

**City of Ramsey**  
**Agenda**  
**Economic Development Authority (EDA)**  
**Thursday, December 14, 2023**  
**7:30 am**  
**Council Chambers, 7550 Sunwood Drive NW**

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

1. **Call to Order**
  
2. **Approve Agenda**
  
3. **Approve Minutes**
  1. Approve Meeting Minutes for October 12, 2023
  
4. **EDA Business**
  1. Consider Loan Application from Restaurant Subsidy Program: Bossman Inc. dba Chanticlear Pizza
  2. Consider EDA Funding for Replacement of Entrance Monument at TH #47 and Bunker Lake Boulevard NW
  
5. **Member/Staff Input**
  
6. **Adjournment**

**Economic Development Authority (EDA)**

**Meeting Date:** 12/14/2023

**Primary Strategic Plan Initiative:** Enhance City’s communication through transparency and accountability.

**Title:**

Approve Meeting Minutes for October 12, 2023

**Purpose/Background:**

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

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

**Recommendation:**

Approval of October 12, 2023 meeting minutes.

**Outcome/Action:**

Motion to approve October 12, 2023 EDA meeting minutes.

**Attachments**

EDA Minutes

**Form Review**

**Inbox**

Sean Sullivan

Brian Hagen

Form Started By: Wendy Schlueter

Final Approval Date: 11/08/2023

**Reviewed By**

Sean Sullivan

Brian Hagen

**Date**

10/31/2023 02:30 PM

11/08/2023 11:08 AM

Started On: 10/13/2023 02:34 PM

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, October 12, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Chairperson Shanna Stewart  
Member Chelsee Howell  
Member Brittany Lindahl  
Member Chris Riley

Members Absent: Chairperson Scott Winyinger  
Member Rachal Johnson  
Member William Mac Lennan

Also Present: Sean Sullivan, Economic Development Manager

**1. CALL TO ORDER**

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

**2. APPROVE AGENDA**

Motion by Member Lindahl, seconded by Member Riley, to approve the agenda.

Motion carried. Voting Yes: Acting Chairperson Stewart, Members Lindahl, Riley, and Howell.  
Voting No: None. Absent: Chairperson Winyinger and Members Johnson and MacLennan.

**3. CONSENT AGENDA**

**3.01: Approve Meeting Minutes Dated September 14, 2023**

Motion by Member Lindahl, seconded by Member Howell, to approve the September 14, 2023, minutes as presented.

Motion carried. Voting Yes: Acting Chairperson Stewart, Members Lindahl, Howell, and Riley.  
Voting No: None. Absent: Chairperson Winyinger and Members Johnson and MacLennan.

**4. EDA BUSINESS**

**4.01: Approval of 2024 Business Network Meeting at LaFontaine Event Center**

Economic Development Manager Sullivan presented the staff report.

Member Riley commented that Wells Catering has been doing the breakfast and Business Appreciation Day dinner for many years and therefore thought that should be discussed as to whether to continue with that caterer.

Economic Development Manager Sullivan replied that LaFontaine is the owner of the venue and can control which caterers they allow in the venue. He noted that LaFontaine has expressed interest in being the caterer for this event at its own venue and plans to advertise their new venue during the event as well. He noted that he would continue to use Lyndes/Wells for the golf event.

Acting Chairperson Stewart commented that she would like to give LaFontaine the opportunity to do the breakfast for this event.

Economic Development Manager Sullivan commented that Lyndes/Wells does provide quality food for the events, and the decision to use another caterer is not due to poor performance by Lyndes/Wells.

Member Riley asked when the date would be solidified.

Economic Development Manager Sullivan replied that he would anticipate that the date would be locked in within the next two weeks after he gets confirmation from the Communication Team at Zan and Associates. He asked if there were any dates on the list that would be conflicts.

Acting Chairperson Stewart noted that there is an EDA meeting on February 8<sup>th</sup> and commented that date should be removed unless that event will take the place of the regular meeting.

Economic Development Manager Sullivan commented that the budget for the event was \$4,000 last year and recommends to keep that flat.

Motion by Member Lindahl, seconded by Member Riley, to allocated \$4,000 for the 2024 Business Network Meeting at LaFontaine Event Center and to select LaFontaine as the caterer; approve the proposed agenda; and approve the following dates (1/31, 2/1, 2/6, and 2/7) for the meeting.

Motion carried. Voting Yes: Acting Chairperson Stewart, Members Lindahl, Riley, and Howell. Voting No: None. Absent: Chairperson Winyinger and Members Johnson and MacLennan.

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

Economic Development Manager Sullivan provided a recap of the recently held Chamber Breakfast, noting Ramsey businesses (Inky Elf, Minnesota Tool and Die and Bob FM) that were recognized. He provided an update on development project progress, development activity and interest.

Member Riley asked if the updates to Ferret Street attracted the new development interest.

Economic Development Manager Sullivan confirmed that the developer would not have been interested without the installation of the new street, sewer, water and storm. He explained the challenges and increased costs relating to septic systems and fire suppression systems if there was not City Services to the site. He then referenced the south portion parcel 42 (Aldi on the north), noting that two oil change businesses are looking at that spot. He asked if the EDA would support that type of use on that site.

Member Lindahl noted that with Aldi blocking the view that would be a good complimentary use. She noted that the new buildings of that type often look nice and therefore it would blend well.

Member Riley commented that while he would prefer a restaurant, he recognized that this is what the market is bringing. He stated that as long as the building meets the standards, he could support that.

Economic Development Manager Sullivan referenced the former Anytime Fitness space and noted that there is a potential restaurant user looking to build out that space. He noted that there are also potential users to backfill the vacant restaurant space formerly occupied by the Kitchen Table. He noted another site that has interest from a senior housing developer. He noted that perhaps if that site is chosen, they would want to request first floor retail or encourage the developer to look at another location.

Member Lindahl commented that she would think that frontage should be preserved, as she would think that senior housing would include fencing. She noted that perhaps a park feature for grandkids could be added near the street and the building could be pushed back.

Economic Development Manager Sullivan noted that all the buildings in that stretch have to be close to the street, which is why his thought was first floor retail. He noted that perhaps another site not on the main roadway would be better fitting for that project. He stated that perhaps it would make the most sense to hold out on that site as the hotel on the adjacent parcel could help bring more retail opportunities.

Acting Chairperson Stewart stated that perhaps the building is pushed more towards West Ramsey Parkway which would leave frontage on the main street for retail opportunities.

Member Riley commented that he would not support that location and would need to think more about a different location.

Acting Chairperson Stewart agreed with Member Riley. She stated that she would also prefer to have the oil change business located near O'Reilly's.

Economic Development Manager Sullivan noted that was discussed but there is no interest by the oil change businesses to go in that location because up the upcoming Ramsey Boulevard interchange project. He noted that the traffic counts are also higher on Armstrong and the businesses both preferred that area. He commented that Aldi does have use restrictions in place and is likely willing to work with these users.

Member Riley asked if Aldi and the oil change business would use up that land.

Economic Development Manager Sullivan confirmed that would use up the majority of that vacant land with some additional parking area. He provided additional background information on an agreement with Northstar Marketplace which states that when that vacant area develops, the developer of the site would provide additional parking.

## 6. ADJOURNMENT

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

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

The regular meeting of the Economic Development Authority adjourned at 8:04 a.m.

Respectfully submitted,

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Sean Sullivan  
Economic Development Manager

ATTEST:

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Wendy Schlueter  
Economic Development Administrative Assistant

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

**Economic Development Authority (EDA)****Meeting Date:** 12/14/2023**Primary Strategic Plan Initiative:** Promote economic growth and development.**Title:**

Consider Loan Application from Restaurant Subsidy Program: Bossman Inc. dba Chanticlear Pizza

**Purpose/Background:**

The purpose of this case is to review the proposed request by Bossman Inc. for financial assistance utilizing the Restaurant Subsidy Program. Staff has received a complete application. Feedback from residents, businesses, visitors, and elected/appointed officials states that attracting more restaurants is a priority for Ramsey. On February 8, 2021 the City of Ramsey adopted a WAC and SAC Assistance program that provides forgivable loans for new and expanding "dine in, full service restaurants" in Ramsey. The city has received an application from Bossman Inc. dba Chanticlear Pizza for financial assistance relating to the 11 units of SAC and WAC Fees for a new restaurant build-out in the former Anytime Fitness location at 7876 Sunwood Drive NW, Unit 100 in Northstar Marketplace. Staff is asking the EDA to consider funding this request.

**Notification:**

None required

**Time Frame/Observations/Alternatives:**

The proposed 1.63M investment would help bring a 5,165 SF Chanti Grill concept to Ramsey; similar to locations in Coon Rapids and Maple Grove. The full SAC Charge (Metropolitan Council) is estimated to be \$27,335.00 and the WAC Charge (City of Ramsey) is estimated to be \$16,291.00. These fees total \$43,626.00. Bossman Inc. dba Chanticlear Pizza is requesting a loan of \$30,538.20 (70% of the Total SAC AND WAC Charges) from the Full Service Restaurant Subsidy Program (See attached). The negotiated lease for Chanticlear will commence in January 2024 with construction commencing shortly after when the building plans have been reviewed and a permit is issued.

The project will result in approximately 39 jobs coming to Ramsey. 21 of the jobs would be full time and 18 of the jobs would be part-time with wages starting at 18/hr. A summary of the anticipated hiring for this location is attached to this case.

The owner is securing \$987,000 in private bank financing, providing an injection of cash and is requesting a city SAC and WAC forgivable loan. Staff supports approval of a 70%, 0% interest loan, forgivable loan for both the SAC and WAC Fees in the amount of \$30,538.20; subject to satisfactory underwriting by CMDC. The proposed funding sources for the loan would be the City Water Fund (WAC) and the EDA Fund (SAC). The applicant would also be required to pay \$13,087.80 (30%) for the SAC and WAC charges upfront and closing costs estimated to be \$1000. The financing of this deal would likely include a loan agreement, and a subordinated UCC filing against collateral owned by the applicant. The applicant leases the space and a real estate mortgage would not be obtainable in this circumstance. Staff will work with the applicant to gather necessary financial information necessary to complete underwriting of the loan if the Loan is recommended for approval by the EDA. The Applicant has already provided the majority of the financial information/projections needed to complete underwriting and just a few more pieces of information are needed. If the EDA supports this recommendation, Staff would bring this to the City Council, along with drafted loan documents for consideration for approval.

**Loan Approval Recommendation**

1. The EDA recommend to the City Council approval of a \$30,538.20 (70%) SAC and WAC loan to Bossman Inc. dba Chanticlear Pizza.
2. The EDA recommend to the City Council approval of a \$ \_\_\_\_\_ ( \_\_ %) SAC and WAC loan to Bossman Inc. dba Chanticlear Pizza.
3. Something Else

**Funding Source:**

\$11,403.70 - City Water Fund

\$19,134.50 - EDA Fund

**Recommendation:**

Staff recommendation is for the EDA to recommend to the City Council approval of a \$30,538.20 (70%) SAC and WAC loan to Bossman Inc. dba Chanticlear Pizza; subject to underwriting and City Attorney review.

**Outcome/Action:**

Motion to recommend to the City Council approval of a \$30,538.20 (70%) SAC and WAC loan to Bossman Inc. dba Chanticlear Pizza; subject to underwriting and City Attorney review.

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**Attachments**

Site Location Map

Application and Site Layout

Projected Job Creation

Restaurant Subsidy Program Policy

SAC and WAC Fee Breakdown

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Sean Sullivan

Final Approval Date: 12/06/2023

**Reviewed By**

Brian Hagen

**Date**

12/06/2023 11:25 AM

Started On: 11/27/2023 05:12 PM

# Chanti Grill Site



**Parcel Information:**      Approx. Acres:  
   Commissioner:

7678 Sunwood Drive NW Unit 100  
RAMSEY  
MN 55303  
Plat:

**Owner Information:**  
Northstar Marketplace



Sean Sullivan

1:2,400

Date: 11/27/2023

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



**B. PROJECT INFORMATION**

The project will be: (Check all that apply)

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

The project will be:       Owner Occupied       Leased Space

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

Project Address

7876 Sunwood Dr NW #100A

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

Site Plan Attached:

Yes       No

Current Real Estate Taxes on Project Site: \$ N/A Leased unit in Northstar Marketplace

Estimated Real Estate Taxes Upon Completion:      Phase I \$ N/A, remodel of Anytime Fitness space

Phase II \$ \_\_\_\_\_  
Phase III      \$ \_\_\_\_\_  
Total      \$ \_\_\_\_\_

Construction Start Date:

Estimated January 2024

Construction Completion Date:

Estimated April 2024

If Phased Project:

\_\_\_\_\_ % Completed in \_\_\_\_\_ years  
\_\_\_\_\_ % Completed in \_\_\_\_\_ years  
\_\_\_\_\_ % Completed in \_\_\_\_\_ years

**C. PUBLIC PURPOSE OBJECTIVES**

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

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

**D. SOURCES & USES OF FUNDS**

**Attach additional information as Part 8**

<u>SOURCES</u>	<u>AMOUNT</u>
Bank Loan	\$ <u>1,150,000</u>
Other Loans	\$ _____
Owner Equity	\$ <u>160,000</u>
Fed Grant/Loan	\$ _____
State Grant/Loan	\$ _____
Industrial Development Bonds	\$ _____
Tax Increment Financing	\$ _____
Tax Abatement	\$ _____
Revolving Loan Fund	\$ <u>30,528 (SAC and WAC Deferral Loan)</u>
Other	\$ <u>\$299,000 Tenant Improvement Allowance</u>
<b>TOTAL</b>	\$ <u>1,639,528</u>

<u>USES</u>	<u>AMOUNT</u>
Land Acquisition	\$ _____
Site Development	\$ _____
Construction	\$ _____
Machinery & Equipment	\$ _____
Architectural/Engineering Fees	\$ _____
Debt Service Reserve	\$ _____
Contingencies	\$ _____
Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Total Amount of business assistance requested from either Revolving Loan Fund, Abatement, Tax Increment Financing or another source: \$ \_\_\_\_\_

**E. ADDITIONAL DOCUMENTATION AND CHECKLIST**

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

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

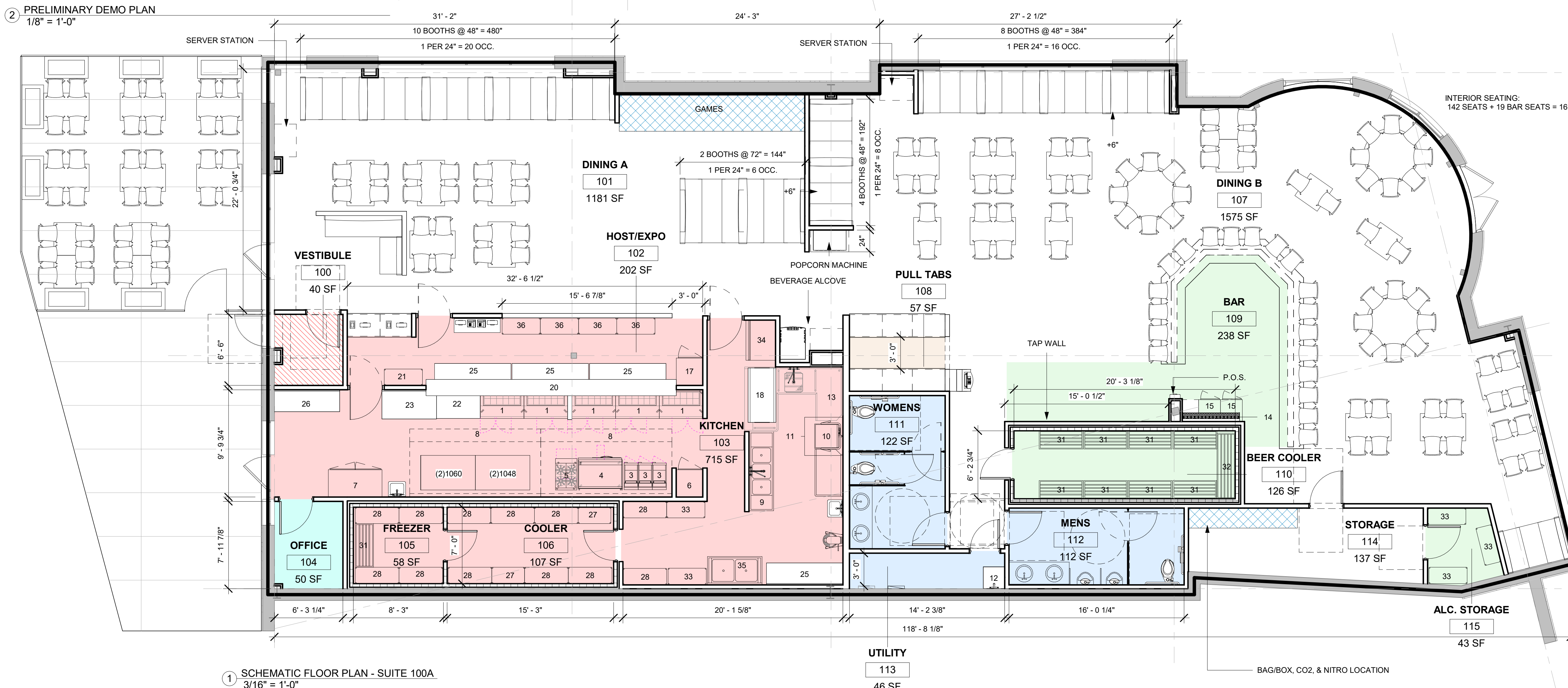
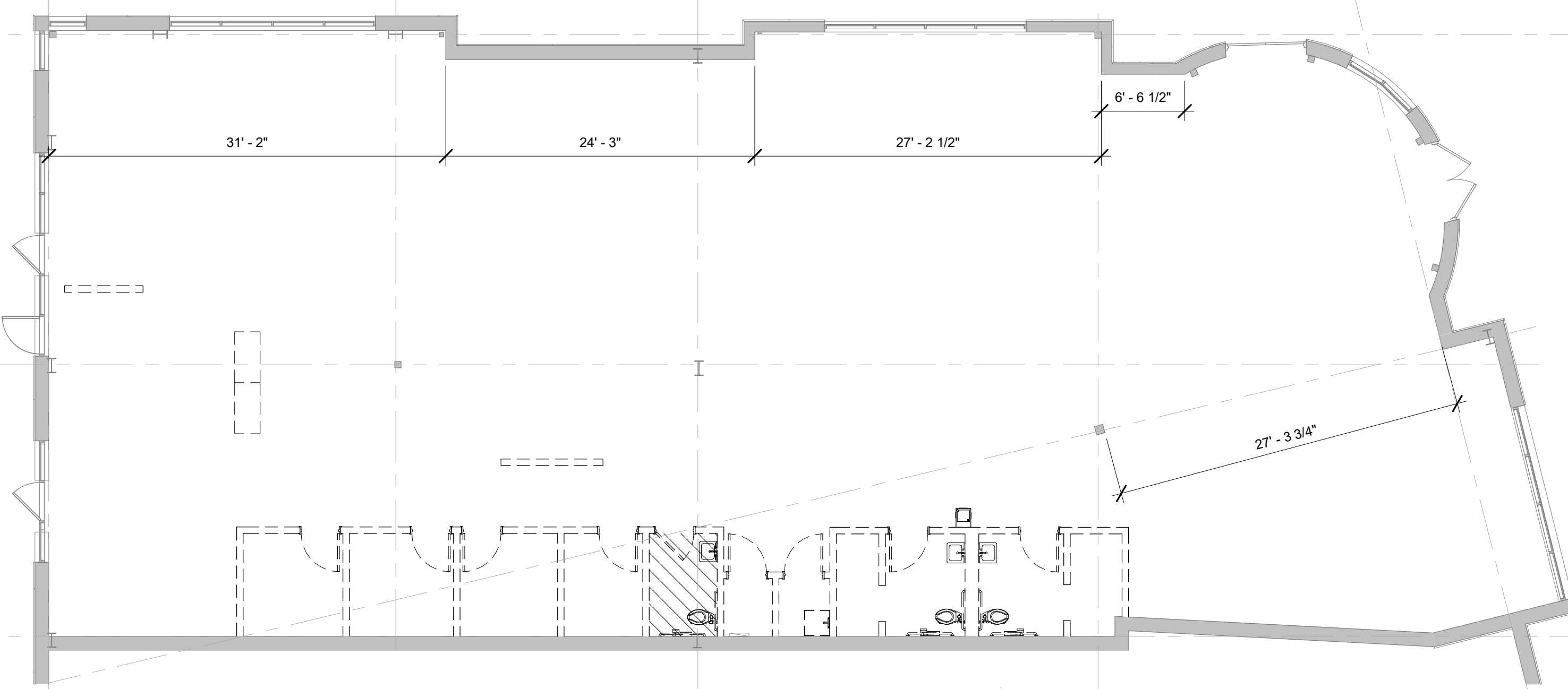
The undersigned certifies that all information provided in this application is true and correct to the best of the undersigned’s knowledge. The undersigned authorizes the City and EDA of Ramsey to check credit references, verify financial and other information, and share this information with other political subdivisions as needed. The undersigned also agrees to provide any additional information as may be requested by the City after the filing of this application.

Applicant Name       N. D. S.       Date       10/30/23      

By \_\_\_\_\_  
Its \_\_\_\_\_

# EQUIPMENT KEYNOTES

- 1 PREP TABLE - 4'-0" W X 2'-7 1/2" D
- 2 PIZZA OVEN - 5'-0" W X 3'-2" D
- 3 FRYER - 1'-3 1/2" W X 2'-5 1/4" D
- 4 FLAT TOP GRILL - 4'-0" W X 2'-8" D
- 5 4 BURNER STOVE - 2'-0" W X 2'-10 1/2" D
- 6 FREEZER - 2'-5" W X 2'-6" D X 6'-2" H
- 7 REACH-IN FRIDGE (INGREDIENTS) - 4'-11" W X 2'-6" D
- 8 12'-0" HOOD
- 9 3-COMP SINK - 7'-3" W X 2'-3" D
- 10 DISHWASHER
- 11 EXHAUST HOOD
- 12 MOP SINK
- 13 DISH PIT STAINLESS STEEL TABLE WITH SINK
- 14 S.S. BEER TAP UNIT - 16 TAPS - 5'-3" W
- 15 UNDERCOUNTER FRIDGE
- 16 SINK
- 17 S.S. FRIDGE (FOR SAUCES) - 2'-5" W X 2'-6" D X 6'-2" H
- 18 S.S. BOTTLE RACK HOLDER
- 19 NOT USED
- 20 S.S. CAP - 25'-4" WITH HEAT LAMPS
- 21 S.S. HEAT RACK - 3'-8" W X 1'-6" D
- 22 S.S. TABLE - 4'-0" W X 3'-1" D
- 23 S.S. TABLE - 5'-0" W X 3'-6" D
- 24 S.S. TABLE - 2'-0" W X 3'-1" D
- 25 S.S. TABLE - 7'-0" W X 2'-0" D
- 26 S.S. TABLE - 6'-0" W X 2'-0" D
- 27 METRO SHELF - 3'-0" W X 1'-6" D
- 28 METRO SHELF - 4'-2" W X 1'-6" D
- 29 METRO SHELF - 2'-8" W X 1'-6" D
- 30 DUNNAGE RACK - 3'-0" W X 1'-8" D
- 31 DUNNAGE RACK - 4'-0" W X 1'-8" D
- 32 DUNNAGE RACK - 6'-0" W X 1'-8" D
- 33 METRO SHELF - 3'-6" W X 1'-6" D
- 34 ICE STORAGE BIN - 3'-8" W X 2'-8 1/2" D
- 35 VEGGIE SINK - 5'-0" W X 2'-7" D
- 36 METRO SHELF - 3'-6" W X 1'-6" D X 4'-0" H



# CODE INFORMATION

## APPLICABLE CODES

BUILDING CODE: 2020 MINNESOTA STATE BUILDING CODE  
 ENERGY CODE: 2020 MINNESOTA ENERGY CODE  
 ACCESSIBILITY: 2020 MINNESOTA ACCESSIBILITY CODE  
 MECHANICAL: 2020 MECHANICAL AND FUEL GAS CODE  
 PLUMBING: 2020 MINNESOTA PLUMBING CODE  
 FIRE: 2020 MINNESOTA FIRE CODE  
 ELECTRICAL: MINNESOTA ELECTRICAL CODE

## CHAPTER 3: USE AND OCCUPANCY CLASSIFICATION

EXISTING OCCUPANCY: A-3 (FITNESS CENTER)  
 PROPOSED OCCUPANCY: A-2 (RESTAURANT); **NO CHANGE IN USE**

## CHAPTER 5: BUILDING HEIGHTS AND AREAS

EXISTING BUILDING AREA: +/- 13,637 GFA; **NO CHANGE**  
 PROJECT AREA: 5,165 USF  
 EXISTING CONSTRUCTION TYPE: II-B  
 EXISTING BUILDING SPRINKLED: YES

504.3 ALLOWABLE BUILDING HEIGHT: **NO CHANGE**  
 504.4 ALLOWABLE STORIES: **NO CHANGE**  
 506.2 ALLOWABLE AREA: **NO CHANGE**

## CHAPTER 6: TYPES OF CONSTRUCTION

EXISTING BUILDING CONSTRUCTION TYPE: II-B  
 PRIMARY STRUCTURAL FRAME: 0  
 EXTERIOR BEARING WALLS: 0  
 INTERIOR BEARING WALLS: 0  
 NONBEARING EXTERIOR WALLS AND PARTITIONS: 0 (10 < X < 30)  
 NONBEARING INTERIOR WALLS AND PARTITIONS: 0  
 FLOOR CONSTRUCTION: 0  
 ROOF CONSTRUCTION: 0

## CHAPTER 8: INTERIOR FINISHES

OCCUPANCY GROUP: A-2 (RESTAURANT)  
 SPRINKLED: YES

803.13 INTERIOR EXIT STAIRWAYS AND RAMP AND EXIT PASSAGEWAYS: C (EXCEPTION B)  
 CORRIDORS AND EXIT ENCLOSURE FOR EXIT ACCESS STAIRWAYS: B  
 ROOMS AND ENCLOSED SPACES: C

## CHAPTER 10: MEANS OF EGRESS

1004 ROOM#	FUNCTION OF SPACE: INDOOR ROOM NAME	LOAD FACTOR (PER 1004.5)	OCCUPANT LOAD
100	VESTIBULE	ACCESSORY	000.00
101	DINING A	015/1181	078.73
102	HOST/EXPO	200/0202	001.01
103	KITCHEN	200/0715	003.58
104	OFFICE	150/0050	000.33
105	FREEZER	300/0058	000.19
106	WALK-IN COOLER	300/0107	000.36
107	DINING B	015/1575	105.00
108	PULL TABS	150/0057	000.38
109	BAR	200/0238	001.19
110	BEER COOLER	300/0126	000.42
111	MEN'S RR	ACCESSORY	000.00
112	WOMEN'S RR	ACCESSORY	000.00
113	UTILITY	300/0043	000.14
114	STORAGE	300/0137	000.46
115	ALC. STORAGE	300/0079	000.26
TOTAL INDOOR OCCUPANT LOAD:			192.05
FUNCTION OF SPACE: OUTDOOR			
113	PATIO	015/477	031.80
TOTAL OUTDOOR OCCUPANT LOAD:			031.80
<b>TOTAL OCCUPANT LOAD:</b>			<b>223.85</b>

1006.2 NUMBER OF EXITS: 2 REQUIRED; 3 PROVIDED  
 1006.2.1 COMMON PATH OF EGRESS TRAVEL: <75'-0" REQUIRED; 32'-2" PROV  
 1017.2 EXIT ACCESS TRAVEL DISTANCE: <250'-0" REQUIRED; 131'-3" PROV  
 1020.1 CORRIDORS CONSTRUCTION: 0-HOUR RATED WITH EXISTING SPRINKLER SYSTEM

## CHAPTER 29: PLUMBING SYSTEMS

2902.01 MINIMUM NUMBER OF FIXTURES GROUP "A-2" (RESTAURANT):  
 REQUIRED: 2.68 WC, 1.00 LAV  
 • WC: 1 PER 75 PER SEX  
 • LAV: 1 PER 200 PER SEX  
 • SERVICE SINK: 1  
 PROVIDED: 4.00 WC, 2.00 LAV, 1 SERVICE SINK  
 1. 097.45 / 75 = 1.30 WC EACH  
 2. 097.45 / 200 = 0.49 LAV EACH

CITY STAMP AREA

**THIELEN & GREEN**

2051 RED OAK LANE  
LINO LAKES, MN 55038  
763-553-7927  
WWW.TANDGARCH.COM

18015 ULYSSES ST NE  
HAM LAKE, MN 55304  
763-434-3333  
WWW.CHANTICLEARPIZZA.COM

**CHANTICLEAR PIZZA**

7876 SUNWOOD DRIVE  
NW, SUITE 100A  
RAMSEY, MN 55303

ISSUE	DATE
PRELIMINARY FIT PLAN	08-08-2023

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 ARCHITECT UNDER THE STATE LAWS OF MINNESOTA

**NOT FOR CONSTRUCTION!**

KRIS THIELEN  
 REGISTRATION NO: 59237 DATE: 08-08-2023

REVISION SCHEDULE		
NO.	DESCRIPTION	DATE

**SCHEMATIC FLOOR PLAN**

Project Number: 228\_2023  
 Date: 08-08-2023  
 Drawn By: CAD  
 Checked By: KPG

**EX01**

Scale: **As indicated**

## **Ramsey Chanti Grill New Job Creation:**

General Manager - \$75,000

Chef - \$60,000

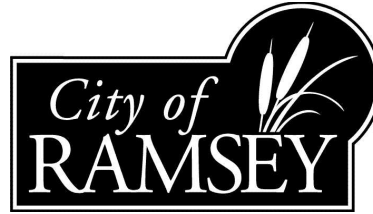
Pizza Manager - \$46,000 (\$22/hr x 80hrs)

12 FT Bar/Servers - \$73,000 (\$35/hr x 80hrs)

6 FT Cooks \$37,000 (\$18/hr x 80hrs)

12 PT Cook/Host/Server - \$26,000 (\$20/hr x 50hrs)

6 PT Delivery Drivers - \$39,000 (\$30/hr x 50hrs)



## **Full-Service Restaurant Subsidy: Water Availability Charge (WAC) and Sewer Availability Charge (SAC) Program**

### **The Program**

This subsidy program is intended to serve as a catalyst for securing new restaurants and to promote the expansion of existing restaurants in Ramsey by providing financial assistance to qualified restaurant businesses. The full-service restaurant must be located in The City of Ramsey. To facilitate new full-service restaurants, the EDA would provide zero interest, forgivable loans to eligible full-service restaurants for the purpose of financing their water and sewer connection fees. The maximum loan amount would be 70% of the proposed restaurant's Water Availability Charge (WAC fee) and Sewer Availability Charge (SAC fee). The 70% cap would ensure that the businesses are covering some of the fixed capital costs for the City's water system. The loan would be recorded as a subordinated mortgage, or security and the principal would be forgiven if the restaurant remained in operation and in good standing with the City for five years. The loan principal would be forgiven at a rate of 20% per year.

In establishing the loan amount and the percentage of WAC and SAC subsidy, the EDA would advise the Ramsey City Council regarding several factors. The factors are (1) the size of the restaurant's capital investment, (2) the financial need and potential for long-term viability, and (3) the quality of the restaurant's concept. A full-service restaurant is defined as one that has washable plates, cups and utensils, wait staff, food served at tables, and whose projected SAC/WAC fees are charged at a rate of X unit per seat.

### **Funding Source**

The funding for the Water Availability Charge (WAC) and Sewer Availability Charge (SAC) Program will come from the EDA Fund.

### **Eligibility**

Eligible applicants are for-profit restaurant businesses considering new, additional or the expansion of existing restaurants in The City of Ramsey. Eligible businesses must devote a majority of their floor space to the restaurant concept. All applicants must be a permitted use in compliance with all laws, zoning ordinances, rules and regulations applicable to the business. The Ramsey EDA will review each application on a case-by-case basis and reserves the right to exclude activities not consistent with the City's Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community.

**Application Process**

The applicant must submit a completed Business Assistance Application and all required attachments to the City's Economic Development Department. The Ramsey Economic Development Authority will make a recommendation on the full-service restaurant subsidy to the Ramsey City Council. Applicants will be notified of EDA and City Council meetings and may be asked to attend to present their request for assistance. Any financial assistance to full-service restaurants as part of this program is subject to City Council approval. Moreover, such financial assistance is limited by the availability of City Water Funds. The City will underwrite the loan request to ensure that the business concept is financially viable.

**Implementation Procedures**

The program does require the applicant pay upfront permit fees, and a minimum of 30% of all applicable Water Access Charges (WAC) and Sewer Access Charge (SAC fees) that the City of Ramsey is required to pay on behalf of the project to the City and Metropolitan Council. To be in good standing with the City, applicant and/or landlords must be current on all municipal taxes, special assessments, City utility bills, or EDA loans. Principal forgiveness will cease if the applicant and/or landlords fail to be current on these obligations. Principal forgiveness will cease if the applicant discontinues the business, moves the business, or fails to comply with any and all building, fire, health, or zoning codes or regulations.

**Sunset Date**

There is no Sunset Date on this program and it will remain in place until such date that the City Council determines it is no longer necessary.

**SAC and WAC Charge Summary (2024 Rates)**

	<b>SAC UNITS</b>	<b>SAC Unit Charge</b>	<b>SAC</b>	<b>WAC unit Charge</b>	<b>WAC</b>	<b>Total</b>
Project total	<b>11</b>	\$ 2,485	\$ 27,335.00	\$ 1,481.00	\$ 16,291.00	\$ 43,626.00
<b>70% Loan</b>			<b>\$ 19,134.50</b>		<b>\$ 11,403.70</b>	<b>\$ 30,538.20</b>
30% Chanticlear			\$ 8,200.50		\$ 4,887.30	\$ 13,087.80

**Economic Development Authority (EDA)****Meeting Date:** 12/14/2023**Primary Strategic Plan Initiative:** Strengthen and enhance our identity, brand and image.**Title:**

Consider EDA Funding for Replacement of Entrance Monument at TH #47 and Bunker Lake Boulevard NW

**Purpose/Background:**

The purpose of this case is to consider EDA funding for the replacement of the monument sign on Hwy 47 and Bunker Lake Blvd, consistent with the Public Works Committee's recommendation from their regular October 2023 meeting. Minutes from the Public Works Committee meeting are attached for review. Around the later 1990's, the city placed an entrance monument at the NW intersection of Bunker Lake Boulevard and St. Francis Boulevard. Staff was notified by Finance Director Lund that this sign was originally funded through the EDA. Several years ago, an automobile crash destroyed this same sign. The entrance sign to the city was not replaced, due to the substantial road construction taking place at this intersection, which has now been completed. The Public Works Committee unanimously approved proceeding with an aluminum monument sign plantings with a tolerance for salt in an amount not to exceed \$26,000 at the October 17, 2023 Meeting. An RFP was issued to three area sign manufacturing companies and a single quote was received from Signation Sign Group for \$23,643, which is consistent with the Public Works Committee's recommendation to City Council to approve the project at a not-to-exceed amount of \$26,000, (which would include shrub plantings). Staff supports the EDA participating in the funding of the monument sign to support community branding in a very visible City entry point.

**Notification:**

None required

**Time Frame/Observations/Alternatives:**

Based on the timing of the City Council approval process, construction of the monument sign will not occur until 2024. The EDA has \$25,000 allocated for Marketing and \$35,000 in Professional Services in the 2024 budget. The EDA also has an unencumbered fund balance of approximately 1.34M. Staff is asking the EDA to consider funding all, or a portion of the monument sign and to identify a preferred funding source from those outlined above. The only quote received for the sign was \$23,643 from Signation Sign Group. The City has received \$4,500 from the insurance claim for the sign damage and Finance Director Lund has indicated that those funds can be allocated to the new sign. As such, Staff is proposing an allocation from the EDA in an amount not to exceed \$21,500.

**Alternatives include:**

- 1) a motion to allocate Choose an Amount up to \$21,500 from the 2024 EDA Marketing, Professional Services, Unencumbered Fund Balance (choose one) Budget for the construction of a monument sign at the NW corner of Hwy 47 and Bunker Lake Blvd NW
- 2) No Action

**Funding Source:**

2024 EDA funding options include:  
 \$25,000 Marketing Fund  
 \$35,000 Professional Services  
 1.34M Unencumbered EDA Fund Balance

Insurance Money:  
 Approximately \$4,500

**Recommendation:**

The Public Works Committee recommended replacement of the monument, together with a modest landscape backdrop, at a not-to-exceed amount of \$26,000.

Staff recommends the EDA allocate at least 50% of the cost of the monument sign construction in an amount not to exceed \$21,500. This would total up to \$26,000 in funds toward the monument sign when the insurance money of \$4,500 is included.

**Outcome/Action:**

Motion to allocate Choose an Amount up to \$21,500 from the 2024 EDA Marketing, Professional Services, Unencumbered Fund Balance (choose one) Budget for the construction of a monument sign at the NW corner of Hwy 47 and Bunker Lake Blvd NW.

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### Attachments

Sign Location and Design  
Quote for Monument Sign  
RFP for Monument sign Quote  
Signage Manual  
PW Meeting Minutes - Excerpt 10.17.23  
Proposed 2024 EDA Budget

### Form Review

**Inbox**

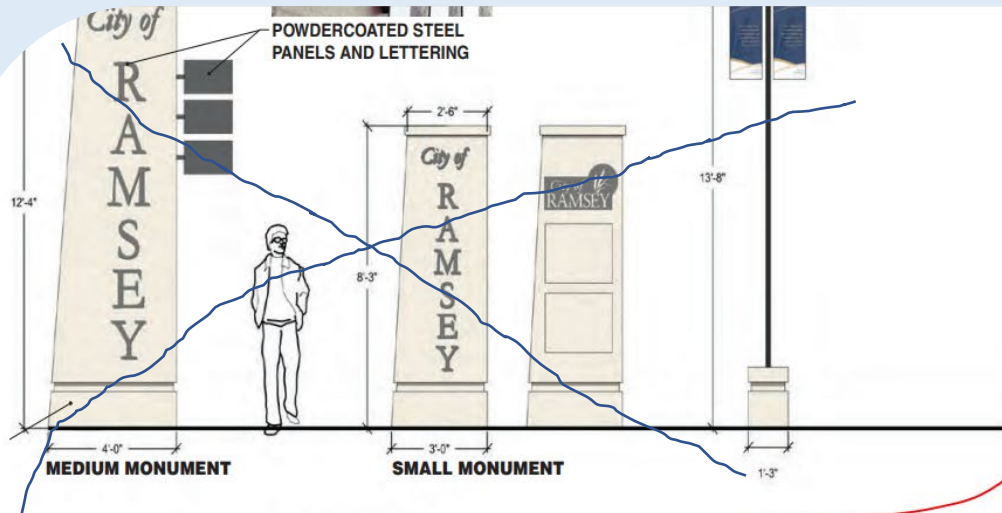
Brian Hagen  
Sean Sullivan (Originator)  
Brian Hagen  
Form Started By: Sean Sullivan  
Final Approval Date: 11/22/2023

**Reviewed By**

Sean Sullivan  
Sean Sullivan  
Brian Hagen

**Date**

11/16/2023 02:17 PM  
11/16/2023 03:40 PM  
11/22/2023 09:23 AM  
Started On: 11/16/2023 10:01 AM



METAL PANEL CUT-OUT LETTERING

Approved



CONCRETE COLORS MATCH EXTERIOR BUILDING COLORS OF CITY HALL

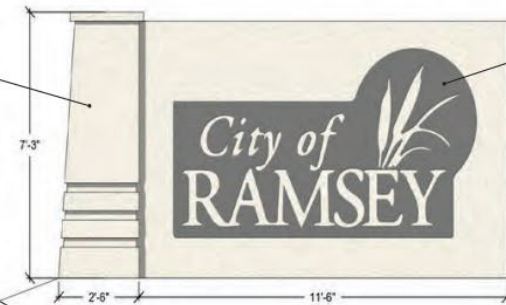


CONCRETE COLOR MATCHES TAN COLOR OF CITY LOGO, METAL PANEL MATCHES BLUE OF CITY LOGO

COLUMN DESIGN SIMILAR TO "COR" SIGNAGE

2' MOUND

LARGE MONUMENT



STEEL PANEL - CUT OUT LETTERING







**START CROSSING**  
Watch For  
Pedestrians

**DON'T START**  
Fresh Crossing  
If Started

**16**  
TIME REMAINING  
To Fresh Crossing

**DON'T CROSS**

**PUSH BUTTON**  
← TO CROSS

FRESH OIL

Shell  
Speedway  
DEPT

STX



11' x 28"

**CITY OF RAMSEY  
FINANCIAL STATEMENT**



JANUARY 1, 2023 THROUGH PERIOD ENDING: August 31, 2023

**REVENUES**

<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
4011 CURRENT-AD VALOREM TAXES	82,610.00	38,082.98	46.10%	
4012 DELINQUENT-AD VALOREM TAXES	-	118.06	0.00%	
4014 FISCAL DISPARITIES	-	5,303.03	0.00%	
4018 PENALTY/INT-AD VALOREM TAXES	-	(5.29)	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	-	275.42	0.00%	
4701 INTEREST ON INVESTMENTS	5,000.00	-	0.00%	
<b>Grand Total</b>	<b>87,610.00</b>	<b>43,774.20</b>		

**EXPENDITURES**

<b>BUSINESS UNIT</b>	<b>9230</b>	<b>EDA</b>		
<b>GENERAL LEDGER ACCOUNT</b>	<b>CURRENT YEAR REQUESTED BUDGET</b>	<b>CURRENT YTD GENERAL LEDGER</b>	<b>-% of Budget-</b>	
6105 TEMPORARY-WAGES & SALARIES	1,500.00	305.00	20.33%	
6122 FICA/MEDICARE CONTRIBUTIONS	100.00	23.33	23.33%	
6133 WORKERS COMP INSURANCE PREMIUM	10.00	-	0.00%	
6208 MISCELLANEOUS OFFICE SUPPLIES	-	11.35	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	19,000.00	(5,654.80)	-29.76%	
6315 MISCELLANEOUS PROFESSIONAL SER	35,000.00	989.86	2.83%	
6331 TRAVEL & LODGING	2,300.00	409.55	17.81%	
6335 TRAINING	1,500.00	1,125.00	75.00%	
6361 GENERAL LIABILITY/PROPERTY INS	1,000.00	312.89	31.29%	
6371 ELECTRIC UTILITIES	-	76.27	0.00%	
6451 MEMBERSHIP DUES	2,200.00	576.10	26.19%	
6246 MARKETING & PROMOTIONS	25,000.00	6,626.00	26.50%	
6351 LEGAL NOTICES PUBLISHING	-	65.00	0.00%	
<b>Grand Total</b>	<b>87,610.00</b>	<b>4,865.55</b>		



# Quote

7624 Boone Ave. N.  
Suite 100

Date	Quote #
11/6/2023	RC-101723R

<b>Name / Address</b>
City of Ramsey Mark Riverblood 7550 Sunwood Drive NW Ramsey, MN 55303

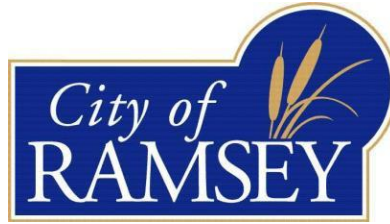
<b>Project Information:</b>
City Entrance Sign Attn: Mark Riverblood 763-433-9853 Highway 47 & Bunker Lake Blvd Ramsey, MN 55303

Rep	Project
DG	

Description	Qty	Unit Cost	Total
<p>Furnish and install 64" high x 124" wide x 12"-20" deep single face non-illuminated aluminum monument sign with a textured finish and 1/4" thick waterjet cut out Corten steel logo mounted to the face on top the existing concrete pad per drawings dated 10/17/23 #2 &amp; 3. **Assumes concrete pad is adequate.</p> <p>Price includes shop drawings for approval, manufacturing and installation. Sales tax is not included. If required, snow removal will be by others. Approximate production time of above product would be 6-7 weeks from final approval. Terms: 50% down, net 30 days from completion. Quote is valid for 30 days.</p> <p>Sign here for approval _____</p> <p>Date: _____</p> <p>Please Contact Doug Glienke at dglienke@ssgix.com 763.450.9941-direct line</p>	1	23,634.00	23,634.00

**Total** \$23,634.00

Phone #	Fax #	Web Site
7635611005	763-561-1004	www.ssgix.com



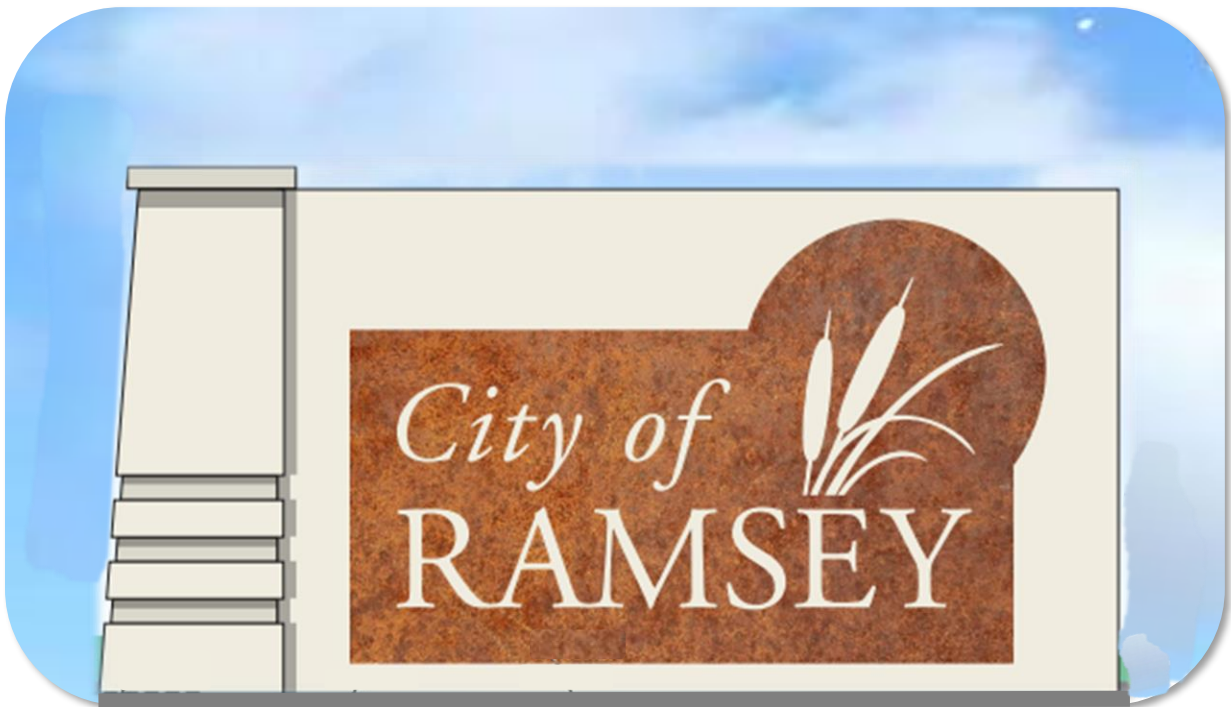
PROPOSALS MUST BE RECEIVED BY  
**3:30 PM, Monday, November 6<sup>th</sup>, 2023**

Deliver by e-mail ONLY to:  
Marsha Weidner  
Ramsey, MN 55303  
763-433-9839

E-mail to: [mweidner@cityoframsey.com](mailto:mweidner@cityoframsey.com)

## REQUEST FOR QUOTATION

### MANUFACTURE AND INSTALL, FABRICATED ALUMINUM MONUMENT FOR *CITY OF RAMSEY* ENTRANCE



## PROPOSAL SPECIFICATIONS

**Provide and construct/furnish S/F fabricated aluminum monument with painted textured finish pursuant to all specifications noted herein, and as follows:**

I/We agree to furnish all materials, labor and site security to perform the work below.

- Mobilization and deliver the above referenced monument to and for the NW intersection of Bunker Lake Boulevard and T.H. #47.
- Quoted price must include detailed shop drawings for approval (including color sample), manufacturing and installation on existing concrete slab.
- This Request for Quotation shall be a lump sum amount, with no change orders, unless upon mutual agreement, the City would add to the scope of the project.

### **Work and Staging Areas:**

Confine work activities to the monument location, with care to minimize impacts and rutting of turf in the vicinity of the monument. Contractor is responsible for maintaining safe job site conditions for the public at all times including when not present (E.g. overnight). No construction activity shall be performed before 6 am nor after 7 pm Monday through Saturday. The contractor shall provide 72 hour advance notice before working on Saturday. City Council approval is required for Sunday work.

A dumpster is not anticipated to be needed at the immediate site, and any construction related disposal is to be hauled away.

### **Liquidated Damages:**

Liquidated damages shall be deducted from the approved quoted amount, in a sum of \$50 dollars per weekday (M-F) for non-completion after December 21<sup>st</sup>, 2023. In submitting a quote, the Contractor Warranties the project shall be complete in every way and accepted by the City on the above date.

**Warranty/Guarantee:**

The Contractor warrants and guarantees to the Owner that all Work will be of good quality and free from faults or defects in accordance with this RFQ. All defective Work may be rejected.

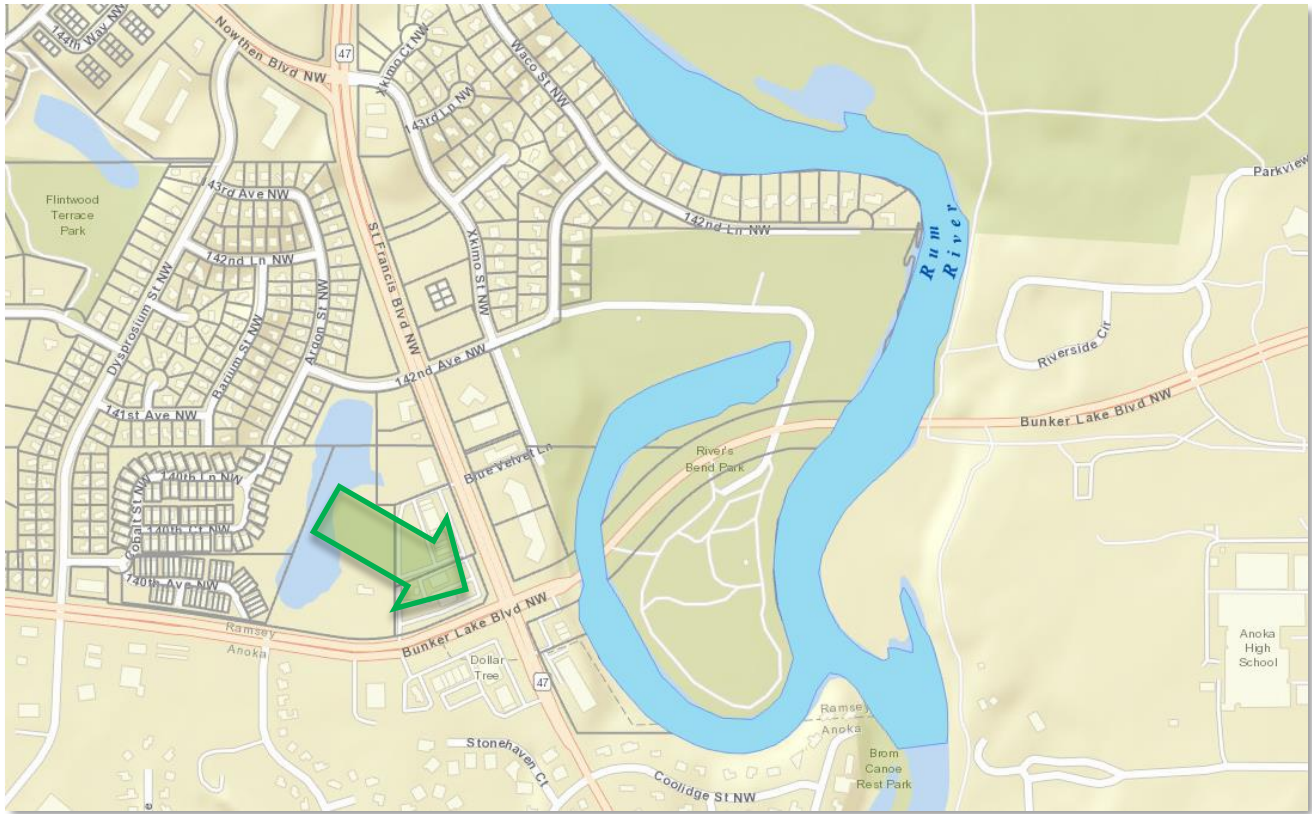
If required by the Owner, prior to payment, the Contractor will promptly without cost to the Owner, correct defective Work, or replace it with non-defective Work. If the Contractor does not correct such defective Work or remove and replace within a reasonable time, the Owner may have the deficiency corrected or the rejected Work removed and replaced. All direct or indirect costs of such correction or removal and replacement, including compensation for additional professional services shall be paid by the Contractor, or deducted by the Owner, all such costs from the quoted contract price.

If, instead of requiring correction or removal and replacement of defective Work, the Owner (prior to approval of final payment) prefers to accept it, they may do so. In such case, if the acceptance occurs prior to final payment, a Statement shall be issued incorporating the necessary revisions, including appropriate reductions in Contract Price.

**Specification Reference:**

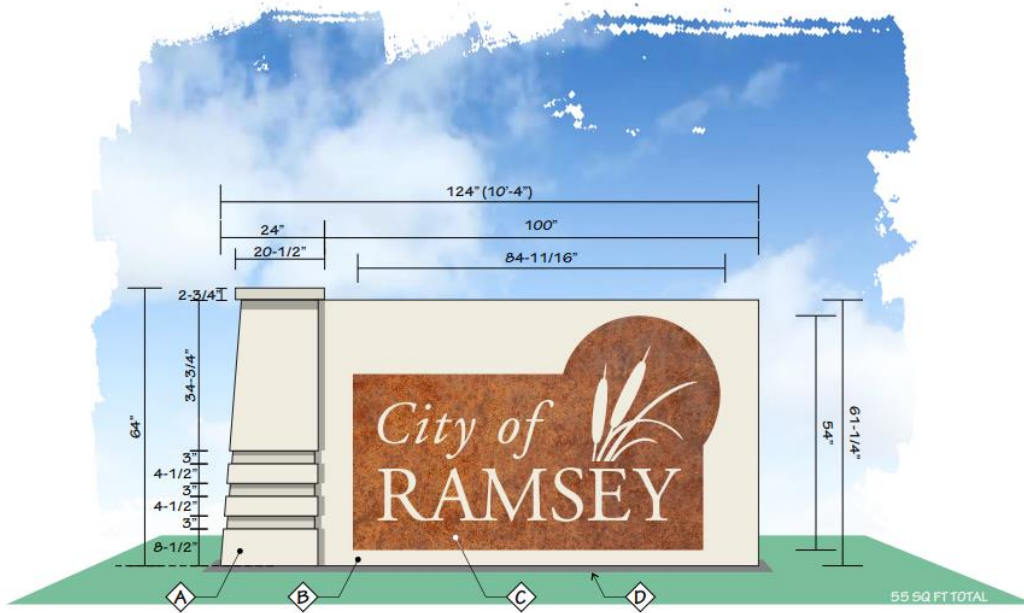
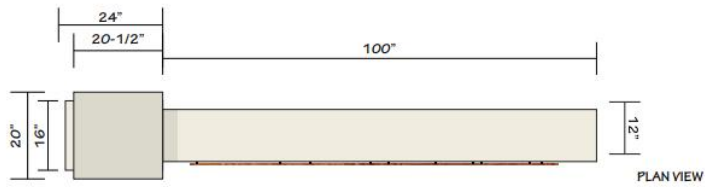
The Contractor shall inspect the site in person to be considered a Qualified Bidder, and may also request an appointment to preview the project with the City, prior to issuing his/her Quotation. The Contractor shall conduct his/her work in conformance with the specifications set forth herein, and in accordance with safe construction practices.

Additionally, the Contractor must be licensed to work in the City of Ramsey, at the time work may commence. The scope of work is summarized as follows; manufacture and furnish 64" high x 124" wide x 12"-20" deep single face non-illuminated aluminum monument sign with a textured finish and 1/4" thick waterjet cut out Corten steel logo mounted to the face, and installed on top the existing concrete pad per drawings.



Site Location at NW intersection of Bunker Lk Blvd. and T.H. #47

# Specification detail



## S/F NON-ILLUMINATED FABRICATED MONUMENT

- A** COLUMN
  - FABRICATED ALUMINUM COLUMN
  - 16" RETURNS
  - TOP CAP IS FABRICATED ALUMINUM
  - PAINTED P1
- B** CABINET
  - FABRICATED ALUMINUM CABINET
  - 12" RETURNS
  - PAINTED P1
- C** CITY LOGO
  - ROUTED 1/4" CORTEN
  - MOUNTED TO FACE OF MONUMENT ON WELDED STUD AND 1/2" SPACER
- D** BASE
  - EXISTING SLAB IS 11' L X 28' W

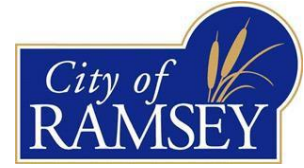
### FINISH SCHEDULE:

- P1** FINAL COLOR TO BE DETERMINED

1 LAYOUT: S/F NON ILLUMINATED FABRICATED MONUMENT  
2 SCALE: 1/2" = 1'-0"

Proposed Conditions





**MANUFACTURE AND INSTALL, FABRICATED ALUMINUM  
MONUMENT FOR CITY OF RAMSEY ENTRANCE**

\$ \_\_\_\_\_ **Lump Sum.**

In submitting the above quote, I/We warrant the quote valid for work to be completed on or before December 21<sup>st</sup>, 2023.

Additionally, I/we acknowledge each and all of the conditions, specifications and requirements above and within this RFQ. (Bidder need only to submit this page.)

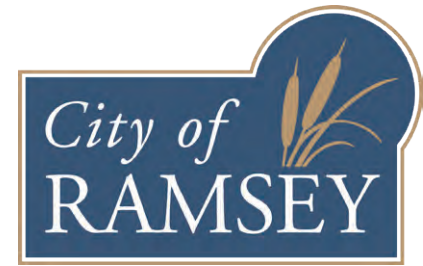
Contractor name \_\_\_\_\_

Owner or representative \_\_\_\_\_

Signature \_\_\_\_\_

Phone(s) \_\_\_\_\_

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



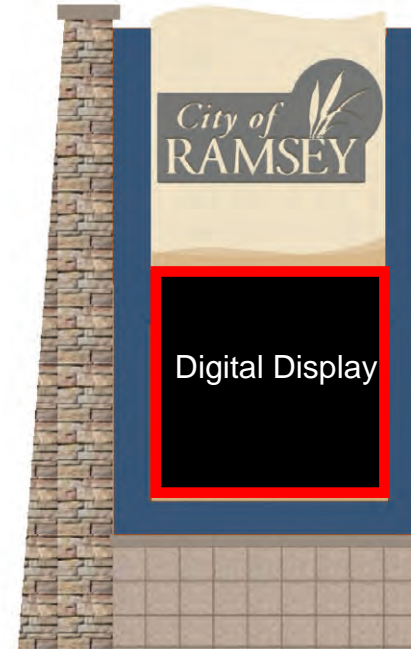
# CITY OF RAMSEY KEY NODES AND STREETScape GUIDE



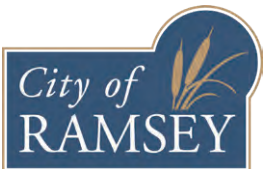
Project Number: 011565-000  
April 19, 2018

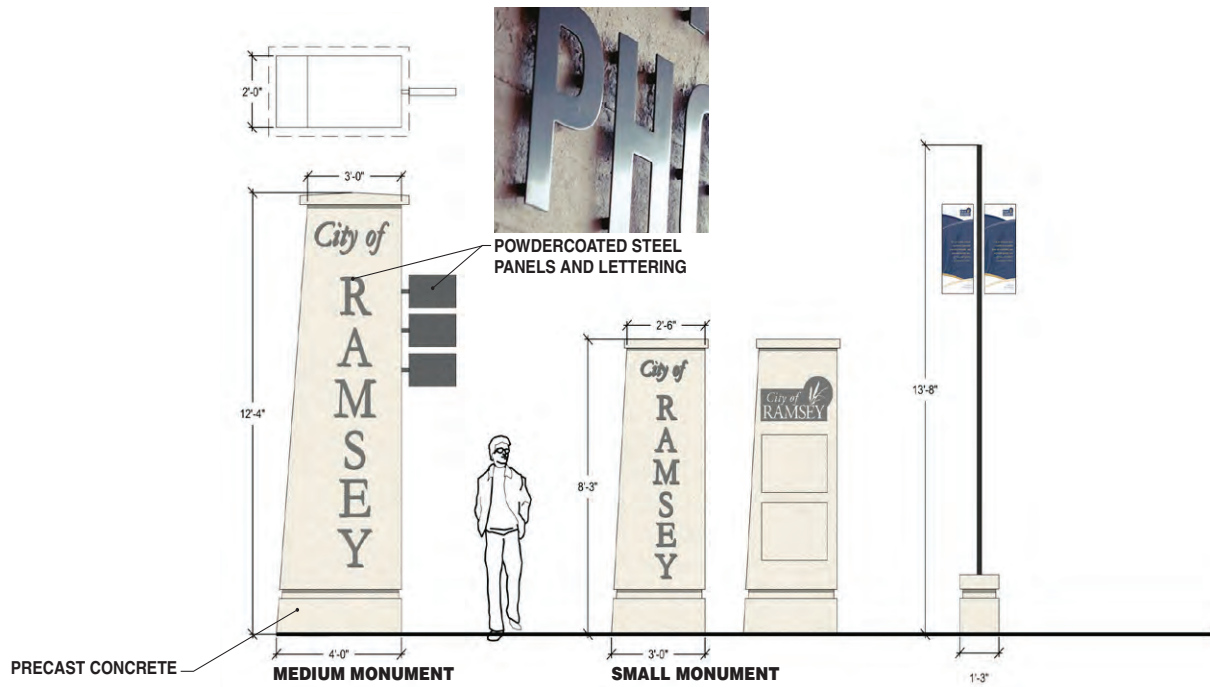


**EXISTING X-LARGE SIGNAGE LOCATED ON HWY 10  
NEAR CITY HALL**



- RETROFITTED EXISTING X-LARGE SIGNAGE**
- REPAINT WITH BLUE TO MATCH RAMSEY LOGO
  - ADD "CITY OF RAMSEY" PANEL TO TOP OF SIGN
  - REPLACE TENANT SIGNAGE WITH "THE COR" LOGO



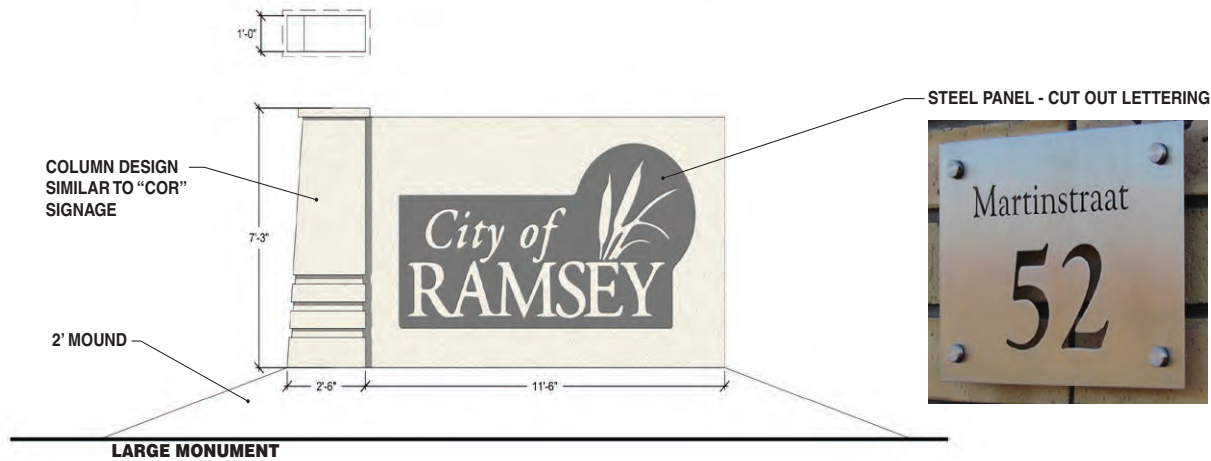


LIGHT COLORED CONCRETE WITH METAL PANEL CUT-OUT LETTERING



Approved

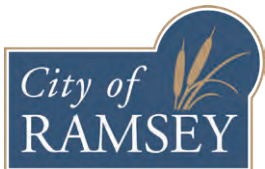
CONCRETE COLORS MATCH EXTERIOR BUILDING COLORS OF CITY HALL



CONCRETE COLOR MATCHES TAN COLOR OF CITY LOGO, METAL PANEL MATCHES BLUE OF CITY LOGO



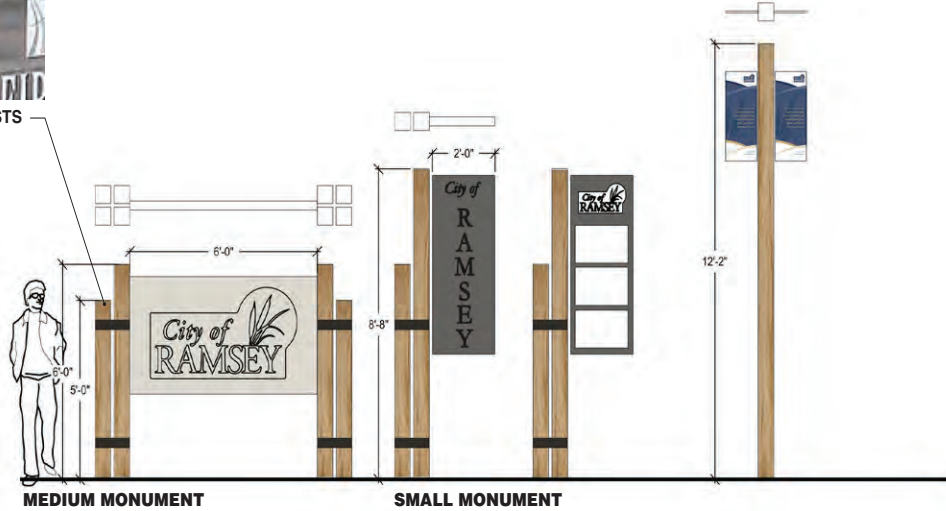
EXAMPLE SIGNAGE



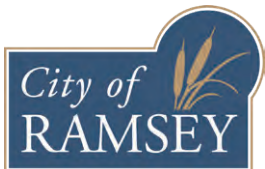
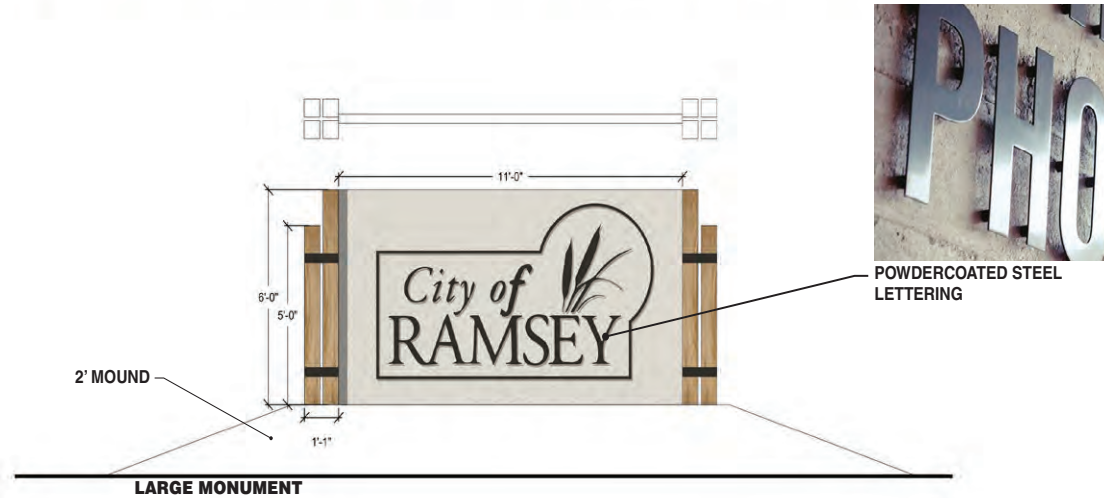
**CITY OF RAMSEY KEY NODES AND STREETScape GUIDE**  
Signage Concept 1

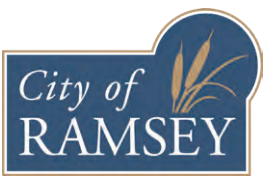
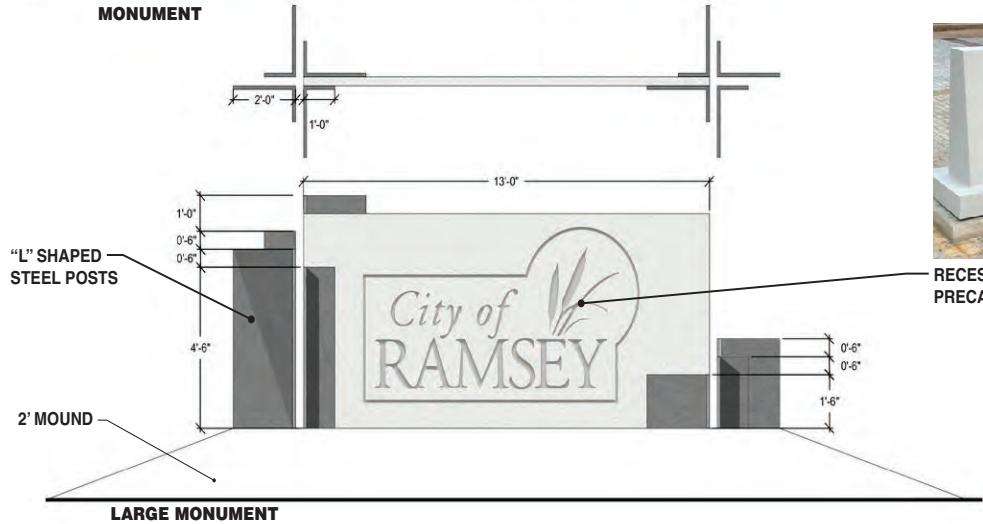
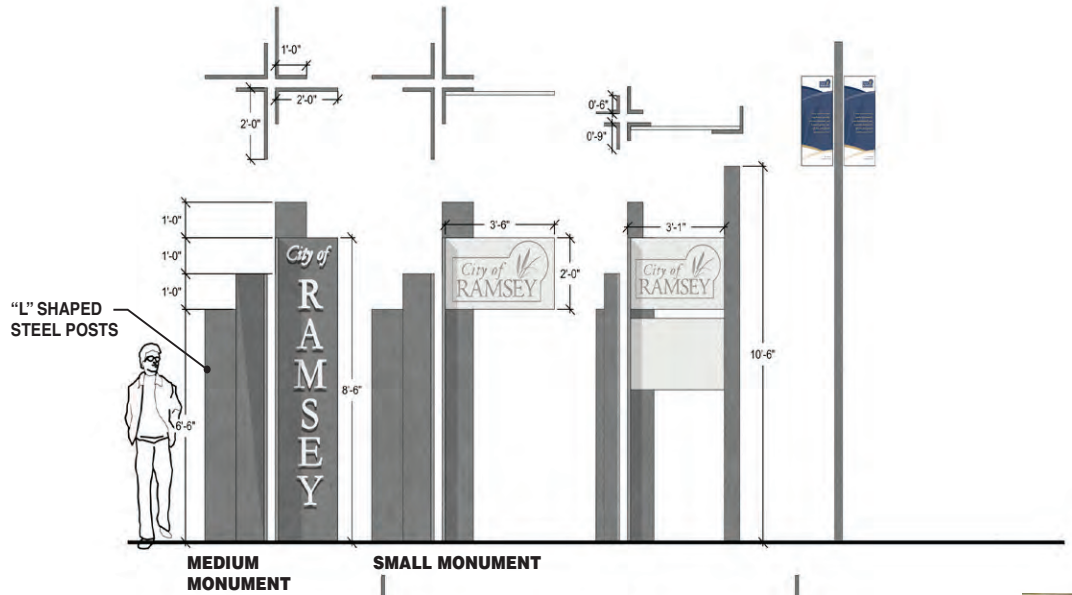


TIMBER POSTS



EXAMPLE SIGNAGE WITH TIMBER POSTS





**CITY OF RAMSEY KEY NODES AND STREETScape GUIDE**  
**Signage Concept 3**

**TREE SELECTIONS FROM COR DESIGN FRAMEWORK MANUAL**

**UNDER POWER LINE TREES  
(NORTH BOULEVARD)**

- SPRING SNOW CRABAPPLE
- KELSEY CRABAPPLE
- JAPANESE TREE LILAC

**SHADE TREES  
(SOUTH BOULEVARD)**

- VALLEY FORGE ELM
- BOULEVARD LINDEN
- SKYLINE HONEYLOCUST

**PLANTINGS AROUND  
MONUMENT SIGNS**

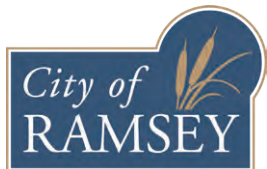
- CHICAGO APACHE DAYLILY
- WALKER'S LOW CATMINT
- PRAIRE DROPSEED



BANNERS ATTACHED TO LIGHTPOLES

CITY STANDARD LIGHTPOLE SPACED 100' APART - ALTERNATING SIDES OF ROAD

MEDIUM MONUMENT SIGN WITH PLANTINGS



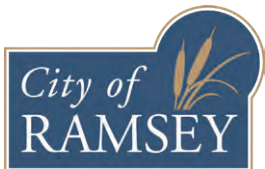


LARGE MONUMENT SIGN WITH PLANTINGS

ST FRANCIS BLVD NW

BUNKER LAKE BLVD

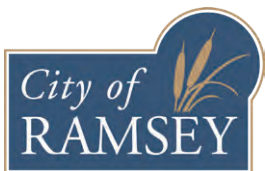
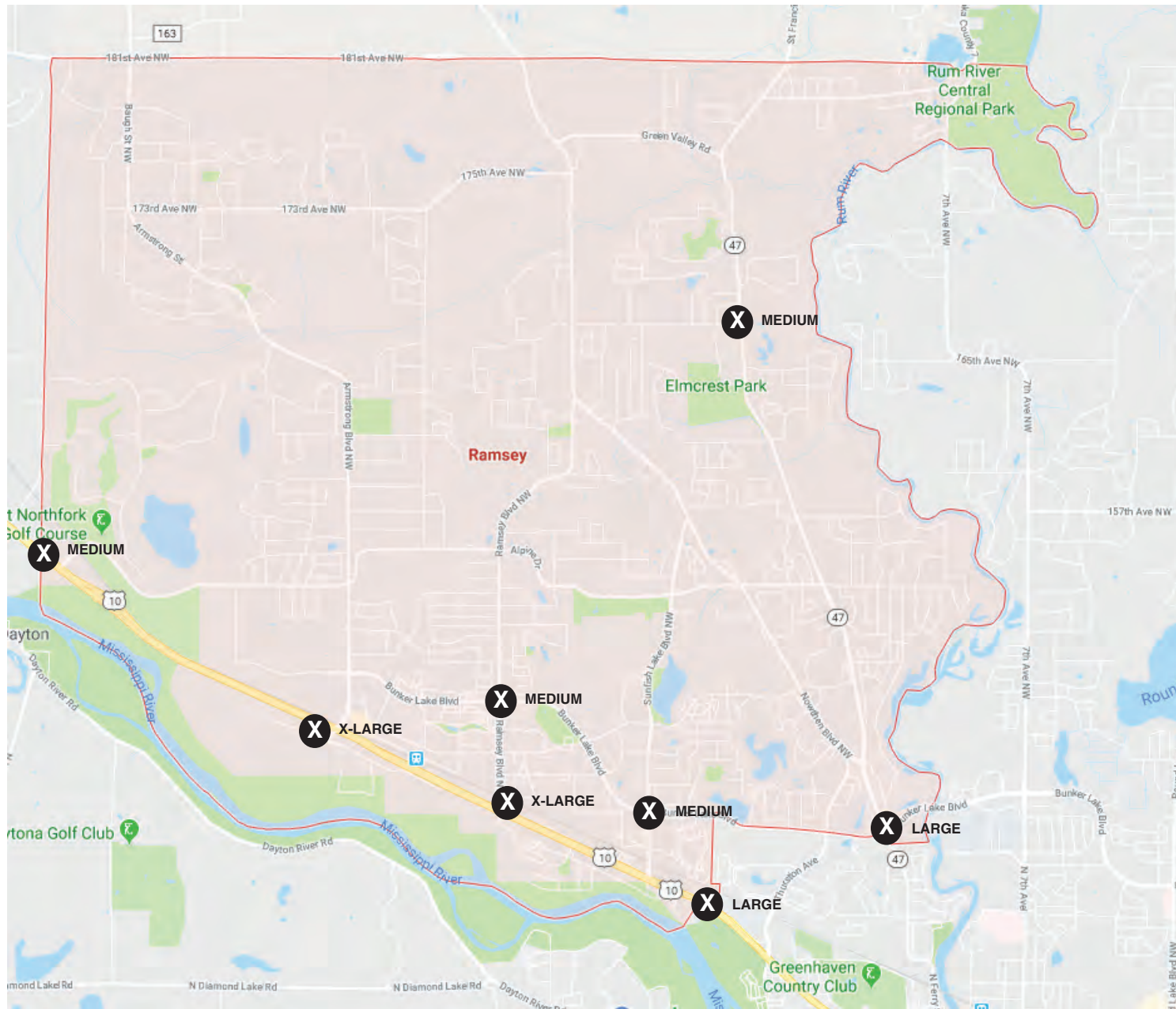
- BANNER POLE LOCATIONS (●) COULD BE PLACED:
1. BUNKER LAKE BLVD MEDIAN
  2. ST. FRANCIS BLVD MEDIAN
  3. BEHIND MONUMENT SIGN



## CITY OF RAMSEY KEY NODES AND STREETScape GUIDE

### St Francis and Bunker Lake Blvd

**X** PROPOSED MONUMENT SIGN  
LOCATION AND MONUMENT SIZE



## CITY OF RAMSEY KEY NODES AND STREETScape GUIDE

### Potential Signage Areas

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

The Public Works Committee conducted a regular meeting on Tuesday, October 17, 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

**1.     CALL TO ORDER**

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

**2.     CITIZEN INPUT**

There was none.

**3.     APPROVE AGENDA**

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

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

**4.     APPROVE MINUTES**

**4.01: Approve September 19, 2023, Meeting Minutes**

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to approve the following minutes with a note that the minutes were not drafted by Timesavers via recording:

Regular Meeting Minutes dated September 19, 2023

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

**5.02: Consider Replacement of Entrance Monument at TH #47 and Bunker Lake Boulevard**

Parks & Assistant Public Works Director Mark Riverblood reviewed background information noting that around the later 1990s, the City places an entrance monument at the northwest intersection of Bunker Lake Boulevard and St. Francis Boulevard and several years ago an automobile crash destroyed the same sign. The entrance sign to the city was not replaced due to the substantial construction taking place at the intersection, which has now been completed. The purpose of this case is to ascertain if the Committee wishes to recommend to City Council to replace the entrance monument at this time.

Chairperson Riley asked if the sign would be lit.

Parks & Assistant Public Works Director Mark Riverblood replied that this design did not call for the sign to be lit. He noted that the previous lit sign received a power drop from Super America and the gas station has changed ownership since that time. He noted that the intersection has a lot of light spill from the well-lit location and therefore lighting would not necessarily be needed.

Chairperson Riley commented that he prefers the aluminum design.

Councilmember Musgrove commented that she also favors that design. She noted that this style does seem similar to Riversbend, which she likes.

Councilmember Woestehoff asked if it would be possible to have a design similar to Riversbend with the faux timbers.

Parks & Assistant Public Works Director Mark Riverblood replied that they could, but they may look odd with the scale of this sign proposed.

Councilmember Musgrove asked if the Riversbend sign uses the blue color that has been used in newer signage.

Parks & Assistant Public Works Director Mark Riverblood replied on the colors that he recalled in the Riversbend sign and did not believe there was blue in that sign.

Councilmember Specht commented that they have been discussing the consistency in branding and asked if that has been considered.

Chairperson Riley commented that the same logo and style is carried through as well as the sign design that they have chosen. He noted that the Highway 10 bridges will also have the City logo.

Parks & Assistant Public Works Director Mark Riverblood commented on the time that was spent by the Council in developing the sign plan which does provide consistency at an affordable price range.

Councilmember Musgrove referenced the landscaping and asked if they would add flowers or plantings that would need to be maintained. She recognized that there are plantings along 47 that require maintenance and that does add ongoing costs.

Parks & Assistant Public Works Director Mark Riverblood replied that he did not put much thought into the landscape other than understanding that this area is impacted by salt and snow storage and does not have irrigation, therefore he believes that some type of minimal green landscaping could be added that may hold up better in those conditions.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to proceed with the aluminum monument sign with plantings as directed by staff with tolerance for salt at a cost not to exceed \$26,000.

Further discussion: Parks & Assistant Public Works Director Mark Riverblood asked for direction on funding, noting that the EDA budget does have available funds. Councilmember Woestehoff stated that he believes that EDA would be appropriate to fund a portion but believes the funding could be left to staff.

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

BUDGET SUMMARY:								
Business Unit	Object Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Requested Budget
9230	4011	CURRENT-AD VALOREM TAXES	85,062	76,787	63,927	66,843	82,610	87,390
9230	4012	DELINQUENT-AD VALOREM TAXES	434	410	1,060	348		
9230	4014	FISCAL DISPARITIES	14,360	13,753	11,146	9,838		
9230	4273	OTHER STATE GRANTS & AIDS	-					
9230	4609	OTHER MISCELLANEOUS REVENUES	46,972		10	198,638		
9230	4701	INTEREST ON INVESTMENTS	35,028	40,633	(3,673)	(11,202)	5,000	5,000
9230	4901	TRANSFER IN FROM OTHER FUNDS	-					
<b>Total Revenue</b>			<b>181,856</b>	<b>131,583</b>	<b>72,470</b>	<b>264,465</b>	<b>87,610</b>	<b>92,390</b>

Business Unit	Object Account	Description	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Adopted Budget	2024 Requested Budget
9230	6102	F.T. REGULAR-WAGES & SALARIES	-					
9230	6105	TEMPORARY-WAGES & SALARIES	840	755	560	660	1,500	1,000
9230	6121	PERA CONTRIBUTIONS	-		-			
9230	6122	FICA/MEDICARE CONTRIBUTIONS	64	58	43	50	100	80
9230	6131	GROUP INSURANCE	-					
9230	6133	WORKERS COMP INSURANCE PREMIUM	4	4	2	4	10	10
9230	6246	MARKETING	22,027	2,430	7,190	24,154	25,000	25,000
9230	6249	MISCELLANEOUS OPERATING SUPPLY	10,771	9,562	2,364	8,769	19,000	18,000
9230	6304	LEGAL FEES	-					
9230	6315	MISCELLANEOUS PROFESSIONAL SER	20,999	70,426	46,082	43,193	35,000	36,200
9230	6322	POSTAGE	-					
9230	6323	CELLULAR PHONES	-					
9230	6331	TRAVEL & LODGING	850	-	312	449	2,300	2,300
9230	6335	TRAINING	2,048	483	575	660	1,500	6,600
9230	6361	GENERAL LIABILITY/PROPERTY INS	590	877	3,242	624	1,000	1,000
9230	6371	ELECTRIC UTILITIES	-					
9230	6433	REFUNDS/REIMBURSEMENTS	-	-	250,000			
9230	6530	IMPROVEMENTS OTHER THAN BUILDINGS	-		15,151			
9230	6451	MEMBERSHIP DUES	1,437	940	1,121	1,798	2,200	2,200
9230	6452	SUBSCRIPTIONS	-	-	5	17	-	
9230	6530	IMPROVEMENTS OTHER THAN BUILDINGS	-	-	-	20,143	-	
<b>Total Expenditure</b>			<b>59,630</b>	<b>85,534</b>	<b>326,645</b>	<b>100,521</b>	<b>87,610</b>	<b>92,390</b>

**DESCRIPTION OF SERVICES:**  
The primary objective of the Economic Development Authority is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey.

**GOALS OF CURRENT YEAR BUDGET:**  
Enhance Business Retention and Expansion Program  
Increase number of jobs  
Increase retail base  
Reduce the amount of land owned by City for development