City of Ramsey
Agenda
Regular City Council
Tuesday, April 11, 2023
7:00 pm
Council Chambers, 7550 Sunwood Drive NW

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

1. Call to Order

2. Presentation

1. New Board and Commission Member Ceremonial Oath of Office

3. Citizen Input

4. Approve Agenda

5. Consent Agenda

1. Receive February 2023 Financial Reports - General Fund and Enterprise Funds

2. Receive Cash and Investments for Period Ending March 31, 2023

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

   Planning Commission Special Meeting Minutes Dated February 16, 2023
   Planning Commission Meeting Minutes Dated February 23, 2023
   Planning Commission Special Meeting Minutes Dated March 2, 2023
   Environmental Policy Board Minutes Dated January 23, 2023
   Public Works Committee Dated February 21, 2023
   Economic Development Authority Minutes Dated February 9, 2023

4. Approve the Following Meeting Minutes:

   1. City Council Special Work Session dated 3/21/2023
   2. City Council Work Session dated 3/28/2023
   3. City Council Regular Session dated 3/28/2023

5. Approve Business Licenses

6. Adopt Resolution #23-075 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 23, 2023 through April 5, 2023.

7. Adopt Resolution #23-067 Proclaiming April 28, 2023, as Arbor Day and the Month of May as Arbor Month

8. Adopt Resolution #23-071 Accepting Bids and Awarding Contract for 2023 Crack Seal Improvements, Improvement Project #23-08

6. Public Hearing

1. PUBLIC HEARING - Introduce Ordinance #23-05 to Amend Chapter 4 of the Charter - Nominations and Elections

2. PUBLIC HEARING - Introduce Ordinance #23-07 to Amend Chapter 4 of the Charter - Nominations and Elections

7. Council Business

1. Adopt Resolution #23-074 Approving Joint Powers Agreement for Improvement Project #20-11, Ramsey Gateway Highway 10 Improvements

8. Mayor/Council/Staff Input

9. Adjournment

CC Regular Session **2. 1.**

Meeting Date: 04/11/2023

Information

Title:

New Board and Commission Member Ceremonial Oath of Office

Purpose/Background:

The purpose of this presentation is to officially welcome and swear in new Board and Commission members Ms. Jessica Vikander, Mr. Hassan Salami and Mr. Thomas Hagerty to the Environmental Policy Board.

The City also welcomes Ms. Brittany Lindahl to the Economic Development Authority, Mr. Todd Arts to the Park and Recreation Commission and Mr. Ryan Heineman to the Planning Commission. They will also begin their terms this month, but were unable to attend the meeting this evening.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/06/2023 11:48 AM
Form Started By: Colleen Lasher		Started On: 04/04/2023 09:04 AM
Final Approval Date: 04/06/2023		

CC Regular Session **5. 1.**

Meeting Date: 04/11/2023

By: Diana Lund, Finance

Information

Title

Receive February 2023 Financial Reports - General Fund and Enterprise Funds

Purpose/Background:

Purpose: Receive February monthly financial reports for the funds of: General, EDA, 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

February 2023 General Fund Financial Report - Budget to Actual

February 2023 Enterprise Funds Financial Reports - Budget to Actual

February 2023 Summary of Adopted budgets/expenditures to date

February 2023 EDA Financial Report - Budget to Actual

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/06/2023 02:00 PM
Form Started By: Diana Lund		Started On: 03/31/2023 10:30 AM
Final Approval Date: 04/06/2023		

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2023

GENERAL FUND EXPENDITURES
- BY DEPARTMENT -

Dept	2023 BUDGET	2023 YTD GENERAL LEDGER
Admin (inlcd elections, legal & newsletter)	1,212,108.00	181,435.37
Building Inspections	721,415.00	99,776.07
Council/Commissions (incld charter, council contingen	258,433.00	26,466.31
Data Processing	818,662.00	80,539.43
Engineering	554,975.00	122,785.43
Finance (incld assessing)	516,910.00	75,165.81
Fire (incld Civil Defense)	1,805,110.00	154,012.37
Gen Govt Buildings	667,254.00	68,488.68
Parks	1,661,536.00	166,484.15
Planning & Zoning	854,650.00	136,895.44
Police (incld animal control & comm orient)	5,527,998.00	715,230.28
Streets (incld traffic eng & snow/ice)	2,456,102.00	190,582.23
Grand Total	**17,055,153.00**	**2,017,861.57**

GENERAL FUND EXPENDITURES
- BY CATEGORY -

Category	2023 BUDGET	2023 YTD GENERAL LEDGER
Capital Outlay	1,074,183.00	-
Other Services & Charges	2,939,067.00	137,682.59
Personal Services	11,609,269.00	1,783,725.84
Supplies	1,326,261.00	96,453.14
Transfers out	106,373.00	
Grand Total	**17,055,153.00**	**2,017,861.57**

GENERAL FUND REVENUES
- BY CATEGORY -

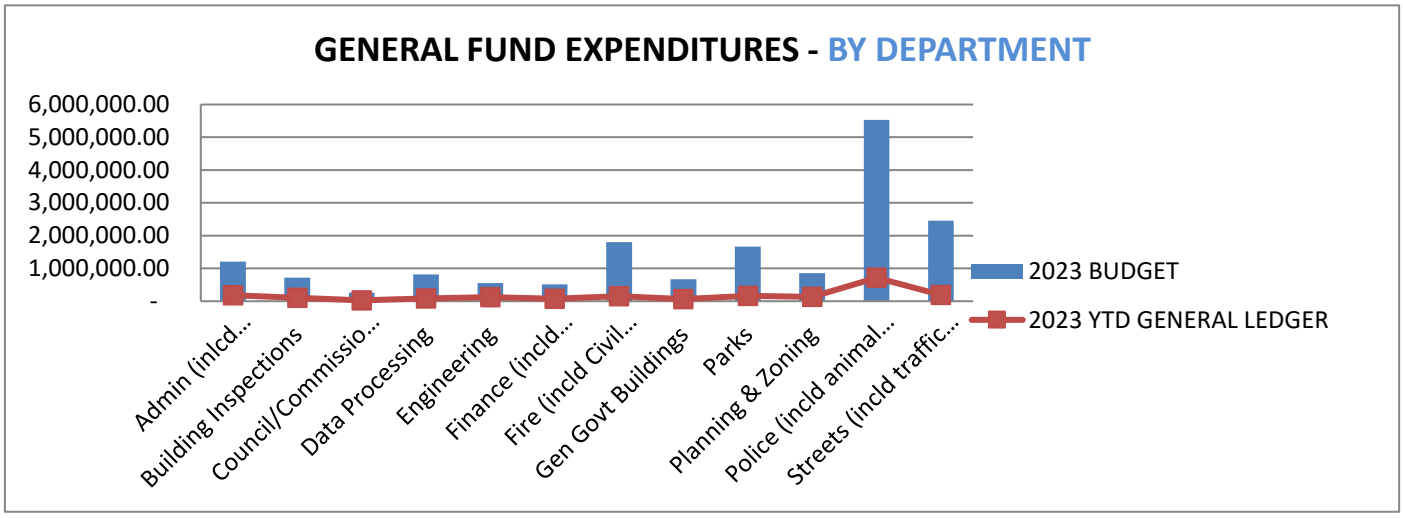
Category	2023 BUDGET	2023 YTD GENERAL LEDGER
Taxes	13,088,820.00	
Charges for Services	622,300.00	114,117.39
Business Licenses/Permits	75,400.00	7,494.09
Fines and Forfeits	50,000.00	3,438.40
Federal Intergovernmental	9,200.00	
State Intergovernmental	687,500.00	105,000.00
Interest	25,000.00	
Miscellaneous	15,750.00	2,730.12
Non-Business Licenses/Permits	624,000.00	79,287.34
Transfers in	1,857,183.00	
Grand Total	**17,055,153.00**	**312,067.34**

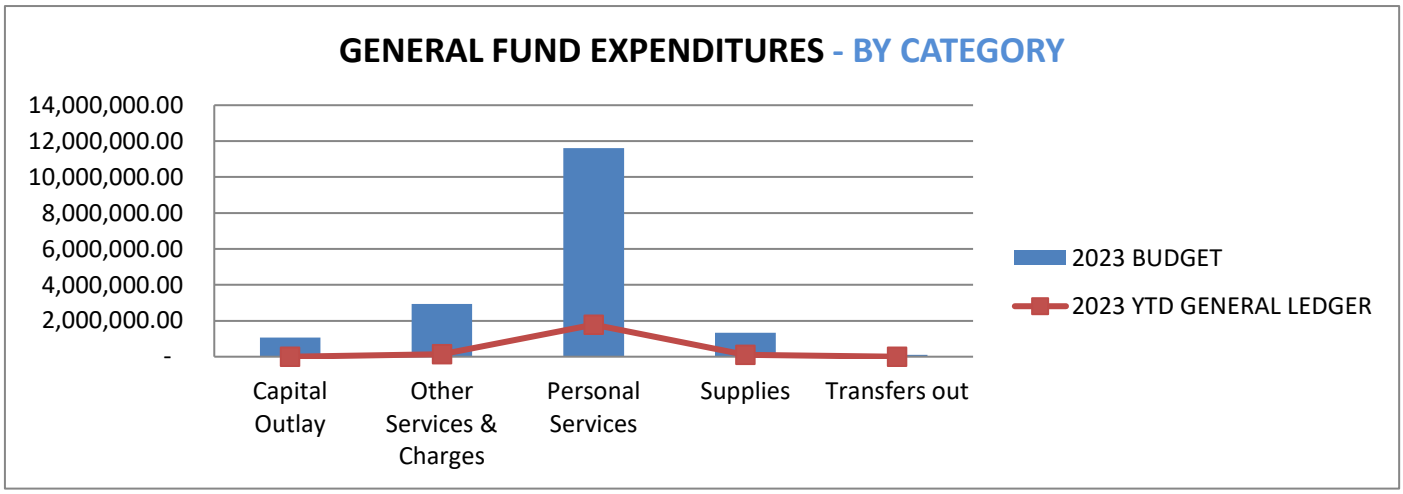
This report reflects year to date revenue and expenditures as compared to annual budget.
It does not reflect fund balance.

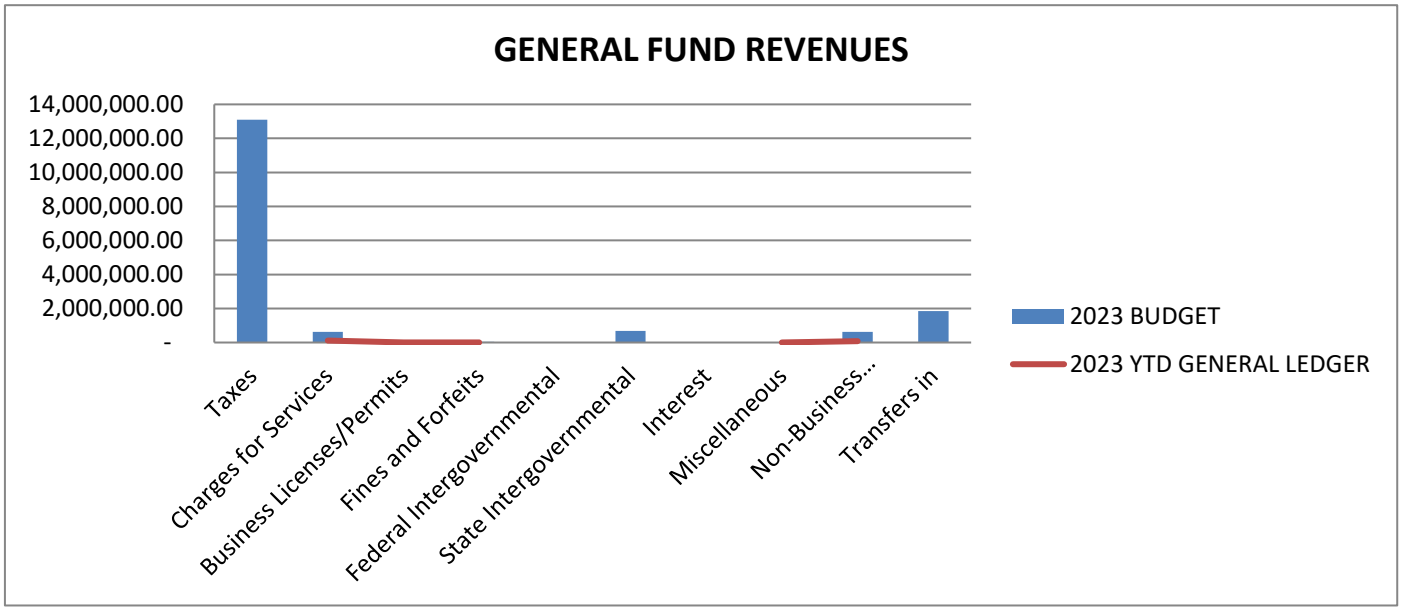
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **February 28, 2023**







This report reflects year to date revenue and expenditures as compared to annual budget.
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PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: February 28, 2023

REVENUES

BUSINESS UNIT 9601 WATER UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(28,000.00)	(1,449.79)	5.18%
4609	OTHER MISCELLANEOUS REVENUES	5,000.00	62.00	1.24%
4651	WATER REVENUE	-	180.00	0.00%
4652	WATER SALES - RESIDENTIAL	1,496,892.00	51.13	0.00%
4653	WATER SALES-COMMERCIAL	785,972.00	11.54	0.00%
4654	WATER PENALTIES	44,000.00	(1,462.85)	-3.32%
4655	WATER METER INSTALLATION	15,000.00	1,260.00	8.40%
4656	WATER METERS	40,000.00	2,475.00	6.19%
4657	CONNECTION/RECONNECTION FEES	500.00		0.00%
4701	INTEREST ON INVESTMENTS	20,000.00		0.00%
4606	DEVELOPER FEES (WAC)	-	43,020.00	0.00%
4601	MISCELLANEOUS REVENUE		1,675.80	0.00%
Grand Total		**2,379,364.00**	**45,822.83**	

EXPENSES

BUSINESS UNIT 9601 WATER UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	312,055.00	24,588.57	7.88%
6103	FULL TIME-REGULAR-OVERTIME	18,000.00	3,136.23	17.42%
6105	TEMPORARY-WAGES & SALARIES	19,167.00		0.00%
6121	PERA CONTRIBUTIONS	39,417.00	2,517.36	6.39%
6122	FICA/MEDICARE CONTRIBUTIONS	26,542.00	2,679.08	10.09%
6131	GROUP INSURANCE	45,000.00	8,892.95	19.76%
6133	WORKERS COMP INSURANCE PREMIUM	20,000.00		0.00%
6208	MISCELLANEOUS OFFICE SUPPLIES	500.00	59.76	11.95%
6223	GASOLINE	8,000.00	1,545.35	19.32%
6225	DIESEL FUEL	500.00		0.00%
6229	SHOP MATERIALS	1,000.00	7.75	0.78%
6231	UNIFORMS & TURN-OUT GEAR	3,000.00	1,947.59	64.92%
6249	MISCELLANEOUS OPERATING SUPPLY	15,000.00	(86.58)	-0.58%
6257	OTHER VEHICLE PARTS	10,000.00	32.89	0.33%
6273	UTILITY SYSTEM MAINT SUPPLIES	120,000.00	2,692.84	2.24%
6281	SMALL TOOLS & MINOR EQUIPMENT	10,000.00	1,138.75	11.39%
6292	WATER METERS FOR RESALE	100,000.00	71.28	0.07%
6315	MISCELLANEOUS PROFESSIONAL SER	83,000.00	-	0.00%
6322	POSTAGE	3,000.00	89.13	2.97%
6323	CELLULAR PHONES	4,000.00		0.00%
6334	MILEAGE REIMBURSEMENT	450.00	254.14	56.48%
6335	TRAINING	4,500.00	275.00	6.11%
6352	GENERAL NOTICE & PUBLIC INFOR	300.00		0.00%
6361	GENERAL LIABILITY/PROPERTY INS	45,000.00	-	0.00%
6371	ELECTRIC UTILITIES	175,000.00	7,790.92	4.45%
6372	WATER/IRRIGATION	2,000.00		0.00%
6373	GAS	9,000.00	126.97	1.41%
6374	REFUSE/RECYCLING	1,500.00	106.58	7.11%
6381	BUILDING & STRUCTURE REPAIR	6,000.00	-	0.00%
6439	OTHER MISCELLANEOUS	30,000.00	54.60	0.18%
6451	MEMBERSHIP DUES	1,400.00		0.00%
6489	OTHER CONTRACTED SERVICES	80,000.00	-	0.00%
6722	DEPRECIATION	871,256.00		0.00%
6820	OPERATING TRANSFERS TO OTHER F	51,000.00		0.00%
6436	WATER EFFICIENCY REBATE PROG		1,570.39	0.00%
Grand Total		**2,115,587.00**	**59,491.55**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **February 28, 2023**

REVENUES

BUSINESS UNIT 9602 SEWER UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(22,000.00)	(1,178.24)	5.36%
4356	SEWER AVAILABILITY CHARGE-ADM	7,000.00	124.25	1.78%
4661	RESIDENTIAL-SEWER CHARGES	1,570,800.00	82.23	0.01%
4662	COMMERCIAL-SEWER CHARGES	466,400.00	28.28	0.01%
4663	SEWER PENALTIES	33,000.00	(27.25)	-0.08%
4701	INTEREST ON INVESTMENTS	20,000.00		0.00%
4601	MISCELLANEOUS REVENUE		1,675.80	0.00%
Grand Total		**2,075,200.00**	**705.07**	

EXPENSES

BUSINESS UNIT 9602 SEWER UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	229,231.00	18,086.93	7.89%
6103	FULL TIME-REGULAR-OVERTIME	-	88.83	0.00%
6121	PERA CONTRIBUTIONS	32,192.00	1,501.95	4.67%
6122	FICA/MEDICARE CONTRIBUTIONS	17,640.00	1,595.04	9.04%
6131	GROUP INSURANCE	20,013.00		0.00%
6133	WORKERS COMP INSURANCE PREMIUM	12,000.00		0.00%
6223	GASOLINE	4,300.00	167.83	3.90%
6225	DIESEL FUEL	3,500.00		0.00%
6229	SHOP MATERIALS	500.00	9.30	1.86%
6249	MISCELLANEOUS OPERATING SUPPLY	26,000.00	-	0.00%
6257	OTHER VEHICLE PARTS	10,000.00	121.54	1.22%
6273	UTILITY SYSTEM MAINT SUPPLIES	5,000.00	-	0.00%
6275	OTHER EQUIPMENT PARTS	9,000.00		0.00%
6315	MISCELLANEOUS PROFESSIONAL SER	15,000.00	-	0.00%
6323	CELLULAR PHONES	700.00	45.16	6.45%
6334	MILEAGE REIMBURSEMENT	400.00	30.42	7.61%
6335	TRAINING	2,400.00		0.00%
6361	GENERAL LIABILITY/PROPERTY INS	24,000.00	-	0.00%
6371	ELECTRIC UTILITIES	25,000.00	1,644.59	6.58%
6372	WATER/IRRIGATION	2,000.00		0.00%
6373	GAS	7,000.00	-	0.00%
6374	REFUSE/RECYCLING	1,500.00	106.59	7.11%
6377	SEWER SERVICE CHARGE	1,138,899.00	189,816.50	16.67%
6489	OTHER CONTRACTED SERVICES	45,000.00	-	0.00%
6722	DEPRECIATION	653,080.00		0.00%
6820	OPERATING TRANSFERS TO OTHER F	45,000.00		0.00%
Grand Total		**2,329,355.00**	**213,214.68**	

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: February 28, 2023

REVENUES

BUSINESS UNIT	9603	STREET LIGHT UTILITY	
GENERAL LEDGER ACCOUNT	**2023 BUDGET**	**2023 YTD GENERAL LEDGER**	**-% of Budget-**
4140 CREDIT CARD PROCESSING FEES	(4,500.00)	(338.70)	7.53%
4681 CHARGES FOR STREET LIGHTS	170,000.00	12.09	0.01%
4683 STREET LIGHTING PENALTIES	5,000.00	(0.05)	0.00%
4701 INTEREST ON INVESTMENTS	2,000.00		0.00%
4684 PRIORITY STREET LIGHT	56,000.00	2.90	0.01%
Grand Total	**228,500.00**	**(323.76)**	

EXPENSES

BUSINESS UNIT	9603	STREET LIGHT UTILITY	
GENERAL LEDGER ACCOUNT	**2023 BUDGET**	**2023 YTD GENERAL LEDGER**	**-% of Budget-**
6371 ELECTRIC UTILITIES	140,000.00	10,938.88	7.81%
6489 OTHER CONTRACTED SERVICES	18,000.00	-	0.00%
6722 DEPRECIATION	46,340.00		0.00%
6820 OPERATING TRANSFERS TO OTHER F	27,000.00		0.00%
Grand Total	**231,340.00**	**10,938.88**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **February 28, 2023**

REVENUES

BUSINESS UNIT 9604 RECYCLING UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
4140	CREDIT CARD PROCESSING FEES	(7,000.00)	(505.88)	7.23%
4287	OTHER LOCAL GOVERNMENT GRANTS	75,000.00		0.00%
4609	OTHER MISCELLANEOUS REVENUES	1,000.00	511.50	51.15%
4671	RECYCLING CHARGES	446,500.00	23.82	0.01%
4672	RECYCLING PENALTIES	9,000.00	(6.24)	-0.07%
4701	INTEREST ON INVESTMENTS	1,000.00		0.00%
Grand Total		**525,500.00**	**23.20**	

EXPENSES

BUSINESS UNIT 9604 RECYCLING UTILITY

GENERAL LEDGER ACCOUNT		2023 BUDGET	2023 YTD GENERAL LEDGER	-% of Budget-
6102	F.T. REGULAR-WAGES & SALARIES	24,774.00	2,297.14	9.27%
6121	PERA CONTRIBUTIONS	2,858.00	182.03	6.37%
6122	FICA/MEDICARE CONTRIBUTIONS	1,905.00	185.77	9.75%
6131	GROUP INSURANCE	3,696.00		0.00%
6133	WORKERS COMP INSURANCE PREMIUM	300.00		0.00%
6249	MISCELLANEOUS OPERATING SUPPLY	30,000.00	2,878.09	9.59%
6322	POSTAGE	300.00		0.00%
6489	OTHER CONTRACTED SERVICES	460,000.00	74,664.80	16.23%
Grand Total		**523,833.00**	**80,207.83**	

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CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **February 28, 2023**

REVENUES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	**2023 BUDGET**	**2023 YTD GENERAL LEDGER**	**-% of Budget-**
4140 CREDIT CARD PROCESSING FEES	(11,000.00)	(707.42)	6.43%
4693 STORM WATER-RESIDENTIAL	596,000.00	31.79	0.01%
4694 STORM WATER-COMMERCIAL	608,000.00	161.97	0.03%
4695 STORM WATER-PENALTIES	16,000.00	(13.28)	-0.08%
4701 INTEREST ON INVESTMENTS	2,000.00		0.00%
Grand Total	**1,211,000.00**	**(526.94)**	

EXPENSES

BUSINESS UNIT	9605	STORM WATER UTILITY	
GENERAL LEDGER ACCOUNT	**2023 BUDGET**	**2023 YTD GENERAL LEDGER**	**-% of Budget-**
6102 F.T. REGULAR-WAGES & SALARIES	209,384.00	1,712.41	0.82%
6121 PERA CONTRIBUTIONS	30,704.00	128.53	0.42%
6122 FICA/MEDICARE CONTRIBUTIONS	16,047.00	124.40	0.78%
6131 GROUP INSURANCE	29,550.00		0.00%
6133 WORKERS COMP INSURANCE PREMIUM	10,000.00		0.00%
6225 DIESEL FUEL	7,000.00	1,026.04	14.66%
6249 MISCELLANEOUS OPERATING SUPPLY	13,000.00	128.43	0.99%
6257 OTHER VEHICLE PARTS	10,000.00	195.77	1.96%
6315 MISCELLANEOUS PROFESSIONAL SER	50,000.00	-	0.00%
6361 GENERAL LIABILITY/PROPERTY INS	11,500.00	-	0.00%
6371 ELECTRIC UTILITIES	12,000.00	859.77	7.16%
6372 WATER/IRRIGATION	2,000.00		0.00%
6373 GAS	8,000.00	-	0.00%
6374 REFUSE/RECYCLING	2,000.00	106.59	5.33%
6451 MEMBERSHIP DUES	54,000.00	-	0.00%
6489 OTHER CONTRACTED SERVICES	50,000.00	-	0.00%
6722 DEPRECIATION	402,708.00		0.00%
6820 OPERATING TRANSFERS TO OTHER F	40,000.00		0.00%
Grand Total	**957,893.00**	**4,281.94**	

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CITY OF RAMSEY
YEAR-TO-DATE BY BUSINESS UNIT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **February 28, 2023**

GENERAL FUND EXPENDITURES BY DEPARTMENT	2023 ADOPTED BUDGET	CURRENT YTD POSTED EXP	2/12 ADOPTED BUDGET (Feb)	% of Budget Used (16.66% is 2/12)	BUDGET AMOUNT REMAINING
Admin (inlcd elections, legal & newsletter)	1,212,108.00	181,435.37	202,018.00	14.97%	1,030,672.63
Building Inspections	721,415.00	99,776.07	120,235.83	13.83%	621,638.93
Council/Commissions (incld charter, council contingency)	258,433.00	26,466.31	43,072.17	10.24%	231,966.69
Data Processing	818,662.00	80,539.43	136,443.67	9.84%	738,122.57
Engineering (personnel costs allocated after year-end)	554,975.00	122,785.43	92,495.83	22.12%	432,189.57
Finance (incld assessing) (personnel costs allocated after year-end)	516,910.00	75,165.81	86,151.67	14.54%	441,744.19
Fire (incld Civil Defense)	1,805,110.00	154,012.37	300,851.67	8.53%	1,651,097.63
Gen Govt Buildings	667,254.00	68,488.68	111,209.00	10.26%	598,765.32
Parks	1,661,536.00	166,484.15	276,922.67	10.02%	1,495,051.85
Planning & Zoning	854,650.00	136,895.44	142,441.67	16.02%	717,754.56
Police (incld animal control & comm orient)	5,527,998.00	715,230.28	921,333.00	12.94%	4,812,767.72
Streets (incld traffic eng & snow/ice)	2,456,102.00	190,582.23	409,350.33	7.76%	2,265,519.77
TOTAL	*17,055,153.00*	*2,017,861.57*	*2,842,525.50*	*11.83%*	*15,037,291.43*

ENTERPRISE EXPENDITURES BY FUND	2023 ADOPTED BUDGET	CURRENT YTD POSTED EXP	2/12 ADOPTED BUDGET (Feb)	% of Budget Used (16.66% is 2/12)	BUDGET AMOUNT REMAINING	**BUDGETED DEPRECIATION (part of "2023 BUDGET")*
Water (budgeted depreciation not booked until after year-end)	2,079,587.00	59,491.55	346,597.83	2.86%	2,020,095.45	*$ 871,256.00*
Sewer (budgeted depreciation not booked until after year-end)	2,329,355.00	213,214.68	388,225.83	9.15%	2,116,140.32	*$ 653,080.00*
Street Light (budgeted depreciation not booked until after year-end)	231,340.00	10,938.88	38,556.67	4.73%	220,401.12	*$ 46,340.00*
Recycling	523,833.00	80,207.83	87,305.50	15.31%	443,625.17	*N/A*
Storm Water (budgeted depreciation not booked until after year-end)	957,893.00	4,281.94	159,648.83	0.45%	953,611.06	*$ 402,708.00*
TOTAL	*6,122,008.00*	*368,134.88*	*1,020,334.67*	*6.01%*	*5,753,873.12*	$ 1,973,384.00

EDA FUND EXPENDITURES	2023 ADOPTED BUDGET	CURRENT YTD POSTED EXP	2/12 ADOPTED BUDGET (Feb)	% of Budget Used (16.66% is 2/12)	BUDGET AMOUNT REMAINING
Economic Development	87,610.00	3,997.96	14,601.67	4.56%	83,612.04

CITY OF RAMSEY
FINANCIAL STATEMENT

JANUARY 1, 2022 THROUGH PERIOD ENDING: **February 28, 2023**

REVENUES

BUSINESS UNIT	9230	EDA	
GENERAL LEDGER ACCOUNT	**CURRENT YEAR REQUESTED BUDGET**	**CURRENT YTD GENERAL LEDGER**	**-% of Budget-**
4011 CURRENT-AD VALOREM TAXES	82,610.00		0.00%
4701 INTEREST ON INVESTMENTS	5,000.00		0.00%
Grand Total	**87,610.00**		

EXPENDITURES

BUSINESS UNIT	9230	EDA	
GENERAL LEDGER ACCOUNT	**CURRENT YEAR REQUESTED BUDGET**	**CURRENT YTD GENERAL LEDGER**	**-% of Budget-**
6105 TEMPORARY-WAGES & SALARIES	1,500.00	50.00	3.33%
6122 FICA/MEDICARE CONTRIBUTIONS	100.00	3.83	3.83%
6133 WORKERS COMP INSURANCE PREMIUM	10.00		0.00%
6249 MISCELLANEOUS OPERATING SUPPLY	19,000.00	3,335.67	17.56%
6315 MISCELLANEOUS PROFESSIONAL SER	35,000.00		0.00%
6331 TRAVEL & LODGING	2,300.00		0.00%
6335 TRAINING	1,500.00		0.00%
6361 GENERAL LIABILITY/PROPERTY INS	1,000.00	-	0.00%
6451 MEMBERSHIP DUES	2,200.00	543.46	24.70%
6246 MARKETING & PROMOTIONS	25,000.00	-	0.00%
6351 LEGAL NOTICES PUBLISHING		65.00	0.00%
Grand Total	**87,610.00**	**3,997.96**	

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.

CC Regular Session **5. 2.**

Meeting Date: 04/11/2023

By: Diana Lund, Finance

Information

Title

Receive Cash and Investments for Period Ending March 31, 2023

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending March 31, 2023.

Cash and investment report shows the monthly cash flow - receipts and expenditures through March 31, 2023 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending March 31, 2023

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/06/2023 11:40 AM
Form Started By: Diana Lund		Started On: 03/31/2023 10:29 AM
Final Approval Date: 04/06/2023		

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended March 31, 2023

	March-23 CURRENT MONTH	2023 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes PW Bond Proceeds)	$ 106,104,201.03	$ 106,549,768.65
CASH INFLOWS:		
Daily Deposit	304,979.42	1,159,720.53
Tax Settlements	-	289,751.95
U/B Receipts	48,030.15	469,458.69
Credit Cards (Includes Utility Billing)	131,350.50	970,902.69
Interest Earnings [Net of Interest Paid on Investments]	114,523.64	394,123.96
Bond Proceeds-int	-	-
TOTAL CASH INFLOW	$ 598,883.71	$ 3,283,957.82
TOTAL CASH AVAILABLE	$ 106,703,084.74	$ 109,833,726.47
CASH OUTFLOWS:		
Prepaid Checks	857,620.19	2,430,810.74
Bills Lists	1,281,424.78	1,932,434.93
Pay Estimates	-	9,197.09
Credit Cards	12,652.02	18,963.88
Payroll - Net	693,691.13	1,581,453.05
Flex Reimbursement	510.77	4,483.36
Void Checks/Dormant Checks Paid	-	(442.58)
Debt Service	-	-
Miscellaneous [Bank Charges; etc.]	284.50	(75.35)
TOTAL CASH OUTFLOW	$ 2,846,183.39	$ 5,976,825.12
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	**$ 103,856,901.35**	**$ 103,856,901.35**
MEMO - NET 2023 CASH INFLOW (OUTFLOW)	**(2,247,299.68)**	**(2,692,867.30)**
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE - BV	**$ 89,960,260.24**	**89,614,560.81**
Purchases	542,724.41	7,375,705.68
Maturities/Sales	(1,260,000.00)	(7,747,281.84)
ENDING BALANCE	**$ 89,242,984.65**	**$ 89,242,984.65**

Prepared by the City of Ramsey Finance Department
4/6/2023

2023 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2023	PURCH 2023	SOLD/ MATURE 2023	BV PRIN BAL 12/31/2023
220809A	1/20/2023	4m	4M TERM SERIES			3,000,000.00		3,000,000.00	0.00
220809B	5/9/2023	4m	4M TERM SERIES			10,000,000.00		0.00	10,000,000.00
230113	7/28/2023	4M	4M TERM SERIES				4,000,000.00	0.00	4,000,000.00
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
									22,000,000.00
220322	2/15/2023	Northland	SPARTA TOWNSHIP NJ TAX		84677-KV-6	135,000.00		135,000.00	0.00
220808	2/15/2023	Northland	JOHNSON COUNTY TX TAX		478898-FH-7	190,000.00		190,000.00	0.00
200326A	4/1/2023	Northland	TULSA COUNTY OK TAX		899525-TR-0	100,000.00		0.00	100,000.00
190628B	4/1/2023	Northland	WEST ALLIS WIS TAX		951173NP4	240,000.00		0.00	240,000.00
160812	5/1/2023	Northland	MONROE MI TAX		611101-MF-0	190,000.00		0.00	190,000.00
191107A	6/1/2023	Northland	NEWTON IOWA TAX		652810-YZ-9	120,000.00		0.00	120,000.00
190726B	6/1/2023	Northland	DESMOINES IA COMM COLLEGE TAX		250097L75	250,000.00		0.00	250,000.00
220714	7/1/2023	Northland	MANCHESTER NH TAX		562333-QS-6	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
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
201230	5/1/2025	Northland	FREEPORT NY TAX		356731-CA-5	300,000.00		0.00	300,000.00
190227	12/1/2025	Northland	COOK COUNTY SCHOOL DISTRICT		032879-TC-2	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
191003A	12/1/2026	Northland	SCOTT BLUFF CTY SCHOOL DIST		810164-CQ-4	385,000.00		0.00	385,000.00
200113	3/1/2027	Northland	RICHLAND SCHOOL DISTRICT		764080-FT-9	165,000.00		0.00	165,000.00
200825A	8/1/2027	Northland	CENTINELA VALLEY CA HS		15239-RP-4	250,000.00		0.00	250,000.00
210401	12/1/2027	Northland	RUSH COUNTY KANSAS TAX		781834-D4-9	180,000.00		0.00	180,000.00
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
200914	8/1/2028	Northland	BURLESON TX IDS ZERO CPN		121403-4E6	500,000.00		0.00	500,000.00
120308D	12/1/2028	Northland	SHOREWOOD WIS TAX		825230-LC-7	465,000.00		0.00	465,000.00
200625	3/1/2029	Northland	LAWRENCE MASS TAX		520228-6Q-5	180,000.00		0.00	180,000.00
200923	7/15/2029	Northland	WILKINSBURGO BORO PA TAX		968529-JV-0	265,000.00		0.00	265,000.00
200825B	8/1/2029	Northland	CENTINELA VALLEY CA HS		15239-RR-0	270,000.00		0.00	270,000.00
210615	8/1/2030	Northland	MN STATE TAX		60412A-VP-5	500,000.00		0.00	500,000.00
									7,245,000.00
210604	7/1/2030	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
220414A	1/15/2023	UBS	US TREASURY NOTE		912828Z29	1,245,000.00		1,245,000.00	0.00
200116	1/17/2023	UBS	CD-MORGAN STANI	32992	6169OURY8	245,000.00		245,000.00	0.00
220414B	2/15/2023	UBS	US TREASURY NOTE		912828UN8	1,240,000.00		1,240,000.00	0.00
220414C	3/15/2023	UBS	US TREASURY NOTE		912828ZD5	1,260,000.00		1,260,000.00	0.00
161208A	4/1/2023	UBS	NEW HOPE CULTURAL ED TAX		64542WAY6	250,000.00		0.00	250,000.00
220414D	4/15/2023	UBS	US TREASURY NOTE		912828ZH6	1,265,000.00		0.00	1,265,000.00
150812	6/1/2023	UBS	CHARLOTTE TAXABLE		161037L61	300,000.00		0.00	300,000.00
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
211109	8/1/2023	UBS	UPPER SANTA CLARA VY		916544ES4	200,000.00		0.00	200,000.00
210824A	8/15/2023	UBS	US TREASURY NOTE		91282CAF8	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
210824B	10/15/2023	UBS	US TREASURY NOTE		91282CAP6	2,500,000.00		0.00	2,500,000.00
221102B	10/31/2023	UBS	US TREASURY NOTE		91282CDDO	213,000.00		0.00	213,000.00
211008	11/1/2023	UBS	SAN FRAN CA CITY & COUNTY UTIL		79771FAW7	140,000.00		0.00	140,000.00
201119C	12/1/2023	UBS	WARREN HEIGHTS OH BUILDING		936121JV5	165,000.00		0.00	165,000.00
221014	1/12/2024	UBS	CD-ISRAEL DISCOUI	19977	465076TW7	244,000.00		0.00	244,000.00
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
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
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		0.00	500,000.00
161026	10/1/2024	UBS	HONOLULU TAX		4386705W7	300,000.00		0.00	300,000.00
151023	10/1/2024	UBS	MADISON TAXABLE		55844RKN3	640,000.00		0.00	640,000.00
161208B	11/1/2024	UBS	MICHIGAN FIN AUTH REV		59447TJX2	250,000.00		0.00	250,000.00
221118	11/18/2024	UBS	CD-SALLLIE MAE	58177	795451CK7	243,000.00		0.00	243,000.00
191127	11/27/2024	UBS	CD-STATE BANK IN:	33682	856285RS2	245,000.00		0.00	245,000.00
201119D	12/1/2024	UBS	WARREN HEIGHTS OH BUILDING		93612JW3	165,000.00		0.00	165,000.00
191107B	12/1/2024	UBS	CORPUS CHRISTI TEX TRANS		220228BK5	400,000.00		0.00	400,000.00
190418	12/5/2024	UBS	CD-DELTA NATION/	26633	2477RBD6	200,000.00		0.00	200,000.00
201218	12/18/2024	UBS	CD-TEXAS EXCHANGE		88241TJQ4	248,000.00		0.00	248,000.00
220419	3/1/2025	UBS	MARYLAND STATE COMM DEV TAX		57419RC78	750,000.00		0.00	750,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00

2023 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2023	PURCH 2023	SOLD/ MATURE 2023	BV PRIN BAL 12/31/2023
211223	8/1/2025	UBS	HAWAII STATE		41972YQ3	500,000.00		0.00	500,000.00
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
220519	3/15/2026	UBS	NEW YORK DEV		6500355P6	105,000.00		0.00	105,000.00
220316	3/16/2026	UBS	CD-GOLDMAN SACHS			245,000.00		0.00	245,000.00
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
210309	6/1/2026	UBS	BEVERLY HILLS CA PUB		088006KA8	300,000.00		0.00	300,000.00
191115A	7/1/2026	UBS	LEXINGTON FAYETEE URBAN COUNTY		52909MDR2	470,000.00		0.00	470,000.00
210630	7/15/2026	UBS	MICHIGAN CITY IND SCHOOL		594381HJ7	500,000.00		0.00	500,000.00
200326B	8/1/2026	UBS	SAN BERNARDINO COMM		79672ONA47	500,000.00		0.00	500,000.00
210514	10/1/2026	UBS	BOSSIER CITY LA UTIL		100216FZ8	500,000.00		0.00	500,000.00
210621	11/1/2026	UBS	REGIONAL TRANSPORTATION		759136VD3	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
210311	1/1/2027	UBS	FORT LAUDERDALE FLA SPL		347622CW0	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
200925	4/1/2027	UBS	WESTERN WASHINGTON UNIV		959878RJO	500,000.00		0.00	500,000.00
211206	5/1/2027	UBS	PIMA COUNTY AZ		72178JAF0	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
191219A	6/1/2027	UBS	UNIVERSITY OF NORTHERN COLORADO		914733DY3	360,000.00		0.00	360,000.00
210302	8/1/2027	UBS	VISTA CA UNI SCHOOL		928346P45	1,050,000.00		0.00	1,050,000.00
210219	9/1/2027	UBS	VIRGINIA COLLEGE BLDG			500,000.00		0.00	500,000.00
210121	10/1/2027	UBS	MIAMI DADE COUNTY TAX		59333NV91	750,000.00		0.00	750,000.00
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
210713	2/1/2028	UBS	TEXAS PUB FIN AUTHORITY		882669BW3	325,000.00		0.00	325,000.00
210430	6/1/2028	UBS	BEVERLY HILLS CA PUB		088006KC4	500,000.00		0.00	500,000.00
220207A	7/1/2028	UBS	PHOENIX AZ CIVIC		71883RRS4	165,000.00		0.00	165,000.00
210617A	7/1/2028	UBS	EL SEGUNDO CA PENSION		284035AG7	1,000,000.00		0.00	1,000,000.00
210408A	7/1/2028	UBS	PHOENIX AZ CIVIC		71884AH44	500,000.00		0.00	500,000.00
210930	8/1/2028	UBS	CHARTER OAKS CA		1612855D4	250,000.00		0.00	250,000.00
210301	8/1/2028	UBS	SAN JOSE CA FING AUTHO		79818186P30	1,000,000.00		0.00	1,000,000.00
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
210825B	8/15/2028	UBS	NEW HAMPSHIRE MUNI		64465QHA7	550,000.00		0.00	550,000.00
210825A	8/25/2028	UBS	CD-CELTIC BANK	57056	15118RWG8	245,000.00		0.00	245,000.00
210326	9/1/2028	UBS	CHINO CALIF PUB FING		169548FP4	615,000.00		0.00	615,000.00
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
210224B	11/1/2028	UBS	WILL COUNTY ILL COMMUNITY		969078QN7	2,500,000.00		0.00	2,500,000.00
191024	2/1/2029	UBS	PULASKI COUNTY		745401EGO3	400,000.00		0.00	400,000.00
211231	3/15/2029	UBS	NEW YORK STATE URBAN DEV		650036AX4	500,000.00		0.00	500,000.00
220207B	4/1/2029	UBS	BAY AREA CA TOLL AUTHORITY		072024XF4	250,000.00		0.00	250,000.00
210113	5/1/2029	UBS	NYC TRANSITIONAL		64971XSZ2	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
210308A	6/1/2029	UBS	RIO RANCHO NEW MEXICO TAX		767169ER2	500,000.00		0.00	500,000.00
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
210114	12/1/2029	UBS	FRANKLIN COUNTY OH		353174JE6	1,000,000.00		0.00	1,000,000.00
200324	3/1/2030	UBS	NEW YORK CITY TAXABLE		64966QJL5	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
200921	7/1/2030	UBS	FLORIDA STATE REV BOND		341271AF1	500,000.00		0.00	500,000.00
210910	9/1/2030	UBS	BROWNSVILLE TX UTIL		1164753D4	1,000,000.00		0.00	1,000,000.00
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
210107	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	1,000,000.00		0.00	1,000,000.00
210111	6/1/2031	UBS	SAN JOSE CA FING AUTHO		798153NL2	320,000.00		0.00	320,000.00
211020B	8/15/2031	UBS	ALABAMBA FEDERAL AID HWY		010268CT5	500,000.00		0.00	500,000.00
200417	9/1/2031	UBS	CITY OF NORFOLK VA TAX		655867G94	220,000.00		0.00	220,000.00
211115	10/1/2031	UBS	INFRASTRUCTURE BANK		76223MAL6	580,000.00		0.00	580,000.00
230118	230106	UBS	CD-INB NATIONAL /	3664	44989FAA7		248,000.00	0.00	248,000.00
230131	230131	UBS	CD-PLANTERS BANI	34254	72741PGZ4		244,000.00	0.00	244,000.00
230131	230131	UBS	UBS PRIME FUND				51,724.41	0.00	51,724.41
230131	230131	UBS	CD-MANUFACTURE	588	5647595C3		243,000.00	0.00	243,000.00
230131	230131	UBS	CD-PINNACLE BANI	35583	72345SLG4		248,000.00	0.00	248,000.00
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00
201221	10/1/2026	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
230118		UBS	UBS PRIME FUND				1,515,697.17	0.00	1,515,697.17
230228		UBS	UBS PRIME FUND				825,284.10	0.00	825,284.10
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

PRINTED 4/6/2023

2023 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED MAT DATE	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN BAL 1/1/2023	PURCH 2023	SOLD/ MATURE 2023	BV PRIN BAL 12/31/2023
221004		UBS	UBS PRIME FUND			411,292.57		302,131.99	109,160.58
210107		UBS	UBS PRIME FUND			0.00		0.00	0.00
211130		UBS	UBS PRIME FUND			0.00		0.00	0.00
210826		UBS	UBS PRIME FUND			0.00		0.00	0.00
220131		UBS	UBS PRIME FUND			0.00		0.00	0.00
220331		UBS	UBS PRIME FUND			0.00		0.00	0.00
220802		UBS	UBS PRIME FUND			130,149.85		130,149.85	0.00
						-			
									59,997,984.65
	TOTAL INVESTMENTS					89,614,560.81	7,375,705.68	7,747,281.84	**89,242,984.65**
			Unamortized Premiums			1,759,475.03			1,759,475.03
			Unamortized Discounts			(4,343,552.11)			(4,343,552.11)
			BOW			6,628,801.28	7,958,149.80	13,352,253.60	1,234,697.48
			Bond Proceeds			11,904,760.14			11,904,760.14
			Money Market Accounts			985,723.50	3,072,812.66		4,058,536.16
			Net Cash and Investments			106,549,768.65	18,406,668.14	21,099,535.44	103,856,901.35

CC Regular Session **5. 3.**

Meeting Date: 04/11/2023

Submitted For: Dana Verbeek, Community Development

By: Dana Verbeek, Community Development

Information

Title

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

Planning Commission Special Meeting Minutes Dated February 16, 2023
Planning Commission Meeting Minutes Dated February 23, 2023
Planning Commission Special Meeting Minutes Dated March 2, 2023
Environmental Policy Board Minutes Dated January 23, 2023
Public Works Committee Dated February 21, 2023
Economic Development Authority Minutes Dated February 9, 2023

Purpose/Background:

Recommendation:

Action:

Attachments

PC Special Minutes 2.16.23

PC Minutes 2.23.23

PC Special Minutes 3.2.23

EPB Minutes 1.23.23

EDA Minutes

PW Minutes

Form Review

Inbox	Reviewed By	Date
Mary Jo Warner	MaryJo Warner	04/04/2023 09:51 AM
Brian Hagen	Brian Hagen	04/06/2023 11:43 AM
Brian Hagen	Brian Hagen	04/06/2023 11:43 AM
Form Started By: Dana Verbeek		Started On: 04/03/2023 09:46 AM
Final Approval Date: 04/06/2023		

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a special meeting on Thursday, February 16, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Acting Chairperson Cheri Gengler Commissioner Eric Peters Commissioner Gary Van Scoy
Members Absent:	Chairperson Randy Bauer Commissioner Bruce Anderson Commissioner Tom Hunt Commissioner Brian Walker
Also Present:	Planning Manager Todd Larson Senior Planner Chris Anderson City Council Liaison Matt Woestehoff

1. CALL TO ORDER

Acting Chairperson Gengler called the special meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

The agenda was approved as presented.

5. APPROVE MINUTES

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Residential Districts

Planning Manager Larson presented the staff report and welcomed any feedback, changes and/or questions on the proposed language.

Commissioner Van Scoy referenced the urban reserve area and received confirmation on the areas within the MUSA. He asked who would bear the cost of getting utilities to a development.

Planning Manager Larson replied that cost would be of the developer or landowner.

Commissioner Van Scoy asked for clarification on the use of the term "premature" and asked what the concern would be if the cost is born by the developer.

Planning Manager Larson replied that there is a staging plan that identifies areas eligible for development in this timeframe as well as future timeframes. He stated that a developer could make a claim that they are within the MUSA, within a developable district and run utilities that only meet their needs to that property. He explained that could be premature as the pipe would not be sized appropriately for future development in that area. He noted that roads could also be considered premature for development as the road to access the development may not be adequately designed to support that amount of traffic.

Acting Chairperson Gengler asked if this would be similar to an overlay district.

Planning Manager Larson replied that the minimum lot size would be 20 acres, noting that there are parcels within that area both larger and smaller. He stated that lots within that area would not be able to subdivide to create lots smaller than 20 acres. He stated that the intent would be to preserve the larger tracts that would be easy to develop when the times comes in the future.

Commissioner Van Scoy stated that he was unsure there has been an issue that would cause the introduction of urban reserve.

Planning Manager Larson provided additional context and an example of a property owner that would like to developer faster, but the infrastructure is not yet available in that area.

Commissioner Van Scoy commented that he could see how the change would be helpful for planning purposes. He noted that there are a few properties included that he was unsure if they should be included.

Dave Nathe, 14453 Llama Street, stated that he received a phone call today stating that his property was going to be discussed. He stated that he had no knowledge of this discussion and therefore chose to attend.

Planning Manager Larson replied that the Nathe property would fit within urban reserve as it is within the MUSA but is not ready for development. He commented that the change would not impact how the Nathe property is used, as agricultural use is allowed.

Commissioner Van Scoy asked for details on the proposed timing for development within the areas mapped out.

Planning Manager Larson commented that the further out properties get from existing utilities, the longer it would be before development would reach that area.

Acting Chairperson Gengler commented that the change would seem to make sense.

Commissioner Van Scoy referenced the area to the north not proposed for urban reserve but within the MUSA and asked for clarification.

Planning Manager Larson replied that area has been graded for Trott Brook North. He noted that two areas already approved for preliminary plat were not proposed to be included in urban reserve.

Councilmember Woestehoff stated that the City received a lot of feedback when Trott Brook came forward. He noted that this change may help to clarify questions rather than labeling the properties as R-1/Non-MUSA. He commented that the change seems to make sense.

Acting Chairperson Gengler commented that because the zoning is so disjointed, it would be difficult to identify where service is available within the MUSA, therefore this could provide that clarification.

Commissioner Van Scoy agreed that he sees the rationale in this change.

Planning Manager Larson continued to review the potential changes.

Commissioner Van Scoy stated that he does not have an issue with one acre lots but believed that there could be a lot of public comments that would be concerned that would not preserve the rural character. He stated that the main concern he would have is whether there is sufficient space for a septic location on a one-acre lot.

Planning Manager Larson commented that it could be likely that some of the 2.5 acre lots could request to subdivide but noted that they could keep some of the other standards in place, such as lot width that would prevent narrow/longer lots from being created.

Councilmember Woestehoff commented that a resident south of Central Park wanted to split but was told that they could not. He stated that part of him would agree that it could contradict the rural character, but at the same time some residents desire to split their lots. He stated that his overall issue with the rural residential district is that it is very disjointed. He stated that having two districts (one acre and 2.5 acre) would make sense but was not sure where those boundaries should be. He recognized that wherever the line is placed, there will continue to be nonconforming properties. He asked if the density of the Met Council only applies within the MUSA; staff confirmed that to be true.

Commissioner Van Scoy stated that the Commission previously considered the concept that the 2.5 acre lots could be split when urban services are available to create lots that would fit into the MUSA at higher density. He asked if changing to one acre lots would cause issues with the density

required by the Met Council. He stated that he would support looking into the concept further and what impact it could have.

Commissioner Peters noted that once the properties become MUSA it would allow lot splits into smaller sizes.

Planning Manager Larson provided additional details on the subdivision code text that specified planning for additional subdivision that could occur in the future.

Senior Planner Anderson commented that is typically only required in the rural areas near MUSA boundary where it could be developed in the future.

Planning Manager Larson continued to review the proposed changes.

Commissioner Van Scoy noted that it appears religious institutions would be allowed in all districts, whereas currently that is a conditional use.

Planning Manager Larson explained that a conditional use is generally fine but may need additional conditions placed upon it to make it a better neighbor such as fencing, landscaping, or operations of the use. He stated that the use of religion cannot be conditioned. He stated that the use would still be subject to site plan requirements, but the use of religion cannot be meddled with. He reviewed the performance standards.

Councilmember Woestehoff asked for more information on the definition of the two-family dwelling.

Planning Manager Larson replied that definitions will be last and provided examples of a two-family dwelling.

Councilmember Woestehoff asked how that would be different than an attached townhome.

Planning Manager Larson replied that a townhome typically has an association that maintains the grounds, snow removal, or exterior of the home itself. He noted that a two-family dwelling in Ramsey would typically be a duplex or double bungalow.

Councilmember Woestehoff asked if it would make more sense to use the term duplex rather than two-family as that would assume two families.

Planning Manager Larson replied that he could look into that but explained that two-family dwelling would be a broader term where a duplex described a home that is split by levels, and a double bungalow would be more of a side-by-side home.

Commissioner Peters asked if there is language in the code that would prevent someone from turning a single-family home into a duplex.

Planning Manager Larson replied that if the property is not zoned for that, it would not be allowed. He stated that there are probably instances where people finish off their basement and rent the basement. He stated that in a double bungalow, there would typically be separate utilities.

Commissioner Van Scoy asked for and received clarification on different uses and whether they would be allowed.

Acting Chairperson Gengler asked for more information WECS and whether residents would know what that stands for or whether examples should be listed.

Planning Manager Larson stated that most people that are interested in that type of energy would most likely know that abbreviation. He noted that will also be covered in the definitions section.

Acting Chairperson Gengler asked for clarification on private recreation equipment.

Planning Manager Larson provided the examples of a trampoline or swing set.

Commissioner Woestehoff asked what would define something as temporary in temporary or temporary/seasonal use. He asked if there would be a permit or process that would identify how long something could be onsite.

Planning Manager Larson stated that in terms of a construction trailer or field office, that would typically be during the length of construction and governed under a building permit. He also provided more information on some of the other temporary or seasonal uses listed in the table.

Acting Chairperson Gengler asked for more information on the temporary healthcare dwellings and asked if that has been addressed through ADUs.

Planning Manager Larson provided additional background on the legislative action that required all cities to allow temporary dwelling units for healthcare purposes. He stated that cities were allowed to opt out by a certain date, noting that Ramsey did so and would continue to opt out. He continued to review the proposed changes.

Councilmember Woestehoff asked if the term muti-unit residential should be used instead of multi-family residential.

Planning Manager Larson continued to review the proposed changes. He provided additional details on the Met Council calculation for density requirements. He explained the purpose of the zoning update in order to be in compliance with the Comprehensive Plan.

Commissioner Van Scoy asked for more clarification on the different lot standards proposed.

Planning Manager Larson provided additional explanation noting that calculation would factor in cul-de-sac lots, which are pie shaped. He also provided additional information on the setbacks and how those are calculated. There was additional discussion related to flag lots.

Councilmember Woestehoff provided additional input on parking suggestions, noting that it would be helpful to see the parking study to justify the parking needs. He stated that in the case of the ARAA Dome, it was helpful to have that information.

7. COMMISSION / STAFF INPUT

Planning Manager Larson noted that there is one planning case at the meeting next week and they will also continue this zoning update discussion.

8. ADJOURNMENT

The special meeting of the Planning Commission adjourned at 8:57 p.m.

Respectfully submitted,

_____
Todd Larson
Planning Manager

ATTEST:

_____
Dana Verbeek
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a regular meeting on Thursday, February 23, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Randy Bauer (virtual) Commissioner Bruce Anderson (virtual) Commissioner Cheri Gengler Commissioner Eric Peters Commissioner Gary Van Scoy
Members Absent:	Commissioner Tom Hunt Commissioner Brian Walker
Also Present:	Planning Manager Todd Larson Senior Planner Chris Anderson City Council Liaison Matt Woestehoff

1. CALL TO ORDER

Acting Chairperson Gengler called the regular meeting to order at 7:00 p.m. She noted that because Chairperson Bauer is attending remotely, he has asked her to act as Chair for the meeting tonight.

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Van Scoy	aye
Commissioner Anderson	aye
Commissioner Bauer	aye

Acting Chairperson Gengler aye

Motion Carried.

5. CONSENT AGENDA

5.01: Approve the January 26, 2023 Planning Commission Meeting Minutes

Motion by Commissioner Bauer, seconded by Commissioner Van Scoy, to approve the consent agenda as presented.

A roll call vote was performed:

Commissioner Bauer aye
Commissioner Anderson aye
Commissioner Van Scoy aye
Commissioner Peters aye
Acting Chairperson Gengler aye

Motion Carried.

6. PUBLIC HEARINGS/COMMISSION BUSINESS

6.01: Public Hearing: Request for Consider Preliminary Plat for Parkside Townhomes (Project No. 22-143)

Public Hearing

Acting Chairperson Gengler called the public hearing to order at 7:03 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of the Preliminary Plat, contingent upon enhancing the architectural finishes on the fronts and sides of the buildings facing a public road.

Acting Chairperson Gengler referenced the extra plantings proposed by the developer in lieu of the architectural additions and asked if those were the plantings marked as too close to the boulevard plantings.

Senior Planner Anderson replied that there is an individual row of additional trees, which is what staff recommends eliminating or reposition within the site. He stated that to offset the architectural features, there were some plantings around the base of the homes.

Acting Chair Gengler asked where the guest parking would be located, noting that she could only find 10 spots.

Senior Planner Anderson noted the locations proposed for guest parking.

Councilmember Woestehoff asked, and received confirmation, that the current land does not have the boulevard trees in place. He asked if the boulevard trees could not be planted, and the developer trees planted instead.

Senior Planner Anderson replied that with the design framework there is a heavy emphasis on streetscape specifically and there is a requirement for the boulevard trees. He noted that they have offered to eliminate that row of trees on the interior. He stated that if the applicant still wants those trees, they could plant them but there could be space constraints in the future.

Councilmember Woestehoff stated that his thought was that this could potentially save the City some money. He stated that if the row of developer trees is eliminated, perhaps the developer take on half the cost of the boulevard trees.

Senior Planner Anderson clarified that the developer is responsible for the installation of the boulevard trees.

Citizen Input

Jason Palmby, applicant, commented that his intention would be to start construction on the first phase this spring/summer if all approvals are gained.

John Rask, M/I Homes, commented that they can look to relocate some of the trees within the site once they have the utility plans. He stated that they do not disagree with the staff recommendation on the stone but were hoping for some flexibility. He stated that they were trying to keep the cost of the homes down but would still move forward with stone if that is required. He noted that once they begin construction, they would most likely market homes for sale in one year.

Commissioner Peters asked if the interior roads would be fully constructed with phase one, or with each phase.

Mr. Rask commented that the roads would be phased with each phase of the homes.

Senior Planner Anderson commented that there would be multiple points of access as part of phase one.

Commissioner Van Scoy asked if the contingencies need to be defined or whether that could be worked out with staff.

Senior Planner Anderson replied that standard contingencies are included in the draft resolution and provided more details. He stated that if there were additional contingencies, the Commission should specify what that may be.

Commissioner Van Scoy commented that he had no additional contingencies but wanted to ensure that the comments of staff would be met.

Councilmember Woestehoff noted that there is a sidewalk on the east, along Rhinestone and asked if that would be the only sidewalk proposed.

Senior Planner Anderson replied that the sidewalk is in place along Rhinestone and the developer would be installing sidewalk on all four public roads.

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

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Van Scoy	aye
Commissioner Anderson	aye
Commissioner Bauer	aye
Acting Chairperson Gengler	aye

Motion Carried.

Acting Chairperson Gengler closed the public hearing closed at 7:23 p.m.

Commission Business

Motion by Commissioner Van Scoy, seconded by Commissioner Bauer, to recommend that City Council approve the Preliminary Plat contingent upon compliance with Staff's review comments, including enhancing the architecture on the fronts and sides of the buildings facing a public road with stone, brick, or a similar material.

Further discussion

Commissioner Anderson stated that as before, he will not be supporting this proposal noting that he does not believe the porches proposed fit the character of the neighborhood. He stated that he was pleased to see the requirement for brick on the front but still does not believe that this would meet the requirement for a front porch.

A roll call vote was performed:

Commissioner Bauer	aye
Commissioner Anderson	nay
Commissioner Van Scoy	aye
Commissioner Peters	aye
Acting Chairperson Gengler	aye

Motion Carried.

7. COMMISSION BUSINESS

7.01: Zoning Code Update: Mixed Use/COR

Planning Manager Larson presented the Staff Report and welcomed input on the proposed changes as well as any additional changes the Commission would like to see.

Commissioner Bauer commented that he agreed with the elimination of COR-5 and COR-3a, instead using the city-wide districts of P and PI.

Acting Chairperson Gengler agreed that those additional districts are not needed when those uses could easily go within other zoning districts.

Commissioner Van Scoy stated that all the districts within the COR are specialized. He stated that there is additional flexibility allowed within the COR districts that would not be available in the other districts. He asked that if that flexibility would still be provided within the park district.

Planning Manager Larson provided some example language that they will be considering for the park district in the coming discussions. He was not concerned that they would lose anything by making this change. He stated that at this time they do not have a plan for the design framework but could review and update that in the coming year as well.

Commissioner Van Scoy commented that some of these changes proposed would make changes to the design framework.

Planning Manager Larson commented that would be true because they would be eliminating districts but noted that some of those districts were not original to the design framework. He noted that the focus at this time is on the City Code and those zoning code updates.

Councilmember Woestehoff commented that by removing COR-5 from Code but having it within the design framework would not be an issue because COR-5 will not exist and therefore nothing could be built. He agreed that at some point they should also update that design framework. He noted that if there were conflict between the document and City Code, City Code would prevail.

Planning Manager Larson continued to review the proposed changes. He asked for guidance on indoor recreation uses and whether that should be added to the allowed uses.

Commissioner Peters stated that he would not want a roller derby rink but would be okay with a bowling alley that has a restaurant and video games.

Commissioner Van Scoy asked how they would clarify what would be acceptable and what would not be.

Planning Manager Larson replied that it could be limited by size, such as no larger than 40,000 square feet.

Commissioner Van Scoy agreed that size could be a good way to control that.

Commissioner Anderson asked how the proposed new dome would fit and whether that would be considered commercial indoor recreation.

Planning Manager Larson confirmed that would fit within that use.

Commissioner Anderson asked if that dome parcel would then need to be rezoned.

Planning Manager Larson replied that parcel was rezoned to E-3 to accommodate that use and other potential future uses. He noted that the dome is in excess of 100,000 square feet.

Commissioner Anderson stated that there should perhaps be more thought put into what would be considered commercial indoor recreation.

Commissioner Bauer stated that if the goal is to draw people into the COR, commercial indoor recreation would do that and could lead to people visiting other businesses while they are there. He agreed that there would need to be more work put into what would or would not be allowed.

Commissioner Anderson asked if a community center, such as a YMCA, would fit into that category of commercial indoor recreation.

Planning Manager Larson replied that fitness center has its own category, and a YMCA would fall into that category.

Acting Chairperson Gengler stated that she would be interested in seeing the different sizes of indoor recreation spaces in other communities in order to find the appropriate size threshold.

Councilmember Woestehoff commented that he generically feels protected in the COR as the architectural guidelines would need to be met and could price out some of those things from the downtown area. He stated that an indoor trampoline park could fit, size wise, but was unsure they would want to meet the architectural guidelines. He believed that some other uses would fit great.

Planning Manager Larson confirmed that staff could look into the sizes of different indoor recreation uses.

Commissioner Peters noted that gas stations are included but asked if charging stations on properties are allowed.

Planning Manager Larson replied that one or two charging stations would be fine and that falls under the parking regulations. He noted that could be addressed on a city-wide scale.

Commissioner Bauer commented that he believes the issue should be reviewed city-wide as the demand continues to increase for those charging stations. He noted that while the COR would be a great location, other areas of the community would benefit as well suggesting even park locations.

Councilmember Woestehoff stated that while he agrees with removing the restricted uses, he would wonder if adult uses should still specifically be labeled as not allowed.

Planning Manager Larson commented that there is a lengthy definition of adult uses and they are not proposing changes to that. He continued to review the proposed changes and provided additional clarification.

Commissioner Van Scoy commented that 2B would seem to restrict a restaurant, which is a desired use.

Senior Planner Anderson agreed that he was unsure they would want to restrict a sit-down restaurant from within that area. He stated that perhaps staff could look to amend that, so it is not limited to just drive-thru or take-out.

Planning Manager Larson replied that restaurants are allowed in 2B.

Senior Planner Anderson noted a conflict in Code and the more restrictive would rule.

Commissioner Van Scoy commented that it seems to be very restrictive, which he did not believe was the intent. He recognized that perhaps the restrictions are specific to a secondary use which he did not originally read that way.

Acting Chairperson Gengler confirmed that section provides restrictions for a convenience store.

Planning Manager Larson provided more information specific to gas stations and when they would be permitted as a primary or secondary use.

Councilmember Woestehoff provided additional context related to parcel 46 and recent discussion of the Public Works Committee. He noted that there has been interest in that site for multi-family housing and the Council has generally been in agreement.

Commissioner Van Scoy commented that he did not believe 2B was ever intended to exclude housing. He stated that the concept of 2B may need to be reviewed.

Commissioner Anderson commented that 2B was meant to be retail. He stated that if all housing is put into that area, it would take away the opportunity for retail. He stated that he would be opposed to all housing on that site.

Planning Manager Larson continued to review the proposed changes. It was noted that once this review is completed, the entire document should be reviewed to correct any grammatical issues as well.

Senior Planner Anderson provided additional details on the lack of landscaping standards. He stated that staff would recommend some minimum standards for internal landscaping as currently there is only a requirement for boulevard trees.

Commissioner Bauer stated that he would prefer to reference the city-wide standards rather than developing additional standards.

7.02: Zoning Code Update: Residential Districts (Continued Discussion)

Planning Manager Larson presented the Staff Report and welcomed any feedback, changes, and questions on the proposed language.

Commissioner Anderson stated that while he would like to see covered parking for apartments, he realizes that it is a large expense and was unsure that he would want to force that.

Senior Planner Anderson replied that some projects did look at underground parking, but it would have been extremely costly because of the high water table in some areas of the COR.

Commissioner Bauer commented that putting fewer restrictions would allow more variable price points for residents. He noted that residents that want covered parking would be willing to pay higher rents while those wanting lower rents may not care about covered parking.

Planning Manager Larson reviewed the proposed changes to outdoor storage allowance on residential lots and received guidance from the Commission. The Commission also provided input on junk vehicles. He then moved to driveways.

Senior Planner Anderson provided additional details on the different minimum standards for different lot sizes. He confirmed that the five-foot setback is already a standard, but this simply provides the information in one place for clarification. He provided more details on the allowed surfaces that could be used for parking as well as language related to second driveways.

Planning Manager Larson continued to review the proposed changes. He noted that the Environmental Policy Board (EPB) will be reviewing the landscaping section for residential properties at its next meeting.

Councilmember Woestehoff asked if the EPB could review the COR landscaping standards as well.

Senior Planner Anderson noted that the case he prepared was more of a starting off point but stated that he could bring up that concept and it could be further discussed at the March EPB meeting.

Councilmember Woestehoff referenced the screening and asked if the authority provided to Council could be transitioned to a variance reviewed by the Planning Commission.

Planning Manager Larson provided additional context on the thought of that authority.

Commissioner Van Scoy noted that the authority of the Council would simply be a discussion whereas a variance would have specific criteria and cost to the applicant.

Senior Planner Anderson commented that he did not believe this situation would meet the practical difficulties necessary for a variance.

CommissionerBauer referenced home occupations and asked for clarification on what the different levels would be.

Planning Manager Larson replied that they have not yet discussed home occupations as they would like to have a joint meeting between the City Council and Planning Commission on that topic. He provided different examples of what could be considered level one or level two. He summarized the topics that will be discussed at future meetings related to the zoning update.

Commissioner Van Scoy asked if parking in the COR would be addressed.

Councilmember Woestehoff noted that would most likely fall under the design framework update.

Commissioner Van Scoy asked the definition of side yard and rear yard.

Senior Planner Anderson provide those definitions. He noted that staff will be adding graphics to some definitions to make it clearer.

8. COMMISSION / STAFF INPUT

Senior Planner Anderson provided an update on removal of ash trees that has been going on related to Emerald Ash Borer.

Commissioner Van Scoy asked if those trees would be replaced.

Senior Planner Anderson stated that the trees in logical locations would be replanted, whereas tree will not be replanted where it would not make sense.

9. ADJOURNMENT

Motion by Commissioner Van Scoy, seconded by Commissioner Peters, to adjourn the meeting.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Bauer	aye
Commissioner Peters	aye
Commissioner Van Scoy	aye
Acting Chairperson Gengler	aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 9:33 p.m.

Respectfully submitted,

_____
Todd Larson
Planning Manager

ATTEST:

_____
Dana Verbeek
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey Planning Commission conducted a special meeting on Thursday, March 2, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Randy Bauer Commissioner Bruce Anderson (via Zoom) Commissioner Eric Peters Commissioner Gary Van Scoy
Members Absent:	Commissioner Cheri Gengler Commissioner Tom Hunt Commissioner Brian Walker
Also Present:	Planning Manager Todd Larson Senior Planner Chris Anderson City Council Liaison Matt Woestehoff

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Bauer led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

Commissioner Peters	aye
Commissioner Van Scoy	aye
Commissioner Anderson	aye
Chairperson Bauer	aye

Motion Carried.

5. PUBLIC HEARINGS/COMMISSION BUSINESS

5.01: Zoning Code Update: PUD, PI, and P Districts

Presentation

Planning Manager Larson presented the staff report and requested feedback from the Commission.

Commissioner Van Scoy asked for clarification on how a PUD for residential would be reviewed.

Planning Manager Larson provided details on the path that would be followed for reviews, noting that the Commission would still review the overall plat just not the single lot home construction similar to what is done today.

Chairperson Bauer used the example of Riverstone and asked if it would still require a PUD if that development were to be built after these zoning changes are implemented or whether it could have been approved as a 55-foot lot development which would have allowed some larger lots as well.

Planning Manager Larson commented that will be part of the discussions that come in the next few weeks.

Commissioner Van Scoy commented that one of the intentions of the PUD is for the preservation of open space and asked if that language would be changed in the update.

Planning Manager Larson commented that there were a lot of things in the current ordinance that would not allow for the flexibility desired through a PUD, including that type of preservation of open space. He stated that the Commission and Council would still review the request from the developer to determine whether it meets the Comprehensive Plan and is best for the community. He stated that the PUD may not have anything to do with open space and could be used to do something different with architecture.

Commissioner Van Scoy stated that would seem to change the intent and application of a PUD.

Planning Manager Larson commented that a PUD would still be discretionary, and the Commission would still review and make its recommendation to the Council. He stated that the PUD would allow for flexibility in return for something that is superior to what could exist under the regular zoning regulations.

Commissioner Van Scoy stated that he would prefer to see some type of guidance, otherwise it is simply left to the group of people serving on the Commission and Council at that time. He stated that he does like the language that the PUD would allow flexibility in return for something superior to what could exist under the zoning regulations but noted that he would still be a little uncomfortable.

Councilmember Woestehoff stated that this would allow the City to be open to new concepts and different ideas but there would still be discretion to not approve something if the Commission and Council do not find that the proposal would meet the intended desires. He used the example of a tiny home community on a small parcel of land, which is just not something considered in the zoning code but could be an interesting concept.

Commissioner Anderson agreed with the changes proposed thus far.

Planning Manager Larson continued to review the proposed changes for the public and quasi-public districts.

Commissioner Anderson asked where the definition of quasi-public would be.

Planning Manager Larson provided further explanation.

Councilmember Woestehoff clarified that public/quasi-public would be the overall category and the other uses within would be the subcategories.

Chairperson Bauer noted that currently the church is zoned R-1-MUSA with a conditional use permit and asked if the property would be rezoned to PI and what the standards would then be.

Planning Manager Larson reviewed the proposed language for standards, "Due to the specialized nature of each of the uses and buildings, no bulk standards shall exist. All proposed sites and structures shall consider surrounding property uses in a respectful and intentional manner.". He explained that because of the variety of uses within the district it would be impossible to create a one size fits all set of standards.

Planning Manager Larson confirmed that he had sufficient input from the Commission on these proposed changes.

5.02: Zoning Code Update: General Performance Standards (Part 1)

<u>Presentation</u>

Planning Manager Larson presented the staff report and requested feedback from the Commission on the lighting standards as proposed.

Commissioner Van Scoy asked how the light would be measured at ground level and where the light meter would be placed.

Planning Manager Larson provided additional details on how that would be measured.

Commissioner Van Scoy asked if residential backyard lighting would be addressed.

Planning Manager Larson provided details on where that is addressed.

Commissioner Anderson referenced the upward lighting mentioned and noted that he has concerns with light pollution.

Planning Manager Larson better explained upward lighting, using the example of lighting shining onto a building. He confirmed that a statement could be added related to light pollution. He continued to review the proposed changed to general performance standards, providing clarification, and answering some general questions.

Commissioner Van Scoy referenced proposed changes to alternative energy and asked if removing certain language would remain consistent with the City policy.

Councilmember Woestehoff stated that he agrees with the changes as this would be standards and the other would fall under policy.

The Commission provided some examples of solar arrays and asked how those would be classified. Staff noted that they would look into those and provide more information to the Commission.

Planning Manager Larson continued to review the proposed changes to the performance standards, providing clarification and answering general questions. He asked for input from the Commission on electric vehicle charging stations and whether those should count towards parking stalls.

Chairperson Bauer stated that he would think it would be encouraged rather than required.

Commissioner Peters noted that it would be the decision of the business as to whether they would want to provide that service, knowing that it would encourage customers to spend more time at that location.

Commissioner Anderson agreed that decision should be left to the business. He stated that he would encourage that, but it should ultimately be the decision of the business.

Planning Manager Larson agreed with the consensus of the Commission. He continued to review the proposed changes, providing clarification, and answering questions.

Chairperson Bauer referenced interim use permits and stated that he is not in favor of using that tool for something that would be more permanent, such as a heliport.

Planning Manager Larson noted that there will be a future meeting focused on interim use permits. He noted that an IUP can be tied to the sale of the property rather than using a period of five years.

Planning Manager Larson highlighted the topics that will be covered in upcoming special meetings.

5.03: Other

<u>Presentation</u>

Planning Manager Larson presented information on a concept for a bank within the COR and asked for input from the Commission on whether that use would be supported. He noted that this use would have two drive-thru lanes when only one is allowed in this area of the COR. He advised of another area within the COR which would allow for two drive-thru lanes.

Commissioner Van Scoy stated that he would not support this configuration as it would place a large parking lot along Sunwood.

Planning Manager Larson provided additional explanation on the configuration as shown and why that seemed to make the most sense.

Chairperson Bauer noted another configuration that could work better.

Councilmember Woestehoff stated that perhaps 23 parking stalls would not be needed for the use either. He noted that this would seem to be an example of why only one drive-thru lane would be allowed in this area of the COR.

Commissioner Van Scoy stated that if the design framework is going to be utilized, this would not be acceptable as proposed. He stated that there are other areas within the COR that would have more flexibility.

Commissioner Anderson stated that he likes the idea of bank, recognizing that there are some challenges, but believed the applicant could rearrange some things to make it work.

Commissioner Van Scoy stated that he is not opposed to the bank use but would want to see a different configuration. He stated that he would want to see the proposal better meeting the design framework.

Planning Manager Larson stated that he would express that there is quite a bit of hesitation from the Commission on this layout and location.

6. COMMISSION / STAFF INPUT

No additional comments.

7. ADJOURNMENT

Motion by Commissioner Peters, seconded by Commissioner Van Scoy, to adjourn the meeting.

A roll call vote was performed:

Commissioner Anderson	aye
Commissioner Peters	aye
Commissioner Van Scoy	aye
Chairperson Bauer	aye

Motion Carried.

The regular meeting of the Planning Commission adjourned at 8:56 p.m.

Respectfully submitted,

_____
Todd Larson
Planning Manager

ATTEST:

_____
Dana Verbeek
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

ENVIRONMENTAL POLICY BOARD
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

On Monday, January 23, 2023, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Laura Moore
Board Member Todd Arts
Board Member Reid Bernard
Board Member Melissa Fetterley
Board Member Michael Hiatt

Members Absent: Board Member Jared Little

Also Present: Senior Planner Chris Anderson
City Council Liaison Chelsee Howell

1. CALL TO ORDER

Chairperson Moore called the meeting to order at 6:30 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Board Member Bernard and seconded by Board Member Hiatt to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Moore, Board Member Bernard, Hiatt, Arts, and Fetterley. Voting No: None. Absent: Board Member Little.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated October 17, 2022

Motion by Board Member Bernard and seconded by Board Member Fetterley to approve the regular meeting minutes dated October 17, 2022.

Motion carried. Voting Yes: Chairperson Moore, Board Member Bernard, Fetterley, Arts, and Hiatt. Voting No: None. Absent: Board Member Little.

5. POLICY BOARD BUSINESS

5.01: Consider Natural Resources Aspects of Site Plan and Plat for AARA Dome (Project

No. 22-123); Case of Anoka Ramsey Athletic Association

Senior Planner Anderson presented the staff report. He stated that the City has received an application for a Site Plan, Variance, Preliminary Plat, and Final Plat from Anoka Ramsey Athletic Association for a proposed new athletic dome and associated improvements. The proposed project is located at 14622 and 14650 Ferret Street NW.

Board Member Hiatt asked where expansion would be anticipated.

Senior Planner Anderson replied that future expansion would be to the west and provided more details.

Board Member Fetterley asked for details on parking.

Senior Planner Anderson replied that parking has been discussed between the applicant and planning staff. He stated that there has been a lot of discussion on whether this would be a practice facility or whether games/tournaments would be played as the use would have different requirements. He stated that as it presently stands this would only be used for practice and therefore would meet requirements for parking. He noted that if they want to hold events at the space, the requirements could be different.

Chairperson Moore asked what currently exists to the west.

Senior Planner Anderson replied that land is currently vacant and noted that if there were plans for expansion in the future, that would follow the typical site plan review process.

Motion by Board Member Hiatt and seconded by Board Member Bernard to recommend approval of the natural resources aspects related to this project.

Motion carried. Voting Yes: Chairperson Moore, Board Member Hiatt, Bernard, Arts, and Fetterley. Voting No: None. Absent: Board Member Little.

5.02: Consider Natural Resources Related Elements for Parkside Townhomes Preliminary Plat

Senior Planner Anderson presented the staff report. He stated that the City has received an application from Ramsey at COR LLC for Preliminary Plat review of a proposed townhome development located on the block bordered by Rhinestone Street, Traprock Street, 146th Avenue, and Ramsey Parkway. The purpose of this case is to review the Landscape Plan and other natural resources aspects of the project.

Board Member Hiatt asked if there is sidewalk on all four streets.

Senior Planner Anderson confirmed that there will be public sidewalks on all four streets. He noted that sidewalk exists on Rhinestone and the developer will install the others as part of the project.

Board Member Hiatt asked and received confirmation that the mentioned boulevard landscaping would occur between the street and sidewalk. He asked if some of the trees from the backside could be moved to the boulevard.

Senior Planner Anderson confirmed that the applicant could choose to do that. He noted that another option would be to add trees to the boulevard.

Chairperson Moore appreciated the information on the Drinking Water Supply Management Area (DWSMA) and found that interesting.

Senior Planner Anderson provided additional details on the DWSMA and concerns for infiltration within that area.

Chairperson Moore asked if the plans for stormwater anticipated this type of use for the property.

Senior Planner Anderson replied that the boundary of the DWSMA is not impacted by the type of development.

Board Member Hiatt commented on the diverse species planned for landscaping.

Senior Planner Anderson agreed that the applicant did a good job emphasizing a diverse landscape.

Motion by Board Member Fetterley and seconded by Board Member Bernard to recommend approval of the Landscape Plan, contingent upon compliance with Staff's review comments.

Motion carried. Voting Yes: Chairperson Moore, Board Member Fetterley, Bernard, Arts, and Hiatt. Voting No: None. Absent: Board Member Little.

6. BOARD / STAFF INPUT

Chairperson Moore asked for an update related to an email received from the Anoka Conservation District (ACD) on potential land uses within Ramsey.

Senior Planner Anderson provided a high-level summary of the request from ACD to inquire on whether there was park land that would be suitable to convert to a natural landscape because ACD was looking to apply for grant funds for that type of conversion. He stated that nothing was locked into place, the request was simply to determine if there were site candidates that would work. He stated that staff did identify a few locations and if ACD is successful in obtaining the grant, staff would bring that information forward to the EPB, Parks and Recreation Commission and ultimately City Council for input and approval. He noted that should that move forward, it would reduce maintenance and improve pollinator habitat. He stated that he will have a case to present at an upcoming meeting for a similar project to consider along the railroad right-of-way and COR infiltration basin. He noted that could be an opportunity for the Board to assist with the plantings.

Board Member Hiatt commented that if park land is converted as discussed, it would be nice to have some walking paths as that could be an opportunity for resident education.

Chairperson Moore asked if there is any update on Rabbit Park. She stated that perhaps there would be a spring opportunity for volunteers to assist with plantings.

Senior Planner Anderson stated that he did not have an update but would follow up with parks staff.

7. ADJOURNMENT

Motion by Board Member Hiatt and seconded by Board Member Bernard to adjourn the meeting.

The meeting adjourned at 7:02 p.m.

Respectfully submitted,

_____
Chris Anderson
Senior Planner

ATTEST:

_____
Dana Verbeek
Planning Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, February 9, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson William MacLennan
Member Rachal Johnson
Member Michael Olson
Member Chris Riley
Member Shanna Stewart
Member Scott Wiyninger

Members Absent: None

Also Present: Sean Sullivan, Economic Development Manager
City Administrator Brian Hagen

1. CALL TO ORDER

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

2. APPROVE AGENDA

Motion by Member Wiyninger, seconded by Member Olson, to approve the agenda.

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

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated January 12, 2023

Motion by Member Stewart, seconded by Member Johnson, to approve the January 12, 2023, minutes as presented.

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

4. EDA BUSINESS

4.01: Consider Purchase Agreement for a Portion of Lot 1, Lot 2, and Lot 3, Block 1, COR TWO; Case of ALDI (Portions may be closed to the public)

Economic Development Manager Sullivan presented the staff report.

Member Olson asked for more details on the difference in the right of re-entry as proposed compared to what the City typically does.

Economic Development Manager Sullivan explained that generally speaking the City has the position that it does not want to sell land for speculative purposes and wants to see the specific project constructed within a period of time. He stated that through that agreement, if the project does not move forward, the City would get the land back. He reviewed different stipulations that have been included on past agreements, noting that Aldi was not willing to accept the typical terms.

Chairperson MacLennan referenced the 24 months versus 12 months and asked if that is specifically related to potential delays in materials, as the presentation stated that the applicant would anticipate completion of the project this year.

Economic Development Manager Sullivan confirmed that staff does not anticipate that the build would take more than one year, but this additional time would provide flexibility if there were issues with supply chain relating to construction materials.

Member Riley stated that the restrictions were mentioned and asked why this would be a better deal for the City than previous deals such as the McDonalds deal.

Economic Development Manager Sullivan stated that national retailers typically have use restrictions to ensure that a similar use is not constructed directly adjacent. He stated that the use restriction would also help to ensure that intensive uses do not spill over on parking or that would not be consistent with the values of Aldi. He provided details on the negotiations between Aldi and the City on the use restrictions. He noted that Aldi does value its parking and therefore does not want to have spill over parking or transient uses in the parking areas. He stated that the PA did involve a lot of negotiation back and forth and some concessions were given by both parties.

Member Riley commented that the use restrictions of McDonalds were very broad and restrictive, whereas this seems most suited to what Aldi and the City would both want. He commented that this seems to make more sense for the City.

Economic Development Manager Sullivan clarified that these restrictions would be solely for the one-acre remnant and the City could still bring in whatever desired development on other parcels in the area.

Member Wiyninger stated that it is his understanding that the City would retain ownership of the one-acre remnant for future sale. He noted that it appears there would be shared parking and therefore some cooperation would be needed in the future and asked how that would be addressed.

Economic Development Manager Sullivan stated that there is a part of the PA that addresses easements and restrictions and noted that the shared parking will be worked out through the sit plan process.

Chairperson MacLennan asked where the property line would be.

Economic Development Manager Sullivan identified the proposed property lines on the monitor.

Chairperson MacLennan asked for details on access.

Economic Development Manager Sullivan identified the right in access off 147th noting that would be reviewed in more detail through the planning process.

Member Riley commented that he understands the position of the developer on the right of re-entry agreement, but also acknowledged that the City would incur costs if it were to take the property back and asked for more details.

Economic Development Manager Sullivan commented that staff has had lengthy discussions on this topic. He acknowledged that there is a cost of doing business but noted that Aldi is spending money on this process as it moves forward as well. He stated that if the developer is not going to move forward on the project, they likely would not close on the property. He commented that it is a negotiation and if the EDA feels it necessary, it could go into closed session or talk about that in more detail.

Member Riley commented that the EDA often relies on staff and their recommendation. He stated that he does not feel that a closed session would be necessary and is comfortable with the opinion of staff. He stated that the right of re-entry is the worst-case scenario and therefore he does not want that to be the focus. He stated that the City's interest would still be protected in that it would get the land back if the project did not move forward.

Economic Development Manager Sullivan commented that the City did receive over $400,000 from McDonalds, which did not move forward. He stated that even if the City were to lose out on the cost of commission for the sale of the property, it would still be ahead on the property as a whole.

Member Stewart commented that the purchase price appears to be 26.5 percent less than the list price and asked if that is the best price.

Economic Development Manager Sullivan provided details on the negotiation process noting that this number was developed through negotiation by both parties. He stated that the COR development standards are more stringent than other areas of the city and therefore the cost to develop is higher in the COR compared to other areas or communities.

Member Stewart asked the purchase price from McDonalds.

Economic Development Manager Sullivan replied that price was $12 per square foot, about ten years ago and noted that McDonalds was unable to deliver the project. He stated that the City also worked with a previous developer at $8 per square foot and that developer also could not make the numbers work to bring forward development. He believed that this is a good price and the best that could be negotiated.

Chairperson MacLennan noted that the previous developer also contributed funds that the City kept and asked the total contributed by that developer.

Economic Development Manager Sullivan replied that $40,000 was contributed by the previous developer through that right of re-entry and extensions.

Member Wiyninger commented that the elevations from the north and west look great but noted that the side facing the COR would seem to be a blank building wall and asked if additional consideration would be given to the placement of the building and side facing that direction.

Economic Development Manager Sullivan noted that the level of finish is handled through the planning process rather than the EDA. He stated that point has been mentioned by planning staff and there are plans to enhance that side of the building.

Member Riley stated that he would like to hear from the developer.

Member Johnson commented that this space is currently vacant and does not provide economic growth. She stated that this would be a use that would benefit the community and enhance the aesthetics. She stated that although the purchase price is a bit lower, it would enhance the tax base and residents have mentioned that they would love to have an Aldi because of their produce offerings and lower prices.

Andrew Mack, Aldi, thanked staff for their cooperation throughout this process. He stated that they are excited for the opportunity to come to Ramsey as they believe that this is a great location for service that fills a gap in their current market offerings.

Member Riley commented that he is excited for the project.

Chairperson MacLennan stated that the renderings look great, and this would be a good addition to the COR. He asked if Aldi would anticipate to open the store this year.

Mr. Mack commented that it would be challenging to open the store this year and would more likely start construction in the summer or fall and open in the first quarter of 2024.

Chairperson MacLennan asked how many jobs would be estimated for the store.

Mr. Mack commented that he is unsure but generally there are about 10 to 20 employees at a store.

Chairperson MacLennan asked the hours of operation.

Mr. Mack replied that stores are open from 9 a.m. to 8 p.m. seven days per week.

Chairperson MacLennan thanked the applicant for coming to answer questions. He agreed that this would be a great addition to the community.

Motion by Member Johnson, seconded by Member Wiyninger, to recommend to City Council to approve the Purchase Agreement, Use Restriction and Right of Re-Entry Agreement for Purchase Agreement for Portion of Lot 1, Lot 2, and Lot 3, Block 1, COR TWO, subject to City Attorney review.

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

4.02: Receive Draft West Armstrong Area Street Reconstruction Feasibility Report

Economic Development Manager Sullivan presented the staff report.

Member Stewart asked where the sports dome would be.

Economic Development Manager Sullivan identified the area where the sports dome would be, as well as the related stormwater ponds.

Chairperson MacLennan asked if the larger stormwater pond would eliminate any of the smaller ponds.

Economic Development Manager Sullivan replied that the larger pond could reduce the need for the smaller ponds on the three southerly parcels, where additional parking could occur. He noted that if offsite ponding was going to be used, the City would expect ARAA to contribute to the cost for the offsite ponding.

Chairperson MacLennan asked for details on funding the ponding.

Economic Development Manager Sullivan replied that would depend upon the financing that is decided upon for the project. He stated that as this moves forward there would be additional discussion about funding and special assessments for the adjacent property owners. He stated three parcels would benefit from a regional pond, and therefore ARAA would not be the only benefitting property from that type of infrastructure.

Chairperson MacLennan stated that he does like the larger stormwater pond.

Member Stewart asked if there is a known project for the site across from the ARAA site.

Economic Development Manager Sullivan replied that there is not development interest at this time. He stated that there are currently two businesses operating in those locations, as renters, and the anticipation would be for redevelopment in the future. He stated that if the EDA feels that the

larger stormwater pond would be a benefit, he would like to know as EDA dollars could be contributed towards the cost for acquiring that portion of property.

Member Riley commented that this area is commercial/industrial, and this stormwater pond would seem to make the area more usable and better for future development. He stated that the road improvement project would also seem to enhance the value of the area to increase interest in development of this area.

Economic Development Manager Sullivan agreed that typically a road project would not fall under the review of the EDA but explained that City utilities will be added in order to attract future development.

Member Johnson stated that once the dome is constructed that could attract different ancillary uses to the area.

Economic Development Manager Sullivan agreed that there has been a lot of discussion about the development interest that a sports dome could bring.

Member Riley stated that the proposed location seems to be a great spot for the regional stormwater pond. He asked if there would be more developable land for the northern properties.

Economic Development Manager Sullivan provided background information on stormwater in this area noting that the three parcels marked in red would benefit from a larger stormwater pond not all of the properties in the area.

Member Olson asked if the proposed regional pond would eliminate or reduce the onsite ponding for the ARAA site, which could expand parking on that site.

Economic Development Manager Sullivan replied that would provide more flexibility for ARAA to reduce the stormwater treatment provided onsite.

Chairperson MacLennan stated that he likes the regional stormwater pond concept. He stated that everything east of Ferret Street is designated COR and could have retail shopping uses. He stated that ultimately as a member of the EDA he would like to see the two rental properties redeveloped with more desired uses. He asked if the building on the PSD property would be demolished.

Economic Development Manager Sullivan replied that PSD has communicated to the city that it will will be demolishing that building when this project moves forward.

Chairperson MacLennan asked where the pond is for that property.

Economic Development Manager Sullivan identified the existing pond for that property. He noted that the regional stormwater pond is still hypothetical and will depend on how the sports dome project moves forward. He stated that his intention was to determine whether the EDA would find it beneficial to provide some funding for that enhancement in return for the economic benefit that could be received in return.

Chairperson MacLennan commented that he does see the value that would be provided as it would create more opportunity for business and development.

Motion by Member Johnson, seconded by Member Wiyninger, to recommend that the City Council identify a viable funding source and move forward with the construction of the West Armstrong Street Reconstruction Project in 2023.

Further discussion: Member Stewart asked for clarification on the motion. Member Johnson reiterated her motion.

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

Motion by Member Johnson to financially commit EDA funds to purchase land for a regional stormwater pond, if needed, with an estimated cost of $350,000 and $450,000.

The motion failed for lack of second.

Economic Development Manager Sullivan stated that there would be no record of support from the EDA for a larger pond or financial contribution. He noted that the EDA could make a motion to support the larger pond without committing dollars. He stated that based on the discussion, there did seem to be support for a larger pond.

Member Wiyninger stated that he does not feel there is enough information to commit funds, although he does believe it would be a good idea.

Economic Development Manager Sullivan stated that even if the EDA were to support the motion with the funding, it would not actually commit the funds at this time but would alert the Council that could be a potential funding source. He stated that related to the parking and ARAA site, that information will come forward in the future and this would show the Planning Commission and City Council that the EDA was open to contributing funds for this purpose.

Member Johnson noted the other funding that could potentially be used for this type of purpose and asked for more details.

Economic Development Manager Sullivan confirmed that those are viable funding sources for the road project and the Council would make the decision on which source to use. He stated that for a property acquisition of this nature, he believed the EDA fund would be more appropriate.

Member Johnson asked if ARAA is considered a nonprofit.

Economic Development Manager Sullivan he believed that the entity is a nonprofit. He stated that the ownership of the dome has not yet been determined.

Member Johnson acknowledged that there is a willing seller at this time and stated that if the larger pond was not created, the adjacent properties may not be as attractive for developers.

Economic Development Manager Sullivan replied that there are a lot of ways to solve for stormwater, including underground treatment which often has a higher cost. He stated that if the larger pond is going to be done, it needs to be done as part of the road project. He noted that the willing seller could also choose to sell to another entity if the City does not choose to purchase.

Member Wiyninger stated that he could support a larger pond without expression of financial commitment.

Chairperson MacLennan confirmed consensus of the EDA in supportive of the larger pond option.

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan provided a recap of the business networking breakfast that was recently held, noting he received a lot of positive feedback from attendees. He also provided general updates on development interest, activity, and upcoming meetings.

Chairperson MacLennan thanked staff for their hard work on the networking breakfast and the appreciation night event.

Economic Development Manager Sullivan recognized Wendy Schlueter who also works hard to make these events successful.

6. ADJOURNMENT

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

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

The regular meeting of the Economic Development Authority adjourned at 8:46 a.m.

Respectfully submitted,

Sean Sullivan
Economic Development Manager

ATTEST:

Wendy Schlueter

Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

PUBLIC WORKS COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Public Works Committee conducted a regular meeting on Tuesday, February 21, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Engineer/Public Works Director Bruce Westby
Parks & Assistant Public Works Director Mark Riverblood
City Administrator Brian Hagen
Economic Development Manager Sean Sullivan

1. CALL TO ORDER

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

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to approve the agenda, removing Item 5.1 and postponing that to the next meeting.

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

4. APPROVE MINUTES

4.01: Approve January 17, 2023 Meeting Minutes

Councilmember Musgrove noted that Brian Hagen was not present at the meeting and should be removed.

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

Regular Meeting Minutes dated January 17, 2023

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

5. COMMITTEE BUSINESS

~~5.01: Receive Presentation on CSAH 5 (Nowthen Boulevard) Corridor Traffic Study~~

Item postponed to the next meeting.

5.02: Review COR Analysis Update

City Engineer/Public Works Director Westby provided an update on the status of the COR analysis update.

Economic Development Manager Sullivan provided more information on the waterfront excavation and mass site grading of undeveloped land which could be funded through TIF. He provided more information on wetlands and potential mitigation.

Councilmember Woestehoff asked the balance of that TIF District, acknowledging that there are other eligible improvements that could be done with those funds as well.

Economic Development Manager Sullivan provided clarification on eligible and ineligible TIF expenses. He stated that the City is currently working with Ehlers to update the analysis on the TIF District and eligible balance. He hoped that work would be done before this moves forward to the City Council.

Councilmember Musgrove asked for clarification on the wetlands.

Economic Development Manager Sullivan identified the higher value wetlands that would require more mitigation efforts. He also provided additional background information on the changes made in 2016 to the wetland rules.

Councilmember Musgrove asked if the wetland marked in teal is part of the stormwater pond/area and whether that would remain in place with development.

Economic Development Manager Sullivan replied that is an incidental wetland and could be moved.

City Administrator Hagen commented that the wetlands marked in red are historic whereas the wetlands marked in blue are created/incidental and could be filled.

Economic Development Manager Sullivan provided more details on potential development, where access could be provided, and the different concepts that could be considered that would keep/eliminate different wetlands.

Councilmember Woestehoff noted that this comes down to the ultimate priorities. He stated that the waterfront is a completely worthwhile investment for this entire area and will spur more development. He stated that perhaps the fill could be moved to a site so that it is available for the developer to use in the future.

Economic Development Manager Sullivan commented that dirt piles can be stored but then there will be questions from residents if it is left for long periods of time. He stated that fill is needed in the entire area, not just the holes to bring it up to grade. He stated that there has been development interest that does not move forward because of the unknowns with the cost for fill and potential wetland impacts. He stated that the Council needs to determine how much it is willing to spend, and when that should occur in order to spur development.

Parks & Assistant Public Works Director Riverblood stated that in terms of priorities, he would think the Council would want to move all the soil that needs to be moved right away, even if they do not move forward with the infrastructure improvements because of the cost of mobilization and dewatering.

Councilmember Woestehoff agreed. He stated that if they can make investments and improvements that benefit future development, perhaps the developer is willing to invest more. He stated that he would like to see a path where the developer takes on more costs as well. He stated that if the hotel, Aldis, and the waterfront improvements are completed, that will most likely spur more development. He believed that parcel 46 will be a problem for a long time and therefore the question is whether that is left for the future.

Councilmember Musgrove referenced the scenario that the City completes the dirt work and makes parcel 46 into a development ready site, keeping wetland two, and asked if the City would be reimbursed through higher sale purchase of that property. She stated that she would support that scenario.

Economic Development Manager Sullivan commented that the road has been shifted south and therefore that creates more space for housing than previously discussed in the concept of mixed use. He stated that if the wetlands are not able to be filled that would reduce the number of housing units that could be created. He stated that there will need to be discussion as to how many housing units would be needed to make a residential development feasible.

Councilmember Woestehoff noted that it would then seem that in order to keep the wetlands in what they would assume would be residential development, it would need to be an apartment to be feasible.

Economic Development Manager Sullivan replied that it would not need to be an apartment and could be attached or detached townhomes, depending how the roads are laid out. He noted that a portion of the site could be an apartment in order to reach the number to make a project feasible.

Chairperson Riley commented that they have been waiting for the wetland delineation in order to make these decisions.

Economic Development Manager Sullivan commented that the results turned out worse than they were expecting in terms of mitigation.

Councilmember Woestehoff asked if the City sells wetland credits.

Economic Development Manager Sullivan commented that the City has 1.7 acres in banked credits available. He explained that those credits can be used for road projects to mitigate impacts as well.

City Engineer/Public Works Director Westby replied that those credits have been saved for years in anticipation of these projects.

Economic Development Manager Sullivan commented that the last time they checked, the cost per acre for wetland credits was $128,000. He stated that some of these wetland become expensive because one acre of mitigation would have a financial cost of two acres of credits. He stated that the waterfront is only going to be dug once and therefore anything the City does not do at this time will be a future cost of a developer.

Chairperson Riley asked for input on priority.

City Engineer/Public Works Director Westby provided details on the hotel project and proposed access points. He stated that the profile of Zeolite needs to be determined so that access can be properly created. He noted another site with development potential, as well as the waterfront that would require realignment of Center Street. He believed that those roadway improvements should be considered.

City Administrator Hagen stated that this study looked at this area as a whole. He noted that Veterans Drive would have the right-in/right-out created with the Highway 10 project and the remainder of the site is up to grade and is in essence shovel ready. He stated that most of the benefit would be in the western side of the COR and around the waterfront area.

Councilmember Musgrove stated that this study provides a lot of information and more tasks than could be done in one year. She asked for details on the number of priorities that could be accomplished. She agreed that if the hotel is coming in and wants to access off Zeolite, that should then be a priority. She also agreed that Center Street should be a priority because of the waterfront. She stated that if the digging and fill for parcel 46 is also included, that would be three big projects and asked if that would take multiple years.

City Administrator Hagen stated that priority one would focus on this year and TIF eligible expenses. He asked and received confirmation that the TIF funds would need to be spent by November. He stated that they should choose projects that they can complete this year before winter. He noted that the waterfront improvements would be TIF eligible.

Councilmember Musgrove stated that it would be helpful to know which expenses are TIF eligible and which ones could be completed. She noted that this is a lot of information and a lot of projects and having that additional information would help to create priorities.

Economic Development Manager Sullivan replied that any new road that will be constructed would be TIF eligible. He stated that putting utilities under the road would be TIF eligible. He noted that the majority of the expenses would be TIF eligible with the exception of park improvements and road overlays. He stated that currently the TIF will expire in November 2023 and therefore they need to focus on that work. He stated that if the TIF is extended, they could review more but would agree to focus on Zeolite and Center Street because those developers are

here now. He stated that the next process could be to develop plans and specifications for Center Street and Zeolite. He stated that they could also haul the dirt across Zeolite now, before it is constructed.

Parks & Assistant Public Works Director Riverblood commented that this is a lot of material to move and asked if it would be achievable. He noted that perhaps the grading plans could be created, and a dewatering contractor secured because that project could take about six months to complete. He stated that this would not be a small-scale dewatering project.

Councilmember Musgrove asked how long the approval process would be for wetland mitigation if the fill is moved and one or more wetlands are filled.

Economic Development Manager Sullivan commented that with the developer interest in the area, it would be helpful to hear from developers to find out more information on whether a project would be financially feasible with the wetland there. He stated that when they work through the process with a contractor, they could include some of that work as add on's because they may not have time to get through the WMO process.

Councilmember Musgrove did not recall approving credits as part of the WMO process.

City Engineer/Public Works Director Westby explained that other entities are involved in the review, but the ultimate review would be done by the WMO.

Chairperson Riley commented that it seems the priority would be to move the dirt and focus on the two roads.

Councilmember Woestehoff agreed but asked what would be feasible to complete by November as it is already February.

Economic Development Manager Sullivan replied that the street design could be completed under that TIF window to tee that project up for the next year. He noted that would keep the projects moving.

Chairperson Riley asked if there is design needed for the excavation.

Parks & Assistant Public Works Director Riverblood provided an update on the plans that are available and additional design work that would be needed, noting that it could be completed in under two months. He stated that if the wetlands are not in the initial phase, they would probably be fine with the volume.

Councilmember Musgrove asked if lot C would be filled or whether that would be a developer task.

Economic Development Manager Sullivan provided details on the hotel project, noting that the developer assumes they would bring in their own fill at this time.

Councilmember Musgrove commented that there are two areas where less fill could be needed if the City sold the dirt, or the City could use the dirt itself.

Chairperson Riley commented that it seems the priority would be excavation and moving the fill and then Zeolite and Center Street as feasible.

City Administrator Hagen asked for details on Ramsey Parkway as that is kind of a cut through and near the waterfront.

Councilmember Musgrove asked if Ramsey Parkway would be fourth on the list.

Economic Development Manager Sullivan replied that he would agree for the western arm of Ramsey Parkway and reviewed different development potential in that area.

City Administrator Hagen noted that it would be helpful for the TIF District to be extended.

Chairperson Riley asked if there has been an all staff meeting on this topic to ensure everything is being considered.

Parks & Assistant Public Works Director Riverblood confirmed that they are going to have a meeting to discuss that, and what could be completed within the TIF window.

City Administrator Hagen confirmed that once the information from the analysis is completed, they are going to have a staff meeting to determine what could be done.

Councilmember Woestehoff asked if the available TIF funding is $2,000,000 or $20,000,000 or whether there is any sense of the available balance. He stated that if the available balance is less than the cost to move the dirt, that may change his opinion.

City Administrator Hagen stated that if the goal is to have the COR pay for itself, they need to determine if that is feasible. He stated that some of the development that has come was not anticipated. He stated that the analysis will provide those more accurate numbers so they can make those decisions.

Economic Development Manager Sullivan explained that the Sapphire development did not use TIF funds and was not in the TIF projections but will generate TIF funds for the next 20 years. He stated that there are some scenarios that he provided on potential development and the impacts that would have on TIF going forward that will be included in the Ehlers presentation. He estimated between $2,000,000 and $12,000,000 that may be unallocated depending on what development is projected and what comes. He stated that if the Waterfront is excavated and the dirt is placed and that is all that could be done, that still creates 20 acres of land that could be ready for development therefore there are benefits created by only moving the dirt. He noted that also begins the Waterfront project, which is important.

Parks & Assistant Public Works Director Riverblood stated that the soil boring chart was included and shows that this dirt that would be excavated would be excellent fill, so that is a known factor.

Councilmember Musgrove asked the status of the TIF extension request to the legislature.

City Administrator Hagen stated that it is at the revisor's office with many other bills and is drafted to be an amendment rather than a new bill. He stated that if the City also has a plan and is ready to act, as they are developing, that will also help at the legislature. He stated that once they have this information, they will be requested committee hearings.

Councilmember Musgrove stated that if it would be helpful, the Council could call members of the legislature.

City Administrator Hagen summarized the priorities and next steps as confirmed by the consensus of the Committee.

Councilmember Musgrove requested more bookmarks to be inserted to make The COR Analysis document easier to navigate.

5.03: Review HY-10 Ramsey Improvements Feasibility Study

City Engineer/Public Works Director Westby reviewed the status of the HY-10 Ramsey Improvements Feasibility Study.

Councilmember Woestehoff stated that generically that makes sense. He asked if option two is cheaper because it does not include land acquisition and asked if that would connect to the driveway for the new West Armstrong Retail development.

City Engineer/Public Works Director Westby confirmed that there would be a drive access into that street.

City Administrator Hagen commented that the cul-de-sac would redo what exists today.

Councilmember Woestehoff referenced the proposed concrete walk, noting that there is very little and asked if the developers would take on additional portions along their undeveloped parcels.

City Engineer/Public Works Director Westby confirmed that to be correct.

Economic Development Manager Sullivan commented that staff wanted to ensure a connection from the ARAA dome to the COR and it was not yet determined if additional sidewalk would be needed, depending on what development occurs. He noted that there might be something planned to go along Armstrong and did not necessarily think it was planned to have sidewalks fully throughout this area.

Councilmember Woestehoff commented that he would support the sidewalk connection to the COR but also the north/south connection because of the new homes in the vicinity. He noted that perhaps kids will be biking to the dome in the summer. He confirmed the segment he would be thinking of would be along Ferret.

City Administrator Hagen noted that there is not sidewalk or trail along the south side of Bunker, and he would not want to promote a mid-walk crossing. He stated that there is trail on the east side of Armstrong, along with stoplights to allow safer pedestrian crossing. He noted that additional sidewalk could be added as it seems to make sense.

Councilmember Musgrove commented that she does support the safe crossing for pedestrians to get to the COR. She asked if the parcels are zoned commercial or COR.

City Administrator Hagen stated the east of Ferret is COR and west is E-3.

Chairperson Riley stated that the EDA discussed the ponding and asked if there would be a reason to go larger on the ponding if ARAA does not want to participate.

City Administrator Hagen stated that they looked at that extensively and the dome project was the largest component and wants to provide ponding onsite, therefore larger regional ponding would not provide the same benefit.

Chairperson Riley asked for details on assessment. He asked how the City would justify assessment for the project when it has removed assessments from other road projects.

City Engineer/Public Works Director Westby replied that the City does have a special assessment policy and the ability to assess. He noted that does not address the question of justification.

Councilmember Woestehoff stated that he does not feel it prudent for Ferret Street or 146th as it exists, but where the new road is created, that could have assessment opportunity because it is a new road being created. He also acknowledged that new extension would benefit that entire area. He stated that he most likely would not want to assess for the project.

City Engineer/Public Works Director Westby stated that right-of-way will need to be acquired to make that connection.

Councilmember Musgrove stated that she would support putting in the road and not assessing the existing properties but perhaps deferring an assessment for future development of parcels. She stated that this would be a City led project that provides value for future development.

Chairperson Riley asked if that would be possible.

City Engineer/Public Works Director Westby replied that there can be a deferred assessment and provided a past example. He stated that staff could further explore that potential.

Parks & Assistant Public Works Director Riverblood commented that if the City is trying to secure right-of-way for no cost, it would be difficult to add on a deferred assessment.

Councilmember Musgrove asked if the right-of-way would need to be purchased.

Economic Development Manager Sullivan commented that there is some easement, but not a road easement. He noted another deferred assessment situation, noting that although finance does not prefer that method, it has been used in the past.

Chairperson Riley commented that there could be some merit to the deferred assessment concept.

City Engineer/Public Works Director Westby commented that it seems there is agreement in connecting to Bunker Lake Boulevard.

Economic Development Manager Sullivan asked if the group is comfortable building the project this year.

Chairperson Riley asked if engineering could handle that task.

City Engineer/Public Works Director Westby replied that Bolton & Menk is working on the plans currently and is at 90 percent completion. He stated that plan development is being funded through the PIR fund and the funding for the road project is yet to be determined, which is why there were discussing the possibility of assessment. He stated that it seems there is consensus not to assess the current properties.

Councilmember Musgrove asked if the assessment could be used in negotiation for the purchase of right-of-way.

City Administrator Hagen confirmed that could be done, explaining that otherwise the parties would just be handing checks back and forth for the different costs.

Councilmember Musgrove stated that it would be worth it to determine what an assessment might look like and compare that to the purchase of right-of-way costs. She stated that she would be interested in seeing the full option for the project, but also narrowed down to just the new portion of the road.

Chairperson Riley stated that the City has eliminated assessments first with the franchise fee and then changing that to being on the tax roll, therefore he would feel uncomfortable assessing for the road project.

Councilmember Musgrove acknowledged that point but stated that with development the cost of roads is assessed.

Chairperson Riley stated that he could entertain the idea of assessment for the new road, but not reconstruction of the existing road.

City Administrator Hagen identified the parcels that would be assessed under that scenario because the other parcels have access to roads.

Councilmember Woestehoff stated that he would prefer to move this project forward this year to ensure people are not driving on a dirt road to reach the dome. He commented that it would be similar to his concerns for other roads leading to parks that draw outside users as that sets the tone

of a road in poor condition to access a great park. He stated that he could not imagine that the City would gain much in assessment of a few parcels and compared that to the low value that would be gained for those properties to have that access.

Councilmember Musgrove asked how the new road related to PACT and the new school being built. It was noted that PACT was not assessed for that project.

Councilmember Woestehoff stated that fixing Ferret Street is not caused by specific development as it already exists and the City is just improving it, similar to the PACT scenario.

Councilmember Musgrove asked the time and energy it would take staff to determine what an assessment would be, to determine whether that task is necessary.

Chairperson Riley asked if staff could easily decide whether or not an assessment would make sense.

City Engineer/Public Works Director Westby replied that staff could put their best effort forward as there is good data available for comparison of Sunwood Drive. He noted that staff could make an educated guess.

Economic Development Manager Sullivan commented that running sewer and water down the road increases the value of the land significantly. He stated that is being done throughout the entire area. He noted that without the utilities he would argue that the dome could not be built as it would require a large septic system without that.

City Engineer/Public Works Director Westby noted that the utilities cannot be run without redoing the road.

City Administrator Hagen noted that he would estimate the right-of-way acquisition would be very similar to the assessment cost.

Councilmember Woestehoff appreciated the thought of saying the City needs the land to build the road and uses that as a negotiation, saying that if the land is provided there would be no assessment for the project.

5.04: Recommend City Council Approval of Plans and Authorization to Advertise Bids for 2023 Crackseal Improvements

City Engineer/Public Works Director Westby reviewed the staff report and recommended City Council approval of plans and authorization to advertise bids for City Improvement Project #23-08, 2023 Crackseal Improvements.

Chairperson Riley asked if Bowers Drive is a six that is trying to limp along.

City Engineer/Public Works Director Westby replied that they did do some targeted mill and overlay last year. He stated that Bowers Drive is not currently proposed for a reconstruction or overlay.

Councilmember Musgrove asked the average number of miles done per year.

City Engineer/Public Works Director Westy replied that each year about 15 to 25 miles.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to recommend City Council approval of plans and authorization to advertise bids for City Improvement Project #23-08, 2023 Crackseal Improvements.

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

Chairperson Riley asked if a similar case would come forward for spray patching.

City Engineer/Public Works Director Westby replied that staff is currently developing the proposed plan for spray patching. He noted that a mill and overlay would be more cost-effective on some roads. He explained that spray patching does not hold up for more than one or two years.

6. COMMITTEE / STAFF INPUT

6.01: Staff Updates on Improvement Projects and Items of Interest

City Engineer/Public Works Director Westby provided an update on improvement projects and other items of interest to the Committee.

Councilmember Musgrove asked if there would be value to holding several open house meetings on the same night or combining them.

City Engineer/Public Works Director Westby replied that the project details are specific to the street and therefore they would not combine them together, but they do attempt to schedule some for the same night, just at different times. He confirmed that he could provide the Council with the list of open house meetings if they would like to attend for projects within their ward.

Chairperson Riley noted that the 180th drainage issues is not on this list.

City Engineer/Public Works Director Westby stated that he spoke with the property owner last week and alerted them that once the plans are ready in one- or two-weeks staff would speak with the property owner before bringing it forward to the Committee. He noted that he will update the corridor study on the calendar and will bring that forward in March or April depending on County availability.

Councilmember Woestehoff asked if it would be feasible to add a flashing crosswalk near the elementary school.

City Engineer/Public Works Director Westby stated that he did not see that mentioned in the study presentation provided by the County.

Councilmember Woestehoff stated that many families park across the street and walk over and that will increase next year with Franklin closing and additional students being added to Ramsey Elementary.

City Engineer/Public Works Director Westby provided additional details on the elementary school segment of the road, noting that it is not well addressed but is mentioned in the CSAH 5 study.

6.02: Review Future Topics Calendar

City Engineer/Public Works Director Westby reviewed the future topics calendar.

Chairperson Riley commented that he would like to see dates added to some more items.

City Engineer/Public Works Director Westby provided additional details on the status of certain items and stated that he will assign dates when possible.

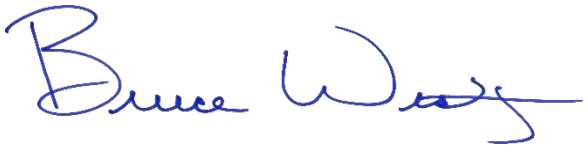
7. ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:29 p.m.

Respectfully submitted,



_____
Bruce Westby
City Engineer/Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session **5. 4.**

Meeting Date: 04/11/2023

By: Katie Schmidt, Administrative Services

Information

Title

Approve the Following Meeting Minutes:

1. City Council Special Work Session dated 3/21/2023
2. City Council Work Session dated 3/28/2023
3. City Council Regular Session dated 3/28/2023

Purpose/Background:

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

Background: Attached are the meeting minutes referenced above.

Recommendation:

Approve the meeting minutes.

Action:

Motion to approve the following Council meeting minutes:

1. City Council Special Work Session dated 3/21/2023
2. City Council Work Session dated 3/28/2023
3. City Council Regular Session dated 3/28/2023

Attachments

3-21-23 Special CCWS

3-28-23 CCWS

3-28-23 Mtg

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Kathy Schmitz	04/07/2023 03:28 PM
Form Started By: Katie Schmidt		Started On: 04/07/2023 03:15 PM
Final Approval Date: 04/07/2023		

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

The Ramsey City Council conducted a City Council Special Work Session on Tuesday, March 21, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: Mayor Mark Kuzma
Councilmember Michael Olson

Also Present: City Administrator Brian Hagen
Administrative Services Director Colleen Lasher

1. CALL TO ORDER

Acting Mayor Riley called the City Council Special Work Session to order at 6:35 p.m.

2. TOPICS FOR DISCUSSION

2.01: City Board and Commission Interviews

City Administrator Hagen stated that there will be seven interviews this evening for various Boards and Commissions.

The Council conducted the remaining interviews of the candidates for various vacant positions on different City Boards and Commissions, asking the same questions of each applicant.

RECESS AND RECONVENE

The meeting recessed at 7:38 p.m. and reconvened at 8:00 p.m.

2.01: City Board and Commission Interviews (continued)

The Council continued the remaining interviews.

Administrative Services Director Lasher stated that there are three partial terms open on the Environmental Protection Board, one full term on the Planning Commission, one full term on the Economic Development Authority, and one full term on the Parks and Recreation Commission.

The Council discussed the applicants who interviewed this evening as well as those who interviewed on March 14, 2023.

The consensus of the Council was to reappoint the incumbents who did and who did not interview. The Council agreed to move Todd Arts from the Environmental Policy Board to the Parks and Recreation Commission. There was also a consensus to appoint Jessica Vikander (two-year term), Thomas Hagerty (one-year term), and Hassan Salami (one-year term) to the Environmental Policy Board, to appoint Brittany Lindahl to the Economic Development Authority, and to appoint Ryan Heineman to the Planning Commission.

3. ADJOURNMENT

The Special Work Session of the City Council was adjourned at 9:41 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, March 28, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma (attended remotely)
Acting Mayor Chris Riley
Councilmember Chelsee Howell (attended remotely)
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Dan Specht
Councilmember Matt Woestehoff (joined at 8:09 p.m.)

Also Present: City Administrator Brian Hagen
Police Chief Jeff Katers
Community Development Director Hanson
Economic Development Manager Sean Sullivan
City Attorney Fritz Knaak
Zoning Code Enforcement Officer Craig Swalchick
City Engineer/Public Works Director Bruce Westby

1. CALL TO ORDER

Acting Mayor Chris Riley called the City Council Work Session to order at 5:30 p.m.

2. TOPICS FOR DISCUSSION

2.01: Request for Feedback on Preliminary Development Proposals for Parcel 46

Economic Development Manager Sullivan reviewed the Staff report and the proposals from developers who are interested in Parcel 46 for homes, market-rate apartments, and retail spaces. He reviewed the proposals from Norhart, Centra Homes, and Capstone Homes. He shared that a large format retail developer may be interested in the site but he is not sure who the developer is. He requested to revisit the pause on apartments on City land. He stated that all of the developers were present to answer any questions.

Councilmember Specht asked if there is a timeframe of when the large format retailer is likely to reach out.

Economic Development Manager Sullivan explained that they could know who the developer is in the next few weeks but the process with a bigger retailer would take much longer. He added that the information about the wetland areas of the land has been shared with the large format retailer.

Councilmember Musgrove asked if this land is the only area that the large format retailer is interested in.

Economic Development Manager Sullivan stated that he did not know the other sites that they are looking at and the area west of Armstrong and 'Diamond Site' would also be zoned for this kind of development.

Councilmember Musgrove asked how the retail access with the market-rate apartments would be accessed.

Economic Development Manager Sullivan explained that there would be a shared access for the hotel that would come in off of Sunwood.

Councilmember Musgrove asked if this would be the only access and asked if they could also enter off of Zeolite.

Economic Development Manager Sullivan said yes.

Councilmember Musgrove shared her concern with the developer starting a project and not being able to resolve the wetlands.

Economic Development Manager Sullivan explained that there are no wetland issues on the market-rate apartment site.

Mayor Kuzma asked what the tax difference would be between full residential and mixed use.

Economic Development Manager Sullivan explained that the Capstone project with all residential units and no retail, would bring in approximately $450,000 annually, and with adding retail it would be approximately $400,000. He stated that Centra Homes would bring in approximately $430,000 for all residential units and with retail it would be approximately $360,000.

Councilmember Specht stated that he was still in support of a pause on apartments as there are other good development options. He stated that he liked the Centra Homes project 1 or the Capstone Homes project 2.

Acting Mayor Riley asked Capstone and Centra to talk about how they plan to work with the wetlands.

The developer from Capstone stated that she was at the previous work session and learned the cost of the wetlands which sparked some discussion about what would enable them to mitigate the wetlands. She stated that it is usually difficult to put housing on wetlands that need to be mitigated. She explained that they impacted the wetlands where roads would need to go.

Another developer from Capstone stated that the watershed would need to approve these plans.

The developer from Centra explained the challenges of these already mitigated wetlands that would need to be mitigated again. He stated that this depends in large part on the economics and goals of the City since mitigating the wetlands would be very expensive.

Acting Mayor Riley asked if there have been studies of the need in Ramsey for apartments.

The developer from Capstone stated that they have not done a study but they have evaluated the vacancy rates which are showing low, meaning the current apartments are full.

Councilmember Specht said he would be interested in a short term pause to see what the large format retailer may be.

Councilmember Musgrove noted that she has been to one of the apartments in Lino Lakes and they were very nice. She added that she would be open to an apartment project. She would like to see more information on what the need would be for apartments in the City.

Councilmember Howell agreed to put a pause on things until they get more information from who the large format retailer is before moving forward with any other proposals.

Economic Development Manager Sullivan asked what the process would look like if he does receive the name of the large format retailer who is interested.

Councilmember Specht requested that he bring the name to the Council and they will discuss and let him know if they are interested.

Economic Development Manager Sullivan asked what kind of timeline the Council would like to see so that this process does not drag on.

Acting Mayor Riley stated that since the developers who have already submitted proposals have been waiting for a long time he does not want them to continue to wait. He noted that there are also other areas in the City that could accommodate this larger retailer.

Councilmember Musgrove added that they may find out who the larger retailer is and then they may not be able to move forward if they cannot mitigate the wetland. She agreed with Acting Mayor Riley that she would rather not wait.

Mayor Kuzma agreed and said that they should move forward with the developers who are already interested.

Acting Mayor Riley shared that he likes the idea of working around the wetlands as the City will be bearing this cost.

Economic Development Manager Sullivan stated that with all of the proposals the wetlands go away. He explained that the pond can be moved.

Councilmember Musgrove agreed.

Councilmember Specht agreed and said that this also is a business decision for the developer. He said that he likes the Centra Homes project 1 and Capstone Homes project 2.

Acting Mayor Riley asked the developers if the City was to reserve a part of this land for retail space and in a number of years there are no retailers, how easily would the land be to build on for more residential.

The developer from Capstone explained that the concern is a shared access point with the residential area and if it is retail it is not a good entrance. He said that this would need to be discussed. He added that other than the access concern they would have no problem building on later.

The developer from Centra agreed.

Economic Development Manager Sullivan said that he has all of the direction that he needs. He asked if the discussion around the apartment pause should be brought back to a work session.

Acting Mayor Riley said yes.

Economic Development Manager Sullivan stated that it is possible he could hear within a week from the large format retailer and asked if they would like to have that brought back if it is a retailer they would be interested in.

Acting Mayor Riley asked the developers if they had any closing comments.

The developer from Capstone stated that it will come down to the money that the City wants to spend.

The developer from Centra agreed.

The developer from Norhart asked when they will know when the City will release the hold on apartments.

Administrator Hagen stated that this can be worked into a work session soon.

There was a consensus of the Council.

2.02: Rental Inspection Program Ordinance Review

Zoning Code Enforcement Officer Swalchick reviewed the Staff report concerning the rental licensing and inspection programs with the Crime-Free Housing as part of the Strategic Plan. He reviewed the benefits for the landlords and tenants. He explained the cost breakdown. He asked for this to be brought forth to a public hearing for the residents to have an opportunity to give their input. He noted that the Police and Fire Departments are on board with this program.

Councilmember Specht thanked Zoning Code Enforcement Officer Swalchick for his work on this and stated that he is in support of this.

Councilmember Musgrove thanked Zoning Code Enforcement Officer Swalchick for putting this together. She asked when the Council can expect to see a draft before this is brought to a public hearing.

Zoning Code Enforcement Officer Swalchick said he can have a draft next week.

Mayor Kuzma said that he supports this and that it is a good thing for the City.

Acting Mayor Riley added that the downside of the Crime-Free Housing program was the cost. He asked if this is the same cost that they are dealing with or if there are other costs not discussed.

Zoning Code Enforcement Officer Swalchick stated that he does not have the Police Department's cost figured into this as he assumed the Police Department would work with the initiation of this process and determine if extra Staff would be needed.

Police Chief Katers said they will assign an officer to this program and he assumes that there will actually be a reduction in calls for service for patrol officers as a part of implementing this plan. He anticipates a reduction in calls in one area and an increase in another. He stated that the costs will be absorbed within the Department initially and then he will come back to the Council and ask for more if necessary.

Zoning Code Enforcement Officer Swalchick stated that they do not wish for this to negatively impact the taxpayer but benefit them.

Administrator Hagen asked if the Council wants to fully fund this program and include Police and Fire costs when they bring back more numbers for review.

Acting mayor Riley stated that he would like to fully understand what all of the costs are.

Councilmember Musgrove agreed and asked if some reserve can be built into this.

Zoning Code Enforcement Officer Swalchick said that there is a lot of flexibility in the numbers and that they can put these reserves in. He added that in talking with the Fire Inspector, there will not be much of an added increase in duties as these inspections are already being done. He stated that they would just ask that the inspector attend the monthly meetings with the property owners to help with fire prevention.

There was a consensus of the Council.

2.03: Discuss 2023 Citizen Survey

City Administrator Hagen reviewed the Staff report and the anticipated cost of the citizen survey. He stated that the City had budgeted $15,000 and the final cost would be $20,800, which could be spread out over two years.

Councilmember Musgrove recommended not doing the survey this year and that it is budgeted for next year. She added that they still hear from the residents quite often.

Mayor Kuzma supported doing the survey again as having the statistical data is important. He added he would like to see the payment spread out over two years.

Councilmember Howell agreed with Councilmember Musgrove stating that finding ways like this to cut costs in the budget would be beneficial for other larger projects like the roads.

Councilmember Specht said he likes the survey but thinks it would be a good idea to keep it on even numbered years and skip this year.

Councilmember Olson agreed.

City Administrator Hagen added that the survey would be done in the fall of 2024.

The consensus of the Council was to hold off on the survey for this year and budget for it next year.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

4.01: Attorney-Client Privileged Discussion of Litigation: PSD Holdings, LLC v. City of Ramsey - Closed to the Public

City Administrator Hagen stated that the Council will be going into closed session pursuant of Minnesota Statutes, section 13D.05, subd. 3(b), to discuss litigation case of PSD Holdings, LLC and BLIP II, LLC v. City of Ramsey.

The meeting recessed to Closed Session at 6:40 p.m.

The meeting reconvened to open Work Session at 8:54 p.m.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 8:55 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

CITY COUNCIL CLOSED SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a Closed Session on Tuesday, March 28, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma (attended remotely)
Acting Mayor Chris Riley
Councilmember Chelsee Howell (attended remotely)
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Dan Specht
Councilmember Matt Woestehoff (joined at 8:09 p.m.)

Also Present: City Administrator Brian Hagen
Community Development Director Hanson
City Attorney Fritz Knaak

1. CALL TO ORDER

Acting Mayor Riley called the Closed Session of the City Council to order at 6:40 p.m.

2. COUNCIL BUSINESS

2.01: Attorney - Client Privileged Discussion of Litigation: PSD Holdings, LLC v. City of Ramsey - Closed to the Public

City Attorney Knaak discussed the lawsuit being brought against the City by PSD Holdings.

RECESS AND RECONVENE

The Closed Session meeting recessed at 6:51 p.m.

The Closed Session meeting reconvened at 8:09 p.m.

2.01: Attorney - Client Privileged Discussion of Litigation: PSD Holdings, LLC v. City of Ramsey - Closed to the Public (continued)

The Council discussed the matter and gave direction to staff.

3. ADJOURNMENT

The Closed Session was adjourned at 8:53 p.m.

Respectfully submitted,

_____
Brian Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz
TimeSaver Off Site Secretarial, Inc.

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CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a regular meeting on Tuesday, March 28, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma (attended remotely)
Acting Mayor Chris Riley
Councilmember Chelsee Howell (attended remotely)
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: None

Also Present: City Administrator Brian Hagen
City Engineer/Public Works Director Bruce Westby
Assistant City Engineer Joe Feriancek
City Attorney Fritz Knaak

1. CALL TO ORDER

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

2. PRESENTATION

2.01: State of the City 2023: Mayor's Address

Acting Mayor Riley presented the 2023 State of City and provided a recap of City operations, updates and news from the past year, as well as a look ahead at what is to come in the new year.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Howell	aye
Councilmember Woestehoff	aye
Councilmember Olson	aye
Acting Mayor Riley	aye
Mayor Kuzma	aye

Motion carried.

5. CONSENT AGENDA

Motion by Councilmember Musgrove, seconded by Councilmember Olson, to approve the following items on the Consent Agenda with pulling item 5.07 from Consent Agenda to be moved to Council Business item 7.03:

5.01: Approve the Following Meeting Minutes:
1) City Council Work Session dated 3/14/2023
2) City Council Regular Session dated 3/14/2023

5.02: Approve Rental Licenses

5.03: Approve Business Licenses

5.04: Adopt Resolution #23-065 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 9, 2023 through March 22, 2023.

5.05: Adopt Resolution #23-058 Declaring Development Agreement Satisfied and Authorizing Release from Property - Lord of Life Church

5.06: Adopt Resolution #23-060 approving the Final Plat and Development Agreement for "Trott Brook Crossing"

5.07: ~~Adopt Resolution #23-062 Ordering Requests for Proposals for Topographic Surveys, Geotechnical Evaluations and Utility Testing for 2024 Capital Improvement Program Projects –~~ This case was moved to the Regular Agenda to be considered as case 7.3

5.08: Adopt Resolution #23-063 Approving Plans and Specifications and Award of Contract for 2023 Pavement Rejuvenation Improvements, Improvement Project #23-09

5.09: Adopt Resolution #23-064 Approving Plans and Specifications and Authorizing Advertisement for Bids for Improvement Project #23-07, 2023 Neighborhood Pavement Overlay Improvements

5:10: Adopt Resolution #23-066 Appointing and Re-appointing Board and Commission Members

5:11: Adopt Resolution #23-070 Accepting Stabilized Full-Depth Reclamation Design Proposals for Improvement Project #23-04, 167th Avenue Reconstruction

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye

Councilmember Howell	aye
Councilmember Woestehoff	aye
Councilmember Olson	aye
Acting Mayor Riley	aye
Mayor Kuzma	aye

Motion carried.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Resolution #23-061 Accepting Bids and Awarding Contract for Improvement Project #21-09, Centralized Water Treatment Plant

City Engineer/Public Works Director Westby reviewed the Staff report concerning the bids for the water treatment plant. He reviewed the bids from the three parties. He added that all parties that bid said the 24 month timeline is short considering current supply chain issues, and each party built in risk costs because of this. He noted that the project manager from AE2S was also present to review the project.

Aaron Vollmer, project manager from AE2S, came forward and reviewed more details of the project and recommended the project be awarded to Magney Construction, Inc with their bid amount of $31,528,500. He noted that they will need to be hiring a third party investor for this project.

Councilmember Woestehoff shared his excitement for this project. He asked about the request for $35,000 a month under the engineering proposal and what this money would be used for.

Mr. Vollmer explained that these funds would be for a project engineer.

Councilmember Woestehoff asked about the timeline and the delay in the design.

Mr. Vollmer stated that he did step in for the previous project manager, so he is not sure of all the details surrounding the delay. He explained that the delay was likely due to the design needing to be reviewed with the City and bid prices and supply chain issues.

City Engineer/Public Works Director Westby explained the complexity of this project. He noted that AE2S is providing the initial surveying and construction staking that is happening behind the scenes. He added that the $35,000 is going towards more than just the project manager. He said that there was a lot of back and forth between the City and AE2S that delayed the project.

Councilmember Musgrove asked about the different types of inspections that will be taking place and asked about the inspector with AE2S and what he would be doing versus what the third party inspector will be doing.

Mr. Vollmer clarified that the staff that AE2S will have on-site will not necessarily be an inspector, rather an on-site project coordinator. He stated that the third party inspector will do all of the testing and inspecting of the project.

Acting Mayor Riley noted that it is exciting that the bids came in lower than they have anticipated and they are very favorable.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to Adopt Resolution #23-061 accepting bids and awarding contract for Improvement Project #21-09, Centralized Water Treatment Plant to Magney Construction, Inc for their base bid and Section 01-21-00 allowances in the amount of $31,528,500.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Howell	aye
Councilmember Woestehoff	aye
Councilmember Olson	aye
Acting Mayor Riley	aye
Mayor Kuzma	aye

Motion carried.

7.02: Adopt Ordinance #23-04 Amending the City Charter Prohibiting Membership on City Boards and Commissions of Non-City of Ramsey Residents

City Administrator Hagen reviewed the Staff report in regard to amending the City Charter prohibiting membership of City Boards and Commissions for non-Ramsey residents.

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to waive the City Charter requirement that the ordinance be read aloud and adopt Ordinance #23-04 amending the City Charter prohibiting membership on City Boards and Commissions of Non-City of Ramsey residents.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Howell	aye
Councilmember Woestehoff	aye
Councilmember Olson	aye

Acting Mayor Riley	aye
Mayor Kuzma	aye

Motion carried.

7.03: Adopt Resolution #23-062 Ordering Requests for Proposals for Topographic Surveys, Geotechnical Evaluations and Utility Testing for 2024 Capital Improvement Program Projects - This case was moved from the Consent Agenda 5.7 to the Regular Agenda

City Administrator Hagen reviewed the Staff report in regard to the road projects within the 2024 CIP and Councilmember Olson's inquiry as to why Fox Ridge Estates was not included. He stated that this resolution is just for ordering proposals, not starting the actual work.

Acting Mayor Riley asked if this is work that the engineering Staff would be doing.

Assistant City Engineer Feriancek explained that this is allowing for some Staff time to be used to get these proposals. He reiterated that this is not approving any projects, it is just getting the design.

Councilmember Musgrove stated that this was reviewed in Public Works and they appreciated the work from Staff to get these things going for next year. She added that she has no objection to adding Fox Ridge Estates to this list.

Councilmember Woestehoff agreed and stated that this is the nearly a $3,000,000 road project which is a large project to add on. He stated that adding this to 2025 would be a better idea.

Councilmember Specht noted that the area near 147th also needs work and he would like to see it moved up.

Motion by Councilmember Musgrove, seconded by Councilmember Olson, to adopt Resolution #23-062 ordering requests for proposals for topographic surveys, geotechnical evaluations and utility testing for 2024 Capital Improvement Program Projects, including Fox Ridge Estates.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Howell	aye
Councilmember Woestehoff	aye
Councilmember Olson	aye
Acting Mayor Riley	aye
Mayor Kuzma	aye

Motion carried.

8. MAYOR, COUNCIL AND STAFF INPUT

Mayor Kuzma announced that seven weeks ago he had foot surgery and he is battling an infection but hopes to be back soon. He shared his appreciation for Acting Mayor Riley filling in during his absence.

Councilmember Musgrove stated that the DNR has free State Park days on April 22, June 10, September 9, and November 24.

City Administrator Hagen announced upcoming meetings and events. He stated that the Eggpoloosa Event with the Parks and Recreation Department will be held on Saturday, April 1, from 11 a.m. to 2 p.m. at Elmcrest Park.

9. ADJOURNMENT

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

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Howell	aye
Councilmember Woestehoff	aye
Councilmember Olson	aye
Acting Mayor Riley	aye
Mayor Kuzma	aye

Motion carried.

The regular meeting of the City Council adjourned at 8:08 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Rokosz

TimeSaver Off Site Secretarial, Inc.

A recording of this meeting is available for viewing online at www.qctv.org <http://www.qctv.org>. Recordings are available for 36 months after the date of the meeting.

CC Regular Session **5. 5.**

Meeting Date: 04/11/2023

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 required city departments.

Action:

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

Attachments

Business License Apps

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	04/06/2023 12:04 PM
Brian Hagen	Brian Hagen	04/06/2023 03:26 PM
Form Started By: Wendy Schlueter		Started On: 04/04/2023 10:02 AM
Final Approval Date: 04/06/2023		

Report Name: License Report - License Types
Council Dates: 4/11/2023 to 4/11/2023
Status: Active, Inactive
License Type(s): 3.2 Beer Off-Sale, 3.2 Beer On-Sale Temporary, Amusement Center, Amusement Devices/Billiard Tables, Broker/Precious Metals Dealer, Business License-1st Year, Business License-Renewal, Garbage Haulers, Gasoline Sales, Liquor 2 A.M. Closing, Liquor Off-Sale, Liquor On-Sale, Liquor On-Sale Sunday, Mobile Food Unit–90 Days, Mobile Food Unit–Annual, Motor Vehicle Sales/Repair/Rentals, Pawnbroker, Second Hand Goods Dealer, Special Events, Temporary Amusement/Carnival/Circus, Temporary Intoxicating, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco, Transient Merchant/Peddler/Solicitor, Wine Off-Sale, Wine On-Sale

City of Ramsey
License Report - License Types

Company	Applicant	Location	Complex	Exp. Date	Council Date	Status
Mobile Food Unit–Annual						
Griddle On The Go LLC	Robert Aiello			12/31/2023	4/11/2023	A
LAR Concessions	Linda Reinke			12/31/2023	4/11/2023	A
					Mobile Food Unit–Annual License Count:	**2**
Special Events						
Minnesota Weapons Collectors Association Inc	Tracey Darwin	8310 147th La NW	Adrenaline Sports C	4/23/2023	4/11/2023	A
					Special Events License Count:	**1**
					Total Licenses:	**3**

CC Regular Session **5. 6.**

Meeting Date: 04/11/2023

By: Jennifer Morrison, Finance

Information

Title

Adopt Resolution #23-075 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 23, 2023 through April 5, 2023.

Purpose/Background:

Adopt Resolution #23-075 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 23, 2023 through April 5, 2023.

Recommendation:

Staff Recommends to Adopt Resolution #23-075 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 23, 2023 through April 5, 2023.

Action:

Motion to Adopt Resolution #23-075 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 23, 2023 through April 5, 2023.

Attachments

Bills List 04/11/2023

Resolution 23-075

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	04/05/2023 02:06 PM
Brian Hagen	Brian Hagen	04/06/2023 11:51 AM
Form Started By: Jennifer Morrison		Started On: 04/05/2023 01:58 PM
Final Approval Date: 04/06/2023		

RAMSEY CITY COUNCIL MEETING

4.11.23

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	SUBMITTED FOR APPROVAL
Prepaids 3.23.23 - 4.5.23	$ 365,559.44
Accounts Payable 3.23.23 - 4.5.23	246,137.04
Payroll 3.31.23	233,262.95
Debt Service	
Pay Estimates- Projects	
TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)	**$ 844,959.43**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:

	APPROVED PREVIOUS MTG	2023 Y.T.D.
PREPAIDS	$ 384,020.43	$ 1,693,849.62
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	480,009.59	1,131,019.74
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	241,703.36	897,127.17
CORRECTION TO PAYROLL		
DEBT SERVICE		
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS		9,197.09
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 1,105,733.38**	**$ 3,731,193.62**

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CITY OF RAMSEY

Council Check Register by GL

Council Check Register and Summary

3/23/2023 -- 4/5/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
116656	**3/23/2023**		**100297 CENTERPOINT ENERGY**						
		160.76	NATURAL GAS PH 3		118121	8782239-1 FEB 2023	9601.6373		GAS
		416.33	02/05-3/8/23 GAS USAGE		118122	6011580-5 FEB 2023	9410.6373	00041012	GAS
		5,316.55	C/H GAS BILL		118123	6702493-5 FEB 2023	0194.6373		GAS
		827.22	GAS UTILITIES STATION 1		118125	5914352-9 FEB 2023	0220.6373		GAS
		955.24	GAS UTILITIES STATION 2		118126	5961540-1 FEB 2023	0220.6373		GAS
		7,676.10							
116657	**3/23/2023**		**100167 CORNERSTONE FORD**						
		76.54-	EARLY PAY DISCOUNT		118130	15409314	0311.6257		OTHER VEHICLE PARTS
		765.40	TRK. #601 REAR SPRING		118130	15409314	0311.6257		OTHER VEHICLE PARTS
		94.75-	EARLY PAY DISCOUNT		118131	15409948	0311.6257		OTHER VEHICLE PARTS
		947.53	TRK. #613 TAILGATE		118131	15409948	0311.6257		OTHER VEHICLE PARTS
		2.35-	EARLY PAY DISCOUNT		118132	15409535	0311.6257		OTHER VEHICLE PARTS
		23.53	TRK. #681 LICENSE BRACKETT		118132	15409535	0311.6257		OTHER VEHICLE PARTS
		1,562.82							
116658	**3/23/2023**		**117595 QUADIENT LEASING USA INC**						
		474.36	03/17/23 QUADIENT LEASE POSTAG		118127	N9852261	0130.6405		OFFICE & DATA PROCES
		474.36							
116697	**3/30/2023**		**119997 ANOKA COUNTY MN KENNEL CLUB**						
		150.00	REFUND FROM ROOM RENTAL		118195	03302023	9101.4304		RENTAL FEES - REAL PR
		100.00	DAMAGE DEPOSIT REFUND		118195	03302023	9101.2201		DEPOSITS PAYABLE
		250.00							
116698	**3/30/2023**		**100297 CENTERPOINT ENERGY**						
		2,098.82	MONTHLY GAS CHARGES		118213	8000014064-2 FEB 2023	0452.6373		GAS
		1,176.22	MONTHLY GAS CHARGES		118213	8000014064-2 FEB 2023	0311.6373		GAS
		1,176.22	MONTHLY GAS CHARGES		118213	8000014064-2 FEB 2023	9601.6373		GAS
		1,176.22	MONTHLY GAS CHARGES		118213	8000014064-2 FEB 2023	9602.6373		GAS
		1,176.22	MONTHLY GAS CHARGES		118213	8000014064-2 FEB 2023	9605.6373		GAS
		6,803.70							
116699	**3/30/2023**		**110734 CITY OF RAMSEY**						
		905.46	ACCT 725205		118197	03302023	9601.4651		WATER REVENUE
		93.64	ACCT 730017		118197	03302023	9601.4651		WATER REVENUE
		999.10							
116700	**3/30/2023**		**100116 CONNEXUS ENERGY**						
		89.25	SIREN UTILITIES		118204	759126-303095 MAR 2023	0250.6371		ELECTRIC UTILITIES
		6,397.05	ELECTRICITY - WATER		118205	759126-303102 MAR 2023	9601.6371		ELECTRIC UTILITIES
		821.09	ELECTRICITY - SEWER		118205	759126-303102 MAR 2023	9602.6371		ELECTRIC UTILITIES

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
116700	**3/30/2023**		**100116 CONNEXUS ENERGY**						**Continued**
		182.98	ELECTRICITY - STORM		118205	759126-303102 MAR 2023	9605.6371		ELECTRIC UTILITIES
		10,592.16	2/17-3/17/23 ELECTRIC USE		118208	759126-303101 MAR 2023	9603.6371		ELECTRIC UTILITIES
		5,248.43	2/17-3/17/22 ELECTRIC USAGE		118209	759126-303107 MAR 2023	0194.6371		ELECTRIC UTILITIES
		1,387.89	2/17-3/17/22 ELECTRIC USAGE		118209	759126-303107 MAR 2023	0220.6371		ELECTRIC UTILITIES
		76.27	2/17-3/17/22 ELECTRIC USAGE		118209	759126-303107 MAR 2023	9230.6371		ELECTRIC UTILITIES
		4,906.79	2/17-3/17/22 ELECTRIC USAGE		118209	759126-303107 MAR 2023	9240.6371		ELECTRIC UTILITIES
		29.73	2/17-3/17/22 ELECTRIC USAGE		118209	759126-303107 MAR 2023	9410.6371	00041018	ELECTRIC UTILITIES
		381.67	2/17-3/17/22 ELECTRIC USAGE		118209	759126-303107 MAR 2023	9410.6371	00041012	ELECTRIC UTILITIES
		1,021.32	TRAFFIC SIGNALS		118211	759126-303100 MAR 2023	0260.6371		ELECTRIC UTILITIES
		1,473.76	ELECTRIC		118212	759126-303106 MAR 2023	0452.6371		ELECTRIC UTILITIES
		688.18	ELECTRIC		118212	759126-303106 MAR 2023	0311.6371		ELECTRIC UTILITIES
		673.68	ELECTRIC		118212	759126-303106 MAR 2023	9601.6371		ELECTRIC UTILITIES
		673.68	ELECTRIC		118212	759126-303106 MAR 2023	9602.6371		ELECTRIC UTILITIES
		673.68	ELECTRIC		118212	759126-303106 MAR 2023	9605.6371		ELECTRIC UTILITIES
		35,317.61							
116701	**3/30/2023**		**100179 FIRE FIGHTERS RELIEF ASSN**						
		7,000.00	2022 SUPPLEMENTAL PAY		118199	03302023	9101.4273		OTHER STATE GRANTS &
		7,000.00							
116702	**3/30/2023**		**118363 MILLER, STEVE L OR MARYLEE A**						
		242.28	2022 SPECIAL ASSESS REBATE		118200	03302023	9435.6433		REFUNDS
		242.28							
116703	**3/30/2023**		**117544 QUADIENT FINANCE USA INC**						
		159.60	POSTAGE INK		118210	INV16937522	0130.6208		MISCELLANEOUS OFFICI
		159.60							
1004841	**3/24/2023**		**110402 ADVANCE AUTO PARTS**						
		456.71	FEBRUARY 2023 PURCHASES		118119	02282023	0311.6257		OTHER VEHICLE PARTS
		456.71							
1004842	**3/24/2023**		**119979 LINDAHL, TRISHA**						
		50.00	BUILDING OFFICIAL EXAM FEE		118120	03232023	0240.6335		TRAINING
		60.00	BUILDING OFFICIAL LICENSE FEE		118120	03232023	0240.6335		TRAINING
		110.00							
1004843	**3/24/2023**		**116846 MC TOOL AND SAFETY SALES**						
		1.68-	EARLY PAY DISCOUNT		118124	015816	0452.6231		UNIFORMS & TURN-OUT
		84.00	INSULATED GLOVES		118124	015816	0452.6231		UNIFORMS & TURN-OUT
		84.00	INSULATED GLOVES		118124	015816	0311.6231		UNIFORMS & TURN-OUT

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1004843	**3/24/2023**		**116846 MC TOOL AND SAFETY SALES**						**Continued.**
		166.32							
1004844	**3/24/2023**		**119638 O'REILLY AUTO PARTS**						
		.16-	EARLY PAY DISCOUNT		118129	6193-116566	0311.6257		OTHER VEHICLE PARTS
		7.99	TRK. #664		118129	6193-116566	0311.6257		OTHER VEHICLE PARTS
		.35-	EARLY PAY DISCOUNT		118133	6193-116897	0311.6257		OTHER VEHICLE PARTS
		17.74	FILTER		118133	6193-116897	0311.6257		OTHER VEHICLE PARTS
		1.80-	EARLY PAY DISCOUNT		118134	6193-116932	0311.6257		OTHER VEHICLE PARTS
		89.90	TRK. #680		118134	6193-116932	0311.6257		OTHER VEHICLE PARTS
		.29-	EARLY PAY DISCOUNT		118135	6193-116919	0311.6257		OTHER VEHICLE PARTS
		14.25	FIRE #566		118135	6193-116919	0311.6257		OTHER VEHICLE PARTS
		127.28							
1004845	**3/24/2023**		**100510 VERIZON WIRELESS**						
		3,048.38	CITY HALL CELL PHONES		118128	9929687422 FEB 2023	0192.6323		CELLULAR PHONES
		3,048.38							
1004886	**3/31/2023**		**106687 BLUML, BRAD**						
		60.00	EE REIMB EMR TRAINING LUNCHES		118196	03302023	0211.6331		TRAVEL & LODGING
		60.00	EE REIMB TRAINING LUNCHES		118196	03302023	0211.6331		TRAVEL & LODGING
		24.99	RSV APPRECIATION DINNER CAKE		118196	03302023	0211.6331		TRAVEL & LODGING
		144.99							
1004887	**3/31/2023**		**116027 ELLIOTT, BRANDON**						
		15.00	TIPSY CHICKEN/RIFLE TRAINING		118198	03302023	0211.6331		TRAVEL & LODGING
		15.00	TRAILS/RIFLE TRAINING		118198	03302023	0211.6331		TRAVEL & LODGING
		30.00							
1004888	**3/31/2023**		**114268 HURD, SUE**						
		54.95	SAUSAGE /STAFF BREAKFAST 4.19		118202	03302023	0130.6249		MISCELLANEOUS OPER/
		54.95							
1004889	**3/31/2023**		**116846 MC TOOL AND SAFETY SALES**						
		.60-	EARLY PAY DISCOUNT		118203	015765	0452.6231		UNIFORMS & TURN-OUT
		19.94	FACE SHEILD		118203	015765	0452.6231		UNIFORMS & TURN-OUT
		19.94	FACE SHEILD		118203	015765	0311.6231		UNIFORMS & TURN-OUT
		19.94	FACE SHEILD		118203	015765	9601.6231		UNIFORMS & TURN-OUT
		59.22							
1004890	**3/31/2023**		**103119 ROSSUM, BEN**						
		9.80	JOY KITCHEN TRAINING LUNCH		118201	03302023	0211.6331		TRAVEL & LODGING
		9.80							
1004891	**3/31/2023**		**100459 STANDARD INSURANCE COMPANY**						
		2,446.40	MAR 2023 LIFE INSURANCE		118216	7725960001 MAR 2023	9101.2176		LIFE/HEALTH-EMPLOYEE
		2,446.40							
1004892	**3/31/2023**		**114486 SUN LIFE ASSURANCE COMPANY OF CANADA**						
		484.13	MAR VOL LTD		118215	237724 MAR 2023	9101.2170		DENTAL/DISABILITY/LIFE
		415.67	MAR NON VOL LTD		118215	237724 MAR 2023	9101.2170		DENTAL/DISABILITY/LIFE
		899.80							
1004893	**3/31/2023**		**100510 VERIZON WIRELESS**						

CITY OF RAMSEY

Council Check Register by GL

Council Check Register and Summary

3/23/2023 – 4/5/2023

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description
1004893	**3/31/2023**		**100510 VERIZON WIRELESS**						**Continued.**
		538.14	DTF, INVESTIGATIONS CAM,SQUADS		118206	9929053182 FEB 2023	0211.6415		OTHER EQUIPMENT REN
		70.79	NEW HIRE - D. GREWE		118206	9929053182 FEB 2023	0192.6323		CELLULAR PHONES
		1,230.97	PD STAFF CELL PHONES		118206	9929053182 FEB 2023	0192.6323		CELLULAR PHONES
		538.14	SQUADS, CAMS, DTF HOTSPOT		118207	9926665634 JAN 2023	0211.6415		OTHER EQUIPMENT REN
		1,230.97	PD STAFF CELL PHONES		118207	9926665634 JAN 2023	0192.6323		CELLULAR PHONES
		3,609.01							
99032923	**3/29/2023**		**100219 HOME DEPOT COMMERCIAL ACCT PROGRAM**						
		31.92	CAT 5E WHITE JACKS		118171	03282023	0194.6259		BUILDING MAINT/REPAIR
		31.92							
99192232	**3/31/2023**		**101306 IRS**						
		30,236.05			118221	0330231312115	9101.2171		FEDERAL WITHHOLDING
		18,373.09			118222	0330231312116	9101.2173		FICA & MEDICARE-EMPL
		18,373.09			118223	0330231312117	9101.2182		FICA & MEDICARE-EMPL
		66,982.23							
99554972	**3/31/2023**		**100223 ICMA RETIREMENT TRUST 457**						
		780.00			118217	0330231312111	9101.2175		DEFERRED COMPENSAT
		780.00							
99695015	**3/31/2023**		**100398 PUBLIC EMPLOYEES RETIREMENT ASSN**						
		28,201.92			118218	0330231312112	9101.2174		PERA-EMPLOYEE
		37,609.52			118219	0330231312113	9101.2183		PERA-EMPLOYER
		65,811.44							
99775968	**3/31/2023**		**100601 MN DEPT OF REV WH**						
		14,450.26			118220	0330231312114	9101.2172		STATE WITHHOLDING
		14,450.26							
99944133	**3/31/2023**		**114790 GREAT WEST LIFE AND ANNUITY INS CO**						
		13,178.74			118224	0330231312118	9101.2175		DEFERRED COMPENSAT
		13,178.74							
99948016	**3/31/2023**		**114790 GREAT WEST LIFE AND ANNUITY INS CO**						
		13,254.02			118225	0330231312119	9101.2176		LIFE/HEALTH-EMPLOYEE
		13,254.02							
		246,137.04	Grand Total						

Payment Instrument Totals

Checks	60,485.57
EFT Payments	174,488.61
A/P ACH Payment	11,162.86
Total Payments	246,137.04

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CITY OF RAMSEY

Create Payment Control Groups

Payment Group Control Number	3605		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
119986	ACCOY CONTRACTING INC	CANCELLED	PV	118167	001	00999	3/20/2023	3202023	161.00
	ACCOY CONTRACTING INC 10741 185TH CIRCLE NW ELK RIVER MN 55330			Summary Total					161.00
				Payment Amount					161.00
100063	ASPEN MILLS		PV	118158	001	00999	3/20/2023	310871	30.00
	ASPEN MILLS			Summary Total					30.00
	8201 C CENTRAL AVE NE		PV	118159	001	00999	3/17/2023	310820	63.10
	SPRING LAKE PARK MN 55432			Summary Total					63.10
			PV	118161	001	00999	3/20/2023	310912	698.00
				Summary Total					698.00
			PV	118162	001	00999	3/20/2023	310875	176.49
				Summary Total					176.49
			PV	118178	001	00999	3/20/2023	310872	79.99
				Summary Total					79.99
			PV	118179	001	00999	3/21/2023	311004	129.94
				Summary Total					129.94
			PV	118180	001	00999	3/21/2023	310976	32.85
				Summary Total					32.85
			PV	118183	001	00999	3/23/2023	311080	79.99
				Summary Total					79.99
			PV	118184	001	00999	3/23/2023	311125	79.99
				Summary Total					79.99
			PV	118189	001	00999	3/27/2023	311195	79.99
				Summary Total					79.99
				Payment Amount					1,450.34
119987	B AND D'S PROPERTIES & INVESTMENTS LLC	CANCEL PERMIT	PV	118168	001	00999	3/21/2023	032123	186.06
	B AND D'S PROPERTIES & INVESTMENTS LLC 540 LAKE STREET #A EXCELSIOR MN 55331			Summary Total					186.06
				Payment Amount					186.06
119134	CINTAS (FIRST AID VENDOR)		PV	118148	001	00999	3/22/2023	5150567554	110.76
	CINTAS			Summary Total					110.76

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3605		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	PO BOX 631025								
	CINCINNATI OH 45263-1025								
				Payment Amount					110.76
100167	CORNERSTONE FORD	EP DISCOUNT TAKEN	PV	118253	001	00999	3/22/2023	16381296	4,652.11
	CORNERSTONE FORD			Summary Total					4,652.11
	17219 HIGHWAY 10 NW	EP DISCOUNT TAKEN	PV	118266	001	00999	3/14/2023	15410902	12.91
	PO BOX 304			Summary Total					12.91
	ELK RIVER MN 55330	EP DISCOUNT TAKEN	PV	118267	001	00999	3/14/2023	15410900	223.99
				Summary Total					223.99
		EP DISCOUNT TAKEN	PV	118271	001	00999	3/24/2023	15412084	1,811.10
				Summary Total					1,811.10
				Payment Amount					6,700.11
112411	COUNTRY SIDE SERVICES OF MN INC		PV	118111	001	00999	3/14/2023	1-111125	1,515.58
	COUNTRY SIDE SERVICES OF MN INC			Summary Total					1,515.58
	6228 HIGHWAY 10 NW		PV	118115	001	00999	3/17/2023	1-108059-01	275.08
	RAMSEY MN 55303			Summary Total					275.08
				Payment Amount					1,790.66
119905	DESIGN ELECTRIC INC		PV	118078	001	00999	3/16/2023	18671	10,020.00
	DESIGN ELECTRIC INC			Summary Total					10,020.00
	PO BOX 1252		PV	118080	001	00999	3/16/2023	18670	1,140.00
	ST CLOUD MN 56302			Summary Total					1,140.00
				Payment Amount					11,160.00
115887	DVS RENEWAL	UNMARKED BT2019 VEHICLE TABS	PV	118174	001	00999	3/24/2023	C122547	14.25
	DVS RENEWAL			Summary Total					14.25
	PO BOX 64587								
	ST PAUL MN 55164-0587								
				Payment Amount					14.25
104267	ELITE SANITATION		PV	118065	001	00999	3/13/2023	29492	181.76
	ELITE SANITATION			Summary Total					181.76
	PO BOX 526								
	ELK RIVER MN 55330								

Payment Group Control Number	3605		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
				Payment Amount					181.76
104205	EXPRESS SIGNS INC		PV	118166	001	00999	3/13/2023	INV-7609	640.00
	EXPRESS SIGNS INC PO BOX 475 ANOKA MN 55303			Summary Total					640.00
				Payment Amount					640.00
118922	HAUGO GEO TECHNICAL SERVICES, LLC		PV	118277	001	00999	3/23/2023	12431	7,640.00
	HAUGO GEO TECHNICAL SERVICES, LLC 13570 GROVE DRIVE #278 MAPLE GROVE MN 55311			Summary Total					7,640.00
				Payment Amount					7,640.00
117332	HEARTLAND TIRE INC		PV	118112	001	00999	3/3/2023	9032507	592.00
	HEARTLAND TIRE INC 7151 RIVERDALE DRIVE NW RAMSEY MN 55303			Summary Total					592.00
				Payment Amount					592.00
115760	HENRY SCHEIN INC		PV	118069	001	00999	3/2/2023	35128896	206.46
	HENRY SCHEIN INC			Summary Total					206.46
	DEPT CH 10241		PV	118070	001	00999	2/27/2023	34995886	228.10
	PALATINE IL 60055-0241			Summary Total					228.10
			PV	118071	001	00999	3/3/2023	35189304	42.99
				Summary Total					42.99
			PV	118182	001	00999	3/6/2023	35225922	12.82
				Summary Total					12.82
				Payment Amount					490.37
119617	HIRSHFIELD'S		PV	118058	001	00999	3/15/2023	22176832	161.49
	HIRSHFIELD'S			Summary Total					161.49
	725 2ND AVENUE N		PV	118145	001	00999	3/21/2023	22176957	56.63
	MINNEAPOLIS MN 55405			Summary Total					56.63
				Payment Amount					218.12
107633	LANDSCAPE FORMS INC		PV	118192	001	00999	2/20/2023	0000169238	890.00

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3605		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	LANDSCAPE FORMS INC P O BOX 78000 DETROIT MN 48278			Summary Total					890.00
				Payment Amount					890.00
100258	LEAGUE OF MINNESOTA CITIES		PV	118063	001	00999	3/9/2023	378520	1,050.00
	LEAGUE OF MN CITIES FINANCE DEPT 145 UNIVERSITY AVE WEST ST PAUL MN 55103-2044			Summary Total					1,050.00
				Payment Amount					1,050.00
100259	LEAGUE OF MN CITIES INS TRUST	Claim # LMC CA 00000256646	PV	118172	001	00999	3/21/2023	7953	7,224.69
	LEAGUE OF MN CITIES INS TRUST C/O BERKLEY RISK SERVICES INC P O BOX 581517 MINNEAPOLIS MN 55458-1517			Summary Total					7,224.69
				Payment Amount					7,224.69
117918	MACQUEEN EMERGENCY		PV	118185	001	00999	3/24/2023	P13394	652.50
	MACQUEEN EMERGENCY 1125 7TH STREET E ST PAUL MN 55106			Summary Total					652.50
				Payment Amount					652.50
100270	MACQUEEN EQUIPMENT INC		PV	118113	001	00999	3/16/2023	P48096	329.92
	MACQUEEN EQUIPMENT INC 1125 7TH STREET EAST ST PAUL MN 55106			Summary Total					329.92
				Payment Amount					329.92
108208	METRO PRODUCTS INC		PV	118141	001	00999	3/15/2023	172742	11.75
	METRO PRODUCTS INC			Summary Total					11.75
	7401 CENTRAL AVENUE NE		PV	118259	001	00999	3/22/2023	172878	334.80
	FRIDLEY MN 55432			Summary Total					334.80
				Payment Amount					346.55

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number	3605		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100345	NAPA AUTO PARTS ELK RIVER		PV	118114	001	00999	3/17/2023	198292	51.12
	NAPA AUTO PARTS ELK RIVER			Summary Total					51.12
	17137 YALE STREET NW		PV	118147	001	00999	3/22/2023	198852	148.90
	P O BOX 1041			Summary Total					148.90
	ELK RIVER MN 55330								
				Payment Amount					200.02
119394	OHUMUKINI, VICTOR	WATER EFFICIENCY PROGRAM 2024	PV	118173	001	00999	3/23/2023	032323	163.93
	VICTOR OHUMUKINI			Summary Total					163.93
	5692 160TH LANE								
	RAMSEY MN 55303								
				Payment Amount					163.93
119988	RICE, MARK	CHANGE OF STRUCTURE SIZE	PV	118169	001	00999	3/21/2023	032123	251.24
	MARK RICE			Summary Total					251.24
	5280 161ST AVENUE NW								
	RAMSEY MN 55303								
				Payment Amount					251.24
117375	STARK, KAREN A	2 LINE DANCING CLASSES	PV	118139	001	00999	3/21/2023	032123	105.00
	KAREN A STARK			Summary Total					105.00
	6854 139TH LANE NW #6	2 LINE DANCING CLASSES IN MAR	PV	118238	001	00999	3/28/2023	032823	105.00
	RAMSEY MN 55303			Summary Total					105.00
				Payment Amount					210.00
114151	TASC (FEES)		PV	118245	001	00999	3/23/2023	IN2702434	139.69
	TASC			Summary Total					139.69
	CLIENT INVOICES		PV	118246	001	00999	3/23/2023	IN2702433	235.00
	P O BOX 88278			Summary Total					235.00
	MILWAUKEE WI 53288-0001								
				Payment Amount					374.69
114958	TENNANT SALES AND SERVICE COMPANY		PV	118264	001	00999	3/22/2023	919453348	924.36

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CITY OF RAMSEY

Create Payment Control Groups

Payment Group Control Number	3605		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	TENNANT SALES AND SERVICE COMPANY			Summary Total					924.36
	P O BOX 71414								
	CHICAGO IL 60694-1414								
				Payment Amount					924.36
103007	TRAF O TERIA SYSTEM		PV	118097	001	00999	3/13/2023	18113	309.08
	TRAF O TERIA SYSTEM			Summary Total					309.08
	121 WEST ASH								
	EL DORADO KS 67042								
				Payment Amount					309.08
116724	TRI STATE BOBCAT		PV	118269	001	00999	3/20/2023	A18066	1,822.84
	TRI STATE BOBCAT			Summary Total					1,822.84
	71 MINNESOTA AVE								
	LITTLE CANADA MN 55117								
				Payment Amount					1,822.84
119097	TRUAX PATIENT SERVICES, LLC		PV	118100	001	00999	3/15/2023	5575	332.50
	TRUAX PATIENT SERVICES, LLC			Summary Total					332.50
	1112 RAILROAD STREET SE								
	BEMIDJI MN 56601								
				Payment Amount					332.50
108239	ULINE		PV	118251	001	00999	3/16/2023	161262948	93.00
	ULINE			Summary Total					93.00
	P O BOX 88741								
	CHICAGO IL 60680-1741								
				Payment Amount					93.00
106638	UNIQUE PAVING MATERIALS CORPORATION		PV	118143	001	00999	3/20/2023	72700	410.02
	UNIQUE PAVING MATERIALS CORPORATION			Summary Total					410.02
	3993 EAST 93RD STREET		PV	118144	001	00999	3/20/2023	72722	283.86
	CLEVELAND OH 44105-4096			Summary Total					283.86
				Payment Amount					693.88
				Total Amount to be Processed					47,204.63

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CITY OF RAMSEY

Create Payment Control Groups

Payment Group Control Number	3605		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
								Total Number of Payments to be Processed	31

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CITY OF RAMSEY

Create Payment Control Groups

Payment Group Control Number	3606		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
111610	A DYNAMIC DOOR CO. INC.		PV	118270	001	00999	3/20/2023	22303161	1,312.20
	A DYNAMIC DOOR CO. INC. 4588 194TH AVENUE NE EAST BETHEL MN 55092			Summary Total					1,312.20
				Payment Amount					1,312.20
100017	AIRGAS USA, LLC		PV	118254	001	00999	3/24/2023	9136319718	216.14
	AIRGAS USA LLC P O BOX 734445 CHICAGO IL 60673-4445			Summary Total					216.14
				Payment Amount					216.14
117343	AMAZON CAPITAL SERVICES INC		PV	118136	001	00999	3/20/2023	1K66-FJ4C-KGJC	1,387.63
	AMAZON CAPITAL SERVICES INC PO BOX 035184 SEATTLE WA 98124-5184			Summary Total					1,387.63
			PV	118149	001	00999	3/20/2023	1LPW-HDQK-KQ3D	118.76
				Summary Total					118.76
			PV	118156	001	00999	3/20/2023	1F3K-NRG9-L44Q	174.45
				Summary Total					174.45
			PV	118157	001	00999	3/20/2023	19LT-HM96-LRY4	23.96
				Summary Total					23.96
			PV	118176	001	00999	3/20/2023	1JC7-MRXG-KVW1	204.35
				Summary Total					204.35
				Payment Amount					1,909.15
106641	AMERICAN PRESSURE INC		PV	118265	001	00999	3/27/2023	133525	130.50
	AMERICAN PRESSURE INC 3810 W BROADWAY ROBBINSDALE MN 55422			Summary Total					130.50
				Payment Amount					130.50
100043	ANOKA COUNTY PROPERTY RECORDS TAXATION	032023 inv	PV	118237	001	00999	3/20/2023	03202023	10,026.85
	ANOKA COUNTY PROPERTY RECORDS TAXATION 2100 - 3RD AVENUE ANOKA MN 55303			Summary Total					10,026.85
				Payment Amount					10,026.85

R04570

CITY OF RAMSEY

Create Payment Control Groups

Payment Group Control Number	3606		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
107587	ANOKA COUNTY TREASURY DEPARTMENT		PV	118137	001	00999	3/15/2023	B230315M	492.00
	ANOKA COUNTY TREASURY DEPARTMENT			Summary Total					492.00
	2100 3RD AVE STE 300		PV	118160	001	00999	3/9/2023	S230309G	29,590.00
	ANOKA MN 55303-5029			Summary Total					29,590.00
		Anoka Co 03/22/23 Mtg/Meal	PV	118239	001	00999	3/22/2023	AR020769	52.00
				Summary Total					52.00
				Payment Amount					30,134.00
116646	BASIC		PV	118244	001	00999	3/14/2023	IN2686292	432.00
	BENEFIT ADMINISTRATIVE SERVICES INT'L CO PO BOX 775339 CHICAGO IL 60677-5339			Summary Total					432.00
				Payment Amount					432.00
101084	BATTERIES PLUS BULBS		PV	118154	001	00999	3/23/2023	P60912381	220.24
	BATTERIES PLUS BULBS 138 SOUTH DALE MABRY HWY TAMPA FL 33609			Summary Total					220.24
				Payment Amount					220.24
111922	BLUE LINE CUSTOM FABRICATION, LLC		PV	118250	001	00999	3/22/2023	230005	864.46
	BLUE LINE CUSTOM FABRICATION, LLC 24201 112TH STREET NW ZIMMERMAN MN 55398			Summary Total					864.46
				Payment Amount					864.46
100647	BOLTON AND MENK INC		PV	118273	001	00999	3/23/2023	0309039	27,985.00
	BOLTON AND MENK INC			Summary Total					27,985.00
	1960 PREMIER DRIVE		PV	118274	001	00999	3/23/2023	0309037	12,660.00
	MANKATO MN 56001-5900			Summary Total					12,660.00
			PV	118275	001	00999	3/23/2023	0309034	22,785.00
				Summary Total					22,785.00
			PV	118276	001	00999	3/23/2023	0309036	3,304.50
				Summary Total					3,304.50
				Payment Amount					

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CITY OF RAMSEY

Create Payment Control Groups

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Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
									66,734.50
103641	BOYER TRUCKS		PV	118110	001	00999	3/9/2023	003P35363	72.96
	BOYER TRUCKS			Summary Total					72.96
	P O BOX 512		PV	118190	001	00999	1/24/2023	10858	123,383.00
	ST MICHAEL MN 55376			Summary Total					123,383.00
				Payment Amount					123,455.96
116845	CADY BUSINESS TECHNOLOGIES INC		PV	118188	001	00999	3/23/2023	59405	6,040.56
	CADY BUSINESS TECHNOLOGIES INC			Summary Total					6,040.56
	3030 HARBOR LANE SUITE 104								
	PLYMOUTH MN 55447								
				Payment Amount					6,040.56
114549	CHETS SHOES INC		PV	118268	001	00999	3/21/2023	40194	150.00
	CHETS SHOES INC			Summary Total					150.00
	8870 RENDOVA STREET NE		PV	118272	001	00999	3/21/2023	40228	300.00
	CIRCLE PINES MN 55014			Summary Total					300.00
				Payment Amount					450.00
116197	CINTAS CORPORATION		PV	118072	001	00999	3/16/2023	4149554099	45.50
	CINTAS CORPORATION			Summary Total					45.50
	CINTAS LOC #4K		PV	118261	001	00999	3/24/2023	4150384835	28.16
	P O BOX 650838			Summary Total					28.16
	DALLAS TX 75265-0838								
				Payment Amount					73.66
100134	CUTTER SALES INC		PV	118146	001	00999	3/22/2023	163340	83.31
	CUTTER SALES INC			Summary Total					83.31
	8844 ZEALAND AVENUE NORTH		PV	118256	001	00999	3/27/2023	163384	15.06
	BROOKLYN PARK MN 55445			Summary Total					15.06
			PV	118262	001	00999	3/27/2023	163383	239.38
				Summary Total					239.38
			PV	118263	001	00999	3/27/2023	163375	93.79
				Summary Total					93.79
				Payment Amount					431.54

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CITY OF RAMSEY
Create Payment Control Groups

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Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
111818	DEANO'S COLLISION SPECIALISTS INC		PV	118165	001	00999	3/14/2023	63017	7,123.50
	DEANO'S COLLISION SPECIALISTS INC 11063 173RD AVENUE ELK RIVER MN 55330			Summary Total					7,123.50
				Payment Amount					7,123.50
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC		PV	118175	001	00999	3/22/2023	INV251652	396.90
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 162 BLOOMINGTON MN 55431-2549			Summary Total					396.90
				Payment Amount					396.90
100144	DEHN OIL COMPANY		PV	118116	001	00999	3/16/2023	25207271	5,263.23
	DEHN OIL COMPANY			Summary Total					5,263.23
	6735 141ST AVENUE NW		PV	118260	001	00999	3/23/2023	97579	2,915.00
	RAMSEY MN 55303			Summary Total					2,915.00
				Payment Amount					8,178.23
119266	EARLE M JORGENSEN CO (DBA EMJ)		PV	118255	001	00999	3/23/2023	S276956462	182.50
	EARLE M JORGENSEN CO (DBA EMJ) 10650 SOUTH ALAMEDA STREET LYNWOOD CA 90262			Summary Total					182.50
				Payment Amount					182.50
116175	ECKBERG LAMMERS ATTORNEYS AT LAW		PV	118102	001	00999	3/17/2023	A32429	1,995.00
	ECKBERG LAMMERS ATTORNEYS AT LAW			Summary Total					1,995.00
	1809 NORTHWESTERN AVENUE		PV	118103	001	00999	3/17/2023	A32427	798.00
	STILLWATER MN 55082			Summary Total					798.00
			PV	118104	001	00999	3/17/2023	A32428	1,197.00
				Summary Total					1,197.00
				Payment Amount					3,990.00

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CITY OF RAMSEY

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Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100158	ECM PUBLISHERS INC		PV	118241	001	00999	3/17/2023	938089	59.12
	ECM PUBLISHERS INC			Summary Total					59.12
	4095 COON RAPIDS BLVD		PV	118242	001	00999	3/24/2023	939134	53.75
	COON RAPIDS MN 55433			Summary Total					53.75
			PV	118243	001	00999	3/24/2023	939135	53.75
				Summary Total					53.75
				Payment Amount					166.62
100163	ELECTRIC SIGN AND LIGHTING INC	Prop Mgmt 6701 Hwy 10	PV	118074	001	00999	3/3/2023	22385	770.00
	ELECTRIC SIGN AND LIGHTING INC 11328 ZANE AVENUE NORTH CHAMPLIN MN 55316-3462			Summary Total					770.00
				Payment Amount					770.00
114680	ELECTRICAL PRODUCTION SERVICES INC		PV	118138	001	00999	3/21/2023	8726	365.00
	ELECTRICAL PRODUCTION SERVICES INC 4201 NOREX DRIVE SUITE 200 CHASKA MN 55318			Summary Total					365.00
				Payment Amount					365.00
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	118252	001	00999	3/27/2023	DL012723-20	986.66
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128			Summary Total					986.66
				Payment Amount					986.66
100143	FERGUSON WATERWORKS # 2518		PV	118060	001	00999	3/15/2023	0508585	46.21
	FERGUSON WATERWORKS 2516			Summary Total					46.21
	P O BOX 802817		PV	118153	001	00999	3/21/2023	0508764	934.99
	CHICAGO IL 60680-2817			Summary Total					934.99
				Payment Amount					981.20
100186	FRANKENSIGNS INC		PV	118191	001	00999	3/8/2023	280150	75.00
	FRANKENSIGNS			Summary Total					75.00

CITY OF RAMSEY
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Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
	9991 GOODHUE STREET NE P O BOX 490301 BLAINE MN 55449								
				Payment Amount					75.00
100650	GRAINGER		PV	118151	001	00999	3/22/2023	9648405802	520.83
	GRAINGER INC DEPT. 806511127 PALATINE IL 60038-0001			Summary Total					520.83
				Payment Amount					520.83
116933	GREAT PLAINS FIRE INC		PV	118068	001	00999	3/13/2023	7388	737.35
	GREAT PLAINS FIRE INC 17277 230TH STREET FERGUS FALLS MN 56537			Summary Total					737.35
				Payment Amount					737.35
100211	HAWKINS INC		PV	118057	001	00999	3/15/2023	6422289	30.00
	HAWKINS INC P O BOX 860263 MINNEAPOLIS MN 55486-0263			Summary Total					30.00
				Payment Amount					30.00
104027	INK WIZARDS INC		PV	118163	001	00999	3/21/2023	8595	83.00
	INK WIZARDS INC 9958 HIGHWAY 10 NW ELK RIVER MN 55330			Summary Total					83.00
				Payment Amount					83.00
112475	INNOVATIVE OFFICE SOLUTIONS	S27569	PV	118077	001	00999	3/14/2023	IN4121458	50.37
	INNOVATIVE OFFICE SOLUTIONS			Summary Total					50.37
	LOCKBOX 131434	S27569	PV	118240	001	00999	3/21/2023	IN4127289	493.45
	P O BOX 1414 MINNEAPOLIS MN 55480-1414			Summary Total					493.45
				Payment Amount					543.82
113511	JOHNSON, JENNIFER	WATER EFFICIENCY	PV	118140	001	00999	3/22/2023	03222023	200.00

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CITY OF RAMSEY

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Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
		REBATE 2024							
	JENNIFER JOHNSON			Summary Total					200.00
				Payment Amount					200.00
102954	LITTLE FALLS MACHINE INC		PV	118142	001	00999	3/15/2023	367667	120.52
	LITTLE FALLS MACHINE INC 300 LINDBERGH DRIVE SOUTH LITTLE FALLS MN 56345-1598			Summary Total					120.52
				Payment Amount					120.52
100266	LOGIS		PV	118193	001	00999	3/28/2023	53638	19,717.45
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS			Summary Total					19,717.45
	5750 DULUTH STREET		PV	118194	001	00999	3/28/2023	53581	21,387.00
	GOLDEN VALLEY MN 55422-4036			Summary Total					21,387.00
				Payment Amount					41,104.45
100284	MENARDS ELK RIVER		PV	118152	001	00999	3/15/2023	70192	275.52
	MENARDS ELK RIVER			Summary Total					275.52
	19521 EVANS STREET NW		PV	118177	001	00999	3/16/2023	70276	209.70
	ELK RIVER MN 55330-1077			Summary Total					209.70
			PV	118186	001	00999	3/21/2023	70502	59.78
				Summary Total					59.78
			PV	118187	001	00999	3/22/2023	70554	209.99
				Summary Total					209.99
				Payment Amount					754.99
115167	NET TRANSCRIPTS INC		PV	118164	001	00999	3/15/2023	NT14901	68.64
	NET TRANSCRIPTS INC PO BOX 95777 CHICAGO IL 60694-5777			Summary Total					68.64
				Payment Amount					68.64
116698	NORTHERN SALT INC		PV	118109	001	00999	3/8/2023	29079	2,150.50
	NORTHERN SALT INC P O BOX 1028 FOREST LAKE MN 55025-5028			Summary Total					2,150.50
				Payment Amount					2,150.50

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CITY OF RAMSEY

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Payment Group Control Number	3606		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100363	NORTHERN SANITARY SUPPLY CO		PV	118150	001	00999	3/20/2023	206473	330.32
	NORTHERN SANITARY SUPPLY CO			Summary Total					330.32
	341 COON RAPIDS BLVD		PV	118155	001	00999	3/23/2023	206503	330.48
	MINNEAPOLIS MN 55433			Summary Total					330.48
				Payment Amount					660.80
114134	PHASOR ELECTRIC COMPANY		PV	118257	001	00999	3/24/2023	049587	335.00
	PHASOR ELECTRIC COMPANY			Summary Total					335.00
	2160 108TH LANE NE		PV	118258	001	00999	3/24/2023	049586	335.00
	BLAINE MN 55449			Summary Total					335.00
				Payment Amount					670.00
107978	PREMIER COMMERCIAL PROPERTIES INC	Prop Mgmt 6781 Hwy 10	PV	118170	001	00999	3/20/2023	8709	600.00
	PREMIER COMMERCIAL PROPERTIES INC			Summary Total					600.00
	299 COON RAPIDS BLVD NW #200								
	COON RAPIDS MN 55433								
				Payment Amount					600.00
100469	STREICHER'S POLICE EQUIPMENT		PV	118247	001	00999	3/20/2023	I1623207	32.99
	STREICHER'S POLICE EQUIPMENT			Summary Total					32.99
	10911 WEST HWY 55		PV	118248	001	00999	3/24/2023	I1624025	348.00
	MINNEAPOLIS MN 55441			Summary Total					348.00
			PV	118249	001	00999	3/20/2023	I1623212	15.00
				Summary Total					15.00
				Payment Amount					395.99
110313	SUMMIT FIRE PROTECTION		PV	118061	001	00999	3/16/2023	130071905	622.00
	SUMMIT FIRE PROTECTION			Summary Total					622.00
	P O BOX 6205		PV	118062	001	00999	3/16/2023	130071906	1,365.50
	CAROL STREAM IL 60197-6205			Summary Total					1,365.50
			PV	118073	001	00999	3/16/2023	130071907	533.25
				Summary Total					533.25

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Payment Instrument	T	A/P ACH Payment	
Pay Through Date	4/12/2023		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
				Payment Amount					2,520.75
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	118076	001	00999	3/14/2023	M28076	762.50
	TIMESAVER OFF SITE.SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025			Summary Total					762.50
				Payment Amount					762.50
119984	TRITECH FORENSICS, INC		PV	118181	001	00999	3/20/2023	00855146	783.30
	TRITECH FORENSICS 3811 INTERNATIONAL BLVD UNIT 100 LELAND NC 28451			Summary Total					783.30
				Payment Amount					783.30
				Total Amount to be Processed					318,354.81
				Total Number of Payments to be Processed					44

Checks - 47,204.63

ACH - 318,354.81

365,559.44

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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #23-075

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MARCH 23, 2023 THROUGH APRIL 5, 2023.

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of March 23, 2023 through April 5, 2023 in the amount of $844,959.43 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 March 23, 2023 through April 5, 2023, in the amount of $844,959.43.

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:

Mayor Kuzma
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 11th day of April, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **5. 7.**

Meeting Date: 04/11/2023

By: Chris Anderson, Community Development

Information

Title

Adopt Resolution #23-067 Proclaiming April 28, 2023, as Arbor Day and the Month of May as Arbor Month

Purpose/Background:

The City of Ramsey has been recognized as a Tree City USA for thirty-one (31) consecutive years (up through and including 2022 activities). One of the standards necessary to obtain this designation is the adoption of an Arbor Day proclamation. At its root, Arbor Day is a day to encourage and celebrate the planting of trees. In Minnesota, Arbor Day is officially observed on the last Friday of April, which this year is April 28. The State of Minnesota also recognizes the month of May as Arbor Month. The attached resolution serves as the City's official observance of Arbor Day on April 28, 2023, and also recognizes May as Arbor Month.

Funding Source:

This case is being handled as part of staff's regular duties.

Recommendation:

Staff recommends adopting Resolution #23-067 proclaiming April 28, 2023, as Arbor Day and the month of May as Arbor Month.

Action:

Motion to adopt Resolution #23-067 proclaiming April 28, 2023 as Arbor Day and the month of May as Arbor Month.

Attachments

Resolution #23-067: Arbor Day Proclamation

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/06/2023 11:37 AM
Form Started By: Chris Anderson		Started On: 03/23/2023 05:09 PM
Final Approval Date: 04/06/2023		

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

RESOLUTION #23-067

RESOLUTION PROCLAIMING APRIL 28, 2023 AS ARBOR DAY AND THE MONTH OF MAY, 2023, AS ARBOR MONTH

WHEREAS, Arbor Day provides an opportunity to celebrate the importance of trees and forests to our economy, culture, history and health; and

WHEREAS, trees are of great value as they aid in providing clean air and water, shade and energy savings, wildlife habitat, recreational opportunities, wood products, and jobs, while also capturing and storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

WHEREAS, many species of trees and shrubs provide critical, early spring food for pollinators; and

WHEREAS, properly planting and caring for a diverse mix of trees makes our community forests more resilient by minimizing the impacts of diseases, insects, and other stressors, while providing long-term community and environmental benefits; and

WHEREAS, thoughtfully choosing, planting, and caring for a diverse mix of trees now helps support a more resilient community in the future; and

WHEREAS, the City of Ramsey has been recognized for 31 consecutive years (through 2022), as a Tree City USA.

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 proclaims April 28, 2023 as Arbor Day.

2) That the Ramsey City Council hereby proclaims the month of May as Arbor Month.

3) That the Ramsey City Council encourages all citizens to plant trees as part of Ramsey's living history, to participate in disease and pest control programs that will ensure an enduring tree canopy, and collaborate with partners and volunteers to develop and implement policies to plant, nurture, protect, and steward our natural diversity.

4) That the Ramsey City Council encourages efforts to enhance species diversity to buffer against disease and/or pest outbreaks, promotes replanting native species and strategically locating plantings for energy savings.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of April, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **5. 8.**

Meeting Date: 04/11/2023

Submitted For: Joe Feriancek, Engineering/Public Works

By: Joe Feriancek, Engineering/Public Works

Information

Title

Adopt Resolution #23-071 Accepting Bids and Awarding Contract for 2023 Crack Seal Improvements, Improvement Project #23-08

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-071 Accepting Bids and Awarding Contract for 2023 Crack Seal Improvements, Improvement Project #23-08.

Background:

Crack seal improvements are completed annually, on between 10 and 23 miles of public street segments to cost-effectively maximize the life of the bituminous pavement.

Crack sealing protects pavement by preventing stormwater runoff from seeping through cracks in the pavement and joints between the pavement and concrete curb and gutter and utility castings, reducing future pavement damage due to wet subgrade soils, especially during freeze-thaw cycles.

The City's current pavement maintenance schedule calls for public streets to be crack sealed the third, seventh, and fourteenth year following construction, reconstruction, and overlay improvements. However, while this is the typical maintenance schedule it is important to note that Staff reviews the condition of all streets annually and adjusts the schedule of maintenance operations based on actual pavement conditions.

A total of 18.36 miles of public street segments is proposed to receive crack seal improvements in 2023. These street segments were selected based on age, pavement maintenance history, and Pavement and Surface Evaluation Rating (PASER) values. Selected streets generally have PASER values between 7 and 10, though a few have PASER values of 5 and 6. All street segments with PASER values of 5 total 4,124 feet (0.8 miles), while all street segments with PASER values of 6 total 9,137 feet (1.7 miles). These street segments are proposed to receive crack seal improvements because they are either within a larger area of streets having PASER values of 7 or higher so Staff is attempting to maintain all street segments within the areas on the same schedule, or because the street segments are not identified within the CIP as receiving improvements within the next 10 years so the intent is to limp these streets along as cost-effectively as possible until they are added to the CIP.

Plans and specifications for the 2023 Crack Sealing Improvements were prepared in-house as part of Staff's normal duties. A copy of the plans is attached to this case.

<u>Preliminary Schedule Remaining</u>

- Council Awards Contract to the lowest responsible bidder
  - April 11, 2023
- Contractor begins construction
  - Late April / early May 2023
- Contractor Completes Improvements
  - June 2, 2023

The proposed improvements are designated as City Improvement Project #23-08, 2023 Crack Seal Improvements.

Notification:

Advertisements were published in the Anoka Union Herald and in Finance and Commerce on March 3 and March 10, 2023. Bids were also advertised on-line on Quest CDN.

Staff does not mail letters to property owners for crack seal improvements since the work occurs quickly and has little to no impact on the traveling public or abutting properties. Engineering Staff maintains a project webpage, which will be updated as new information is available throughout the project.

Funding Source:

Bids were advertised in the Anoka Union Herald and in Finance and Commerce on March 3 and March 10, 2023. On April 3, 2023 a total of five (5) bids were received, opened, and tabulated, and the following bids were found to comply with the advertisement for bids.

CONTRACTOR	**TOTAL BID**
Northwest Asphalt & Maintenance	$176,279.90
FlowSeal Surface Maintenance	$177,623.60
Allied Blacktop Company	$335,466.50
Fahrner Asphalt Sealers, LLC	$336,810.20
Asphalt Surface Technologies Corp.	$406,622.00
Engineer's Estimate	*$208,311.00*

The bid of Northwest Asphalt & Maintenance of Thief River Falls, Minnesota, in the amount of $176,279.90 for the total bid for construction of said improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder. Adding indirect costs in the amount of 5-percent brings total project costs to $185,093.90.

Per the final plans and specifications, estimated construction costs were $208,311.00. After adding 5-percent for indirect costs for administrative, engineering, finance and legal costs, estimated project costs totaled $218,726.55.

The low bid is 18-percent less than the engineer's estimate.

The City annually budgets $200,000 for crack seal improvements. Staff recommends the remaining $14,906.10 be spent on pavement patching or a pavement rejuvenation project.

City Staff proposes to administer and inspect construction.

Plans and specifications were prepared in-house as part of Staff's normal duties.

Recommendation:

Staff recommends adopting Resolution #23-071 accepting bids and awarding a contract for 2023 Crack Seal Improvements, Improvement Project #23-08.

Staff recommends deciding on spending the remaining $14,906.10 budgeting funds in June of 2023, after completion of the 2023 Crack Seal Improvements. This will allow Staff to evaluate if additional resources are needed to keep up on pavement patching, and is before the 2023 Pavement Rejuvenation Improvements is currently proposed to begin (July / August of 2023).

Action:

Motion to adopt Resolution #23-071 accepting bids and awarding a contract for 2023 Crack Seal Improvements, Improvement Project #23-08, to Northwest Asphalt & Maintenance for their total bid in the amount of $176,279.90.

Attachments

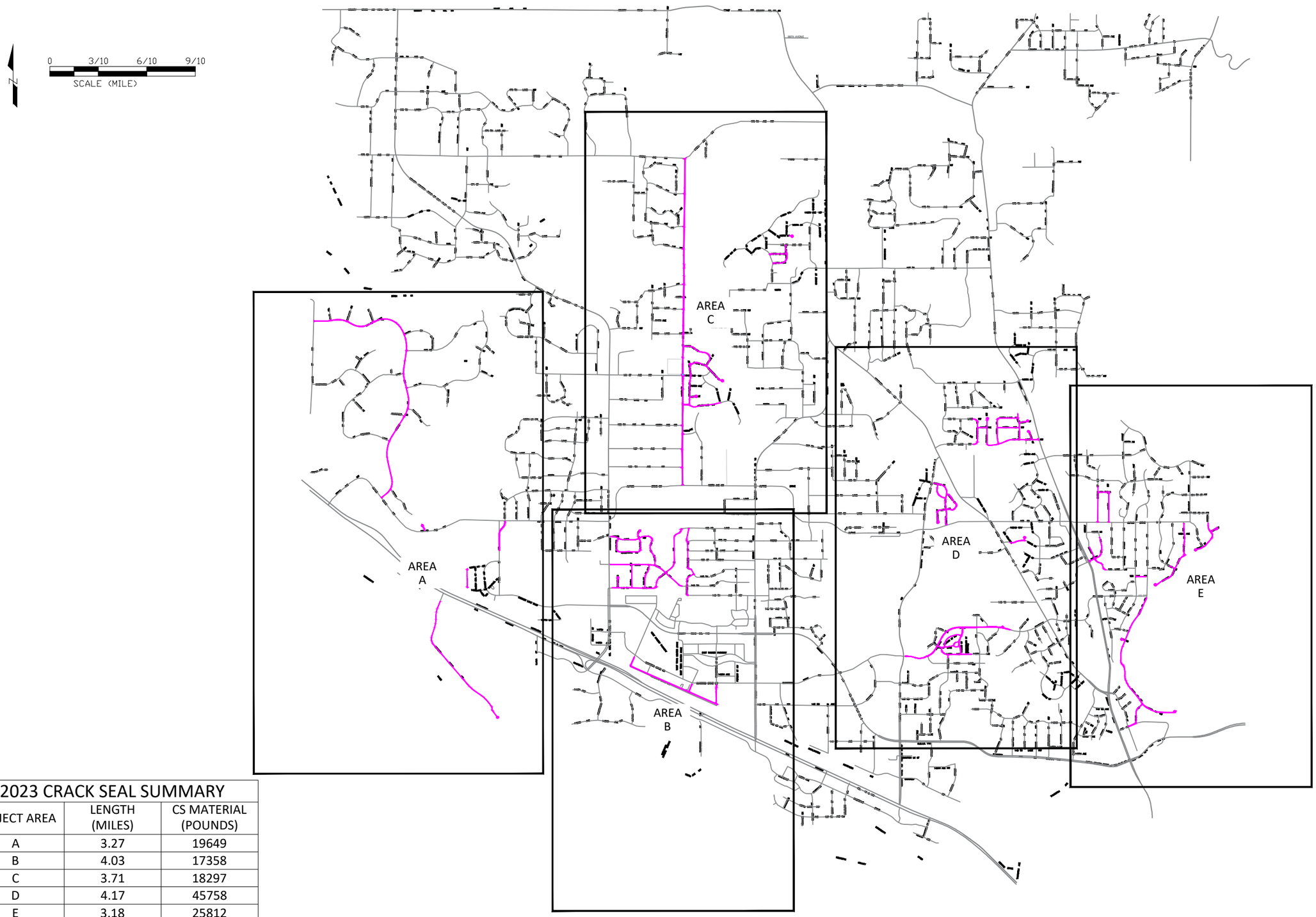
23-08 Final Plans

23-08 Street Summary

Res 23-071

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	04/05/2023 04:41 PM
Bruce Westby	Bruce Westby	04/06/2023 07:59 AM
Brian Hagen	Brian Hagen	04/06/2023 11:42 AM
Form Started By: Joe Feriancek		Started On: 04/03/2023 08:54 AM
Final Approval Date: 04/06/2023		



2023 CRACK SEAL SUMMARY

PROJECT AREA	LENGTH (MILES)	CS MATERIAL (POUNDS)
A	3.27	19649
B	4.03	17358
C	3.71	18297
D	4.17	45758
E	3.18	25812
PROJECT TOTAL	18.36	126874

DATE	REVISION

Mar 02, 2023 - 5:05pm
G:\Engineering\AutoCad Dwgs\Projects N-Z\SealCoat Areas\2023 Seal Coat Area\23-08 Base Map.dwg

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

Joe Feriancek

Date____---____ Lic. No. ____---____

DESIGNED BY:	---	
DRAWN BY:	---	DATE: 3/2/23
CHECKED BY:	---	FILE: 23-08

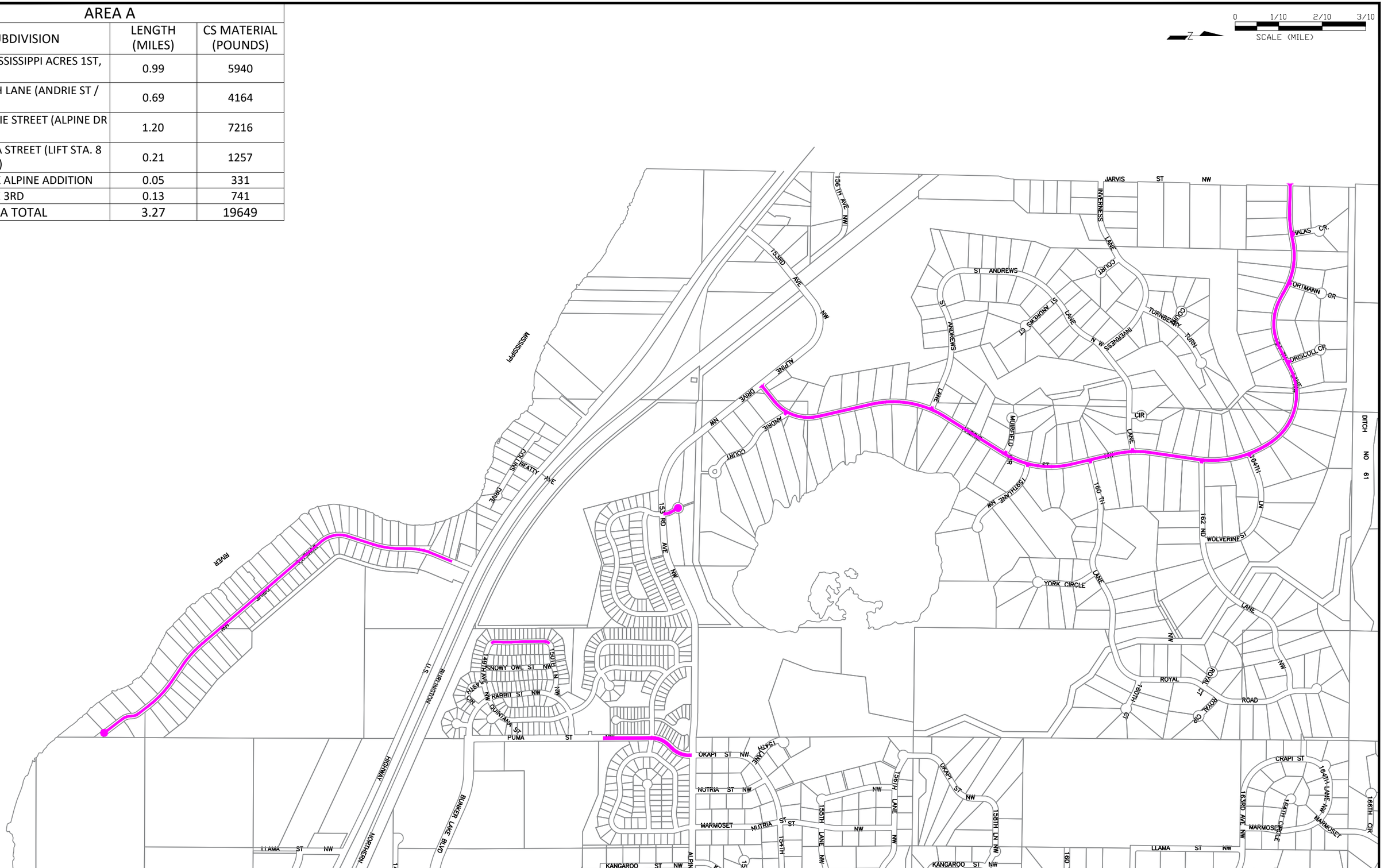
CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

OVERALL MAP

2023 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 23-08
CITY OF RAMSEY, MINNESOTA

AREA A

SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
BOWERS MISSISSIPPI ACRES 1ST, 2ND, & 3RD	0.99	5940
MSA - 164TH LANE (ANDRIE ST / JARVIS ST)	0.69	4164
MSA - ANDRIE STREET (ALPINE DR / 164TH LN)	1.20	7216
MSA - PUMA STREET (LIFT STA. 8 / ALPINE DR)	0.21	1257
NORTHFORK ALPINE ADDITION	0.05	331
RIVERSTONE 3RD	0.13	741
MAP AREA A TOTAL	3.27	19649



DATE	REVISION

Mar 02, 2023 - 5:08pm
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Joe Feriancek

Date_____---_____ Lic. No. _____---_____

DESIGNED BY:	---	
DRAWN BY:	---	DATE: 3/2/23
CHECKED BY:	---	FILE: 23-08

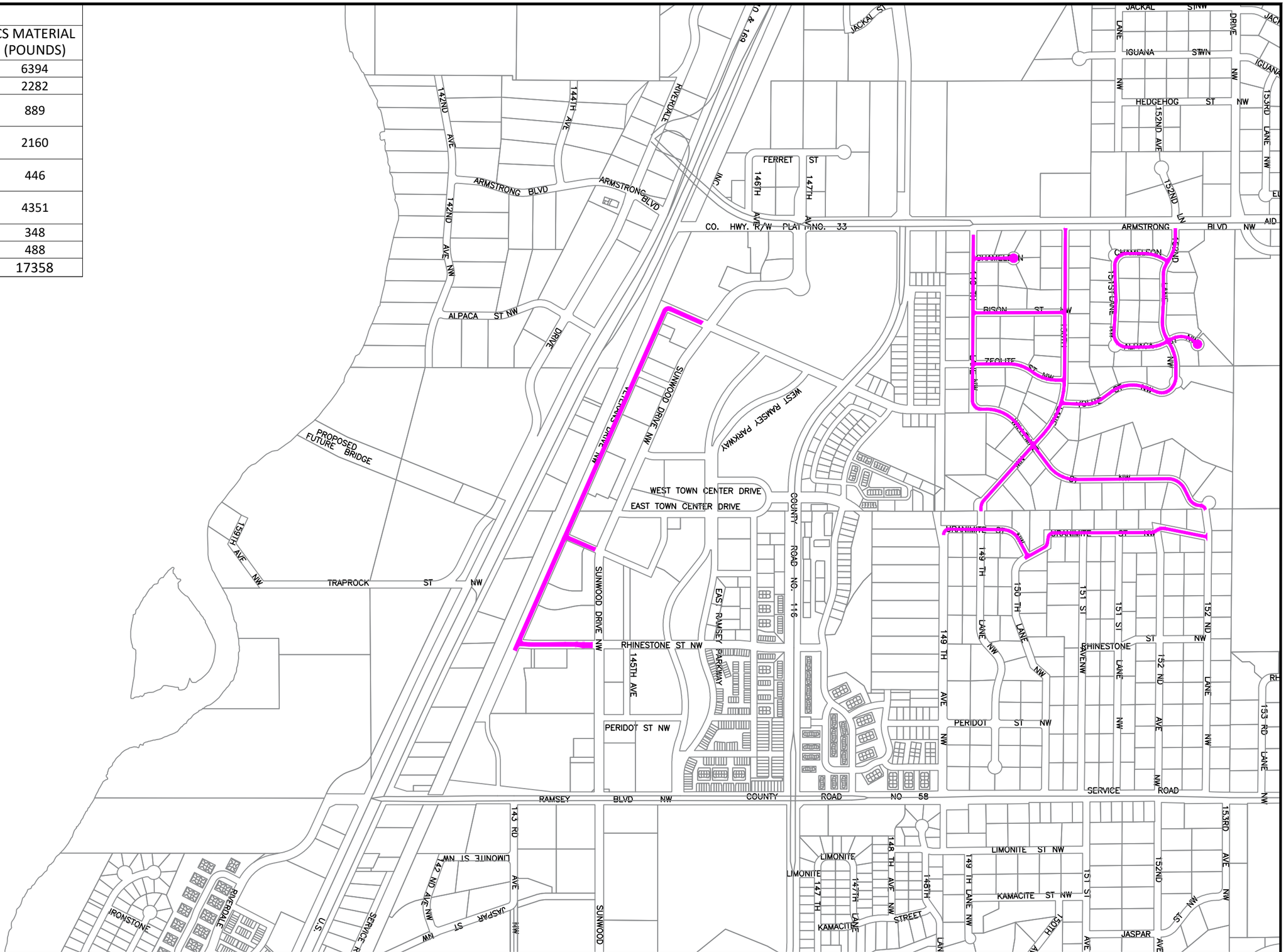
CITY OF RAMSEY
7550 SUNWOOD DRIVE
RAMSEY, MN 55303
(763) 427-1410 FAX (763) 433-9898

AREA A

2023 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 23-08
CITY OF RAMSEY, MINNESOTA

SHEET 2 OF 6 SHEETS

AREA B		
SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
GREENLAND HILLS	1.86	6394
GREENLAND HILLS 2ND	0.65	2282
MSA - RHINESTONE STREET (VETERANS DR / SUNWOOD DR)	0.13	889
MSA - URANIMITE STREET (149TH AVE / 150TH LN)	0.52	2160
MSA - ZEOLITE STREET (SUNWOOD DR / VETERANS DR)	0.07	446
MSA - VETERANS DRIVE (ZEOLITE ST / RHINESTONE ST)	0.65	4351
RAMSEY TOWN CENTER IP 05-22	0.05	348
SECTION 21 UNPLATTED	0.11	488
MAP AREA B TOTAL	4.03	17358



DATE	REVISION

Mar 02, 2023 - 5:13pm
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Joe Feriancek

Date ---- Lic. No. ----

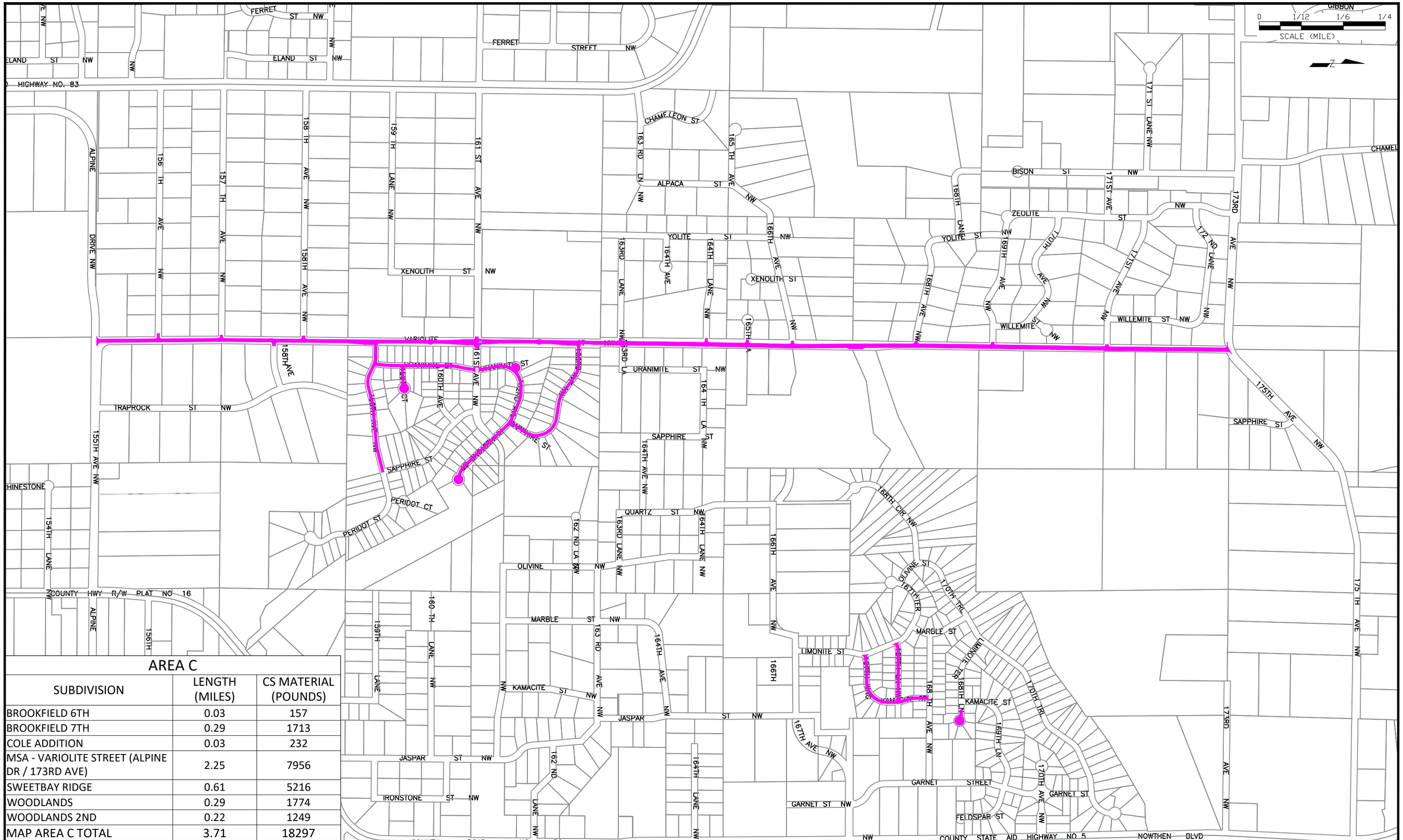
DESIGNED BY:	---	
DRAWN BY:	---	DATE: 3/2/23
CHECKED BY:	---	FILE: 23-08

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

AREA B

2023 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 23-08
CITY OF RAMSEY, MINNESOTA

SHEET 3 OF 6 SHEETS



AREA C

SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
BROOKFIELD 6TH	0.03	157
BROOKFIELD 7TH	0.29	1713
COLE ADDITION	0.03	232
MSA - VARIOLITE STREET (ALPINE DR / 173RD AVE)	2.25	7956
SWEETBAY RIDGE	0.61	5216
WOODLANDS	0.29	1774
WOODLANDS 2ND	0.22	1249
MAP AREA C TOTAL	3.71	18297

DATE	REVISION

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Joe Feriancek

Date ---- Lic. No. ----

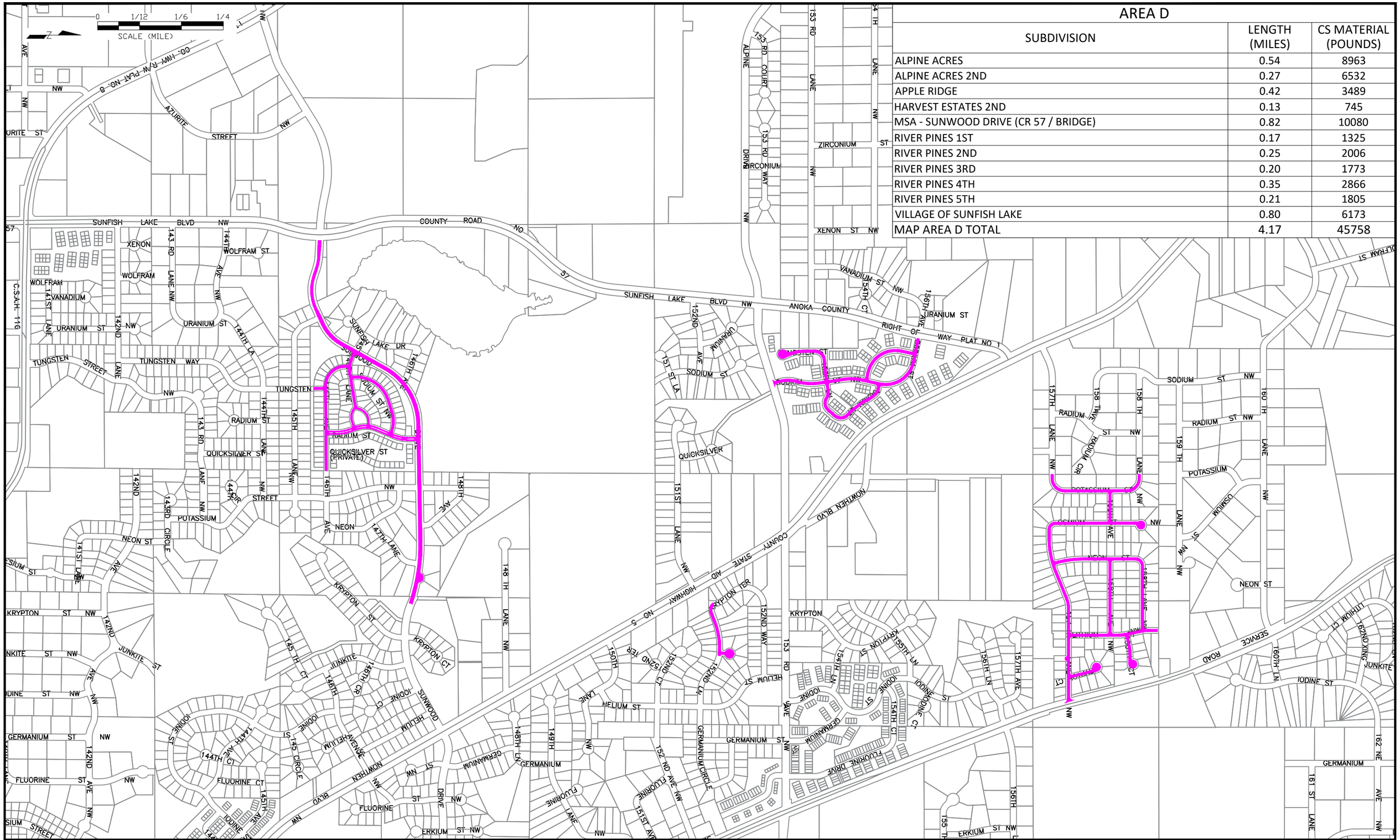
DESIGNED BY:	---	
DRAWN BY:	---	DATE: 3/2/23
CHECKED BY:	---	FILE: 23-08

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

AREA C

2023 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 23-08
CITY OF RAMSEY, MINNESOTA

SHEET 4 OF 6 SHEETS



AREA D

SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
ALPINE ACRES	0.54	8963
ALPINE ACRES 2ND	0.27	6532
APPLE RIDGE	0.42	3489
HARVEST ESTATES 2ND	0.13	745
MSA - SUNWOOD DRIVE (CR 57 / BRIDGE)	0.82	10080
RIVER PINES 1ST	0.17	1325
RIVER PINES 2ND	0.25	2006
RIVER PINES 3RD	0.20	1773
RIVER PINES 4TH	0.35	2866
RIVER PINES 5TH	0.21	1805
VILLAGE OF SUNFISH LAKE	0.80	6173
MAP AREA D TOTAL	4.17	45758

DATE	REVISION

Mar 02, 2023 - 5:15pm
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Joe Feriancek

Date____---____ Lic. No. ____---

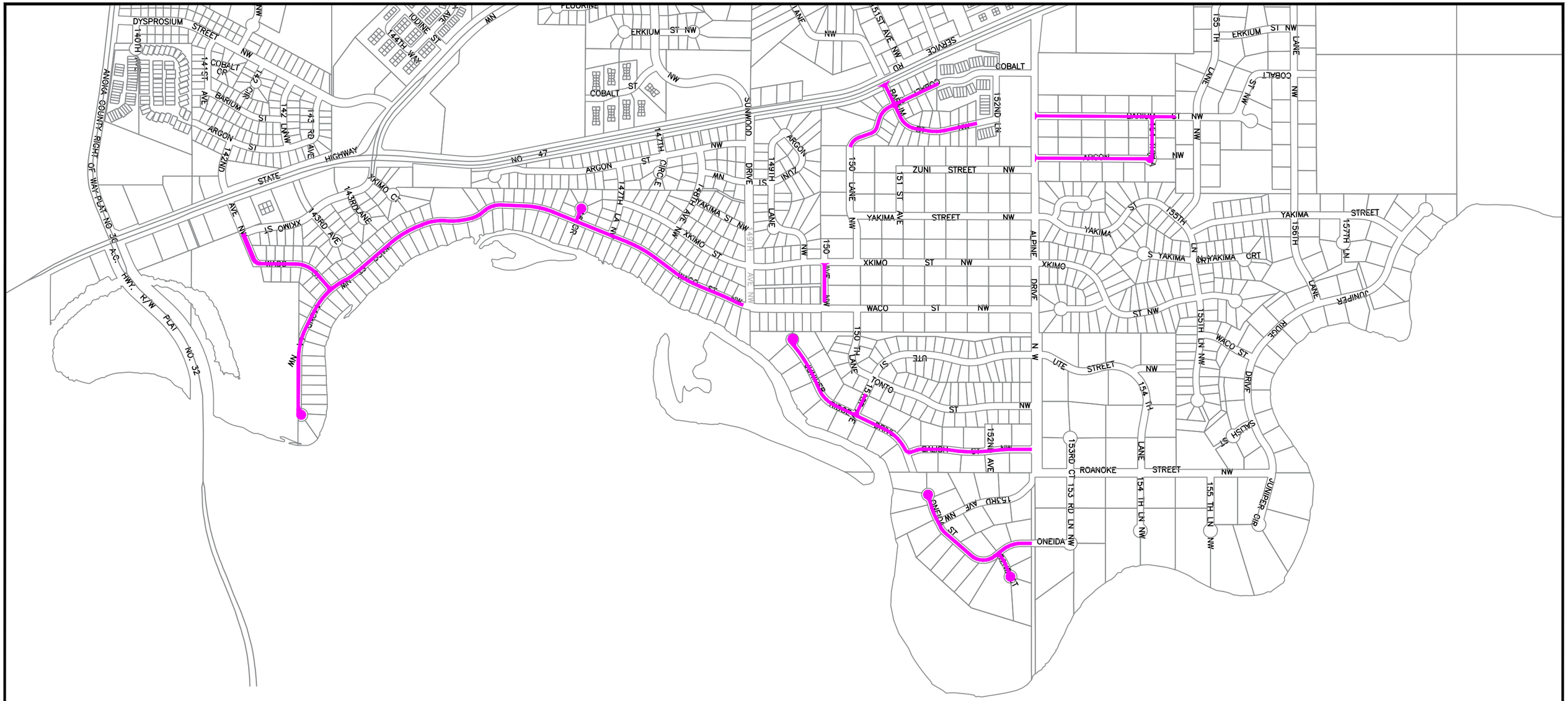
DESIGNED BY:	---	
DRAWN BY:	---	DATE: 3/2/23
CHECKED BY:	---	FILE: 23-08

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

AREA D

2023 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 23-08
CITY OF RAMSEY, MINNESOTA

SHEET 5 OF 6 SHEETS



AREA E

SUBDIVISION	LENGTH (MILES)	CS MATERIAL (POUNDS)
HALLAND ACRES	0.52	3390
RIVER BLUFFS	0.11	1021
RIVER BLUFFS 2ND	0.20	2498
RIVERS BEND	1.16	9578
RIVERS BEND 2ND	0.07	432
RIVERS BEND PLAZA	0.06	592
RUM ACRE ESTATES	0.57	2645
SECTION 24 UNPLATTED	0.07	253
WILLOW RIDGE	0.41	5403
MAP AREA E TOTAL	3.18	25812

N

0 1/12 1/6 1/4
SCALE (MILE)

DATE	REVISION

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Joe Feriancek
Date ---- Lic. No. ---

DESIGNED BY:	---	
DRAWN BY:	---	DATE: 3/2/22
CHECKED BY:	---	FILE: 23-08

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

AREA E

2023 CRACK SEAL IMPROVEMENTS
CITY PROJECT NO. 23-08
CITY OF RAMSEY, MINNESOTA

SHEET 6 OF 6 SHEETS

23-08 2023 Crack Seal Summary		
Map Area	**Length (miles)**	**CS MATERIAL (LBS)**
Map Area A	3.27	19,649
Map Area B	4.03	17,358
Map Area C	3.71	18,297
Map Area D	4.17	45,758
Map Area E	3.18	25,812
Project Total	**18.36**	**126,874**

Map Area A				
Subdivision	**Street**	**Concrete Curb (yes/no)**	**Length (miles)**	**CS MATERIAL (LBS)**
BOWERS MISSISSIPPI ACRES 1ST, 2ND & 3RD	BOWERS DRIVE (148TH AVE / N EOP)	NO	0.60	3,490
	BOWERS DRIVE (N EOP / S EOP)	NO	0.11	658
	BOWERS DRIVE (N EOP / S EOP)	NO	0.28	1,792
	BOWERS MISSISSIPPI ACRES 1ST, 2ND & 3RD TOTALS		*0.99*	*5,940*
MSA - 164TH LANE (ANDRIE ST / JARVIS ST)	ANDRIE ST / DRISCOLL CIR	YES	0.26	1,587
	DRISCOLL CIR / FORTMANN CIR	YES	0.20	1,187
	FORTMANN CIR / HALAS CIR	YES	0.11	688
	HALAS CIR / JARVIS ST	YES	0.12	702
	MSA - 164TH LANE (ANDRIE ST / JARVIS ST) TOTALS		*0.69*	*4,164*
MSA - ANDRIE STREET (ALPINE DR / 164TH LN)	S EOP / N EOP	YES	1.02	6,124
	S EOP / 164TH LN	YES	0.07	419
	164TH LN / 164TH LN	YES	0.11	673
	MSA - ANDRIE STREET (ALPINE DR / 164TH LN) TOTALS		*1.20*	*7,216*
MSA - PUMA STREET (LIFT STA. 8 / ALPINE DR)	LIFT STATION 8 / 152ND AVE	YES	0.11	657
	152ND AVE / ALPINE DR	YES	0.10	600
	MSA - PUMA STREET (LIFT STA. 8 / ALPINE DR) TOTALS		*0.21*	*1,257*
NORTHFORK ALPINE ADDITION	ALPINE COURT (ALPINE DR / CDS)	YES	0.05	331
	NORTHFORK ALPINE ADDITION TOTALS		*0.05*	*331*
RIVERSTONE 3RD	TIGER STREET (149TH AVE / 150TH LN)	YES	0.13	741
	RIVERSTONE 3RD TOTALS		*0.13*	*741*
Map Area A Total			**3.27**	**19,649**

Map Area B				
Subdivision	**Street**	**Concrete Curb (yes/no)**	**Length (miles)**	**CS MATERIAL (LBS)**
GREENLAND HILLS	149TH LANE (ARMSTRONG BLVD / WILLEMITE ST)	NO	0.30	1,019
	150TH LANE (W EOP / E EOP)	NO	0.43	1,475
	BISON STREET (149TH LN / 150TH LN)	NO	0.16	538
	CHAMELEON STREET (149TH LN / CDS)	NO	0.08	346
	WILLEMITE STREET (149TH LN / CDS)	NO	0.48	1,627
	YOLITE STREET (150TH LN / 152ND LN)	NO	0.24	832
	ZEOLITE STREET (S EOP / 150TH LN)	NO	0.16	558
	GREENLAND HILLS TOTALS		*1.86*	*6,394*
GREENLAND HILLS 2ND	151ST LANE (ALPACA ST / CHAMELEON ST)	NO	0.15	519
	152ND LANE (ALPACA ST / CHAMELEON ST)	NO	0.14	483
	152ND LANE (CHAMELEON ST / CR 83)	NO	0.06	205
	152ND LANE (E EOP / ALPACA ST)	NO	0.05	159
	ALPACA STREET (151ST LN / 152ND LN)	NO	0.09	309
	ALPACA STREET (152ND LN / CDS)	NO	0.06	299
	CHAMELEON STREET (151ST LN / 152ND LN)	NO	0.09	308
	GREENLAND HILLS 2ND TOTALS		*0.65*	*2,282*
MSA - RHINESTONE STREET (VETERANS DR / SUNWOOD DR)	VETERANS DR / SUNWOOD DR	YES	0.13	889
	MSA - RHINESTONE STREET (VETERANS DR / SUNWOOD DR) TOTALS		*0.13*	*889*
MSA - URANIMITE STREET (149TH AVE / 150TH LN)	149TH AVE / 150TH LN	NO	0.18	596
	150TH LN / 152ND LN	NO	0.34	1,564
	MSA - URANIMITE STREET (149TH AVE / 150TH LN) TOTALS		*0.52*	*2,160*
MSA - ZEOLITE STREET (SUNWOOD DR / VETERANS DR)	SUNWOOD DR / VETERANS DR	YES	0.07	446
	MSA - ZEOLITE STREET (SUNWOOD DR / VETERANS DR) TOTALS		*0.07*	*446*
MSA - VETERANS DRIVE (ZEOLITE ST / RHINESTONE ST)	ZEOLITE ST / SAPPHIRE ST	YES	0.44	2,909
	SAPPHIRE ST / RHINESTONE ST	YES	0.22	1,442
	MSA - VETERANS DRIVE (ZEOLITE ST / RHINESTONE ST) TOTAL		*0.65*	*4,351*
RAMSEY TOWN CENTER IP 05-22	SAPPHIRE STREET (SUNWOOD DR / VETERANS DR)	YES	0.05	348
	RAMSEY TOWN CENTER IP 05-22 TOTALS		*0.05*	*348*
SECTION 21 UNPLATTED	150TH LANE (CR 83 / W EOP GREENLAND HILLS)	NO	0.11	488
	SECTION 21 UNPLATTED TOTALS		*0.11*	*488*
Map Area B Total			**4.03**	**17,358**

Map Area C				
Subdivision	**Street**	**Concrete Curb (yes/no)**	**Length (miles)**	**CS MATERIAL (LBS)**
BROOKFIELD 6TH	KAMACITE STREET (S EOP / 168TH AVE)	YES	0.03	157
	BROOKFIELD 6TH TOTALS		*0.03*	*157*
BROOKFIELD 7TH	167TH CROSSING (LIMONITE ST / PC KAMACITE ST)	YES	0.09	506
	167TH LANE (LIMONITE ST / KAMACITE ST)	YES	0.11	686
	KAMACITE STREET (167TH LN / N EOP)	YES	0.03	205
	KAMACITE STREET (PC 167TH XING / 167TH LN)	YES	0.05	316
	BROOKFIELD 7TH TOTALS		*0.29*	*1,713*
COLE ADDITION	168TH LANE (W EOP / CDS)	YES	0.03	232
	COLE ADDITION TOTALS		*0.03*	*232*
MSA - VARIOLITE STREET (ALPINE DR / 173RD AVE)	302 FT N 166TH AVE / 173RD AVE	NO	0.81	2,928
	458 FT S 166TH AVE / 302 FT N 166TH AVE	NO	0.14	515
	161ST AVE / 458 FT S 166TH AVE	NO	0.54	1,987
	ALPINE DR / 161ST AVE	NO	0.75	2,526
	MSA - VARIOLITE STREET (ALPINE DR / 173RD AVE) TOTALS		*2.25*	*7,956*
SWEETBAY RIDGE	162ND AVENUE (URANIMITE ST / RHINESTONE ST)	YES	0.09	748
	163RD AVENUE (VARIOLITE ST / SAPPHIRE ST)	YES	0.19	1,548
	RHINESTONE STREET (161ST AVE / CDS)	YES	0.12	1,065
	RHINESTONE STREET (16ST AVE / SAPPHIRE ST)	YES	0.05	384
	SAPPHIRE STREET (RHINESTONE ST / 163RD AVE)	YES	0.07	599
	URANIMITE STREET (161ST AVE / 162ND AVE)	YES	0.09	872
	SWEETBAY RIDGE TOTALS		*0.61*	*5,216*
WOODLANDS	159TH AVENUE (VARIOLITE ST / E EOP)	YES	0.04	222
	URANIMITE STREET (159TH AVE / 161ST AVE)	YES	0.20	1,154
	159TH LANE (URANIMITE ST / CDS)	YES	0.05	398
	WOODLANDS TOTALS		*0.29*	*1,774*
WOODLANDS 2ND	159TH AVENUE (URANIMITE ST / SAPPHIRE ST)	YES	0.22	1,249
	WOODLANDS 2ND TOTALS		*0.22*	*1,249*
Map Area C Total			**3.71**	**18,297**

Map Area D				
Subdivision	**Street**	**Concrete Curb (yes/no)**	**Length (miles)**	**CS MATERIAL (LBS)**
ALPINE ACRES	153RD LANE (SODIUM ST / RADIUM ST)	YES	0.02	420
	RADIUM STREET (153RD LN / SODIUM ST)	YES	0.17	2,347
	SODIUM STREET (ALPINE DR / CR 57)	YES	0.35	6,196
	ALPINE ACRES TOTALS		*0.54*	*8,963*
ALPINE ACRES 2ND	153RD LANE (SODIUM ST / TUNGSTEN ST)	YES	0.05	767
	TUNGSTEN STREET (153RD LN / CDS)	YES	0.09	1,859
	TUNGSTEN STREET (SODIUM ST / SODIUM ST)	YES	0.13	3,906
	ALPINE ACRES 2ND TOTALS		*0.27*	*6,532*
APPLE RIDGE	157TH LANE (KRYPTON CRT / KRYPTON ST)	YES	0.04	281
	157TH LANE (KRYPTON ST / LITIUM ST)	YES	0.05	368
	157TH LANE (LITHIUM ST / W EOP)	YES	0.09	744
	157TH LANE (TH 47 / KRYPTON CRT)	YES	0.05	415
	158TH AVENUE (LITHIUM ST / W EOP)	YES	0.04	294
	KRYPTON COURT (157TH LN / CDS)	YES	0.07	644
	KRYPTON STREET (157TH LN / S EOP)	YES	0.00	39
	LITIUM STREET (157TH LN / 158TH AVE)	YES	0.09	704
	APPLE RIDGE TOTALS		*0.42*	*3,489*
HARVEST ESTATES 2ND	152ND CIRCLE (152ND LN / CDS)	YES	0.03	209
	152ND LANE (KRYPTON TER / 152ND CIR)	YES	0.11	536
	HARVEST ESTATES 2ND TOTALS		*0.13*	*745*
MSA - SUNWOOD DRIVE (CR 57 / BRIDGE)	BRIDGE / 145TH LN	YES	0.66	8,335
	CR 57 / 145TH LN	YES	0.16	1,745
	MSA - SUNWOOD DRIVE (CR 57 / BRIDGE) TOTALS		*0.82*	*10,080*
RIVER PINES 1ST	NEON STREET (157TH LN / N EOP)	YES	0.11	894
	157TH LANE (NEON ST / E EOP)	YES	0.05	431
	RIVER PINES 1ST TOTALS		*0.17*	*1,325*
RIVER PINES 2ND	158TH AVENUE (E EOP / NEON ST)	YES	0.11	880
	158TH LANE (E EOP / NEON ST)	YES	0.08	640
	NEON STREET (158TH AVE / 158TH LN)	YES	0.06	487
	RIVER PINES 2ND TOTALS		*0.25*	*2,006*
RIVER PINES 3RD	157TH LANE (OSMIUM ST / E EOP)	YES	0.08	833
	OSMIUM STREET (157TH LN / 158TH AVE)	YES	0.12	940
	RIVER PINES 3RD TOTALS		*0.20*	*1,773*
RIVER PINES 4TH	158TH AVENUE (POTASSIUM ST / OSMIUM ST)	YES	0.06	483
	OSMIUM STREET (158TH AVE /N CDS)	YES	0.07	657
	POTASSIUM STREET (W EOP / W EOP)	YES	0.22	1,726
	RIVER PINES 4TH TOTALS		*0.35*	*2,866*
RIVER PINES 5TH	158TH COURT (LITHIUM ST / CDS)	YES	0.07	642
	158TH LANE (LITHIUM ST / W EOP)	YES	0.06	462
	LITHIUM STREET (158TH AVE / 158TH LN)	YES	0.06	467
	LITHIUM STREET (158TH LN / N EOP)	YES	0.03	234
	RIVER PINES 5TH TOTALS		*0.21*	*1,805*
VILLAGE OF SUNFISH LAKE	146TH AVENUE (146TH LN / TUNGSTEN WAY)	YES	0.07	571
	146TH AVENUE (RADIUM ST / E EOP)	YES	0.08	587
	146TH AVENUE (TUNGSTEN WAY / RADIUM ST)	YES	0.09	687
	146TH LANE (SODIUM ST / PARK CIRCLE)	YES	0.06	339
	146TH LANE (SUNWOOD DR / SODIUM ST)	YES	0.05	404
	146TH LANE NORTH (PARK CIRCLE / RADIUM ST)	YES	0.05	311
	146TH LANE SOUTH (PARK CIRCLE / RADIUM ST)	YES	0.04	274
	RADIUM STREET (146TH LN S / 146TH AVE)	YES	0.07	543
	RADIUM STREET (SODIUM ST / 146TH WAY S)	YES	0.06	471
	RADIUM STREET (SUNWOOD DR / SODIUM ST)	YES	0.05	599
	SODIUM STREET (146TH LN / RADIUM ST)	YES	0.16	1,262
	TUNGSTEN WAY (146TH AVE / S EOP)	YES	0.02	124
	VILLAGE OF SUNFISH LAKE TOTALS		*0.80*	*6,173*
	Map Area D Total		**4.17**	**45,758**

Map Area E				
Subdivision	**Street**	**Concrete Curb (yes/no)**	**Length (miles)**	**CS MATERIAL (LBS)**
HALLAND ACRES	154TH LANE (BARIUM ST / ARGON ST)	NO	0.07	555
	ARGON STREET (153RD AVE / 154TH LN)	NO	0.20	992
	BARIUM STREET (153RD AVE / N EOP)	NO	0.25	1,843
	HALLAND ACRES TOTALS		*0.52*	*3,390*
RIVER BLUFFS	ONEIDA STREET (153RD AVE / E CDS)	YES	0.05	430
	ONEIDA STREET (153RD AVE / E EOP)	YES	0.06	591
	RIVER BLUFFS TOTALS		*0.11*	*1,021*
RIVER BLUFFS 2ND	152ND AVENUE (ONEIDA ST / CDS)	YES	0.05	711
	ONEIDA STREET (152ND AVE / N EOP)	YES	0.06	881
	ONEIDA STREET (152ND AVE / S EOP)	YES	0.08	906
	RIVER BLUFFS 2ND TOTALS		*0.20*	*2,498*
RIVERS BEND	142ND LANE (WACO ST / CDS)	YES	0.25	2,101
	146TH CIRCLE (WACO ST / CDS)	YES	0.03	333
	WACO STREET (142ND LN / 1/2 S EOP)	YES	0.07	540
	WACO STREET (SUNWOOD DR / 142ND LN)	YES	0.82	6,604
	RIVERS BEND TOTALS		*1.16*	*9,578*
RIVERS BEND 2ND	WACO STREET (S EOP / 1/2 N EOP)	YES	0.07	432
	RIVERS BEND 2ND TOTALS		*0.07*	*432*
RIVERS BEND PLAZA	142ND AVENUE (XKIMO ST / WACO ST)	YES	0.06	592
	RIVERS BEND PLAZA TOTALS		*0.06*	*592*
RUM ACRE ESTATES	151ST AVENUE (W EOP / JUNIPER RIDGE DR)	NO	0.04	147
	JUNIPER RIDGE DRIVE (E EOP / CDS)	NO	0.31	1,688
	SALISH STREET (153RD AVE / JUNIPER RIDGE DR)	NO	0.22	810
	RUM ACRE ESTATES TOTALS		*0.57*	*2,645*
SECTION 24 UNPLATTED	150TH AVENUE (XKIMO ST / WACO ST)	NO	0.07	253
	SECTION 24 UNPLATTED TOTALS		*0.07*	*253*
WILLOW RIDGE	BARIUM STREET (COBALT ST / TH 47)	YES	0.04	614
	BARIUM STREET (N EOP / COBALT ST)	YES	0.17	2,332
	COBALT STREET (BARIUM ST / N EOP)	YES	0.08	903
	COBALT STREET (N EOP / BARIUM ST)	YES	0.11	1,555
	WILLOW RIDGE TOTALS		*0.41*	*5,403*
Map Area E Total			**3.18**	**25,812**

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

RESOLUTION #23-071

RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR 2023 CRACK SEAL IMPROVEMENTS, IMPROVEMENT PROJECT #23-08

WHEREAS, the City of Ramsey can most cost-effectively maximize the life of the bituminous pavement on public streets by sealing cracks on an annual basis; and

WHEREAS, the City of Ramsey adopted a budget for 2023 including $200,000 to crack seal the bituminous pavement on numerous public street segments in support of the City's Pavement Management Program; and

WHEREAS, pursuant to Ramsey City Council resolution 23-048, adopted February 28th, 2023 the City Council approved plans and specifications as prepared by the City Engineer and authorized advertisement for bids for said improvements; and

WHEREAS, bids were advertised in the Anoka Union Herald, Finance and Commerce on March 3, and March 10th, 2023; and

WHEREAS, five (5) bids were received, opened and Tabulated on April 3, 2023 and the following bids were found to comply with the approved plans and specifications and advertisements for bids; and

Company	Bid
Northwest Asphalt & Maintenance	$176,279.90
FlowSeal Surface Maintenance	$177,623.60
Allied Blacktop Company	$335,466.50
Fahrner Asphalt Sealers, LLC	$336,810.20
Asphalt Surface Technologies Corp.	$406,622.00

WHEREAS, the bid of Northwest Asphalt & Maintenance of Thief River Falls, Minnesota, in the amount of $176,279.90 for the total bid for construction of the improvements in accordance with the approved plans and specifications and advertisement for bids, is the lowest responsible bidder and their bid shall be and hereby is accepted.

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

1) The Mayor and City Administrator are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Ramsey.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember

____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of April, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session **6. 1.**

Meeting Date: 04/11/2023

By: Katie Schmidt, Administrative Services

Information

Title:

PUBLIC HEARING - Introduce Ordinance #23-05 to Amend Chapter 4 of the Charter - Nominations and Elections

Purpose/Background:

The Charter Commission met on February 2, 2023 and is recommending the City Council amend the charter by Ordinance #23-05 under M.S. 410.12, subdivision 7. The recommended ordinance is to amend Sections 4.1, 4.2, 4.4 and part of 4.5 of Chapter 4 of the City Charter. The changes proposed clean up the language to better coincide with State law and streamline the process to more easily administer elections. Two key changes to note in section 4.5 is adding State Statute 205.10 with Uniform Election dates for special elections and adding a provision providing the option to move up a special general election if a primary is not needed.

BACKGROUND:

Changes to State Election Law

The State Legislation previously set uniform election dates for special elections, which prompted a complete review of Chapter 4, Nominations and Elections, of the City's Charter. The current Charter language does not include these dates, is not entirely consistent with State law, and causes problems in administering City elections.

Charter Commission Actions - To Date

The Charter Commission started its work on updating Chapter 4 in February 2019. In cooperation with former City Attorney Langel, a draft ordinance (#19-15 " An Ordinance Amending the Charter by Repealing and Replacing Chapter 4 - Nominations and Elections") was drafted and then reviewed by the City Council on December 10, 2019, but it did not pass. In order for the ordinance to pass, all Councilmembers must motion in favor of the Ordinance.

- Section 4.1 and 4.2 Changes were approved by the Charter Commission on November 17, 2021
    - Slight revisions to Section 4.1 and 4.2 were approved by the Charter Commission on February 2, 2023
- Section 4.4 Changes were approved by the Charter Commission on October 26, 2022
- Section 4.5 Changes were approved by the Charter Commission on February 2, 2023

Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing of the proposal. The city 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. 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.

Notification:

The City Council met on March 14, 2023 to receive the recommendations from the Charter Commission.

The Public Hearing was advertised in the City's Official Newspaper, the Anoka County UnionHerald.

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.
- The Ordinance will come back for final consideration on April 25, 2023.

Funding Source:

N/A

Recommendation:

Staff recommends Introducing Ordinance #23-05 Amending Chapter 4 of the City Charter brought forward by the Charter Commission.

Outcome/Action:

Motion to Introduce #23-05 Amending Chapter 4 of the City Charter - Nominations and Elections

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Attachments

Ordinance #23-05

Minnesota Statute 410.12

Minnesota Statute 205.16 Notice

Minnesota Statue 205.10 - Uniform Election Dates

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/06/2023 04:02 PM
Form Started By: Katie Schmidt		Started On: 03/30/2023 10:06 AM
Final Approval Date: 04/06/2023		

ORDINANCE #23-05

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF RAMSEY, MINNESOTA CHAPTER 4 – ELECTIONS AND NOMINATIONS

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 4 of the City of Ramsey Charter is amended to read as follows (additions indicated by underline, deletions indicated by strikethrough):

"Sec. 4.1 – The regular municipal election.

A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year, ~~commencing in 1984,~~ at such places as the city council shall designate. At least 15 days prior notice shall be given by the city clerk by posting a notice thereof in the city clerk's office, on the city website ~~at least one public place in each election precinct,~~ and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this Charter shall assume the duties of office to which they were elected on the first ~~business day~~ Monday in January following such election.

4.1.1 *Primary elections.* The regular p~~P~~rimary election~~s~~ shall be held on the same date as prescribed by ~~the~~ Minnesota Election Law ~~Statute~~, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election~~, unless two nominees or fewer file for each elective office~~. If two candidates or fewer file for any elective office, that office shall not appear on the primary ballot and the candidates shall appear on the municipal general election ballot as the nominees for that office.

"Sec. 4.2 – Filing for office.

All persons who shall desire to be elected to any elected office shall file an affidavit not more than ~~ten weeks~~ 84 days nor less than ~~eight weeks~~ 70 days before the primary election with the city clerk, paying a filing fee to the city clerk in an amount as set by ordinance or filing a nominating petition. The clerk shall also accept an application for candidacy as authorized by state law.

The city clerk shall prepare and have printed at the expense of the city the necessary ballots or other required material for such election.

The ballots or other material shall contain no political party designation of any candidate and the names of the candidates for each office shall be rotated in the manner provided by state law ~~may be arranged on the ballot alphabetically according to the surname of each candidate~~. Consistent with state law, ~~T~~the ballots or the results shall be counted and preserved and the city clerk shall be the final custodian of such ballots or returns for the city.

A sample ballot or a facsimile representation of the ballot shall be posted ~~at the place of election~~ in the city clerk's office and published in the official newspaper of the city at least ~~one~~ two weeks before such election by the city clerk, whose duty it is to preserve such sample ballots.

"Sec. 4.4 – Special and advisory elections except for elected office.

The council may, by resolution, order any special or advisory election deemed appropriate by the council, for any reason, and provide all means for holding it~~.~~, except that any election so ordered shall only be held on the same date as a regular municipal election. ~~At least 15 days' prior notice shall be given by the city clerk by posting a notice thereof in at least one public place in each election precinct, and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election.~~ This section does not apply to special elections to fill vacancies in municipal offices.

"Sec. 4.5 – Vacancy of municipal elected office.

4.5.1 In the event that ~~When~~ a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, ~~there shall be~~ a special election shall occur on the date established by the City Council per Minn Stat. §205.10, as the same may be revised, amended or recodified, ~~held within 90 days after the vacancy occurs~~ to elect a successor to serve for the remainder of the unexpired term of the office vacated.

4.5.2 A person elected at a special election held pursuant to this section to fill the balance of the unexpired term shall take office immediately after being qualified. ~~The city clerk shall give at least 60 days published prior notice of such special election, except as set forth under 4.5.5 of this section.~~

4.5.3 The procedure at such election ~~and assumption of duties of elected officers following such election~~ shall conform as nearly as practicable to that prescribed for other municipal elections under this Charter.

4.5.4 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council shall, by a majority vote, appoint a successor to serve for the remainder of said term. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

4.5.5 If two or fewer candidates file an affidavit of candidacy, the special primary election shall be canceled and the special general election may be moved up to the primary date with Council approval. If this option is utilized, it must be noted on the resolution calling for a special election.

~~4.5.5 *Office vacancy when less than eight weeks prior to primary election.*~~

~~4.5.5.1 *Special election.* When a vacancy in an elected office of the city occurs when there is less than eight weeks prior to a primary election there shall be no primary election, except as provided in section 4.5.5.3 below. The special election to fill the vacancy shall coincide with the regular Municipal Election and the notice of such vacancy shall be published as soon as is practicable.~~

~~4.5.5.2 *Vacancy in offices to be voted on in the regular Municipal Election.* If a vacancy occurs less than eight weeks prior to the primary election, in the office of the mayor or the council members whose seats are to be voted on in the regular Municipal Election, said vacancy shall be considered not to exist for the purpose of the regular Municipal Election. The person elected to fill the vacancy in the regular Municipal Election, if approved by unanimous vote of the sitting council, may assume the duties of the office to which elected on the first business day following the city clerk's issuance of a certificate of election to said person.~~

~~4.5.5.3 *Vacancy in an office not to be voted on in the regular Municipal Election.* If a vacancy occurs in the office of the mayor or a councilmember not standing for election in the regular Municipal Election, a special primary election and a special election shall be held in January of the subsequent year following the vacancy to fill said vacancy. The election procedures for the special primary election and the special election shall be those election procedures for municipal office candidates as prescribed in Minnesota Statutes and this Charter. Notwithstanding section 2.3.1 of this Charter, which provides for a four-year term for the mayor and council members, the term of the mayor and/or a councilmember elected pursuant to this subsection will be for the remainder of the vacant term.~~

4.5.6 If there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the city council shall fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the council, the mayor shall make said appointment from the candidates under consideration."

SECTION 3. SUMMARY

The following official summary of Ordinance #23-05 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #23-05 amends Chapter 4 – Elections and Nominations of the Ramsey City Charter.

SECTION 4. 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 April, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

410.12 AMENDMENTS.

Subdivision 1. **Proposals.** The charter commission may propose amendments to such charter and shall do so upon the petition of voters equal in number to five percent of the total votes cast at the last previous state general election in the city. Proposed charter amendments must be submitted at least 17 weeks before the general election. Only registered voters are eligible to sign the petition. All petitions circulated with respect to a charter amendment shall be uniform in character and shall have attached thereto the text of the proposed amendment in full; except that in the case of a proposed amendment containing more than 1,000 words, a true and correct copy of the same may be filed with the city clerk, and the petition shall then contain a summary of not less than 50 nor more than 300 words setting forth in substance the nature of the proposed amendment. Such summary shall contain a statement of the objects and purposes of the amendment proposed and an outline of any proposed new scheme or frame work of government and shall be sufficient to inform the signers of the petition as to what change in government is sought to be accomplished by the amendment. The summary, together with a copy of the proposed amendment, shall first be submitted to the charter commission for its approval as to form and substance. The commission shall within ten days after such submission to it, return the same to the proposers of the amendment with such modifications in statement as it may deem necessary in order that the summary may fairly comply with the requirements above set forth.

Subd. 1a. **Alternative methods of charter amendment.** A home rule charter may be amended only by following one of the alternative methods of amendment provided in subdivisions 1 to 7.

Subd. 2. **Petitions.** The signatures to such petition need not all be appended to one paper, but to each separate petition there shall be attached an affidavit of the circulator thereof as provided by this section. A petition must contain each petitioner's signature in ink or indelible pencil and must indicate after the signature the place of residence by street and number, or other description sufficient to identify the place. There shall appear on each petition the names and addresses of five electors of the city, and on each paper the names and addresses of the same five electors, who, as a committee of the petitioners, shall be regarded as responsible for the circulation and filing of the petition. The affidavit attached to each petition shall be as follows:

State of .....)

) ss.

County of .....)

.... being duly sworn, deposes and says that the affiant, and the affiant only, personally circulated the foregoing paper, that all the signatures appended thereto were made in the affiant's presence, and that the affiant believes them to be the genuine signatures of the persons whose names they purport to be.

Signed .....

(Signature of Circulator)

Subscribed and sworn to before me

this ..... day of ....

Notary Public (or other officer)

authorized to administer oaths

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*

205.16 MS 1957 [Repealed, 1959 c 675 art 13 s 1]

205.16 NOTICE.

Subdivision 1. **Publication and posting.** In every municipality, the municipal clerk shall, except as otherwise provided in this section, give two weeks' published notice, and may also give ten days' posted notice, of the election, stating the time of the election, the location of each polling place, the offices to be filled, and all propositions or questions to be voted upon at the election. In a city of the fourth class or a town not located within a metropolitan county as defined in section 473.121, the governing body may dispense with publication of the notice of the municipal general election, in which case ten days' posted notice shall be given. The municipal clerk shall also post a copy of the notice in the clerk's office for public inspection.

Subd. 2. **Sample ballot, publication.** For every municipal election, the municipal clerk shall, at least two weeks before the election, publish a sample ballot in the official newspaper of the municipality, except that the governing body of a fourth class city or a town not located within a metropolitan county as defined in section 473.121 may dispense with publication.

Subd. 3. **Sample ballot, posting.** For every municipal election, the municipal clerk shall at least two weeks before the election prepare a sample ballot for the municipality, make them available for public inspection in the clerk's office, and post a sample ballot in each polling place on election day.

Subd. 4. **Notice to auditor.** At least 74 days before every municipal election, the municipal clerk shall provide a written notice to the county auditor, including the date of the election, the offices to be voted on at the election, and the title and language for each ballot question to be voted on at the election. At least 74 days before every municipal election, the municipal clerk must provide written notice to the county auditor of any special election canceled under section 205.10, subdivision 6.

Subd. 5. **Notice to secretary of state.** At least 74 days before every municipal election for which a notice is provided to the county auditor under subdivision 4, the county auditor shall provide a notice of the election to the secretary of state, in a manner and including information prescribed by the secretary of state.

History: *1959 c 675 art 6 s 16; 1976 c 2 s 77,78; 1976 c 44 s 11; 1978 c 572 s 6,7; 1981 c 29 art 7 s 38; 1983 c 62 s 6; 1989 c 291 art 1 s 20; 1991 c 227 s 21; 1994 c 646 s 12,13; 1999 c 132 s 33; 2004 c 293 art 2 s 35,36; 2008 c 244 art 1 s 16; 2010 c 184 s 29,30; 2010 c 201 s 63-66; 2013 c 131 art 2 s 56,57*

205.10 MS 1957 [Repealed, 1959 c 675 art 13 s 1]

205.10 MUNICIPAL SPECIAL ELECTIONS.

Subdivision 1. **Questions.** Special elections may be held in a city or town on a question on which the voters are authorized by law or charter to pass judgment. A special election may be ordered by the governing body of the municipality on its own motion or, on a question that has not been submitted to the voters in an election within the previous six months, upon a petition signed by a number of voters equal to 20 percent of the votes cast at the last municipal general election. A question is carried only with the majority in its favor required by law or charter. The election officials for a special election shall be the same as for the most recent municipal general election unless changed according to law. Otherwise special elections shall be conducted and the returns made in the manner provided for the municipal general election.

Subd. 2. **Vacancies in city offices.** Special elections shall be held in statutory cities to fill vacancies in elective city offices as provided in section 412.02, subdivision 2a.

Subd. 3. [Repealed, 2017 c 92 art 2 s 26]

Subd. 3a. **Uniform election dates.** (a) Except as allowed in paragraph (b) and subdivision 4, a special election held in a city or town must be held on one of the following dates: the second Tuesday in February, the second Tuesday in April, the second Tuesday in May, the second Tuesday in August, or the first Tuesday after the first Monday in November. A home rule charter city must not designate additional dates in its charter.

(b) A special election may be held on a date other than those designated in paragraph (a) if the special election is held in response to an emergency or disaster. "Emergency" means an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring. "Disaster" means a situation that creates an actual or imminent serious threat to the health and safety of persons or a situation that has resulted or is likely to result in catastrophic loss to property or the environment.

Subd. 4. **Vacancies in town offices.** Special elections to fill vacancies in town offices as provided in section 367.03, subdivision 6, must be held with the town general election or on a date authorized by subdivision 3a.

Subd. 5. **Limit on ballot questions.** The governing body of a city or town may not act to submit a ballot question at a general or special election and may not accept a petition for submission of a ballot question at a general or special election unless all election-related deadlines can be met, including publication deadlines for all required notices. A petition rejected under this subdivision may be resubmitted at a time when compliance with all election-related deadlines is possible. Nothing in this subdivision requires the scheduling of a special election for a ballot question.

Subd. 6. **Cancellation.** A special election ordered by the governing body of the municipality on its own motion under subdivision 1 may be canceled by motion of the governing body, but not less than 74 days before the election.

History: *1959 c 675 art 6 s 10; 1976 c 2 s 74; 1976 c 44 s 6; 1981 c 29 art 7 s 38; 1981 c 172 s 1; 1983 c 62 s 4; 1993 c 375 art 7 s 7; 1994 c 646 s 8,9; 1997 c 147 s 42; 1999 c 75 s 1; 1999 c 132 s 31,32; 2003 c 75 s 1; 2008 c 244 art 1 s 15; 2013 c 131 art 2 s 54; 2016 c 161 art 1 s 14; 2017 c 92 art 2 s 10,11*

CC Regular Session **6. 2.**

Meeting Date: 04/11/2023

By: Katie Schmidt, Administrative Services

Information

Title:

PUBLIC HEARING - Introduce Ordinance #23-07 to Amend Chapter 4 of the Charter - Nominations and Elections

Purpose/Background:

The Charter Commission met on February 2, 2023 and is recommending the City Council amend the charter by Ordinance #23-07 under M.S. 410.12, subdivision 7. The recommended ordinance is to amend parts of section 4.5 of Chapter 4 of the City Charter. Those changes include updating the appointment process in the case of a vacancy and how we handle appointments when no one files an affidavit of candidacy for an open council seat.

BACKGROUND:

Changes to State Election Law

The State Legislation previously set uniform election dates for special elections, which prompted a complete review of Chapter 4, Nominations and Elections, of the City's Charter. The current Charter language does not include these dates, is not entirely consistent with State law, and causes problems in administering City elections.

Charter Commission Actions - To Date

The Charter Commission started its work on updating Chapter 4 in February 2019. In cooperation with former City Attorney Langel, a draft ordinance (#19-15 " An Ordinance Amending the Charter by Repealing and Replacing Chapter 4 - Nominations and Elections") was drafted and then reviewed by the City Council on December 10, 2019, but it did not pass. In order for the ordinance to pass, all Councilmembers must motion in favor of the Ordinance.

- Section 4.1 and 4.2 Changes were approved by the Charter Commission on November 17, 2021
    - Slight revisions to Section 4.1 and 4.2 were approved by the Charter Commission on February 2, 2023
- Section 4.4 Changes were approved by the Charter Commission on October 26, 2022
- Section 4.5 Changes were approved by the Charter Commission on February 2, 2023

Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing of the proposal. The city 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. 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.

Notification:

The City Council met on March 14, 2023 to receive the recommendations from the Charter Commission.

The Public Hearing was advertised in the City's Official Newspaper, the Anoka County UnionHerald.

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.
- The Ordinance will come back for final consideration on April 25, 2023.

Funding Source:

N/A

Recommendation:

Staff recommends Introducing Ordinance #23-07 Amending Chapter 4 of the City Charter brought forward by the Charter Commission.

Outcome/Action:

Motion to Introduce #23-07 Amending Chapter 4 of the City Charter - Nominations and Elections

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Attachments

Ordinance #23-07

Minnesota Statute 410.12

Current Charter vs. Proposed Changes

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/06/2023 04:03 PM
Form Started By: Katie Schmidt		Started On: 03/30/2023 10:43 AM
Final Approval Date: 04/06/2023		

ORDINANCE #23-07

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE AMENDING THE CITY CHARTER OF THE CITY OF RAMSEY, MINNESOTA CHAPTER 4 – ELECTIONS AND NOMINATIONS

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 4 of the City of Ramsey Charter is amended to read as follows (additions indicated by underline, deletions indicated by strikethrough):

"Sec. 4.5 – Vacancy of municipal elected office.

4.5.4 In the event ~~case~~ of a vacancy ~~where there remains less than 365 days in the unexpired term~~ in an elected office of the city, the council shall, by a majority vote, appoint a successor to serve the balance of ~~for~~ the unexpired ~~remainder of said~~ term or until a successor elected at a special election held pursuant to this section is qualified. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

4.5.6 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs ~~there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices~~, the individual appointed by the city council to fill said vacancy under this section shall serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. ~~fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the council, the mayor shall make said appointment from the candidates under consideration.~~ In the event that such a cancellation occurs, a special election to fill the balance of the unexpired term shall be held on the same date as the next regular municipal election, unless the next regular municipal election would be in the fourth year of the term."

SECTION 3. SUMMARY

The following official summary of Ordinance #23-07 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance.

Ordinance #23-07 amends Chapter 4 – Elections and Nominations of the Ramsey City Charter.

SECTION 4. <u>EFFECTIVE DATE</u>

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 April, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

410.12 AMENDMENTS.

Subdivision 1. **Proposals.** The charter commission may propose amendments to such charter and shall do so upon the petition of voters equal in number to five percent of the total votes cast at the last previous state general election in the city. Proposed charter amendments must be submitted at least 17 weeks before the general election. Only registered voters are eligible to sign the petition. All petitions circulated with respect to a charter amendment shall be uniform in character and shall have attached thereto the text of the proposed amendment in full; except that in the case of a proposed amendment containing more than 1,000 words, a true and correct copy of the same may be filed with the city clerk, and the petition shall then contain a summary of not less than 50 nor more than 300 words setting forth in substance the nature of the proposed amendment. Such summary shall contain a statement of the objects and purposes of the amendment proposed and an outline of any proposed new scheme or frame work of government and shall be sufficient to inform the signers of the petition as to what change in government is sought to be accomplished by the amendment. The summary, together with a copy of the proposed amendment, shall first be submitted to the charter commission for its approval as to form and substance. The commission shall within ten days after such submission to it, return the same to the proposers of the amendment with such modifications in statement as it may deem necessary in order that the summary may fairly comply with the requirements above set forth.

Subd. 1a. **Alternative methods of charter amendment.** A home rule charter may be amended only by following one of the alternative methods of amendment provided in subdivisions 1 to 7.

Subd. 2. **Petitions.** The signatures to such petition need not all be appended to one paper, but to each separate petition there shall be attached an affidavit of the circulator thereof as provided by this section. A petition must contain each petitioner's signature in ink or indelible pencil and must indicate after the signature the place of residence by street and number, or other description sufficient to identify the place. There shall appear on each petition the names and addresses of five electors of the city, and on each paper the names and addresses of the same five electors, who, as a committee of the petitioners, shall be regarded as responsible for the circulation and filing of the petition. The affidavit attached to each petition shall be as follows:

State of .....)

) ss.

County of .....)

.... being duly sworn, deposes and says that the affiant, and the affiant only, personally circulated the foregoing paper, that all the signatures appended thereto were made in the affiant's presence, and that the affiant believes them to be the genuine signatures of the persons whose names they purport to be.

Signed .....

(Signature of Circulator)

Subscribed and sworn to before me

this ..... day of ....

Notary Public (or other officer)

authorized to administer oaths

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*

Sec. 4.5 Vacancy of Municipal elected office – Section 4.5.4 and 4.5.6

Current Charter Language

4.5.4 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council shall, by a majority vote, appoint a successor to serve for the remainder of said term. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

4.5.6 If there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices, the city council shall fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the council, the mayor shall make said appointment from the candidates under consideration.

Redline of Proposed Amendments from the Charter Commission

4.5.4 In the event ~~case~~ of a vacancy ~~where there remains less than 365 days in the unexpired term~~ in an elected office of the city, the council shall, by a majority vote, appoint a successor to serve the balance of ~~for~~ the unexpired ~~remainder of said~~ term or until a successor elected at a special election held pursuant to this section is qualified. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

4.5.6 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs ~~there are insufficient numbers of candidates in a regular or special election to fill expiring or vacated municipal offices~~, the individual appointed by the city council to fill said vacancy under this section shall serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. ~~fill said offices by appointment until the next regular municipal election. In the case of a tie vote of the council, the mayor shall make said appointment from the candidates under consideration.~~ In the event that such a cancellation occurs, a special election to fill the balance of the unexpired term shall be held on the same date as the next regular municipal election, unless the next regular municipal election would be in the fourth year of the term.

Proposed Amendments from the Charter Commission changes accepted/clean copy

4.5.4 In the event of a vacancy in an elected office of the city, the council shall, by a majority vote, appoint a successor to serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. In the case of a tie vote of the council, the mayor, or acting mayor if the office of mayor be vacant, shall make the appointment from the candidates involved in the tie vote.

4.5.6 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs, the individual appointed by the city council to fill said vacancy under this section shall serve the balance of the unexpired term or until a successor elected at a special election held pursuant to this section is qualified. In the event that such a cancellation occurs, a special election to fill the balance of the unexpired term shall be held on the same date as the next regular municipal election, unless the next regular municipal election would be in the fourth year of the term.

CC Regular Session **7. 1.**

Meeting Date: 04/11/2023

By: Bruce Westby, Engineering/Public Works

Information

Title:

Adopt Resolution #23-074 Approving Joint Powers Agreement for Improvement Project #20-11, Ramsey Gateway Highway 10 Improvements

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #23-074 approving the Joint Powers Agreement for Improvement Project #20-11, Ramsey Gateway Highway 10 Improvements, Anoka County Contract No. C0009284.

Background:

Anoka County is proposing grade separation improvements on CSAH 56 (Ramsey Blvd) and CSAH 57 (Sunfish Lake Blvd) at the BNSF Railway and U.S. Highway 10 crossings to improve traffic operations and safety on each facility. The proposed improvements were designed and will be constructed in partnership with the City of Ramsey and the Minnesota Department of Transportation.

The proposed improvements generally include reconstructing portions of U.S. Highway 10/169, CSAH 56/Ramsey Boulevard, CSAH 57/Sunfish Lake Boulevard, and Riverdale Drive; constructing new frontage roads; constructing sidewalks, trails and pedestrian curb ramps; constructing bridges and roundabouts; reconstructing municipal utilities; constructing a temporary traffic control signal system; establishing turf; and installing striping and signing.

Anoka County has prepared the attached Joint Powers Agreement (JPA), Anoka Contract #C0009284, to clearly define the responsibilities of both Anoka County and the City of Ramsey as related to the construction and maintenance of the proposed improvements. Exhibit A of the attached JPA shows the overall scope of the proposed improvements, which is included as a separate attachment.

Portions of CSAH 56/Ramsey Boulevard and CSAH 57/Sunfish Lake Boulevard will be closed to thru traffic during construction, and access for local traffic will be maintained during construction through detours and temporary access points.

Construction is anticipated to occur between 2023 and 2026, with the vast majority of work occurring in 2024 and 2025.

Notification:

Notifications are not required for this case.

Time Frame/Observations/Alternatives:

Observations:

Declaration of Restrictive Covenants

The JPA requires the County to acquire all necessary right-of-way, easements, and other property rights for the Project. The County is subject to a separate JPA with MnDOT for oversight and approval of the state on all acquisitions of right-of-way. The cost of all necessary right-of-way, easements, and other property rights for the Project shall be covered utilizing awarded project funds. Any City owned property or easements required for the construction will be conveyed to the County at no cost, excluding RALF acquired properties in which RALF funds must be repaid to the Metropolitan Council. After the project, certain right of way and other property

interests will be turned up to MnDOT. The parties anticipate there will be various right-of-way parcels not requested by MnDOT, that were acquired by Anoka County with state funds for the Project.

Right of Way that is not needed by MnDOT or the County for the Project shall be conveyed at no cost to the City for future non-roadway use, green space, development or sale. All dispositions of surplus land or right of way not required for the Project, are subject to restrictive covenants to secure the land for later reimbursement of state highway funds, as addressed in the Declaration provision below. The County will record the Declaration on the surplus land/parcels prior to the conveyance to the City.

As for the lands the State does not require be turned up after the Project, and to ensure state reimbursement for the purchase of those lands, the County and City agree to establish certain restrictions of record with respect to the future sale and use of the properties not needed for infrastructure and construction of the Project. Those restrictions shall run with and encumber the land as more fully set forth in the Declaration designated by the State to be used for this Project. The parties are aware that after the Project is complete, some of the surplus land and right of way not needed for the Project shall be conveyed by the County to the City of Ramsey, to be made available for future use or development by the City. Such transfers between County and City are specifically permitted by the State and are not considered to trigger the sale/use restrictions in the Declaration. However, any subsequent sale, transfer or conveyance of the properties by the City shall be subject to the restrictions set forth in the Declaration.

The County and City shall cooperate in consenting and signing the necessary Declarations and recording same on the required properties. The County and City further agree to comply with all terms, conditions, and restrictions set forth in the Declarations required by the state, which result from the use of state funding for the acquisition of right of way necessary for the Project.

The City Council will be approving the attached Declaration of Restrictive Covenants upon adoption of Resolution #23-074.

<u>City Maintenance Obligations</u>
Upon approval of the JPA the City of Ramsey will be obligating itself to the following ongoing maintenance operations;

- Maintenance of the completed watermain, sanitary sewer, storm sewer (except catch basins and catch basin leads), and detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City, except for ponds maintained by MnDOT. In this case MnDOT will determine maintenance obligations in a separate agreement.
- Maintenance of the bituminous trails on CSAH 56 and CSAH 57 shall be the responsibility of the City. The City shall be responsible for general routine maintenance, such as sweeping, clearing, plowing, trash removal and other incidental items. The City shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.
- Maintenance of crosswalk pavement markings shall be the responsibility of the City. The City will be responsible for all crosswalk pavement markings for any trail/sidewalk crossings at all city streets.
- Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City. The City will be responsible for long-term maintenance and replacement of the complete street light system including items such as: poles, fixtures, luminaires, and control cabinets.
- Maintenance and up-keep of the center islands located within the roundabout(s).
- Maintenance of landscaping and streetscaping.

Alternatives:
Alternative #1 – Motion to adopt Resolution #23-074 approving the Joint Powers Agreement for Improvement Project #20-11, Ramsey Gateway Highway 10 Improvements, Anoka County Contract No. C0009284.

Alternative #2 – Motion of other.

Funding Source:

Total construction costs for the proposed improvements are estimated to be $102,050,000.

The City's lump sum project cost share is set at $4,000,000. The City's first payment of $1,500,000 will be required at the time of award for the widening project, scheduled for Spring/Summer of 2023. The City will then be required to pay another $1,000,000 on March 1, 2024, and another $1,500,000 on March 1, 2025. The City's lump sum contribution will cover the City's share of project costs for design, right-of-way acquisitions, construction, and construction engineering expenses.

The City lump sum contribution is proposed to be funded with $2,000,000 of Public Improvement Revolving (PIR) Funds and $2,000,000 of Municipal State Aid (MSA) Funds per attached sheets 201 and 202 from the 2023-2032 Capital Improvement Program.

Recommendation:

The City Attorney has reviewed and approved the attached JPA as to legal form.

Staff recommends approving the attached Joint Powers Agreement.

Outcome/Action:

Motion to adopt Resolution #23-074 approving the Joint Powers Agreement for Improvement Project #20-11, Ramsey Gateway Highway 10 Improvements, Anoka County Contract No. C0009284.

Attachments

Resolution 23-074

JPA

JPA Exhibit A

Restrictive Covenants

CIP Sheets 201 and 202

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	04/06/2023 03:52 PM
Form Started By: Bruce Westby		Started On: 04/05/2023 08:28 AM
Final Approval Date: 04/06/2023		

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

RESOLUTION #23-074

RESOLUTION APPROVING JOINT POWERS AGREEMENT WITH ANOKA COUNTY FOR IMPROVEMENT PROJECT #20-11, RAMSEY GATEWAY HIGHWAY 10 IMPROVEMENTS

WHEREAS, Anoka County is proposing grade separation improvements on County State Aid Highway (CSAH) 56/Ramsey Boulevard and CSAH 57/Sunfish Lake Boulevard at the Burlington Northern Santa Fe (BNSF) Railway and U.S. Highway 10/169 crossings to improve traffic operations and safety on each facility in partnership with BNSF, the City of Ramsey, and the Minnesota Department of Transportation (MnDOT); and

WHEREAS, the proposed improvements generally include reconstructing portions of U.S. Highway 10/169, CSAH 56/Ramsey Boulevard, CSAH 57/Sunfish Lake Boulevard, and Riverdale Drive; constructing new frontage roads; constructing sidewalks, trails and pedestrian curb ramps; constructing bridges and roundabouts; reconstructing municipal utilities; constructing a temporary traffic control signal system; establishing turf; and installing striping and signing; and

WHEREAS, said parties mutually agree that the at-grade intersections of CSAH 56 and CSAH 57 at the BNSF Railway and U.S. Highway 10 crossings require grade separation to improve traffic operations and safety on each facility; and

WHEREAS, U.S. Highway 10 is under the jurisdiction of MnDOT; and

WHEREAS, CSAH 56/Ramsey Boulevard and CSAH 57/Sunfish Lake Boulevard are County State Aid Highways under the jurisdiction of Anoka County; and

WHEREAS, Riverdale Drive and the Frontage Road north of Highway 10 are Municipal State Aid Streets under the jurisdiction of the City of Ramsey; and

WHEREAS, the BNSF Railway is under the jurisdiction of BNSF; and

WHEREAS, the City of Ramsey and Anoka County desire to work cooperatively to construct the proposed improvements; and

WHEREAS, the proposed improvements are located within Anoka County and almost entirely within the City of Ramsey, though a small amount is located in the City of Anoka; and

WHEREAS, Anoka County prepared a Joint Powers Agreement to define cost-sharing and other responsibilities for Anoka County and the City of Ramsey; and

WHEREAS, the parties agree it is in the best interest of the public to construct the improvements.

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 agrees to share in the local costs for the proposed improvements up to the estimated amount of $4,000,000.

2) That the City of Ramsey agrees to all maintenance obligations defined within the Joint Powers Agreement.

3) That the City of Ramsey agrees to all requirements included within the Declaration of Restrictive Covenants.

4) That the Joint Powers Agreement for construction and maintenance of the proposed improvements is hereby approved with the conditions noted above.

5) That the Mayor and City Administrator are hereby authorized and directed to enter into the Joint Powers Agreement with Anoka County for the reconstruction and maintenance of said Ramsey Gateway Highway 10 improvements within the City of Ramsey, for and on behalf of the City of Ramsey, per Contract No. C0009284.

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

And the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of April, 2023.

_____
Mayor

ATTEST:

_____
City Clerk

JOINT POWERS AGREEMENT
FOR THE RECONSTRUCTION OF COUNTY STATE AID HIGHWAYS 56 AND 57
IN THE CITY OF RAMSEY, MN
(002-656-001,002-657-003, S.P. 199-113-003, S.P. 199-115-006)

THIS AGREEMENT is made by the parties on the last date executed below, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of Ramsey, 7550 Sunwood Dr NW, Ramsey, MN 55303, hereinafter referred to as "City".

WITNESSETH

WHEREAS, the parties to this agreement agree it is in the best interest of the traveling public to construct grade separation improvements on CSAH 56 (Ramsey Blvd) and CSAH 57 (Sunfish Lake Blvd) at the BNSF railway and US Highway 10 crossings; and,

WHEREAS, said parties mutually agree that the intersections of CSAH 56 and CSAH 57 at the BNSF and US HWY 10 crossings are in need of grade separation for public safety; and,

WHEREAS, the County has prepared preliminary design plans for the grade separation project on CSAH 56 and CSAH 57 in accordance with Anoka County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over CSAH 56 and CSAH 57; and,

WHEREAS, the parties agree that it is in their best interests that the cost of said project be shared; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of reconstructing roadway, drainage, trail, and bridges as well as other utilities on CSAH 56 (Ramsey Blvd) and CSAH 57 (Sunfish Lake Blvd); as described in Exhibit A (collectively “the Project”) as identified by the County and City project numbers above. Said engineering plans are filed in the office of the Anoka County Highway Department and incorporated herein by reference.

The parties to this Joint Powers Agreement (JPA) agree in principle that construction of the Project, is in the best interest of the traveling public and that the Approved Layout as shown in Exhibit A defines the the Project.

It is agreed that the Exhibit A Layout has been reviewed and accepted by the parties for construction. .

II. METHOD

The County shall cause the construction of the Project according to the terms herein.

IMPROVEMENTS:

It is agreed by the parties that in 2023-2026, CSAH 56 and CSAH 57 will be constructed into grade separated intersections spanning the BNSF Railway and US Highway 10 to the extent shown in Exhibit A.

INTERSECTIONS**:**

As agreed by the parties, improvements to the following intersections have been incorporated in the Exhibit A Layout design:

CSAH 56/ Riverdale Dr NW: Roundabout controlled intersection
CSAH 56/ Proposed Frontage Rd: Roundabout controlled intersection
CSAH 56/ 143rd Ave NW Right-In Right- Out

CSAH 57/ Riverdale Dr NW: Full access
CSAH 57/Proposed Frontage Rd: Roundabout controlled intersection
CSAH 57/McKinley St NW: Full access intersection

RIGHT OF WAY**:**

The parties agree that the County will acquire all necessary right-of-way, easements, and other property rights for the Project. The parties acknowledge that the County is subject to a separate JPA with MnDOT for oversight and approval of the state on all acquisitions of right-of-way. The parties agree that the cost of the ROW shall be covered utilizing awarded project funds. Any City owned property or easements required for the construction will be conveyed to the County at no cost, excluding RALF acquired properties in which RALF funds must be repaid to the Metropolitan Council. After the project, certain right of way and other property interests will be turned up to MnDOT. The parties anticipate there will be various right-of-way parcels not requested by MnDOT, that were acquired by Anoka County with state funds for the Project. Right of Way that is not needed by MnDOT or the County for the Project shall be conveyed at no cost to the City for future non-roadway use, green space, development or sale. All dispositions of surplus land or right of way not required for the Project, are subject to restrictive covenants to secure the land for later reimbursement of state highway funds, as addressed in the Declaration provision below. The County will record the Declaration on the surplus land/parcels prior to the conveyance to the City.

REQUIREMENT OF DECLARATION (RESTRICTIVE COVENANT):

As for the lands the State does not require be turned up after the Project, and to ensure state reimbursement for the purchase of those lands, the County and City agree to establish certain restrictions of record with respect to the future sale and use of the properties not needed for infrastructure and construction of the Project. Those restrictions shall run with and encumber the land as more fully set forth in the Declaration designated by the State to be used for this Project. The parties are aware that after the Project is complete, some of the surplus land and right of way not needed for the Project shall be conveyed by the County to the City of Ramsey, to be made available for future use or development by the City. Such transfers between County and City are specifically permitted by the State and are not

considered to trigger the sale/use restrictions in the Declaration. However, any subsequent sale, transfer or conveyance of the properties by the City shall be subject to the restrictions set forth in the Declaration. The County and City shall cooperate in consenting and signing the necessary Declarations and recording same on the required properties. The County and City further agree to comply with all terms, conditions, and restrictions set forth in the Declarations required by the state, which result from the use of state funding for the acquisition of right of way necessary for the Project.

DRAINAGE**:**

The City's percentage of the cost of the storm sewer system, including the detention basins and their outlet structures is included as part of the City's lump sum contribution to the cost of the project.

BITUMINOUS TRAIL**:**

The City's lump sum contribution to the total project costs covers the City's portion of the trail construction cost. The parties agree that the City will be responsible for all future maintenance of the trails constructed for this Project.

TRAFFIC CONTROL**:**

The parties understand and agree that portions of CSAH 56 and CSAH 57 will be closed to thru traffic during construction, and access for local traffic will be maintained during construction through detours and temporary access points. The parties agree and understand the cost share for traffic control for the city shall be included in the City's lump sum contribution.

DRIVEWAYS**:**

The parties agree that all driveways affected (excluding those identified for removal) in the Project will be reconstructed in kind at 100% project cost.

LANDSCAPING/STREETSCAPING:

The parties agree that if the City wishes to include landscaping or streetscape features in the project, they shall be designed in accordance with Anoka County Highway Department Landscape/Streetscape Guidelines. Future maintenance of any landscaping/streetscaping will be the sole responsibility of the City. Eligible improvements allowed by MnDOT will be included in the City's lump sum contribution.

RETAINING WALLS & NOISE WALLS:

The parties agree that if the City wishes to include aesthetic treatment to any retaining walls or noise walls, any construction costs above standard cost will be an additional expense charged to the City.

UTILITIES**:**

The City will pay for their utility project costs. The parties agree and understand the cost share for utility adjustments and installations shall be included in the City's lump sum contribution.

PERMITS:

The parties agree that the County will secure all necessary permits for this Project. The City agrees to coordinate with the County in securing the permits required by Lower Rum River Water Management Organization (LRRWMO), city permits, as well as any other permits that may be required. The County also requests that the City inform the County of any ordinances or city regulations that affect construction at the time of the signing of this JPA (e.g. setbacks, tree clearing ordinances, or any other city ordinances).

III. COSTS

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the "actual construction costs" and shall be so referred to herein. "Estimated construction costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible. At the onset of this project both Anoka County and the City of Ramsey each committed a sum of $4,000,000 for the delivery of this project. As such this JPA is in agreement with that commitment and reflects a $4,000,000 lump sum amount to cover the City's contribution to the project. Anoka County will contribute $5,500,000 to the project.

The estimated construction cost of the total project is **$102,050,000**

The City's share of this project is set as a lump sum amount of: **$4,000,000.00**

Upon award of the contract, the City shall pay to the County, $4,000,000 in total over the length of the construction project. The first payment will be required at the time of award for the widening project. This payment will be $1,500,000. The remaining share will be paid as follows $1,000,000 March 1st, 2024 and $1,500,000 March 1st , 2025. The City's lump sum contribution will cover the city's share of the cost of the project shall include design, ROW, construction and construction engineering expenses.

The County agrees to submit to the City for review all final quantities and costs within one year of project substantial completion.

IV. TERM / TERMINATION

This Agreement shall become effective immediately upon execution and will remain in effect until the Project and all restoration activities are completed, *with exception* of the ownership and maintenance provisions within this Agreement which shall continue indefinitely and survive termination of this Agreement.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

VII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds and report of all receipts and shall be made upon request by either party. Prior to city payment to the County, Anoka County shall provide the City a copy of all cost participation documents submitted to MnDOT State Aid to assist the city in their application for MSA funding.

IX. MAINTENANCE

A. Maintenance of the completed watermain, sanitary sewer, storm sewer (except catch basins and catch basin leads), and detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City, except for ponds maintained by MnDOT. In this case MnDOT will determine maintenance obligations in a separate agreement.

B. Maintenance of the bituminous trails on CSAH 56 and CSAH 57 shall be the responsibility of the City. The City shall be responsible for general routine maintenance, such as sweeping, clearing, plowing, trash removal and other incidental items. The City shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.

C. Maintenance of crosswalk pavement markings shall be the responsibility of the City. The City will be responsible for all crosswalk pavement markings for any trail/sidewalk crossings at all city streets.

D. Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City. The City will be responsible for long-term maintenance and replacement of the complete street light system including items such as: poles, fixtures, luminaires, and control cabinets.

E. The City shall be responsible for the maintenance and up-keep of the center islands located within the roundabout(s).

X. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Administrator of Ramsey, 7550 Sunwood Dr NW, Ramsey, MN 55303, on behalf of the City.

XI. INDEMNIFICATION

The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

XII. ENTIRE AGREEMENT REQUIREMENT OF A WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

XIII. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each one of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

(Signature page follows)

IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

COUNTY OF ANOKA

By: _____
Rhonda Sivarajah
County Administrator

Dated: _____

CITY OF RAMSEY-

By: _____
Mark E. Kuzma
Mayor

Dated: _____

By: _____
Brian Hagen
City Administrator

Dated: _____

RECOMMENDED FOR APPROVAL:

By: _____
Joseph J. MacPherson, P.E.
Transportation Division Manager

By: _____
Bruce R. Westby, P.E.
City Engineer/Public Works Director

Dated: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Christine V. Carney
Assistant County Attorney

By: _____
Frederic Knaak
City Attorney

EXHIBIT "A"

Layout

EXHIBIT "B"

Cost Distribution Spreadsheet

EXHIBIT "C"

FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY

ITEMS	COUNTY SHARE	CITY SHARE
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median and Center Island Construction	100%	0%
Concrete Median	100%	0*1
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%, Unless existing trail not placed at edge of R/W	0%
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter*2	based on state aid letter*2
Driveway Upgrades	100%, in-kind	100%, of up-grades
Traffic Signals, new (communities larger than 5,000) w/ State Aid approved SJR	½ the cost of its legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, replacement (communities larger than 5,000) w/ State Aid approved SJR	the cost of its legs of the intersection	the cost of its legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000) w/ State Aid approved SJR	100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	*3	*3
Right-of-Way	100%*4	0%
Street Lights	0%	100%
Noise Walls	100%, if not previously notified*5	100%, if previously notified*5

*1 The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median.

*2 In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.

*3 Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.

*4 In the event that the Township or City requests purchase of right-of-way in excess of those right-of-ways required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.

*5 Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. Maintenance shall be the responsibility of the agency paying for the initial installation. When the County is the responsible agency, it shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, the requesting agency will pay the additional cost above the cost of standard noise wall.

LAYOUT HISTORY

LAYOUT NOTES

EXISTING TYPICAL SECTIONS

Level 1 LAYOUT APPROVAL

LAYOUT LEGEND

RAMSEY BLVD AT TH 10

SUNFISH LAKE BLVD AT TH 10

BUNKER LAKE BLVD

SUNFISH LAKE BLVD AT MCKINLEY

RAMSEY BLVD AT TH 10

SUNFISH LAKE BLVD AT RIVERDALE

MISSISSIPPI WEST REGIONAL PARK

MISSISSIPPI RIVER

SUNWOOD DR NW

VETERANS DR

RIVERDALE DR NW

BNSF RAILWAY

MCKINLEY ST NW

10 169

DECLARATION OF RESTRICTIVE COVENANTS

This Declaration of Restrictive Covenants ("**Declaration**") is executed as of this ____ day of _____, 20__ (the "**Effective Date**"), by the County of Anoka ("**Owner**").

RECITALS

A. The County of Anoka ('Owner") and the State of Minnesota, through its Commissioner of Transportation, ("State") entered into an agreement wherein the Owner agreed to purchase certain lands needed for construction of the U.S. Highway 10/169 Ramsey Gateway Project ("Highway Project") and the cost of said lands would be reimbursed by the State to Owner as outlined in MnDOT Joint Powers Agreement, Contract No. 1049476 ("Contract").

B. The County of Anoka is the owner of those certain parcels of land acquired pursuant to the Contract and located in the County of Anoka, State of Minnesota (the "State"), which are more fully described as the Parcel(s) set forth in Exhibit A attached hereto (the "Property").

C. The parties acknowledge that upon completion of the Highway Project, some of the lands may be conveyed to the State for highway purposes, and some may be conveyed to the City of Ramsey for green space or future development purposes, if not needed for the Highway Project.

D. As for the lands the State no longer wishes to own under the Contract, and to ensure reimbursement by the State for the purchase of those lands, the Owner and the City of Ramsey, as a consenting potential successor Owner, have agreed to establish certain restrictions with respect to the future sale and use of the Property that are intended to run with and encumber the land as more fully set forth herein.

E. The parties are aware that after the Highway Project, some of the surplus land not needed for the Project may be conveyed by Owner to the City of Ramsey, to be made available for future use or development by the City. Such transfers between Owner and City are specifically permitted by the State and not considered a breach of this Declaration.

NOW THEREFORE, in consideration of the foregoing promises, reimbursements, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Owner declares as follows:

1. <u>Use Restrictive Covenant.</u>

(a) From and after the Effective Date, other than transfers by Owner to the City of Ramsey which are permitted, (i) the Owner and any successors or assigns shall not convey, sell, lease, mortgage, assign, enter into any agreement whatsoever for profit in any way from the use of the Property unless such transaction includes reimbursement to the State for the then present fair market value of the land, as determined by appraisal or such other

method of valuation as the State and current Owner may agree upon; (ii) unless and until the Property is sold with consent of the State, and the State is reimbursed as identified in (i) above, the use of the Property shall be limited solely to public use as passive open or green space, or other such uses as expressly authorized by the State in writing.

(b) This Declaration and the covenants set forth herein restricting the use and occupancy and future sale of the land (i) shall be and are covenants running with, touching, and encumbering the Property, binding upon the Owner and all successors in interest or title, transferees, vendees, lessees, mortgagees, and assigns who are owners and/or users of the Property, and (ii) are not merely personal covenants of the Owner or any successors.

(c) Any and all requirements of the laws of the State of Minnesota to be satisfied in order for the provisions of this Declaration to constitute deed restrictions and covenants running with the land shall be deemed to be satisfied in full, and any requirements or privileges of estate are intended to be satisfied, or in the alternate, an equitable servitude has been created to ensure that these restrictions and encumbrances run with the land.

2. Enforcement. In the event of a breach or threatened breach of this Declaration, any party adversely affected by such breach shall be entitled to institute proceedings at law or in equity for relief from the consequences of said breach including seeking injunctive relief to prevent a violation thereof.

3. Superiority. The charges and burdens of this Declaration are, and shall at all times be, prior and therefore superior to the lien or charge of any mortgage or deed of trust hereafter made affecting the Property or any part thereof, including any improvements now or hereafter placed thereon, and notwithstanding a foreclosure or other voluntary or involuntary transfer of title pursuant to such instrument, shall remain in full force and effect, but are subordinate to the security interests of record on the Effective Date.

4. Release. Any person or entity having or acquiring fee or leasehold title to the Property, or any portion thereof shall be required to comply with and be bound by this Declaration and shall treat this Declaration as a Lien against the Property unless and until it is formally released by the State.

5. Notices. For purposes of subsequent conveyances, potential sale, or other need for consent from the State for the purposes set forth herein, the name, address in connection with such correspondence and notices to State shall be as listed below:

Minnesota Department of Transportation
Attn: Director, Metro District Right-of-Way
1500 West County Road B2
Roseville, MN 55113
651-234-7683
mndot.gov/

6. Miscellaneous.

(a) Headings. The headings in this Declaration are for convenience only and do not in any way limit or affect the terms and provisions hereof.

(b) Unenforceability. If any provision of this Declaration is held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the remainder of such provision or any other provisions hereof.

(c) Gender. Wherever appropriate in this Declaration, the singular shall be deemed to refer to the plural and the plural to the singular, and pronouns of certain genders shall be deemed to include either or both of the other genders.

(d) Governing Law. This Declaration shall be construed and enforced in accordance with the laws of the State of Minnesota.

(e) Amendments. This Declaration may be amended or canceled only by written instrument executed by both the State and the Owner, or subsequent owner of record.

CONSENT TO DECLARATION

The above Declaration is entered into by Owner and State with the consent of the City of Ramsey, a party in interest and potential successor Owner of certain lands not needed for the Highway Project, which may be conveyed to the City as referenced above.

City of Ramsey, a Minnesota municipal corporation

By:_____
Mark Kuzma, Mayor

Dated:_____

By:_____
Brian Hagen, City Administrator

Dated:_____

IN WITNESS WHEREOF, the undersigned has caused this Declaration to be signed by its duly authorized representatives, as of the day and year first above written.

OWNER:

COUNTY OF ANOKA, A POLITICAL SUBDIVISION UNDER THE LAWS OF THE STATE OF MINNESOTA

By: _____
Matt Look

Its: Chair, County Board of Commissioners

By: _____
Rhonda Sivarajah

Its: County Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing was acknowledged before me this ____ day of _____, 2023, by Matt Look and Rhonda Sivarajah, the Chair of the County Board of Commissioners and the County Administrator of the County of Anoka, a political subdivision under the laws of the State of Minnesota, on behalf of the County of Anoka.

Notarial Stamp or Seal (or other title or rank)	_____ Signature of person taking acknowledgment

This Instrument Was Drafted By:
Legal Dept. MnDOT Office of Land Management
395 John Ireland Boulevard, Mailstop 630
St. Paul, MN 55155-1800

Capital Improvement Program

2023 *thru* 2032

City of Ramsey, Minnesota

Project #	16-STR-002
Project Name	HWY 10 and BNSF RR Grade Separation at Ramsey Blvd

Department	Street Improvements
Contact	
Type	Improvement
Useful Life	60 Years
Category	Street Improvement
Priority	2-New Addition (High)
Status	Active

Total Cost $2,000,000

Description

Construct grade-separated crossings of Highway 10 and BNSF Railway at Ramsey Boulevard. Includes half of the required frontage road improvements.

Totall cost of project $66,000,000. City share = $2,000,000

Justification

The existing at-grade vehicle and pedestian crossings of the BNSF railroad tracks are unsafe and result in traffic congestion and mobility issues along US Highway 10 and Ramsey Boulevard. When responding to calls for service, emergency vehicles are not able to cross the railroad tracks or US Highway 10 when trains are present. This can result in delays of several minutes or more, depending on the length of train(s). Numerous private access to Highway 10 will be removed improving safety, congestion and mobility on Highway 10.

Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Improvements Other than Building Cost		1,000,000	1,000,000								2,000,000
Total		**1,000,000**	**1,000,000**								**2,000,000**

Funding Sources	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
MSA		500,000	500,000								1,000,000
Public Improvement Revolving Fund		500,000	500,000								1,000,000
Total		**1,000,000**	**1,000,000**								**2,000,000**

Capital Improvement Program

2023 *thru* 2032

City of Ramsey, Minnesota

Project #	16-STR-003
Project Name	HWY 10 & BNSF RR Grade Separation at Sunfish Lk Bl

Department	Street Improvements
Contact	
Type	Improvement
Useful Life	60 Years
Category	Street Improvement
Priority	2-New Addition (High)
Status	Active

Total Cost $2,000,000

Description

Construct grade-separated crossings of Highway 10 and BNSF Railway at Sunfish Lake Boulevard. Includes half of the required frontage road improvements.

Totall cost of project $72,000,000. City share = $2,000,000

Justification

The existing at-grade vehicle and pedestian crossings of the BNSF railroad tracks are unsafe and result in traffic congestion and mobility issues along US Highway 10 and Sunfish Lake Boulevard. When responding to calls for service, emergency vehicles are not able to cross the railroad tracks or US Highway 10 when trains are present. This can result in delays of several minutes or more, depending on the length of train(s). Numerous private access to Highway 10 will be removed improving safety, congestion and mobility on Highway 10.

Expenditures	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
Improvements Other than Building Cost		1,000,000	1,000,000								2,000,000
Total		**1,000,000**	**1,000,000**								**2,000,000**

Funding Sources	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total
MSA		500,000	500,000								1,000,000
Public Improvement Revolving Fund		500,000	500,000								1,000,000
Total		**1,000,000**	**1,000,000**								**2,000,000**