated with inflation continue to run their course. Although the pace of inflation may have started to plateau, the Federal Reserve’s hawkish response has been unequivocal in a way that caught markets by surprise. Aggressive rate hikes and Fed balance sheet reductions have successfully resulted in a strong dollar and higher mortgage rates, and the beginning of a slowdown in the U.S. economy.

Higher rates are not just impeding household decisions; a higher corporate cost of capital is forcing firms to rethink hiring plans. So far resilient consumers have driven further economic growth but now the realities of lower savings rates and chronically poor sentiment suggest excess spending is coming to an end. Consequently, we expect the economy to contract early next year, and unemployment to rise. This should push inflation down toward 3% by year-end 2023. It is possible the Fed may be able to reduce inflation and maintain the unemployment rate below 5%, but we should not bank on that. Once inflation is tamed, both capital and real estate markets will become more predictable again





FIGURES | MINNEAPOLIS INDUSTRIAL | Q3 2022

# 9M sq. ft. of new construction underway with 2M delivered in the third quarter

▼ 3%  
Vacancy Rate

▲ 2.6M  
SF Net Absorption

▲ 9M  
SF Under Construction

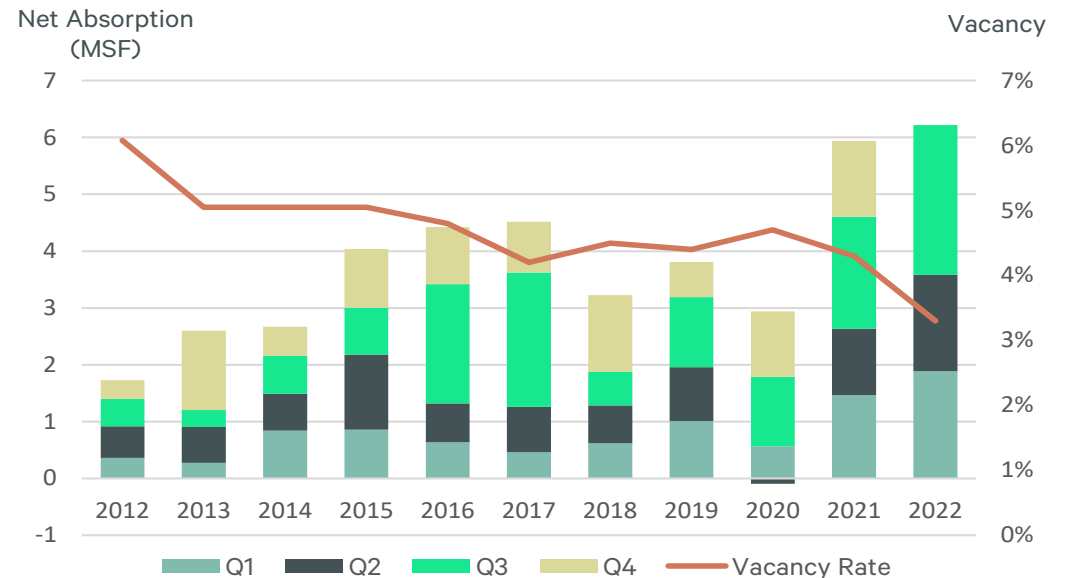
▲ \$7.26 PSF  
Average Asking Rate (NNN)

Note: Arrows indicate change from previous quarter.

## MARKET OVERVIEW

- In Q3, the Minneapolis industrial market absorbed 2.6 million sq. ft., bringing the 2022 year-to-date total up to 6.2 million sq. ft.
- Vacancy rates were 3%, a decrease of 120 basis points year-over-year.
- The construction pipeline remained strong, with 8.9 million sq. ft. under construction and 8 buildings delivered this quarter adding 2 million sq. ft.
- Speculative deliveries this quarter include the 610 Broadway Business Center in Brooklyn Park, Arbor Lakes Business Park III in Maple Grove, Chaska Creek 1, and the Nordeast Business Center in Minneapolis.
- Strong Q3 2022 leasing activity was led by the Northwest and Southwest submarkets. Overall, Q3 leasing activity totaled just over 3 million sq. ft
- New leases and expansions accounted for 67% of all market activity in Q3,. In the Northwest submarket, 81% of Q3 activity was with new leases.

FIGURE 1: Quarterly and Annual Net Absorption vs. Vacancy



Source: CBRE Research, Q3 2022.

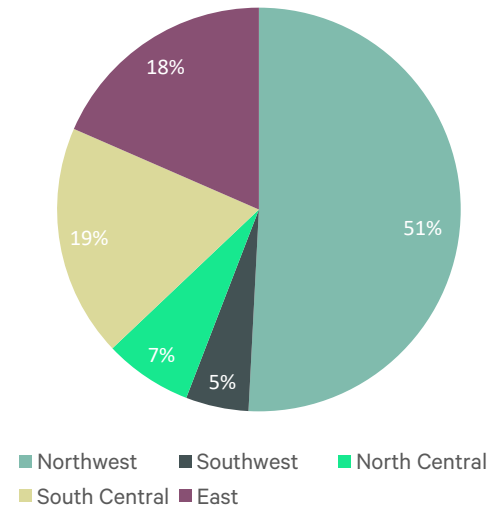
## Absorption, Vacancy, and Construction

In Q3, the Minneapolis industrial market absorbed 2.6 million sq. ft., bringing the 2022 year-to-date total up to 6.2 million sq. ft. The Northwest and East submarkets experienced the strongest positive absorption with 1.1 million sq. ft. and 573,971 sq. ft. respectively. Following such strong activity, vacancy rates this quarter dropped to 3%, a decrease of 50 basis points year-over-year.

There are currently 8.9 million sq. ft. of new industrial development under construction in the Minneapolis market. Of that, 69% is speculative development with 37% percent pre-leased. Several large speculative projects underway include the 1M sq. ft. Cubes at French Lake in Dayton, the Cottage Grove Logistics Park 2, and the I-94 East Logistics Center in Woodbury.

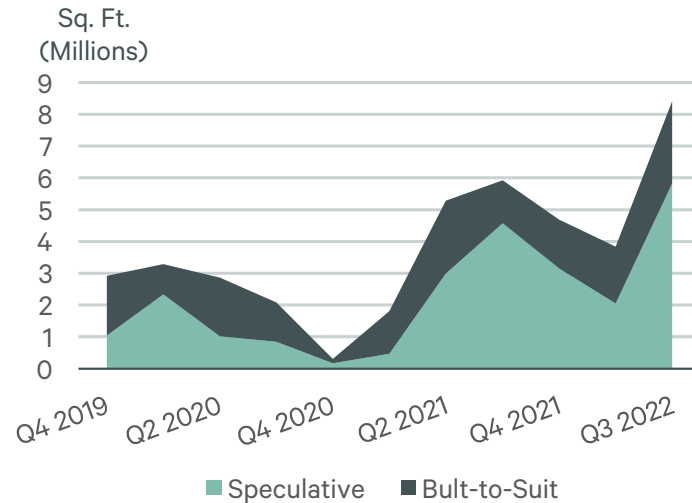
In Q3, there was 2 million sq. ft. of new construction delivered including the 610 Broadway Business Center in Brooklyn Park, Arbor Lakes Business Park III in Maple Grove, Chaska Creek 1, and the Nordeast Business Center in Minneapolis.

FIGURE 2: Current Construction by Submarket



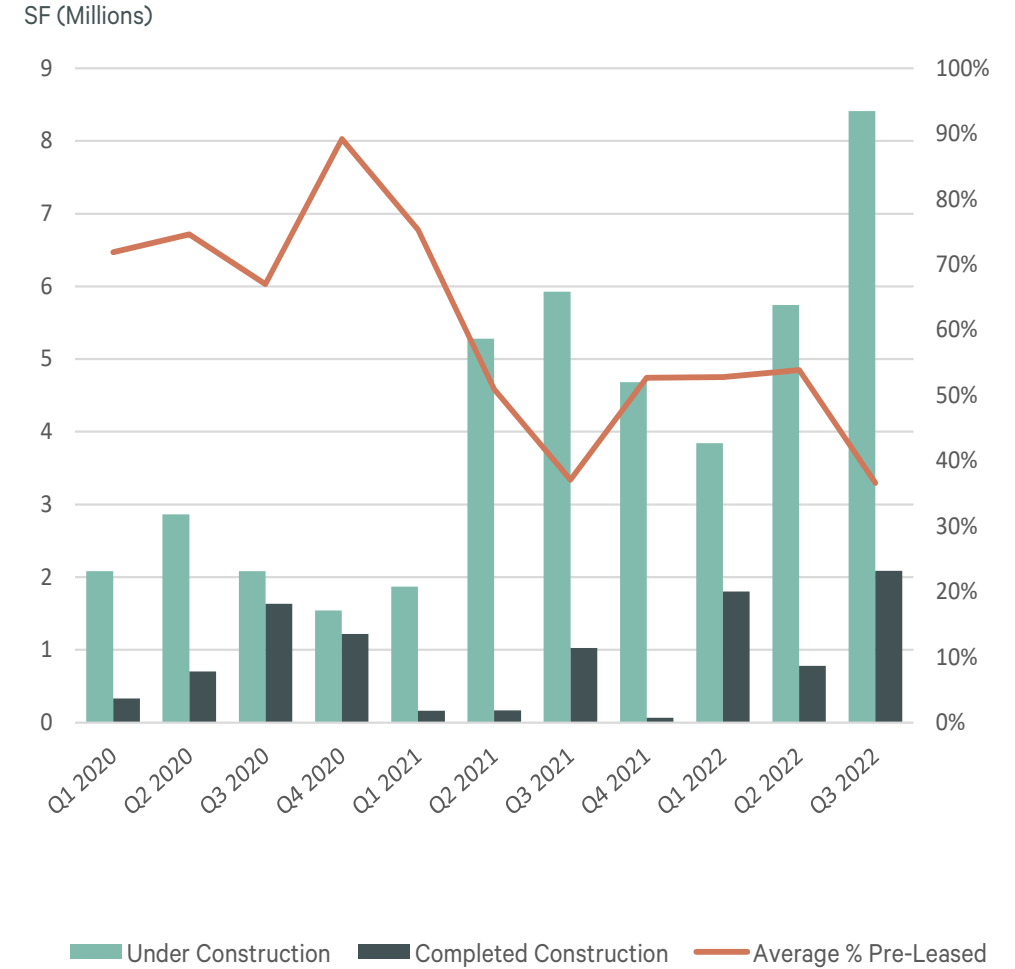
Source: CBRE Research, Q3 2022.

FIGURE 3: Speculative and Built-To-Suit Under Construction



Source: CBRE Research, Q3 2022.

FIGURE 4: Historic Construction Activity and Percentage of Buildings Pre-Leased



Source: CBRE Research, Q3 2022.

## Leasing

Strong Q3 2022 leasing activity was led by the Northwest and Southwest submarkets which together accounted for 59% of leasing activity. Overall, Q3 activity totaled 2.9 million sq. ft.

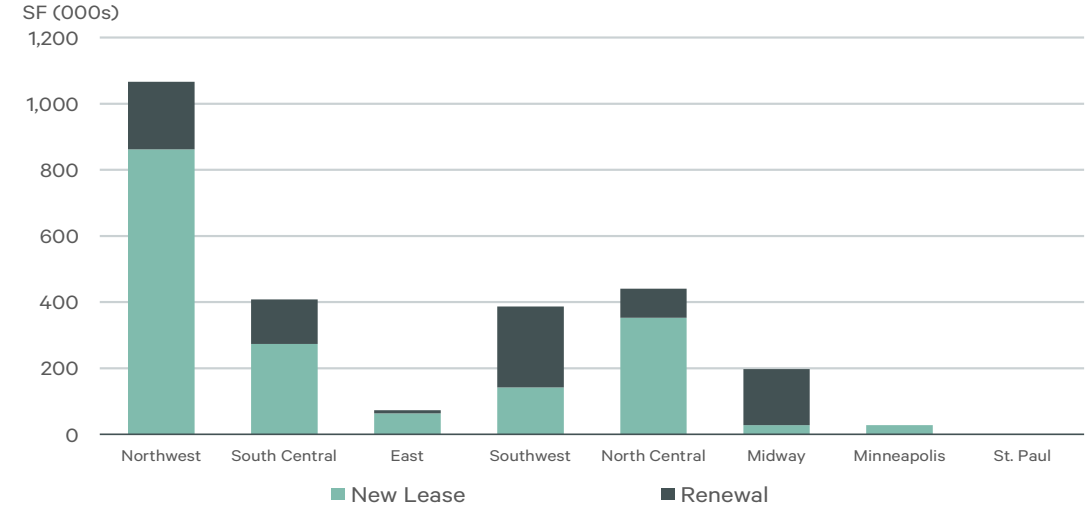
- New leases and expansions accounted for 59% of all market activity in Q3. In the Northwest submarket, 81% of Q3 activity was with new leases.
- The Northwest submarket led the Minneapolis market with 38% of all Q3 activity and 1.1 million sq. ft. transacted. The Southwest (21%), North Central (17%), and South Central (14%) submarkets shared the bulk of remaining activity.
- Manufacturing users accounted for the largest share of activity at 32% of all Q3 activity, followed by Wholesale users at 24%..

FIGURE 5: Top Transactions

Tenant	Size (Sq. Ft.)	Property	Submarket	Transaction Type	Industry
Anagram	218,643	Bloomington Distribution Center	Southwest	New Lease	Manufacturing
FedEx	172,057	Roseville Distribution Center	North Central	New Lease	Transportation/ Distribution
Viking Electric Supply	162,618	Mid City Business Center West	Midway	Renewal	Wholesale
Border States Electric	125,112	Zachary Distribution Center	Northwest	New Lease	Wholesale

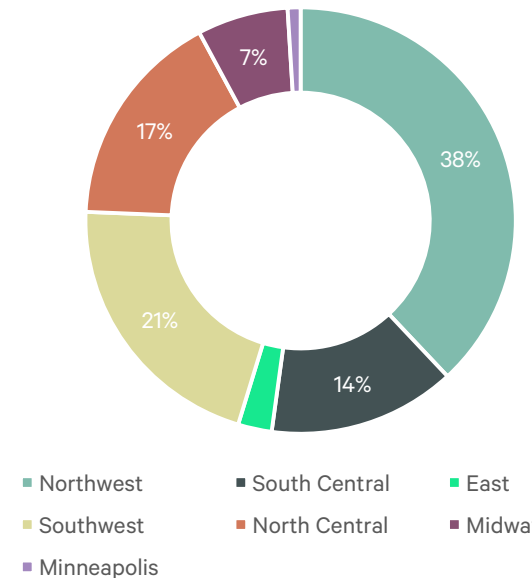
Source: CBRE Research, Q3 2022

FIGURE 6: Top Transaction Type by Submarket and Sq. Ft.



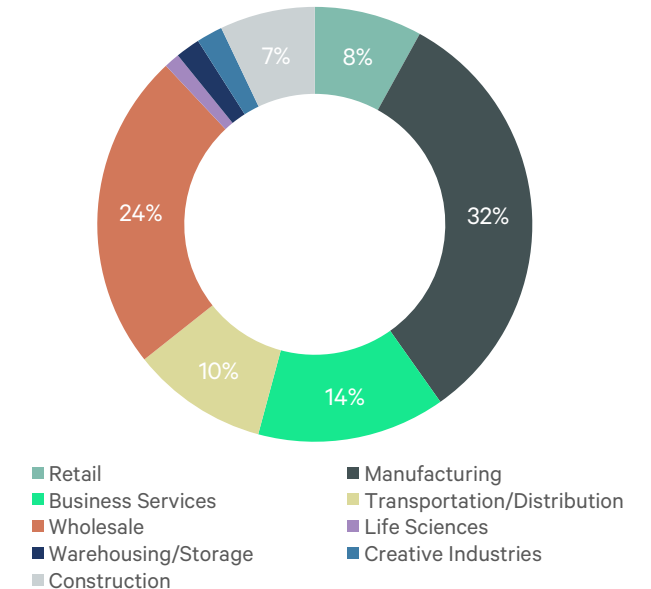
Source: CBRE Research, Q3 2022.

FIGURE 7: Top Transactions by Sq. Ft. by Submarket



Source: CBRE Research, Q3 2022.

FIGURE 8: Top Transactions by Industry Type



Source: CBRE Research, Q3 2022.

## Investment Sales.

- **Volume:** Investment sales volume totaled \$305 million in Q3, bringing the 2022 year-to-date total volume to \$1.06 billion. This is a 22% increase year-over-year.
- **Buyer Composition:** Private sales account for the largest percentage of Q3 activity at 48% followed by Listed/REIT buyers with 26% and institutional buyers at 21% of all sales.
- **Product Type:** Q3 sales were predominantly for flex properties representing 58% of the total sales volume.

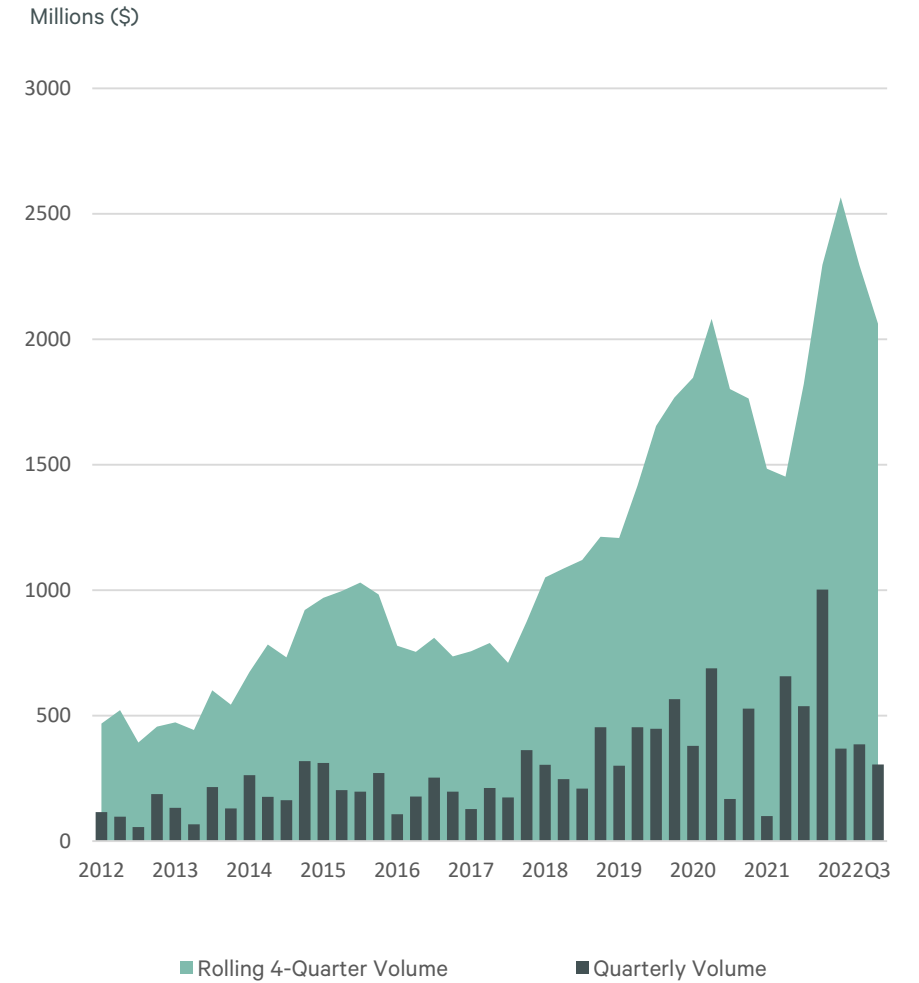
Of the largest deals this quarter, CBRE represented the seller in the sale of 4 properties as part of the Abbott Laboratories Life Sciences Campus deal and the sale of 4835 White Bear Parkway. In total, CBRE transacted \$110M of total industrial sales this quarter, representing 36% of the market activity.

FIGURE 9: Q3 2022 Top Investment Sales

Property	Location	Buyer	Sale Price	Size (SF)	Price Per SF (\$)
Abbott Laboratories Life Sciences Campus	Minnetonka	Virus RE Capital	53,000,000	280,000	189
Blackstone Waters Business Center Portfolio	Eagan	Hyde Development	37,100,000	328,546	113
Alidade Capital MI Industrial Portfolio	Various	Westmount Realty	33,200,000	314,553	106
4835 White Bear Parkway	White Bear Lake	Norman Properties	21,500,000	117,518	183
Times Venture MN Industrial Portfolio	Various	Capital Partners	19,800,000	159,530	124

Source: CBRE Research, Q3 2022.

FIGURE 10: Minneapolis Industrial Investment Sales Volume, 2012 – Q3 2022



Source: Real Capital Analytics.

FIGURE 11: Minneapolis/St. Paul Industrial Market Statistics

Submarket	Inventory (Sq. Ft.)	Total Availability Rate	Total Vacancy Rate	Q3 2022 Net Absorption (Sq. Ft.)	Avg. Net Blended Asking Rate (\$/Sq. Ft./Yr.)
<b>Metro Overall</b>	<b>348,189,534</b>	<b>3.9%</b>	<b>2.9%</b>	<b>2,636,672</b>	<b>\$7.26</b>
East	20,102,090	3.4%	3.0%	573,971	\$6.10
Northwest	77,355,601	4.4%	3.3%	1,153,991	\$7.75
Southwest	71,085,032	5.3%	4.3%	257,956	\$6.94
South Central	53,336,797	3.4%	2.5%	(89,267)	\$7.08
North Central	53,759,440	2.8%	2.3%	500,864	\$6.48
Minneapolis	25,546,336	3.2%	1.9%	95,499	\$6.23
St Paul	16,068,037	2.3%	1.6%	117,787	\$9.11
Midway	30,936,201	3.4%	1.4%	25,871	\$9.25

Source: CBRE Research, Q3 2022.

FIGURE 12: Minneapolis/St. Paul Industrial Construction Statistics

Submarket	Construction Starts	Starts Preleased	Spec Under Construction	BTS Under Construction	Total Under Construction	Spec Completed	BTS Completed	Construction Completions
<b>Metro Overall</b>	<b>2,504,218</b>	<b>540,250</b>	<b>5,817,248</b>	<b>2,592,851</b>	<b>8,410,099</b>	<b>629,919</b>	<b>1,458,536</b>	<b>2,088,455</b>
East	199,919	0	1,552,753	0	1,552,753	0	517,000	517,000
Northwest	2,304,299	540,250	2,764,145	1,510,251	4,274,396	331,419	941,536	1,272,955
Southwest	0	0	423,448	0	423,448	168,000	0	168,000
South Central	0	0	494,600	100,000	594,600	0	0	0
North Central	0	0	582,302	982,600	1,564,902	0	0	0
Minneapolis	0	0	0	0	0	130,500	0	130,500
St Paul	0	0	0	0	0	0	0	0
Midway	0	0	0	0	0	0	0	0

Source: CBRE Research, Q3 2022.

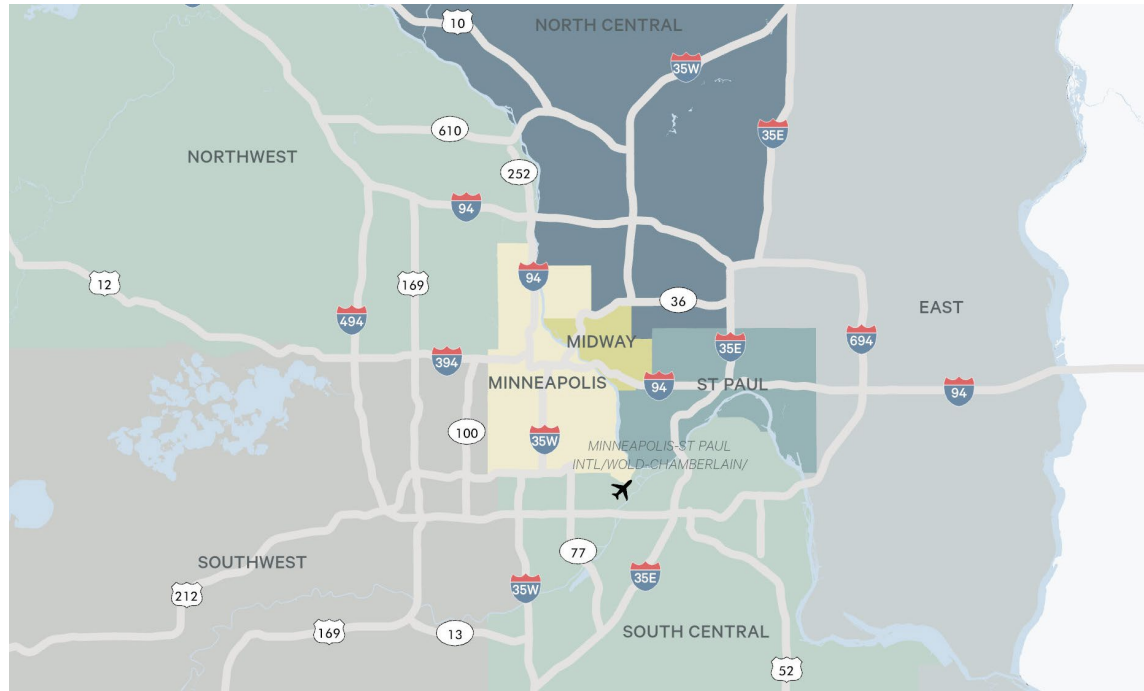
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## Market Area Overview



## Definitions

**Available Sq. Ft.:** Space in a building, ready for occupancy within six months; can be occupied or vacant. **Availability Rate:** Total Available Sq. Ft. divided by the total building Area. **Average Asking Lease Rate:** A calculated average that includes net and gross lease rate, weighted by their corresponding available square footage. **Building Area:** The total floor area sq. ft. of the building, typically taken at the “drip line” of the building. **Gross Activity:** All sale and lease transactions completed within a specified time period. Excludes investment sale transactions. **Gross Lease Rate:** Rent typically includes real property taxes, building insurance, and major maintenance. **Net Absorption:** The change in Occupied Sq. Ft. from one period to the next. **Net Lease Rate:** Rent excludes one or more of the “net” costs (real property taxes, building insurance, and major maintenance) typically included in a Gross Lease Rate. **Occupied Sq. Ft.:** Building Area not considered vacant. **Vacancy Rate:** Total Vacant Sq. Ft. divided by the total Building Area. **Vacant Sq. Ft.:** Space that can be occupied within 30 days.

## Survey Criteria

Includes all industrial buildings 10,000 sq. ft. and greater in size in the Minneapolis/St. Paul market. Buildings which have begun construction as evidenced by site excavation or foundation work.

## Contact

### Maggie Parra

Senior Field Research Analyst  
 +1 612 215 1268  
 maggie.parra@cbre.com



1900 LaSalle Plaza  
800 LaSalle Avenue  
Minneapolis, MN 55402  
+1 952 924 4600

July 10, 2019

**BY ELECTRONIC MAIL**

City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303

Attention: Sean Sullivan and Kurt Ulrich

**Re: *Exclusive Sales Listing Agreement  
Multiple Land Parcels, City of Ramsey, Minnesota ("Property")  
Vacant Land Exhibit B***

Dear Sean and Kurt,

Thank you for selecting CBRE, Inc. ("CBRE") to represent you. The terms of our engagement are contained in this agreement ("Agreement").

1. This Agreement shall terminate six months from August 1, 2019 ("Term").
2. During the Term, you appoint us your exclusive agent with the right to list and market the Property for sale and to negotiate agreements for the sale of the Property (which includes portions thereof). If, during the Term, the Property is removed from the market because escrow is opened or an offer to purchase the Property is accepted, and if the sale is not consummated for any reason, then the Term will be extended by the longer of the number of days that (i) escrow was open or (ii) the Property was removed from the market, but in no event more than 180 calendar days in the aggregate.
3. We will commit the appropriate number of qualified and licensed professionals to this engagement. Your "Listing Team" is comprised of Brian Pankratz. We will have the right to change members of the Listing Team as necessary and appropriate. The Listing Team shall owe you duties of trust, confidence and loyalty.
4. We will offer the Property at an initial listing price that is per separate agreement and Acceptable to Owner, although the Property may be sold upon such other terms as you may agree. However, it is your right to: (a) approve, modify, reject or disapprove any and all proposals and offers as well as any prospective purchasers for the Property and (b) adjust the terms and conditions of any offer made, including but not limited to, adjusting the Property's listing price.
5. We will work with you to create and implement a sales strategy for the Property, including preparation of appropriate and customary marketing materials (such as an offering brochure). In developing the strategy, we will rely on (without requirement to verify) any information provided to us by you, your agents, affiliates and/or any of the Property's managers. However, we will not issue any written marketing materials without your prior written approval. Further, you authorize us to place one or more signs on the Property as we deem appropriate.
6. The success of this engagement relies, in part, on cooperation and communication between City of Ramsey and CBRE Listing Team. Therefore, you agree to: (i) provide us with all available information to assist us in marketing the Property; (ii) make CBRE Listing Team aware of all inquiries regarding CBRE listed properties; and (iii) work with CBRE Listing Team to conduct

negotiations with prospective purchasers as needed. If a prospective buyer is a City generated lead that has not had prior discussions with CBRE Listing Team, and CBRE services are not required, CBRE commissions will be reduced from 5% to 3%..

7. You represent that you either are the fee owner of or otherwise have control over the Property. You further represent that you have full authority to enter into this Agreement without violating anyone else's rights, or any other agreements or contractual obligations.
8. We will present all offers to you and assist you in developing and negotiating counteroffers until a PSA is signed and all contingencies are satisfied or waived. You agree that you and/or your legal counsel are solely responsible for determining the legal sufficiency of the documents related to this engagement and the tax consequences of any transaction. You are also responsible for evaluating any offers and determining with whom you will negotiate or enter into a transaction. While we may assist you in gathering reasonably available information, we cannot represent or warrant the creditworthiness of any prospect and/or their ability to satisfy their obligations under a purchase agreement. All final business and legal decisions shall be made solely by you. Notwithstanding any designation of us as "agent" in this Agreement, we will have no right, power, or authority to enter into any agreement with any prospective purchaser, real estate broker, or any other person in the name of, on behalf of, or otherwise binding upon you.
9. **NOTICE: THE COMPENSATION FOR THE SALE, LEASE, RENTAL, OR MANAGEMENT OF REAL PROPERTY SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND THE BROKER'S CLIENT.**
10. We will earn (and you agree to pay) a commission in accordance with this Agreement and the attached Commission Schedule (Exhibit "A") if either of the following occur:
  - (a) during the Term, you sell the Property to a purchaser, whether procured by us, you or anyone else; or
  - (b) within one hundred eighty (180) days after the expiration of the Term or after the Agreement otherwise terminates (the "Override Period"), the Property is sold to, or negotiations continue, resume or commence and thereafter continue leading to a sale of the Property to any person or entity (including his/her/its successors, assigns or affiliates) with whom, during the Term, CBRE either negotiated (either directly or through another broker or agent) or to whom the Property was submitted during the Term ("Existing Prospect"). You agree that CBRE is authorized to continue negotiations with Existing Prospects. We will submit to you a list of such Existing Prospects in a "Protective List" within seventy-two (72) hours following the expiration or termination of the Term as required by M.S.A. §82.66(1); provided, however, that if a written offer has been submitted prior to said expiration or termination date, then it shall not be necessary to include the offeror's name on the list. The protective list may include only persons who have, during the Term, either made an affirmative showing of interest in the property by responding to an advertisement, or by contacting the Broker or having been physically shown the property by the Broker.

**NOTICE: IF YOU RELIST WITH ANOTHER BROKER WITHIN THE OVERRIDE PERIOD AND THEN SELL YOUR PROPERTY TO ANYONE WHOSE NAME APPEARS ON THIS LIST, YOU COULD BE LIABLE FOR FULL COMMISSIONS TO BOTH BROKERS. IF THIS NOTICE IS NOT FULLY UNDERSTOOD, SEEK COMPETENT ADVICE.**

11. You agree that we are authorized to cooperate with and, if appropriate, share our commission with "Cooperating Brokers" (such as a broker representing a purchaser). We will be responsible for paying the fee or commission due to the Cooperating Broker (if any) provided the Cooperating Broker: (i) represents the prospective purchaser pursuant to a written agreement, a copy of which is furnished to us prior to the execution of the transaction; (ii) is properly licensed; and (iii) executes and delivers to us an acceptable cooperating brokerage agreement. Market conditions may exist whereby the Cooperating Broker receives an above-standard fee and/or broker bonus. If so, our commission shall be increased by (and you agree to pay) an amount such that we receive no less than 50% of the total fee in accordance with the Commission Schedule.

12. If you lease the Property to anyone during the Term or Post-Term, you agree to pay CBRE a lease commission in accordance with Exhibit A.
13. The Listing Team are your designated agents to the exclusion of all of CBRE's other licensees. All other CBRE licensees shall be referred to as "Non-Listing Team Agents" and shall be considered Cooperating Brokers. You acknowledge that we are an international brokerage firm and that we may represent prospective purchasers. You consent to the representation of such prospective purchasers by Non-Listing Team Agents and consent to any dual agency created by such representation. You acknowledge that Non-Listing Team Agents owe duties of trust, confidence and loyalty exclusively to their clients. The Listing Team and Non-Listing Team Agents shall not disclose the confidential information of one principal to the other.
14. Questions regarding environmental and zoning issues may arise during the course of our representation. CBRE is not obligated to perform, and has not made any investigation of the physical conditions or zoning issues relating to the Property. You agree to disclose to us and allow us to disclose to prospective purchasers everything you know (after reasonable inquiry by you) regarding present and future property issues including, but not limited to, structural, mechanical, hazardous materials, zoning and environmental matters affecting the Property and/or the Property's condition.
15. If the Property becomes the subject of foreclosure proceedings before the expiration of the Term, then in our sole and absolute discretion we may: (a) suspend this Agreement until we may elect to reinstate it or (b) terminate this Agreement and enter into a listing agreement with any receiver, party initiating foreclosure, party purchasing the Property at a foreclosure sale, or any other third party.
16. While we are confident that our relationship will be mutually satisfactory, if there is a dispute between us, then we agree to resolve it subject to the following:
  - (a) if either party institutes a legal proceeding against the other party relating to this Agreement, the prevailing party shall recover from the non-prevailing party all of its (i) reasonable attorneys' fees and costs, (ii) expert-related fees and costs and (iii) other related expenses. All past due amounts shall bear interest at twelve percent (12%) per annum or the maximum rate permitted in the state in which the Property is located. No party will be entitled to punitive, special and/or consequential damages, and we each waive all rights to and claims for relief other than for compensatory damages; and
  - (b) **WHERE PERMITTED BY LAW, WE EACH KNOWINGLY AGREE TO WAIVE ANY AND ALL RIGHTS TO HAVE A DISPUTE ON ANY MATTER RELATING TO, OR ARISING FROM THIS AGREEMENT DETERMINED BY A JURY.**
17. You and CBRE agree to comply with all applicable laws, regulations, codes, ordinances and administrative orders. Further, we both acknowledge that: (a) it is illegal to refuse to display or lease or sell to or from any person because of one's membership in a protected class, e.g.: race, color, religion, national origin, sex, ancestry, age, marital status, physical or mental handicap, familial status or any other class protected by applicable law and (b) the Property will be offered in compliance with all applicable anti-discrimination laws.
18. This Agreement is our entire agreement and supersedes all prior understandings between us regarding this engagement and is governed by the laws of the state where the Property is located, without regard to its conflict of laws principles. This Agreement will be binding and inure to the benefit of our lawful representatives, heirs, successors, designees and assignees. It may not be altered or terminated except in a writing signed by both you and CBRE. Neither party's failure to exercise any of its rights under this Agreement will relieve the other party of its obligations hereunder. Nothing herein is or may be deemed a waiver or full statement of any of our rights or remedies, whether at law or in equity, all of which are expressly reserved. If any provision of this Agreement is unenforceable or void under applicable law, the remaining provisions will continue to be binding. This Agreement and the rights, interests or obligations created hereunder will not be assigned by either of the parties without the prior written consent of the other party. We each agree that we have both participated in the negotiation and drafting of this Agreement. You acknowledge that the person signing this Agreement on your behalf has your full authority to execute it. This

Agreement will be binding whether signatures are exchanged electronically or by hand, by mail, by fax, by electronic transfer or image, by photocopy or in counterparts.

19. Either party can cancel the Listing Agreement after 6 months with 30 day written notice.

Thank you again for this opportunity. We look forward to working with you.

Very truly yours,

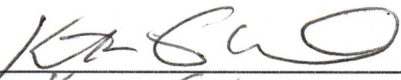
**CBRE, Inc.**  
**Licensed Real Estate Broker**

By:   
Name: Jeff Jiovanazzo  
Title: Managing Director

Date: July 18, 2019

**AGREED:**

City of Ramsey

By:   
Name: Kurtis G. URICK  
Title: CITY Administrator  
Date: 7-29-19

## EXHIBIT A – Commission Schedule

- A. *Sale.* As to sales of real property, CBRE's commission shall be five percent (5%) of the gross sales price. If a cooperating broker or salesperson procures the sale, the commission will be seven percent (7%) of the gross sales price. Gross sales price shall include any and all consideration received or receivable, in whatever form, including but not limited to assumption or release of existing liabilities. In the event this sale is in connection with a "build to suit" transaction, the commission shall be calculated on the gross sales price plus the gross construction cost of the building to be constructed on the Property. The commission shall be earned and paid on the date title to the Property is transferred to the purchaser; provided, however, that if the transaction involves an installment contract, then payment shall be made upon execution of such contract. In the event you contribute or convey the Property or any interest therein to a corporation, joint venture, partnership, or other business entity, the commission shall be calculated on the fair market value of the Property or the portion thereof that is so transferred, and shall be earned and paid at the time of the contribution or transfer. If you are a partnership, corporation, or other business entity, and an interest in the partnership, corporation or other business entity is transferred, whether by merger, outright purchase or otherwise, in lieu of a sale of the Property, and applicable law does not prohibit the payment of a commission in connection with such sale or transfer, the commission shall be calculated on the fair market value of the Property, rather than the gross sales price, multiplied by the percentage of interest so transferred, and shall be paid at the time of the transfer.
1. *Definitions.* Under this Agreement the terms "sell," "sale" or "sold" shall mean: (a) an exchange of the Property; (b) the granting of an option to purchase the Property; or (c) any other transfer, conveyance or contribution of a controlling interest in the Property or in the entity which owns the Property, including, but not limited to, situations where you are a corporation, partnership or other business entity and a controlling interest in such corporation, partnership or other business entity is transferred, whether by merger, outright purchase or otherwise, in lieu of a sale of the Property.
  2. *Option to Purchase.* If you grant an option to purchase the Property, you agree to pay us a commission in accordance with this Commission Schedule, on the price paid for the option and for any extensions when you receive payment for any such option and/or extensions. If the option is exercised, whether during the Term or after, we will earn a further commission in accordance with this Agreement. Notwithstanding the foregoing, to the extent that all or part of the price paid for the option or any extension thereof is applied to the sales price of the Property, then any commission previously paid by you to us on account of the option payments will be credited against the commission payable to us on account of the exercise of the option.
  3. Broker (CBRE) shall receive a minimum fee based on a sales price of \$1.50 per gross SF for the sale of any industrial or office land and a minimum fee of \$5,000.00 for the sale of any residential parcel of land \$5,000.00 for the sale of any residential parcel of land greater than \$45,000; and, a minimum fee of \$3,500.00 for the sale of any residential parcel of land less than or equal to \$45,000.
  4. If a potential prospect/buyer is generated by the City of Ramsey with no prior contact or discussions with/from CBRE than the commission will be reduced to 3% of the gross sales price to calculate commissions. If potential buyer generated by City of Ramsey has a cooperative broker the CBRE Listing Team commission will be equal to the cooperative broker and in no event will be no higher than 3.5%.

**EXHIBIT B – Subject Parcels**

1. Parcel 50a - 28-32-25-41-0020
2. Parcel 52b - AEON 2 Parcel-28-32-25-13-0092
3. Parcel 47c - 28-32-25-31-0023
4. Parcel 47e - 28-32-25-23-0018
5. Parcel 46 - 28-32-25-22-0058
6. Parcel 42a -7994 Sunwood Drive - 28-32-25-23-0012
7. Parcel 42b - 7990 Sunwood Drive - 28-32-25-23-0011
8. Parcel 42c - 7992 Sunwood Drive- 28-32-25-23-0013
9. Parcel 48a -28-32-25-24-0017
10. Parcel 48c - 28-32-25-31-0025

## Owner Marketing Approval

Property Name:	City of Ramsey Land Parcels
Property Address:	Ramsey, MN
Broker(s):	Brian Pankratz

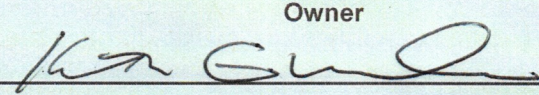
I hereby authorize CBRE to actively market the above-referenced property for signage, spec sheets, brochures, postcards, company web page, campaign logic, MNCAR, Co-Star & Loopnet:

TOTAL BUILDING SQUARE FOOTAGE:	
AVAILABLE SQUARE FOOTAGE:	
OFFICE SQUARE FOOTAGE:	
WAREHOUSE SQUARE FOOTAGE:	
LOT AREA:	66.27
CLEAR HEIGHT:	
LOADING:	
CONSTRUCTION:	
YEAR BUILT:	
SPRINKLERED:	
POWER:	
COLUMN SPACING:	
PARKING:	
LEASE RATES/SALE PRICE:	
EST. 2019 REAL ESTATE TAXES:	
EST. 2019 CAM:	
EST. 2019 TOTAL:	
COMMENTS:	

APPROVED this 29<sup>th</sup> day of July, 2019

City of Ramsey

Owner

By: 

Title: City Administrator

© 2018 CBRE, Inc. The information about this property has been obtained from sources believed reliable. While we do not doubt its accuracy, we have not verified it and make no guarantee, warranty or representation about it. It is your responsibility to independently confirm its accuracy and completeness. Any projections, opinions, assumptions or estimates used are for example only and do not represent the current or future performance of the property. The value of this transaction to you depends on tax and other factors which should be evaluated by your tax, financial and legal advisors. You and your advisors should conduct a careful, independent investigation of the property to determine to your satisfaction the suitability of the property for your needs.

## Minnesota Sale/Lease Disclosures

**Property:** City of Ramsey Land

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**Seller/Landlord Disclosure of Material Facts, Delivery of Reports, and Compliance with Laws.** Sellers/landlords are hereby requested to disclose directly to buyers/tenants all facts known to sellers/landlords that materially affect the value or desirability of the Property and are not readily observable nor known to the buyer/tenant, including, but not limited to, facts regarding hazardous materials, zoning, construction, design, engineering, soils, title, survey, fire/life safety, proneness to natural hazards such as earthquakes, and other matters, and to provide buyers/tenants with copies of all reports in the possession of or accessible to sellers/landlords regarding the Property. Sellers/landlords and buyers/tenants must comply with all applicable federal, state and local laws, regulations, codes, ordinances and orders, including, but not limited to, the 1964 Civil Rights Act and all amendments thereto, the Foreign Investment in Real Property Tax Act, the Comprehensive Environmental Response Compensation and Liability Act, and The Americans With Disabilities Act.

**Americans with Disabilities Act (ADA).** The Americans With Disabilities Act (42 United States Code §12101 et seq.) and other federal, state and local requirements may require changes to the Property. Have your experts investigate and evaluate these matters.

**Taxes.** Sales, leases and other real estate transactions can have federal, state and local tax consequences. In sales transactions, Internal Revenue Code §1445 requires buyers to withhold and pay to the IRS 15% of the gross sales price within 20 days of the date of a sale unless the buyers can establish that the sellers are not foreigners, generally by having the sellers sign a Non-Foreign Seller Affidavit. Depending on the structure of the transaction, the tax withholding liability can exceed the net cash proceeds to be paid to sellers at closing. Have your experts investigate and evaluate these matters.

**Flood Zones.** Many lenders require flood insurance for properties located in flood zones, and government authorities may regulate development and construction in flood zones. Whether or not located in a flood zone, properties can be subject to flooding and moisture problems, especially properties on a slope or in low-lying areas. Buyers/tenants should have their experts confirm whether the Property is in a flood zone and otherwise investigate and evaluate these matters.

**Fires.** Properties, whether or not located in a fire hazard zone, are subject to fire/life safety risks and may be subject to state and local fire/life safety-related requirements, including retrofit requirements. Have your experts investigate and evaluate these matters.

**Hazardous Materials and Underground Storage Tanks.** Due to prior or current uses of the Property or in the areas or the construction materials used, the Property may have hazardous or undesirable metals (including but not limited to lead-based paint), minerals (including but not limited to asbestos), chemicals, hydrocarbons, petroleum-related compounds, or biological or radioactive/emissive items (including but not limited to electrical and magnetic fields) in soils, water, building components, above or below-ground tanks/containers or elsewhere in areas that may or may not be accessible or noticeable. Such items may leak or otherwise be released. If the Property was built before 1978 and has a residential unit, sellers/landlords must disclose all reports, surveys and other information known to them regarding lead-based paint to buyers/tenants and allow for inspections (42 United States Code §4851 et seq.). Have your experts investigate and evaluate these matters.

**Property Inspections and Evaluations.** Buyers/tenants should have the Property thoroughly inspected and all parties should have the transaction thoroughly evaluated by the experts of their choice. Ask your experts what investigations and evaluations may be appropriate as well as the risks of not performing any such investigations or evaluations. Information regarding the Property supplied by the real estate brokers has been received from third party sources and has not been independently verified by the brokers. Have your experts verify all information regarding the Property, including any linear or area measurements, the availability of all utilities, applicable zoning, and entitlements for the intended use. All work should be inspected and evaluated by your experts, as they deem appropriate. Any projections or estimates are for example only, are based on assumptions that may not occur, and do not represent the current or future performance of the property. Real estate brokers are not experts concerning, nor can they determine if any expert is qualified to provide advice on, legal, tax, design, ADA, engineering, construction, soils, title, survey, fire/life safety, insurance, hazardous materials, or other such matters. Such areas require special education and, generally, special licenses not possessed by real estate brokers. Consult with the experts of your choice regarding these matters.

**CONSULT YOUR ADVISORS** – This document has legal consequences. No representation or recommendation is made by Broker as to the legal or tax consequences of this Agreement or the transaction(s) which it contemplates. This form is not intended to substitute for any disclosures the law requires that the parties make to each other. These are questions for your attorney and financial advisors.

**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, January 12, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson William MacLennan  
                              Member Chelsee Howell  
                              Member Chris Riley  
                              Member Shanna Stewart  
                              Member Scott Wiyninger

Members Absent:     Member Rachal Johnson

Also Present:         Sean Sullivan, Economic Development Manager  
                              Stephanie Hanson, Community Development Director

**4.02: Consider Extension of CBRE Real Estate Listing Agreement for City Owned Land in COR**

Economic Development Manager Sullivan presented the staff report.

Brian Pankratz, CBRE, commented on the unique market at this time. He stated that there is no demand for traditional office and many of those uses are converting to retail or flex industrial. He stated that industrial continues to be hot. He noted that residential was very hot but has cooled a bit with increased interest rates. He stated that in terms of retail, every user seems to want a drive-thru and much of the demand is for single tenant or small strip retail. He recognized the hard work the City has done to increase city population and the overall demographics of the City that will draw attention from retailers. He commented that they have recently been receiving inquiries from national retailers that they would not have in the past. He agreed that the hotel would help to draw more attention as well.

Chairperson MacLennan asked whether the highway project would have impact on development.

Mr. Pankratz replied that project timelines are typically 18 to 36 months from start to open. He stated that while there will be some impact from the project, the completed project will be a huge benefit for Ramsey. He also noted that Armstrong Boulevard interchange is complete and access will not be impacted.

Member Wiyninger asked for details on the percentage of deals brought from CBRE and City staff.

Economic Development Manager Sullivan replied that typically CBRE brings in more leads but noted that some more recent developments have been generated by the City as well. He noted that City generated leads have a lesser commission rate and those users may have seen the CBRE listings as well. He recognized that there was not much general interest during COVID and believed that the ratio would soon return to more CBRE generated leads. He believed that CBRE brings value, and the City would not receive the same level of national user attention without CBRE.

Mr. Pankratz commented on the cross selling that they do when they receive interest from a potential user. He used the example of someone calling for a site in another community and then potentially being shown opportunities in Ramsey.

Member Wiyninger asked if there are things the City could do differently to assist CBRE in moving properties.

Mr. Pankratz replied that some of the signs are old, noting that with the contract extension they would put up new signs. He stated that each year they update the brochures with the new demographics and highlight new developments in the area. He stated that from a City standpoint, much of the work has been done using the example of survey work to determine what would be needed to develop a site. He commented that City staff is also responsive when he reaches out about potential leads and interest.

Motion by Member Stewart, seconded by Member Wiyninger, to recommend to City Council approval of the Listing Agreement with CBRE from February 1, 2023 – January 31, 2024.

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

## **6. ADJOURNMENT**

Motion by Member Riley, seconded by Member Wiyninger, to adjourn the meeting.

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

The regular meeting of the Economic Development Authority adjourned at 8:53 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.*

DRAFT

**Meeting Date:** 01/24/2023

**By:** Diana Lund, Finance

**Information**

**Title**

Adopt Resolution #23-036 Adopting 2023 Enterprise Fund Budgets

**Purpose/Background:**

Annually, the city adopts Enterprise Fund budgets related to Water, Sewer, Street Lighting, Recycling and Storm Drainage utilities. These five services are billed out quarterly via the utility bill and the budgets reflect the expected revenue to be generated and the offsetting operating expenditures that these revenues support.

Enclosed for your review are the 2023 Enterprise Fund Budgets which cover the Water Utility Fund, Sewer Utility Fund, Street Light Utility Fund, Recycling Utility Fund and Storm Water Utility Fund. While formal budgets are required to be prepared and adopted annually for the General Fund, this is not the case for Enterprise funds.

In order to establish fair rates for all of the utilities that the City operates, it is necessary to determine the actual cost of providing those utilities to the residents. An important factor in these costs is the recovery of depreciation through the rate structures. We are required to keep the accounting for these funds on the full accrual method which means recognizing total depreciation, whether on City or developer installed systems. This is what we have attempted to do in preparing the attached Proposed 2023 Enterprise Fund Budgets.

**Notification:**

The water & sewer revenue rates reflect a 10% increase. These rates are a placeholder and will not be finalized until utility rates have been adopted as part of the 2023 rates and charges . This is proposed to come before council in June 2023 once the water treatment plant bids have been finalized and the conclusion of the legislative session.

**Recommendation:**

The recommendation for the Adoption of the 2023 Enterprise Fund budgets is to approve Resolution #23-036 noting that the budget is an outline of how the revenues generated from the utility bill will be used in daily operations.

**Action:**

Motion to adopt Resolution #23-036 Adopting the 2023 Enterprise Fund Budgets.

**Attachments**

2023 Enterprise Fund Budgets

Reso #23-036 Adopting 2023 Enterprise Funds Budgetss

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 12:16 PM

Started On: 01/17/2023 07:50 AM



FUND WATER (9601)

**BUDGET SUMMARY:**

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9601	4140	CREDIT CARD PROCESSING FEES	(13,074)	(11,814)	(17,706)	(25,237)	(28,000)	(28,000)
9601	4273	STATE GRANTS	671			10,054	73,498	
9601	4609	OTHER MISCELLANEOUS REVENUES	79,488	82,882	32,606	22,910	12,000	5,000
9601	4651	WATER REVENUE						
9601	4652	WATER SALES - RESIDENTIAL	1,455,470	1,290,376	1,579,852	1,893,036	1,360,811	1,496,892
9601	4653	WATER SALES-COMMERCIAL	724,089	670,024	860,138	1,046,081	714,520	785,972
9601	4654	WATER PENALTIES	32,510	33,184	3,423	30,213	15,000	44,000
9601	4655	WATER METER INSTALLATION	17,500	18,340	31,927	25,480	20,000	15,000
9601	4656	WATER METERS	42,033	55,396	61,698	64,442	35,000	40,000
9601	4657	CONNECTION/RECONNECTION FEES	-	300	350	550	500	500
9601	4701	INTEREST ON INVESTMENTS	373,266	843,116	812,756	(138,568)	50,000	20,000
9601	4702	MISCELLANEOUS INTEREST	8,891	8,179	69,315	6,710		
9601	4606	CAPITAL CONTRIBUTIONS	1,146,001	1,614,750	827,422	2,027,626		
<b>Total Revenue</b>			<b>3,866,846</b>	<b>4,604,731</b>	<b>4,261,780</b>	<b>4,963,296</b>	<b>2,253,329</b>	<b>2,379,364</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9601	6102	F.T. REGULAR-WAGES & SALARIES	240,455	254,600	268,800	273,383	272,731	312,055
9601	6103	FULL TIME-REGULAR-OVERTIME	14,502	12,948	16,114	17,544	13,500	18,000
9601	6105	TEMPORARY-WAGES & SALARIES	7,685	7,684	8,807	11,534	19,167	19,167
9601	6121	PERA CONTRIBUTIONS	22,084	27,750	-	8,449	56,467	39,417
9601	6122	FICA/MEDICARE CONTRIBUTIONS	20,705	21,718	22,945	23,976	23,518	26,542
9601	6131	GROUP INSURANCE	33,026	32,996	34,285	37,324	44,502	45,000
9601	6133	WORKERS COMP INSURANCE PREMIUM	10,070	8,141	13,259	14,456	16,773	20,000
9601	6208	MISCELLANEOUS OFFICE SUPPLIES	228	514	178	-	400	500
9601	6223	GASOLINE	3,776	4,705	5,773	7,487	8,000	8,000
9601	6225	DIESEL FUEL	3,863	963	248	195	1,500	500
9601	6229	SHOP MATERIALS	169	215	92	391	600	1,000
9601	6231	UNIFORMS & TURN-OUT GEAR	2,621	2,020	2,318	2,175	2,900	3,000
9601	6249	MISCELLANEOUS OPERATING SUPPLY	17,603	14,016	10,121	12,108	20,000	15,000
9601	6257	OTHER VEHICLE PARTS	10,700	4,528	3,140	4,196	5,000	10,000
9601	6273	UTILITY SYSTEM MAINT SUPPLIES	73,719	67,930	90,503	98,642	105,000	120,000
9601	6281	SMALL TOOLS & MINOR EQUIPMENT	4,528	2,584	8,483	2,790	10,000	10,000
9601	6292	WATER METERS FOR RESALE	58,225	62,493	71,383	125,595	125,000	100,000
9601	6315	MISCELLANEOUS PROFESSIONAL SER	112,770	20,876	63,818	17,678	95,000	83,000
9601	6322	POSTAGE	735	2,748	871	1,101	2,000	3,000
9601	6323	CELLULAR PHONES	3,054	3,746	3,817	4,025	4,000	4,000
9601	6334	MILEAGE REIMBURSEMENT		162	358	243	400	450
9601	6335	TRAINING	768	1,384	3,748	2,406	4,500	4,500
9601	6352	GENERAL NOTICE & PUBLIC INFOR	172	172	172	631	700	300
9601	6361	GENERAL LIABILITY/PROPERTY INS	22,940	27,390	30,479	40,932	36,050	45,000
9601	6371	ELECTRIC UTILITIES	142,725	126,829	145,315	172,765	180,000	175,000
9601	6372	WATER/IRRIGATION					1,000	2,000
9601	6373	GAS	2,587	2,920	2,351	5,401	9,000	9,000
9601	6374	REFUSE/RECYCLING	856	537	678	1,029	1,500	1,500
9601	6381	BUILDING & STRUCTURE REPAIR	3,415	934	1,592	1,033	3,500	6,000
9601	6388	OTHER VEHICLE REPAIR						
9601	6439	OTHER MISCELLANEOUS	12,494	11,581	24,261	25,838	67,000	30,000
9601	6451	MEMBERSHIP DUES	1,240	994	1,000	1,000	1,400	1,400
9601	6489	OTHER CONTRACTED SERVICES	56,579	27,221	66,789	78,923	76,000	80,000
9601	6722	DEPRECIATION	706,447	727,864	755,660	779,109	821,940	871,256
9601	6820	OPERATING TRANSFERS TO OTHER F	41,000	43,000	2,781,000	207,180	49,000	51,000
<b>Total Expenditure</b>			<b>1,631,737</b>	<b>1,524,163</b>	<b>4,438,356</b>	<b>1,979,538</b>	<b>2,078,048</b>	<b>2,115,587</b>

**DESCRIPTION OF SERVICES:**

The Water fund is a self-sustaining Enterprise fund that provides for the administration, operation and maintenance of the

**GOALS OF CURRENT YEAR BUDGET:**

Meet or exceed Minnesota Department of Health drinking water standards  
 Reduce water quality complaints  
 Reduce fluoride to meet new standard

**6315 Miscellaneous Professional Services**

Water Treatment Plant Study	-	-	57,486	3,556	15,000	-
Emergency Well Repairs/Generator	94,788	-		12,640	50,000	50,000
SCADA System Repairs	14,953	3,315	4,018	-	5,000	8,000
Sewer/Water Comp Plan	3,030	895	2,314	1,482	-	
Water/Wellhead Protection/ Supply Rate Study	-	16,666	-	-	25,000	25,000
<b>Total</b>	<b>112,770</b>	<b>20,876</b>	<b>63,818</b>	<b>17,678</b>	<b>95,000</b>	<b>83,000</b>

**6439 Other Miscellaneous**

Water Appropriation	12,494	11,581	13,200	17,939	19,000	21,000
Well#1 Rehab (no longer included in CIP- Maintenance only)	-	-	7,175	7,899	43,000	9,000
Miscellaneous	-	-	3,886		5,000	
<b>Total</b>	<b>12,494</b>	<b>11,581</b>	<b>24,261</b>	<b>25,838</b>	<b>67,000</b>	<b>30,000</b>

**6489 Other Contracted Services**

Water Tests	3,600	6,235	7,605	7,943	8,000	8,000
Annual Valve Replacements	-	-	5,498	25,000	46,500	50,000
OPUS 21	10,486	10,692	10,090	12,815	13,000	13,500
Miscellaneous	42,493	10,294	43,596	33,165	8,500	8,500
<b>Total</b>	<b>56,579</b>	<b>27,221</b>	<b>66,789</b>	<b>78,923</b>	<b>76,000</b>	<b>80,000</b>

FUND SEWER (9602)

**BUDGET SUMMARY:**

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9602	4140	CREDIT CARD PROCESSING FEES	(10,366)	(10,464)	(12,892)	(15,472)	(16,000)	(22,000)
9602	4356	SEWER AVAILABILITY CHARGE-ADM	8,623	7,902	4,722	5,889	7,000	7,000
9602	4506	PREPAID INTEREST	336		-	260		
9602	4609	OTHER MISCELLANEOUS REVENUES	16,998	15,792	14,149	17,800	5,000	
9602	4661	RESIDENTIAL-SEWER CHARGES	1,209,371	1,275,947	1,321,036	1,370,924	1,378,650	1,570,800
9602	4662	COMMERCIAL-SEWER CHARGES	364,151	353,234	380,614	413,494	416,120	466,400
9602	4663	SEWER PENALTIES	27,717	29,933	7,206	12,978	15,000	33,000
9602	4701	INTEREST ON INVESTMENTS	214,313	477,797	439,183	(65,897)	75,000	20,000
9602	4702	MISCELLANEOUS INTEREST	-	-	-	-		
9602	4606	CAPTIAL CONTRIBUTIONS	566,450	679,463	543,797	1,405,664		
<b>Total Revenue</b>			<b>2,397,594</b>	<b>2,829,604</b>	<b>2,697,814</b>	<b>3,145,642</b>	<b>1,880,770</b>	<b>2,075,200</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9602	6102	F.T. REGULAR-WAGES & SALARIES	130,055	137,943	143,445	149,521	201,508	229,231
9602	6103	FULL TIME-REGULAR-OVERTIME	931	898	1,215	1,081		
9602	6105	TEMPORARY-WAGES & SALARIES	8,288	9,482	7,810	6,174		
9602	6121	PERA CONTRIBUTIONS	11,646	14,707	30,153	3,666	33,113	32,192
9602	6122	FICA/MEDICARE CONTRIBUTIONS	10,837	11,583	11,937	12,288	15,490	17,640
9602	6131	GROUP INSURANCE	7,504	6,868	6,757	9,056	7,362	20,013
9602	6133	WORKERS COMP INSURANCE PREMIUM	5,348	4,126	8,024	9,547	10,362	12,000
9602	6223	GASOLINE	3,236	3,497	2,829	3,194	4,000	4,300
9602	6225	DIESEL FUEL	1,461	2,152	2,122	2,908	4,000	3,500
9602	6229	SHOP MATERIALS	-	-	-	-		500
9602	6249	MISCELLANEOUS OPERATING SUPPLY	4,740	16,414	24,254	20,488	22,000	26,000
9602	6257	OTHER VEHICLE PARTS	2,397	8,816	8,140	-	4,000	10,000
9602	6273	UTILITY SYSTEM MAINT SUPPLIES	-	-				5,000
9602	6275	OTHER EQUIPMENT PARTS	2,397	8,816	8,140	1,886	9,000	9,000
9602	6315	MISCELLANEOUS PROFESSIONAL SER	13,149	38,482	2,949	13,040	25,000	15,000
9602	6323	CELLULAR PHONES	-	-	-	-	600	700
9602	6334	MILEAGE REIMBURSEMENT	-	-	162	127	400	400
9602	6335	TRAINING	1,216	910	1,216	360	2,400	2,400
9602	6361	GENERAL LIABILITY/PROPERTY INS	14,860	17,569	18,847	19,882	22,660	24,000
9602	6371	ELECTRIC UTILITIES	11,751	12,445	14,193	22,155	25,000	25,000
9602	6372	WATER/IRRIGATION	-	-	-	-	1,000	83,000
9602	6373	GAS	1,988	1,749	1,563	3,807	5,000	7,000
9602	6374	REFUSE/RECYCLING	856	537	678	1,030	2,500	1,500
9602	6377	SEWER SERVICE CHARGE	757,215	780,705	853,599	845,201	989,491	1,138,899
9602	6489	OTHER CONTRACTED SERVICES	13,054	30,962	28,430	35,729	37,400	45,000
9602	6722	DEPRECIATION	523,140	528,995	554,914	581,239	568,112	653,080
9602	6820	OPERATING TRANSFERS TO OTHER F	35,000	37,000	2,775,000	152,795	43,000	45,000
<b>Total Expenditure</b>			<b>1,561,067</b>	<b>1,674,656</b>	<b>4,506,378</b>	<b>1,895,175</b>	<b>2,033,398</b>	<b>2,410,355</b>

The Sewer Fund is a self-sustaining Enterprise fund that provides for the administration, operation and maintenance of the sanitary sewer system and lift stations for the sanitary treatment of household, commercial and industrial waste. Wastewater flows into the Metropolitan Council's system to be treated. The current fee structure is based upon zoning classification and billed quarterly through the city's utility billing process.

**GOALS OF CURRENT YEAR BUDGET:**

Continue to inventory and reduce infiltration and inflow (I/I)  
Develop annual manhole inspection program  
Annual preventative maintenance inspections on all lift stations  
Continue to educate public on flushable materials  
Upgrade Lift Station #1

**6315 Miscellaneous Professional Services**

Public Works Campus	-	-	-	-	-	-
Sanitary Sewer Rate Study	1,852	1,004	2,313	11,052	5,000	5,000
Emergency Sewer Repairs	11,298	37,478	636	1,988	20,000	10,000
Total	13,149	38,482	2,949	13,040	25,000	15,000

**6489 Other Contracted Services**

OPUS 21	10,574	10,692	10,090	11,889	12,000	13,000
Miscellaneous-Televise Lines	2,480	20,270	18,340	23,840	25,400	32,000
Total	13,054	30,962	28,430	35,729	37,400	45,000

FUND STREET LIGHTING (9603)

**BUDGET SUMMARY:**

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9603	4140	CREDIT CARD PROCESSING FEES	(3,140)	(2,734)	(2,585)	(2,919)	(4,000)	(4,500)
9603	4609	MISCELLANEOUS REVENUES	-	-				
9603	4681	CHARGES FOR STREET LIGHTS	152,362	157,715	161,246	167,274	166,000	170,000
9603	4682	ST LIGHT O/M CHARGE	6,174	4,802	2,450	490		
9603	4683	STREET LIGHTING PENALTIES	4,495	4,605	1,139	1,924	2,000	5,000
9603	4684	PRIORITY STREET LIGHT	51,468	52,781	54,298	55,595	54,700	56,000
9603	4705	CAPITAL CONTRIBUTIONS						
9603	4701	INTEREST ON INVESTMENTS	20,579	44,339	41,140	(6,323)	10,000	2,000
<b>Total Revenue</b>			<b>231,939</b>	<b>261,507</b>	<b>257,687</b>	<b>216,041</b>	<b>228,700</b>	<b>228,500</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9603	6371	ELECTRIC UTILITIES	107,581	118,362	121,587	125,210	130,000	140,000
9603	6489	OTHER CONTRACTED SERVICES	13,246	13,248	10,438	17,583	15,000	18,000
9603	6722	DEPRECIATION	40,125	40,008	37,438	35,784	43,717	46,340
9603	6820	OPERATING TRANSFERS TO OTHER F	20,000	21,000	272,000	23,000	25,000	27,000
<b>Total Expenditure</b>			<b>180,952</b>	<b>192,619</b>	<b>441,463</b>	<b>201,576</b>	<b>213,717</b>	<b>231,340</b>

**DESCRIPTION OF SERVICES:**

The Street Lighting Fund is a self-sustaining Enterprise fund that provides for the administration, operation and maintenance of street lights located throughout the city. The current fee structure is based upon zoning classification and billed quarterly through the city's utility billing process.

**GOALS OF CURRENT YEAR BUDGET:**

- Provide for the safety of residents with well-lit intersections
- Determine energy consumption of current street lights and benefit of LED's

FUND RECYCLING (9604)

**BUDGET SUMMARY:**

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9604	4140	CREDIT CARD PROCESSING FEES	(3,643)	(3,249)	(3,241)	(4,362)	(4,500)	(7,000)
9604	4287	OTHER LOCAL GOVERNMENT GRANTS	71,921	67,210	46,501	62,950	73,498	75,000
9604	4609	OTHER MISCELLANEOUS REVENUES	3,093	928	1,350	844	1,000	1,000
9604	4671	RECYCLING CHARGES	311,070	315,573	319,838	439,842	438,680	446,500
9604	4672	RECYCLING PENALTIES	6,570	6,689	1,715	3,774	7,000	9,000
9604	4701	INTEREST ON INVESTMENTS	4,771	9,851	9,331	(1,459)	2,500	1,000
<b>Total Revenue</b>			<b>393,782</b>	<b>397,002</b>	<b>375,494</b>	<b>501,588</b>	<b>518,178</b>	<b>525,500</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9604	6102	F.T. REGULAR-WAGES & SALARIES	22,638	21,308	19,658	23,903	24,148	24,774
9604	6103	FULL TIME-REGULAR-OVERTIME	1,162	814	784	1,200		
9604	6104	PART TIME-WAGES & SALARIES	70	-	-			
9604	6121	PERA CONTRIBUTIONS	1,785	1,649	1,502	1,872	2,811	2,858
9604	6122	FICA/MEDICARE CONTRIBUTIONS	1,694	1,587	1,464	1,826	1,851	1,905
9604	6131	GROUP INSURANCE	899	969	705	720	3,514	3,696
9604	6133	WORKERS COMP INSURANCE PREMIUM	188	114	125	100	195	300
9604	6249	MISCELLANEOUS OPERATING SUPPLY	30,254	27,042	12,366	24,970	30,000	30,000
9604	6322	POSTAGE	219	-	28	-	300	300
9604	6489	OTHER CONTRACTED SERVICES	321,147	326,710	330,133	452,477	455,600	460,000
9604	6820	OPERATING TRANSFERS TO OTHER F	11,500	-	-	-		
<b>Total Expenditure</b>			<b>391,555</b>	<b>380,193</b>	<b>366,763</b>	<b>507,067</b>	<b>518,419</b>	<b>523,833</b>

**DESCRIPTION OF SERVICES:**

The Recycling Fund is a self-sustaining Enterprise fund that provides proper removal and disposal of recycling refuse through a contracted private hauler. It also funds programs to educate the residents on proper ways to reduce the amount of garbage produced and ways to recycle. The current fee structure is based upon zoning classification and billed quarterly through the city's utility billing process.

**GOALS OF CURRENT YEAR BUDGET:**

- Meet the tonnage goals established by Anoka County for recycling amounts.
- Explore additional recycling opportunities (apartment complex 'events')

FUND STORM WATER (9605)

**BUDGET SUMMARY:**

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9605	4140	CREDIT CARD PROCESSING FEES	(5,358)	(5,290)	(6,031)	(7,159)	(7,500)	(11,000)
9605	4609	OTHER MISCELLANEOUS REVENUES	446	783	364	260		
9605	4693	STORM WATER-RESIDENTIAL	521,960	570,515	578,687	589,908	580,000	596,000
9605	4694	STORM WATER-COMMERCIAL	524,926	583,733	587,881	607,760	605,000	608,000
9605	4695	STORM WATER-PENALTIES	15,729	18,753	4,332	7,064	10,000	16,000
9605	4701	INTEREST ON INVESTMENTS	28,233	78,844	81,931	(15,378)	10,000	2,000
9605	4901	TRANSFERS IN	-	639,494	70,448			
9605	4606	CAPITAL CONTRIBUTIONS	-	297,155	312,119	720,700		
<b>Total Revenue</b>			<b>1,085,937</b>	<b>2,183,987</b>	<b>1,629,730</b>	<b>1,903,155</b>	<b>1,197,500</b>	<b>1,211,000</b>

Business Unit	Object Account	Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Adopted Budget	2023 Adopted Budget
9605	6102	F.T. REGULAR-WAGES & SALARIES	144,651	157,544	183,330	172,685	183,961	209,384
9605	6103	FULL TIME-REGULAR-OVERTIME		872				
9605	6105	TEMPORARY-WAGES & SALARIES	1,396	1,145	3,494	2,740		
9605	6121	PERA CONTRIBUTIONS	12,573	15,991	15,496	5,072	30,797	30,704
9605	6122	FICA/MEDICARE CONTRIBUTIONS	11,178	12,213	14,288	13,504	14,085	16,047
9605	6131	GROUP INSURANCE	14,816	15,674	16,514	17,314	25,328	29,550
9605	6133	WORKERS COMP INSURANCE PREMIUM	7,902	4,685	5,750	8,303	6,984	10,000
9605	6223	GASOLINE	-					
9605	6225	DIESEL FUEL	4,472	4,755	4,279	5,535	7,000	7,000
9605	6249	MISCELLANEOUS OPERATING SUPPLY	2,416	5,160	12,551	3,553	12,000	13,000
9605	6257	OTHER VEHICLE PARTS	4,993	2,610	6,876	4,251	7,500	10,000
9605	6315	MISCELLANEOUS PROFESSIONAL SER	15,112	10,198	112,636	35,675	100,000	50,000
9605	6361	GENERAL LIABILITY/PROPERTY INS	5,626	6,279	8,341	9,377	10,164	11,500
9605	6371	ELECTRIC UTILITIES	2,474	2,518	2,579	6,065	12,000	12,000
9605	6372	WATER/IRRIGATION	-	-	-	-	1,000	2,000
9605	6373	GAS	1,768	1,749	1,563	3,807	8,000	8,000
9605	6374	REFUSE/RECYCLING	856	537	678	1,030	2,400	2,000
9605	6451	MEMBERSHIP DUES	19,960	21,010	25,592	23,132	24,000	54,000
9605	6489	OTHER CONTRACTED SERVICES	13,036	11,582	24,363	44,897	50,000	50,000
9605	6722	DEPRECIATION	310,649	316,122	338,921	358,409	345,435	402,708
9605	6820	OPERATING TRANSFERS TO OTHER F	30,000	32,000	534,000	99,804	38,000	40,000
<b>Total Expenditure</b>			<b>603,877</b>	<b>622,646</b>	<b>1,311,253</b>	<b>815,153</b>	<b>878,654</b>	<b>957,893</b>

**DESCRIPTION OF SERVICES:**

The Storm Water Fund is a self-sustaining Enterprise fund that provides for the administration, operation and maintenance of the storm water infrastructure located throughout the city. The current fee structure is based upon zoning classification and billed quarterly through the city's utility billing process.

**BUDGET HIGHLIGHTS**

- Purchase of New Vector Trailer for Storm Water Maintenance \$121,500 Capital Assets show under balance sheet not expenditure

**GOALS OF CURRENT YEAR BUDGET:**

- Increased street sweeping to reduce nutrients and sediment in storm water ponds
- Clean all public stormseptors annually
- Complete spring sweeping in house (dependent on new sweeper purchase)

Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #23-036**

**RESOLUTION ADOPTING THE 2023 CITY OF RAMSEY ENTERPRISE FUNDS OPERATING BUDGETS**

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2023 is hereby adopted for the Water Utility Fund as follows:

**WATER UTILITY FUND**

Revenues:	
Operating Revenues	\$2,354,364
Other Revenues-	
Miscellaneous Revenues	5,000
Interest Earnings	<u>20,000</u>
<b>Total Revenues</b>	<b><u>\$2,379,364</u></b>
Expenses:	
Operating Expenses	\$1,193,331
Other Expenses	
Depreciation	871,256
Administrative Transfer	<u>51,000</u>
<b>Total Expenses</b>	<b><u>\$2,115,587</u></b>

- 2) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2023 is hereby adopted for the Sewer Utility Fund as follows:

**SEWER UTILITY FUND**

Revenues:	
Operating Revenues	\$2,055,200
Other Revenues-	
Miscellaneous Revenues	0
Interest Earnings	<u>20,000</u>
<b>Total Revenues</b>	<b><u>\$2,075,200</u></b>
Expenses:	
Operating Expenses	\$1,712,275
Other Expenses	
Depreciation	653,080
Administrative Transfer	<u>45,000</u>
<b>Total Expenses</b>	<b><u>\$2,410,355</u></b>

- 3) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2023 is hereby adopted for the Street Light Utility Fund as follows:

**STREET LIGHT UTILITY FUND**

Revenues:	
Operating Revenues	\$226,500
Other Revenues-	
Interest Earnings	<u>2,000</u>
<b>Total Revenues</b>	<b><u>\$228,500</u></b>
Expenses:	
Operating Expenses	\$158,000
Other Expenses	
Depreciation	46,340
Administrative Transfer	<u>27,000</u>
<b>Total Expenses</b>	<b><u>\$231,340</u></b>

- 4) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2023 is hereby adopted for the Recycling Utility Fund as follows:

**RECYCLING UTILITY FUND**

Revenues:	
Operating Revenues	\$524,500
Other Revenues-	
Miscellaneous Revenue	0
Interest Earnings	<u>1,000</u>
<b>Total Revenues</b>	<b><u>\$525,500</u></b>
Expenses:	
Operating Expenses	\$523,833
Other Expenses	
Administrative Transfer	<u>0</u>
<b>Total Expenses</b>	<b><u>\$523,833</u></b>

- 5) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2023 is hereby adopted for the Storm Water Utility Fund as follows:

**STORM WATER UTILITY FUND**

Revenues:	
Operating Revenues	\$1,209,000
Other Revenues-	
Interest Earnings	<u>2,000</u>
<b>Total Revenues</b>	<b><u>\$1,211,000</u></b>
Expenses:	
Operating Expenses	\$ 515,185
Other Expenses	
Depreciation	402,708
Administrative Transfer	<u>40,000</u>
<b>Total Expenses</b>	<b><u>\$ 957,893</u></b>

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of January, 2023.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**CC Regular Session**

**5. 18.**

**Meeting Date:** 01/24/2023

**By:** Jennifer Morrison, Finance

**Information**

**Title**

Adopt Resolution #23-037 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 5, 2023 through January 18, 2023.

**Purpose/Background:**

Adopt Resolution #23-037 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 5, 2023 through January 18, 2023.

**Recommendation:**

Staff Recommends to Adopt Resolution #23-037 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 5, 2023 through January 18, 2023.

**Action:**

Motion to Adopt Resolution #23-037 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 5, 2023 through January 18, 2023.

**Attachments**

Bills List 1/24/2023

Resolution 23-037

**Form Review**

**Inbox**

Diana Lund

Brian Hagen

Form Started By: Jennifer Morrison

Final Approval Date: 01/19/2023

**Reviewed By**

Diana Lund

Brian Hagen

**Date**

01/19/2023 07:00 AM

01/19/2023 12:21 PM

Started On: 01/18/2023 02:54 PM

<b>RAMSEY CITY COUNCIL MEETING</b>
<b>1.24.23</b>
<b>BILLS LIST</b>

**DISBURSEMENTS TO BE APPROVED THIS MEETING:**

DISBURSEMENT TYPE:	<b>SUBMITTED FOR APPROVAL</b>
Prepays 1.5.23 - 1.18.23	\$ 287,385.24
Accounts Payable 1.5.23 - 1.18.23	233,215.69
Payroll	204,422.24
Debt Service	
Pay Estimates- Projects	

<b>TOTAL SUBMITTED FOR APPROVAL THIS MEETING</b> (Invoices Available for Reviewal)	<b>\$ 725,023.17</b>
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**DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:**

	<b>APPROVED PREVIOUS MTG</b>	<b>2023 Y.T.D.</b>
PREPAIDS	\$ 201,224.46	\$ 201,224.46
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	55,346.16	55,346.16
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL		
CORRECTION TO PAYROLL		
DEBT SERVICE		
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS		

<b>TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED</b>	<b>\$ 256,570.62</b>	<b>\$ 256,570.62</b>
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CITY OF RAMSEY

Council Check Register by GL  
Council Check Register and Summary

1/5/2023 -- 1/18/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99011323	1/13/2023		108768 COMDATA NETWORK INC						Continued.
						TORSETH			
		92.64	AMZN MKTP US-8GB & 16GB DRIVE		117076	DEC 2022	0211.6206		FILM, MICROFILM, TAPES
						TORSETH			
		14.98	AMZN MKTP US-AAA BATTERIES		117076	DEC 2022	0211.6233		BATTERIES EQUIP
						TORSETH			
		38.01	WILLY MCCOYS ANDOVE - TRAINING		117077	DEC 2022 CURTIS	0211.6331		TRAVEL & LODGING
		78.18	TST WHITE RABBIT KI - TRAINING		117077	DEC 2022 CURTIS	0211.6331		TRAVEL & LODGING
		77.43	TST MRS TACO - TRAINING LUNCHE		117077	DEC 2022 CURTIS	0211.6331		TRAVEL & LODGING
		42.50	PAYPAL BACK DEFENS-AARON PIPEN		117078	DEC 2022 BLUML	0211.6231		UNIFORMS & TURN-OUT
		7,862.04	AXON-BODY WORN CAMERA MOUNTS		117078	DEC 2022 BLUML	9226.6580		OTHER EQUIPMENT
		119.64	ERB&GURB 12/13/22 CC MEALS		117079	DEC 2022	0111.6249		MISCELLANEOUS OPER/
						SCHMITZ			
		21.97	AMZN-THERM SWITCH GRASS 21		117080	DEC 2022 BYRON	0311.6257		OTHER VEHICLE PARTS
		75.00	TLO - INVESTIGATIVE TOOL		117081	DEC 2022	0211.6315		MISCELLANEOUS PROFE
						FRANKFURTH			
		75.00	BCA - TRAINING		117081	DEC 2022	0211.6335		TRAINING
						FRANKFURTH			
		75.00	BCA - TRAINING		117081	DEC 2022	0211.6335		TRAINING
						FRANKFURTH			
		4,400.00	NU CPS REGISTRATION - TRAINING		117081	DEC 2022	9101.1550		PREPAID EXPENSE
						FRANKFURTH			
		115.00	FBI NATIONAL ACADEMY-DUES		117082	DEC 2022 KATERS	9101.1550		PREPAID EXPENSE
		35.98	AMZN-GLOVES CRAIG'S UNIFORM		117083	DEC 2022 LARSON	0191.6249		MISCELLANEOUS OPER/
		256.67	EDAM HANSON DUES		117084	DEC 2022	9101.1550		PREPAID EXPENSE
						SULLIVAN			
		256.66	EDAM HAGEN DUES		117084	DEC 2022	9101.1550		PREPAID EXPENSE
						SULLIVAN			
		256.67	EDAM SULLIVAN DUES		117084	DEC 2022	9230.1550		PREPAID EXPENSE
						SULLIVAN			
		5.19	ECM - ANOKA HERALD SUBSCRIPTIO		117084	DEC 2022	9230.6451		MEMBERSHIP DUES
						SULLIVAN			
		460.00	LIDERANCA GR.C.A. PERF. EVAL.		117085	DEC 2022 LASHER	0130.6315		MISCELLANEOUS PROFE
		795.00	UOFM-SEPTIC COURSE 2023		117086	DEC 2022	9101.1550		PREPAID EXPENSE
						SZYKULSKI			
		97.52	DIESEL FUEL		117087	DEC 2022 FUEL	0220.6225		DIESEL FUEL
						FIRE			
		271.86			117088	DEC 2022 FIRE	0220.6223		GASOLINE
						FUEL 2			
		125.00	NFSA-TRAINING CREDIT		117089	DEC 2022	0220.6335		TRAINING
						SCHIFERLI			
		90.07	ERROR-REFUNDED W/ PERSONAL CHK		117090	DEC 2022 KOHNER	0220.6249		MISCELLANEOUS OPER/
		84.02	PIZZA RANCH-TRAINING LUNCHES		117091	DEC 2022 BAGNE	0211.6331		TRAVEL & LODGING
		139.00	MN NURSERY-ANDY BLOOD TRAINING		117092	DEC 2022 BERGE	9101.1550		PREPAID EXPENSE
		227.40	HOME DEPOT TOOLS		117093	DEC 2022 NELSON	9601.6281		SMALL TOOLS & MINOR I
		24.23	AGAVE- LUNCH		117093	DEC 2022 NELSON	9601.6335		TRAINING
		225.00	UOFM-JOE LOGAN AARON TRAIN		117094	DEC 2022 WESTBY	9101.1550		PREPAID EXPENSE
		250.00	MN STATE COLLEGE- JOE TRAINING		117094	DEC 2022 WESTBY	9101.1550		PREPAID EXPENSE
		200.00	FUSION-23 CEAM RENEW JOE/BRUCE		117094	DEC 2022 WESTBY	9101.1550		PREPAID EXPENSE
		770.00	FUSON- 23 CEAM TRAIN JOE/BRUCE		117094	DEC 2022 WESTBY	9101.1550		PREPAID EXPENSE
		100.00	ACAPULCO - 1ST PLACE LIGHTS		117095	DEC 2022	0111.6249		MISCELLANEOUS OPER/
						RIVERBLOOD			
		50.00	AURELIOS - 2ND PLACE LIGHTS		117095	DEC 2022	0111.6249		MISCELLANEOUS OPER/
						RIVERBLOOD			
		25.00	KITCHEN TABLE- 3RDPLACE LIGHTS		117095	DEC 2022	0111.6249		MISCELLANEOUS OPER/

Council Check Register by GL  
Council Check Register and Summary

1/5/2023 -- 1/18/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1004617	1/13/2023		111488 POPP.COM INC						Continued.
1004618	1/13/2023		111839 REGENTS OF THE UNIVERSITY OF MINNESOTA						
		245.00	WORK ZONE TRAFFIC TRAINING		116899	2110011037	0311.6335		TRAINING
		245.00							
1004619	1/13/2023		100510 VERIZON WIRELESS						
		1,230.97	VERIZON-STAFF PHONES-JAN		116898	9924291289 DEC 2022	0192.6323		CELLULAR PHONES
		538.14	VERIZON-SQUADS-JAN		116898	9924291289 DEC 2022	0211.6415		OTHER EQUIPMENT REN
		45.06	VERIZON DATA		116904	9924257489 DEC 2022	9602.6323		CELLULAR PHONES
		1,814.17							
1004620	1/13/2023		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC						
		28.95	PD SECURITY SYSTEM		116889	150-1682-6501 JAN 2023	0211.6489		OTHER CONTRACTED SI
		27.95	FIRE ALARM MONITORING		116893	150-1681-6340 JAN 2023	0194.6489		OTHER CONTRACTED SI
		52.95	PW FIRE PANEL MONT/TEST		116897	150-1681-4280 JAN 2023	0311.6489		OTHER CONTRACTED SI
		27.95	FS#2 FIRE PANEL MONIT		116897	150-1681-4280 JAN 2023	0220.6489		OTHER CONTRACTED SI
		36.90	7550 SUNWOOD MONITORING		116897	150-1681-4280 JAN 2023	0194.6489		OTHER CONTRACTED SI
		35.90	PW MONITORING		116897	150-1681-4280 JAN 2023	0311.6489		OTHER CONTRACTED SI
		48.95	RAMP FIRE PANEL TEST/MONIT		116897	150-1681-4280 JAN 2023	9240.6315		MISCELLANEOUS PROFE
		27.95	YOUTH FIRST FIRE PANEL MONIT		116897	150-1681-4280 JAN 2023	9410.6315	00041012	MISCELLANEOUS PROFE
		287.50							
98010623	1/6/2023		115568 ALERUS FINANCIAL NA						
		6,413.51			116788	01052315571713	9101.2176		LIFE/HEALTH-EMPLOYEE
		6,413.51							
99010623	1/6/2023		107962 TOTAL ADMINISTRATIVE SERV (DO NOT USE)						
		1,067.00			116785	01052315571710	9101.2176		LIFE/HEALTH-EMPLOYEE
		96.00	Bonine VEBA		116785	01052315571710	0211.6131		GROUP INSURANCE
		1,163.00							
99011123	1/11/2023		107885 DEPARTMENT OF LABOR AND INDUSTRY						
		460.64	DEC 2022 SURCHARGE REMITTANCE		116822	99011123	9101.2081		SURCHARGES-PERMITTS
		25.00	DEC 2022 MIN RETN SURCHARGE		116822	99011123	9101.4604		SURCHARGES
		435.64							
99011323	1/13/2023		108768 COMDATA NETWORK INC						
		139.65	AMZN-DVIR'S BOOKLETS		117074	DEC 2022 TURNER	0311.6208		MISCELLANEOUS OFFICI
		25.69	AMZN-BLUE TOOTH		117074	DEC 2022 TURNER	0311.6249		MISCELLANEOUS OPER/
		45.63	DTF SQUAD FUEL		117075	DEC 2022 FUEL PD	0211.6223		GASOLINE
		140.89	AMZN MKTP US-PEN REFILLS, LAUN		117076	DEC 2022 TORSETH	0211.6208		MISCELLANEOUS OFFICI
		14.84	AMZN MKTP US-MEMO PADS		117076	DEC 2022	0211.6204		STATIONERY, ENVELOPE

CITY OF RAMSEY  
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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
<b>116140</b>	<b>1/5/2023</b>		<b>100297 CENTERPOINT ENERGY</b>						
		860.77	MONTHLY GAS CHARGES		116777	8000014064-2 NOV 2022	0311.6373		GAS
		1,557.36	MONTHLY GAS CHARGES		116777	8000014064-2 NOV 2022	0452.6373		GAS
		860.77	MONTHLY GAS CHARGES		116777	8000014064-2 NOV 2022	9601.6373		GAS
		860.77	MONTHLY GAS CHARGES		116777	8000014064-2 NOV 2022	9602.6373		GAS
		860.77	MONTHLY GAS CHARGES		116777	8000014064-2 NOV 2022	9605.6373		GAS
		<u>5,000.44</u>							
<b>116141</b>	<b>1/5/2023</b>		<b>100116 CONNEXUS ENERGY</b>						
		1,414.94	11/17-12/19/22 ELECTRIC USAGE		116773	759126-303107 DEC 2022	0220.6371		ELECTRIC UTILITIES
		4,921.85	11/17-12/19/22 ELECTRIC USAGE		116773	759126-303107 DEC 2022	0194.6371		ELECTRIC UTILITIES
		73.99	11/17-12/19/22 ELECTRIC USAGE		116773	759126-303107 DEC 2022	9230.6249		MISCELLANEOUS OPER/
		5,035.33	11/17-12/19/22 ELECTRIC USAGE		116773	759126-303107 DEC 2022	9240.6371		ELECTRIC UTILITIES
		313.39	11/17-12/19/22 ELECTRIC USAGE		116773	759126-303107 DEC 2022	9410.6371	00041012	ELECTRIC UTILITIES
		28.73	11/17-12/19/22 ELECTRIC USAGEE		116773	759126-303107 DEC 2022	9410.6371	00041018	ELECTRIC UTILITIES
		10,419.83	11/17-12/19/22 ELECTRIC USAGE		116774	759126-303101 DEC 2022	9603.6371		ELECTRIC UTILITIES
		7,322.59	CONNEXUS ELECTRIC WATER		116775	759126-303102 DEC 2022	9601.6371		ELECTRIC UTILITIES
		757.80	CONNEXUS ELECTRIC SEWER		116775	759126-303102 DEC 2022	9602.6371		ELECTRIC UTILITIES
		59.27	CONNEXUS ELECTRIC STORM		116775	759126-303102 DEC 2022	9605.6371		ELECTRIC UTILITIES
		85.00	SIREN ELECTRIC UTILITIES		116776	759126-303095 DEC 2022	0250.6371		ELECTRIC UTILITIES
		1,364.69	ELECTRIC		116780	759126-303106 DEC 2022	0452.6371		ELECTRIC UTILITIES
		660.13	ELECTRIC		116780	759126-303106 DEC 2022	0311.6371		ELECTRIC UTILITIES
		646.63	ELECTRIC		116780	759126-303106 DEC 2022	9601.6371		ELECTRIC UTILITIES
		646.63	ELECTRIC		116780	759126-303106 DEC 2022	9602.6371		ELECTRIC UTILITIES
		646.63	ELECTRIC		116780	759126-303106 DEC 2022	9605.6371		ELECTRIC UTILITIES
		999.90	TRAFFIC SIGNALS		116781	759126-303100 DEC 2022	0260.6371		ELECTRIC UTILITIES
		<u>35,397.33</u>							
<b>116142</b>	<b>1/5/2023</b>		<b>100167 CORNERSTONE FORD</b>						
		534.30	TRK. #697DRAG LINK/SPINDLE ROD		116778	15400209	0311.6257		OTHER VEHICLE PARTS
		53.43	EARLY PAY DISCOUNT		116778	15400209	0311.6257		OTHER VEHICLE PARTS
		11.31	EARLY PAY DISCOUNT		116779	15399891	0311.6257		OTHER VEHICLE PARTS
		113.09	TRK. #620 SEAL/ASSEMBLY		116779	15399891	0311.6257		OTHER VEHICLE PARTS
		<u>582.65</u>							

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
116142	1/5/2023		100167 CORNERSTONE FORD						Continued.
116143	1/5/2023		119352 LEE, JENNIFER						
		300.00	6 YOGA CLASSES IN 2022		116782	010323	0452.6489		OTHER CONTRACTED SI
		300.00							
116157	1/12/2023		100012 ACE SOLID WASTE INC						
		37,332.40	JANUARY RECYCLING		116886	8613940T067 JAN 2023	9604.6489		OTHER CONTRACTED SI
		144.23	REFUSE/RECYCLE		116896	8619831T067 JAN 2023	0220.6374		REFUSE/RECYCLING
		106.58	WASTE SERVICES		116900	8613949T067 JAN 2023	0311.6374		REFUSE/RECYCLING
		323.77	WASTE SERVICES		116900	8613949T067 JAN 2023	0194.6374		REFUSE/RECYCLING
		368.76	WASTE SERVICES		116900	8613949T067 JAN 2023	0452.6374		REFUSE/RECYCLING
		106.58	WASTE SERVICES		116900	8613949T067 JAN 2023	9601.6374		REFUSE/RECYCLING
		106.59	WASTE SERVICES		116900	8613949T067 JAN 2023	9602.6374		REFUSE/RECYCLING
		995.36	WASTE SERVICES		116900	8613949T067 JAN 2023	9604.6249		MISCELLANEOUS OPER/
		106.59	WASTE SERVICES		116900	8613949T067 JAN 2023	9605.6374		REFUSE/RECYCLING
		39,590.86							
116158	1/12/2023		117923 BURNET TITLE						
		92.92	UB REF 14670 ARGON ST NW		116806	01102023	9601.4651		WATER REVENUE
		92.92							
116159	1/12/2023		119714 CAWTHRA, JIM						
		29.26	UB REF 16862 JACKEL ST NW		116807	01102023	9601.4651		WATER REVENUE
		29.26							
116160	1/12/2023		110734 CITY OF RAMSEY						
		200.00	UB PAYMENT ACCT 732399		116881	01122023	9601.4651		WATER REVENUE
		200.00							
116161	1/12/2023		107724 COMCAST						
		6.99	CABLE SERVICE		116894	877210504012970 8 JAN 2023	0220.6489		OTHER CONTRACTED SI
		6.99							
116162	1/12/2023		100167 CORNERSTONE FORD						
		10.63	EP DISCOUNT TAKEN		116901	15400890	0311.6257		OTHER VEHICLE PARTS
		106.33	TRK. #692		116901	15400890	0311.6257		OTHER VEHICLE PARTS
		200.15	POLICE #377		116902	15401208	0311.6257		OTHER VEHICLE PARTS
		20.02	EP DISCOUNT TAKEN		116902	15401208	0311.6257		OTHER VEHICLE PARTS
		132.59	POLICE #377		116903	15401222	0311.6257		OTHER VEHICLE PARTS
		13.26	EP DISCOUNT TAKEN		116903	15401222	0311.6257		OTHER VEHICLE PARTS
		395.16							
116163	1/12/2023		106583 DELTA DENTAL PLAN OF MINNESOTA						
		4,710.91	JAN 2023 DENTAL PREM		116891	RIS0004616443 JAN 2023	9101.2170		DENTAL/DISABILITY/LIFE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
116163	1/12/2023	4,710.91	106583 DELTA DENTAL PLAN OF MINNESOTA						Continued.
116164	1/12/2023	106.55	100870 EDINA REALTY TITLE						
		106.55	UB REF 16892 FELDSPAR ST NW		116808	01102023	9601.4651		WATER REVENUE
116165	1/12/2023	65.45	119819 EXECUTIVE TITLE SERVICES						
		65.45	UB REF 15720 ANDRIE ST NW		116809	01102023	9601.4651		WATER REVENUE
116166	1/12/2023	68.82	119670 FIRST AMERICAN TITLE INSURANCE CO						
		68.82	UB REF 7654 147TH LN NW		116810	01102023	9601.4651		WATER REVENUE
116167	1/12/2023	415.00	111335 FIRST FINANCIAL TITLE AGENCY OF MN						
		415.00	UB REF 14815 WILLEMITE ST NW		116811	01102023	9601.4651		WATER REVENUE
116168	1/12/2023	297.37	119816 GORDON, RICK & JENNIFER						
		297.37	UB REF 14938 RABBIT ST NW		116812	01102023	9601.4651		WATER REVENUE
116169	1/12/2023	496.00	116743 GWORKS						
		496.00	SIMPLESIGNS SUBSCRIPTION-PW		116888	2019-14102	0192.6405		OFFICE & DATA PROCES
116170	1/12/2023	113.55	113464 LAND TITLE						
		113.55	UB REF 14660 COBALT ST NW		116813	01102023	9601.4651		WATER REVENUE
116171	1/12/2023	53.39	113464 LAND TITLE						
		53.39	UB REF 16424 OKAPI ST NW		116814	01102023 A	9601.4651		WATER REVENUE
116172	1/12/2023	192.85	117686 LENDSERV						
		149.83	UB REF 7091 148TH AVE NW		116804	07292022	9601.4651		WATER REVENUE
		342.68	UB REF 5200 149th LN NW		116805	06172021	9601.4651		WATER REVENUE
116173	1/12/2023	29.26	118007 LENDSERV						
		29.26	UB REF 9450 INVERNESS CT NW		116815	01102023	9601.4651		WATER REVENUE
116174	1/12/2023	61.88	119820 MORIARTY, MICHELLE & MICHAEL						
		61.88	UB REF 14520 NOWTHEN BLVD NW		116816	01102023	9601.4651		WATER REVENUE
116175	1/12/2023	352.00	100351 NCPERS GROUP LIFE INS						
		352.00	JAN 2023 PERALIFE PREM		116892	704800012023 JAN 2023	9101.2170		DENTAL/DISABILITY/LIFE
116176	1/12/2023	156.75	119817 OBRIEN, TAMMY & ED						
		156.75	UB REF 5750 157TH LN NW		116817	01102023	9601.4651		WATER REVENUE

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
116176	1/12/2023		119817 OBRIEN, TAMMY & ED						Continued.
116177	1/12/2023		119818 STROMMER, JANESEA						
		76.54	UB REF 14587 OLIVINE WAY NW		116818	01102023	9601.4651		WATER REVENUE
		76.54							
116178	1/12/2023		113038 THE TITLE GROUP						
		85.53	UB REF 4760 153RD LN NW		116819	01102023	9601.4651		WATER REVENUE
		85.53							
116179	1/12/2023		117096 TITLE SMART						
		294.23	UB REF 14856 OLIVINE ST NW		116820	01102023	9601.4651		WATER REVENUE
		294.23							
116180	1/12/2023		119815 ZAPATA, SAMANTHA & TRAVIS						
		417.85	UB REF 14206 BARIUM ST NW		116821	01102023	9601.4651		WATER REVENUE
		417.85							
1004590	1/6/2023		100144 DEHN OIL COMPANY						
		4,475.00	DIESEL FUEL		116783	94982 A	0311.6225		DIESEL FUEL
		16.78	STATUTORY LATE FEE		116783	94982 A	0311.6225		DIESEL FUEL
		4,491.78							
1004612	1/13/2023		116114 AVESIS THIRD PARTY ADMINISTRATORS						
		295.69	JAN 2023 VISION PREM		116890	2941704 JAN 2023	9101.2170		DENTAL/DISABILITY/LIFE
		295.69							
1004613	1/13/2023		117182 BERSCHIED, SCOTT						
		30.42	EE REIMB ON CALL		116880	01122023	0311.6249		MISCELLANEOUS OPER/
		30.42	EE REIMB ON CALL		116880	01122023	0260.6249		MISCELLANEOUS OPER/
		91.26	EE REIMB ON CALL		116880	01122023	9601.6334		MILEAGE REIMBURSEME
		30.42	EE REIMB ON CALL		116880	01122023	9602.6334		MILEAGE REIMBURSEME
		182.52							
1004614	1/13/2023		114432 HESSE, BRADLEY						
		44.26	EE REIMB EMT LUNCHES		116882	01122023	0211.6331		TRAVEL & LODGING
		44.26							
1004615	1/13/2023		100284 MENARDS ELK RIVER						
		187.23	MISC SUPPLIES ST 1		116895	65957	0220.6249		MISCELLANEOUS OPER/
		187.23							
1004616	1/13/2023		100291 MET COUNCIL SAC						
		24.85-	DEC 2022 SAC REMIT DISCOUNT		116883	01122023DISC	9602.4356		SEWER AVAILABILITY CH
		2,485.00	DEC 22 SAC REMITTANCE		116885	01122023	9602.2083		SAC CHARGES
		2,460.15							
1004617	1/13/2023		111488 POPP.COM INC						
		813.19	POPP COMM-CITY MONTHLY PHONE		116887	992765343 DEC 2022	0192.6321		TELEPHONE
		148.76	POPP-RAMP-PHONE		116887	992765343 DEC 2022	9240.6321		TELEPHONE
		79.34	POPP-YOUTHFIRST-PHONE		116887	992765343 DEC 2022	9410.6315	00041012	MISCELLANEOUS PROFE
		1,041.29							

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
99011323	1/13/2023		108768 COMDATA NETWORK INC						Continued.
		300.00	TMA - 2023 CONCERT DEPOSIT		117095	DEC 2022	9270.1550		PREPAID EXPENSE
		<u>18,249.36</u>				RIVERBLOOD RIVERBLOOD			
99291900	1/6/2023		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		11,698.74			116786	01052315571711	9101.2175		DEFERRED COMPENSAT
		<u>11,698.74</u>							
99293741	1/6/2023		114790 GREAT WEST LIFE AND ANNUITY INS CO						
		16,495.75			116787	01052315571712	9101.2176		LIFE/HEALTH-EMPLOYEE
		<u>16,495.75</u>							
99301940	1/6/2023		100223 ICMA RETIREMENT TRUST 457						
		780.00			116784	0105231557171	9101.2175		DEFERRED COMPENSAT
		<u>780.00</u>							
99560021	1/6/2023		101306 IRS						
		25,730.71			116794	0105231557177	9101.2171		FEDERAL WITHHOLDING
		16,058.44			116795	0105231557178	9101.2173		FICA & MEDICARE-EMPL
		16,058.44			116796	0105231557179	9101.2182		FICA & MEDICARE-EMPL
		<u>57,847.59</u>							
99683945	1/6/2023		100398 PUBLIC EMPLOYEES RETIREMENT ASSN						
		26,132.24			116791	0105231557174	9101.2174		PERA-EMPLOYEE
		34,957.51			116792	0105231557175	9101.2183		PERA-EMPLOYER
		<u>61,089.75</u>							
99847328	1/6/2023		100601 MN DEPT OF REV WH						
		12,422.94			116793	0105231557176	9101.2172		STATE WITHHOLDING
		<u>12,422.94</u>							
		<u>287,385.24</u>	Grand Total						

Payment Instrument Totals

Checks	89,739.37
EFT Payments	186,596.28
A/P ACH Payment	<u>11,049.59</u>
Total Payments	287,385.24

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Payment Group Control Number 3554  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument Check Payment  
 Pay Through Date 1/25/2023

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number Name
100036 ANOKA COUNTY CHIEFS OF POLICE ASSN		PV 117138 001 00999	1/13/2023	01132023 KATERS 2023	168.00		100036 ANOKA COUNTY CHIEFS OF POLICE ASSN
		Summary Total			168.00		
ANOKA COUNTY CHIEFS OF POLICE ASSN 13301 HANSON BLVD NW ATTN KELLY HAIGH		PV 117139 001 00999	1/13/2023	01132023 FRANKFURTH 2023	168.00		
		Summary Total			168.00		
ANDOVER MN 55304		PV 117140 001 00999	1/13/2023	01132023 BLUML 2023	168.00		
		Summary Total			168.00		
		Payment Amount			504.00		
100063 ASPEN MILLS		PV 116829 001 00999	12/29/2022	306309	137.87		100063 ASPEN MILLS
		Summary Total			137.87		
ASPEN MILLS 8201 C CENTRAL AVE NE		PV 116840 001 00999	12/29/2022	306653	3,054.00		
		Summary Total			3,054.00		
SPRING LAKE PARK MN 55432		PV 116844 001 00999	1/3/2023	306457	88.35		
		Summary Total			88.35		
		PV 117121 001 00999	1/11/2023	306967	208.85		
		Summary Total			208.85		
		Payment Amount			3,489.07		
114489 BIALON, TODD	BIALON 7751 LEASE - REFUND	PV 117145 001 00999	1/13/2023	1132023	2,994.30		114489 BIALON, TODD
		Summary Total			2,994.30		
TODD BIALON 15490 YORK CIRCLE RAMSEY MN 55303		Payment Amount			2,994.30		

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3554  
 Bank Account 999,1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument Check Payment  
 Pay Through Date 1/25/2023

..... Payee .....	Stub	.. Document .....	Due	Invoice	Payment	Discount	..... Supplier .....
Number Name / Mailing Address	Message	Ty Number Itm Co	Date	Number	Amount	Taken	Number Name
100086 BLUE VELVET INC		PV 116845 001 00999	12/30/2022	157	149.75		100086 BLUE VELVET INC
BLUE VELVET INC 14101 ST FRANCIS BLVD NW RAMSEY MN 55303		Summary Total			149.75		
		Payment Amount			149.75		
112722 CENAICO EXPO INC	2023 BUSINESS EXPO	PV 116833 001 00999	1/6/2023	23RBE-01	1,257.50		112722 CENAICO EXPO INC
CENAICO EXPO INC 9697 EAST RIVER ROAD MINNEAPOLIS MN 55433		Summary Total			1,257.50		
		Payment Amount			1,257.50		
119134 CINTAS (FIRST AID VENDOR)		PV 116938 001 00999	12/30/2022	5139019474	58.46		119134 CINTAS (FIRST AID VENDOR)
CINTAS PO BOX 631025 CINCINNATI OH 45263-1025		Summary Total			58.46		
		Payment Amount			58.46		
100112 COMMISSIONER OF TRANSPORTATION		PV 116859 001 00999	12/27/2022	P00016454	1,932.60		100112 COMMISSIONER OF TRANSPORTATION
COMMISSIONER OF TRANSPORTATION MN DEPT MS 215 -395 JOHN IRELAND BLVD ST PAUL MN 55155		Summary Total			1,932.60		
		Payment Amount			1,932.60		



CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3554  
 Bank Account 999,1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument Check Payment  
 Pay Through Date 1/25/2023

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Name
FORT WORTH TX 76102							Payment Amount	7,171.39		
119857	DUDERSTADT, JILL	WATER REBATE PROGRAM 2024	PV	117136 001 00999	1/13/2023	01132023	200.00		119857	DUDERSTADT, JILL
	JILL DUDERSTADT 7341 147TH TERRACE NW RAMSEY MN 55303						Summary Total	200.00		
							Payment Amount	200.00		
119814	EAGLE GARAGE DOOR CO		PV	116929 001 00999	12/29/2022	8493	925.00		119814	EAGLE GARAGE DOOR
	EAGLE GARAGE DOOR CO 4460 - 241ST AVE NW ST FRANCIS MN 55070						Summary Total	925.00		
							Payment Amount	925.00		
119788	ECM/UNION HERALD		PV	116866 001 00999	12/31/2022	32713	24.25		119788	ECM/UNION HERALD
	ECM/UNION HERALD 4095 COON RAPIDS BLVD COON RAPIDS MN 55433-2523						Summary Total	24.25		
							Payment Amount	24.25		
106624	EHLERS AND ASSOCIATES, INC	Inv# 92891	PV	116942 001 00999	1/9/2023	92891	450.00		106624	EHLERS AND ASSOCIATES, INC
	EHLERS & ASSOCIATES, INC 3060 CENTRE POINTE DRIVE ROSEVILLE MN 55113-1105						Summary Total	450.00		

CITY OF RAMSEY  
Create Payment Control Groups

Payment Group Control Number 3554  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument Check Payment  
 Pay Through Date 1/25/2023

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Name
						450.00			
100143	FERGUSON WATERWORKS # 2518		PV 116871 001 00999	12/28/2022	0506716	1,784.88		100143	FERGUSON WATERWOF # 2518
			Summary Total			1,784.88			
	FERGUSON WATERWORKS 2516 P O BOX 802817 CHICAGO IL 60680-2817		PV 116872 001 00999	12/28/2022	0506725	1,784.88			
			Summary Total			1,784.88			
			PV 117128 001 00999	1/11/2023	0506963	2,532.84			
			Summary Total			2,532.84			
			Payment Amount			6,102.60			
119348	GILLAN, LEA	WATER EFFICIENCY REBATE 2024	PV 117124 001 00999	1/12/2023	01122023	200.00		119348	GILLAN, LEA
	LEA GILLAN 15565 SODIUM WAY RAMSEY MN 55303		Summary Total			200.00			
			Payment Amount			200.00			
118922	HAUGO GEO TECHNICAL SERVICES, LLC		PV 117122 001 00999	12/20/2022	12226	8,625.00		118922	HAUGO GEO TECHNICA SERVICES, LLC
	HAUGO GEO TECHNICAL SERVICES, LLC 13570 GROVE DRIVE #278 MAPLE GROVE MN 55311		Summary Total			8,625.00			
			Payment Amount			8,625.00			
112160	HOLIDAY COMPANIES		PV 116825 001 00999	1/1/2023	046801012300	148.75		112160	HOLIDAY COMPANIES

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	HOLIDAY COMPANIES 4567 AMERICAN BLVD W BLOOMINGTON MN 55437								148.75			
									Summary Total			
									Payment Amount	148.75		
117451	INKY ELF LLC INKY ELF LLC P O BOX 819 ANOKA MN 55303		PV	116858	001	00999	1/9/2023	10865	698.83		117451	INKY ELF LLC
									Summary Total	698.83		
									Payment Amount	698.83		
106258	ISANTI RENTAL ISANTI RENTAL 421 W DUAL BLVD ISANTI MN 55040		PV	117126	001	00999	1/11/2023	1-601174	2,246.66		106258	ISANTI RENTAL
									Summary Total	2,246.66		
									Payment Amount	2,246.66		
119812	KOMAREK, JUSTIN JUSTIN KOMAREK 14255 TUNGSTEN ST NW RAMSEY MN 55303	WATER EFFICIENCY REBATE 2024	PV	116798	001	00999	1/4/2023	010423	200.00		119812	KOMAREK, JUSTIN
									Summary Total	200.00		
		WATER REBATE PROGRAM 2022-2024	PV	116869	001	00999	1/10/2023	01102023	200.00			
									Summary Total	200.00		
									Payment Amount	400.00		
100256	LANO EQUIPMENT INC		PV	116847	001	00999	1/7/2023	02-967457	35.16		100256	LANO EQUIPMENT INC

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Name
	LANO EQUIPMENT INC 6140 HIGHWAY 10 NW ANOKA MN 55303		PV	116928 001 00999	1/5/2023	02-967002	35.16 68.22			
				Summary Total			68.22			
			PV	116937 001 00999	12/29/2022	02-965560	92.69			
				Summary Total			92.69			
				Payment Amount			196.07			
100258	LEAGUE OF MINNESOTA CITIES	01/09/23 LMCTrain Howell Spech	PV	116862 001 00999	1/9/2023	374579	700.00		100258	LEAGUE OF MINNESOTA CITIES
	LEAGUE OF MN CITIES FINANCE DEPT	01/09/23 LMC Train Olson	PV	117120 001 00999	1/9/2023	374629	350.00			
				Summary Total			350.00			
	145 UNIVERSITY AVE WEST ST PAUL MN 55103-2044			Payment Amount			1,050.00			
119825	METRO CREATIVE GRAPHICS INC		PV	117123 001 00999	12/31/2022	51597	198.00		119825	METRO CREATIVE GRAPHICS INC
	METRO CREATIVE GRAPHICS INC 519 EIGHTH AVENUE NEW YORK NY 10018			Summary Total			198.00			
				Payment Amount			198.00			
108208	METRO PRODUCTS INC		PV	116876 001 00999	12/21/2022	171128	28.60		108208	METRO PRODUCTS INC
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE		PV	116933 001 00999	1/4/2023	171317	28.94			
				Summary Total			28.60			
				Payment Amount			28.94			

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..... Payee .....	Stub	.. Document .....	Due	Invoice	Payment	Discount	..... Supplier .....
Number Name / Mailing Address	Message	Ty Number Itm Co	Date	Number	Amount	Taken	Number Name
FRIDLEY MN 55432					Summary Total	28.94	
					Payment Amount	57.54	
118388 MITCHELL 1		PV 116936 001 00999	12/19/2022	IB28581210		80.00	118388 MITCHELL 1
MITCHELL 1					Summary Total	80.00	
25029 NETWORK PLACE					Payment Amount	80.00	
CHICAGO IL 60673-1250							
100345 NAPA AUTO PARTS ELK RIVER		PV 116932 001 00999	1/9/2023	190696		9.22	100345 NAPA AUTO PARTS ELK RIVER
NAPA AUTO PARTS ELK RIVER					Summary Total	9.22	
17137 YALE STREET NW					Payment Amount	9.22	
P O BOX 1041							
ELK RIVER MN 55330							
115543 NATURAL ENDEAVORS LANDSCAPING INC	6701 Hwy 10 Snow Plow Dec 22	PV 116836 001 00999	1/3/2023	1901 DEC 2022		1,125.00	115543 NATURAL ENDEAVORS LANDSCAPING INC
NATURAL ENDEAVORS LANDSCAPING INC					Summary Total	1,125.00	
2662 S COON CREEK DRIVE NW					Payment Amount	1,125.00	
ANDOVER MN 55304							
100360 NORTH STAR TOWING INC		PV 116853 001 00999	12/1/2022	87624		159.00	100360 NORTH STAR TOWING INC
NORTH STAR TOWING INC					Summary Total	159.00	

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	833 NORTH STREET ANOKA MN 55303		PV 116855 001 00999	12/19/2022	87653	135.00			
			Summary Total			135.00			
			Payment Amount			294.00			
119813	OHLROGGE, CHRISTY CHRISTY OHLROGGE 14940 ARGON STREET NW RAMSEY MN 55303	WATER EFFICIENCY PROGRAM 2024	PV 116799 001 00999	1/4/2023	01042023	200.00		119813	OHLROGGE, CHRISTY
			Summary Total			200.00			
			Payment Amount			200.00			
119638	O'REILLY AUTO PARTS O'REILLY AUTO PARTS PO BOX 9464 SPRINGFIELD MO 65801-9464		PD 116848 001 00999	1/25/2023	6193-111695	22.00-		119638	O'REILLY AUTO PARTS
			Summary Total			22.00-			
			PV 116849 001 00999	1/7/2023	6193-111694	178.02			
			Summary Total			178.02			
			Payment Amount			156.02			
119828	RANDY SMITHS ELECTRIC RANDY SMITHS ELECTRIC 8557 WYOMING AVE NORTH STE 6 BROOKLYN PARK MN 55445	CANCELLED PERMIT	PV 117141 001 00999	1/11/2023	1112023	21.00		119828	RANDY SMITHS ELECTRIC
			Summary Total			21.00			
			Payment Amount			21.00			
119022	RIDGECREST PRODUCTS/BADGEANDWALLET		PV 116846 001 00999	1/6/2023	503433	1,683.00		119022	RIDGECREST PRODUCTS/BADGEAND

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	.COM											LET.COM
	BADGEANDWALLET.COM PO BOX 783 ARMONK NY 10504								Summary Total	1,683.00		
									Payment Amount	1,683.00		
116804	SAFEASSURE CONSULTANTS INC SAFEASSURE CONSULTANTS INC 7505 93RD AVENUE NE SPICER MN 56288		PV	116875	001	00999	1/2/2023	3282A		8,718.88		116804 SAFEASSURE CONSULTANTS INC
									Summary Total	8,718.88		
									Payment Amount	8,718.88		
118921	SHRED RIGHT SHRED RIGHT 6301 W OLD SHAKOPEE ROAD SUITE A BLOOMINGTON MN 55438		PV	117125	001	00999	1/5/2023	591275		17.73		118921 SHRED RIGHT
									Summary Total	17.73		
									Payment Amount	17.73		
100461	STAR TRIBUNE Star Tribune Subscription		PV	116837	001	00999	12/11/2022	12112022		16.96		100461 STAR TRIBUNE
									Summary Total	16.96		
									Payment Amount	16.96		
119858	SZOLWINSKI, RONALD WATER REBATE PROGRAM		PV	117137	001	00999	1/13/2023	01132023		200.00		119858 SZOLWINSKI, RONALD



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						51.94			
113539	WINSUPPLY TWIN CITIES MN CO.		PV 116874 001 00999	12/28/2022	152509 01	266.08		113539	WINSUPPLY TWIN CITIES MN CO.
	WINSUPPLY TWIN CITIES MN CO. 13930 RADIUM STREET NW RAMSEY MN 55303		Summary Total			266.08			
			Payment Amount			266.08			
			Total Amount to be Processed			56,605.79			
			Total Number of Payments to be Processed			42			

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Payee Number Name / Mailing Address	Stub Message	Document Ty Number I/m Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number Name
117651 ACCESS MECHANICAL INC		PV 116843 001 00999	1/7/2023	022321-1442	1,815.00		117651 ACCESS MECHANICAL INC
ACCESS MECHANICAL INC 15901 FOX STREET NW ANDOVER MN 55304				Summary Total	1,815.00		
				Payment Amount	1,815.00		
117343 AMAZON CAPITAL SERVICES INC		PV 116841 001 00999	1/9/2023	1DLR-HQ9V-N3R7	80.98		117343 AMAZON CAPITAL SERVICES INC
AMAZON CAPITAL SERVICES INC PO BOX 035184				Summary Total	80.98		
SEATTLE WA 98124-5184		PV 116851 001 00999	1/9/2023	16JW-QTF6-N37G	239.96		
				Summary Total	239.96		
				Payment Amount	320.94		
100043 ANOKA COUNTY PROPERTY RECORDS TAXATION		PV 117146 001 00999	12/23/2022	12312022	138.00		100043 ANOKA COUNTY PROPERTY RECORDS TAXATION
ANOKA COUNTY PROPERTY RECORDS TAXATION 2100 - 3RD AVENUE ANOKA MN 55303				Summary Total	138.00		
				Payment Amount	138.00		
107587 ANOKA COUNTY TREASURY DEPARTMENT		PV 116867 001 00999	1/3/2023	ELEC12302219	300.11		107587 ANOKA COUNTY TREASURY DEPARTMENT
ANOKA COUNTY TREASURY DEPARTMENT 2100 3RD AVE STE 300				Summary Total	300.11		
ANOKA MN 55303-5029		PV 117131 001 00999	1/10/2023	B221115M-1	492.00		
				Summary Total	492.00		

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Name
Payment Amount							792.11			
101084	BATTERIES PLUS BULBS		PV	116830 001 00999	12/29/2022	P58506946	31.46		101084	BATTERIES PLUS BULB:
	BATTERIES PLUS BULBS						Summary Total	31.46		
	138 SOUTH DALE MABRY HWY						Payment Amount	31.46		
	TAMPA FL 33609									
106346	BAUER BUILT INCORPORATED		PV	116827 001 00999	1/3/2023	940094906	1,340.90		106346	BAUER BUILT INCORPORATED
	BAUER BUILT INCORPORATED						Summary Total	1,340.90		
	8270 W 35W SERVICE DR NE						Payment Amount	1,340.90		
	BLAINE MN 55449									
103641	BOYER TRUCKS		PV	116878 001 00999	1/5/2023	003P31998	124.09		103641	BOYER TRUCKS
	BOYER TRUCKS						Summary Total	124.09		
	P O BOX 512		PV	116927 001 00999	1/6/2023	003P32050	53.22			
	ST MICHAEL MN 55376						Summary Total	53.22		
			PV	116935 001 00999	1/9/2023	003P32099	77.92			
							Summary Total	77.92		
							Payment Amount	255.23		
103975	BROZAK, LUANN	01/11/23 BROZAK JAN/FEB RR PRI	PV	117119 001 00999	1/11/2023	2041	6,424.80		103975	BROZAK, LUANN
	LUANN BROZAK						Summary Total	6,424.80		

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23900 CTY RD 4 #21 NISSWA MN 56468					6,424.80		
116845 CADY BUSINESS TECHNOLOGIES INC		PV 116850 001 00999	1/2/2023	IN-800107283581	39.00		116845 CADY BUSINESS TECHNOLOGIES INC
CADY BUSINESS TECHNOLOGIES INC 3030 HARBOR LANE SUITE 104 PLYMOUTH MN 55447					39.00		
					39.00		
112663 CAPSTONE HOMES INC	PERMIT CANCELLED	PV 116832 001 00999	1/4/2023	142023	8,758.14		112663 CAPSTONE HOMES INC
CAPSTONE HOMES INC 14015 SUNFISH LAKE BLVD SUITE 400 RAMSEY MN 55303					8,758.14		
					8,758.14		
112019 CENTRAL HYDRAULICS INC		PV 116877 001 00999	12/27/2022	79207	83.26		112019 CENTRAL HYDRAULICS INC
CENTRAL HYDRAULICS INC 21877 INDUSTRIAL COURT ROGERS MN 55374					83.26		
					83.26		
116197 CINTAS CORPORATION		PV 116934 001 00999	1/6/2023	4142643468	75.27		116197 CINTAS CORPORATION
CINTAS CORPORATION CINTAS LOC #4K					75.27		
		PV 116939 001 00999	12/30/2022	4142036536	31.00		

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	P O BOX 650838 DALLAS TX 75265-0838								31.00			
									Summary Total			
									Payment Amount	106.27		
100144	DEHN OIL COMPANY		PV	116923	001	00999	12/29/2022	96851	2,587.50		100144	DEHN OIL COMPANY
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303								Summary Total	2,587.50		
			PV	116926	001	00999	12/29/2022	96850	4,075.00			
									Summary Total	4,075.00		
			PV	116930	001	00999	1/5/2023	96876	8,912.50			
									Summary Total	8,912.50		
			PV	116931	001	00999	1/5/2023	96875	2,497.50			
									Summary Total	2,497.50		
			PV	116941	001	00999	1/4/2023	25203789	197.50			
									Summary Total	197.50		
									Payment Amount	18,270.00		
116175	ECKBERG LAMMERS ATTORNEYS AT LAW	Inv 12 2022	PV	116800	001	00999	12/31/2022	12-2022	6,080.96		116175	ECKBERG LAMMERS ATTORNEYS AT LAW
	ECKBERG LAMMERS ATTORNEYS AT LAW 1809 NORTHWESTERN AVENUE STILLWATER MN 55082								Summary Total	6,080.96		
									Payment Amount	6,080.96		
100158	ECM PUBLISHERS INC		PV	117118	001	00999	1/6/2023	927868	53.75		100158	ECM PUBLISHERS INC
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD								Summary Total	53.75		

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COON RAPIDS MN 55433					53.75		
100163 ELECTRIC SIGN AND LIGHTING INC	CANCELLED PERMIT	PV 117142 001 00999	1/11/2023	1112023	21.00		100163 ELECTRIC SIGN AND LIGHTING INC
ELECTRIC SIGN AND LIGHTING INC 11328 ZANE AVENUE NORTH CHAMPLIN MN 55316-3462					21.00		
					21.00		
113321 FACTORY MOTOR PARTS CO		PV 116940 001 00999	1/3/2023	6-1637698	39.48		113321 FACTORY MOTOR PART CO
FACTORY MOTOR PARTS CO BIN 139107 P O BOX 9107 MINNEAPOLIS MN 55480-9107					39.48		
					39.48		
100193 GALLS LLC		PV 116854 001 00999	12/16/2022	022998849	129.35		100193 GALLS LLC
GALLS LLC P O BOX 71628 CHICAGO IL 60694-1628					129.35		
					129.35		
100200 GOPHER STATE ONE CALL INC		PV 116873 001 00999	12/31/2022	2120694	47.25		100200 GOPHER STATE ONE CALL INC
GOPHER STATE ONE CALL					47.25		



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						572.59			
102954	LITTLE FALLS MACHINE INC		PV 116922 001 00999	12/28/2022	366083	1,077.12		102954	LITTLE FALLS MACHINE INC
	LITTLE FALLS MACHINE INC 300 LINDBERGH DRIVE SOUTH LITTLE FALLS MN 56345-1598					Summary Total	1,077.12		
						Payment Amount	1,077.12		
113658	MARCO		PV 116824 001 00999	1/3/2023	INV10732849	2,667.00		113658	MARCO
	MARCO NW 7128 PO BOX 1450 MINNEAPOLIS MN 55485-7128					Summary Total	2,667.00		
						Payment Amount	2,667.00		
106616	MARTIN MCALLISTER, INC		PV 116801 001 00999	12/31/2022	15075	3,600.00		106616	MARTIN MCALLISTER, INC
	MARTIN MCALLISTER, INC 7650 EDINBOROUGH WAY #550 EDINA MN 55435					Summary Total	3,600.00		
						Payment Amount	3,600.00		
100283	MENARDS COON RAPIDS		PV 117129 001 00999	1/11/2023	87047	214.21		100283	MENARDS COON RAPID
	MENARDS COON RAPIDS 3045 MAIN STREET COON RAPIDS MN 55448					Summary Total	214.21		
						Payment Amount			

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									214.21			
100284	MENARDS ELK RIVER MENARDS ELK RIVER 19521 EVANS STREET NW ELK RIVER MN 55330-1077		PV	116852	001	00999	12/29/2022	66198	109.07		100284	MENARDS ELK RIVER
									Summary Total	109.07		
									Payment Amount	109.07		
100285	MET COUNCIL ENVIRONMENTAL SRV MET COUNCIL ENVIRONMENTAL SRV P O BOX 856513 MINNEAPOLIS MN 55485-6513	Inv 00011502882	PV	116839	001	00999	1/9/2023	0001150282	94,908.25		100285	MET COUNCIL ENVIRONMENTAL SRV
									Summary Total	94,908.25		
									Payment Amount	94,908.25		
114104	MINNEAPOLIS ST. PAUL REG ECO/GREATER MSP GREATER MSP 400 ROBERT STREET NORTH SUITE 1600 ST PAUL MN 55101	Sales Force Membership BRE	PV	116835	001	00999	1/3/2023	INV-0917	281.60		114104	MINNEAPOLIS ST. PAUL REG ECO/GREATER MS
									Summary Total	281.60		
									Payment Amount	281.60		
100313	MN RECREATION AND PARK ASSN MN RECREATION AND PARK ASSN 200 CHARLES STREET NE FRIDLEY MN 55432	MRPA DUES FOR MARK	PV	116797	001	00999	1/4/2023	010423	300.00		100313	MN RECREATION AND PARK ASSN
									Summary Total	300.00		

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						300.00			
100363	NORTHERN SANITARY SUPPLY CO		PV 116842 001 00999	1/3/2023	205993	680.30		100363	NORTHERN SANITARY SUPPLY CO
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433					Summary Total	680.30		
						Payment Amount	680.30		
115071	NORTHLAND OCCUPATIONAL HEALTH		PV 116861 001 00999	1/4/2023	16981	3,480.00		115071	NORTHLAND OCCUPATIONAL HEALTH
	NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303					Summary Total	3,480.00		
			PV 117135 001 00999	1/13/2023	17103	50.00			
						Summary Total	50.00		
						Payment Amount	3,530.00		
110547	NORTHWEST LIGHTING SYSTEMS CO.		PV 117117 001 00999	1/10/2023	127722	435.00		110547	NORTHWEST LIGHTING SYSTEMS CO.
	NORTHWEST LIGHTING SYSTEMS CO. 736 CRAIG AVENUE TRACY MN 56175					Summary Total	435.00		
						Payment Amount	435.00		
117474	OERTEL ARCHITECTS LTD		PV 116860 001 00999	1/6/2023	20-08.5 SALT	4,096.92		117474	OERTEL ARCHITECTS LTD

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Payment Instrument T A/P ACH Payment  
Pay Through Date 1/25/2023

Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	OERTEL ARCHITECTS LTD 1795 ST CLAIR AVENUE ST PAUL MN 55105								4,096.92			
									Summary Total			
									Payment Amount	4,096.92		
100384	PLAISTED COMPANIES INC  PLAISTED COMPANIES INC PO BOX 332 11555 - 205TH AVENUE NW ELK RIVER MN 55330		PV	116925	001	00999	12/31/2022	58050	1,474.72		100384	PLAISTED COMPANIES INC
									Summary Total	1,474.72		
									Payment Amount	1,474.72		
107978	PREMIER COMMERCIAL PROPERTIES INC  PREMIER COMMERCIAL PROPERTIES INC 299 COON RAPIDS BLVD NW #200 COON RAPIDS MN 55433	6701 Hwy 10 Prop Mgmt	PV	117144	001	00999	1/3/2023	8600	4,369.20		107978	PREMIER COMMERCIAL PROPERTIES INC
									Summary Total	4,369.20		
									Payment Amount	4,369.20		
100431	SAFETY KLEEN CORPORATION  SAFETY KLEEN CORPORATION PO BOX 975201 DALLAS TX 75397-5201		PV	116879	001	00999	1/6/2023	CN16070641	110.97		100431	SAFETY KLEEN CORPORATION
									Summary Total	110.97		
									Payment Amount	110.97		

Payment Group Control Number 3555  
 Bank Account 999.1010 CASH IN BANK 00002224  
 Version LOGIS004V  
 Originator JMORRISON  
 Payment Instrument T A/P ACH Payment  
 Pay Through Date 1/25/2023

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Ilm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number Name
119121 SLOTH INSPECTIONS INC		PV 116834 001 00999	12/31/2022	12312022	4,982.25		119121 SLOTH INSPECTIONS INC
SLOTH INSPECTIONS INC 2089 175TH LANE NW ANDOVER MN 55304				Summary Total	4,982.25		
				Payment Amount	4,982.25		
100469 STREICHER'S POLICE EQUIPMENT		PV 116826 001 00999	12/28/2022	11608063	219.98		100469 STREICHER'S POLICE EQUIPMENT
STREICHER'S POLICE EQUIPMENT 10911 WEST HWY 55 MINNEAPOLIS MN 55441				Summary Total	219.98		
		PV 116828 001 00999	12/28/2022	11608062	116.98		
				Summary Total	116.98		
		PV 116856 001 00999	1/4/2023	11609233	889.96		
				Summary Total	889.96		
				Payment Amount	1,226.92		
100485 TIMESAVER OFF SITE SECRETARIAL INC		PV 116802 001 00999	12/30/2022	M27880	521.13		100485 TIMESAVER OFF SITE SECRETARIAL INC
TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025				Summary Total	521.13		
				Payment Amount	521.13		
106351 WATER LABORATORIES, INC		PV 116870 001 00999	1/2/2023	9349	660.00		106351 WATER LABORATORIES INC
WATER LABORATORIES, INC 333 EAST MAIN STREET				Summary Total	660.00		



Councilmember introduced the following resolution and moved for its adoption:

**RESOLUTION #23-037**

**RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF JANUARY 5, 2023 THROUGH JANUARY 18, 2023.**

**WHEREAS**, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of January 5, 2023 through January 18, 2023 in the amount of \$725,023.17 and

**WHEREAS**, the City Council of the City of Ramsey is required to authorize payment for all disbursement transactions.

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

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period January 5, 2023 through January 18, 2023, in the amount of \$725,023.17.

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

Mayor  
Councilmember  
Councilmember  
Councilmember  
Councilmember  
Councilmember  
Councilmember

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of January, 2023.

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Mayor

**ATTEST:**

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City Clerk

**Meeting Date:** 01/24/2023

**By:** Brian Hagen, Administrative Services

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**Information**

**Title**

Adopt 2023 Legislative Priorities

**Purpose/Background:**

Ramsey's 2022 Legislative Priorities saw limited success with some bills being introduced but not approved.

The City Council has reviewed 2022 outcomes and identified 2023 Legislative Priorities. As part of the review, Senator Bahr attended the January 10th Work Session and Representative Niska met with Mayor Kuzma, Councilors Specht and Woestehoff and City Administrator Hagen to understand Ramsey's priorities.

2023 Priorities with local impacts include:

- Sales Tax Exemption for Water Treatment Plant
- State Funding for Water Treatment Plant
- Extension of Project Deadline for TIF 14 (The COR)
- Funding for continued study of Ramsey/Dayton Mississippi River Crossing
- Expansion of Metro Mobility Service Area to serve Ramsey
- Closed landfill legislation to provide for industrial development

**Recommendation:**

Staff recommends adoption of the 2023 Legislative Priorities. Staff would continue work with legislative representatives to advocate the importance and benefit of these approvals.

**Action:**

Motion to adopt 2023 Legislative Priorities.

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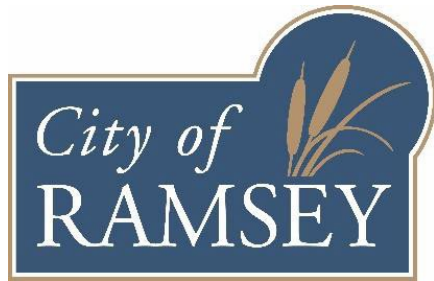
**Attachments**

2023 Legislative Priorities

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	01/19/2023 02:38 PM
Form Started By: Brian Hagen		Started On: 01/17/2023 08:32 AM
Final Approval Date: 01/19/2023		



**2023 City of Ramsey Legislative Priorities**

### **Local Priority: Sales Tax Exemption for Water Treatment Plant**

The purchase of materials for the proposed \$48 million Water Treatment Plant are not exempt from the state sales tax without this legislation. The bill would exempt purchases made for this project.

- A bill was introduced in 2021 and no action was taken.
- A bill was introduced in 2022 and no action was taken.
- The City will work with legislators to reintroduce a bill in 2023.

### **Local Priority: State Funding for Water Treatment Plant**

The City is requesting state funding to construct a water treatment plant being constructed to address a public health need in the city of Ramsey. The discovery of manganese by the Minnesota Department of Health in 2019 led the City to conduct a feasibility study for a water treatment plant to address the public health issue. The recommended action is to construct a \$48 million Water Treatment Plant to serve Ramsey Water customers. Construction is proposed to commence in the spring of 2023.

- A bill was introduced in 2021 and no action was taken.
- A bill was introduced in 2022 and no action was taken.
- The City will work with legislators to reintroduce a bill in 2023.

### **Local Priority: Legislation to Extend Project Deadline (3 Years) for Tax Increment Financing (TIF) District 14 (The COR)**

TIF District 14 administered by the City of Ramsey expires in November 2023. Development in this district has been limited in recent years. Various infrastructure improvements have occurred in the geographical area of this district to support economic development. Planned infrastructure improvements known as the Ramsey Gateway Project will further enhance access into this area. A remaining priority within the district is making the NW quadrant of the COR “shovel ready”. A significant amount of fill is necessary to make this land developable. The City has engaged an engineering firm to update cost estimates to complete this improvement in which would provide pad ready sites for economic development. Other smaller improvements could also be funded by this account/district.

- The City will work with legislators to introduce a bill in 2023 granting a three-year extension to the TIF District 14 administered by the City of Ramsey.

### **Local Priority: Funding for continued study of Ramsey/Dayton Mississippi River bridge project**

- The feasibility study for a new Mississippi River bridge was completed in 2021 with funds allocated by the 2020 legislature. Staff will work with local legislators to secure the funding for the next step in pursuit of this project.

**Local Priority: Metro Mobility Service Area**

- Introduce legislation that will add Ramsey to the service area for Metro Mobility.
- Over the years some residents have expressed an interest in getting door-to-door Metro Mobility Service in Ramsey.
- City residents annually pay \$352,000 to the Metro Transit Taxing District that the City was required to enter when the NorthStar Station was completed.
- Inclusion in the Metro Mobility service area requires a state statute and was last extended to the City of Lakeville in 2019. The cost of the service is covered by the state.

**Local Priority: Closed landfill legislation to allow economic development**

- Staff will work with the PCA and local legislators to determine what, if any, legislation will allow closed landfill property to be put back on the tax role for private development opportunities.

### **State-wide Policy Priority:**

- **Exemption of residential gardens from water emergency restrictions**

Staff will work with legislators to research possible legislation to ensure that, in the event the governor declares by executive order a critical water deficiency, pursuant to Minnesota Statutes section 103G.291 implementing mandatory emergency water conservation measures and mandatory restrictions upon nonessential water use is enforced and outdoor irrigation is prohibited, that gardens created by Minnesota residents for the cultivation of vegetables, fruits, herbs and flowers for food and medicinal purposes will not be subject to water restrictions, nor shall they be limited to reclaimed water.

### **State-wide Policy Priority:**

- **Statewide licensure of massage therapy**

Support legislation that seeks to adopt a state license requirement for massage therapists. Lack of a statewide license for massage therapists has hampered law enforcement's ability to regulate illegal activities across municipal boundaries related to this profession.

### **State-wide Policy Priority:**

- **Amend remote open meeting law requirement (MS13D.02) that requires notification of a remote place accessible to the public**

Support legislation that will simplify the remote meeting process for local elected bodies, such as, the requirement that all remote locations be advertised and accessible to the public.

### **State-wide Policy Priority:**

- **Lift hospital moratorium**

Support legislation that seeks to increase the availability of hospital beds and allow a free-market for hospital construction.

### **State-wide Policy Priority:**

- **Local Government Aid (LGA)**

Local Government Aid for Ramsey has fluctuated (see chart below) from a high of \$396,382 in 2001, to the current level of \$0 in 2017 and beyond. The basic formula was changed in 2014 and some level of LGA was restored for the next three years

(approximately \$100,000 per year), however the same formula has now resulted in the elimination of all LGA for Ramsey and similar developing suburbs.

FY 2000 - \$359,771  
FY 2001 - \$396,382  
FY 2002 - \$303,894  
FY 2003 through 2013 - \$0  
FY 2014 - \$91,381  
FY 2015 - \$110,352  
FY 2016 - \$111,311  
FY 2017 - \$0  
FY 2018 - \$0  
FY 2019 - \$0  
FY 2020 - \$0  
FY 2021 - \$0  
FY 2022 - \$0

Background:

Support legislation that revises the LGA formula and recognizes the needs of developing suburbs, restoring LGA to developing suburbs for long-term capital needs.

- No changes were made to the LGA funding formula in 2022.
- The City should consider working with legislators to determine if there is an opportunity to revise the LGA formula in 2023 to provide greater resources to developing suburbs. The state is currently projecting a record budget surplus which could provide a point of discussion.
- A couple of LGA bills were introduced in 2021 that may have impacted Ramsey, but failed to become law:
  - LGA adjusted for unpaid local assistance costs HF 1052/SF 749 (Rep. Jim Nash, R-Waconia, and Sen. Bill Weber, R-Luverne) would have allowed cities that have not been reimbursed by another city for local assistance costs to submit an application for reimbursement through a reduction in the LGA of the recipient city.
  - LGA minimum distribution HF 1096/SF 1238 (Rep. Jerry Hertaus, R-Greenfield, and Sen. David Osmeck, R-Mound) would have provided for a minimum per capita LGA amount for all cities that otherwise would receive no LGA, and increased the LGA appropriation to cover the additional amount.
- During the 2022 session, discussions occurred regarding updating the LGA formula. Based on a draft formula, Ramsey would have received funds.

State-wide Policy Priority:

- **Homestead Market Value Exclusion**

Increase property value amounts under Minn. Stat. § 273.13, subd. 35. Property market values have seen large percentage increases in recent years, thus causing property owners to lose their

Homestead Market Value Exclusion. Recent years, staff has fielded numerous calls regarding the increase to their taxes. The increased property value and the reduction in property value exclusion are contributing factors to the increase in taxes owed.

**State-wide Policy Priority:**

- **Metropolitan Council Committee Membership**

Support legislation that seeks to adjust Metropolitan Council Committee membership qualifications and membership determination. Currently there are 16 geographical Council Districts and one chair. Members are comprised of a representative who resides in the district they represent, with the chair serving at large. All members are interviewed by a nominating committee created by the governor, and the final appointment is determined by the governor.

**CC Regular Session**

**6. 1.**

**Meeting Date:** 01/24/2023

**By:** Todd Larson, Community Development

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**Information**

**Title:**

PUBLIC HEARING - Easement vacation in Apple Ridge in conjunction with the proposed plat of Gile Addition.

**Purpose/Background:**

The final plat of Gile Addition will be dedicating new standard drainage and utility easements. Some of the existing platted easements from the plat of Apple Ridge are in areas where they are not needed. The proposed action is to vacate all the existing drainage and utility easements and establish new ones in the proper places with the proposed Gile Addition plat.

**Notification:**

The public hearing notification was provided in the December 30 Anoka Union Hearld and mailed to surrounding property owners. Utility companies operating within Ramsey were provided an email notification.

**Time Frame/Observations/Alternatives:**

Alternatives to consider:

1. Approve the easement vacation as recommended by staff.
2. Deny the easement vacation based on certain findings keeping the existing easements in place.

**Funding Source:**

All costs related to this request are the responsibility of the property owner.

**Recommendation:**

Staff recommends vacating the existing drainage and utility easements contingent upon subsequently recording the plat of Gile Addition.

**Outcome/Action:**

Motion to adopt Resolution #23-012 vacating easements in Apple Ridge.

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**Attachments**

Property Location Map  
Easement Vacation Exhibit  
Resolution #23-012

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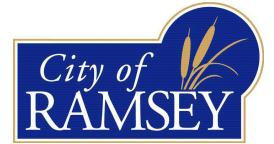
**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	01/04/2023 05:31 PM
Form Started By: Todd Larson		Started On: 12/27/2022 02:52 PM
Final Approval Date: 01/04/2023		

PID: 23-32-25-11-0071

15710 St Francis Blvd

# Gile Addition



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, LOGIS

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# SKETCH AND DESCRIPTION

~for~ DEBRA GILE  
 ~of~ DRAINAGE AND UTILITY EASEMENTS TO BE VACATED  
 ON LOT 7, BLOCK 3, APPLE RIDGE

## PROPERTY DESCRIPTION

Lot 7, Block 3, APPLE RIDGE, Anoka County, Minnesota.

## DESCRIPTION OF EASEMENTS TO BE VACATED

All public drainage and utility easements on Lot 7, Block 3, APPLE RIDGE, Anoka County, Minnesota, as dedicated on said plat of APPLE RIDGE.

 DENOTES EASEMENTS TO BE VACATED

## NOTE

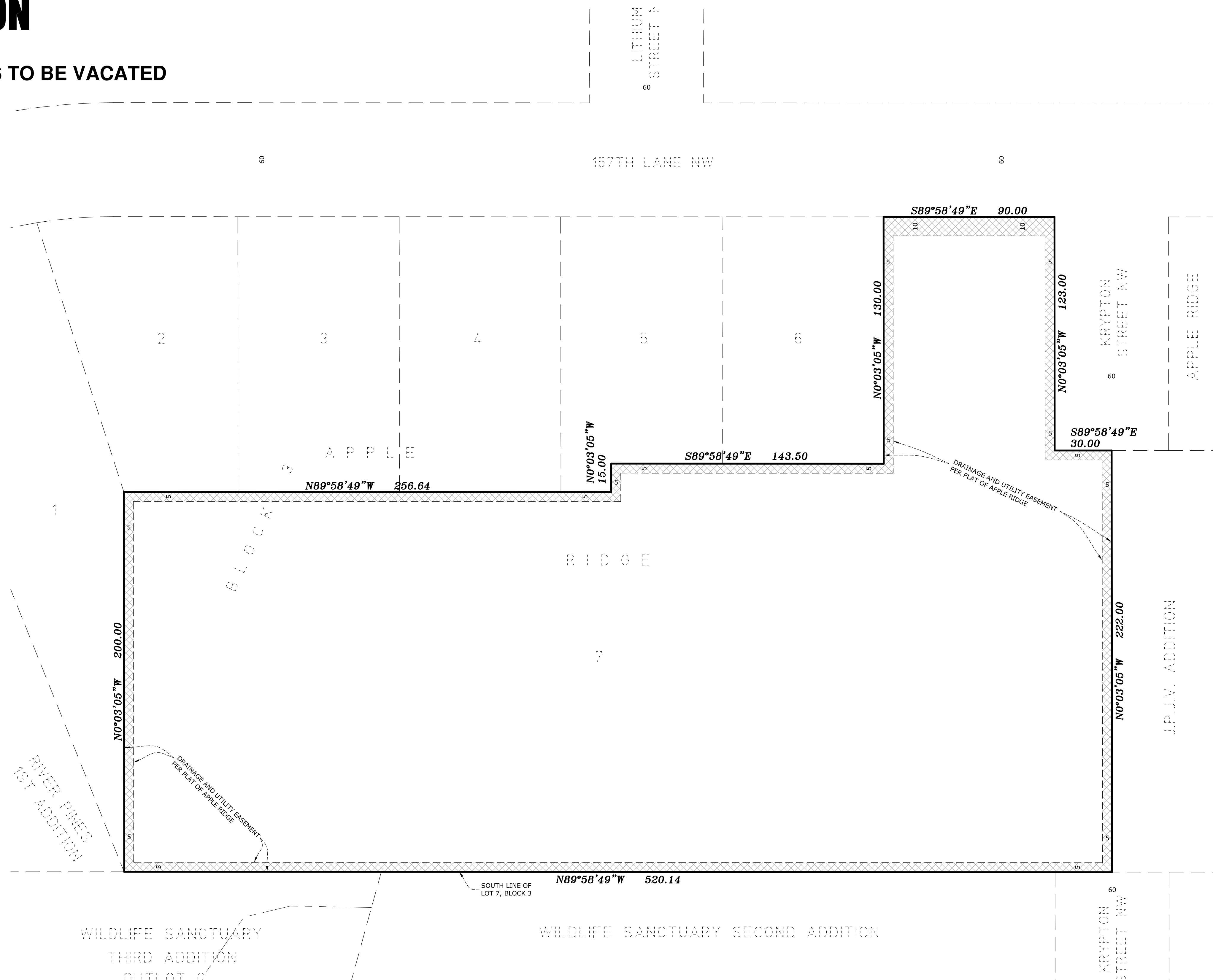
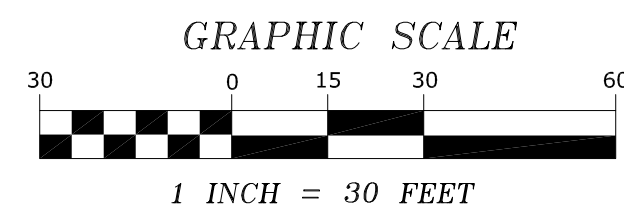
The parcel is in the process of being replatted and all required drainage and utility easements will be dedicated on the future plat.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

  
 JASON E. RUD

Date: 11/15/2022 License No. 41578

**NORTH**



 **E.G. RUD & SONS, INC.**  
 EST. 1977 Professional Land Surveyors  
 6776 Lake Drive NE, Suite 110  
 Lino Lakes, MN 55014  
 Tel. (651) 361-8200 Fax (651) 361-8701  
 www.egrud.com

DRAWN BY: BAB	JOB NO: 220445BS	DATE: 11/15/2022
CHECK BY: JER	FIELD CREW: JH/CB	
1		
2		
3		
NO.		

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #23-012**

**RESOLUTION APPROVING A VACATION OF DRAINAGE AND UTILITY  
EASEMENTS IN APPLE RIDGE**

**RECITALS**

1. The City of Ramsey received an application from Ms. Debra J. Gile (the “Property Owner”), requesting a vacation of drainage and utility easements (the “Easements”) on the property generally known as 15710 St. Francis Boulevard Northwest and legally described as follows:  
  
Lot 7, Block 3, Apple Ridge, together with Outlot C, Wildlife Sanctuary 3<sup>rd</sup> Addition,  
Anoka County, Minnesota  
  
(the "Subject Property")
2. That the Property Owner appeared before the City Council for a public hearing pursuant to Section 117-56 (Easement Vacation) of the Ramsey City Code and Section 12.6 of the City Charter on January 24, 2023, and that said public hearing was properly advertised and that the minutes of said public hearing are available.
3. That the City Council reviewed and approved the plat of GILE ADDITION on January 24, 2023.
4. That the replatting of this platted parcel into new parcels with adjusted lot lines necessitate reestablishing drainage and utility easements.

**FINDINGS OF FACT**

1. That the easement vacation will not violate the intent and purpose of the Comprehensive Plan.
2. That the easement vacation is necessary to accomplish the Property Owner’s intended purpose.

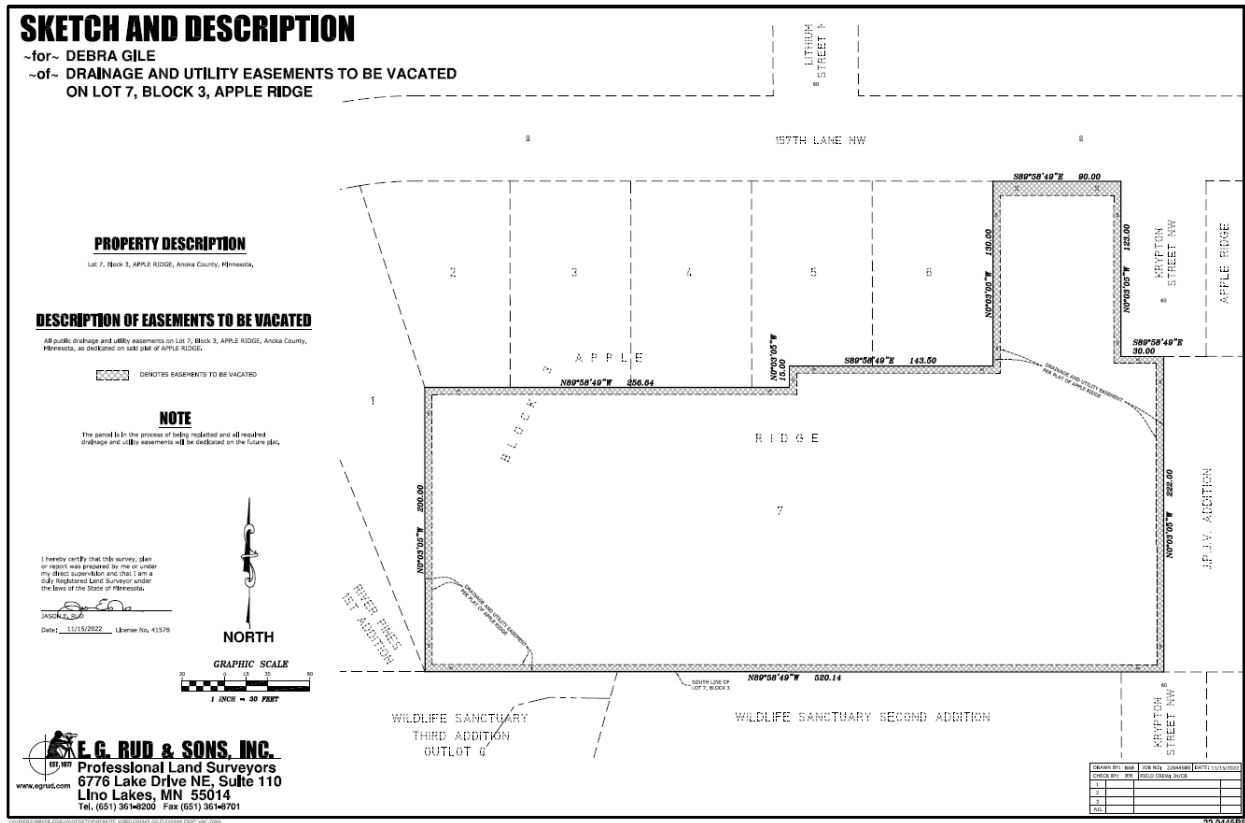
**NOW THEREFORE, BE IT RESOLVED BY THIS CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

That the Ramsey City Council hereby grants approval of a vacation of all the **Easements** on the **Subject Property**, as shown on Exhibit 1, contingent upon subsequently recording the plat of GILE ADDITION reestablishing new drainage and utility easements.

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



# Exhibit 1



## Description of Easements to be Vacated:

All public drainage and utility easements on Lot 7, Block 3, Apple Ridge, Anoka County, Minnesota, as dedicated on said plat of Apple Ridge.

**Meeting Date:** 01/24/2023**By:** Sean Sullivan, Community Development

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**Information****Title:**

Adopt Resolution #23-034 Approving First Amendment to Purchase Agreement for Ramsey Properties, LLC (A portion of this meeting may be closed to public)

**Purpose/Background:**

The City Council may choose to go into closed session pursuant to Minnesota Statutes section 13D.05, subdivision 3(c)(3) to consider offers or counteroffers for the purchase or sale of real or personal property. If the City Council chooses to enter into to closed session the statute and reason above needs to be referenced along with legal description (Part of Outlot A, COR TWO) and the Anoka County Tax ID number 28-32-25-22-0058.

The purpose of this case is to consider approval of the First Amendment to Purchase Agreement that involves the sale of Outlot A, COR TWO to Ramsey Properties, LLC (the "Developer"). The EDA and City Council have previously approved a Purchase Agreement to build a 60 unit hotel and a proposed deal structure involving a TIF land cost write-down of \$311,454. The EDA reviewed the Business Subsidy Application for this project at the December 9, 2022 meeting and recommended approval of a land cost write down of \$311,454 and Pay-Go Site Development Reimbursement of \$306,000 totaling \$617,454 in TIF Assistance. As mentioned at the previous EDA meeting, the Developer was having some concerns relating to the site size (too small to accommodate 82 unit hotel) and the operational efficiency of the hotel at 82 units and this has led to moving to another site.

**Change in Development Site and Assistance Request**

Staff has been working with the developer to address the shortcomings of the small site previously agreed to and has put together a new project proposal on a +/- 2.85 acre site across Sunwood Drive NW. The new Hilton Home 2 project has increased the number of units from 82 to 98. This site is not pad ready like the previous site, so it is estimated that \$350,000 of fill and compaction will be needed to bring it up to a buildable site. Total site improvement and TIF eligible site development costs (utilities/foundation,parking) are estimated to be nearly \$840,000. Estimated project costs have increased from 15.7M to 18.7M due to the additional site work, increased cost of land and the larger building footprint. It is possible that the site acreage could still be reduced during the site plan process. If so, the Land valuation and Land Cost write-down would need to be adjusted downward. Staff has been working with the Developer and Ehlers to complete the revised Business Assistance application and review. Project costs still are coming in higher than the Developer originally anticipated. The Developer has also adjusted the hotel floor plan/design to add an entrance to Sunwood Drive NW as requested by City planning staff to encourage activity and a connection along Sunwood Drive which have also added to the cost. These additional costs have triggered the request by the Developer for additional TIF assistance which is shown in the attached Business Assistance Application. The proposed assistance consists of \$434,511 in TIF Land Cost Write down and \$550,000 in Site Development and improvements.

Due to the change in site cost, project description and the one-month delay, the Developer has asked the City to enter into a First Amendment to the Development Agreement. City Attorney Knaak has reviewed the first amendment and has approved it as to form. The Developer has also created a new business entity called Ramsey Properties, LLC and has filled it with the Minnesota Secretary of State, so this will be the entity name moving forward. As with any Business Assistance project, both Staff and Ehlers have completed analysis determined if the amount of assistance provided is appropriate. A summary of this analysis is below and attached in a Memo put together by Jason Aarsvold from Ehlers:

In summary, the lower than average projected return on investment means the project does demonstrate a need for assistance. Providing the requested land write-down and PAYGO note will help facilitate development of the hotel without unduly enriching the developer.

We estimate the project will generate approximately \$129,435 annually (at full build-out) in tax increment within the COR TIF district. Some of that increment can be directed to repay the City's land write-down through an inter-fund loan, and some can be used to repay the PAYGO TIF note. We propose using 40% of the increment generated to repay the City's inter-fund loan with the remaining 60% directed to the PAYGO note payments.

Based on this structure, we estimate the PAYGO note could be repaid with 10 years of payments, assuming an interest rate on the note of 5%. This, coupled with the land write-down, would push the project's average cash on cash return to 9.9% by year 11 (at which point the TIF payments would stop). Repayment of the City's land through an interfund loan would take an estimated 12.5 years assuming the City charges the maximum interfund land interest rate of 5%.

There are two items that City Staff is asking the City Council to consider this evening:

1) Approval of the First Amendment to Purchase Agreement which includes a Land cost write down of \$434,511 (was previously \$311,454 for the smaller site) and contingencies based on approval of a business subsidy to the developer;

and;

2) Council feedback showing general support of project and deal structure including the Land Cost Write-down of \$434,511 AND Pay-Go TIF Assistance for Site Improvements and Site Development costs of \$550,000.

It should be noted that the City Council has already approved the initial purchase agreement for the smaller site on August 23, 2022 which included a land cost write down deal structure as evidenced in Resolution #22-185. The revised request outlined this evening is adding \$550,000 in Pay-Go Site improvements and Site Development would be a change in the deal structure and amount of Business Assistance.

**Notification:**

Notification is not required.

**Observations/Alternatives:**

**General Project Description**

- 98 unit (up from 82), Four Story Hilton Home 2 Hotel with hot breakfast and indoor pool; a Certificate of Occupancy 16 months after Closing. If this is not done, the City may exercise the Right of Re-Entry.
- Tax Assessed Value 7.14M (up from 5.9M)
- Estimated Taxes - \$218,000 annually (up from \$180,000)
- 22 (up from 21) new jobs to be created paying at least \$18.22 / hr
- Catalyst project (provides more trips to COR and encourages investment in restaurants/retail)

**General Terms of First Amendment to Purchase Agreement (and Business Assistance Package)**

- Parcel: Changed to Part of Outlot A, COR TWO (previously Outlot A, Gigi Addition - +/- 1.43 acres)
- Purchase Price and Valuation: The purchase price for the Property is \$1.00 on +/- 2.85 acres (124,146 square feet) as outlined in Exhibit A (the "Purchase Price"). The property valuation is \$434,511 (**increase of \$123,057**). (\$3.50/SF)
- **\$550,000 (increase of \$244,000) in Pay-Go TIF Note for Site Development / Improvements (NEW REQUEST)**
- Inspection Period: Inspection Period ends May 26, 2023 (Extended two months)
- Right of Re-Entry Required

- Act of God language was added to the CONSTRUCTION DEADLINE Section.
- Reimbursement of Platting costs up to \$3,500 if project proceeds.

## **Business Assistance Application Review**

Review and analysis of the Business Assistance Package has been completed by City Staff and Ehlers. The project scores a 29.65 which is a moderate to high score for our project rating system. Analysis by Ehlers above supports the need for assistance for this project, the TIF "But-For" test and does not unduly enrich the developer.

Staff believes that this hotel project is a potential catalyst to draw in investment from retail/restaurants. It is clear that TIF is needed to bring this project to fruition. Under current legislation, the City only has the ability to provide TIF assistance for projects in the COR until November 2023.

### Additional Non-Binding Action being asked of the City Council

In addition to approving the First Amendment to Purchase Agreement, Staff is asking the City Council to provide feedback to the Developer in support for project, deal structure and assistance level. The Developer has indicated that it will not move forward unless the City generally supports the financial assistance requested. Developers are responsible for the costs incurred to process the TIF application. As part of the application, the Developer would incur costs on their end as well to further prepare plans on their project to provide greater detail.

## **Next Steps (Future Meetings)**

### TIF Agreement and awarding Business Subsidy (Public Hearing)

In the event that the Developer is comfortable with the assistance package recommended by the EDA and is confident it has the general support of the City Council, staff will begin to work with Ehlers and Taft Law to put together a TIF Agreement outlining the terms and conditions of the financial assistance and business subsidy. As part of the Business Assistance Application the Developer has provided the City \$10,000 in funds. These funds can be used for further financial analysis and to begin drafting of the TIF Agreement outlining the structure and amount of the TIF business assistance package. A public hearing will be held at a later date for the City Council to formally consider approval of the business subsidy.

\*It should be noted that approval of the First Amendment to Purchase Agreement **does not bind** the City Council to grant the business subsidy package of the land cost write down and Pay-Go TIF for Site Improvements and Site Development Reimbursement. This can only be granted after the Public Hearing and by Council vote. However, Staff is asking the City Council to provide feedback, in good faith, to the Developer in support for project, deal structure and assistance level outlined in this case. The Developer has indicated that it will not move forward unless the City provides the financial assistance requested.

### Site Plan and Plat Approval

If the Developer is comfortable moving forward with the project and support is shown by the City Council for the proposed assistance amounts, a formal Site Plan and Plat Applications will be submitted. The site plan and TIF Assistance approval processes will run concurrently.

## **Alternatives:**

- 1) Adopt Resolution #23-034 Approving First Amendment to Purchase Agreement for Ramsey Properties, LLC (as presented); subject to City Attorney Review (Staff recommendation).
- 2) Adopt Resolution #23-034 Approving First Amendment to Purchase Agreement for Ramsey Properties, LLC (with changes); subject to City Attorney Review
- 3) Something else.

## **Additional Non-Binding Action Being asked of the City Council:**

In addition to considering approval of the First Amendment to Purchase Agreement, Staff is asking the City Council to provide feedback to the Developer in support for project, proposed deal structure and assistance level recommended by the EDA. The Developer has indicated that it will not move forward

unless the City supports the financial assistance amount requested and recommended by the EDA.

**Funding Source:**

This case is being handled as part of normal Staff duties. If financial assistance is provided, TIF District 14 will be the funding source and an interfund loan will need to be established.

**Recommendation:**

At the January 12, 2023 meeting the EDA adopted a motion to recommend to the City Council to approve the First Amendment to Purchase Agreement, Business Assistance and a TIF Agreement in the form of \$434,511 in TIF Land Cost Write Down and \$550,000 in Pay-Go TIF for Site Development/Improvements,

**Action:**

Motion to Adopt Resolution #23-034 Approving First Amendment to Purchase Agreement for Ramsey Properties, LLC (as presented); subject to City Attorney Review.

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**Attachments**

- Site Location Map
- ACTION - Resolution #23-034
- ACTION - First Amendment to PA
- Business Assistance Application
- Ehlers Analysis Memo
- TIF Run - 40% Admin
- Reference #22-185
- REFERENCE - Executed Purchase Agreement Schiebout
- REFERENCE - DRAFT EDA Minutes 1.12.23

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Sean Sullivan (Originator)	Sean Sullivan	01/18/2023 03:07 PM
Brian Hagen	Brian Hagen	01/19/2023 12:15 PM
Form Started By: Sean Sullivan		Started On: 01/13/2023 05:12 PM
Final Approval Date: 01/19/2023		

# Site Location Map Hilton 2



**Parcel Information:**

28-32-25-22-0058

RAMSEY  
MN 55303

Plat: COR TWO

Approx. Acres: 2.85

Commissioner: MATT LOOK

**Owner Information:**

RAMSEY CITY OF  
7550 SUNWOOD DRIVE  
RAMSEY  
MN  
55303



Sean Sullivan

1:2,400

Date: 1/5/2023

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #23-034**

**RESOLUTION APPROVING FIRST AMENDMENT TO PURCHASE AGREEMENT FOR RAMSEY PROPERTIES, LLC**

**WHEREAS**, the City of Ramsey, herein referred to as the “City,” owns various parcels throughout the City of Ramsey; and

**WHEREAS**, on August 23, 2022 the City approved Resolution #22-185 approving execution and the terms of Purchase Agreement for the sale of Outlot A, Gigi Addition to **Schiebout Limited Family Partnership, LLLP** and/or its assigns (the “Buyer”); and

**WHEREAS**, the **Schiebout Limited Family Partnership, LLLP** has requested its Buyer’s interest in the Purchase Agreement be assigned to **Ramsey Properties, LLC**; and

**WHEREAS**, the real estate being sold to the Buyer is amended from Outlot A, Gigi Addition to Part of Outlot A, COR TWO as identified on Exhibit A (the “Property”); and

**WHEREAS**, the City and Ramsey Properties, LLC have negotiated a First Amendment to Purchase Agreement for the sale of the Property including a purchase price of \$1.00 on +/- 2.85 acres (124,146 square feet) as outlined in Exhibit A (the “Purchase Price”). The property valuation is \$434,511; and

**WHEREAS**, the City hereby declares the Property to be surplus City-owned land and is no longer needed for current or future City functions, and authorizes the property to be sold as referenced in the underlying legal in Ordinance #15-05. The parent parcel authorized for sale is 28-32-25-22-0058; and

**WHEREAS**, the Purchase Agreement and First Amendment to Purchase Agreement requires the City and Buyer to execute a Right of Re-Entry Agreement be recorded at the closing of this land transaction; and

**WHEREAS**, on January 12, 2023. the Ramsey EDA adopted a motion recommending approval to the City Council of the First Amendment to Purchase Agreement and provision of a land cost write down of \$434,511 and Pay-GO TIF of \$550,000 for Site Improvements and Site Development on the Property.

**WHEREAS**, a public hearing to consider approval of TIF Financial assistance will be held at a later date and that this resolution does not bind the City Council to award a specific amount of financial assistance for the project; and

**WHEREAS**, the Buyer is a company that is active and in good standing as documented in the Office of the Secretary of State as of January 18, 2023.

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

- 1) That the City hereby authorizes execution of the First Amendment to Purchase Agreement including the sale of the Property to **Ramsey Properties, LLC**, for \$1.00 on +/- 2.85 acres (124,146 square feet) as outlined in Exhibit A (the “Purchase Price”). The property valuation is \$434,511 (\$3.50/SF); subject to the following contingencies:
  - a. Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$434,511.
  - b. City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.
  - c. City Council approval of Business Subsidy for Buyer and or its assigns.
  - d. Hotel feasibility study supporting a viable market in the City of Ramsey, Developer obtaining surveys, environmental and geotechnical reports, wetland studies and such other items Developer determines to be necessary to build and operate the proposed hotel.
  - e. Seller’s approval of a replat of the Property.
  - f. Buyer and Seller entering into a Development Agreement on such terms as are satisfactory to Buyer;
  - g. Any shared access easement(s) between the Property and any adjacent property required by Seller is in existence or has been obtained.
  
- 2) That the City Council hereby authorizes the City Administrator and Mayor to sign any and all documents necessary to close on the sale of the Property, consistent with Charter and State law requirements.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24<sup>th</sup> day of January, 2023.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
City Clerk

**Exhibit A**  
**Legal Description of the Property**

Part of Outlot A, COR TWO, to be platted as: T.B.D.

Anoka County PID Number: Part of 28-32-25-22-0058 (+/- 2.85 acres)

**FIRST AMENDMENT  
TO  
PURCHASE AGREEMENT**

This is the First Amendment to the Purchase Agreement by and between the **City of Ramsey**, a Minnesota municipal corporation (“Seller”), and **THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP** and/or its assigns, a Minnesota Limited Partnership (“Buyer”), with an Effective Date of August 26, 2022.

**Recitals**

1. The BUYER interest has been assigned from THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP (the “Assignor”) to RAMSEY PROPERTIES, LLC (the “Assignee)
2. **EFFECTIVE DATE.** The Effective Date remains August 26, 2022.
3. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller approximately 2.85 acres (124,146 SF) of vacant land, legally described as follows and depicted on Exhibit A:

Outlot A, COR TWO, to be platted as:

T.B.D. Anoka County, Minnesota

PID Number: Portion of 28-32-25-22-0058 (the “Property”)

4. **PURCHASE PRICE.** The purchase price for the Property is \$1.00 on +/- 2.85 acres (124,146 square feet) as outlined in Exhibit A (the “Purchase Price”). The Property Valuation is \$434,511.
5. **INSPECTION PERIOD.** The Inspection Period is changed from March 26, 2023 to May 26, 2023.
6. **CONSTRUCTION DEADLINE.** Buyer shall obtain a certificate of occupancy from the City of Ramsey for the construction of minimum 98 unit - 4 story hotel with pool compliant with COR Zoning requirements to be further defined by an approved Site Plan 16 months after closing; provided, however, that if completion of performance shall be delayed at any time by reason of acts of God, war, civil commotion, riots, strikes, picketing or other labor disputes, unavailability of labor or materials, damage to work in progress by reason of fire or other casualty, or any cause beyond such Party’s reasonable control, then the time for performance as herein specified shall be appropriately extended by the amount of the delay actually so caused. At Closing, a “Right of Re-Entry Agreement” must be executed and recorded to the Property providing that, in the event the above deadline is not met, Seller has the right to reclaim title to

the parcel(s) for which a certificate of occupancy was not obtained.

7. **CONTINGENCIES.** In addition to all other requirements and contingencies by the Buyer and Seller herein, Buyer’s obligation to acquire the Property and the Purchase Price of \$1.00 is contingent on the following:

- a. Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$434,511.
- b. City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.
- c. City Council approval of Business Subsidy for Buyer and or its assigns.
- d. Hotel feasibility study supporting a viable market in the City of Ramsey, Developer obtaining surveys, environmental and geotechnical reports, wetland studies and such other items Developer determines to be necessary to build and operate the proposed hotel.
- e. Seller’s approval of a replat of the Property.
- f. Buyer and Seller entering into a Development Agreement on such terms as are satisfactory to Buyer;
- g. Any shared access easement(s) between the Property and any adjacent property required by Seller is in existence or has been obtained

**Agreement**

- 1. **AMENDMENT APPROVAL.** Buyer and Seller hereby approve this First Amendment to Purchase Agreement as modified by the above Recitals, which are hereby incorporated herein.
- 2. **REMAINING TERMS.** All other provisions of the Purchase Agreement remain unchanged except to the extent inconsistent with the terms of this First Amendment to Purchase Agreement. The terms used in this First Amendment to Purchase Agreement have the same meaning as in the Purchase Agreement.

**SELLER: City of Ramsey, a Minnesota municipal corporation**

By: \_\_\_\_\_  
Mark E. Kuzma, Mayor

Dated: \_\_\_\_\_, 2023

By: \_\_\_\_\_  
Brian Hagen, City Administrator

Dated: \_\_\_\_\_, 2023

**BUYER (ASSIGNOR): THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP**

By: \_\_\_\_\_  
Emily Allegra, Partner

Dated: \_\_\_\_\_, 2023

**BUYER (ASSIGNEE): RAMSEY PROPERTIES, LLC**


By: \_\_\_\_\_  
Emily Allegra, Partner

Dated: \_\_\_\_\_, 2023

# EXHIBIT A

## Site Location Map Hilton 2



	<b>Parcel Information:</b> 28-32-25-22-0058  RAMSEY MN 55303 Plat: COR TWO	Approx. Acres: 2.85 Commissioner: MATT LOOK	<b>Owner Information:</b> RAMSEY CITY OF 7550 SUNWOOD DRIVE RAMSEY MN 55303
	Sean Sullivan	1:2,400	Date: 1/5/2023

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

**EXHIBIT A**  
**BUSINESS ASSISTANCE APPLICATION**

**A. APPLICANT INFORMATION**

Name of Corporation/Partnership Ramsey Properties, LLC (and/or assigns)  
 Address 8445 Bunker Lake Boulevard Northwest, Ramsey, MN 55303  
 Primary Contact Emily Allegra  
 Address 8445 Bunker Lake Boulevard Northwest, Ramsey, MN 55303  
 Phone 763-516-1078 Fax \_\_\_\_\_ E-mail emily@schieboutfa.com

Type of business assistance requested (select one):

Tax Abatement  Tax Increment Financing  Revolving Loan Fund  Other

Have you been, or are you currently, involved in any bankruptcy proceedings or lawsuits related to other development projects with which you have been involved? If yes, please provide an explanation.

Yes  No

On a separate sheet, please provide the following:

- Brief description of the corporation/partnership's business, including history, principal product or service, etc. **Attach as Part 1.**
- List names of officers and shareholders/partners with more than five percent (5%) interest in the corporation/partnership. **Attach as Part 2.**
- Brief description of the proposed project. **Attach as Part 3.**
- *A but for* analysis and narrative. **Attach as Part 4.**
- Completed Revolving Loan Fund Application. **Attach as Part 5 if required.**

Attorney Name Brett Larson  
 Address 1400 Fifth Street Towers 100 South Fifth Street Minneapolis, MN 55402  
 Phone 612-672-3777 Fax 612-672-3777 E-mail blarson@messerlikramer.com

Contractor Name TBD  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Engineer Name TBA  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Architect Name David Wallace  
 Address 542 Douglas Avenue Dunedin, FL 34698  
 Phone 727-736-6000 Fax \_\_\_\_\_ E-mail dlw2@DLWARCHITECTS.COM

**B. PROJECT INFORMATION**

The project will be: (Check all that apply)

- Industrial: ( New Construction      Redevelopment/Rehab      Expansion )
- Office/research facility: ( New Construction      Redevelopment/Rehab      Expansion )
- Commercial: ( New Construction Redevelopment/Rehab      Expansion )
- Housing: ( New Construction      Redevelopment/Rehab      Expansion )
- Other \_\_\_\_\_

The project will be:       Owner Occupied       Leased Space

- If leased space, please attach a list of names and addresses of future tenants and indicate the status of commitments or lease agreements. **Attach as Part 5.**

Project Address      7900 block of Sunwood Drive NW in, Ramsey, MN

- Include Legal Description and PID number(s). **Attach as Part 6.**

Site Plan Attached:       Yes       No

Current Real Estate Taxes on Project Site: \$0.00

Estimated Real Estate Taxes Upon Completion:

Phase I	\$218,000
Phase II	\$ _____
Phase III	\$ _____
Total	\$ 218,000

Construction Start Date:      Spring 2023      \$ \_\_\_\_\_

Construction Completion Date:      Summer 2024

If Phased Project:

_____	% Completed in _____ years
_____	% Completed in _____ years
_____	% Completed in _____ years

### C. PUBLIC PURPOSE OBJECTIVES

It is the policy of the City and EDA of Ramsey that the business assistance should result in a public benefit as identified in items 1-10 below. Please indicate how the proposed project will accomplish this by checking the appropriate boxes. **Attach additional narrative as Part 7.**

1. To encourage redevelopment.
2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
3. To enhance and/or diversify the City's economic base.
4. To encourage additional unsubsidized private (re)development.
5. To remove blight and/or encourage (re)development of commercial and industrial areas.
6. To create housing opportunities.
7. To provide a diversity of housing.
8. To provide a variety of family housing ownership alternatives and housing choices.
9. To promote neighborhood stabilization and revitalization by the removal of blight and the upgrading of existing housing stock in residential areas.
10. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.
- Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
  - Mitigation of project impact on the natural environment.

### D. SOURCES & USES OF FUNDS

**Attach additional information as Part 8**

<u>SOURCES</u>	<u>AMOUNT</u>
Bank Loan	\$ 12,145,250
Other Loans	\$ _____
Owner Equity	\$ 5,555,239
Fed Grant/Loan	\$ _____
State Grant/Loan	\$ _____
Industrial Development Bonds	\$ _____
Tax Increment Financing	\$ 984,511 (\$434,511 L + \$550,000 SD)
Tax Abatement	\$ _____
Revolving Loan Fund	\$ _____
Other	\$ _____
<b>TOTAL</b>	<b>\$ 18,685,000</b>

<u>USES</u>	<u>AMOUNT rounded estimates)</u>
Land Acquisition	\$ 434,511
Site Development	\$ 839,500
Construction	\$ 12,453,500
Machinery & Equipment	\$ 2,187,300
Architectural/Engineering Fees	\$ 460,000
Debt Service Reserve	\$ 300,000
Contingencies	\$ 730,000
Other	\$ 1,280,189
<b>TOTAL</b>	<b>\$ 18,685,000</b>

Total Amount of business assistance requested from either Revolving Loan Fund, Abatement, Tax Increment Financing or another source: \$434,511 in TIF Land Cost Write Down + an additional \$550,000 (of the total bid of \$839,500) in Pay-Go TIF for Site Improvements/Development

**E. ADDITIONAL DOCUMENTATION AND CHECKLIST**

Applicants will also be required to provide the following documentation. All personal financial information will be kept private and confidential.

- 1. Written business plan or a description of the business, ownership/ management, date established, products and services, and future plans.
- 2. Financial statements for past two years, including profit and loss statements and balance sheets.
- 3. Two year financial projections.
- 4. Personal financial statements of all major shareholders (principals) including the most recent 2 years of tax returns. (If requested.)
- 5. Letter of commitment from other sources of financing, stating terms and conditions of their participation in the project.
- 6. Administrative fee of up to \$5,000. In addition to defraying the cost of staff time, the fee will be used to pay costs associated with processing this request for financial assistance such as legal, engineering and financial analysis. The City reserves the right to stop the processing of the request until additional fees are paid should the original amount be insufficient to pay such costs. That portion which remains unspent, if any, will be returned only if the project is denied approval.
- 7. Attach the following documentation:
  - \_\_\_\_\_ Part 1 – Corporation/Partnership Description
  - \_\_\_\_\_ Part 2 – List of Shareholders/Partners
  - \_\_\_\_\_ Part 3 – Description of Project
  - \_\_\_\_\_ Part 4 – *But For* Analysis
  - \_\_\_\_\_ Part 5 – List of Prospective Lessees (If requested)
  - \_\_\_\_\_ Part 6 – Legal Description, Property Identification Numbers, maps of the project area, and project renderings
  - \_\_\_\_\_ Part 7 – Public Purpose Narrative
  - \_\_\_\_\_ Part 8 – Sources & Uses of Funds – Additional Information

The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned’s knowledge. The undersigned authorizes the City and EDA of Ramsey to check credit references, verify financial and other information, and share this information with other political subdivisions as needed. The undersigned also agrees to provide any additional information as may be requested by the City after the filing of this application.

Applicant Name Emily Allegra Date 01/03/2023

By \_\_\_\_\_

Its \_\_\_\_\_

**EXHIBIT B**  
**BUSINESS ASSISTANCE REVIEW WORKSHEET**  
**FOR COMMERCIAL/INDUSTRIAL PROJECTS**  
TO BE COMPLETED BY APPLICANT AND CITY STAFF

**A. The project meets which of the following objectives as set forth in Section C of the Business Assistance policy:**

- 1. To encourage redevelopment.
- 2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- 3. To enhance and/or diversify the City's economic base.
- 4. To encourage additional unsubsidized private (re)development.
- 5. To remove blight and/or encourage (re)development of commercial and industrial areas.
- 6. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.
  - Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
  - Mitigation of project impact on the natural environment.

**B. Ratio of Private to Public Investment in Project:**

		<b>Points:</b>	
\$ <u>17,700,489</u>	Private Investment	5:1	<u>5</u>
\$ <u>984,511</u>	Public Investment	4:1	<u>4</u>
<u>18:1</u>	<b>Ratio Private : Public Financing</b>	3:1	<u>3</u>
		2:1	<u>2</u>
		Less than 2:1	<u>1</u>

		<b>Points:</b>	
<u>22</u>	Net <i>new</i> jobs (minimum 40 hours per week) or fulltime equivalents	50+	<u>5</u>
		20+	<u>4</u>
		10+	<u>3</u>
		5+	<u>2</u>
		Less than 2	<u>1</u>

**D. Wage Level of jobs created:**

		<b>Points:</b>	
Average hourly wage		Over \$21/hour	<u>5</u>
Of <i>new</i> jobs	<u>\$18.22</u>	\$18-21/hour	<u>4</u>
		\$14-17/hour	<u>3</u>
		\$10-13/hour	<u>2</u>
		Under \$10/hour	<u>1</u>

<b>E. Ratio Of Business Assistance To New Jobs Created:</b>	<b>Points:</b>	<u>2</u>
\$984,511 Business assistance requested	\$5,000 or less	<u>5</u>
<u>22</u> Number of net <i>new</i> jobs created	\$15,000 or less	<u>4</u>
\$ <u>44,750</u> of business assist. per net <i>new</i> job created	\$25,000 or less	<u>3</u>
	\$50,000 or less	<u>2</u>
	Over \$75,000	<u>1</u>

<b>F. Project size:</b>	<b>Points:</b>	<u>4</u>
This project will result in a building size of 65,162 square feet	75,000+	<u>5</u>
98 units	50,000+	<u>4</u>
	25,000+	<u>3</u>
	10,000+	<u>2</u>
	5,000 or less	<u>1</u>

<b>G. Type of Project:</b>	<b>Points:</b>	<u>5</u>
<u>x</u> 100% Owner Occupied		<u>5</u>
<u>        </u> Mix Owner Occupied & Investment		<u>3</u>
<u>        </u> Investment Property		<u>1</u>

<b>H. Likelihood that the project will result in unsubsidized, spin-off development:</b>	<b>Points:</b>	<u>4</u>
<u>x</u> High		<u>5</u>
<u>        </u> Moderate		<u>3</u>
<u>        </u> Low		<u>1</u>

<b>I.</b>	<u>5</u>
	<u>4</u>
	<u>4</u>
	<u>2</u>
	<u>4</u>
	<u>5</u>
	<u>4</u>

**Sub-Total Points** 28 of a possible 35 points.

<b>Bonus Points</b>	<b>Bonus Points:</b>	<u>1.65</u>
The project will be 100% <i>pay-as-you-go</i> financing.		<u>1.65</u>
The project is a redevelopment project.		<u>0</u>

**Total Points:** 29.65

Overall project analysis:	High	35 points
	Moderate	25 points
	Low	15 points
	Not Eligible	5 points

Home2 Suites - Ramsey, MN		
4 Story, Wood Frame, Indoor Pool		Number of Suites
		98
Land	\$434,511.00	\$4,433.79
Site Improvements (Curb cuts, utilities, earthwork, Construction)	\$839,500.00	\$8,566.33
	\$12,453,548.00	\$127,077.02
Furniture, Fixtures, & Equipment/IT/Telecom/O	\$2,187,360.00	\$22,320.00
Intangibles	\$2,769,962.89	\$28,264.93
<b>Total</b>	<b>\$18,684,881.89</b>	<b>\$190,662.06</b>
Break even RevPAR, Stabilized FY3	1.035	\$87.70
Debt service and Operating Expenses, Stabilized FY3		\$3,040,130.23
A/E	\$ 417,971.02	\$ 4,265.01
Civil	\$ 50,370.00	\$ 513.98
Developer Fee	\$ 373,697.64	\$ 3,813.24
Impact Fees & Gov't Fees	\$ 88,200.00	\$ 900.00
Affiliation Fee	\$ 37,500.00	\$ 382.65
Loan Fees and Interest	\$ 536,209.40	\$ 5,471.52
Pre-Opening, Start-up Overhead, Debt Service Re:	\$ 340,000.00	\$ 3,469.39
Miscellaneous OS&E (Pre-opening)	\$ 196,000.00	\$ 2,000.00
Contingency	\$ 730,014.84	\$ 7,449.13
	\$ 2,769,962.89	\$ 28,264.93

	2021	2022	2023	2024	2025
	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Initial Purchase Price or Appreciated Value</b>	<b>\$18,684,881.89</b>	<b>\$15,350,704.44</b>	<b>\$17,069,318.81</b>	<b>\$18,078,998.84</b>	<b>\$19,097,759.67</b>
<b>Percent Increase in Value</b>	<b>-17.8%</b>	<b>-8.6%</b>	<b>-3.2%</b>	<b>-0.4%</b>	<b>2.2%</b>
<b>Number of Rooms</b>	<b>98</b>	33770	33770	33668	33770
<b>Rate</b>	<b>\$138.05</b>	<b>\$130.15</b>	<b>\$134.03</b>	<b>\$138.05</b>	<b>\$146.46</b>
<b>Occupancy</b>	<b>73.0%</b>	60.0%	60.0%	60.0%	60.0%
<b>RevPAR</b>	\$101.54	\$79.38	\$88.40	\$93.87	\$89.91
<b>Potential Gross Rental Income</b>	<b>4.00%</b>	\$2,839,072.59	\$3,044,207.05	\$3,377,872.98	\$3,498,572.48
<b>Gross Meeting/Floor Revenue</b>	<b>3.00%</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Potential Gross Miscellaneous Income</b>		\$98,488.65	\$100,334.90	\$109,756.08	\$109,436.20
<b>Leases on 0 of (NIN)</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>Potential Gross Income (PGI)</b>		<b>\$2,937,586.21</b>	<b>\$3,270,443.95</b>	<b>\$3,467,629.06</b>	<b>\$3,568,028.88</b>
<b>Effective Gross Income (EGI)</b>		<b>\$2,937,586.21</b>	<b>\$3,270,443.95</b>	<b>\$3,467,629.06</b>	<b>\$3,568,028.88</b>
<b>Operating Expenses - Fixed</b>	24.0%	\$1,333,279.68	\$1,708,671.89	\$1,832,251.61	\$1,807,629.23
<b>Capital Reserve</b>	2.0%	\$50,751.72	\$45,408.88	\$49,352.58	\$71,860.58
<b>Management Fees</b>	4.0%	\$117,503.45	\$130,817.76	\$138,705.16	\$143,721.16
<b>Net Operating Income (NOI) (GOP)</b>		<b>\$1,228,056.36</b>	<b>\$1,365,545.50</b>	<b>\$1,446,319.91</b>	<b>\$1,486,317.90</b>
<b>NOI/CapEx</b>		8.372%	7.308%	7.541%	7.955%
<b>Capital Expenditures</b>					
<b>Leak Price</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>Sales Expenses</b>	1.0%	\$0.00	\$0.00	\$0.00	\$0.00
<b>Payoff of Mortgage</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>Net Sales Price</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Income</b>	<b>-\$18,684,881.89</b>	<b>\$1,228,056.36</b>	<b>\$1,365,545.50</b>	<b>\$1,446,319.91</b>	<b>\$1,486,317.90</b>
<b>Debt Service</b>	\$12,145,173.23	\$1,018,821.07	\$1,018,821.07	\$1,018,821.07	\$1,018,821.07
<b>Before Tax Cash Flows (BTCF)</b>	<b>-\$6,539,708.66</b>	<b>\$209,235.28</b>	<b>\$346,724.43</b>	<b>\$427,498.83</b>	<b>\$467,496.83</b>
<b>Rate of Return for NPV</b>	<b>3.00%</b>				
<b>Cash on Cash (ROC)</b>		3.30%	6.30%	6.54%	7.15%
<b>Net Present Value</b>	\$5,583,250.94				
<b>Before Tax Equity Reversion (BTERR)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Mortgage Information:</b>					
<b>Purchase Price</b>		<b>-\$18,684,881.89</b>			
<b>Loan to Value (LV)</b>	<b>65%</b>	\$12,345,173.23			
<b>Financing Costs</b>	<b>0.50%</b>	<b>-\$60,725.87</b>			
<b>Required Equity</b>	<b>35%</b>	\$6,339,708.66	\$10,000,000.00		\$11,429,054.65
<b>Term in Years (n)</b>	<b>35</b>				
<b>Future Value (FV)</b>	<b>\$0.00</b>				
<b>Interest Rate of Loan (rate)</b>	<b>6.75%</b>				
<b>Loan Type Schedule (beginning or end)</b>	<b>0</b>				
<b>Annual Principal</b>		\$199,021.98	\$212,455.86	\$228,796.63	\$242,103.46
<b>Annual Interest</b>		\$819,799.19	\$866,367.89	\$773,024.45	\$776,715.07
<b>Annual Payment</b>		<b>-\$1,018,821.07</b>	<b>-\$1,018,821.07</b>	<b>-\$1,018,821.07</b>	<b>-\$1,018,821.07</b>
<b>Monthly Payment</b>		<b>-\$83,912.40</b>	<b>-\$83,912.40</b>	<b>-\$83,912.40</b>	<b>-\$83,912.40</b>
<b>Loan Balance</b>		<b>\$11,946,151.35</b>	<b>\$11,733,695.49</b>	<b>\$11,506,898.86</b>	<b>\$11,264,793.46</b>
<b>Capitalization Rate</b>		<b>8.00%</b>	<b>8.00%</b>	<b>8.00%</b>	<b>8.00%</b>
<b>Return on Equity (ROE)</b>		<b>3.20%</b>	<b>5.30%</b>	<b>6.54%</b>	<b>7.15%</b>
<b>Gross Income Multiplier (GIM)</b>		<b>5.23</b>	<b>5.22</b>	<b>5.21</b>	<b>5.20</b>
<b>Debt Coverage Ratio (DCR)</b>		<b>120.54%</b>	<b>134.03%</b>	<b>141.96%</b>	<b>145.89%</b>
<b>Year Sold</b>	<b>6</b>				
<b>Internal Rate of Return (IRR) (after Debt Service)</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

## Part 1

Ramsey Properties, LLC is a family business that began its roots when its founder, David Schiebout, had the vision to begin a custom manufacturing company in 1979 named, Delta ModTech® (DMT). DMT and its subsidiaries have placed manufacturing equipment around the globe in nearly 30 countries. This equipment manufactures medical, pharmaceutical, electronic, RFID, fuel cell/battery, and automotive products which are in turn delivered worldwide.

DMT had recently relocated their headquarters to Ramsey, MN. The Schiebout Family has been involved in serving their manufacturing business but also expanding into industrial and commercial real estate with many tenants that have partnered with the family for 20+ years. The Schiebout Family, now in their second generation, has the mission and vision to serve their customers, employees, tenants, and community. Part of the family's vision is to expand and diversify beyond their parent company of DMT and real estate arm, being steadfast with the same mission of servant leadership, as they provide opportunities for more positive economic growth in the communities they serve and as a catalyst for creating strong culture.

Although the Schiebout Family has been successfully developing and leasing industrial and commercial real estate since 1977, they have not ventured into the hospitality space. However, with due diligence and strong community support, they believed there was an unmet need in Ramsey for a new lodging offering. Because of this, the family pursued the potential of pioneering the prospect of this service-oriented business to our community. However, with the risk of the post-Covid environment, economic impact of the economy, and elevated construction costs, the family is requesting assistance from the city to pursue this unmet need.

The Schiebout Family desires to continue their focus on their mission and values of servant leadership in their working relationships with their tenants and community as a real-estate company and now venturing into Ramsey as a hospitality provider. The Schiebout Family is committed to continuing these values into the new opportunity of hospitality by providing a high-service, high quality result, based on servant leadership, the Golden Rule, and importance of serving our community.

## Part 2

The Shareholders who will be owners in this proposed project are as follows:

- David & Ronda Schiebout (Founders of DMT, G1 family owners), board member of DMT, Members of Schiebout Family Owner's Council
- Wendy Schiebout (G2 in family business) works at DMT in leadership and operations, board member of DMT, Members of Schiebout Family Owner's Council
- Evan Schiebout (G2 in family business) works at DMT on leadership and engineering, board member of DMT, Members of Schiebout Family Owner's Council
- Emily Allegra (G2 in family business) works at DMT as family leader and asset management, board member of DMT, Members of Schiebout Family Owner's Council

All 5 people are family members and owners of DMT and the business will be female-majority owned.

### **Part 3**

The proposed project is a 124,146 -square foot (2.85-acre) parcel to be improved with a limited-service, extended-stay lodging facility; the hotel will be associated with a nationally affiliated hotel brand such as Home2 Suites by Hilton. The proposed subject property, which is expected to open on July 1, 2024, will feature 98 rooms. The hotel will also contain the appropriate parking capacity and all necessary back-of-the-house space. The proposed project would offer a pool, free breakfast, laundry facilities, and a fitness center.

The owners recently invested in a revision of the plan after hearing from the City of Ramsey of the desire for a “main street” feel along Sunwood Drive. In the family’s desire to build community with Ramsey and help develop the next economic opportunities, the owners committed to redesigning their prototype to offer a dual entrance on the North and South of the building, add additional design and windows to the North entrance, and to incorporate more gathering options along the main street for the appeal of the COR’s long-term vision of the area.

This change created a loss in revenue of 1 room shifting the keys from 99 to 98 and increased the construction and design cost.

The family was also advised after meeting with Hilton to relocate to an alternative parcel in order to accommodate and develop a larger hotel to better meet the needs of the growing community and align with Hilton's preferred key count. This change required the family to evaluate a different parcel due to the issue with expansion and parking with the original lot. The family worked with the city to determine an alternative location best suited for the change and aligning with the COR district. Due to the decrease in construction-ready land, this new parcel will required substantial earth work and underground work to accommodate the build.

### **Part 4**

Based on the City’s request and recommendation to offer a dual entrance to promote the community and guest pedestrian experience and to provide access for future city development and surrounding amenities, we instructed our design team to make multiple changes. We had to increase the lobby square footage by approximately 50%, and we added significantly more glass than the brand requires to give the Sunwood façade a primary entrance. This change created a loss in revenue of 1 room shifting the keys from 99 to 98 and increased the construction and design cost.

Additionally, the market study is supportive of a higher percentage of queen/queen rooms which also added additional square footage and cost which we believe will better serve the needs of our community, while simultaneously increasing the potential tax revenue to the city.

Conservatively, we increased our cost for the redesign to be approximately \$500,000-\$600,000.

Along with the redesign costs, we have analyzed the shift to the alternative parcel in order to accommodate a larger hotel and we are projected to incur substantially more costs associated with the ground work and earth work in order to move the development forward.

Based on these additional unanticipated and additional costs, we are requesting additional support from the City for the land cost as we as site improvements in order to better meet the needs of our community. Our initial bid for the site improvement work is estimated at of \$839,500. After discussions with the city, we determined to request an amount of \$550,000 of this cost to support the site improvement for the project to commence.

Our current rate of return calculation and proforma show the risk and slow ramp up of this project due to the slow market penetration and substantial increase in operations costs and projected inflation. Our forecasts, independently analyzed, show a below average ADR and occupancy rates in comparison to the industry and specifically lower than the brand average.

Part 6 – See attached Site plan and building renderings

- Tax ID number: Part of 28-32-25-22-0058
- Legal Description: Part of Outlot A, COR TWO
- Approximately 2.85 acres

Part 7 – See section C

Part of the mission of our family and business is to serve our community. When we evaluated the needs of our company, employees and their families, as well as our greater community in Ramsey, we realized there was a need in our local area for a high-quality lodging that would provide an extended stay option. Currently there are no offerings of this type within Ramsey.

This potential development will create many new employment opportunities with a strong national brand that offers top of the industry training, benefits, and support. Beyond the direct employment impact, it will also drive economic demand and higher revenues in the community, as well as indirect jobs through suppliers, gig-workers, and vendors. The versatility of the hotel will provide short-term and long-term lodging options for many of the companies and families requiring temporary longer stay lodging while between homes or even for construction crews that are working on other projects in the City.

We are also committed to partnering with a top national brand and flag to bring into Ramsey which will create a stimulus for bringing in more national brands for future restaurants and retail locations for the city of Ramsey. We see this as a win-win for the community we serve, the city we support, and future economic growth for all stakeholders and the city at large.

This unmet need was validated through the demand study and feasibility analysis that showed Ramsey's unmet need for an extended stay hotel with the closest similar product over 10 miles away outside of Ramsey. Even though there are other lodging options in Ramsey, our project will meet a different market offering the extended stay which will increase the overall economic impact and draw new customers and additional tax revenue into our community.

Based on these unmet needs determined through the demand study and the partnership with the City, we decided to pursue the project despite the uncertainty of the post-Covid lodging market, as well as the significant upfront cost that the project will incur. With the support of the City of Ramsey, we believe that the best opportunity to drive more economic growth is to take the risk and pioneer this project.

Part 8 – See Section 8



GUESTROOM MATRIX		
Name	Area	Count
<b>Level 1</b>		
Double Queen Studio	432 SF	6
King One Bedroom	594 SF	1
King Studio	348 SF	4
<b>Level 2</b>		
Accessible Double Queen Studio	576 SF	1
Accessible King One Bedroom	715 SF	1
Double Queen Studio	432 SF	16
King One Bedroom	621 SF	2
King Studio	360 SF	9
<b>Level 3</b>		
Accessible King One Bedroom	715 SF	1
Accessible King Studio	576 SF	1
Double Queen Studio	432 SF	16
King One Bedroom	621 SF	2
King Studio	360 SF	9
<b>Level 4</b>		
Accessible King One Bedroom	715 SF	1
Accessible King Studio	576 SF	1
Double Queen Studio	432 SF	16
King One Bedroom	621 SF	2
King Studio	360 SF	9

No.	DESCRIPTION	DATE

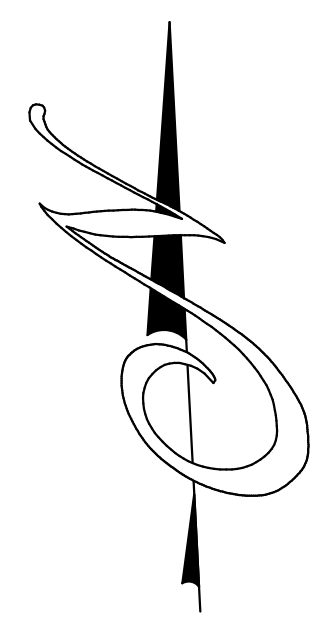
PARKING SCHEDULE	
Type	Comments
Accessible Parking Space	4
Standard Parking Space	97
103	

BUILDING GROSS SF	
Level	Area
Level 1	16,369 SF
Level 2	16,264 SF
Level 3	16,264 SF
Level 4	16,264 SF
65,162 SF	

Home2 Suites by Hilton  
 Sunwood Drive NW,  
 Ramsey, Minnesota  
 Emily Allegra



DRAWN	PC/AS
PROTOTYPE VERSION	
ISSUE DATE	11/22/2022
SCALE	1" = 20'-0"
JOB NUMBER	22-014
PROJECT STATUS	YS
SHEET NAME	SITE - Reference & Egress Plan
LOCATION / INN CODE	
SHEET NUMBER	<b>A091</b>

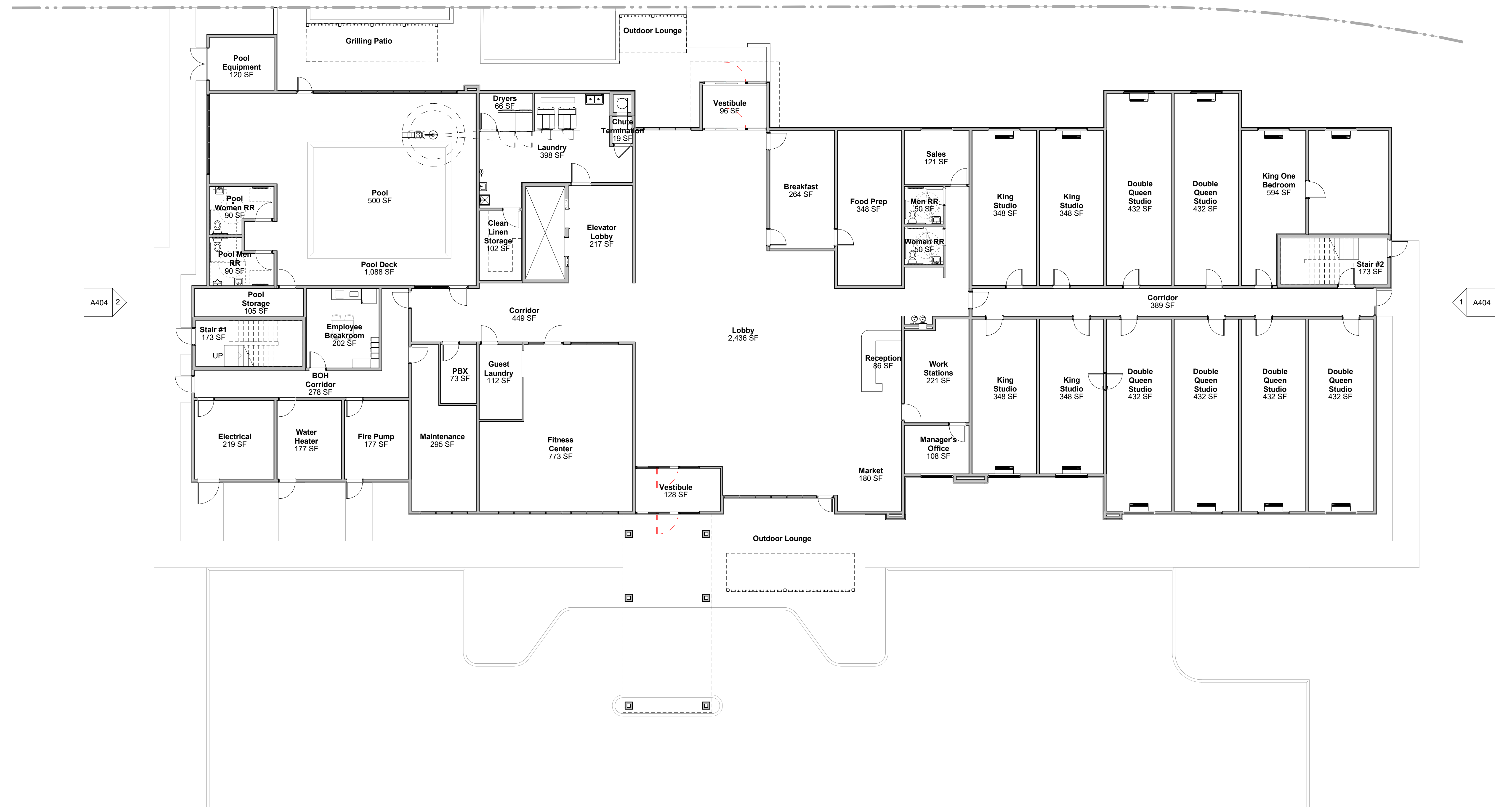


PLOT DATE: 12/15/2022 6:52:35 PM  
**1**  
**A091** Reference Site Plan  
 1" = 20'-0"

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1ST FLOOR GUESTROOM SCHEDULE		
Name	#	Area
Double Queen Studio	6	432 SF
King One Bedroom	1	594 SF
King Studio	4	348 SF
<b>Total</b>	<b>11</b>	

No.	DESCRIPTION	DATE



**Home2 Suites by Hilton**  
**Sunwood Drive NW,**  
**Ramsey, Minnesota**  
**Emily Allegra**

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DRAWN	PC/AS
PROTOTYPE VERSION	
ISSUE DATE	11/22/2022
SCALE	3/32" = 1'-0"
JOB NUMBER	22-014
PROJECT STATUS	YS
SHEET NAME	LEVEL 1 - Floor Plan
LOCATION / INN CODE	

SHEET NUMBER  
**A101**

**1** Level 1 Floor Plan  
 3/32" = 1'-0"

PLOT DATE: 12/15/2022 6:52:38 PM

2ND FLOOR ROOM SCHEDULE		
Name	#	Area
Accessible Double Queen Studio	1	576 SF
Accessible King One Bedroom	1	715 SF
Double Queen Studio	16	432 SF
King One Bedroom	2	594 SF
King Studio	9	348 SF
<b>Total</b>	<b>29</b>	

No.	DESCRIPTION	DATE



**Home2 Suites by Hilton**  
**Sunwood Drive NW,**  
**Ramsey, Minnesota**  
**Emily Allegra**

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DRAWN	PC/AS
PROTOTYPE VERSION	
ISSUE DATE	11/22/2022
SCALE	3/32" = 1'-0"
JOB NUMBER	22-014
PROJECT STATUS	YS
SHEET NAME	LEVEL 2 - Floor Plan
LOCATION / INN CODE	

SHEET NUMBER  
**A104**

**1**  
**A104** **Level 2 Floor Plan**  
3/32" = 1'-0"

PLOT DATE: 12/15/2022 6:52:59 PM

PLOT DATE: 12/15/2022 6:53:01 PM

3RD FLOOR ROOM SCHEDULE		
Name	#	Area
Accessible King One Bedroom	1	715 SF
Accessible King Studio	1	576 SF
Double Queen Studio	16	432 SF
King One Bedroom	2	594 SF
King Studio	9	348 SF
<b>Total</b>	<b>29</b>	

No.	DESCRIPTION	DATE



**Home2 Suites by Hilton**  
**Sunwood Drive NW,**  
**Ramsey, Minnesota**  
**Emily Allegra**

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DRAWN	PC/AS
PROTOTYPE VERSION	
ISSUE DATE	11/22/2022
SCALE	3/32" = 1'-0"
JOB NUMBER	22-014
PROJECT STATUS	YS
SHEET NAME	LEVEL 3 - Floor Plan
LOCATION / INN CODE	
SHEET NUMBER	<b>A107</b>

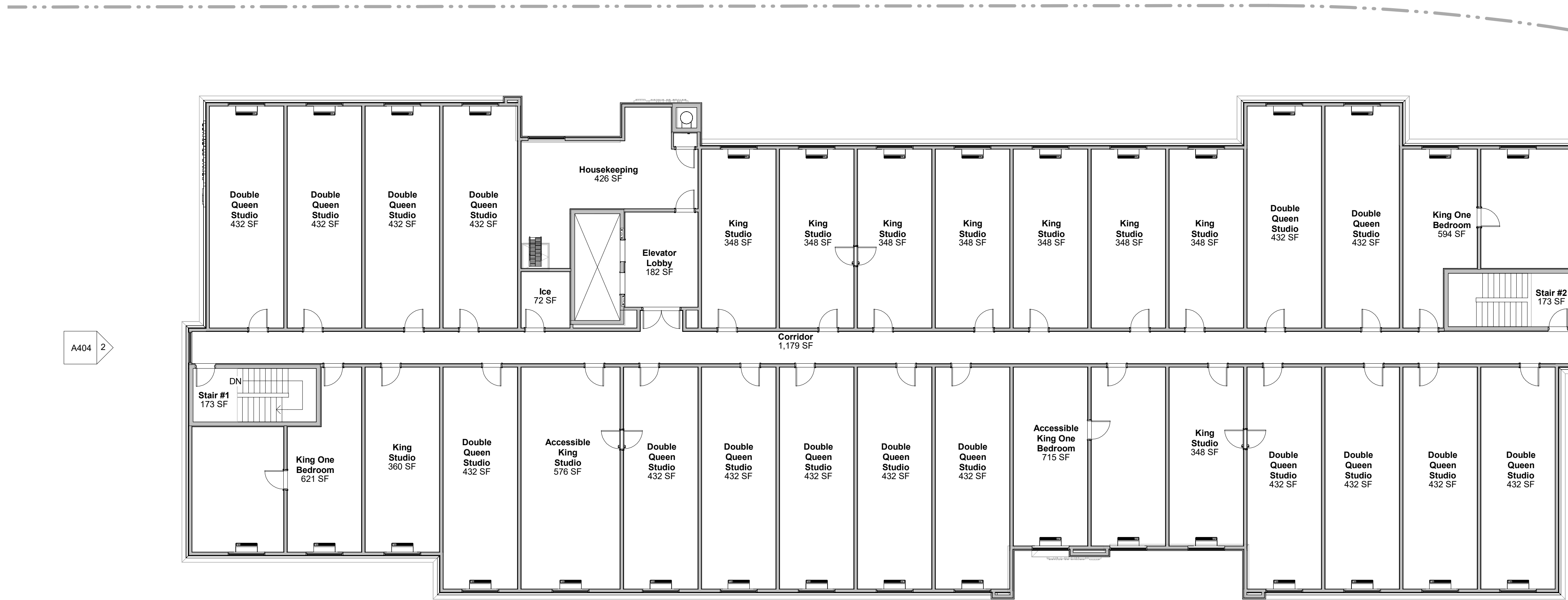
**1** Level 3 Floor Plan  
 A107 3/32" = 1'-0"

1  
A403

A404 2

A403  
2

PLOT DATE: 12/15/2022 6:03:03 PM



4TH FLOOR ROOM SCHEDULE		
Name	#	Area
Accessible King One Bedroom	1	715 SF
Accessible King Studio	1	576 SF
Double Queen Studio	16	432 SF
King One Bedroom	2	594 SF
King Studio	9	348 SF
<b>Total</b>	<b>29</b>	

No.	DESCRIPTION	DATE

**Home2 Suites by Hilton**  
**Sunwood Drive NW,**  
**Ramsey, Minnesota**  
**Emily Allegra**

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DRAWN	PC/AS
PROTOTYPE VERSION	
ISSUE DATE	11/22/2022
SCALE	3/32" = 1'-0"
JOB NUMBER	22-014
PROJECT STATUS	YS
SHEET NAME	LEVEL 4 - Floor Plan
LOCATION / INN CODE	

SHEET NUMBER  
**A110**

**1** Level 4 Floor Plan  
 A110 3/32" = 1'-0"

A403  
2

A404 2

1  
A403



1 Building Elevation  
A403 3/32" = 1'-0"



2 Building Elevation  
A403 3/32" = 1'-0"

No.	DESCRIPTION	DATE
-----	-------------	------

Home2 Suites by Hilton  
Sunwood Drive NW,  
Ramsey, Minnesota  
Emily Allegra

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ESTABLISHED 1981

DRAWN PC PROTOTYPE VERSION
ISSUE DATE 10/04/2022
SCALE 3/32" = 1'-0"
JOB NUMBER 22-014
PROJECT STATUS YS
SHEET NAME Color Building Elevations
LOCATION / INN CODE

SHEET NUMBER  
**A403**



1 Building Elevation  
A404 3/32" = 1'-0"



2 Building Elevation  
A404 3/32" = 1'-0"

No.	DESCRIPTION	DATE
-----	-------------	------

**Home2 Suites by Hilton**  
**Sunwood Drive NW,**  
**Ramsey, Minnesota**  
**Emily Allegra**

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DRAWN	PC
PROTOTYPE VERSION	
ISSUE DATE	10/04/2022
SCALE	3/32" = 1'-0"
JOB NUMBER	22-014
PROJECT STATUS	YS
SHEET NAME	Color Building Elevations
LOCATION / INN CODE	
SHEET NUMBER	<b>A404</b>

# Memo

**To:** Sean Sullivan, Economic Development Manager  
**From:** Jason Aarsvold, Ehlers  
**Date:** 1-4-2023  
**Subject:** Home2 Suites – Request for Assistance

The City of Ramsey received a request for assistance to construct a 98 room Home2 Suites within the COR area on City-owned land. The developer is requesting the City write-down the cost of the land to \$1 and provide a pay-as-you-go (PAYGO) TIF note in the amount of \$550,000 to make the project financially feasible.

You requested that Ehlers review the developer’s proposal to determine whether the request is reasonable and within industry standards. Ehlers conducted a thorough review of the developer’s budget and operating pro forma to ensure all development costs, anticipated revenues, and expenditures were represented appropriately. The table below depicts the sources and uses of funds for the project as proposed by the developer.

<b>SOURCES</b>			
	<b>Amount</b>	<b>Pct.</b>	<b>Per Room</b>
First Mortgage	12,145,250	66.5%	123,931
TIF PAYGO Note	550,000	3.0%	5,612
Developer Equity	5,555,239	30.4%	56,686
<b>TOTAL SOURCES</b>	<b>18,250,489</b>	<b>100%</b>	<b>186,229</b>

<b>USES</b>			
	<b>Amount</b>	<b>Pct.</b>	<b>Per Room</b>
Acquisition Costs	1	0.0%	0
Construction Costs	14,023,063	76.8%	143,092
Permits/Fees	88,200	0.5%	900
Furniture, Fixtures, & Equipment	2,187,360	12.0%	22,320
Professional Services	497,500	2.7%	5,077
Financing Costs	536,209	2.9%	5,472
Developer Fee	373,698	2.0%	3,813
Cash Accounts/Escrows	544,458	3.0%	5,556
<b>TOTAL USES</b>	<b>18,250,489</b>	<b>100%</b>	<b>186,229</b>

## Analysis

Generally, this project meets the expectations of a limited service, or upper midscale, hotel project as it relates to the financing structure, projected revenues, developer fee, and on-going operational costs. Following are our findings from the analysis completed for the project:

- The Developer proposes to finance the entire hotel project with a combination of equity and debt. The proposed financing includes 30.4% equity and 69.5% debt in the form a first mortgage and the PAYGO portion of the developer loan. For a project of this nature, we would expect to see an equity contribution of at least 25%. The developer indicates the first mortgage would include a 25-year term with 6.75% interest. While these terms are within industry standards and are used for the analysis, we were not given an actual lending commitment to review.
- The total development cost (TDC) for this project is \$18.25 million or \$186,229 per room, assuming no payment for the land. Based on our experience with similar projects, we would expect total development costs to range between \$175,000 and \$200,000 per room with a payment for land. The development costs are within an acceptable range, but we did not receive a detailed breakdown for review.
- The developer fee of \$373,698 is 2.0% of total development costs. For a project of this nature, we would expect to see a developer fee of no more than 5%. The proposed fee is acceptable.
- The developer proposes an Average Daily Rate (ADR) of \$130 in year one with a 61% percent occupancy assumption. This increases to an ADR of \$138 by year three with a 68% occupancy assumption. The projected ADR is consistent with a third-party market analysis prepared for the project and is, therefore, an acceptable assumption for this project.
- The total operating costs are projected at just over \$20,626 per room (at stabilization) and represent 58% of effective gross income. The proposed operating costs are within industry standards.
- The project's *average* cash on cash return (annual cash flow / equity) without any assistance is 5.2% in year three and increases to 7.7% by year 10. Hotel developer/owners would like to see a cash-on-cash return of 8% to 10%.

## Recommendations

In summary, the lower than average projected return on investment means the project does demonstrate a need for assistance. Providing the requested land write-down and PAYGO note will help facilitate development of the hotel without unduly enriching the developer.

We estimate the project will generate approximately \$129,435 annually (at full build-out) in tax increment within the COR TIF district. Some of that increment can be directed to repay the City's land write-down through and inter-fund loan, and some can be used to repay the PAYGO TIF note. We propose using 40% of the increment generated to repay the City's inter-fund loan with the remaining 60% directed to the PAYGO note payments.

Based on this structure, we estimate the PAYGO note could be repaid with 10 years of payments, assuming an interest rate on the note of 5%. This, coupled with the land write-down, would push the project's average cash on cash return to 9.9% by year 11 (at which point the TIF payments would stop). Repayment of the City's land through an interfund loan would take an estimated 12.5 years assuming the City charges the maximum interfund land interest rate of 5%.

## Home2 Suites - No Inflation

City of Ramsey, MN

98 Room Hotel



### ASSUMPTIONS AND RATES

**DistrictType:**  
**District Name/Number:**  
**County District #:**  
**First Year Construction or Inflation on Value**  
**Existing District - Specify No. Years Remaining**  
 Inflation Rate - Every Year:  
 Interest Rate:  
 Present Value Date:  
 First Period Ending  
 Tax Year District was Certified:  
 Cashflow Assumes First Tax Increment For Development:  
 Years of Tax Increment  
 Assumes Last Year of Tax Increment  
 Fiscal Disparities Election [Outside (A), Inside (B), or NA]  
 Incremental or Total Fiscal Disparities  
 Fiscal Disparities Contribution Ratio  
 Fiscal Disparities Metro-Wide Tax Rate  
 Maximum/Frozen Local Tax Rate:  
 Current Local Tax Rate: (Use lesser of Current or Max.)  
 State-wide Tax Rate (Comm./Ind. only used for total taxes)  
 Market Value Tax Rate (Used for total taxes)

**Redevelopment**  
**TIF 1-14 COR**  
**V7**  
**2023**  
**16**  
**0.00%**  
**5.00%**  
**1-Aug-24**  
**1-Feb-25**  
**Pay 2011**  
**2025**  
**16**  
**2040**  
**Outside(A)**  
**Incremental**  
 34.1376% Prelim. Pay 2023  
 133.6670% Prelim. Pay 2023  
 110.413% 2011 - Frzn  
 95.108% Prelim. Pay 2023  
 34.0000% Prelim. Pay 2023  
 0.23956% Prelim. Pay 2023

Tax Rates		
Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First \$150,000		1.50%
Over \$150,000		2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First \$100,000		0.75%
Over \$100,000		0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First \$500,000		1.00%
Over \$500,000		1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First \$500,000		1.00%
Over \$500,000		1.25%
Agricultural Non-Homestead		1.00%

### BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	28-32-25-22-0058	City of Ramsey	Unassigned	311,790	0	311,790	100%	311,790	Pay 2011	Exempt	-	C/I Pref.	5,486	1
				311,790	0	311,790		311,790			0		5,486	

Note:

1. Base values are for pay 2023 based review of the county website on 1-4-2023. Full parcel is 30.76 acres, the project will use 2.84 acres
2. Located in SD #11 and WS Lower Rum River (UTA 630110)

Home2 Suites - No Inflation  
 City of Ramsey, MN  
 98 Room Hotel



PROJECT INFORMATION (Project Tax Capacity)													
Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2023	Percentage Completed 2024	Percentage Completed 2025	Percentage Completed 2026	First Year Full Taxes Payable
1	Hotel	72,867	72,867	98	7,141,000	C/I Pref.	142,070	1,450	50%	100%	100%	100%	2026
<b>TOTAL</b>					<b>7,141,000</b>		<b>142,070</b>						
Subtotal Residential				0	0		0						
Subtotal Commercial/Ind.				98	7,141,000		142,070						

Note:

- Market values are based upon estimates from the County Assessor.

TAX CALCULATIONS									
New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Hotel	142,070	48,499	93,571	88,993	64,828	47,539	17,107	218,467	2,229.25
<b>TOTAL</b>	<b>142,070</b>	<b>48,499</b>	<b>93,571</b>	<b>88,993</b>	<b>64,828</b>	<b>47,539</b>	<b>17,107</b>	<b>218,467</b>	

Note:

- Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	218,467
less State-wide Taxes	(47,539)
less Fiscal Disp. Adj.	(18,701)
less Market Value Taxes	(17,107)
less Base Value Taxes	(5,217)
<b>Annual Gross TIF</b>	<b>129,903</b>



## Home2 Suites - No Inflation

City of Ramsey, MN

98 Room Hotel

### TAX INCREMENT CASH FLOW

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 40%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
							-	-	-	-				02/01/25
100%	71,035	(5,486)	-	65,549	95.108%	62,343	31,171	(112)	(12,424)	18,635	17,737	0.5	2025	08/01/25
100%	142,070	(5,486)	-	136,584	95.108%	129,903	31,171	(112)	(12,424)	18,635	35,042	1	2025	02/01/26
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	70,221	1.5	2026	08/01/26
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	104,541	2	2026	02/01/27
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	138,025	2.5	2027	08/01/27
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	170,691	3	2027	02/01/28
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	202,561	3.5	2028	08/01/28
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	233,654	4	2028	02/01/29
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	263,988	4.5	2029	08/01/29
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	293,583	5	2029	02/01/30
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	322,455	5.5	2030	08/01/30
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	350,624	6	2030	02/01/31
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	378,105	6.5	2031	08/01/31
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	404,916	7	2031	02/01/32
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	431,073	7.5	2032	08/01/32
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	456,593	8	2032	02/01/33
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	481,489	8.5	2033	08/01/33
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	505,779	9	2033	02/01/34
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	529,476	9.5	2034	08/01/34
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	552,595	10	2034	02/01/35
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	575,150	10.5	2035	08/01/35
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	597,155	11	2035	02/01/36
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	618,624	11.5	2036	08/01/36
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	639,569	12	2036	02/01/37
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	660,002	12.5	2037	08/01/37
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	679,938	13	2037	02/01/38
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	699,387	13.5	2038	08/01/38
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	718,362	14	2038	02/01/39
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	736,874	14.5	2039	08/01/39
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	754,935	15	2039	02/01/40
100%	142,070	(5,486)	-	136,584	95.108%	129,903	64,951	(234)	(25,887)	38,830	772,555	15.5	2040	08/01/40
							64,951	(234)	(25,887)	38,830	789,746	16	2040	02/01/41
<b>Total</b>							<b>2,010,880</b>	<b>(7,239)</b>	<b>(801,456)</b>	<b>1,202,185</b>				
<b>Present Value From 08/01/2024</b>							<b>1,320,998</b>	<b>(4,756)</b>	<b>(526,497)</b>	<b>789,746</b>				

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

**RESOLUTION #22-185**

**RESOLUTION APPROVING PURCHASE AGREEMENT AND SALE OF OUTLOT A, GIGI ADDITION**

**WHEREAS**, the City of Ramsey, herein referred to as the “City,” owns various parcels throughout the City of Ramsey; and

**WHEREAS**, the City negotiated the terms of Purchase Agreement for the sale of Outlot A, Gigi Addition to **THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP** and/or its assigns (the “Buyer”); legally described in Exhibit A, attached hereto; and

**WHEREAS**, the City and the Buyer have negotiated a purchase price of \$1.00 on +/- 1.43 acres (62,290 square feet) as outlined in Exhibit A (the “Purchase Price”). The property valuation is \$311,454; and

**WHEREAS**, the City hereby declares the Property to be surplus City-owned land and is no longer needed for current or future City functions, and authorizes the property to be sold as referenced in the underlying legal in Ordinance #15-05. The parent parcel authorized for sale is 28-32-25-23-0010; and

**WHEREAS**, the Purchase Agreement with requires a Right of Re-Entry Agreement be recorded at the closing of this land transaction; and

**WHEREAS**, the Buyer is a company that is active and in good standing as documented in the Office of the Secretary of State as of August 15, 2022.

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

- 1) That the City hereby authorizes the sale of the Property to **THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP**, for \$1.00 on +/- 1.43 acres (62,290 square feet) as outlined in Exhibit A (the “Purchase Price”). The property valuation is \$311,454 (\$5.00/SF); subject to the following:
  - a. Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$311,454.
  - b. City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.
  - c. City Council approval of Business Subsidy for Buyer and or its assigns.
  - d. Hotel feasibility study supporting a viable market in the City of Ramsey, Developer obtaining surveys, environmental and geotechnical reports, wetland studies and such other items Developer determines to be necessary to build and operate the proposed hotel.

- e. Seller's approval of a replat of the Property.
  - f. Buyer and Seller entering into a Development Agreement on such terms as are satisfactory to Buyer;
  - g. Any shared access easement(s) between the Property and any adjacent property required by Seller is in existence or has been obtained.
- 2) That the City Council hereby authorizes the City Administrator and Mayor to sign any and all documents necessary to close on the sale of the Property, consistent with Charter and State law requirements.

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

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

and the following voted against the same:

None

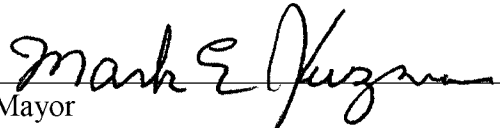
and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 23rd day of August, 2022.

  
\_\_\_\_\_  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Clerk

**Exhibit A**  
**Legal Description**

Outlot A, Gigi Addition, to be platted as: T.B.D.

Anoka County PID Number: 28-32-25-23-0020

## PURCHASE AGREEMENT

This Agreement is entered into by and between the **City of Ramsey**, a Minnesota municipal corporation (sometimes, "Seller" or "City"), and **THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP** and/or its assigns, a Minnesota limited partnership ("Buyer").

In consideration of the Earnest Money, the mutual covenants set forth below, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer agree as follows:

1. **EFFECTIVE DATE.** The effective date of this Agreement is **August 26, 2022** (the "Effective Date").
2. **SALE OF PROPERTY.** Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller approximately 1.43 acres of vacant land, legally described as follows:  
  
Outlot A, Gigi Addition, to be platted as: T.B.D.  
  
Anoka County PID Number: 28-32-25-23-0020
3. **PURCHASE PRICE.** The purchase price for the Property is \$1.00 on +/- 1.43 acres (62,290 square feet) as outlined in Exhibit A (the "Purchase Price"). The property valuation is \$311,454.
4. **INITIAL DEPOSIT; EARNEST MONEY AND ADDITIONAL EARNEST MONEY.** Buyer has previously deposited the sum of Five Thousand and No/100 Dollars (\$5,000.00) (the "Initial Deposit") with the City to pay costs of third party tax increment financing ("TIF") analysis and the preparation of the TIF Agreement. Within five business days after the Effective Date, Buyer must deposit the sum of \$1.00 (the "Earnest Money") with Guaranty Commercial Title, Inc. ("Escrow Agent"), via wire transfer or delivery of a certified check payable to Escrow Agent.
  - a. If Buyer does not deposit the Earnest Money as required above, then Seller may terminate this Agreement by written notice to Buyer; provided, however, if Buyer deposits the Earnest Money with Escrow Agent before Seller exercises Seller's right to terminate, Seller's right to terminate is extinguished.
  - b. Upon Seller's receipt of a Notice to Proceed from Buyer in accordance with Section 9(b), all of the Earnest Money becomes non-refundable (except in accordance with Section 22 as a result of a default by Seller).
  - c. If Buyer does not provide a Notice to Proceed to Seller in accordance with

Section 9(b), this Agreement automatically terminates, and Escrow Agent must disburse all Earnest Money Escrow Agent holds to Buyer.

- d. At Closing, Escrow Agent shall disburse to Seller any Earnest Money not previously disbursed to Seller, and Buyer shall receive a credit against the Purchase Price owing at Closing in an amount equal to the amount of the Earnest Money.

**5. SURVEY; SELLER DELIVERIES.** Seller has provided the Buyer an ALTA/NSPS 2016 survey (Table A, items 1-4 and 6, 8, and 11) for Outlot B, COR One (the "Survey") from a duly licensed surveyor dated April 18, 2017. Buyer may arrange with the surveyor to include additional information on the Survey at Buyer's expense. The City also has provided the Buyer with the recorded Gigi Addition plat. The Seller shall also provide to Buyer within ten (10) days of the Effective Date, copies of all environmental, geotechnical, wetland or other reports, plans or studies it has in its possession related to the Property.

**6. TITLE COMMITMENT.**

- a. Seller represents it has fee title to the Property. Seller makes no other representations or warranties with respect to the status of title to the Property. Within thirty (30) business days after the Effective Date, Seller shall, at Seller's expense, obtain a commitment from Escrow Agent to issue an owner's policy of title insurance insuring Buyer's title to the Property (the "Title Commitment") and deliver the Title Commitment and copies of or internet access to copies of all recorded documents referenced in the Title Commitment to Buyer.
- b. Buyer shall have until the date thirty (30) days after the receipt of the Title Commitment and the Survey (collectively, "**Title/Survey**") to review Title/Survey and to give Seller written notice of (i) any defects in the marketability of Seller title to the Property or any encumbrances on Seller's title to the Property that are objectionable to Buyer, and (ii) the specific actions Buyer requests that Seller take with respect to each such defect or encumbrance (a "**Title Objection Notice**"). Any defects in or encumbrances on Seller's title that Buyer does not identify in a timely Title Objection Notice are each a "**Permitted Exception**." Within three (3) business days after Seller's receipt of a Title Objection Notice from Buyer, Seller will notify Buyer, in writing, of the actions, if any, that Seller is willing to take with respect to each of the matters identified in the Title Objection Notice and the time frame in which Seller will take those actions ("**Seller's Title Notice**"). If Seller's Title Notice indicates that Seller unconditionally agrees to make Seller's title to the Property marketable on or before the closing date established pursuant to Section 10, the parties shall proceed to closing pursuant to the terms of this Agreement. If Seller's Title Notice indicates that Seller does not unconditionally agree to make Seller's Title to the Property marketable on or before the closing date established in Section 10, Buyer may, at any time with three (3) business days after Buyer's receipt of Seller's Title Notice, terminate this Agreement by written notice to Buyer in which case this Agreement is terminated and Escrow Agent must disburse any Earnest Money to Buyer ("**Buyer's Title Termination Notice**"). If Buyer

does not deliver a Buyer's Title Termination Notice to Seller within the three (3) business days after Buyer's receipt of Seller's Title Notice, than Seller must perform in accordance with Seller's Title Notice, Buyer shall be deemed to have waived Buyer's objections to the extent Seller has not agreed to address them in Seller's Title Notice, the matters to which Buyer objected and Seller did not agree to resolve are deemed Permitted Exceptions, and the parties shall proceed to Closing in accordance with the terms of this Agreement and the terms of Seller's Title Notice.

- 7. RIGHT OF ENTRY.** At all times after Buyer has deposited the Earnest Money with Seller and before the Closing, Buyer (and its employees, agents, and contractors) may enter the Property for the purpose of conducting soil tests, environmental tests and additional survey work, subject to the following conditions:
- a. Within one week after the termination of this Agreement, if either Seller or Buyer terminate this Agreement in accordance with the provisions hereof prior to Closing, Buyer must repair and or restore any damage Buyer or its employees, agents or contractors cause to the Property and remove any personal property, refuse or debris Buyer or its employees, agents or contractors brought onto or authorized third parties to bring onto the Property.
  - b. Buyer must defend and indemnify Seller from and against and hold Seller harmless Seller from all "Claims," as defined in Section 10, arising out of, resulting from or relating to any loss of or damage to any property or business or out of any injury to or death of any person, if the loss, damage, injury, or death arises or is alleged to arise either directly or indirectly and either wholly or in part from: (a) any action or omission of Buyer or its employees, agents, or contractors, while on the Property pursuant to this Section; or (b) actions or omissions of Buyer or Buyer's employees, agents, or contractors that cause or result in the release of any Hazardous Substance onto the Property or onto other property.
  - c. Buyer must comply with and shall cause it employees, agents, and contractors to comply with all applicable laws, while on the Property.
  - d. Other than a standard Phase 1 environmental assessment, Buyer may not commence any environmental testing on the Property until Buyer submits a work plan for such testing to Seller and Seller approves the work plan, in writing. Seller may not unreasonably withhold, condition or delay Seller's approval of a work plan.
  - e. Buyer must, promptly and without demand from Seller, provide Seller with true and complete copies of all draft and final reports relating to Buyer's geotechnical and environmental investigations and testing of the Property including, without limitation, any reports relating to any Phase I Environmental Site Assessment of the Property.
  - f. The cost of any test or additional survey work will be borne solely by Buyer.

- 8. PROPERTY SOLD AS IS.** Subject to Buyer's right to terminate this Agreement

pursuant to Section 9, Buyer agrees to accept the Property in its current condition, including, without limitation, its current environmental and geological condition, and in an "AS-IS" and with "ALL FAULTS" condition. Buyer's payment of the Purchase Price at Closing constitutes Buyer's acknowledgment and agreement that:

- a. Seller has not made any written or oral representations or warranties of any kind with respect to the Property (including without limitation express or implied warranties of title, merchantability, or fitness for a particular purpose);
- b. Buyer has not relied on any written or oral representation or warranty made by Seller, its agents or employees with respect to the condition or value of the Property;
- c. Buyer has had an adequate opportunity to inspect the condition of the Property, including without limitation any environmental testing, and to inspect documents applicable thereto, and Buyer is relying solely on such inspection and testing; and
- d. The condition of the Property is fit for Buyer's intended use.
- e. Buyer accepts all risk of Claims (including without limitation all Claims under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation) whether past, present or future, existing or contingent, known or unknown, arising out of, resulting from or relating to the condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

## 9. INSPECTION PERIOD.

- a. Except as otherwise provided in Section 6, Buyer shall have from the date that Buyer deposits the Earnest Money with Escrow Agent to **March 26, 2023** (the "**Inspection Period**") to investigate the Property and determine, in Buyer's sole judgment, whether (i) the condition of the Property is suitable to Buyer's intended use; and (ii) Buyer will be able to obtain all governmental approvals (including, but not limited to, approvals necessary to subdivide and re-plat the Property) and utilities necessary for Buyer's intended use of the Property. Buyer acknowledges and agrees that Seller has not made any covenants, representations or warranties regarding Buyer's ability to obtain governmental approvals from the City of Ramsey or any other governmental entity. The City of Ramsey will review, consider and act on any applications Buyer submits to the City for governmental approvals in accordance with City Code.
- b. Buyer may, at any time on or before 5:00 p.m. on the last day of the Inspection Period, terminate the Agreement by written notice to Seller based on Buyer's determination, in Buyer's sole and absolute discretion, that the condition of the Property is not suitable for Buyer's intended use or that Buyer may not be able to

obtain all governmental approvals and utilities necessary for Buyer's intended use of the Property. In addition, this Agreement automatically terminates at 5:00 p.m. on the last day of the Inspection Period unless, prior to that time Buyer delivers a written notice of Buyer's intention to proceed (a "**Notice to Proceed**") to Seller.

- c. If, pursuant to Section 9(b) either Buyer terminates this Agreement or this Agreement is automatically terminated, the Escrow Agent must disburse to Buyer any Earnest Money Escrow Agent holds, and the Seller shall pay any remaining Initial Deposit to Buyer.

**10. DEFINITIONS.** As used in this Agreement:

**"Claim"** or **"Claims"** means any and all liabilities, suits, claims, counterclaims, causes of action, demands, penalties, debts, obligations, promises, acts, fines, judgments, damages, consequential damages, losses, costs, and expenses of every kind (including without limitation any attorney's fees, consultant's fees, costs, remedial action costs, cleanup costs and expenses which may be related to any claims).

**"Environmental Law"** means the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. § 6901 et seq., the Federal Water Pollution Control Act (the Clean Water Act), 33 U.S.C. § 1251 et seq. the Clean Air Act, 42 U.S.C. § 7401 et seq., and the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule, law or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing or hereafter enacted.

**"Hazardous Substance"** or **"Hazardous Substances"** means any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law.

- 11. RELEASE.** By accepting the deed to the Property, Buyer, for itself, its directors, officers, stockholders, divisions, agents, affiliates, subsidiaries, predecessors, successors, and assigns and anyone acting on its behalf or their behalf hereby fully releases and forever discharges Seller from any and all Claims (including without limitation all Claims arising under any Environmental Law and all Claims arising at common law, in equity or under a federal, state or local statute, rule or regulation), past, present and future, known and unknown, existing and contingent, arising out of, resulting from, or relating to the condition of the Property, and Buyer hereby waives any and all causes of action (including without limitation any right of contribution) Buyer had, has or may have against Seller and anyone acting on its behalf with respect to the condition of the Property, whether arising at common law, in equity or under a federal, state or local statute, rule or regulation. The foregoing shall apply to any condition of the Property, known or unknown, contemplated or un contemplated, suspected or unsuspected, including without limitation the presence of any Hazardous Substance on the Property, whether such

Hazardous Substance is located on or under the Property, or has migrated from or to the Property.

- 12. NOTICES.** Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the party to whom addressed. Notices may be sent by certified mail or e-mail. Notices are effective two business days after they are mailed via certified mail, return receipt requested or, if sent by email, upon email transmission (provided that any email transmission that occurs after 5:00 pm Central Time will be deemed provided on the following day). If delivered at the Closing, a notice shall be deemed given when hand-delivered to the party's representative at the Closing. The business addresses of the parties are as follows:

Seller: City Administrator  
City of Ramsey  
7550 Sunwood Drive N.W.  
Ramsey, MN 55303  
Email: [bhagen@cityoframsey.com](mailto:bhagen@cityoframsey.com)

Buyer: THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP  
Emily Allegra  
8445 Bunker Lake  
Blvd. NW  
Ramsey, MN 55303  
Email: [emily@schieboutfa.com](mailto:emily@schieboutfa.com)

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

- 13. CLOSING.** This transaction shall close within 30 days after Buyer delivers a Notice to Proceed to Seller or on such earlier date as Seller and Buyer may establish by mutual, written agreement; provided, however, Buyer may extend the Closing a total of two (2) times, each time for a period of sixty (60) days, by depositing an additional One Thousand and 00/100 Dollars (\$1,000.00) earnest money with Escrow Agent for each extension. Each \$1,000 extension payment shall be non-refundable, but applicable to the Purchase Price. The Closing shall take place at the offices of the Escrow Agent, or at some other place as the parties may mutually agree prior to such date. At the option of either Party, the executed closing documents, Purchase Price and closing costs may be deposited with the Escrow Agent and disbursed by the Escrow Agent pursuant to avoid the necessity for a Closing at which the Parties are present.

- a. **Seller's Obligations at Closing.** At Closing, Seller must deliver to Escrow Agent, for delivery to Buyer:
- i. A limited warranty deed, duly executed and acknowledged on behalf of the City and with the City's seal affixed, conveying title to the Property, subject to (A) the lien of real estate taxes, if any, not yet due and payable and any installments of special assessments certified for payment therewith; and (B)

matters that constitute Permitted Exceptions pursuant to Section 6;

- ii. A certified copy of a duly adopted City Ordinance and Resolution authorizing Seller's sale of the Property to Buyer; and
- iii. Seller's affidavits, well disclosure certificate (if required), settlement statement approved by Seller and Buyer, and any other documents required by the Escrow Agent.

b. **Buyer's Obligations at Closing.** At Closing, Buyer must:

- i. Wire Transfer (or deliver a certified check in) an amount equal to the amount of the Purchase Price adjusted for to reflect Buyer's prior payment of the Earnest Money and to reflect amounts Buyer must pay or will receive pursuant to Section 14(c), to Escrow Agent for disbursement to Seller and others pursuant to this Agreement and the Settlement Statement; and
- ii. File or cause Escrow Agent to file an Electronic Certificate of Real Estate Value, if required and necessary.

c. **Closing Costs.**

- i. At Closing, the following Seller closing costs and expenses must be paid from the Purchaser Price or, if the Purchase Price is not sufficient, paid by Seller:
  1. Seller shall pay all outstanding property taxes, including but not limited to, Payable 2022 for the Property.
  2. Seller's own attorney's fees.
  3. One-half the cost of any closing fees.
  4. The cost of real estate broker commission fees as prescribed in Section 14.
  5. State Deed Tax.
  6. Such other reimbursements to Buyer pursuant to the terms of this Agreement.
- ii. At Closing Buyer must pay the Purchase Price to Seller and the following costs and expenses:
  1. Buyer's portion of prorated property taxes.
  2. Buyer's own attorney's fees.
  3. One-half the cost of any closing fees.
  4. Documentary and recording fees for the deed(s).
  5. The cost of the owner's title insurance policy, if Buyer elects to purchase an Owner's title insurance policy.

d. **Possession.** Seller must deliver possession of the Property to Buyer at Closing.

- 14. REAL ESTATE BROKERS.** Seller and Buyer represent and warrant to each other that they have dealt with no brokers, real estate agents, finders or the like in connection with this transaction, other than CBRE, Inc. ("Sellers Broker"). Seller shall pay Seller's Broker as required by their agreement 3% of final gross sale price. Seller and Buyer agree to indemnify each other and to hold each other harmless against all claims, damages, costs or expenses of or for any broker's fees or commissions resulting for their actions or agreements regarding the execution or performance of this Agreement, other than the fees payable to Seller's Broker, and will pay all costs of defending any action or lawsuit brought to recover any such fees or commissions incurred by the other party, including reasonable attorney's fees.
- 15. ASSIGNMENT.** This Agreement may not be assigned without the written consent of the non-assigning Party. The Seller recognizes the Buyer intends to assign this Agreement to an affiliated special purpose entity that will be registered officially with the State of Minnesota.
- 16. THIRD PARTY BENEFICIARY.** There are no third-party beneficiaries of this Agreement, intended or otherwise.
- 17. JOINT VENTURE.** Seller and Buyer, by entering into this Agreement and completing the transactions described herein, shall not be considered joint ventures or partners.
- 18. CAPTIONS.** The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement.
- 19. ENTIRE AGREEMENT / MODIFICATION.** This written Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the Property. There are no verbal agreements that change this Agreement and no waiver or modification of any of its terms will be effective unless in writing executed by the parties.
- 20. BINDING EFFECT.** This Agreement binds and benefits the Parties and their successors and assigns.
- 21. CONTROLLING LAW.** This Agreement is made under the laws of the State of Minnesota and such laws will control its interpretation.
- 22. REMEDIES.**
- a. If Buyer fails to perform any of the terms or conditions of this Agreement within the specified time limits, Seller may declare this Agreement terminated pursuant to Minnesota Statutes section 559.21. Seller's sole remedy in the event of Buyer's default is retention of the Earnest Money, unless Buyer defaults under Section 7 or 12 of this Agreement, in which case Seller may retain the Earnest money or suspend the performance of its obligations under this Agreement and commence an action in Anoka County District Court to recover its actual damages arising from the default.

b. If Seller fails to perform any of the terms or conditions of this Agreement within the specified time limits, Buyer may, as its sole remedy, declare this Agreement terminated in which case Escrow Agent and, if applicable, Seller, shall refund the Earnest Money (both the Initial Deposit and the Remaining Earnest Money) to Buyer, or, in the alternative, Buyer may have this Agreement specifically enforced and recover any incidental damages. Buyer waives all claims for consequential damages against Seller based on Seller's breach or alleged default hereunder.

**23. WAIVER.** Failure of Seller or Buyer to insist upon the performance of any of the covenants, agreements and/or conditions of this Agreement or to exercise any right or privilege herein shall not be deemed a waiver of any such covenant, condition or right.

**24. SURVIVAL OF TERMS AND CONDITIONS.** The terms and conditions of this Agreement shall survive and be in full force and effect after the delivery of the deed, and shall not be deemed to have merged therein.

**25. SEVERABILITY.** Each provision of this Agreement shall apply to the extent permitted by applicable law and is intended to be severable. If any provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remainder of the Agreement.

**26. CONSTRUCTION.** The Parties acknowledge that this Agreement was initially prepared by Seller solely as a convenience and that all Parties and their counsel hereto have read and full negotiated all the language used in this Agreement. The Parties acknowledge that because all Parties and their counsel participated in negotiating and drafting this Agreement, no rule of construction shall apply to this Agreement to construe ambiguous or unclear language in favor of or against any Party.

**27. COUNTERPARTS; DIGITAL COPIES.** This Agreement may be executed in any number of counterparts and the signature pages of the separate counterparts combined into a single copy of this Agreement which will then constitute a fully executed version of this Agreement. A facsimile, .pdf file or digital copy of a signed counterpart or of an assemblage of counterparts of this Agreement shall be deemed to be an original thereof.

**28. CONSTRUCTION DEADLINE.** Buyer shall obtain a certificate of occupancy from the City of Ramsey for the construction of minimum 60 unit - 4 story hotel with pool compliant with COR Zoning requirements to be further defined by an approved Site Plan a year after closing. At Closing, a "Right of Re-Entry Agreement" must be executed and recorded to the Property providing that, in the event the above deadline is not met, Seller has the right to reclaim title to the parcel(s) for which a certificate of occupancy was not obtained.

**29. TIME PERIODS.** The time for performance of any obligation or taking any action under this Agreement shall be deemed to expire at 5:00 p.m. Central Time on the last day of the applicable time period provided for in this Agreement. If the time for the

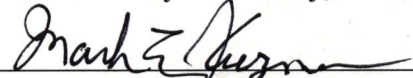
performance of any obligation or taking any action under this Agreement expires on a Saturday, Sunday or legal holiday, the time for performance or taking such action shall be extended to the next succeeding day which is not a Saturday, Sunday or legal holiday.

**30. PLATTING & DEVELOPMENT AGREEMENT.** Buyer must be in the process of obtaining an approved final plat, development agreement, and building exterior visual renderings with the City of Ramsey for its intended project before Closing. The Development Agreement and Site Plan must comply with all local zoning ordinances and design standards, including The COR Design Standards. City of Ramsey will reimburse Buyer up to \$3500 for re-platting expense. The reimbursement will only take place upon a successful closing and City of Ramsey is not responsible for any cost reimbursement if Buyer does not close on subject property. Buyer to provide written documentation of platting costs for reimbursement.

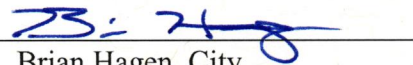
**31. CONTINGENCIES.** In addition to all other requirements and contingencies by the Buyer and Seller herein, Buyer's obligation to acquire the Property and the Purchase Price of \$1.00 is contingent on the following:

- a. Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$311,454.
- b. City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.
- c. City Council approval of Business Subsidy for Buyer and or its assigns.
- d. Hotel feasibility study supporting a viable market in the City of Ramsey, Developer obtaining surveys, environmental and geotechnical reports, wetland studies and such other items Developer determines to be necessary to build and operate the proposed hotel.
- e. Seller's approval of a replat of the Property.
- f. Buyer and Seller entering into a Development Agreement on such terms as are satisfactory to Buyer;
- g. Any shared access easement(s) between the Property and any adjacent property required by Seller is in existence or has been obtained.

**SELLER: The City of Ramsey**, a Minnesota municipal corporation

By:   
Mark E Kuzma, Mayor

Dated: August 26, 2022

By:   
Brian Hagen, City  
Administrator

Dated: August 26, 2022

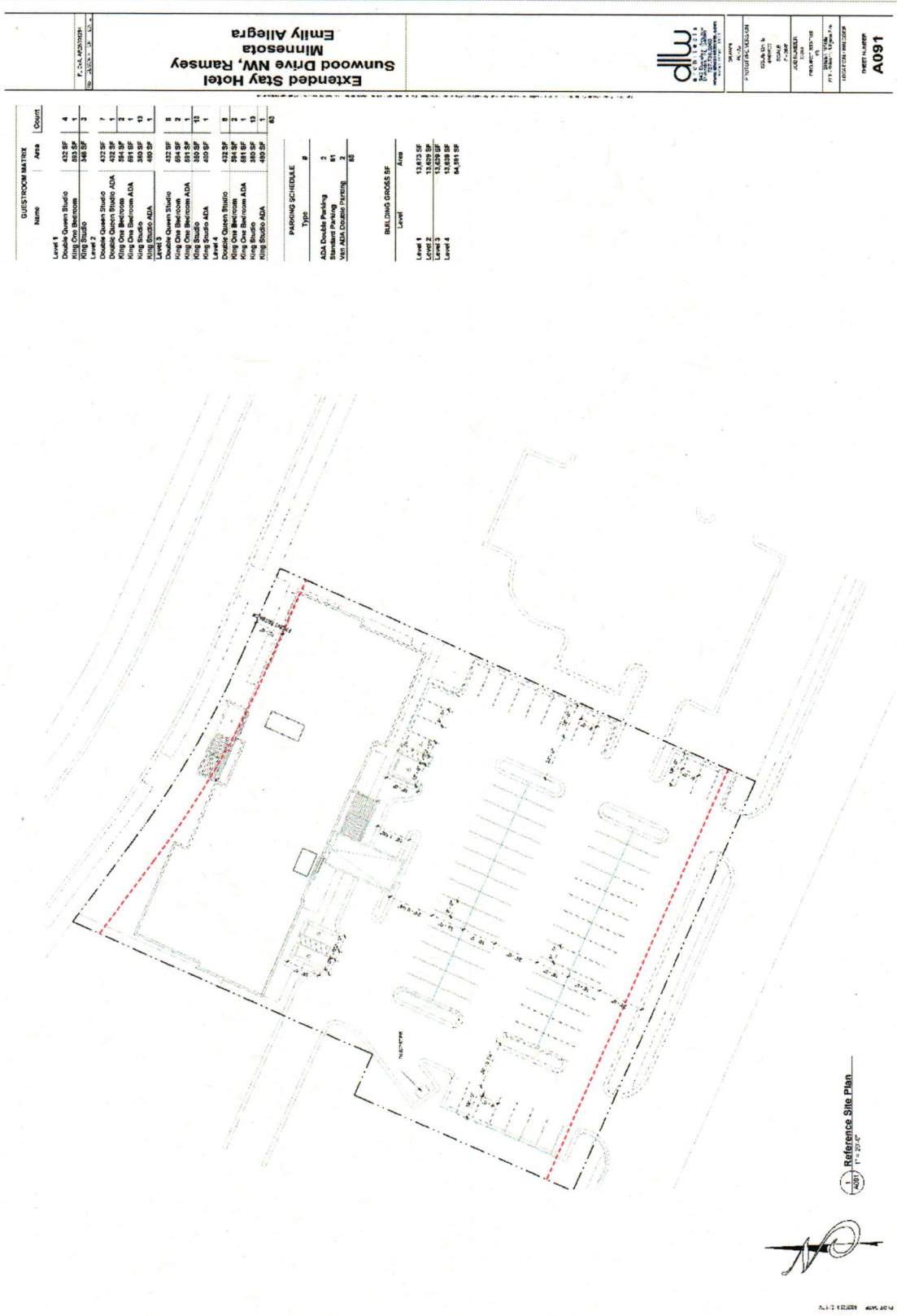
**BUYER: THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP**

By: THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP

Emily Allegra  
Emily Allegra, Partner

Dated: 8/26/2022, 2022





QUESTIONS/ANSWERS		
Name	Area	Count
<b>Level 1</b>		
Double Queen Studio	422 SF	4
King Studio	548 SF	3
<b>Level 2</b>		
Double Queen Studio	422 SF	1
Double Queen Studio ADA	524 SF	2
King One Bedroom	691 SF	1
King One Bedroom ADA	793 SF	1
King Studio ADA	490 SF	1
<b>Level 3</b>		
Double Queen Studio	422 SF	3
King One Bedroom	691 SF	1
King One Bedroom ADA	811 SF	1
King Studio	510 SF	12
Level 4	Studio ADA	1
<b>Level 5</b>		
Double Queen Studio	422 SF	8
King One Bedroom	694 SF	2
King One Bedroom ADA	810 SF	13
King Studio ADA	490 SF	1
		<b>82</b>

PARKING SCHEDULE		
Type	#	
ADA Double Parking	2	
Standard Parking	81	
Max ADA Double Parking	2	
		<b>85</b>

RMS CHAS COURSES SF	
Level	Area
Level 1	13,873 SF
Level 2	13,873 SF
Level 3	13,873 SF
Level 4	13,873 SF
	<b>55,512 SF</b>

Extended Stay Hotel  
Sunwood Drive NW, Ramsey  
Minnesota  
Emily Allegra



PROJECT NO. 15-001  
DATE: 11/11/15  
DRAWN BY: E.A.A.  
CHECKED BY: E.A.A.  
SCALE: AS SHOWN  
SHEET NO. 15-001-01  
PROJECT NAME: EXTENDED STAY HOTEL  
PROJECT ADDRESS: SUNWOOD DRIVE NW, RAMSEY, MN 55454  
PROJECT OWNER: SUNWOOD HOTEL GROUP

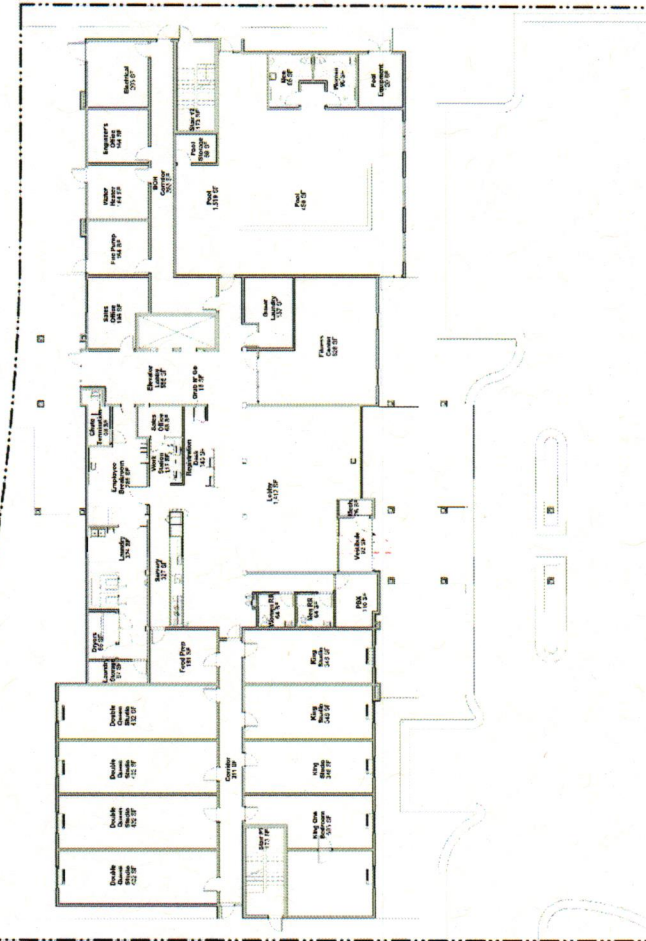
Reference Site Plan  
11/11/15



11/11/15 11:22:28 AM 15-001-01

**1ST FLOOR ROOM SCHEDULE**

Name	#	Area
Double Queen Studio	4	423 SF
King One Bedroom	1	593 SF
King Studio	3	348 SF
<b>Total</b>		

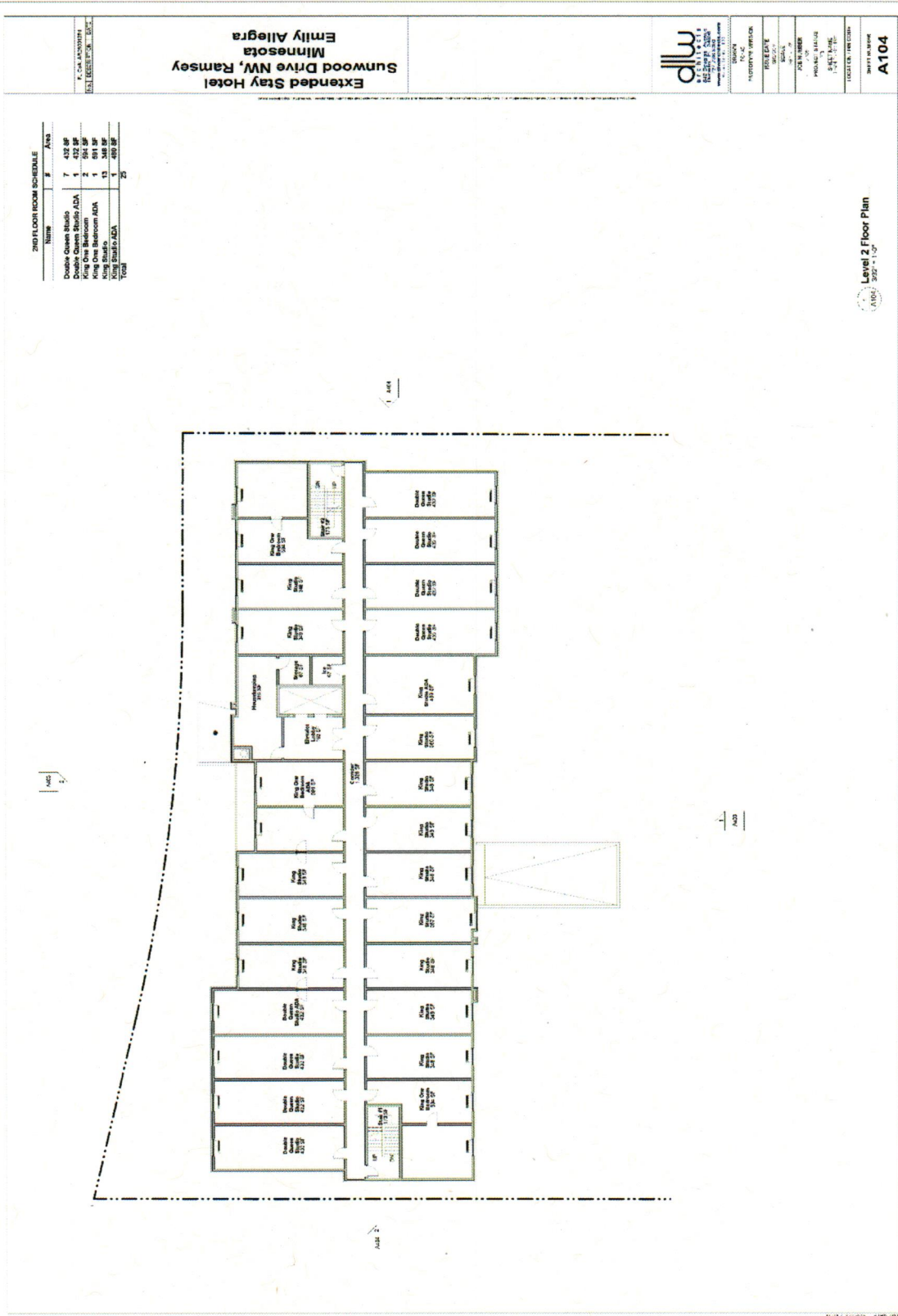


**Extended Stay Hotel**  
**Sunwood Drive NW, Ramsey**  
**Minnesota**  
**Emily Allegra**



**PROJECT DESIGN**  
 PROJECT NO. 10000000000000000000  
 PROJECT NAME  
 PROJECT LOCATION  
 PROJECT DATE  
 PROJECT ARCHITECT  
 PROJECT ENGINEER  
 PROJECT CONTRACTOR  
**PROJECT NUMBER**  
**A101**

**Level 1 Floor Plan**  
 10000000000000000000



**2ND FLOOR ROOM SCHEDULE**

Name	#	Area
Double Queen Room	7	432 SF
Double Queen Room ADA	1	432 SF
King One Bedroom	2	594 SF
King One Bedroom ADA	1	594 SF
King Two Bedroom	1	891 SF
King Two Bedroom ADA	1	891 SF
<b>Total</b>	<b>25</b>	

Extended Stay Hotel  
Sunwood Drive NW, Ramsey  
Minnesota  
Emily Allegra

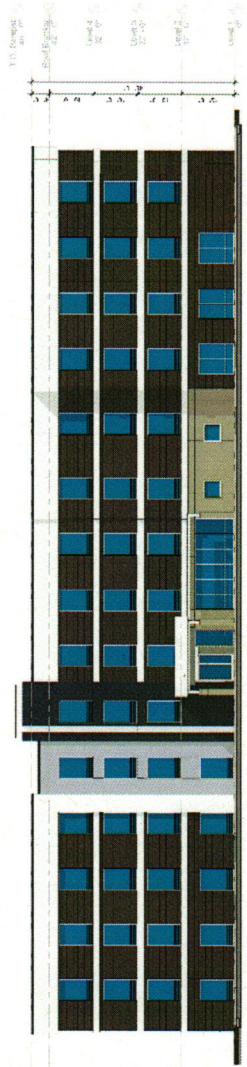


PROJECT NO. 20-02  
PROJECT NAME  
PROJECT LOCATION  
PROJECT DATE  
PROJECT ARCHITECT  
PROJECT ENGINEER  
PROJECT CONTRACTOR  
PROJECT OWNER

Level 2 Floor Plan  
A104







1 Building Elevation  
3/22' x 1/8"



2 Building Elevation  
3/22' x 1/8"

P. C. & ASSOCIATES  
10000 13th Ave S  
Minneapolis, MN 55426

Extended Stay Hotel  
Sunwood Drive NW, Ramsey  
Minnesota  
Emily Allegra

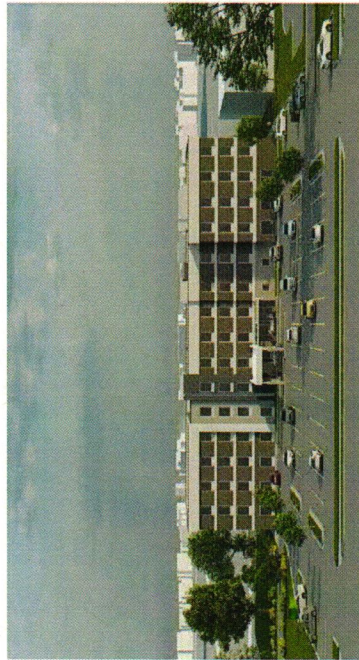


dlw  
10000 13th Ave S  
Minneapolis, MN 55426  
763.442.1100  
www.dlw.com

PROJECT LOCATION  
SUNWOOD DRIVE NW  
RAMSEY, MN 55426

PROJECT NUMBER  
A403

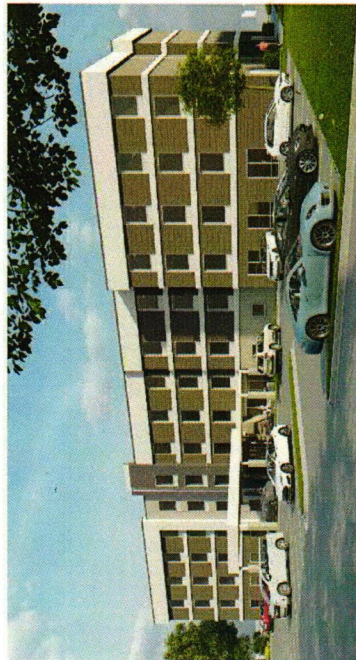




Rendering - Veterans Dr View



Rendering - Sunwood Dr View



Rendering - Veterans Dr View



Rendering - Sunwood Dr View

PLANNING  
CONSULTANTS

Extended Stay Hotel  
Sunwood Drive NW, Ramsey  
Minnesota  
Emily Allegra



DLW DESIGN  
10000 W. 16th Ave.  
Suite 100  
Golden, CO 80231  
303.440.1100  
www.dlwdesign.com

PROJECT NUMBER

DATE

SCALE

PROJECT

OWNER

ARCHITECT

CONTRACT NUMBER

PROJECT NUMBER

DATE

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PROJECT

**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, January 12, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson William MacLennan  
Member Chelsea Howell  
Member Chris Riley  
Member Shanna Stewart  
Member Scott Wiyninger

Members Absent: Member Rachal Johnson

Also Present: Sean Sullivan, Economic Development Manager  
Stephanie Hanson, Community Development Director

#### **4. EDA BUSINESS**

##### **4.01: Consider Business Assistance Application and First Amendment to Purchase Agreement for Ramsey Properties, LLC (A portion of this meeting may be closed to the public)**

Economic Development Manager Sullivan presented the staff report.

Member Wiyninger asked if the City would be responsible for any site improvements.

Economic Development Manager Sullivan replied that the site improvements and related costs would be the responsibility of the developer. He provided additional details on the pay-go TIF format for the reimbursement of site improvement and development costs to the developer.

Chairperson MacLennan invited the applicant to address the EDA.

Emily Allegra, applicant, commented that she believes that the change of site to the larger lot would be wise and would provide the opportunity to operate the hotel in a more efficient manner as recommended by Hilton. She stated that if the City is willing to partner with them and work through this, they are willing to take the risk.

Member Wiyninger asked for details on the expansion component.

Ms. Allegra replied that is typically a 30-to-40-unit increase. She stated that it would be a similar mix of rooms and they could potentially add a meeting room or other space as well.

Chairperson MacLennan asked if the hotel would have a pool.

Ms. Allegra replied that the hotel would have a pool, fitness center, onsite laundry and would serve hot breakfast. She stated that they would also have outdoor seating with fire pits.

Member Riley recognized that this change is driven by the hotel chain to make it more profitable and provide a better product to Ramsey.

Economic Development Manager Sullivan commented that the financial analysis completed for the new 98 unit project had similar results to the past 82 unit project on the site across the street, confirming the need for the level of assistance, satisfying the “but-for test” and not unduly enriching the developer.

Jason Aarsvold, Ehlers, provided details on the analysis that was done to ensure the recommended assistance would not go above what is needed to get the project done. He commented that they found that the assistance is necessary and would not unduly enrich the project. He recognized that the numbers requested are bigger, as is the building, which provides the same projected return on investment.

Economic Development Manager Sullivan asked for Ehlers to provide more information on the concept of minimum assessment agreement as part of the project.

Ms. Aarsvold stated that within the TIF Agreement they can have another agreement called an Assessment Agreement that sets the minimum baseline value for the duration of the assistance payback. He noted that would ensure they would generate the revenue necessary for the TIF.

Member Stewart referenced the extended inspection period and asked for details.

Economic Development Manager Sullivan replied that there are 180 days in the standard purchase agreement which allows the applicant to conduct due diligence for the condition of the site and to start working through the site plan and platting processes. He stated that because they have moved to a new site, he felt it appropriate to provide additional inspection time. He noted that the applicant does not have to fully utilize that time if it is not needed.

Member Howell stated that she is excited about the project but is nervous about the additional assistance needed from the City. She stated that her concern is not that it would unduly enrich the project but that the additional funds that it would require to reach the return on investment, and therefore she will deny the request.

Chairperson MacLennan asked for additional details on the cost to the City Member Howell is speaking of.

Member Howell stated that her issue is with the assistance requested to result in only a 7.7 percent return on investment with the assistance, which is a risk and not a very high rate of return. She commented that maybe it's just not the right time for a hotel.

Member Riley commented that if they do not move forward that would mean nothing would happen. He stated that this is an appropriate use of TIF. He stated that overall, there is an increase of \$367,000 in assistance. He stated that the new land is not shovel ready and would require \$350,000 in fill, therefore it would seem the increase would be related to moving to the new site.

Member Stewart commented that she likes this project.

Chairperson MacLennan commented that he likes that this project is moving forward on an undeveloped site, which could be a catalyst for other development to come.

Motion by Member Stewart, seconded by Member Wyingner, to recommend to the City Council to approve the First Amendment to Purchase Agreement, Business Assistance and a TIF Agreement in the form of \$434,511 in TIF Land Cost Write Down and \$550,000 in Pay-Go TIF for Site Development/Improvements as presented, subject to City Attorney Review.

Total TIF Business Assistance Package of \$984,511 for Ramsey Properties LLC and to Draft a TIF Agreement.

Motion carried. Voting Yes: Chairperson MacLennan, Members Stewart, Wyingner, and Riley. Voting No: Member Howell. Absent: Member Johnson.

Member Wyingner asked if there is a request for the City Council to provide input to the applicant in regards to their support of the project and support of the proposed assistance.

Economic Development Manager Sullivan replied that he will speak with the City Attorney to determine the proper format to do so.

## **6. ADJOURNMENT**

Motion by Member Riley, seconded by Member Wyingner, to adjourn the meeting.

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

The regular meeting of the Economic Development Authority adjourned at 8:53 a.m.

Respectfully submitted,

---

Sean Sullivan  
Economic Development Manager

ATTEST:

---

Wendy Schlueter  
Economic Development Administrative Assistant

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

DRAFT

**CC Regular Session**

**7. 1. 1A.**

**Meeting Date:** 01/24/2023

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

**By:** Wendy Schlueter, Community Development

**Information**

**Title**

Approve Business License for Norman Tobacco

**Purpose/Background:**

The purpose of this case is to obtain City Council approval of business license request for Norman Tobacco. This item was tabled at the January 10, 2023 City Council Meeting. City Staff was directed to conduct further research relating to the issuance of this license and to bring it back for consideration.

**Observations/Alternatives:**

Ramsey Police contacted the Applicant to confirm that the information included on the application was complete and accurate. Based on the discussion with the Applicant no new information was obtained that would disqualify the issuance of the license.

**Recommendation:**

Based on the satisfactory completion of the background check and additional research conducted by Ramsey Police, Staff recommends approval of business license application.

**Action:**

Motion to approve the attached business license application.

**Attachments**

Business License Application

**Form Review**

Inbox	Reviewed By	Date
Sean Sullivan	Kathy Schmitz	01/17/2023 09:20 AM
Sean Sullivan	Sean Sullivan	01/17/2023 11:09 AM
Jeff Katers	Jeff Katers	01/17/2023 11:16 AM
Brian Hagen	Brian Hagen	01/19/2023 10:02 AM
Form Started By: Wendy Schlueter		Started On: 01/13/2023 11:41 AM
Final Approval Date: 01/25/2023		

Report Name: License Report - License Types  
Council Dates: 2/14/2023 to 2/14/2023  
Status: Active, Inactive  
License Type(s): Tobacco

## City of Ramsey License Report - License Types

Printed: 1/13/2023  
Page: 1

<u>Company</u>	<u>Applicant</u>	<u>Location</u>	<u>Complex</u>	<u>Exp. Date</u>	<u>Council</u> <u>Date</u>	<u>Status</u>
<b>Tobacco</b> Norman Tobacco LLC	Noman Mohamed Ali Hussein	7962 Sunwood Dr NW 300		12/31/2023	2/14/2023	A

**Tobacco License Count: 1**

**Total Licenses: 1**

Meeting Date: 01/24/2023

By: Bruce Westby, Engineering/Public Works

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### Information

**Title:**

Adopt Resolution #23-032 Approving Plans and Specifications and Authorizing Bids for Improvement Project #21-09, Centralized Water Treatment Plant

**Purpose/Background:**

**Purpose:**

Adopt Resolution #23-032 approving plans and specifications and authorizing advertisements for bids for Improvement Project #21-09, Centralized Water Treatment Plant.

**Background:**

In early 2019, the Minnesota Department of Health detected manganese concentrations above recommended health guidelines in several of Ramsey's city wells. Since then, the following actions have been completed.

- Staff drafted a letter outlining the new manganese issue and the City's short and long-term plans to address the issue and mailed the letter on 5/15/2019 to 5,600 Ramsey households.
- A public meeting was held at city hall to address concerns with residents.
- Wells #5, 6 and 7 have been exclusively utilized since these wells have the lowest concentrations of manganese. Unfortunately, these three wells have the largest concentrations of Iron leading to increased rusty water complaints.
- Wells #1, 3, 4 and 8 have Manganese concentrations above the MDH guidelines. These wells have only been utilized when water demand increases beyond the capabilities of wells #5, 6 and 7.
- A Manganese hot line was established and Staff spoke to 88 concerned residents regarding Manganese and Iron in Ramsey's municipal water supply.
- Several articles have been published on Facebook and in the Ramsey Resident
- Monthly updates are being made to Ramsey's website regarding current Manganese concentrations. Staff collects and tests 15 random water samples monthly and publishes results on the City website.
- SEH, Inc. completed a pilot plant study on Wells #3 and #4 to determine the correct filtering process to remove Manganese and Iron from Ramsey's municipal supply.
- SEH, Inc. completed a water treatment plant Feasibility Study.
- SEH, Inc. prepared final plans and specifications for the required raw and finished water trunk lines needed to serve the proposed water treatment plant. The plans were advertised for bids but all bids were rejected as they significantly exceeded the engineer's estimate.
- AE2S prepared final plans and specifications for the proposed water treatment plant and is under contract to administer the bid process and provide construction administration services upon award of the project to the lowest responsible bidder.

The proposed City of Ramsey Water Treatment Plant (WTP) project generally consists of constructing a new 10 million gallons per day (MGD) gravity filtration WTP. In general;

- Building construction is proposed to consist of cast in place concrete and concrete masonry units.
- Processes are proposed to include a backwash reclaim basin, conventional dual-media gravity filters, a clear well, a reservoir, and general process piping ranging in size from 3 to 30-inches, numerous valves, fittings, and appurtenances,
- Chemical feed systems are proposed to include chemical storage tanks, chemical containment, and chemical feed equipment for chlorine, permanganate, phosphate, hydrofluorosilicic acid, and polymer;

three (3) high service pumps, general mechanical work including HVAC work, ductwork; drain, waste, and vent piping; and other mechanical equipment and appurtenances.

- Electrical systems are proposed to consist of electrical circuits and controls including lighting, power, instrumentation and controls, and associated conduit and wiring. A standby generator sized to meet emergency and load management electrical requirements will be included.
- Sitework includes grading, seeding, influent water main, sanitary sewer, storm sewer, and piping appurtenances, an asphalt access road and parking lot, and a stormwater filtration basin.

Attached are copies of the cases from the City Council meetings referenced within the supporting resolution for additional background information.

**Notification:**

Notifications are not required for this case.

Advertisements for bids are proposed to be published in the Anoka Union Herald and in Finance & Commerce on Friday, January 27, and Friday, February 3, 2023, as required by State Statute. The project will also be advertised and bid electronically through QuestCDN.

**Time Frame/Observations/Alternatives:**

**Observations:**

The tentative schedule for the proposed WTP improvements is as follows;

- January 27 and February 3, 2023 – Advertisements for bids published in ACUH and F&C
- March 9, 2023 – Bids opened
- March 28, 2023 – Award construction contract
- April 11, 2023 – Begin construction
- May 1, 2025 - Substantial completion
- August 1, 2025 – Final completion

The WTP trunk watermain improvements are proposed to be bid this Summer/Fall. Construction is anticipated to take 3 to 4 months to complete so these improvements can be constructed in 2024 and/or early 2025 to support a WTP commissioning date near the end of June, 2025, which is when summer peak water use season begins.

**Alternatives:**

Alternative #1:

Motion to adopt Resolution #23-032 approving plans and specifications and authorizing advertisements for bids for Improvement Project #21-09, Centralized Water Treatment Plant.

Alternative #2:

Motion of other.

**Funding Source:**

The engineer's estimate of project costs for the proposed WTP is \$37,000,000.

The 2023-2032 CIP lists total project costs for all required WTP improvements at \$47.6M. This includes costs for both the WTP and the trunk watermain improvements, which will be bid at a later date. Funding was proposed to come from the following:

- \$33.6M from sewer and water utility funds
- \$14M from bonding

With the need to write investments down to market value in an amount of approximately \$5M, this will decrease the amount of internal funding. So, as of today it is estimated that the sewer & water utility funds will provide about \$29M and bonding the rest. The amount of bonding needed will determine how much the sewer and water rates will need to increase. A 10% rate increase was calculated, but this may need to be increased based on final bonding amount. Any funds received from the legislative session will have the direct result of reducing bonding needs and the possible reduction of double-digit utility rate increases.

**Recommendation:**

Staff recommends adopting Resolution #23-032.

**Outcome/Action:**

Adopt Resolution #23-032 approving plans and specifications and authorizing advertisements for bids for Improvement Project #21-09, Centralized Water Treatment Plant.

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**Attachments**

Resolution 23-032

052521 CCcase Approve Feas Study

052521 CCcase WTP RFP

072721 CCcase AE2S Contract

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**Form Review**

**Inbox**

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 01/19/2023

**Reviewed By**

Brian Hagen

**Date**

01/19/2023 03:58 PM

Started On: 01/17/2023 10:58 AM

Councilmember \_\_\_\_\_ introduced the following resolution and moved for its adoption:

**RESOLUTION #23-032**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENTS FOR BIDS FOR IMPROVEMENT PROJECT #21-09, CENTRALIZED WATER TREATMENT PLANT**

**WHEREAS**, pursuant to Ramsey City Council Resolution #19-248 adopted October 8, 2019, five (5) proposals were accepted and a professional services contract was awarded to SEH, Inc. for the purpose of analyzing the City's municipal water supply system source water, developing a water system model, and preparing a preliminary design report for a centralized water treatment plant to ensure that the City's municipal water supply system will continue to provide adequate quantities of safe drinking water into the foreseeable future; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #21-143 adopted May 25, 2021, the final Feasibility Study dated March 4, 2021, for the centralized water treatment plant was approved; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #21-150 adopted May 25, 2021, Requests for Proposals for professional engineering services to prepare final plans and specifications, to administer the bid process, and to provide construction administration services for construction of a municipal water treatment plant was approved and the advertising and direct soliciting of said proposal was authorized; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #21-220 adopted July 27, 2021, Staff was authorized to negotiate a contract with Advanced Engineering and Environmental Services (AE2S) in an amount not to exceed \$1,198,600 in response to their professional engineering services proposal, subject to review and approval of the contract by the City Attorney; and

**WHEREAS**, AE2S has completed final construction plans and specifications for the purpose of advertising for bids for the same improvements.

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

- 1) The Ramsey City Council hereby approves the final plans and specifications prepared by AE2S for the making of such improvements, and authorizes the advertisement of bids for the same improvements.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 24th day of January, 2023.

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Mayor

**ATTEST:**

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City Clerk

Meeting Date: 05/25/2021

By: Bruce Westby, Engineering/Public Works

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### Information

**Title**

Adopt Resolution #21-143 Approving Water Treatment Plant Feasibility Study

**Purpose/Background:**

**Purpose:**

The purpose of this case is to adopt Resolution #21-143 approving the final Feasibility Study dated March 4, 2021, for the municipal water treatment plant.

**Background:**

Attached is a copy of the final Feasibility Study dated March 4, 2021 for the proposed municipal water treatment plant as prepared by SEH, Inc. This study documents the City's existing water supply source, quality and quantity, existing water supply infrastructure, proposed water treatment process options and recommendations, water treatment plant site evaluations and recommendations, estimated costs, alternative funding sources, impacts to water rates, and a proposed project schedule.

At the February 8, 2021, City Council work session, Staff presented the following findings and recommendations in the draft Feasibility Study, which at the time was generally considered to be complete.

- The Tunnel City Wonewoc aquifer will be able to continue to produce potable water to meet present and foreseeable future demands.
- The most cost-effective method for removing manganese and iron from the City's drinking water is chemical oxidation followed by sand filtration. These processes require construction of a water treatment plant.
- Based upon an analysis of Ramsey's 2040 water demand, the initial capacity of the water treatment plant should be 10 million gallons per day (MGD), with the ability to expand to 20 MGD.
- Four water treatment plant (WTP) sites were evaluated and the Public Works site is recommended since it requires the least overall construction costs and offers the greatest operational efficiencies. It was noted that in January the City of Ramsey's Planning Commission, Economic Development Authority, and Public Works Committee all voted unanimously to recommend constructing the WTP on the Public Works site.
- Two treatment process alternatives were evaluated including gravity filtration and pressure filtration. Gravity filtration is recommended.

It was also discussed that while the City has continued to supply its municipal water users with safe potable water without interruption by running the three municipal wells with the lowest manganese concentrations (wells #5, #6 and #7) generally non-stop since April of 2019, some of the existing water system infrastructure is showing signs of wear due to the continual operation of moving parts including meters, motors and pumps. For instance, in the fall of 2020, well #7 had to be repaired putting it out of service for almost a month, and early last winter the same repairs were needed to well #6 requiring it to be shut down for a month. Then last winter the water meter at well #6 was replaced, and the meter for well #7 has had ongoing issues. Also, a cooling unit failed recently in the service cabinet for well #6, which can cause the well to overheat and shut down. The constant use of these wells is believed to be a major contributing factor to these required repairs.

Fortunately, none of the repairs noted above were needed during peak water use times in the summer when people water their lawns, fill their swimming pools, wash their cars, etc. If one of the wells would need to be repaired during the summer months the City would need to rely on one or more other wells with higher manganese concentrations for water supply, which would increase manganese concentrations throughout the system. Staff therefore recommends moving forward with implementation of the water treatment plant project as soon as

possible.

Per prior Council authorization, SEH Inc. is preparing final plans and specifications for the trunk watermain improvements required to supply raw water from the six municipal wells in The COR to the proposed Water Treatment Plant site near the new Pubic Works Facility, and to supply treated water from the WTP to the water supply distribution system. This work is proposed to be bid this summer for late summer/early fall construction.

It is important to note that a separate case is on this evening's consent agenda requesting City Council approval of a Request for Proposals (RFP) and authorization to solicit proposals from qualified consultants to prepare final plans and specifications for the WTP based on the findings and recommendations in the attached final Feasibility Study, to administer bids, and to provide construction administration services, pending required future City Council approvals. Therefore, if this case is tabled or is not approved this evening, the consent agenda case requesting approval of the RFP and authorization to solicit proposals for the municipal WTP should also be tabled or not approved at this time since the RFP relies on approval of the final Feasibility Study first.

Hard copies of the final Feasibility Study will be placed in each Council member's in box at City Hall.

**Notification:**

Notifications are not required for this case.

**Observations/Alternatives:**

**Alternatives:**

Alternative #1 – Motion to adopt Resolution #21-143 approving the final Feasibility Study dated March 4, 2021, for the municipal water treatment plant.

**Funding Source:**

No additional funds are required for approval of this case.

**Recommendation:**

Staff recommends alternative #1.

**Action:**

Motion to adopt Resolution #21-143 approving the final Feasibility Study dated March 4, 2021, for the municipal water treatment plant.

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**Attachments**

Resolution 21-143  
Final Feasibility Study

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Kurt Ulrich	Kurt Ulrich	05/20/2021 02:22 PM
Form Started By: Bruce Westby		Started On: 05/18/2021 09:57 AM
Final Approval Date: 05/20/2021		

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

**RESOLUTION #21-143**

**RESOLUTION APPROVING WATER TREATMENT PLANT FEASIBILITY STUDY, IMPROVEMENT PROJECT #19-12**

**WHEREAS**, pursuant to Ramsey City Council Resolution #19-191, adopted August 12, 2019, proposals were solicited for professional services to analyze the municipal water supply system source water, develop a water system model, and prepare a Feasibility Study for a centralized municipal water treatment plant for the purpose of ensuring the municipal water supply system will continue to provide adequate quantities of safe drinking water for municipal water users into the foreseeable future; and

**WHEREAS**, pursuant to Ramsey City Council Resolution #19-248, adopted October 8, 2019, the City entered into a contract with SEH, Inc. for the requested professional services; and

**WHEREAS**, City Staff recommends approving the final Feasibility Study prepared by SEH, Inc. for Improvement Project #19-12, including their findings and recommendations related to the construction of a municipal water treatment plant.

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

- 1) The City Council hereby approves the final Feasibility Study prepared by SEH, Inc. for Improvement Project #19-12, including their findings and recommendations related to the construction of a municipal water treatment plant.

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

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

and the following voted against the same:

None

and the following abstained:

None

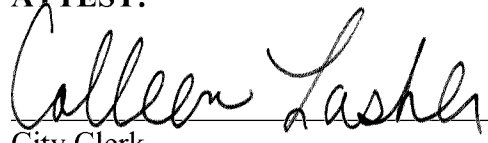
and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 25th day of May, 2021.

  
\_\_\_\_\_  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Clerk

**Meeting Date:** 05/25/2021

**Submitted For:** John Nelson, Engineering/Public Works

**By:** John Nelson, Engineering/Public Works

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### Information

#### Title

Adopt Resolution #21-150 Approving Water Treatment Plant Request for Proposals and Authorizing Solicitation of Proposals.

#### Purpose/Background:

In early 2019, the Minnesota Department of Health detected manganese concentrations above recommended health guidelines in several of Ramsey's city wells. Since then, the following actions have been completed.

- Staff drafted a letter outlining the new manganese issue and the City's short and long-term plans to address the issue and mailed the letter on 5/15/2019 to 5,600 Ramsey households.
- A public meeting was held at city hall to address concerns from residents.
- Wells #5, 6 and 7 are being exclusively utilized since these three wells have the lowest concentrations of manganese (however, these three wells have the largest concentrations of Iron which leads to increased rusty water complaints).
- Wells #1, 3, 4 and 8 all have Manganese concentrations above the MDH guidelines. These wells have only been utilized when water demand increases beyond the capabilities of wells #5, 6 and 7.
- A Manganese hot line was established and Staff spoke to 88 concerned residents regarding Manganese and Iron in Ramsey's municipal water supply.
- Several articles have been published to Facebook, The Ramsey Resident, also monthly updates to the Ramsey web site regarding current Manganese concentrations.
- Staff collects and tests 15 random water samples monthly and publishes the test results on the City web site.
- SEH did a pilot plant study on Wells #3 and #4 to determine the correct filtering process to remove Manganese and Iron from Ramsey's municipal supply.
- SEH was contracted with to prepare a water treatment plant Feasibility Study.
- SEH was contracted to prepare final plans and specifications for the required raw and finished water trunk lines needed to serve the proposed water treatment plant.
- Staff drafted the attached Request for Proposals (RFP) for professional engineering services to prepare final plans and specifications, to administer the bid process, and to provide construction administration services for a new municipal water treatment plant designated as City Improvement Project #21-09.
- The RFP has two enclosures including the proposal evaluation form and the approved Feasibility Study, which are also attached.

#### Notification:

As outlined in the project schedule in the attached RFP, the RFP will be advertised twice in the City's official newspaper, the Anoka Union Herald, and twice in Finance and Commerce. This is the standard process for advertising City improvement projects.

City Staff will also submit RFP's directly to consultants known to be qualified to complete the requested professional services, all of whom either previously showed interest in or submitted proposals for the Water Treatment Plant Feasibility Study.

#### Observations/Alternatives:

A 10 million gallon per day (MGD) Water Treatment Plant is recommended to remove the high concentrations of manganese and iron from Ramsey's municipal wells. The Water Treatment Plant would serve Ramsey's municipal water users through 2040.

**Funding Source:**

The only funds required for this work are the costs required to advertise the RFP, which is estimated to cost \$550. These costs will be paid through Water enterprise funds.

**Recommendation:**

Staff recommends approving and advertising the attached RFP, including the two enclosures.

**Action:**

Motion to adopt Resolution #21-150 approving the Water Treatment Plant Request for Proposals and authorizing solicitation of proposals.

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**Attachments**

WTP Request for Proposals  
proposal evaluation form  
Approved Feasibility Study  
Resolution 21-150

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	05/20/2021 07:04 AM
Grant Riemer	Grant Riemer	05/20/2021 07:52 AM
Kurt Ulrich	Kurt Ulrich	05/20/2021 02:33 PM
Form Started By: John Nelson		Started On: 05/18/2021 08:13 AM
Final Approval Date: 05/20/2021		

**CC Regular Session**

7.3.

**Meeting Date:** 07/27/2021

**Submitted For:** John Nelson, Engineering/Public Works

**By:** Grant Riemer, Engineering/Public Works

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**Information**

**Title:**

Authorization to Enter Into a Negotiations for Design/Bid/Build Services for the New Water Treatment Plant

**Purpose/Background:**

**Purpose/Background:**

**Purpose:**

The purpose of this case is to receive council authorization to begin negotiations with AE2S to provide Design/Bid/Build services for the construction of a new City of Ramsey Water Treatment Plant. The scope of their duties will include schematic design/final design of the new water treatment plant, preparing construction documents, and participating in the bidding and award phases of the project, as outlined in their proposal. During the construction administration phase, AE2S will work closely with city staff to oversee the actual construction of the plant.

**Background:**

The city of Ramsey has long planned for a water treatment plant and added it to our Capital Improvement Plan (CIP) in 2004. The land was secured in 2008 by the purchase of the former Bury Carlson site. That purchase was finalized in 2013. SEH was hired in 2020 to develop a water treatment plant feasibility study. This study determined that a 10 Million Gallon per Day (MGD) plant would be needed and that the gravity filtration process would best serve to remove the high concentrations of Manganese and Iron from our drinking water.

**Notification:**

N/A

**Time Frame/Observations/Alternatives:**

On 5/20/2021 the city issued a Request for Proposals (RFP) for Design/Bid/Build services for the new water treatment plant. Five firms submitted proposals by the deadline on 7/7/2021.

The City Utilities Supervisor, City Engineer and Public Works Superintendent met on 7/14/2021 to vet and rank the five proposals. The top three firms selected after that process for interviews before staff were AE2S, SEH and WSB. The final criteria for selection was generally based on experience in designing water treatment facilities, proposed work plan, ability to meet construction time lines, and proposed fees for services.

On July 20th the top three firms were interviewed by the Utilities Supervisor, City Engineer and Public Works Superintendent. After discussions, the consensus was that Staff would be comfortable working with any of the three firms and to move AE2S ahead for final consideration by Council.

AE2S proposed fee is a not to exceed amount of \$1,198,600 for the services outlined in their proposal.

**Funding Source:**

Funding for Design/Bid/Build services will come from the water utility fund.

**Recommendation:**

Staff recommends that the City Council authorize staff to begin negotiations with AE2S for Design/Bid/Build services for the new water treatment plant, in an amount not to exceed \$1,198,600 subject to the review and approval of the contract by the City Attorney.

**Outcome/Action:**

Motion to authorize staff to begin negotiations with AE2S for Design/Bid/Build services for the new Water Treatment Plant, in an amount not to exceed \$1,198,600 subject to the review and approval of the contract by the City Attorney.

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**Attachments**

AE2S Proposal  
Resolution #021-220

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Bruce Westby	Bruce Westby	07/22/2021 02:35 PM
Diana Lund	Diana Lund	07/22/2021 02:39 PM
Kurt Ulrich	Colleen Lasher	07/22/2021 03:00 PM
Form Started By: Grant Riemer		Started On: 07/21/2021 11:55 AM
Final Approval Date: 07/22/2021		

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

**RESOLUTION #21-220**

**RESOLUTION APPROVING AUTHORIZATION TO ENTER INTO NEGOTIATIONS WITH THE FIRM OF AE2S FOR DESIGN/BID/BUILD SERVICES FOR THE NEW WATER TREATMENT PLANT**

**WHEREAS**, the City of Ramsey has planned for a water treatment plant since 2004, when it was included in our Capital Improvement Program

**WHEREAS**, the City has collected funds through our water rate fees in anticipation of construction of a new Water Treatment Plant someday

**WHEREAS**, the City drinking water supply currently exceeds the Minnesota Department of Health, Health Based Value of 0.100mg/Liter for Manganese concentration

**WHEREAS**, in 2020 the City hired the firm of SEH to develop a water treatment Plan for removal of Iron and Manganese from our water supply

**WHEREAS**, on May 20, 2021 the city issued a Request for Proposals (RFP) for Design/Bid/Build services for the new water treatment plant with five firms submitting proposals. City staff vetted the proposals and on July 20, 2021 interviewed the top three firms, and choose the firm of AE2S to recommend for construction of the new Water Treatment Plant.

**WHEREAS**, AE2S proposed fee is a not to exceed amount of \$1,198.600 for the services outlined in their proposal.

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

- 1) That the Ramsey City Council hereby authorizes Staff to enter into a negotiations with the firm of AE2S for design/bid/build Services for the new Water Treatment Plant.
- 2) The City Attorney will review all contract documents before approval.

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

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

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27<sup>th</sup> day of July, 2021.

  
\_\_\_\_\_  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Clerk

**CC Regular Session**

7. 3.

**Meeting Date:** 01/24/2023**By:** Katie Schmidt, Administrative Services

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**Information****Title:**

Review recommendation from the Charter Commission to amend the charter by Ordinance #22-29 under M.S 410.12, subdivision 7

**Purpose/Background:**

The Charter Commission met on October 26, 2022 and is recommending the City Council amend the charter by Ordinance #22-29 under M.S. 410.12, subdivision 7. The recommended ordinance is to amend Section 2.4 of the Charter that no member of the Council may serve on the Charter Commission or other Board or Commission. The language in Ordinance #22-29 is the same language as the recently passed Ordinance #22-17 (attached for reference).

The City Council received the recommendation from the Charter Commission on November 22, 2022. The public hearing and introduction of the ordinance took place on January 10, 2023. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance. Under M.S. 410.12, subdivision 7, if the City Council unanimously approves the ordinance, then the ordinance is enacted 90 days after passage and publication. Within 60 days of passage and publication, a petition requesting a referendum on the ordinance may be filed with the City Clerk.

**Notification:**

N/A

**Time Frame/Observations/Alternatives:**

## Next Steps:

- Per State Statute 410.12 Subd. 7., the Council must vote on the proposed charter amendment ordinance within one month of the public hearing.
- Council introduced Ordinance #22-29 at the public hearing on January 10, 2023. This evening, it will be voted on for final consideration.
  - If approved unanimously, the Charter amendment would then take effect 90 days after publication.
  - If Council does not unanimously adopt Ordinance #22-29, then the ordinance would fail.
- If Ordinance #22-29 does not become enacted, then staff would proceed forward with the procedure required for Ordinance #22-17.

**Recommendation:**

Staff does not hold a recommendation on the matter. To satisfy the requirements established in State Statute 410.12 Subd. 7, Council must have a final vote on this amendment by ordinance.

**Outcome/Action:**

Motion to waive the City Charter Requirement that the Ordinance be read aloud and vote on the adoption of Ordinance #22-29 amending the Charter by Ordinance under M.S 410.12, subdivision 7

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### Attachments

Ordinance #22-29  
Ordinance #22-17 previously passed  
MN Statute 410.12

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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	01/19/2023 01:12 PM
Form Started By: Katie Schmidt		Started On: 01/17/2023 10:23 AM
Final Approval Date: 01/19/2023		

**ORDINANCE 22-29**  
**CITY OF RAMSEY**  
**ANOKA COUNTY**  
**STATE OF MINNESOTA**

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF  
RAMSEY, MINNESOTA PROHIBITING MEMBERSHIP ON THE CITY OF  
RAMSEY CHARTER COMMISSION OF CITY COUNCIL MEMBERS AND  
PROVIDING FOR OTHER RESTRICTIONS THEREOF**

The City of Ramsey ordains:

**SECTION 1. AUTHORITY**

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 7.

**SECTION 2.**

The Section 2.4 of the City of Ramsey Charter is amended to read as follows:

“Sec. 2.4 – Incompatible offices.

No member of the Council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

No member of the Council may serve as a member of the City of Ramsey Charter Commission while serving on the Council. No member of the Council may serve as a voting member of any other Commission or Board of the City of Ramsey while he/she remains in office unless such membership is otherwise required by law.

**SECTION 3. EFFECTIVE DATE**

This ordinance becomes effective 90 days after its passage and publication as provided by Minnesota Statutes Section 410.12, Subdivision 7, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

**PASSED** by the City Council of the City of Ramsey, Minnesota, the \_\_\_\_ day of January 2023.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_

City Clerk

**ORDINANCE 22-17**  
**CITY OF RAMSEY**  
**ANOKA COUNTY**  
**STATE OF MINNESOTA**

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF  
RAMSEY, MINNESOTA PROHIBITING MEMBERSHIP ON THE CITY OF  
RAMSEY CHARTER COMMISSION OF CITY COUNCIL MEMBERS AND  
PROVIDING FOR OTHER RESTRICTIONS THEREOF**

The City of Ramsey ordains:

**SECTION 1. AUTHORITY**

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 5.

**SECTION 2.**

The Section 2.4 of the City of Ramsey Charter is amended to read as follows:

“Sec. 2.4 – Incompatible offices.

No member of the Council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

No member of the Council may serve as a member of the City of Ramsey Charter Commission while serving on the Council. No member of the Council may serve as a voting member of any other Commission or Board of the City of Ramsey while he/she remains in office unless such membership is otherwise required by law.

**SECTION 3. EFFECTIVE DATE**

This ordinance becomes effective 90 days after its passage and publication as provided in City of Ramsey Charter 3.9 and Minnesota Statutes Section 410.12, Subdivision 5, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

**PASSED** by the City Council of the City of Ramsey, Minnesota, the 25<sup>th</sup> day of October 2022.

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Mayor

**ATTEST:**

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City Clerk

Introduction Date: October 11, 2022  
Posting Dates: October 11 – October 26, 2022  
Adoption Date: October 25, 2022  
Publication Date: November 4, 2022  
Effective Date: December 5, 2022



The foregoing affidavit shall be strictly construed and any affiant convicted of swearing falsely as regards any particular thereof shall be punishable in accordance with existing law.

**Subd. 3. May be assembled as one petition.** All petition papers for a proposed amendment shall be assembled and filed with the charter commission as one instrument. Within ten days after such petition is transmitted to the city council, the city clerk shall determine whether each paper of the petition is properly attested and whether the petition is signed by a sufficient number of voters. The city clerk shall declare any petition paper entirely invalid which is not attested by the circulator thereof as required in this section. Upon completing an examination of the petition, the city clerk shall certify the result of the examination to the council. If the city clerk shall certify that the petition is insufficient the city clerk shall set forth in a certificate the particulars in which it is defective and shall at once notify the committee of the petitioners of the findings. A petition may be amended at any time within ten days after the making of a certificate of insufficiency by the city clerk, by filing a supplementary petition upon additional papers signed and filed as provided in case of an original petition. The city clerk shall within five days after such amendment is filed, make examination of the amended petition, and if the certificate shall show the petition still to be insufficient, the city clerk shall file it in the city clerk's office and notify the committee of the petitioners of the findings and no further action shall be had on such insufficient petition. The finding of the insufficiency of a petition shall not prejudice the filing of a new petition for the same purpose.

**Subd. 4. Election.** Amendments shall be submitted to the qualified voters at a general or special election and published as in the case of the original charter. The form of the ballot shall be fixed by the governing body. The statement of the question on the ballot shall be sufficient to identify the amendment clearly and to distinguish the question from every other question on the ballot at the same time. If 51 percent of the votes cast on any amendment are in favor of its adoption, copies of the amendment and certificates shall be filed, as in the case of the original charter and the amendment shall take effect in 30 days from the date of the election or at such other time as is fixed in the amendment.

**Subd. 5. Amendments proposed by council.** The council of any city having a home rule charter may propose charter amendments to the voters by ordinance. Any ordinance proposing such an amendment shall be submitted to the charter commission. Within 60 days thereafter, the charter commission shall review the proposed amendment but before the expiration of such period the commission may extend the time for review for an additional 90 days by filing with the city clerk its resolution determining that an additional time for review is needed. After reviewing the proposed amendment, the charter commission shall approve or reject the proposed amendment or suggest a substitute amendment. The commission shall promptly notify the council of the action taken. On notification of the charter commission's action, the council may submit to the people, in the same manner as provided in subdivision 4, the amendment originally proposed by it or the substitute amendment proposed by the charter commission. The amendment shall become effective only when approved by the voters as provided in subdivision 4. If so approved it shall be filed in the same manner as other amendments. Nothing in this subdivision precludes the charter commission from proposing charter amendments in the manner provided by subdivision 1.

**Subd. 6. Amendments, cities of the fourth class.** The council of a city of the fourth class having a home rule charter may propose charter amendments by ordinance without submission to the charter commission. Such ordinance, if enacted, shall be adopted by at least a four-fifths vote of all its members after a public hearing upon two weeks' published notice containing the text of the proposed amendment and shall be approved by the mayor and published as in the case of other ordinances. The council shall submit the proposed amendment to the people in the manner provided in subdivision 4, but not sooner than three months after the passage of the ordinance. The amendment becomes effective only when approved by the voters as provided in subdivision 4. If so approved, it shall be filed in the same manner as other amendments.

Subd. 7. **Amendment by ordinance.** Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance. The ordinance is enacted if it receives an affirmative vote of all members of the city council and is approved by the mayor and published as in the case of other ordinances. An ordinance amending a city charter shall not become effective until 90 days after passage and publication or at such later date as is fixed in the ordinance. Within 60 days after passage and publication of such an ordinance, a petition requesting a referendum on the ordinance may be filed with the city clerk. The petition must be signed by registered voters equal in number to at least five percent of the registered voters in the city or 2,000, whichever is less. If the requisite petition is filed within the prescribed period, the ordinance shall not become effective until it is approved by the voters as in the case of charter amendments submitted by the charter commission, the council, or by petition of the voters, except that the council may submit the ordinance at any general or special election held at least 60 days after submission of the petition, or it may reconsider its action in adopting the ordinance. As far as practicable the requirements of subdivisions 1 to 3 apply to petitions submitted under this section, to an ordinance amending a charter, and to the filing of such ordinance when approved by the voters.

**History:** (1286) RL s 756; 1907 c 199 s 1; 1911 c 343 s 1; 1939 c 292 s 1; 1943 c 227 s 1; 1949 c 122 s 1; 1959 c 305 s 3,4; 1961 c 608 s 5,6; 1969 c 1027 s 3; 1973 c 503 s 1-4; 1986 c 444; 1998 c 254 art 1 s 107; 1999 c 132 s 42; 2005 c 93 s 1; 2008 c 331 s 7; 2010 c 184 s 43