

City of Ramsey
Agenda
Regular City Council
Tuesday, October 8, 2024
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

3. Citizen Input

Citizen input is an opportunity for the public to address the City Council concerning items not listed on the agenda. Please raise your hand to be recognized by the Mayor or member officiating the meeting. Approach the podium and state your full name and address for the record. Time may be limited.

4. Approve Agenda

5. Approve Minutes

1. Approve the Following Meeting Minutes:

1. City Council Work Session dated September 24, 2024
2. City Council Regular Session dated September 24, 2024

6. Consent Agenda

All items listed under the Consent Agenda are considered to be routine or non-controversial by the City Council and will be enacted by one motion, without discussion.

1. Receive August 2024 Financial Reports - General Fund, EDA, and Enterprise Funds
2. Receive Cash and Investments for Period Ending September 30, 2024

3. Note the following Boards, Commissions, and Committee Meeting Minutes:
 - Planning Commission Meeting Minutes Dated August 22, 2024
 - Environmental Policy Board Meeting Minutes Dated August 19, 2024
 - Public Works Committee Meeting Minutes Dated August 20, 2024
 - Park and Recreation Commission Meeting Minutes Dated August 8, 2024
4. Approve Amended Agreement for Building Official Services with Rum River Consultants
5. Approve Business License Applications.
6. Adopt Resolution #24-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 19, 2024 through October 2, 2024.
7. Adopt Resolution #24-274 Appointing Election Judges for the General Election on November 5, 2024.
8. Adopt Resolution #24-280 Authorizing Partial Payment to Kurilla Contracting of Buffalo, MN for Improvement Project #24-54, The Waterfront.
9. Adopt Resolution #24-286 Accepting Special Appropriation Grant Funds and Authorizing Entering into Grant Agreement with Minnesota Public Facilities Authority for Improvement Projects #21-08 and #21-09

7. **Public Hearing**

8. **Council Business**

1. Adopt Resolution #24-285 approving a variance and encroachment agreement for a lean-to structure and concrete slab at 6850 148th Lane NW (Michael Ploumen)
2. Introduce Ordinance #24-13 Amending Section 106-105, Definition of Manufacturing

9. **Mayor/Council/Staff Input**

10. **Adjournment**

CC Regular Session

Meeting Date: 10/08/2024

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

Title

Approve the Following Meeting Minutes:

- 1. City Council Work Session dated September 24, 2024
- 2. City Council Regular Session dated September 24, 2024

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.

OutcomeAction:

Motion to approve the following Council meeting minutes:

- 1. City Council Work Session dated September 24, 2024
- 2. City Council Regular Session dated September 24, 2024

Attachments

- 9-24-24 CCWS
- 9-24-24 Meeting

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/03/2024 03:12 PM
Form Started By: Katie Schmidt		Started On: 10/03/2024 11:10 AM
Final Approval Date: 10/03/2024		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, September 24, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Also Present: City Administrator Brian Hagen
Police Chief Jeff Katers
Administrative Services Director Colleen Lasher
Planning Manager Todd Larson
City Attorney Fritz Knaak
Community Development Director Stephanie Hanson
Code Enforcement Officer Craig Swalchick

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Building Division Update

City Administrator Hagen reviewed the Staff report in regard to building department updates.

Councilmember Specht asked about the contract with the city of Wyoming.

City Administrator Hagen explained that they do not have Staff certified to inspect the Type 4 septic systems; however, Assistant Building Official Knight knows the Building Official in Wyoming who would be able to review and inspect these systems and this contract would be cheaper than what they could get with Rum River Consulting.

Councilmember Riley asked if there is any known cause for the amount of turnover in the building department that needs to be addressed.

Community Development Director Hanson said she does not believe there is a known cause for the turnover. She explained that Building Inspector/Plans Examiner Lindahl's ultimate goal was to be a Building Official and she got an offer to be an Assistant Building Official elsewhere.

City Administrator Hagen explained that there have been changes that impacted the resignation of the Permit Technician II that are not appropriate to share publicly.

Councilmember Musgrove asked if Assistant Building Official Knight has the skills that are needed to be the Building Official and if they will still have to depend on Rum River Consulting. She asked what gave Staff the confidence to expedite Assistant Building Official Knight's promotion to Building Official to October 5, 2024, instead of the previously discussed date of July 1, 2025.

Community Development Director Hanson explained that when they first evaluated this, Assistant Building Official Knight was an Inspector, and they needed to see him at a supervisory level before moving forward. She shared that over the last few months, he has more than proved himself in the role and has helped streamline processes. She said she has no issue with moving Assistant Building Official Knight into the Building Official role. She noted that they will not need to use Rum River Consulting services very much at all outside of inspection services.

Councilmember Musgrove asked if Assistant Building Official Knight currently has a consulting job elsewhere.

Community Development Director Hanson said no.

Councilmember Musgrove congratulated Building Inspector/Plans Examiner Lindahl on accepting a new role to advance her career. She shared concern with Building Inspector/Plans Examiner Lindahl's ability to work a full-time job and work 14 hours a week for the City. She asked what these 14 hours would look like.

Community Development Director Hanson shared that Building Inspector/Plans Examiner Lindahl was the one who offered her services for up to 14 hours a week to the City for plan reviews. She said these hours would be in the evenings and on the weekends.

City Administrator Hagen added that he also had some concerns with this; however, they are able to monitor logins and activity through the software that is used. He noted that the plans that Assistant Building Official Knight would have her review are new homes which tend to not have a lot of phone calls or back and forth with applicants.

Councilmember Musgrove asked if Building Inspector/Plans Examiner Lindahl would be logging in remotely or be issued a City computer.

City Administrator Hagen said she will be given a City computer.

The consensus of the Council was to move forward with promoting Assistant Building Official Knight to Building Official and hire Building Inspector/Plans Examiner Lindahl back as a

temporary employee, 14 or fewer hours per week, as needed but not to exceed December 31, 2024, to conduct building permit plan reviews

2.02: Review Draft Ordinance #24-12, Cannabis Business Regulations

Community Development Director Hanson reviewed the Staff report and the draft ordinance for cannabis business regulations.

Councilmember Musgrove said she does not remember why they discussed having different distance requirements for daycares versus schools. She asked if they could make the distance requirements 1,000 feet for both schools and daycares.

Community Development Director Hanson said they cannot, as State statutes says they cannot make the distance requirements from daycares more restrictive than 500 feet.

Councilmember Musgrove stated the ordinance says there would be no application fee.

Community Development Director Hanson explained that the State statute is set up so that the City does not handle licenses for the sale of cannabis products and they cannot collect an application fee for this. She said they can collect a registration fee annually. She stated the process will mostly be run through the State and the City will receive a zoning verification letter.

Councilmember Musgrove asked if the City will do the background checks.

Community Development Director Hanson said the State will conduct the background checks. She added that if the background check is not passed then the State will not issue the business a license.

Councilmember Musgrove asked what would be considered an immediate threat to the health or safety of the public that is referenced in Section 2.5.1 of the ordinance.

Community Development Director Hanson gave examples of what these threats could be, including failing annual age verification checks.

Councilmember Specht asked if they could do age verification checks more often than annually.

Police Chief Katers explained that they typically do the number of checks per year that the State pays for and most secondary checks have not been paid for by the State.

Councilmember Musgrove noted that in Section 3.1 of the ordinance, there is no distance buffer requirements between two cannabis retailers

Community Development Director Hanson said this buffer is at the discretion of the City.

Councilmember Musgrove said she does not support this as if you look at the business and industrial districts, they are all around Highway 10 and digital signs have a restriction of the number of feet between them. She said she would like to see some distance buffer.

Councilmember Howell asked what is the maximum number of feet that they could put between businesses.

Community Development Director Hanson said they would have to look on the map as they would have to make it to where they can support two businesses within the City. She added that the micro and Mezzo businesses that can have a retail component to them have to be in the industrial area anyway.

Councilmember Woestehoff asked if they could run the liability risk of spot zoning if they implemented maximum distance requirements.

City Attorney Knaak explained that spot zoning is not allowed; however, it only happens when they deliberately construct language in a way where only a very few numbers of locations would be allowed. He noted that if the principal purpose with the zoning has to do with public safety, then they would be clear of being accused of spot zoning. He said they should keep this in mind to make sure they do not draft an ordinance that would spot zone these businesses.

Councilmember Musgrove asked if they could require these businesses to be a mile apart.

Mayor Kuzma said it would be difficult to require these businesses to be a mile apart as it would push these businesses out of the COR area.

City Administrator Hagen added that the cannabis manufacturers in the industrial area can also have retail components, and this could count as one of the City's licenses. He stated they cannot limit the number of cannabis growers in the City but they can limit the number of retail licenses.

Community Development Director Hanson shared that they do not have very many areas in the City where cannabis manufacturers could build a factory.

Mayor Kuzma suggested having a 100 foot buffer between cannabis businesses.

Councilmember Specht said he would like to see the buffer at as large of a distance as possible.

Councilmember Woestehoff noted that if they had no distance restrictions between cannabis businesses then both businesses could be in the same area, and they do not have to worry about them being spread out from a public safety standpoint. He said he is more inclined to try this with no buffer and see what happens and reevaluate if there is an issue.

Councilmember Howell asked how the distance requirement relates to home-based daycare facilities.

Community Development Director Hanson said this does not pertain to home-based daycares.

Councilmember Musgrove stated she would like to know the maximum distance that they could put between the two businesses.

City Administrator Hagen said if the Council wants to limit this to only having one cannabis retailer in the COR area, then Staff can look at this and determine how far apart, they would need to be without risk of spot zoning.

Councilmember Specht asked if the maximum amount the City can charge for infractions is \$2,000.

Community Development Director Hanson said yes.

The consensus of the Council was to direct Staff to bring the draft ordinance forward for the first reading at the next City Council meeting with a recommendation on distance buffers between cannabis retailers.

2.03: Continue Discussion of Rental Housing Inspections Program License Fees

Community Development Director Hanson reviewed the Staff report and continued the discussion on the rental housing inspection program license fees.

City Attorney Knaak shared that if they go above and beyond the cost of the actual service being provided for these licensing fees then this would not be allowed. He said the question is around how to find out what the cost is of these services being provided then spreading this cost equally among all of the licenses.

Councilmember Howell noted that the current fees seem to be way over charging the single-family rental homes and they are subsidizing the large apartment buildings with many units.

City Attorney Knaak explained that these large national corporations are driving up real estate by buying individual houses to rent and this is the way the market is going right now.

Councilmember Musgrove shared that when they originally started this program it was because there were properties that were requiring a lot more attention than others and she believes those were multi-family units. She noted that each renter and landlord are going to be different and require different amounts of time. She added that some of their other concerns were caught with code enforcement. She said she would like to give everyone the benefit of the doubt and put all landlords in the three year license category and if someone fails an inspection then they would require more frequent inspections.

Mayor Kuzma asked if the preliminary budget that they will be approving later this evening has numbers based on the old program or if they will have a shortfall if they reduce these fees.

Community Development Director Hanson said the budget includes numbers based on the current program fees. She shared that she was finally able to get a hold of Coon Rapids staff on their fees which are \$135 a year for single-family units along with a \$60 inspection fee. She added that Coon Rapids also has three tiers for how frequent inspections are based on inspection results. She said

it is a good item to have a tiered program so those who are in compliance are not having to have frequent inspections.

Mayor Kuzma asked if they were to decrease the fee if they would not offer any discount based on the tiered system.

Community Development Director Hanson said this is what Staff would recommend the next time they update the code.

Councilmember Woesthoff asked if they got rid of the tiered program if they would be losing the benefit of people participating in the crime free aspects of this.

Community Development Director Hanson shared that Staff has discussed requiring first time applicants to get a crime free housing certificate.

Councilmember Howell noted that when she suggested different fees for multi-family buildings and single-family homes, she did not want to lose the landlords who own one or two properties in the City that are offering lower rents to residents. She said she would like there to be affordable options available for these licenses. She added that with larger apartment buildings, this could create more crime. She asked if the suggested \$225 to \$270 fee is reflective of the costs of the inspector going out to every one of these properties.

Community Development Director Hanson said this fee would not only account for the time of the inspector who is conducting these inspections, but as for administrative fees and background checks. She added that there are some properties who had their initial inspection and did not require a re-inspection and since the program has only been around for a year, they do not have enough data on the need for re-inspections.

Councilmember Specht shared that during Happy Days he had a few residents come up to him talking about how their rents are increasing and asking what the City can do to help this. He asked if there would be a way to charge per inspection visit rather than charging a flat fee for every license.

Community Development Director Hanson stated there is a charge for a third inspection while the first and second inspections are a part of the licensing fee.

Councilmember Specht asked how much the third inspection fee is.

Community Development Director Hanson said the re-inspection costs \$150.

Councilmember Riley suggested charging \$200 for single-family homes and \$25 per apartment unit. He said this seems to be a revenue neutral alternative.

Councilmember Specht stated they could even make the charge higher than \$25 per apartment unit.

Councilmember Howell agreed with Councilmember Specht and suggested \$35 to \$45 per apartment unit.

Councilmember Woestehoff asked if they could charge for inspections by the quarter hour as a way to incentivize landlords and tenants to do the work to keep their units in compliance to minimize the inspection time.

Community Development Director Hanson said she is not sure if they have the staffing capacity to handle the invoicing that would be associated with that.

City Administrator Hagen shared that this could lead to speculation of people thinking the inspector is not working as efficiently or finding reasons to come back for a re-inspection just to charge more.

Councilmember Woestehoff shared that he does not have an issue with charging a flat rate; however, this rate is hard to determine when they do not have good data with only being a year into the program. He said he would like to know how long an average single-family home inspection and apartment inspection are taking. He noted that would be okay with reducing the flat fee to \$225 but would not want to go above \$30 per unit.

Councilmember Howell explained that she had a discussion with Community Development Director Hanson on making the fines for violations being less exorbitant but requiring people to pay them rather than holding off on collecting the fee.

Planning Manager Larson noted that with code enforcement violations they are sending warning letters as the first notice before issuing a fine and violation and they are doing the same with the rental properties. He added that all landlords are provided a checklist that outlines what all needs to be in compliance. He explained that when the inspector goes out to the property, they ask the property owner to be there with them so they can point out things that need to be fixed or addressed.

Councilmember Musgrove stated the Phase #1 violation is set at a \$500 fine. She asked what kind of violation this would be that they are charging \$500 for. She said there seems to be a wide range of violations that are all charged the same.

Planning Manager Larson explained that this is under the crime free housing penalties and these fines are charged for crime related violations, not compliance violations.

Councilmember Howell asked if the landlords have this information spelled out for them on what items would cause them to be fined.

Community Development Director Hanson said it is a part of the crime free housing program.

Councilmember Howell suggested making the single-family license somewhere between \$175 and \$190, making the multi-unit buildings license \$750 with a per unit fee of \$35.

Councilmember Specht agreed.

Community Development Director Hanson said she can bring back more information to the next Work Session as it pertains to the code enforcement aspects.

Councilmember Woestehoff shared that he calculated the numbers in Councilmember Howell's proposal and for the Greenway Terrace apartment building it would work out to be \$528 an hour versus \$170 an hour for a single-family home. He asked what the ratio is for punitive costs towards multi-family buildings. He said this does not seem acceptable.

Councilmember Howell said this is only one example of the main apartment complexes in the City. She added that some apartment units have higher rents than the same size single-family units. She stated she does not see how this is punitive.

Councilmember Woestehoff stated he is not in support of this high of a rate for apartment buildings. He noted that he is okay with lowering the single-family license fee to around \$200; however, he does not think they should go any higher than \$30 a unit for apartment buildings.

Councilmember Specht shared that he would be supportive of lowering the cost per unit for apartments if they were able to keep the single-family license fee around \$200.

Councilmember Riley asked if they would want to consider people who own only one to two rental properties at a lower rate and have a different rate for corporations that own many rental properties. He said it is a completely different narrative between small rental property owners and corporations.

Councilmember Musgrove noted that the code already talks about owners with four or more units or four or less units.

Community Development Director Hanson said this section has to do with duplexes or four unit homes that are in the City.

Councilmember Howell shared that she wants there to be more opportunities for people to rent without government subsidies. She noted that if these landlords who offer these lower rents are forced out of business, then there will be less opportunities for affordable housing in the City.

Councilmember Olson said the single-family license fee definitely needs to come down and the multi-unit license fee needs to go up.

The consensus of the Council was to direct Staff to lower the single-family license fee to \$200, keep the multi-unit building fee at \$600, increase the per unit cost to \$30 per apartment unit, and phase out the tiered program.

2.04: Code Enforcement Program Discussion

Community Development Director Hanson reviewed the Staff report in regard to discussing the code enforcement program.

Mayor Kuzma shared that he likes the idea of changing the title from Code Enforcement Officer to Property Maintenance Coordinator as he thinks this will ease the anxieties of residents.

Councilmember Specht stated that a title change may help residents see the purpose of this program as education rather than being confrontational. He added that he would like the Code Enforcement Officer to receive more training on being educational with property owners when they are out of compliance.

Community Development Director Hanson explained that they have spoken with the Code Enforcement Officer about the way he approaches these situations with residents. She noted they have not had any complaints since this was addressed.

Councilmember Specht said he would like to turn this program into a more educational program rather than strict enforcement.

Councilmember Howell noted that she requested this case be brought forward as she did receive some feedback from members of the public. She said residents informed her that the interactions they had with the Code Enforcement Officer were negative. She shared that her concern is that this seems to be an ongoing issue with the program that has popped up many times. She stated she would support pausing this program and reevaluating what they want. She noted that a surrounding city uses the title of Code Educator, and this is an approach she would like to take with code enforcement.

Councilmember Musgrove shared that when she first joined the Council, they went through lengthy discussions around different steps that will be taken to address these issues and they set up steps that would make each interaction consistent. She added that when there were issues with compliance, the Council would hear these issues and address how they would continue. She said the Council is no longer hearing about these issues until they have been escalated. She noted that she does not like this kind of program if they are going to be hearing from the residents that it is not helpful or beneficial. She agreed with Councilmember Howell that they should pause this program while they reevaluate.

Councilmember Riley explained that several years ago they had a lot of residents giving feedback that nothing was happening with code compliance issues. He noted that they are not currently hearing issues about this, which means the program is working. He added that they can make some changes on tact and education; however, they are not getting any complaints that violations are not being corrected. He said the City in general has benefitted from this program so he would not like to pause it at the moment.

Recess and Reconvene

The meeting recessed at 6:56 p.m.

The meeting reconvened at 8:36 p.m.

Mayor Kuzma said he is not in favor of pausing the program; however, there needs to be changes to the program in how they address issues. He suggested moving forward with the title change to Property Maintenance Coordinator and have more training around approaching situations educationally.

Councilmember Musgrove shared that she wants the resident to know that if they feel the need to come forward to the Council that it will come forward sooner than it currently is. She added that she likes the idea of renaming the program and having additional education on how to approach these situations.

Councilmember Howell stated some of her concerns are with situations where the code enforcement has not been reasonable. She added that the enforcement seems excessive, and she would like there to be assurances that their direction moving forward will be educational so that the residents do not have negative experiences with this program that their tax dollars are paying for.

Councilmember Woestehoff said what they are discussing does not seem like it is an issue with the program but rather the management within the program that more attention can be spent on personnel. He added that he agrees with the concerns being shared; however, he does not see a problem with the program and its policies. He said that when they have talked about this in the past, they always wanted this program to be focused on education and he does not feel like the program has changed to be in line with this.

City Administrator Hagen shared that this discussion that Councilmember Woestehoff is referring to happened before most of the current members of Staff were here. He stated it is management's responsibility to reiterate these expectations to their Staff and if these expectations are not being met then they will need to address this as a performance issue. He added that he believes the title change will help the public understand that this is an education-first approach.

Councilmember Howell asked if there will be enough of a cultural shift by implementing classes and changing the title of the program to create a different kind of interaction for the public.

City Administrator Hagen said yes. He stated that Staff has received enough direction this evening that they can brainstorm some title change ideas and bring this back to the Council for further review. He added that they will continue to monitor different training opportunities.

Councilmember Olson noted that he is supportive of the idea of changing the title of the program. He said it has been distressing for him to hear how code enforcement is currently handling these situations, and he thinks there should be zero tolerance for this behavior. He explained that if these discussed changes can affect the program as a whole then he is in support of this; however, he has a hard time believing that just changing the title of the program will have this effect.

The consensus of the Council was to direct Staff to discuss changing the title of this program and look into training opportunities to improve the program from a resident perspective.

2.05: Police Chief Recruitment Plan

Police Chief Katers reviewed the Staff report and shared his upcoming retirement, with a last day of service as November 18, 2024.

City Administrator Hagen reviewed the suggested recruitment timeline to fill the Police Chief position.

Councilmember Woestehoff shared that he would fully support internal recruitment to fill this position as Police Chief Katers leads a great team and there are qualified individuals currently in the department.

Councilmember Specht agreed.

Councilmember Riley noted the Police Department is in good shape and there are multiple candidates who would be qualified to fill this role.

City Administrator Hagen asked if the Council would like to be a part of the interview panel for these candidates.

Mayor Kuzma said yes.

Councilmember Woestehoff said he would also like to be a part of the panel.

Councilmember Musgrove stated she would like to be on the panel as well.

Councilmember Riley said he can serve on the panel if needed.

Councilmember Olson stated he can also serve on the panel.

Administrative Services Director Lasher explained that they conducted a survey with the Fire Chief recruitment where they polled management, firefighters, and the Council on what they were looking for in the next Fire Chief. She asked if they would like to do this again for the new Police Chief.

Councilmember Musgrove stated she would like there to be a survey with Council included.

Councilmember Woestehoff said he supports having a survey but does not think Council needs to be included on it as he believes that Staff can make the best decision.

City Administrator Hagen asked if they want to invite an outside Police Chief to come give feedback from a technical duty standpoint.

Mayor Kuzma said this was helpful for the Fire Chief recruitment process.

Councilmember Musgrove asked what this role included.

Administrative Services Director Lasher shared that during the Fire Chief recruitment the Elk River Fire Chief sat in on the interviews and was able to summarize his thoughts on each applicant after the interviews had concluded.

Councilmember Howell asked how they would decide which outside Police Chief to utilize for this.

Administrative Services Director Lasher said they would want a Police Chief from Anoka County.

City Administrator Hagen noted it will likely come down to availability of an outside Police Chief.

The consensus of the Council was to begin recruitment for the Police Chief internally with Mayor Kuzma, Councilmembers Musgrove, Olson, and Woestehoff serving on the interview panel with Councilmember Riley tentatively serving as well. There was also consensus to send a survey to Staff, firefighters, and Council to determine what everyone is looking for when it comes to the new Police Chief.

2.06: Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Discussion Closed to the Public)

Administrative Services Director Lasher reviewed the Staff report concerning the union contract negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains. She asked to move into closed session.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to recess the meeting to Closed Session at 8:59 p.m.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Musgrove, Howell, Olson, Riley, Specht, and Woestehoff. Voting No: None.

The meeting reconvened to Open Session at 9:45 p.m.

Administrative Services Director Lasher shared that Staff received direction for the Council to settle a contract on LELS-Patrol, LELS-Sergeants & LELS-Captains and have the final meeting with AFSCME to settle the agreement.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

Councilmember Musgrove asked if the Council needs to see and approve the JPA with LRRWMO before it goes back to the Board.

City Administrator Hagen explained that they will want to put the final version of the agreement on the agenda for approval.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 9:48 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
City Clerk

Drafted by Ava Major
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, September 24, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

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

1. CALL TO ORDER

Mayor Kuzma called the Closed Session of the City Council to order at 8:59 p.m.

2. COUNCIL BUSINESS

2.01: Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants & LELS-Captains (Discussion Closed to the Public)

Administrative Services Director Lasher reviewed the Staff report in regard to the union contract negotiations for AFSCME, LELS-Patrol, LELS-Sergeants, and LELS-Captains.

Staff received direction from the Council

3. ADJOURNMENT

Motion to adjourn the Closed Session

Motion carried.

The Closed Session was adjourned at 9:45 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

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 7.02: PUBLIC HEARING: Adopt Resolution #24-266 Vacating a Right-of-Way Easement Encumbering the Northern Cul-de-Sac on Bowers Drive Associated with Pearson Place 2nd Addition (Project No. 24-100); Case of Development Consulting Services, LLC 6

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 8.01: Adopt Resolution 24-262 Adopting Proposed 2025 Payable Tax Levies (General, Pavement Management, EDA and Debt Service) & Schedule Public Hearing for November 26, 2024; Adopt Resolution #24-263 Adopting Proposed 2025 General Fund Budget and Resolution #24-264 Adopting Proposed 2025 EDA Budget. 8

 8.02: Adopt Resolution #24-275 Accepting Bids and Awarding Contract for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements..... 9

 8.03: Adopt Ordinance #24-11 Authorizing the City of Ramsey to Sell Fourteen (14) Parcels of Real Property..... 10

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**CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a regular meeting on Tuesday, September 24, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma
Councilmember Chelsee Howell
Councilmember Debra Musgrove
Councilmember Michael Olson
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Matt Woestehoff

Members Absent: None

Also Present: City Administrator Brian Hagen
Planning Manager Todd Larson
City Attorney Fritz Knaak
City Engineer/Public Works Director Bruce Westby
Finance Director Diana Lund
Recreation Specialist Abby Proulx

1. CALL TO ORDER

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

2. PRESENTATION

2.01: Proclamation Declaring October 2024 as *Domestic Violence Awareness Month*

Mayor Kuzma read the proclamation which declared October 2024 Domestic Violence Awareness Month.

Amanda Fulk with the Alexandra House came forward and thanked the City for its dedication to illuminating public spaces in purple during October which sends a powerful message of solidarity. She shared that they are thankful for the City's leadership and commitment to ending violence in the community. She noted that in the last decade, nearly 300 Minnesotans have lost their lives due to domestic violence, with 40 domestic related homicides in 2023 and 13 already this year. She invited the community to join them in building a violence-free future by taking part in one of the upcoming Domestic Violence Awareness Month initiatives, including the Hope Fest Event and displaying signs of support of Domestic Violence Awareness Month. She also encouraged people to wear purple on October 17 as it is Purple Thursday.

2.02: 2024 Happy Days Recap & Volunteer Acknowledgments

Recreation Coordinator Proulx reviewed the 2024 Happy Days recap. She highlighted the overall success of the event as well as the sponsors for the event. She thanked all of the volunteers, partners, and Staff who helped make this event a success. She shared that the next Happy Days event will be held on Saturday, September 6, 2025.

The Council thanked Recreation Coordinator Proulx for all of her work on this event.

3. CITIZEN INPUT

Roxanne Tersteeg, 6263 Rivlyn Avenue, came forward and gave an update on her house which was affected by the sewage leak on June 8. She shared that they are working with the construction company's insurance carriers on the liability and biological claims. She said they have put in a lot of work to get their house back to being livable and they have gone as far as they are comfortable with covering the costs without being reimbursed and supported by the insurance companies. She shared that they have yet to hear from Ames after they had a meeting to finalize everything two weeks ago.

Mayor Kuzma said the City has been trying to put as much pressure on this situation to get a resolution as they can. He stated they are limited on what they can do other than put the pressure on the County to make sure these property owners are taken care of.

City Administrator Hagen reiterated that the County holds the construction contract with Ames, so any enforcement has to go through them. He shared that he has been in meetings directly with Ames and the County. He explained that they have been expressing that this was not the homeowner's fault that this happened, and they should not be holding any financial burden because of this. He noted that if there are invoices that are not being paid, these kinds of things need to be sped up and taken care of. He added that all of the affected properties are in varying degrees of being fixed. He said the County is continuing to reach out to Ames to put pressure on this.

Ms. Tersteeg explained that when she submitted the invoices for the mechanical equipment that needed to be replaced, such as the furnace, air conditioner, and water heater, this was argued by the insurance company, and they were accused of padding the invoice to get a higher payout. She said they are just trying to restore their home to what it was before this happened.

Councilmember Specht thanked Ms. Tersteeg for continuing to come forward with updates on the progress of this project. He added that he had spoken with Representation Niska on this as well and he is available to help in any way possible.

Councilmember Musgrove asked if these residents would be able to get any legal help with looking over some of the documents that the insurance companies are asking them to sign.

City Administrator Hagen said he can reach out to the County and see if these residents would be able to consult with the County Attorney if they have any questions.

4. APPROVE AGENDA

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

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Howell, Musgrove, Olson, Riley, and Specht. Voting No: None.

5. APPROVE MINUTES

Motion by Councilmember Howell, seconded by Councilmember Olson, to approve the following meeting minutes:

- 5.01: City Council Work Session dated, September 10, 2024
- 5.02: City Council Regular Session dated, September 10, 2024

Councilmember Musgrove shared that on page six of the Work Session minutes it was not recorded that City Clerk signed the agreement that was discussed.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Howell, Olson, Musgrove, Riley, Specht, and Woestehoff. Voting No: None.

6. CONSENT AGENDA

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to approve the following items on the Consent Agenda:

- 6.01: Receive Cash and Investments for Period Ending August 31, 2024
- 6.02: Approve Business License Applications.
- 6.03: Authorization to Promote the Assistant Building Official to Building Official
- 6.04: Authorization to Hire a Permit Technician II
- 6.05: Authorization to Hire a Temporary Building Inspector
- 6.06: Adopt Resolution #24-283 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 5, 2024 through September 18, 2024.
- 6.07: Adopt Resolution #24-253 Approving an Amended Final Plat for "Donna Farms"
- 6.08: Adopt Resolution #24-254 Approving a Development Agreement for U-Haul at 8725 Riverdale Drive NW
- 6.09: Adopt Resolution #24-257 Approving Partial Payment to GMH Asphalt Corporation for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions.
- 6.10: Adopt Resolution #24-258 Approving Partial Payment to Enebak Construction Company for Improvement Project #23-20, The COR Mass Grading.
- 6.11: Adopt Resolution #24-259 Approving Partial Payment to Northwest Asphalt Inc. for Improvement Project #24-03, MSA Xkimo Street Reconstructions.
- 6.12: Adopt Resolution #24-260 Approving Release of Assessment Agreement for Riverstone Plat

- 6:13: Adopt Resolution #24-265 Approving Partial Payment to North Valley, Inc. for Improvement Project #24-01, Barthel's Rum River Acres and White Pines Estates Street Reconstruction.
- 6:14: Adopt Resolution #24-267 Approving the Final Plat and Development Agreement for Pearson Place 2nd Addition, Located at the Southwest Corner of Riverdale Drive and Highway 10 (Project No. 24-100); Case of Development Consulting Services, LLC
- 6:15: Adopt Resolution #24-269 Approving Partial Payment to Douglas-Kerr Underground, LLC. for Improvement Project #23-19, The COR Infrastructure Improvements.
- 6:16: Adopt Resolution #24-270 Approving Partial Payment to North Valley, Inc. for Improvement Project #24-07, 2024 Neighborhood Pavement Overlay Improvements.
- 6:17: Adopt Resolution #24-271 Approving Partial Payment to Dave Perkins Contracting, Inc. for Improvement Project #24-02, Halls Dover Acres Street Reconstruction.
- 6:18: Adopt Resolution #24-272 Approving Partial Payment to Northwest Asphalt, Inc. for Improvement Project #24-11, MSA Alpine Drive Reconstruction.
- 6:19: Adopt Resolution #24-276 Approving Change Order No. 3 for Improvement Project #21-08, Water Treatment Plant Trunk Watermain Improvements
- 6:20: Adopt Resolution #24-277 Approving Change Order No. 4 for Improvement Project #21-08, Water Treatment Plant Trunk Watermain Improvements
- 6:21: Adopt Resolution #24-278 Approving Partial Payment to Northdale Construction Co. Inc, for Improvement Project #21-08, WTP Trunk Watermain Improvements.
- 6:22: Adopt Resolution #24-279 Authorizing Partial Payment No. 15 to Magney Construction, Inc. for Improvement Project #21-09; Centralized Water Treatment Plant.
- 6:23: Adopt Resolution #24-281 Approving Release of Assessment Agreement for Outlot D, Ramsey Town Center 11th Addition
- 6:24: Adopt Resolution ~~#25-282~~ #24-282 Ordering Request for Proposals for Sunwood Drive Concrete Pedestrian Crossing Replacement Topographic Surveys

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Howell, Olson, Riley, Specht, and Woestehoff. Voting No: None.

7. PUBLIC HEARING

7.01: PUBLIC HEARING: Adopt Resolution #24-261 Adopting Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered

Presentation

Finance Director Lund reviewed the Staff report in regard to assessing past-due charges on municipal utility bills and services rendered. She shared that there are currently 985 delinquent accounts totaling just under \$554,000.

Councilmember Riley said it appears that there are a lot of delinquent addresses that are on new streets. He asked if there is some communication that has not gotten to new residents on these charges.

Finance Director Lund explained that letters go out to all delinquent accounts and if they are unable to be delivered then the letter is returned to the City; however, they have not had any letters returned this year. She added that there are certain accounts that are certified every year as their way of paying the billing.

Public Hearing

Mayor Kuzma called the public hearing to order at 7:32 p.m.

Citizen Input

There was none.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to close the public hearing.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Musgrove, Howell, Olson, Riley, and Specht. Voting No: None.

The public hearing was closed at 7:33 p.m.

Council Business

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to adopt Resolution #24-261 Adopting Assessments for Past-Due Charges on Municipal Utility Bills (Which May Include Water, Sewer, Street Lighting, Recycling, Storm Water Charges and Penalties Incurred) and Current Services Rendered.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Howell, Olson, Musgrove, Riley, and Specht. Voting No: None.

7.02: PUBLIC HEARING: Adopt Resolution #24-266 Vacating a Right-of-Way Easement Encumbering the Northern Cul-de-Sac on Bowers Drive Associated with Pearson Place 2nd Addition (Project No. 24-100); Case of Development Consulting Services, LLC

Presentation

Planning Manager Larson reviewed the Staff report concerning a vacation of easement request in the right-of-way encumbering the northern cul-de-sac of Bowers Drive.

Public Hearing

Mayor Kuzma called the public hearing to order at 7:36 p.m.

Citizen Input

John Dobbs, the applicant, came forward and shared that he does not recall why they did an easement versus a plat for this. He added that the Pearsons has requested that the normal fee for vacation of easement be waived.

Planning Manager Larson explained that the application fee is \$500 and there is a review escrow that covers costs.

Mr. Dobbs said they are requesting to waive this fee as the easement was put in place to take off of Bowers Drive and they dedicated the land for the right-of-way on 148th for free.

Councilmember Musgrove asked about the land that was donated.

Planning Manager Larson explained that with any plat, adequate right-of-way may need to be dedicated to provide access to the created parcels. He noted that this is enforced by State statute and is a typical planning expense.

Councilmember Specht asked how much of the \$500 would be returned to the applicant.

Planning Manager Larson shared that these requested do not typically take a lot of Staff time and the biggest expense is just the public hearing notice. He said he would only expect they spend \$200 to \$250 out of the escrow.

Mr. Dobbs said they are just asking for the application fee to be waived.

Councilmember Riley stated he thinks it makes sense to waive the \$500 application fee for this situation as the easement was done not that long ago and the Pearsons' have been very willing participants in that.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to close the public hearing.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Riley, Musgrove, Howell Olson, Specht, and Woestehoff. Voting No: None.

The public hearing was closed at 7:40 p.m.

Council Business

Motion by Councilmember Riley, seconded by Councilmember Specht, to adopt Resolution #24-266 vacating the right-of-way easement (Document No. 2368247.007) encumbering the Subject Property and waive the \$500 application fee.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Riley, Specht, Howell, Musgrove, Olson, and Specht. Voting No: None.

Mr. Dobbs shared that the City has been great to work with through this process.

Mayor Kuzma added that the park they are working on in this area is looking great.

8. COUNCIL BUSINESS

8.01: Adopt Resolution 24-262 Adopting Proposed 2025 Payable Tax Levies (General, Pavement Management, EDA and Debt Service) & Schedule Public Hearing for November 26, 2024; Adopt Resolution #24-263 Adopting Proposed 2025 General Fund Budget and Resolution #24-264 Adopting Proposed 2025 EDA Budget.

Finance Director Lund reviewed the Staff report in regard to the proposed 2025 payable tax levies, general fund budget, and EDA budget and set the public hearing date for the tax levies for November 26, 2024. She shared the proposed tax levy for 2025 totals \$21,950,694, which is an 8.24% increase.

Mayor Kuzma thanked all Staff, Council, and Finance Director Lund for all of the work that went into putting this budget together.

Councilmember Musgrove asked about the general budget decreasing while the tax capacity is increasing.

Finance Director Lund explained that the capital outlay amount has decreased greatly due to a lot fewer capital requests. She noted that even though the personnel costs increased, it was not as great of an increase as the capital requests decreased.

Councilmember Musgrove asked how this increases the tax capacity from 40% to 46%.

Finance Director Lund shared that the new way the market value exclusion is calculated plays into the overall tax capacity value. She explained that last year they had legislative funds and debt issued for capital requests that they do not have this year which has to be transferred to the property taxes.

Councilmember Riley explained that even if the tax levy did not increase, the tax capacity would have increased because of the new market value exclusions.

Councilmember Musgrove shared that she is surprised to see this much of a tax capacity increase with all of the new houses that have been built in the City over the last few years.

Finance Director Lund noted that this depends on where the houses are built. She explained that in the tax increment district, the values of these homes do not come into the general fund levy until the district is decertified.

Motion by Councilmember Howell, seconded by Councilmember Woestehoff, to Adopt Resolution #24-262 Approving the Proposed 2024, Payable 2025 Tax Levy in the amount of

\$21,950,694 and to schedule the City of Ramsey's budget/levy public meeting on Tuesday, November 26, 2024, at 7:00 p.m

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

Motion by Councilmember Howell, seconded by Councilmember Olson, to Adopt Resolution #24-263 Adopting Proposed 2025 General Fund Budget and Resolution

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

Motion by Councilmember Howell, seconded by Councilmember Woestehoff, to Adopt Resolution #24-264 Adopting Proposed 2025 EDA Budget.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Howell, Woestehoff, Musgrove, Olson, Riley, and Specht. Voting No: None.

8.02: Adopt Resolution #24-275 Accepting Bids and Awarding Contract for Improvement Project #25-01, Rivers Bend Regional Stormwater Improvements

City Engineer/Public Works Director Westby reviewed the Staff report concerning the Rivers Bend regional stormwater improvement project. He shared the low bid from Douglas-Kerr Underground, LLC in the total bid amount of \$899,653.31.

Councilmember Musgrove thanked Staff for bringing this proposal forward earlier this year for Lower Rum River grant funding.

Motion by Councilmember Musgrove, seconded by Councilmember Specht, to adopt Resolution #24-275 accepting bids and awarding a contract for construction of Improvement Project #25-01, to Douglas-Kerr Underground, LLC in the total bid amount of \$899,653.31, and approving Bolton & Menk's construction services proposal in the amount of \$15,240.

Further discussion:

Councilmember Woestehoff stated that when looking at the satellite view of this area and the plans it appears as though they will lose a lot of trees with this project. He asked if there will be ample plantings put in the place of the trees that will be removed.

City Engineer/Public Works Director Westby said they will lose a lot of trees with this project; however, most of them are low quality trees. He shared that they are making sure to save the high-quality trees but they do not have much room on the site for any significant plantings.

Councilmember Woestehoff asked if this is designed so that there will be standing water or if it is meant to filter and drain away water.

City Engineer/Public Works Director Westby explained that they are within the drinking water supply management area so they cannot infiltrate water as a part of this. He said this will be a lined wet pond.

Councilmember Woestehoff suggested that for these kinds of projects in the future it would be nice for there to be a sidewalk around the pond since it is City property it could be an extension of a park.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Specht, Howell, Olson, Riley, and Woestehoff. Voting No: None.

8.03: Adopt Ordinance #24-11 Authorizing the City of Ramsey to Sell Fourteen (14) Parcels of Real Property

City Administrator Hagen reviewed the Staff report in regard to authorizing the sale of 14 City owned parcels.

Motion by Councilmember Woestehoff, seconded by Councilmember Olson, to waive the City Charter requirement to read the ordinance aloud and to adopt Ordinance #24-11 authorizing the City of Ramsey to sell/convey fourteen (14) parcels of real property.

A roll call vote was performed:

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

Motion carried.

9. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Hagen announced upcoming meetings and events.

Councilmember Specht shared that the Ramsey Recycling Event will be held this Saturday.

Councilmember Howell thanked City Administrator Hagen for putting together the candidate forum on such short notice.

10. ADJOURNMENT

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

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Musgrove, Howell, Olson, Riley, Specht, and Woestehoff. Voting No: None.

The regular meeting of the City Council adjourned at 8:24 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
City Clerk

Drafted by Ava Major
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

Meeting Date: 10/08/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Receive August 2024 Financial Reports - General Fund, EDA, and Enterprise Funds

Purpose/Background:

Purpose: Receive August 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.

Outcome/Action:

No action required. Informational only.

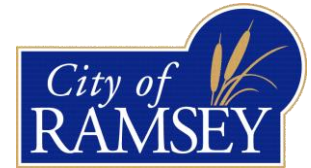
Attachments

- August 2024 General Fund Financial Report - Budget to Actual
- August 2024 EDA Fund Financial Report - Budget to Actual
- August 2024 Enterprise Funds Financial Reports - Budget to Actual
- August 2024 Summary of Adopted budgets/expenditures to date

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/03/2024 02:40 PM
Form Started By: Diana Lund		Started On: 10/01/2024 08:33 AM
Final Approval Date: 10/03/2024		

**CITY OF RAMSEY
FINANCIAL STATEMENT**



JANUARY 1, 2024 THROUGH PERIOD ENDING: August 31, 2024

**GENERAL FUND EXPENDITURES
- BY DEPARTMENT -**

Dept	2024 BUDGET	2024 YTD GENERAL LEDGER
Admin (inclcd elections, legal & newsletter)	1,323,376.00	841,459.36
Building Inspections	708,859.00	474,851.12
Council/Commissions (inclcd charter, council contingen	257,656.00	82,732.77
Data Processing	1,063,589.00	626,015.84
Engineering	680,214.00	771,593.89
Finance (inclcd assessing)	573,666.00	524,271.59
Fire (inclcd Civil Defense)	2,267,402.00	1,629,947.49
Gen Govt Buildings	968,079.00	445,206.43
Parks	2,277,155.00	1,685,010.20
Planning & Zoning	974,899.00	635,783.44
Police (inclcd animal control & comm orient)	6,090,287.00	4,151,008.45
Streets (inclcd traffic eng & snow/ice)	3,614,586.00	2,848,629.23
Grand Total	20,799,768.00	14,716,509.81

**GENERAL FUND EXPENDITURES
- BY CATEGORY -**

Category	2024 BUDGET	2024 YTD GENERAL LEDGER
Capital Outlay	2,897,463.00	3,259,803.01
Other Services & Charges	3,322,185.00	2,063,654.17
Personal Services	12,902,070.00	8,445,075.94
Supplies	1,571,677.00	947,976.69
Transfers out	106,373.00	-
Grand Total	20,799,768.00	14,716,509.81

**GENERAL FUND REVENUES
- BY CATEGORY -**

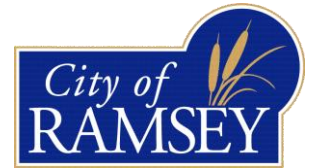
Category	2024 BUDGET	2024 YTD GENERAL LEDGER
Taxes	14,905,220.00	7,403,326.34
Charges for Services	686,800.00	776,411.85
Business Licenses/Permits	73,900.00	87,809.67
Fines and Forfeits	48,000.00	31,832.82
Federal Intergovernmental	1,500.00	-
State Intergovernmental	732,500.00	297,017.08
Interest	50,000.00	-
Miscellaneous	16,830.00	78,343.86
Non-Business Licenses/Permits	848,000.00	872,488.77
Transfers in	3,437,018.00	-
Grand Total	20,799,768.00	9,547,230.39

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

It does not reflect fund balance.

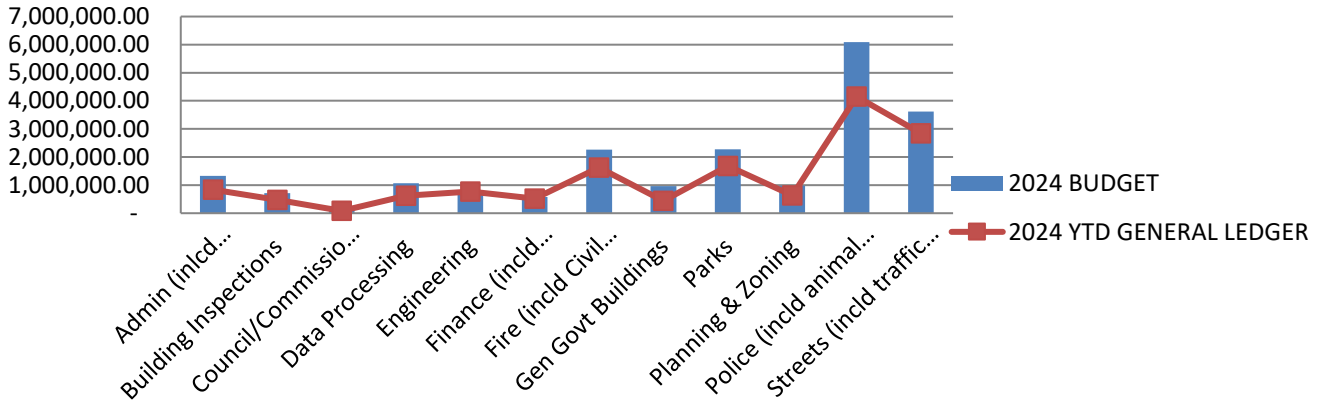
PREPARED BY: FINANCE DEPARTMENT

CITY OF RAMSEY FINANCIAL STATEMENT

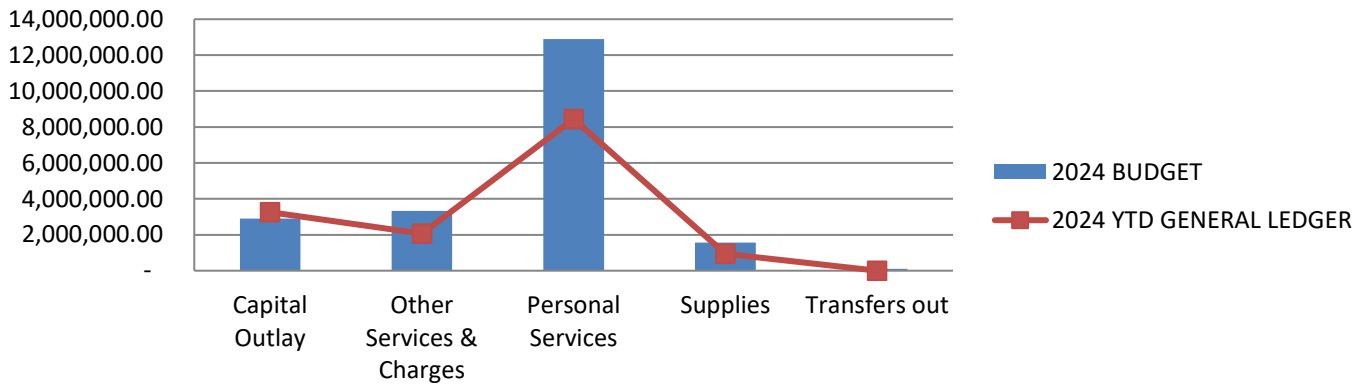


JANUARY 1, 2024 THROUGH PERIOD ENDING: August 31, 2024

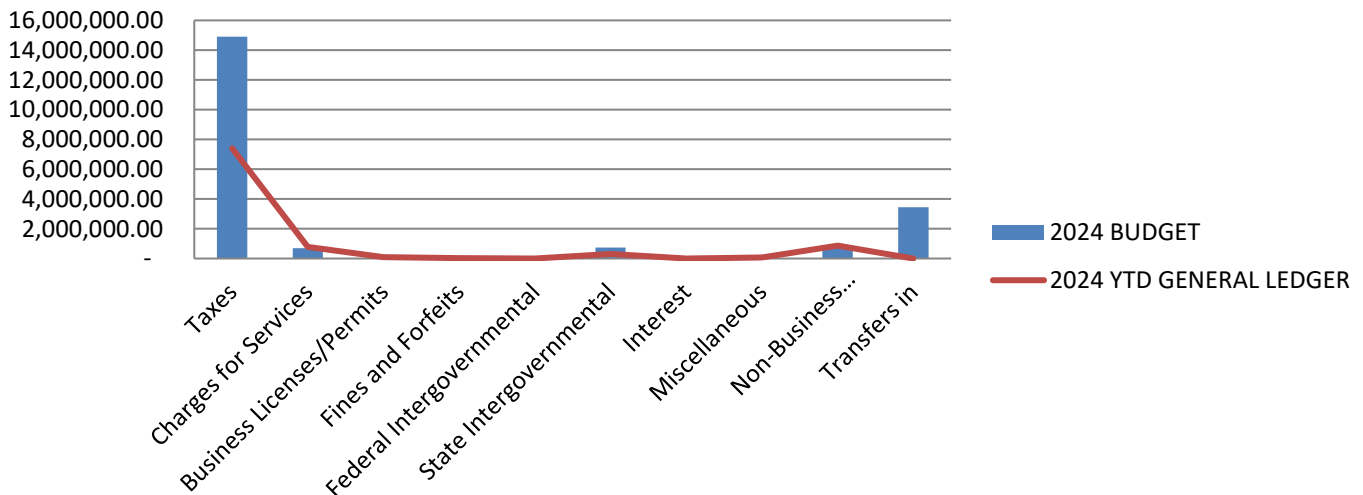
GENERAL FUND EXPENDITURES - BY DEPARTMENT



GENERAL FUND EXPENDITURES - BY CATEGORY



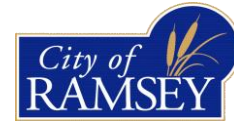
GENERAL FUND REVENUES



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

PREPARED BY: FINANCE DEPARTMENT

**CITY OF RAMSEY
FINANCIAL STATEMENT**



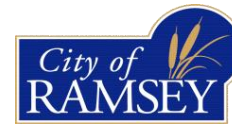
JANUARY 1, 2024 THROUGH PERIOD ENDING: August 31, 2024

REVENUES				
BUSINESS UNIT	9230	EDA		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
4011 CURRENT-AD VALOREM TAXES	87,390.00	40,500.66	46.34%	
4012 DELINQUENT-AD VALOREM TAXES	-	(694.92)	0.00%	
4014 FISCAL DISPARITIES	-	4,525.07	0.00%	
4015 EXCESS TAX INCREMENTS	-	4.38	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	-	10,000.00	0.00%	
4701 INTEREST ON INVESTMENTS	5,000.00	-	0.00%	
Grand Total	92,390.00	54,335.19		

EXPENDITURES				
BUSINESS UNIT	9230	EDA		
GENERAL LEDGER ACCOUNT	CURRENT YEAR REQUESTED BUDGET	CURRENT YTD GENERAL LEDGER	-% of Budget-	
6105 TEMPORARY-WAGES & SALARIES	1,000.00	250.00	25.00%	
6122 FICA/MEDICARE CONTRIBUTIONS	80.00	19.13	23.91%	
6133 WORKERS COMP INSURANCE PREMIUM	10.00	4.75	47.50%	
6249 MISCELLANEOUS OPERATING SUPPLY	18,000.00	(6,019.13)	-33.44%	
6315 MISCELLANEOUS PROFESSIONAL SER	36,200.00	31,128.95	85.99%	
6331 TRAVEL & LODGING	2,300.00	156.55	6.81%	
6335 TRAINING	6,600.00	385.00	5.83%	
6361 GENERAL LIABILITY/PROPERTY INS	1,000.00	267.97	26.80%	
6451 MEMBERSHIP DUES	2,200.00	1,117.74	50.81%	
6580 OTHER EQUIPMENT	-	23,634.00	0.00%	
6246 MARKETING & PROMOTIONS	25,000.00	9,871.68	39.49%	
Grand Total	92,390.00	60,816.64		

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**

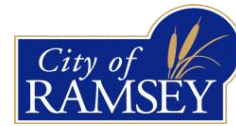


JANUARY 1, 2024 THROUGH PERIOD ENDING: August 31, 2024

REVENUES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(28,000.00)	(14,172.45)	50.62%	
4454 ADMINISTRATIVE FINES		100.05	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	10,000.00	4,556.80	45.57%	
4651 WATER REVENUE	-	4,686.56	0.00%	
4652 WATER SALES - RESIDENTIAL	1,837,500.00	833,833.48	45.38%	
4653 WATER SALES-COMMERCIAL	825,270.00	395,578.85	47.93%	
4654 WATER PENALTIES	47,000.00	23,347.47	49.68%	
4655 WATER METER INSTALLATION	20,000.00	19,500.00	97.50%	
4656 WATER METERS	50,000.00	41,799.57	83.60%	
4657 CONNECTION/RECONNECTION FEES	200.00	600.00	300.00%	
4701 INTEREST ON INVESTMENTS	50,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	987,659.00	0.00%	
4601 MISCELLANEOUS REVENUE		910.75	0.00%	
Grand Total	2,811,970.00	2,298,400.08		

EXPENSES				
BUSINESS UNIT	9601	WATER UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	425,984.00	153,102.18	35.94%	
6103 FULL TIME-REGULAR-OVERTIME	20,000.00	10,408.50	52.04%	
6105 TEMPORARY-WAGES & SALARIES	26,380.00	15,182.16	57.55%	
6121 PERA CONTRIBUTIONS	45,901.00	12,983.11	28.29%	
6122 FICA/MEDICARE CONTRIBUTIONS	36,313.00	14,792.94	40.74%	
6131 GROUP INSURANCE	52,339.00	26,969.44	51.53%	
6133 WORKERS COMP INSURANCE PREMIUM	18,410.00	19,616.33	106.55%	
6208 MISCELLANEOUS OFFICE SUPPLIES	750.00	81.39	10.85%	
6223 GASOLINE	9,500.00	6,367.72	67.03%	
6225 DIESEL FUEL	500.00	-	0.00%	
6229 SHOP MATERIALS	1,200.00	377.40	31.45%	
6231 UNIFORMS & TURN-OUT GEAR	5,000.00	3,626.14	72.52%	
6249 MISCELLANEOUS OPERATING SUPPLY	15,500.00	5,621.56	36.27%	
6257 OTHER VEHICLE PARTS	12,000.00	7,176.73	59.81%	
6273 UTILITY SYSTEM MAINT SUPPLIES	150,000.00	91,498.33	61.00%	
6281 SMALL TOOLS & MINOR EQUIPMENT	10,500.00	2,483.22	23.65%	
6292 WATER METERS FOR RESALE	125,000.00	38,322.69	30.66%	
6315 MISCELLANEOUS PROFESSIONAL SER	58,000.00	21,413.53	36.92%	
6322 POSTAGE	2,000.00	526.45	26.32%	
6334 MILEAGE REIMBURSEMENT	800.00	-	0.00%	
6335 TRAINING	6,000.00	1,060.00	17.67%	
6352 GENERAL NOTICE & PUBLIC INFOR	350.00	-	0.00%	
6361 GENERAL LIABILITY/PROPERTY INS	35,000.00	43,196.09	123.42%	
6371 ELECTRIC UTILITIES	175,000.00	72,675.31	41.53%	
6372 WATER/IRRIGATION	2,500.00	910.48	36.42%	
6373 GAS	9,000.00	2,747.37	30.53%	
6374 REFUSE/RECYCLING	1,800.00	816.11	45.34%	
6381 BUILDING & STRUCTURE REPAIR	17,035.00	7,522.35	44.16%	
6405 OFFICE & DATA PROCESSING EQUIP	8,500.00	7,946.00	93.48%	
6439 OTHER MISCELLANEOUS	67,000.00	36,223.29	54.06%	
6451 MEMBERSHIP DUES	1,000.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	82,000.00	30,206.05	36.84%	
6722 DEPRECIATION	958,382.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	55,000.00	-	0.00%	
6436 WATER EFFICIENCY REBATE PROG		(1,694.05)	0.00%	
Grand Total	2,434,644.00	632,158.82		

**CITY OF RAMSEY
FINANCIAL STATEMENT**

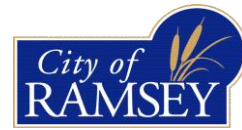


JANUARY 1, 2024 THROUGH PERIOD ENDING: August 31, 2024

REVENUES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(30,000.00)	(15,899.18)	53.00%	
4356 SEWER AVAILABILITY CHARGE-ADM	7,000.00	3,628.10	51.83%	
4661 RESIDENTIAL-SEWER CHARGES	1,727,880.00	914,385.79	52.92%	
4662 COMMERCIAL-SEWER CHARGES	513,040.00	229,301.58	44.69%	
4663 SEWER PENALTIES	45,000.00	31,027.43	68.95%	
4701 INTEREST ON INVESTMENTS	80,000.00	-	0.00%	
4606 DEVELOPER FEES (WAC)	-	478,611.00	0.00%	
4601 MISCELLANEOUS REVENUE		910.75	0.00%	
Grand Total	2,342,920.00	1,641,965.47		

EXPENSES				
BUSINESS UNIT	9602	SEWER UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	279,318.00	88,208.01	31.58%	
6103 FULL TIME-REGULAR-OVERTIME	1,000.00	500.82	50.08%	
6105 TEMPORARY-WAGES & SALARIES	-	4,709.58	0.00%	
6121 PERA CONTRIBUTIONS	38,949.00	6,934.31	17.80%	
6122 FICA/MEDICARE CONTRIBUTIONS	21,476.00	7,641.03	35.58%	
6131 GROUP INSURANCE	22,913.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	9,600.00	11,708.93	121.97%	
6223 GASOLINE	4,300.00	1,372.81	31.93%	
6225 DIESEL FUEL	3,500.00	2,746.10	78.46%	
6229 SHOP MATERIALS	500.00	-	0.00%	
6249 MISCELLANEOUS OPERATING SUPPLY	25,000.00	9,566.24	38.26%	
6257 OTHER VEHICLE PARTS	8,000.00	524.73	6.56%	
6273 UTILITY SYSTEM MAINT SUPPLIES	5,000.00	459.60	9.19%	
6275 OTHER EQUIPMENT PARTS	8,000.00	-	0.00%	
6281 SMALL TOOLS & MINOR EQUIPMENT	2,000.00	732.75	36.64%	
6315 MISCELLANEOUS PROFESSIONAL SER	2,000.00	1,836.52	91.83%	
6323 CELLULAR PHONES	5,000.00	1,395.68	27.91%	
6334 MILEAGE REIMBURSEMENT	400.00	-	0.00%	
6335 TRAINING	8,000.00	1,303.00	16.29%	
6361 GENERAL LIABILITY/PROPERTY INS	25,000.00	22,238.40	88.95%	
6371 ELECTRIC UTILITIES	30,000.00	12,605.04	42.02%	
6372 WATER/IRRIGATION	2,000.00	910.47	45.52%	
6373 GAS	7,500.00	2,223.28	29.64%	
6374 REFUSE/RECYCLING	1,500.00	816.11	54.41%	
6377 SEWER SERVICE CHARGE	1,260,238.00	945,178.11	75.00%	
6381 BUILDING & STRUCTURE REPAIR	10,835.00	4,168.54	38.47%	
6489 OTHER CONTRACTED SERVICES	45,000.00	20,511.41	45.58%	
6722 DEPRECIATION	734,900.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	49,000.00	-	0.00%	
Grand Total	2,610,929.00	1,148,291.47		

**CITY OF RAMSEY
FINANCIAL STATEMENT**



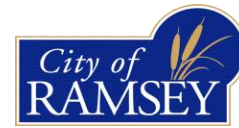
JANUARY 1, 2024 THROUGH PERIOD ENDING: August 31, 2024

REVENUES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(5,500.00)	(2,685.12)	48.82%	
4681 CHARGES FOR STREET LIGHTS	176,000.00	91,231.48	51.84%	
4683 STREET LIGHTING PENALTIES	6,000.00	3,768.87	62.81%	
4701 INTEREST ON INVESTMENTS	3,000.00	-	0.00%	
4684 PRIORITY STREET LIGHT	57,000.00	28,983.38	50.85%	
Grand Total	236,500.00	121,298.61		

EXPENSES				
BUSINESS UNIT	9603	STREET LIGHT UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
6371 ELECTRIC UTILITIES	135,000.00	72,183.58	53.47%	
6489 OTHER CONTRACTED SERVICES	19,000.00	8,219.69	43.26%	
6722 DEPRECIATION	46,000.00	-	0.00%	
6820 OPERATING TRANSFERS TO OTHER F	29,000.00	-	0.00%	
Grand Total	229,000.00	80,403.27		

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, 2024 THROUGH PERIOD ENDING: August 31, 2024

REVENUES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(8,500.00)	(4,213.49)	49.57%	
4287 OTHER LOCAL GOVERNMENT GRANTS	75,000.00	-	0.00%	
4609 OTHER MISCELLANEOUS REVENUES	1,200.00	2,382.40	198.53%	
4671 RECYCLING CHARGES	452,000.00	230,376.42	50.97%	
4672 RECYCLING PENALTIES	9,300.00	7,068.04	76.00%	
4701 INTEREST ON INVESTMENTS	4,000.00	-	0.00%	
Grand Total	533,000.00	235,613.37		

EXPENSES				
BUSINESS UNIT	9604	RECYCLING UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	26,088.00	12,464.95	47.78%	
6103 FULL TIME-REGULAR-OVERTIME	1,000.00	375.68	37.57%	
6104 PART TIME-WAGES & SALARIES	500.00	-	0.00%	
6121 PERA CONTRIBUTIONS	3,157.00	988.81	31.32%	
6122 FICA/MEDICARE CONTRIBUTIONS	2,006.00	998.50	49.78%	
6131 GROUP INSURANCE	1,451.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	210.00	139.86	66.60%	
6249 MISCELLANEOUS OPERATING SUPPLY	32,000.00	22,097.88	69.06%	
6322 POSTAGE	100.00	-	0.00%	
6489 OTHER CONTRACTED SERVICES	476,000.00	313,923.49	65.95%	
Grand Total	542,512.00	350,989.17		

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**



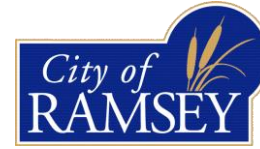
JANUARY 1, 2024 THROUGH PERIOD ENDING: August 31, 2024

REVENUES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
4140 CREDIT CARD PROCESSING FEES	(15,500.00)	(7,578.97)	48.90%	
4693 STORM WATER-RESIDENTIAL	638,400.00	324,395.02	50.81%	
4694 STORM WATER-COMMERCIAL	670,000.00	341,208.24	50.93%	
4695 STORM WATER-PENALTIES	25,000.00	15,292.45	61.17%	
4701 INTEREST ON INVESTMENTS	5,000.00	-	0.00%	
Grand Total	1,322,900.00	673,316.74		

EXPENSES				
BUSINESS UNIT	9605	STORM WATER UTILITY		
GENERAL LEDGER ACCOUNT	2024 BUDGET	2024 YTD GENERAL LEDGER	-% of Budget-	
6102 F.T. REGULAR-WAGES & SALARIES	237,011.00	48,116.07	20.30%	
6103 FULL TIME-REGULAR-OVERTIME	-	89.71	0.00%	
6105 TEMPORARY-WAGES & SALARIES	200.00	2,246.00	1123.00%	
6121 PERA CONTRIBUTIONS	34,750.00	3,633.07	10.45%	
6122 FICA/MEDICARE CONTRIBUTIONS	18,161.00	3,966.88	21.84%	
6131 GROUP INSURANCE	33,051.00	-	0.00%	
6133 WORKERS COMP INSURANCE PREMIUM	10,000.00	10,451.57	104.52%	
6225 DIESEL FUEL	10,000.00	5,576.91	55.77%	
6249 MISCELLANEOUS OPERATING SUPPLY	13,000.00	1,885.35	14.50%	
6257 OTHER VEHICLE PARTS	12,000.00	12,434.99	103.62%	
6315 MISCELLANEOUS PROFESSIONAL SER	50,000.00	2,735.00	5.47%	
6361 GENERAL LIABILITY/PROPERTY INS	11,500.00	6,086.26	52.92%	
6371 ELECTRIC UTILITIES	12,000.00	5,225.39	43.54%	
6372 WATER/IRRIGATION	3,500.00	910.47	26.01%	
6373 GAS	8,500.00	2,223.28	26.16%	
6374 REFUSE/RECYCLING	2,000.00	529.91	26.50%	
6451 MEMBERSHIP DUES	63,000.00	54,205.00	86.04%	
6489 OTHER CONTRACTED SERVICES	55,000.00	9,069.69	16.49%	
Grand Total	573,673.00	169,385.55		

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

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



JANUARY 1, 2024 THROUGH PERIOD ENDING:

August 31, 2024

GENERAL FUND EXPENDITURES BY DEPARTMENT	2024 ADOPTED BUDGET	CURRENT YTD POSTED EXP	8/12 ADOPTED BUDGET (Aug)	% of Budget Used (66.66% is 8/12)	BUDGET AMOUNT REMAINING
Admin (inclcd elections, legal & newsletter)	1,323,376.00	841,459.36	882,250.67	63.58%	481,916.64
Building Inspections	708,859.00	474,851.12	472,572.67	66.99%	234,007.88
Council/Commissions (inclcd charter, council contingency)	257,656.00	82,732.77	171,770.67	32.11%	174,923.23
Data Processing	1,063,589.00	626,015.84	709,059.33	58.86%	437,573.16
Engineering (personnel costs allocated after year-end)	680,214.00	771,593.89	453,476.00	113.43%	(91,379.89)
Finance (inclcd assessing) (personnel costs allocated after year-end)	573,666.00	524,271.59	382,444.00	91.39%	49,394.41
Fire (inclcd Civil Defense)	2,267,402.00	1,629,947.49	1,511,601.33	71.89%	637,454.51
Gen Govt Buildings	968,079.00	445,206.43	645,386.00	45.99%	522,872.57
Parks	2,277,155.00	1,685,010.20	1,518,103.33	74.00%	592,144.80
Planning & Zoning	974,899.00	635,783.44	649,932.67	65.22%	339,115.56
Police (inclcd animal control & comm orient)	6,090,287.00	4,151,008.45	4,060,191.33	68.16%	1,939,278.55
Streets (inclcd traffic eng & snow/ice)	3,614,586.00	2,848,629.23	2,409,724.00	78.81%	765,956.77
TOTAL	20,799,768.00	14,716,509.81	13,866,512.00	70.75%	6,083,258.19

ENTERPRISE EXPENDITURES BY FUND	2024 ADOPTED BUDGET	CURRENT YTD POSTED EXP	8/12 ADOPTED BUDGET (Aug)	% of Budget Used (66.66% is 8/12)	BUDGET AMOUNT REMAINING	*BUDGETED DEPRECIATION (part of "2024 BUDGET")
Water (budgeted depreciation not booked until after year-end)	2,434,644.00	632,158.82	1,623,096.00	25.97%	1,802,485.18	\$ 958,382.00
Sewer (budgeted depreciation not booked until after year-end)	2,610,629.00	1,148,291.47	1,740,419.33	43.99%	1,462,337.53	\$ 734,900.00
Street Light (budgeted depreciation not booked until after year-end)	229,000.00	80,403.27	152,666.67	35.11%	148,596.73	\$ 46,000.00
Recycling	542,512.00	350,989.17	361,674.67	64.70%	191,522.83	N/A
Storm Water (budgeted depreciation not booked until after year-end)	1,107,937.00	169,385.55	738,624.67	15.29%	938,551.45	\$ 490,264.00
TOTAL	6,924,722.00	2,381,228.28	4,616,481.33	34.39%	4,543,493.72	\$ 2,229,546.00

EDA FUND EXPENDITURES	2024 ADOPTED BUDGET	CURRENT YTD POSTED EXP	8/12 ADOPTED BUDGET (Aug)	% of Budget Used (66.66% is 8/12)	BUDGET AMOUNT REMAINING
Economic Development	92,390.00	60,816.64	46,195.00	65.83%	31,573.36

CC Regular Session

Meeting Date: 10/08/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Receive Cash and Investments for Period Ending September 30, 2024

Purpose/Background:

Purpose: Receive reports of the city's cash and investments for the period ending September 30, 2024.

Cash and investment report shows the monthly cash flow - receipts and expenditures through September 30, 2024 with the current listing of the city's investment portfolio.

Recommendation:

No action required. Informational only.

Outcome/Action:

No action required. Informational only.

Attachments

Cash & Investments for Period Ending September 30, 2024

Form Review

Inbox

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 10/03/2024

Reviewed By

Brian Hagen

Date

10/03/2024 02:40 PM

Started On: 10/01/2024 08:32 AM

CITY OF RAMSEY
REPORT OF POOLED CASH FLOWS
Period Ended September 30, 2024

	September-24 CURRENT MONTH	2024 YEAR-TO-DATE
CASH AND TEMPORARY INVESTMENTS		
BEGINNING BALANCE (Includes 2022 & 2023 Bond Proceeds)	\$ 90,829,692.32	\$ 106,429,330.67
CASH INFLOWS:		
Daily Deposit	1,703,736.98	10,823,561.61
Tax Settlements	-	12,366,269.25
U/B Receipts	61,637.14	1,641,687.32
Credit Cards (Includes Utility Billing)	443,320.44	5,309,522.14
Interest Earnings [Net of Interest Paid on Investments]	176,549.96	2,264,162.26
Bond Proceeds-int	571.61	63,696.32
TOTAL CASH INFLOW	\$ 2,385,816.13	\$ 32,468,898.90
TOTAL CASH AVAILABLE	\$ 93,215,508.45	\$ 138,898,229.57
CASH OUTFLOWS:		
Prepaid Checks	764,678.39	8,535,690.61
Bills Lists	714,674.21	11,563,765.60
Pay Estimates	4,882,395.86	26,476,061.88
Credit Cards	23,673.76	112,804.83
Payroll - Net	537,924.83	5,209,348.35
Flex Reimbursement	-	695.13
Void Checks/Dormant Checks Paid	-	(19,122.83)
Debt Service	-	724,722.60
Miscellaneous [Bank Charges; etc.]	271.50	2,373.50
TOTAL CASH OUTFLOW	\$ 6,923,618.55	\$ 52,606,339.67
POOLED CASH AND TEMPORARY INVESTMENTS ENDING BALANCE	\$ 86,291,889.90	\$ 86,291,889.90
MEMO - NET 2024 CASH INFLOW (OUTFLOW)	(4,537,802.42)	(20,137,440.77)
INVESTMENT PORTFOLIO SUMMARY		
BEGINNING BALANCE - BV	\$ 66,089,770.93	71,631,912.26
Purchases	-	13,379,186.71
Maturities/Sales	(2,691,322.32)	(21,612,650.36)
ENDING BALANCE	\$ 63,398,448.61	\$ 63,398,448.61

2024 CASH AND INVESTMENT ACTIVITY

CITY INVEST #	STATED	BROKER	SECURITY DESCRIP	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV
	MAT DATE					BAL 1/1/2024		MATURE 2024	PRIN BAL 12/31/2024
240501	11/26/2024	4M	4M TERM SERIES				8,000,000.00	0.00	8,000,000.00
240731B	7/31/2025	4M	4M TERM SERIES				4,000,000.00	0.00	4,000,000.00
230804	4/30/2024	4M	4M TERM SERIES			10,000,000.00		10,000,000.00	0.00
									12,000,000.00
161114B	2/1/2024	Northland	ANDOVER MN TAX		034313-ZU-3	300,000.00		300,000.00	0.00
180730	10/1/2024	Northland	HUBBARD COUNTY TAX		443348-DG-9	100,000.00		0.00	100,000.00
201230	5/1/2025	Northland	FREEMONT 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-IC-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
									5,350,000.00
221014	1/12/2024	UBS	CD-ISRAEL DISCOU	19977	465076TW7	244,000.00		244,000.00	0.00
190315	3/15/2024	UBS	CD-COMENITY CAPI	57570	20033AS31	245,000.00		245,000.00	0.00
190325	3/25/2024	UBS	CD-BANK HAPOALII	33686	06251AW48	245,000.00		245,000.00	0.00
200325	4/1/2024	UBS	NEW YORK HOUSING		649883S2	500,000.00		500,000.00	0.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE	4297	14042RPL4	245,000.00		245,000.00	0.00
190118C	5/22/2024	UBS	CD-CAPITAL ONE U	33954	14042TAP2	245,000.00		245,000.00	0.00
161018	7/1/2024	UBS	SELMA ALA TAX		816459QV6	500,000.00		500,000.00	0.00
230131	9/30/2024	UBS	CD-PLANTERS BANI	34254	72741PGZ4	244,000.00		244,000.00	0.00
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-SALLIE 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
230317	3/17/2025	UBS	CD-MANUFACTURE	588	5647595C3	243,000.00		0.00	243,000.00
230322	3/24/2025	UBS	CD-PINNACLE BANI	35583	72345SLG4	248,000.00		0.00	248,000.00
161114A	7/1/2025	UBS	LEXINGTON FAYETTE AIRPORT		52909MCA0	300,000.00		0.00	300,000.00
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		93612JX1	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
201221	10/1/2026	UBS	LANCASTER OH SCHOOL DIST		514264FGO	1,675,000.00		0.00	1,675,000.00
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		959878RJ0	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

2024 CASH AND INVESTMENT ACTIVITY

CITY	STATED	BROKER	SECURITY	FDIC #	CUSIP	PRIN	PURCH	SOLD/	BV
	MAT					BAL		MATURE	PRIN
INVEST #	DATE		DESCRIP			1/1/2024	2024	2024	12/31/2024
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
210604	7/1/2030	UBS	FLORIDA STATE BOARD TAX		341271AF1	1,000,000.00		0.00	1,000,000.00
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
211209	9/15/2032	UBS	CAPE MAY COUNTY NJ TAX		139501SB7	470,000.00		0.00	470,000.00
230303		UBS	UBS PRIME FUND			51,724.41		51,724.41	0.00
230731		UBS	UBS PRIME FUND			554,843.90		554,843.90	0.00
231204		UBS	UBS PRIME FUND			249,389.65		249,389.65	0.00
230831A		UBS	UBS PRIME FUND			2,769,474.27		2,769,474.27	0.00
20831B		UBS	UBS PRIME FUND			6,001,637.81		3,894,375.91	2,107,261.90
230630		UBS	UBS PRIME FUND			859,359.98		859,359.98	0.00
23093023		UBS	UBS PRIME FUND			64,956.23		64,956.23	0.00
230430		UBS	UBS PRIME FUND			170,879.16		170,879.16	0.00
230531		UBS	UBS PRIME FUND			229,646.85		229,646.85	0.00
240630		UBS	UBS TREASURY FUND (FORMERLY PRIME)				102,943.99	0.00	102,943.99
240731A		UBS	UBS TREASURY FUND (FORMERLY PRIME)				554,746.42	0.00	554,746.42
240228		UBS	UBS PRIME FUND				361,798.28	0.00	361,798.28
240831A		UBS	UBS TREASURY FUND (FORMERLY PRIME)				58,423.28	0.00	58,423.28
240131		UBS	UBS PRIME FUND				301,274.74	0.00	301,274.74
TOTAL INVESTMENTS						71,631,912.26	13,379,186.71	21,612,650.36	63,398,448.61
Unamortized Premiums						1,759,475.03			1,759,475.03
Unamortized Discounts						(4,343,552.11)			(4,343,552.11)
BMO						8,036,228.16	48,644,129.60	53,482,822.15	3,197,535.61
Bond Proceeds						12,162,050.46	63,696.32	6,231,932.34	5,993,814.44
Money Market Accounts						17,183,216.87	11,102,951.45	12,000,000.00	16,286,168.32
Net Cash and Investments						106,429,330.67	73,189,964.08	93,327,404.85	86,291,889.90

CC Regular Session

Meeting Date: 10/08/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

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

- Planning Commission Meeting Minutes Dated August 22, 2024
- Environmental Policy Board Meeting Minutes Dated August 19, 2024
- Public Works Committee Meeting Minutes Dated August 20, 2024
- Park and Recreation Commission Meeting Minutes Dated August 8, 2024

Purpose/Background:

Approve Meeting Minutes

Recommendation:

Approval

Outcome/Action:

Approval

Attachments

PC August Minutes

EPB August Minutes

PWC August Minutes

Park and Recreation August Minutes

Form Review

Inbox

Mariah Albrecht

Brian Hagen

Form Started By: Abdi Sahal

Final Approval Date: 10/03/2024

Reviewed By

Mariah Albrecht

Brian Hagen

Date

10/01/2024 01:31 PM

10/03/2024 02:40 PM

Started On: 10/01/2024 10:32 AM

**PLANNING COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Planning Commission conducted a regular meeting on Thursday, August 22, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Cheri Gengler
 Commissioner Randy Bauer
 Commissioner Ryan Heineman (via Zoom)
 Commissioner Tom Hunt
 Commissioner Eric Peters
 Commissioner Gary Van Scoy

Members Absent: Commissioner Bruce Anderson

Also Present: Planning Manager Todd Larson
 Senior Planner Chris Anderson
 City Council Liaison Michael Olson

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Chairperson Gengler led the group in the Pledge of Allegiance.

3. CITIZEN INPUT

None.

4. APPROVAL OF AGENDA

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Van Scoy	aye
Commissioner Bauer	aye
Commissioner Peters	aye
Commissioner Heineman	aye

Chairperson Gengler aye

Motion Carried.

5. **CONSENT AGENDA**

5.01: Approve the July 25, 2024 Planning Commission Meeting Minutes

**5.02: Continue Consideration of a Variance for a Lean-To Structure at 6850 148th Lane
(Michael Ploumen) Until September 26, 2024**

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

A roll call vote was performed:

Commissioner Heineman aye
Commissioner Peters aye
Commissioner Bauer aye
Commissioner Van Scoy aye
Commissioner Hunt aye
Chairperson Gengler aye

Motion Carried.

6. **PUBLIC HEARINGS/COMMISSION BUSINESS**

**6.01: Public Hearing: Consider a Request for a Variance to Setbacks for a Building
Addition at 14220 Basalt Street NW (Project No. 24-118); Case of Quad Logic**

Public Hearing

Chairperson Gengler called the public hearing to order at 7:02 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of the variance to deviate from the minimum rear yard setback.

Commissioner Van Scoy asked for more information on the right-in/right-out comment from Anoka County.

Senior Planner Anderson replied that comment was not from the County, but from City staff. He stated that even if there were an access there, it would be a right-in/right-out because of the median.

Commissioner Van Scoy commented that he did not see that as a relevant issue as that is already the case.

Citizen Input

No comments.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Van Scoy	aye
Commissioner Bauer	aye
Commissioner Peters	aye
Commissioner Heineman	aye
Chairperson Gengler	aye

Motion Carried.

Chairperson Gengler closed the public hearing at 7:09 p.m.

Commission Business

Motion by Commissioner Bauer, seconded by Commissioner Hunt, to adopt Resolution #24-227 Approving a Variance to the Minimum Rear Yard Setback on the Property Located at 14220 Basalt Street NW.

A roll call vote was performed:

Commissioner Heineman	aye
Commissioner Peters	aye
Commissioner Bauer	aye
Commissioner Van Scoy	aye
Commissioner Hunt	aye
Chairperson Gengler	aye

Motion Carried.

6.02: Public Hearing: Consider Preliminary Plat for Parkside Townhomes (Project No. 24-117) in The COR; Case of COR at Ramsey, LLC

Public Hearing

Chairperson Gengler called the public hearing to order at 7:10 p.m.

Presentation

Senior Planner Anderson presented the staff report stating that staff recommends approval of the Preliminary Plat, contingent upon compliance with staff's review comments.

Commissioner Bauer asked why there is a 12-month expiration on preliminary plats.

Planning Manager Larson replied that length of time could be adjusted, but the purpose is to ensure that an approved plat does not sit for years as times and regulations could change then prior to construction. He stated that there are allowances for time extensions and some applicants do request that extension of time.

Senior Planner Anderson replied that final plats are valid for two years.

Commissioner Bauer stated that he would think more time would be allowed between preliminary and final plat as the applicant would still need to come back for final plat and therefore if conditions change, that could be addressed at that time.

Planning Manager Larson noted the element of public engagement and notice, as if plans sit for too long, people will forget about it.

Senior Planner Anderson noted that the notification requirement is only triggered for preliminary plat, not final plat.

Commissioner Bauer asked for details on the comments from staff and the different departments and asked for an update on the progress on those items.

Senior Planner Anderson replied that almost all the comments have been addressed noting that only some minor comments are left to address that would not impact the layout or design of the plans.

Citizen Input

Jason Palmby, applicant, stated that one of the primary issues for the delay was the market conditions and projected cost. He stated that many things have changed since then and they are moving forward to the Council with both the preliminary and final plat requests.

Chairperson Gengler noted the reduction of ten units and asked for details.

Senior Planner Anderson commented that the overall number of units did not change, but the split between phases did change and therefore the first phase has ten less units.

Daryl Snow, 14642 Sapphire Street NW, asked the developer to provide details on anticipated street closures. He stated that since moving here about one year ago they have found that there are no playgrounds for children with the exception of crossing Bunker and asked if there have been any mentions of a playground.

Senior Planner Anderson replied that Waterfront Park is in the design phases currently, although he was unsure of the anticipated timeline. He stated that there is another park west of PACT Charter School, but was unsure if there was playground equipment in that park. He stated that the intent would be for Waterfront Park to serve The COR without having to cross Bunker.

Mr. Palmby stated that their property is basically an island and therefore the staging and construction will be self-contained within that area.

Diana Gadba, 14583 Rhinestone Street NW, stated that she has called the City and Police several times because of vehicles running the stop sign multiples times per day at Rhinestone and Ramsey Parkway. She was concerned that the additional vehicles would increase the chance of an accident. She commented on the large number of people that walk dogs in the area and do not clean up after themselves and had concern that would also increase.

Senior Planner Anderson stated that all applications are routed through the Development Review Committee, which has representation from all departments, and no concerns were raised related to traffic or safety.

Naomi Golnitz, 7379 East Ramsey Parkway, echoed the comment of the last speaker related to people running the stop signs. She asked where the construction workers would be parking for this project. She also echoed the comments of people not picking up after their dogs.

Chairperson Gengler asked if the construction workers would be parking within the limits of the site.

Mr. Palmby confirmed that they could find a way to make that work.

Ms. Gadba asked how the additional homes would impact the sound and quality from the music in the park events.

Commissioner Hunt asked the anticipated length of construction.

Emily Becker, M/I Homes, replied that would be market driven.

Commissioner Van Scoy asked if there is any thought for off-site parking available for the construction crew.

Senior Planner Anderson replied that only a portion of the block would be final platted and therefore the western half of the block would be readily available for the workers to utilize. He stated that the area is also surrounded by public roads that have on-street parking available.

Commissioner Van Scoy noted the comments related to traffic compliance and asked the response of the City.

Senior Planner Anderson replied that if there are issues of that nature, the residents should continue to call the Police. He stated that staff will also share the comments with public safety and perhaps patrols or temporary signage could be used to curb that behavior.

Commissioner Bauer commented that there are safety issues that were brought forward but that is not a design flaw but an issue of compliance. He noted that issue is not unique to that neighborhood as he experiences that in his neighborhood as well. He stated that is more of an issue of enforcement.

Commissioner Hunt asked if there would be a traffic volume that would trigger a roundabout type of improvement.

Senior Planner Anderson replied that he would not think a local road would meet the thresholds for that type of improvement.

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

A roll call vote was performed:

Commissioner Hunt	aye
Commissioner Van Scoy	aye
Commissioner Bauer	aye
Commissioner Peters	aye
Commissioner Heineman	aye
Chairperson Gengler	aye

Motion Carried.

Chairperson Gengler closed the public hearing at 7:36 p.m.

Commission Business

Motion by Commissioner Hunt, seconded by Commissioner Van Scoy, to recommend that City Council approve the Preliminary Plat, contingent upon compliance with staff's review comments.

A roll call vote was performed:

Commissioner Heineman	aye
Commissioner Peters	aye
Commissioner Bauer	aye
Commissioner Van Scoy	aye
Commissioner Hunt	aye
Chairperson Gengler	aye

Motion Carried.

7. COMMISSION BUSINESS

7.01: Driveway Discussion

Presentation

Planning Manager Larson presented the Staff Report stating that at the July 23rd City Council meeting, the Council discussed the side yard setback requirements of residential driveways and the process for applying for a variance, should a property owner request one. The City Council requested that the Commission review the regulations and determine if a variance process could be simplified. He stated that staff recommends leaving the existing driveway rules and variance procedures in place.

Commission Business

Chairperson Gengler asked if the Commission is being asked to consider the five-foot side yard setback, the variance process, or both.

Planning Manager Larson replied that would be both. He explained that the Council was interested in making the variance process easier for applicants, but that must be done through a public hearing process, therefore the option then would be to change the regulation if that were desired.

Chairperson Gengler referenced the side yard setbacks for other communities and received confirmation that those were all for single-family homes. She referenced the communities where the setback is a range and states depending and asked for clarification.

Planning Manager Larson replied that Blaine has a few different single-family zoning districts and Columbia Heights it depends on the year the lot was platted.

Chairperson Gengler referenced cities that have a zero setback and asked if both structures could be built to the property line.

Planning Manager Larson clarified that these setbacks are just for driveways, not for structures.

Commissioner Bauer recognized the concerns within the staff report about reduced setbacks to be legitimate. He referenced a comment of a Councilmember that perhaps neighbors just work it out together and noted that while that would seem to be an ideal situation, that is not always possible. He stated that one neighbor may agree to the situation, but the next neighbor/owner may not agree to that situation. He also commented that snow removal is an issue without a setback. He stated that he would prefer to leave the setback as is and the variance process can be used for those desiring a lesser setback.

Commissioner Peters stated that perhaps the initial construction of the driveway would be five feet but if adjustments need to be made, it could be reduced to three feet.

Planning Manager Larson stated that it would seem that side yard setback should then just be three feet, rather than requiring five feet and then it could be reduced a month later.

Commissioner Van Scoy asked where a fence would go between two properties, specifically whether that can be placed on the property line or whether it must be set back.

Planning Manager Larson replied that the Code requires the fence to be on your own side of the property line.

Commissioner Van Scoy commented that he also supports leaving the regulation as is and continue to review deviations through the variance process. He commented that there logically needs to be space between driveways for vehicle doors to open, snow removal, and should someone want a fence.

Commissioner Heineman stated that if someone buys an acre and if five feet is taken from the perimeter that is essentially a ten percent reduction of the property size. He stated that if the issue is snow removal, that is essentially treating a problem before it arises. He stated that people could push snow to the other side of their driveway. He recognized that he may be in the minority on this issue. He stated that although he would not recommend someone put their driveway zero feet from their property line, someone should be able to if they wanted.

Commissioner Hunt stated that he could see keeping the variance process the same but could also support a reduction from five feet. He stated that perhaps the setback is reduced to one foot as that would allow for the placement of a fence if that were desired in the future.

Planning Manager Larson commented that a five-foot setback tends to be common in early subdivisions built in the 1970s and on to allow for drainage to flow between the properties and away from the homes.

Chairperson Gengler commented that the cases they heard at the last meeting were different and specific and could not recall a lot of requests of this nature that the Commission has considered in the past, therefore this would seem to be fixing an issue that is not widespread. She stated that she would also prefer to keep the regulation and variance process as it is.

8. COMMISSION / STAFF INPUT

Planning Manager Larson provided an update on planning related matters.

Senior Planner Anderson noted the upcoming Fall Recycling Event in September and the Fix It Clinic in October.

9. ADJOURNMENT

Motion by Commissioner Bauer, seconded by Commissioner Peters, to adjourn the meeting.

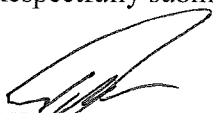
A roll call vote was performed:

Commissioner Heineman aye
Commissioner Peters aye
Commissioner Bauer aye
Commissioner Van Scoy aye
Commissioner Hunt aye
Chairperson Gengler aye

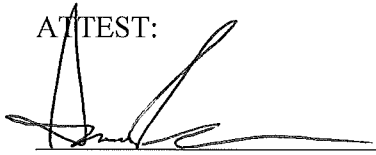
Motion Carried.

The regular meeting of the Planning Commission adjourned at 7:59 p.m.

Respectfully submitted,



Todd Larson
Planning Manager

ATTEST:


Abdi Sahal
Planning Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**ENVIRONMENTAL POLICY BOARD
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

On Monday, August 19, 2024, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Acting Chairperson Laura Moore
 Board Member Reid Bernard
 Board Member Nick Burgess
 Board Member Thomas Hagerty
 Board Member Paula Houts
 Board Member Hassan Salami

Members Absent: Chairperson Melissa Fetterley

Also Present: Senior Planner Chris Anderson

1. CALL TO ORDER

Acting 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 Hagerty to approve the agenda as submitted.

Motion carried. Voting Yes: Acting Chairperson Moore, Board Member Bernard, Hagerty, Burgess, Houts, and Salami. Voting No: None. Absent: Chairperson Fetterley.

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated July 15, 2024

Motion by Board Member Hagerty and seconded by Board Member Salami to approve the regular meeting minutes dated July 15, 2024.

Motion carried. Voting Yes: Acting Chairperson Moore, Board Member Hagerty, Salami, Bernard, Burgess, and Houts. Voting No: None. Absent: Chairperson Fetterley.

5. POLICY BOARD BUSINESS

5.01: Consider Natural Resources Aspects 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. Environmental Policy Board (EPB) members may recall this project from early in 2023. Parkside Townhomes actually received Preliminary Plat approval, however, the applicant withdrew the application for Final Plat consideration to work through some items with his builder. Preliminary Plat approval is only valid for one year, and by the time the applicant was ready to move forward, the approval had expired.

Acting Chairperson Moore asked the anticipated timing between phases.

Senior Planner Anderson replied that there is not a specific timeline, as that often depends on how quickly units sell in the first phase. He stated that the third phase, which is not part of the application, is geared more for the future once this entire block is constructed.

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

Motion carried. Voting Yes: Acting Chairperson Moore, Board Member Bernard, Salami, Burgess, Hagerty, and Houts. Voting No: None. Absent: Chairperson Fetterley.

5.02: Discuss Potential Development of Performance Standards for Managed Natural Landscapes

Senior Planner Anderson presented the staff report. He stated that in 2007, the City of Ramsey amended Chapter 30 (Nuisances) of City Code to exempt natural landscape plant materials from the eight-inch height restriction for grass and weeds. In 2023, the State of Minnesota enacted State Statute 412.925 (Native Landscapes), which specifies that statutory and home rule charter cities must allow private property owners to install and maintain managed natural landscapes on private property. In 2024, Ramsey amended Chapter 30 (Nuisances) again, reiterating that natural landscapes are exempt from the vegetative height restrictions but also specifying that an approved management plan is required. However, there are no other standards in place regarding these managed natural landscapes. He reviewed potential standards that could be considered.

Acting Chairperson Moore appreciated that there is growing interest in this, noting that she is doing several native plantings in her yard currently. She stated that she would support having a discussion related to boulevard type regulations.

Senior Planner Anderson provided details on the road right-of-way, noting that while ideally the road would be centered within that right-of-way, it is not always. He stated that on average there could be 15 feet of right-of-way on each side, but that is not always the case.

Acting Chairperson Moore commented that people should be able to do as they want with their own yard and therefore would only want to consider regulations in the boulevard, near the road. She stated that perhaps the management plan is a suggestion, as requiring that element may detract some people from wanting to pursue that endeavor. She commented that sometimes when you

start a native planting area, things often change based on what is successful and what is not. She stated that there could be guidelines on what a plan could look like, which could help keep the areas contained. She stated that when there is not a border around the native area, perhaps there is signage. She stated that she would also be interested in a regulation to keep invasives out of the natural area.

Senior Planner Anderson commented that a management plan forces a property owner to put thought into it and think about what they are going to do. He stated that some people think about a native landscape, thinking they will not need to maintain it, but commented that the first three to five years require a lot of work. He stated that he would not necessarily advocate for needing a buffer/border on a natural area, but used the example where that area may abuts another property and could begin to encroach on the neighboring property.

Board Member Salami commented that he has lived in Ramsey for almost 15 years and has noticed properties with grass/vegetation that is too tall. He stated that he has wondered if the City could intervene and cut grass or trim trees on certain properties. He also noted that some trees seem to be planted on property lines.

Senior Planner Anderson replied that there is not a setback for tree planting, noting that a tree can be planted further from the property line and then still encroach onto a neighboring property over the years. He also noted volunteer trees that pop up also. He stated that there is also nothing the City can do about things that grow from one yard to the next yard. He stated that the private property owner is responsible for cutting their grass and trimming their trees. He stated that there are stretches of City owned land that would be maintained by public works, acknowledging that the City has limited resources.

Board Member Houts asked if the City differentiates between native and natural landscape.

Senior Planner Anderson replied that the City does not, as everything falls under the umbrella of alternative landscapes.

Board Member Houts asked if the boulevard would be different than someone that has a ditch adjacent to the road.

Senior Planner Anderson replied that currently there is not a distinction but that could be something the board may wish to consider.

Board Member Hagerty stated that he favors having some type of standards and management plan. He stated that he does like the idea of a border between properties, signage, and maintenance activities. He acknowledged that there is a lot more work involved in native plant areas compared to mowing a lawn and believed that the management/standards would help people to understand that. He asked if the City has been receiving complaints and whether that is what drove this issue forward.

Senior Planner Anderson commented that the City did receive complaints about a property undergoing a native landscape, noting that property does have a management plan. He recognized that there is a strong sense of property rights in Ramsey, but that does not mean there cannot or should not be standards as well. He stated that perhaps they should incorporate the notion that this

landscape would need to be installed, as there has been interest from someone that intended to stop mowing and have their neighbor's natural landscaping blow into their yard.

Acting Chairperson Moore stated that to really do a good job to establish a native prairie you really need to start with a burn, recognizing that some yards are larger and could allow that while others could not.

Senior Planner Anderson commented that while a controlled burn would be ideal, there are many places that would not be allowed. He stated that there are alternative methods that could be used to establish the native landscaping, it just takes more effort and work, noting that it is often two or three years after the initial seeding that you would see above ground growth and therefore often looks very undesirable. He stated that is where signage would be helpful to communicate to those passing by that this is an intentional process.

Board Member Burgess asked if there are standards that exist in other communities that could be used as a starting point.

Senior Planner Anderson stated that he does have some examples from other communities that he forgot to attach to the case, noting that he can email those as a follow up.

6. BOARD / STAFF INPUT

- **Fall Recycling Event – September 28, 2024 (8am – 12 pm, Public Works Campus, 14199 Jasper Street)**

Senior Planner Anderson noted the upcoming event and stated that the curbside recycling event recently concluded but he did not yet have those numbers.

- **Fix It Clinic – October 5, 2024 (10am – 1pm, Public Works Campus, 14199 Jasper Street)**

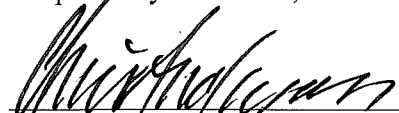
Senior Planner Anderson advised of the upcoming event.

7. ADJOURNMENT

Motion by Board Member Salami and seconded by Board Member Burgess to adjourn the meeting.

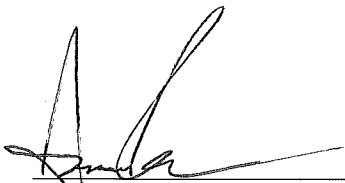
The meeting adjourned at 7:36 p.m.

Respectfully submitted,



Chris Anderson
Senior Planner

ATTEST:



Abdi Sahal
Administrative Assistant

Drafted 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, August 20, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Debra Musgrove
 Councilmember Chelsee Howell
 Councilmember Michael Olson

Also Present: City Engineer/Public Works Director Bruce Westby
 Parks and Assistant Public Works Director Mark Riverblood

1. CALL TO ORDER

Chairperson Musgrove called the regular meeting of the Public Works Committee to order at 6:00 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

Motion by Councilmember Howell, seconded by Councilmember Olson, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Howell and Olson. Voting No: None.

4. APPROVE MINUTES

4.01: Approve July 16, 2024, Meeting Minutes

Motion by Councilmember Howell, seconded by Councilmember Olson, to approve the following minutes:

Regular Meeting Minutes dated July 16, 2024

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Howell and Olson. Voting No: None.

5. COMMITTEE BUSINESS

5.01: Trail Maintenance Policy – Status Update

Parks and Assistant Public Works Director Riverblood reviewed the staff report and stated that staff requests feedback on the content, scope and tone of the Trail Maintenance Policy language.

Councilmember Olson commented that he likes the direction/style of the policy thus far.

Chairperson Musgrove stated that she would have preferred to have the draft policy in the case to review before the meeting. She believed that it is a bit wordy for a policy and suggested that the introduction be reduced with some of that information placed within the policy. She stated that while this would be helpful information for residents, it does not seem similar to other City policies. She asked that the full policy be drafted for the September meeting, noting that there has already been delay in this process.

Parks and Assistant Public Works Director Riverblood stated that he spoke with administration staff to find out if there was a standard format for policies and was told that there was none. He stated that if that is the desire, perhaps that policy format should be developed.

Councilmember Howell commented that she felt that this would be helpful if it was instructional, which lets the public know what is going on but is not something necessarily just for the public. She also agreed that it would have been helpful to have the draft prior to the meeting. She agreed that the full policy should be prepared for the September meeting.

Parks and Assistant Public Works Director Riverblood agreed that if the intent is to be instructional, the policy can then be more concise.

Councilmember Howell asked if there was a table discussed at the last meeting showing the trail maintenance schedule.

Chairperson Musgrove commented that she did make the statement that she likes that element for tracking, but did not think that would need to be part of the policy itself.

Councilmember Olson stated that he is not exactly clear who the audience is intended to be. He stated that if this is meant to be posted on the website for public consumption, then this style seems to be good as it clearly communicates the information. He stated that if it is intended to be procedures, that would be directed at the staff. He stated that for a policy and narrative for the public, he thinks this is good.

Chairperson Musgrove commented that type of communication may be something that is communicated to residents in a newsletter. She stated that a policy should be more concise as it is an internal document.

Councilmember Howell agreed that a policy is intended for internal use and is meant to communicate the process, although the public may be interested in reading it and could still be informed.

5.02: Review Draft Stormwater Management Facilities Maintenance Policy

City Engineer/Public Works Director Westby reviewed the staff report stating that the Committee is asked to review the draft Stormwater Management Facilities Maintenance Policy and provide feedback to staff on proposed additions, deletions, and/or revisions, including whether a maintenance schedule should be added to the appendix.

Chairperson Musgrove commented that the Mississippi River Critical Corridor Area (MRCCA) is not mentioned and asked if that should also be included.

City Engineer/Public Works Director Westby replied that the city has other plans and policies and therefore he attempted to avoid duplication within policies. He referenced some of the other plans that specifically deal with the MRCCA noting that the MRCCA does not impact the maintenance of the stormwater ponds.

Chairperson Musgrove stated that perhaps there could be reference to the additional regulations within the MRCCA.

City Engineer/Public Works Director Westby commented that if work is being done within the MRCCA, appropriate permits would need to be pulled from the DNR.

Councilmember Howell commented that this policy is straightforward and therefore easy to read.

Chairperson Musgrove commented that she liked the listed agencies, bodies of waters, etc. She asked the estimate of time for staff to review the policy.

City Engineer/Public Works Director Westby replied that he gave staff an additional 1.5 weeks to review the policy and provide comments so he could have the full draft policy prepared for the September PWC meeting.

5.03: Approve Quote to Pave Alpine Drive Approaches to BNSF Railway Crossing

City Engineer/Public Works Director Westby reviewed the staff report and recommendation to approve the quote from North Valley, Inc. in the amount of \$10,473.62 to pave the Alpine Drive approaches to the BNSF Railway Crossings.

Councilmember Olson asked and received confirmation that this would be a one-day job, drivable after completed.

Chairperson Musgrove thanked staff for continuing to pursue this issue and make it more drivable.

Motion by Councilmember Howell, seconded by Councilmember Olson, to approve the quote from North Valley, Inc. in the amount of \$10,473.62 to pave the Alpine Drive approaches to the BNSF Railway Crossings.

Motion carried. Voting Yes: Chairperson Musgrove, Councilmembers Howell and Olson. Voting No: None.

6. COMMITTEE / STAFF INPUT

6.01: Receive Updates on Improvement Projects, Studies, and Items of Interest

City Engineer/Public Works Director Westby provided an update on current and proposed City, County, and MnDOT improvement projects and studies, and on other items of interest to the Committee.

6.02: Review Future Topics Calendar

City Engineer/Public Works Director Westby provided an overview of the calendar topics, noting updated dates that he would insert. It was confirmed that Wetland 114P could be removed from the list.

Chairperson Musgrove suggested that the Committee perform an annual review of Capital Improvement Program projects as related to public works items.

City Engineer/Public Works Director Westby replied that staff was planning to present updated Pavement Management Program projects and cash flows proposed for the 2025 – 2034 CIP to the September meeting.

Chairperson Musgrove asked for an update on the dog park fence in The COR, along with trees.

Parks and Assistant Public Works Director Riverblood replied that the proposed off leash area would be along Veterans Drive as an extension of the Residence of the COR dog area. He stated that staff is attempting to coordinate with the Residence of the COR on that element. He stated that he has developed plans but has not yet obtained quotes. He asked for clarification on the trees.

Chairperson Musgrove recalled that staff proposed to obtain quotes for carving two dead trees at Sunfish Lake Park and believed that issue was going to go back before the Council.

Parks and Assistant Public Works Director Riverblood stated that came before the Council one or two years ago and the consensus of the Council was that there was no interest in paying for carving the trees, along with safety concerns from dead limbs falling. He stated that the trees have since been removed from the park.

Chairperson Musgrove asked that the dog park be added to the future topics calendar to receive updates. She stated that in the most recent meeting of the Lower Rum River Water Management Organization, there was discussion of projects ongoing in each of the cities, noting that Ramsey continues to be the busiest city in terms of projects. She thanked staff for their continued hard work ensuring that these projects run smoothly, along with all the local road projects.

City Engineer/Public Works Director Westby asked if there was an anticipated timeline for the dog park.

Parks and Assistant Public Works Director Riverblood commented that he is not certain. He believed the Park and Recreation Commission would be the appropriate body to continue to manage that item. He recognized that item was planned for 2024, but with all other activities this year, that item was not the top priority.

7. ADJOURNMENT

Motion by Councilmember Howell, seconded by Councilmember Olson, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:00 p.m.

Respectfully submitted,



Bruce Westby
City Engineer/Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

**PARK AND RECREATION COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey Park and Recreation Commission conducted a regular meeting on August 8, 2024, at The Draw, 7401 Ramsey Parkway NW, Ramsey, Minnesota.

Commission Members Present: Chair Nathan Barten
 Vice Chair Brandon Sis
 Commissioner Shane Bennett
 Commissioner Megan Ealain
 Commissioner Dean Olson

Commission Members Absent: Commissioner Todd Arts
 Commissioner Jennifer Leistico

Also Present: City Council Liaison Debra Musgrove
 Parks & Assistant Public Works Director Mark Riverblood
 Recreation Coordinator Abby Proulx

1. CALL TO ORDER

Chair Barten called the Park and Recreation Commission meeting to order at 6:31 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

Motion by Commissioner Bennett, seconded by Commissioner Sis to approve the Park and Recreation Commission meeting agenda as presented.

Motion carried. Voting Yes: Chair Barten; Commissioners Bennett, Sis, Arts, Ealain, Leistico, and Olson. Voting No: None. Absent: None.

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

Commissioner Ealain noted that she was absent from the June meeting and her name should be removed from the votes.

Motion by Commissioner Bennett, seconded by Commissioner Sis, to approve the following Park and Recreation Commission Regular Meeting Minutes:

- Park and Recreation Commission Meeting Minutes dated May 9, 2024
- Park and Recreation Commission Meeting Minutes dated June 13, 2024

Motion carried. Voting Yes: Chair Barten; Commissioners Bennett, Sis, Arts, Ealain, Leistico, and Olson. Voting No: None. Absent: None.

5. COMMISSION BUSINESS

5.01: Consider Adding Play Equipment Component for Woodland Green Park

Parks & Assistant Public Works Director Riverblood stated that this is an extension of the playground replacement program, noting the two projects that were completed this spring at River's Bend and Alpine parks which left \$4,000 available in the playground replacement budget. He stated that one spring rider has broken at Woodland Green Park and residents have requested that be replaced with a spinning orb element, noting that the remaining spring rider would be removed, and the spinning orb would take the place of the spring riders. He stated that funding is still available in the budget for the approved playground replacement this year.

Motion by Commissioner Sis, seconded by Commissioner Olson to recommend that the City Council approve the purchase and installation of a spinning orb for Woodland Green Park at a cost not to exceed \$4,000.

Motion carried. Voting Yes: Chair Barten; Commissioners Sis, Olson, Bennett, and Ealain. Voting No: None. Absent: Arts and Lestico.

5.02: Consider Park and Recreation Commission Presence at the 2024 Happy Days Festival

Parks & Assistant Public Works Director Riverblood stated that it has been customary for the Commission to have a presence at the Happy Days Festival, whether formally or informally. He noted that the busiest part of the day would be during the 11 a.m. to midafternoon time.

Recreation Coordinator Proulx provided a highlight of some of the Happy Days Festival activities planned.

Councilmember Musgrove provided input on different elements, based on her experiences.

Commissioner Bennett commented that in the past when the Commission hosted a table inside the tent, it tended to have a lot of activity. He stated that in the last few years he has been in the tent with a name tag, more informally. He agreed that with the increased park activities and programming it would be a benefit to return to having a park table. He commented that it could be helpful to have speaking points on The Waterfront Park and its funding to ensure that a clear message is conveyed from whoever is staffing the table.

Recreation Coordinator Proulx provided input on the most helpful times to have members staffed at the table within the tent.

6. COMMISSION/STAFF INPUT

6.01: Recreation Program Update

Recreation Coordinator Proulx stated that it has been a busy summer for recreation programming and events. She provided an update on recently held events and activities and highlighted upcoming activities and programming opportunities.

Parks & Assistant Public Works Director Riverblood commented on the great diversity of park programming, with opportunities for people of all ages and opportunities in parks throughout the community.

6.02: Commission/Staff Input

Parks & Assistant Public Works Director Riverblood provided an update on recent development activity within The COR and the related Park Dedication that would come from those projects. He also provided an update on ongoing park improvement projects.

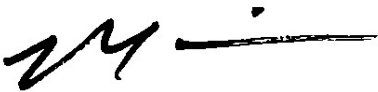
7. ADJOURNMENT

Motion by Commissioner Sis, seconded by Commissioner Ealain, to adjourn the meeting.

Motion carried. Voting Yes: Chair Barten; Commissioners Sis, Bennett, Olson, and Ealain. Voting No: None. Absent: Arts and Lestico.

The Park and Recreation Commission meeting adjourned at 7:05 p.m.

Respectfully submitted,



Mark Riverblood
Parks & Assistant Public Works Director

Drafted by Amanda Staple

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Park and Recreation Commission/ August 8, 2024
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Park and Recreation Commission/ August 8, 2024
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Park and Recreation Commission/ August 8, 2024
Page 2 of 3

CC Regular Session

Meeting Date: 10/08/2024

Primary Strategic Plan Initiative: Strive for high organizational morale and employee retention

Title:

Approve Amended Agreement for Building Official Services with Rum River Consultants

Purpose/Background:

As part of the unanticipated needs for the level of contract support work needed to meet permit review and inspection guidelines, staff believes two (2) full-time inspectors by Rum River Consultants for the remainder of 2024 will be necessary while the city begins the hiring process to fill the two(2) vacant city inspector positions. The anticipated start date for new staff will be the first part of December.

Inspection services for 2025 have been budgeted as part of the 2025 budget process.

Notification:

Not Applicable

Time Frame/Observations/Alternatives:

City Council could approve the amended agreement, approve changes, deny the agreement or something else.

Funding Source:

The Building Division has an adopted budget that does not account for the unanticipated needs for the level of contract support work needed to meet permit review and inspection guidelines for 2024. However, due to a continued high number of building permit submittals, it is reasonable to assume that the actual 2024 permit revenue will exceed what was budgeted.

As part of the proposed 2025 budget, the professional service amount takes into account the anticipated consulting inspection services needed.

Recommendation:

Staff recommends approving the amended agreement which includes Exhibit A.

***At time of packet publication the revised agreement was being reviewed. The packet will be updated prior to the Meeting.**

Outcome/Action:

Approve the amended Agreement for Building Official Services, which includes Exhibit A.

Attachments

Draft Supplemental Contract

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/03/2024 04:05 PM
Form Started By: Stephanie Hanson		Started On: 10/03/2024 10:14 AM

Final Approval Date: 10/03/2024

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

AGREEMENT FOR BUILDING OFFICIAL SERVICES

This Agreement for Building Official Services (“Agreement”) is entered into on this ___ day of October, 2024, by and between the City of Ramsey, a Minnesota municipality, 7550 Sunwood Dr. NW, Ramsey, Minnesota 55303 (“Jurisdiction”) and Rum River Ventures, LLC DBA Rum River Consultants, a Minnesota limited liability company, 23306 Cree Street NW, Suite 103, St. Francis, Minnesota 55070 (“Contractor”). The Jurisdiction and the Contractor may hereinafter be referred to separately as a “party” or collectively as the “parties.”

RECITALS

WHEREAS, the Jurisdiction needs professional services to fulfill the needs of their building inspection services pursuant to Minn. Stat. § 326B.133; and

WHEREAS, the Contractor has substantial experience as a Building Official and providing building department services implementing the State Building Code and is otherwise qualified to assist the Jurisdiction on an as needed basis for the same; and

WHEREAS, the Jurisdiction desires to contract with the Contractor to provide Building Official consultation and to provide building inspection services for the Jurisdiction; and

WHEREAS, the Contractor is engaged in an independent business and has complied with all federal, state, and local laws regarding business permits and licensing of any kind that may be required to carry out said business and the tasks as set forth in this Agreement; and

WHEREAS, the Contractor is an independent contractor and may be engaged to perform the same or similar activities for other municipalities during the Term of this Agreement and the Contractor shall not work solely on behalf of the Jurisdiction.

NOW, THEREFORE, for the reasons set forth above, and in consideration of the mutual promises and covenants made herein, it is agreed as follows:

1. **Services.** The Contractor shall provide services to the Jurisdiction on an as requested basis beginning on the **9th day of October 2024** for the prices set forth on Exhibit A attached hereto (the “Services”). The Contractor shall perform the Services in the capacity of a Certified Building Official, at the direction of the Community Development Director and/or City Administrator, under Minn. Stat. §326B.133, in accordance with the Minnesota State Building Code, applicable Jurisdiction Ordinances, and applicable Minnesota law. The Jurisdiction understands that all transportation expenses incurred while performing the Services shall be the responsibility of the Contractor. The Contractor reserves the right to change the prices and services offered in Exhibit A. The Contractor shall provide the Jurisdiction sixty (60) days written notice in advance of any such proposed changes.

The Jurisdiction agrees that while performing the Services, the Contractor is acting as a public official on the Jurisdiction's behalf.

2. **Term.** This Agreement shall commence on the date first written above and be renewed automatically each calendar year (collectively referred to herein as the "Term") on January 1, unless otherwise terminated as provided herein. With the execution of this Agreement, it is the intention of the Contractor and the Jurisdiction to review this Agreement annually.

3. **Performance.** The Contractor shall complete the performance of building inspection services in accord with the conditions described in this Agreement. If any additional work outside the scope of building inspection services is contemplated, the Jurisdiction and the Contractor will mutually agree to the parameters of the additional work and anticipated costs as well as timeframe for completion. The Contractor shall maintain licenses by the State of Minnesota as a Certified Building Official and by the Minnesota Pollution Control Agency as a Certified Inspector for on-site septic systems. The Contractor shall perform the Services in a manner consistent with that of a reasonable and prudent Building Official. If any work is requested outside of the scope of the Services set forth in Exhibit A, such work shall not commence until the Contractor and the Jurisdiction agree to the terms, scope, price, and other details in writing (including via electronic mail). Such additional work shall still be subject to the terms and conditions of this Agreement.

4. **Indemnification, Hold Harmless, and Defend.** Any claims that arise against the Contractor, its agents, servants, or employees as a consequence of any act of malice and without good faith on the part of the Contractor or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of the Jurisdiction. The Contractor shall indemnify, hold harmless, and defend the Jurisdiction, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including reasonable attorney fees which the Jurisdiction, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of services performed under this Agreement or by reason of any act of malice and without good faith of the Contractor, its agents, servants, or employees, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Contractor has previously notified the Jurisdiction in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Jurisdiction fails to enforce the Code.

Nothing in this Agreement shall constitute a waiver by the Jurisdiction or the Contractor of any statutory limits or immunities from liability, including but not limited to MN Rules 1300.0110, Subpart 9, and Minnesota Statute §466.04.

5. **Independent Contractor.** The Contractor shall perform the Services as an independent contractor of the Jurisdiction, and not as an employee. No withholdings or deductions shall be made from payments due to the Contractor. The Contractor shall not be eligible for benefits, workers compensation, or unemployment benefits. To the extent allowable by law, the Contractor may subcontract the performance of certain administrative or other duties under the Agreement.

6. **Insurance.** During the Term of this Agreement, the Contractor shall maintain the following and will provide the Jurisdiction with evidence of the same upon request: (1) Commercial general liability insurance coverage with a policy limit of at least \$1,500,000 per occurrence; (2) Business automobile liability coverage with a total liability limit of at least \$1,500,000; and (3) Workers' compensation insurance. If the Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance, the Contractor may provide a written statement of exemption specifying the particular provision of Minn. Stat. §176.041 that exempts the Contractor from having to carry such coverage. If the Contractor is required by law to carry workers' compensation insurance, the Contractor shall, at the time of execution of this Agreement, furnish evidence satisfactory to the Jurisdiction that the Contractor maintains insurance coverage pursuant to the terms of this Agreement. Jurisdiction shall be named as an additional insured on the commercial general liability insurance policy, providing proof of the same to Jurisdiction upon request.

7. **Warranty of Workmanship and Timely Completion.** The Contractor warrants that all work completed for and within the Jurisdiction shall be done in a workmanlike and timely manner in accordance with applicable industry standards. If the Jurisdiction receives complaints or comments regarding inadequate performance, the Jurisdiction is to inform the Contractor in writing as soon as practical and allow the Contractor the ability to address and answer to said complaint or comment.

8. **Amendments.** Any alterations, variations, modifications, or changes of any provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the Jurisdiction and the Contractor.

9. **Regulatory Compliance.** The Contractor shall abide by all federal, state, and local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Contractor is responsible. The Contractor shall procure, at the Contractor's expense, all licenses, or other rights required for the provision of the Services. Any violation of federal, state, or local laws, statutes, ordinances, rules, or regulations, as well as loss of any applicable license, permit, or certification by the Contractor shall constitute a material breach of this Agreement, regardless of the reason and whether or not intentional, and shall entitle the Jurisdiction to terminate this Agreement effective as of the date of such violation, failure, or loss.

10. **Data Practices Compliance.** The Contractor will have access to data collected or maintained by the Jurisdiction to the extent necessary to perform the Contractor's obligations under this Agreement. The Contractor agrees to maintain all data obtained from the Jurisdiction in the same manner as the Jurisdiction is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Jurisdiction. Upon termination of this Agreement, the Contractor agrees to return all data pertaining to the Jurisdiction within thirty (30) days of Agreement termination.

11. **Termination.** In the event of a material breach by either party, the Agreement may be terminated with ten (10) days written notice to the other party. If the Jurisdiction elects to terminate

based upon an alleged material breach of the Agreement by the Contractor, the Contractor shall have ten (10) days (or the least amount of time reasonably necessary if longer than ten days) to cure the breach.

12. **Billing and Payment.** Invoices shall be submitted periodically (customarily monthly) and are due and payable within thirty-five (35) days of receipt by the Jurisdiction. Past due balances may accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

13. **Choice of Law and Venue.** This Agreement is being executed in and is intended to be performed in the State of Minnesota and shall be construed and enforced in accordance with Minnesota law. The parties hereto consent and agree that any legal action arising from or related to the Agreement shall be in Anoka County District Court, State of Minnesota.

14. **Severability.** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

15. **Merger.** The Parties acknowledge and represent that no promise or representation not contained in this Agreement has been made to them and acknowledge and represent that this Agreement contains the entire understanding between the Parties and contains all terms and conditions between them.

16. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. For purposes of this Agreement, the use of email, or other electronic medium shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

JURISDICTION

Mark E. Kuzma, Mayor

ATTEST:

Brian Hagen, City Administrator

CONTRACTOR

Andy J. Schreder, Chief Building Official & Owner

Exhibit A Services

Building Official Consultation. The Contractor will provide consultation services for the City of Ramsey's, Minnesota Department of Labor and Industry State Designated Building Official at a rate of \$95.00 per hour, billed in thirty (30) minute increments. It is the responsibility of the Jurisdiction to schedule meetings as-needed with the Contractor for Building Official Consultation Services. These meetings will take place virtually or at the Contractor's business location in St. Francis, Minnesota.

Project Specific Services. Administration services required to conduct plan review, and/or all required inspections associated with a particular project will be charged 75% plan review fees as adopted by the Jurisdiction ("Plan Review Fees") and 75% of the permit fee as calculated by the Jurisdiction's current fee schedule ("Permit Fee").

1. The Contractor will submit invoices for Plan Review and Permit Fees following the issuance of the permit.
2. All projects for which the Contractor has been paid will be the responsibility of the Contractor for all site inspections and documentation required until the completion of the work and satisfactory inspections so long as the permit is valid.
3. The Contractor will be responsible for all mechanical and plumbing plan review and inspections for the Skyline Apartment project through the completion of the new construction building.

Building Department Services. General building department services for the arrangement identified below will be billed at a rate of \$95.00 per hour. In the event that an assigned inspector is unavailable to perform the scheduled inspection hours do to unforeseen circumstances, scheduling by the Contractor or approved governmental holidays, the Jurisdiction shall not be obligated to pay for those unfulfilled hours.

For the remainder of 2024, the Jurisdiction guarantees the payment of:

1. The Contractor will provide two (2) full-time field inspectors from 8:00 am - 4:30 pm Monday through Friday beginning October 9, 2024 through December 31, 2024 which will be billed at a rate of \$95.00 per hour, per field inspector.

Beginning January 1, 2025, the Jurisdiction guarantees the payment of a minimum amount of inspection hours. These hours are subject to a 60-day notice of schedule change by the Jurisdiction. The following is an anticipated need for services from the Contractor.

2. The Contractor will provide one (1) part-time field inspector from 8:00 am - 2:30 pm Monday through Thursday beginning January 1, 2025 through April 30, 2025 which will be billed at a rate of \$95.00 per hour.

1. The Contractor will provide one (1) full-time field inspector from 8:00 am - 4:30 pm Monday through Friday beginning May 1, 2025 through October 31, 2025 which will be billed at a rate of \$95.00 per hour.

Building Plan Review Services. The Contractor may review building construction plans, as requested, outside the Building Department Services arrangement identified above at a rate of 75% of the Plan Review Fees as adopted by the Jurisdiction.

Emergency Response Services. If requested to respond to emergency situations outside of normal business hours (Monday through Friday, 8:00 am to 4:30 pm) to evaluate building integrity and allowances to reoccupy at an hourly rate of \$125.00 will be charged, with a 2-hour minimum.

Plumbing Plan Review Services. The Contractor is authorized and responsible to act in the capacity of “administrative authority” as defined in the Minnesota State Plumbing Code 4714.0203 for plumbing plan review for commercial construction and remodel work as found in Minnesota Rules 1300.0215, Subp. 6 and Minnesota Statute 326B.43, Subp. 2. The Contractor is authorized to bill the jurisdiction 85% of plumbing plan review fees as calculated by the Jurisdiction’s current fee schedule.

Transportation Costs. The Contractor shall provide transportation to meetings and site inspections within the Jurisdiction at no additional cost in situations where the Contractor has received a percentage of the permit fee. When projects are billed at an hourly rate, transportation costs will include travel time to the various inspection(s) while within the jurisdiction limits.

Septic Systems. The Contractor shall provide through December 31, 2025, system design review and inspection services for Type I, II, & III residential and commercial septic systems and is authorized to bill the jurisdiction 75% of the permit fee, with a minimum of a \$200 fee, as calculated by the Jurisdiction’s current fee schedule. Beginning January 1, 2026, the Contractor may continue, at the direction of the City Administrator or Community Development Director, review and inspections services as identified above.

State Delegation. The Contractor may provide Plan review for Public Buildings and State Licensed Facilities per MN Statute 326B.103 at a rate of 80% of the plan review fees as calculated by the Jurisdiction’s current fee schedule. If the Contractor is engaged to perform the site inspections for this type of project, the Contractor is authorized to bill the jurisdiction 80% of the Permit Fee as calculated by the Jurisdiction’s current fee schedule, with a minimum fee of \$300.00.

The Contractor may provide Fire Sprinkler/Alarm plan review and other Fire inspection services for Public Buildings and State Licensed Facilities at a rate of 80% of plan review fees as calculated by the Jurisdiction’s current fee schedule. If the Contractor is engaged to perform the site inspections for this type of project, the Contractor is authorized to bill the jurisdiction 80% of the Permit Fee as calculated by the Jurisdiction’s current fee schedule, with a minimum fee of \$300.00.

The Contractor may provide Mechanical Plan Review and Inspections for Public Buildings and State Licensed Facilities at a rate of 80% of the plan review as calculated by the Jurisdiction’s current fee schedule. If the Contractor is engaged to perform the site inspections for this type of project, the Contractor is authorized to bill the jurisdiction 80% of the Permit Fee as calculated by the

Jurisdiction's current fee schedule, with a minimum fee of \$300.00.

Other Services Not Identified. If the Contractor is requested for a service not identified in "Exhibit A", the rate charged is \$95.00 per hour.

CC Regular Session

Meeting Date: 10/08/2024

Primary Strategic Plan Initiative: Create a positive image for residential neighborhoods, business districts and key corridors.

Title

Approve Business License Applications.

Purpose/Background:

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

Background: Certain businesses or groups 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.

Notification:

All current business license holders are posted on www.cityoframsey.com once approved.

Funding Source:

License fees are collected at time of application.

Recommendation:

Staff recommends approval of business license applications.

OutcomeAction:

Motion to approve the attached business license applications.

Attachments

Business License Applications

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	10/03/2024 01:40 PM
Brian Hagen	Brian Hagen	10/03/2024 02:41 PM
Form Started By: Wendy Schlueter		Started On: 10/01/2024 11:37 AM
Final Approval Date: 10/03/2024		

Report Name: License Report - License Types

Council Dates: 10/8/2024 to 10/8/2024

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, Hemp, Low-Potency

Edible Retailer Registration, 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, Multi-Family Rental,

Pawnbroker, Rental, Rental - Conversion, Rental -

Multi-Family, Rental - Short Term, 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

Printed: 10/3/2024

Page: 1

<u>Company</u>	<u>DBA</u>	<u>Complex Name</u>	<u>Applicant</u>	<u>Location</u>	<u>Exp. Date</u>	<u>Council Date</u>	<u>Status</u>
Mobile Food Unit-90 Days							
Tong Thai Street Food, LLC			Supaporn Berg		1/9/2025	10/8/2024	A
Radmar Inc	Parrillas Express	Adrenaline Sports Center	Jorge L Radilla	8310 147th La NW	1/9/2025	10/8/2024	A
Mobile Food Unit-90 Days License Count: 2							
Therapeutic Massage Therapist							
Eskridge, ShaKenya K		Rum River Chiropractic	ShaKenya Kadejaiana Eskridge	14245 St Francis Blvd NW #104	12/31/2024	10/8/2024	A
Therapeutic Massage Therapist License Count: 1							
Total Licenses: 3							

CC Regular Session

Meeting Date: 10/08/2024

Primary Strategic Plan Initiative: Not Applicable

Title:

Adopt Resolution #24-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 19, 2024 through October 2, 2024.

Purpose/Background:

Adopt Resolution #24-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 19, 2024 through October 2, 2024.

Recommendation:

Staff Recommends to Adopt Resolution #24-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 19, 2024 through October 2, 2024.

Outcome/Action:

Motion to Adopt Resolution #24-289 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 19, 2024 through October 2, 2024.

Attachments

Bills List 10/8/2024
Resolution 24-289

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	10/03/2024 07:14 AM
Brian Hagen	Brian Hagen	10/03/2024 03:09 PM
Form Started By: Jennifer Morrison		Started On: 10/02/2024 01:33 PM
Final Approval Date: 10/03/2024		

RAMSEY CITY COUNCIL MEETING
10.8.24
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Prepays 9.19.24 - 10.2.24	\$ 272,489.58
Accounts Payable 9.19.24 - 10.2.24	478,701.87
Payroll 9.27.24	286,460.67
Debt Service	
Pay Estimates- Projects	145,701.88

TOTAL SUBMITTED FOR APPROVAL THIS MEETING **\$ 1,183,354.00**
 (Invoices Available for Reviewal)

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:

	<u>APPROVED PREVIOUS MTG</u>	<u>2024 Y.T.D.</u>
PREPAIDS	\$ 492,366.98	\$ 8,329,960.16
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	527,117.46	11,567,753.10
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	251,464.16	4,922,887.75
CORRECTION TO PAYROLL		
DEBT SERVICE		721,635.10
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS	4,882,395.86	26,476,061.88

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED **\$ 6,153,344.46** **\$ 52,018,297.99**

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CITY OF RAMSEY
 Council Check Register by GL
 Council Check Register and Summary

9/19/2024 -- 10/2/2024

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
119471	9/19/2024		121235 ALL PRIDE PLUMBING INC							
		100.00	CANCEL PERMIT RA059356		127446	9122024	9101.4206		PLUMBING PERMIT	GENERAL FUND
		1.00	CANCEL PERMIT RA059356		127446	9122024	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		<u>101.00</u>								
119472	9/19/2024		111377 ANOKA MUNICIPAL UTILITY							
		43.85	TRAFFIC SIGNAL		127442	22-612000-01 AUG 2024	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		67.96	TRAFFIC SIGNAL		127443	22-613120-01 AUG 2024	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		78.80	STREETLIGHTS		127444	22-990005-01 AUG 2024	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		35.49	STREETLIGHTS		127445	22-610280-00 AUG 2024	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		<u>226.10</u>								
119473	9/19/2024		110734 CITY OF RAMSEY							
		200.00	ACCT 728523 14044 DYSROSIVUM ST		127431	09192024	9601.4651		WATER REVENUE	WATER FUND
		40.07	ACCT 733479 8781 ROYAL CT		127431	09192024	9601.4651		WATER REVENUE	WATER FUND
		200.00	ACCT 447450668 7261 149TH AVE		127431	09192024	9601.4651		WATER REVENUE	WATER FUND
		130.00	ACCT 49473964 16330 YOLITE ST		127431	09192024	9601.4651		WATER REVENUE	WATER FUND
		<u>570.07</u>								
119474	9/19/2024		117852 MAKHNACH, VITALI							
		100.00	CANCEL PERMIT RA059319		127434	9102024	9101.4205		BUILDING PERMIT	GENERAL FUND
		1.00	CANCEL PERMIT RA059319		127434	9102024	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		<u>101.00</u>								
119475	9/19/2024		121163 RADEMACHER FAMILY PARTNERSHIP LLLP(GWILL							
		5,895.00	LANDSCAPE GUARANTY RELEASE		127432	A120235 LNDSCP	9804.6433	00120235	REFUNDS	ESCROW ACCOUNTS
		0.00	GWILL		127432	A120235 LNDSCP	9804.6433	00120235	REFUNDS	ESCROW ACCOUNTS
		<u>5,895.00</u>								
119552	9/26/2024		100948 ANOKA COUNTY LICENSE CENTER							
		29.00	REG & TITLE 2024 FORD F550		127521	09262024	0220.6550		MOTOR VEHICLES	FIRE PROTECTION
		23.00	DUP PLATES CITY TRK #410		127521	09262024	0194.6249		MISCELLANEOUS OPERATING SUPPLY	GENERAL GOVERNMENT BUILDING
		<u>52.00</u>								
119553	9/26/2024		100297 CENTERPOINT ENERGY							
		34.57	8/7-9/9/24 GAS USAGE		127525	6011580-5 AUG 2024	9410.6373	00041012	GAS	RALF FUNDED PROJECTS

Council Check Register by GL
Council Check Register and Summary

9/19/2024 -- 10/2/2024

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
119556	9/26/2024		121253 CRAPSER, DARIN						Continued...	
119557	9/26/2024		100268 LRRWMO CITY OF ANOKA							
		874.50	LRRWMO PERMIT FEE OVERAGE		127542	624	9292.6530	00202501	IMPROVEMENTS OTHER THAN BLDG	DEVELOPER'S FEES
		<u>874.50</u>								
119558	9/26/2024		117544 QUADIENT FINANCE USA INC							
		194.75	POSTAGE MACHINE INK		127534	INV17453692	0130.6208		MISCELLANEOUS OFFICE SUPPLIES	ADMINISTRATION
		2,000.00	POSTAGE METER REFILL		127534	INV17453692	9101.1551		POSTAGE METER DEPOSIT	GENERAL FUND
		<u>2,194.75</u>								
119559	9/26/2024		117595 QUADIENT LEASING USA INC							
		474.36	10/12/24 - 1/11/25 LEASE		127531	Q1502017	0130.6405		OFFICE & DATA PROCESSING EQUIP	ADMINISTRATION
		<u>474.36</u>								
119560	9/26/2024		113539 WINSUPPLY TWIN CITIES MN CO.							
		.84-	EARLY PAY DISCOUNT		127537	164453	0311.6381		BUILDING & STRUCTURE REPAIR	STREET MAINTENANCE
		13.81	WASH BAY UNDERBODY WASH		127537	164453	0452.6381		BUILDING & STRUCTURE REPAIR	PARK & RECREATION
		13.80	WASH BAY UNDERBODY WASH		127537	164453	0311.6381		BUILDING & STRUCTURE REPAIR	STREET MAINTENANCE
		7.11	WASH BAY UNDERBODY WASH		127537	164453	9601.6381		BUILDING & STRUCTURE REPAIR	WATER FUND
		7.11	WASH BAY UNDERBODY WASH		127537	164453	9602.6381		BUILDING & STRUCTURE REPAIR	SEWER FUND
		<u>40.99</u>								
1006963	9/20/2024		116845 CADY BUSINESS TECHNOLOGIES INC							
		3,163.28	PHONE SIP CONVERSION		127440	100397	0192.6405		OFFICE & DATA PROCESSING EQUIP	DATA PROCESSING
		1,197.00	PHONE SIP INSTALLATION		127441	100998	0192.6405		OFFICE & DATA PROCESSING EQUIP	DATA PROCESSING
		<u>4,360.28</u>								
1006964	9/20/2024		119638 O'REILLY AUTO PARTS							
		8.37-	EARLY PAY DISCOUNT		127436	6193-176122	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		418.50	RESCUE #1		127436	6193-176122	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		3.20-	EARLY PAY DISCOUNT		127437	6193-176256	9601.6257		OTHER VEHICLE PARTS	WATER FUND
		159.90	DIESEL ADDITIVE		127437	6193-176256	9601.6257		OTHER VEHICLE PARTS	WATER FUND
		.32-	EARLY PAY DISCOUNT		127438	6193-176240	9601.6257		OTHER VEHICLE PARTS	WATER FUND
		15.99	DIESEL ADDITIVE		127438	6193-176240	9601.6257		OTHER VEHICLE PARTS	WATER FUND
		1.10-	EARLY PAY DISCOUNT		127439	6193-176227	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		54.99	TRACKLESS #655		127439	6193-176227	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		<u>636.39</u>								
1006965	9/20/2024		100510 VERIZON WIRELESS							
		45.08	DATA FOR LIFT STATION		127433	9972801346 AUG	9602.6323		CELLULAR PHONES	SEWER FUND

Council Check Register by GL
Council Check Register and Summary

9/19/2024 -- 10/2/2024

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1006965	9/20/2024		100510 VERIZON WIRELESS						Continued...	
		20.02			127435	2024 9973468227 AUG	0192.6321		TELEPHONE	DATA PROCESSING
		4,280.22	STAFF CELL PHONES		127435	2024 9973468227 AUG	0192.6323		CELLULAR PHONES	DATA PROCESSING
		847.63	SQUAD LAPTOPS/CAMS		127435	2024 9973468227 AUG	0211.6415		OTHER EQUIPMENT RENTAL	POLICE PROTECTION
		<u>5,192.95</u>								
1007023	9/27/2024		110402 ADVANCE AUTO PARTS							
		421.93	AUG 2024 MONTHLY PURCHASES		127520	08312024	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		73.98	AUG 2024 MONTHLY PURCHASES		127520	08312024	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		179.99	AUG 2024 MONTHLY PURCHASES		127520	08312024	0194.6281		SMALL TOOLS & MINOR EQUIPMENT	GENERAL GOVERNMENT BUILDING
		<u>7.59</u>	AUG 2024 MONTHLY PURCHASES		127520	08312024	0211.6249		MISCELLANEOUS OPERATING SUPPLY	POLICE PROTECTION
		683.49								
1007024	9/27/2024		121245 NELSON, WALTER CHANCE							
		<u>160.00</u>	CDL PREP TRAINING 8.5.24		127524	08052024	0452.6335		TRAINING	PARK & RECREATION
		160.00								
1007025	9/27/2024		119638 O'REILLY AUTO PARTS							
		.94-	EARLY PAY DISCOUNT		127527	6193-177042	0220.6388		OTHER VEHICLE REPAIR	FIRE PROTECTION
		46.96	OIL AND FILTER UNIT 562		127527	6193-177042	0220.6388		OTHER VEHICLE REPAIR	FIRE PROTECTION
		2.81-	EARLY PAY DISCOUNT		127530	6193-176369	0243.6251		BATTERIES VEHICLE	IMPOUND LOT MAINTENANCE
		140.38	FORFEITURE MOTORCYCLE C.F. BAT		127530	6193-176369	0243.6251		BATTERIES VEHICLE	IMPOUND LOT MAINTENANCE
		.34-	EARLY PAY DISCOUNT		127535	6193-176361	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		16.98	ZERO TURN MOWER		127535	6193-176361	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.20	EP DISC TAKEN ON ORIG INV		127536	6193-176591	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		10.00-	CORE RETURN		127536	6193-176591	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.50-	EARLY PAY DISCOUNT		127538	6193-177158	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		54.99	BATTERY MAINTAINER TRK #638		127538	6193-177158	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		6.43-	EARLY PAY DISCOUNT		127539	6193-177313	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		321.29	POLICE #351		127539	6193-177313	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.31-	EARLY PAY DISCOUNT		127540	6193-177321	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		15.28	POLICE #351		127540	6193-177321	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.22-	EARLY PAY DISCOUNT		127541	6193-177298	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		10.99	STAFF CROWN VIC # 303		127541	6193-177298	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		1.99-	EARLY PAY DISCOUNT		127544	6193-177736	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		99.59	TRACKLESS #655		127544	6193-177736	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		1.99-	EARLY PAY DISCOUNT		127545	6193-177732	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL

Council Check Register by GL
Council Check Register and Summary

9/19/2024 -- 10/2/2024

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1007025	9/27/2024		119638 O'REILLY AUTO PARTS						Continued...	
		99.59	TRACKLESS #655		127545	6193-177732	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		.20	EP DISCOUNT TAKEN ON ORIG INV		127546	6193-177745	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		10.00	CORE RETURN		127546	6193-177745	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		<u>770.92</u>								
1007026	9/27/2024		100459 STANDARD INSURANCE COMPANY							
		2,258.50	SEPT 2024 LIFE INS		127549	7725960001 SEP 2024	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		<u>2,258.50</u>								
1007027	9/27/2024		114486 SUN LIFE ASSURANCE COMPANY OF CANADA							
		447.76	SEPT 2024 NON-VOL LTD		127548	237724 SEP 2024	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		584.36	SEPT 2024 VOL LTD		127548	237724 SEP 2024	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		<u>1,032.12</u>								
1007028	9/30/2024		100257 LAW ENFORCEMENT LABOR SRV INC							
		987.00			127263	0911241209062	9101.2177		UNION DUES	GENERAL FUND
		987.00			127479	092524930152	9101.2177		UNION DUES	GENERAL FUND
		<u>1,974.00</u>								
1007029	9/30/2024		100298 MN AFSCME COUNCIL 5							
		559.93			127264	0911241209063	9101.2177		UNION DUES	GENERAL FUND
		559.74			127480	092524930153	9101.2177		UNION DUES	GENERAL FUND
		<u>1,119.67</u>								
1007030	9/30/2024		100291 MET COUNCIL SAC							
		52,185.00	SAC REMITTANCE		127550	AUG2024SAC	9602.2083		SAC CHARGES	SEWER FUND
		17,395.00	SAC ADJ 7 DEMO CREDITS		127550	AUG2024SAC	9602.2220		DEFERRED REVENUE	SEWER FUND
		248.50	SAC REMITTANCE DISCOUNT		127550	AUG2024SAC	9602.4356		SEWER AVAILABILITY CHARGE-ADM	SEWER FUND
		9,940.00	SAC ADJ 4 CREDITS REFUND		127550	AUG2024SAC	9602.2083		SAC CHARGES	SEWER FUND
		<u>24,601.50</u>								
98092774	9/27/2024		115568 ALERUS FINANCIAL NA							
		9,398.64			127478	0925249301514	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		<u>9,398.64</u>								
99091924	9/19/2024		100629 MN DEPT OF REV SALES TX							
		13.49	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9101.2082		SALES/USE TAX PAYABLE	GENERAL FUND
		389.19	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9101.4305		RENTAL FEES	GENERAL FUND
		4.35	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9101.4328		ACCIDENT REPORTS	GENERAL FUND

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99091924	9/19/2024		100629 MN DEPT OF REV SALES TX						Continued...	
		.20	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9101.4308		SALES OF MAPS & PUBLICATIONS	GENERAL FUND
		.92-	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9101.4609		OTHER MISCELLANEOUS REVENUES	GENERAL FUND
		708.02	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2082		SALES/USE TAX PAYABLE	WATER FUND
		6.20	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2085		ANOKA COUNTY TRANSIT TAX .25%	WATER FUND
		6.20	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2086		METRO TAX HOUSING .25%	WATER FUND
		18.61	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2087		METRO TAX TRANSPORTATION .75%	WATER FUND
		.56	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2082		SALES/USE TAX PAYABLE	WATER FUND
		.02	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2085		ANOKA COUNTY TRANSIT TAX .25%	WATER FUND
		.02	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2086		METRO TAX HOUSING .25%	WATER FUND
		.06	AUG 2024 SALES/USE/TRANS TAX		127472	09192024	9601.2087		METRO TAX TRANSPORTATION .75%	WATER FUND
		1,146.00								
99092324	9/23/2024		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM							
		321.57	9.5.24 MISC SUPPLIES		127461	09202024	0194.6259		BUILDING MAINT/REPAIR SUPPLIES	GENERAL GOVERNMENT BUILDING
		6.43-	EARLY PAY DISCOUNT		127461	09202024	0194.6259		BUILDING MAINT/REPAIR SUPPLIES	GENERAL GOVERNMENT BUILDING
		88.70	9.16.24 MISC SUPPLIES		127461	09202024	0194.6259		BUILDING MAINT/REPAIR SUPPLIES	GENERAL GOVERNMENT BUILDING
		1.77-	EARLY PAY DISCOUNT		127461	09202024	0194.6259		BUILDING MAINT/REPAIR SUPPLIES	GENERAL GOVERNMENT BUILDING
		402.07								
99092724	9/27/2024		107962 TOTAL ADMINISTRATIVE SERV (DO NOT USE)							
		728.00			127475	0925249301511	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		728.00								
99100224	10/2/2024		100219 HOME DEPOT COMMERCIAL ACCT PROGRAM							
		252.67	9.19.24 MISC SUPPLIES		127657	09272024	0220.6249		MISCELLANEOUS OPERATING SUPPLY FIRE PROTECTION	
		5.05-	EARLY PAY DISCOUNT		127657	09272024	0220.6249		MISCELLANEOUS OPERATING SUPPLY FIRE PROTECTION	
		247.62								
99240542	9/27/2024		100301 MN CHILD SUPPORT PAYMENT CNTR							
		266.72			127481	092524930154	9101.2185		GARNISHMENTS/SUPPORT	GENERAL FUND
		266.72								
99303776	9/27/2024		100601 MN DEPT OF REV WH							
		493.76			127462	0920241455311	9101.2172		STATE WITHHOLDING	GENERAL FUND
		50.00			127468	0923241106473	9101.2172		STATE WITHHOLDING	GENERAL FUND
		15,807.04			127484	092524930157	9101.2172		STATE WITHHOLDING	GENERAL FUND
		16,350.80								
99501556	9/27/2024		100223 ICMA RETIREMENT TRUST 457							
		1,953.08			127473	092524930151	9101.2175		DEFERRED COMPENSATION	GENERAL FUND

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Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99501556	9/27/2024	1,953.08	100223 ICMA RETIREMENT TRUST 457						Continued...	
99504031	9/27/2024		101306 IRS							
		596.79			127463	0920241455312	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		1,656.45			127464	0920241455313	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		1,656.45			127465	0920241455314	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		375.00			127469	0923241106474	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		296.57			127470	0923241106475	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		296.57			127471	0923241106476	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		20,311.71			127474	0925249301510	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		32,884.73			127485	092524930158	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		20,311.71			127486	092524930159	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		78,385.98								
99768124	9/27/2024		100398 PUBLIC EMPLOYEES RETIREMENT ASSN							
		133.33			127466	0923241106471	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		133.33			127467	0923241106472	9101.2183		PERA-EMPLOYER	GENERAL FUND
		31,909.39			127482	092524930155	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		42,434.52			127483	092524930156	9101.2183		PERA-EMPLOYER	GENERAL FUND
		74,610.57								
99975363	9/27/2024		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		13,843.35			127476	0925249301512	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		13,843.35								
99976582	9/27/2024		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		4,639.08			127477	0925249301513	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		4,639.08								
		272,489.58	Grand Total							

Payment Instrument Totals

Checks	27,727.85
EFT Payments	201,971.91
A/P ACH Payment	42,789.82
Total Payments	272,489.58

Payment Group Control Number 3890
 Bank Account 999,1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument Check Payment
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Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
119144	ADVANCED ENGINEERING AND ENV SERV (AE2S)		PV	127509	001	00999	9/10/2024	97691	32,146.51		119144	ADVANCED ENGINEE AND ENV SERV (AE2
	ADVANCED ENGINEERING AND ENV SERV 4050 GARDEN VIEW DRIVE STE 200 GRAND FORKS ND 58201								Summary Total	32,146.51		
									Payment Amount	32,146.51		
119929	ADVANTAGE SIGNS AND GRAPHICS INC		PV	127686	001	00999	7/23/2024	V0724-218	107.00		119929	ADVANTAGE SIGNS / GRAPHICS INC
	ADVANTAGE SIGNS & GRAPHICS INC 75 S OWASSO BLVD W ST PAUL MN 55117								Summary Total	107.00		
									Payment Amount	107.00		
115955	AIM FIRE AND SAFETY INC		PV	127662	001	00999	9/26/2024	29465	115.00		115955	AIM FIRE AND SAFET INC
	AIM FIRE AND SAFETY INC 4762 PARTRIDGE COURT NE PRIOR LAKE MN 55372								Summary Total	115.00		
									Payment Amount	115.00		
107485	ALEXANDRA HOUSE INC		PV	127555	001	00999	9/12/2024	2425161	5,000.00		107485	ALEXANDRA HOUSE
	ALEXANDRA HOUSE INC 10065 3RD STREET NE BLAINE MN 55434								Summary Total	5,000.00		
									Payment Amount	5,000.00		

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Payee		Stub	Document				Due	Invoice	Payment	Discount	Supplier	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
100063	ASPEN MILLS		PV	127494	001	00999	9/12/2024	339133	87.95		100063	ASPEN MILLS
	ASPEN MILLS		Summary Total						87.95			
	8201 C CENTRAL AVE NE		PV	127513	001	00999	9/16/2024	339326	245.21			
	SPRING LAKE PARK MN 55432		Summary Total						245.21			
			PV	127572	001	00999	9/24/2024	339763	39.95			
			Summary Total						39.95			
			Payment Amount						373.11			
117516	BEST OUTDOOR SERVICES		PV	127665	001	00999	9/27/2024	8139	810.86		117516	BEST OUTDOOR SERVICES
	BEST OUTDOOR SERVICES		Summary Total						810.86			
	3098 162ND LANE NW		PV	127666	001	00999	9/27/2024	8140	3,234.21			
	ANDOVER MN 55304		Summary Total						3,234.21			
			Payment Amount						4,045.07			
114036	BIRDSEYE VENTURES DBA MAJESTIC EVENTS		PV	127624	001	00999	9/7/2024	100292 FINAL	2,625.00		114036	BIRDSEYE VENTURE DBA MAJESTIC EVEN
	MAJESTIC EVENTS		Summary Total						2,625.00			
	522 6TH AVENUE NW		Payment Amount						2,625.00			
	ROCHESTER MN 55901											
108513	BLAINE LOCK AND SAFE INC		PV	127503	001	00999	9/12/2024	32010	274.84		108513	BLAINE LOCK AND S INC
	BLAINE LOCK AND SAFE INC		Summary Total						274.84			
	10136 SUNSET AVENUE		PV	127552	001	00999	9/12/2024	32005	1,520.00			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	BLAINE MN 55014								Summary Total	1,520.00		
									Payment Amount	1,794.84		
100112	COMMISSIONER OF TRANSPORTATION		PV	127610	001	00999	9/18/2024	P00019028	1,898.60		100112	COMMISSIONER OF TRANSPORTATION
	COMMISSIONER OF TRANSPORTATION MN DEPT MS 215 -395 JOHN IRELAND BLVD ST PAUL MN 55155								Summary Total	1,898.60		
									Payment Amount	1,898.60		
100167	CORNERSTONE FORD	EP DISCOUNT TAKEN	PV	127551	001	00999	9/17/2024	15474340	1,535.33		100167	CORNERSTONE FOF
	CORNERSTONE FORD 17219 HIGHWAY 10 NW PO BOX 304 ELK RIVER MN 55330								Summary Total	1,535.33		
									Payment Amount	1,535.33		
119240	CORY JOLICOEUR CHEWYS TOOL&SUPPLY LLC		PV	127672	001	00999	9/25/2024	72085	240.00		119240	CORY JOLICOEUR CHEWYS TOOL&SUF LLC
	CHEWYS TOOL&SUPPLY LLC (CORNWELL DEALER) 14885 191ST AVENUE NW ELK RIVER MN 55330								Summary Total	240.00		
									Payment Amount	240.00		
100127	CROW RIVER FARM EQUIPMENT COMPANY		PV	127565	001	00999	9/11/2024	210907	90.56		100127	CROW RIVER FARM EQUIPMENT COMPA

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 Bank Account 999.1010 CASH IN BANK 00002224
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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Item	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	CROW RIVER FARM EQUIPMENT COMPANY 17685 - 53RD STREET NE ROGERS MN 55374							90.56			
								538.45			
								538.45			
								221.91			
								221.91			
								850.92			
113734	CURT KRIENS CONSTRUCTION CURT KRIENS CONSTRUCTION 15740 AZURITE COURT RAMSEY MN 55303		PV	127496	001 00999	9/16/2024	09162024	62,595.00		113734	CURT KRIENS CONSTRUCTION
								62,595.00			
								62,595.00			
107691	DEPT EMPLOYMENT AND ECONOMIC DEVELOPMENT MN UI FUND PO BOX 64621 ST PAUL MN 55164-0621	ACCT 07982002	PV	127575	001 00999	9/10/2024	07982002 09102024	183.85		107691	DEPT EMPLOYMENT ECONOMIC DEVELO
								183.85			
								183.85			
115607	DVS DVS 445 MINNESOTA STREET STE 185A ST PAUL MN 55101	UNMARKED SQUAD 377 TABS	PV	127631	001 00999	9/26/2024	D458127	30.75		115607	DVS
								30.75			
								30.75			
								30.75			

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 Bank Account 999.1010 CASH IN BANK 00002224
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Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
116390	ELECTRIC MOTOR REPAIR INC		PV	127663	001	00999	9/19/2024	476782	3,199.70		116390	ELECTRIC MOTOR REPAIR INC
	ELECTRIC MOTOR REPAIR INC 2010 NORTH 4TH STREET MINNEAPOLIS MN 55411								3,199.70			
									Summary Total			
									3,199.70			
									Payment Amount			
									3,199.70			
118931	ELECTRIC SYSTEMS SOLUTIONS		PV	127458	001	00999	9/12/2024	8833	300.00		118931	ELECTRIC SYSTEMS SOLUTIONS
	ELECTRIC SYSTEMS SOLUTIONS 6021 167TH AVENUE NW RAMSEY MN 55303								300.00			
									Summary Total			
									300.00			
									Payment Amount			
									300.00			
104267	ELITE SANITATION		PV	127460	001	00999	9/11/2024	31030	952.30		104267	ELITE SANITATION
	ELITE SANITATION PO BOX 526								952.30			
	ELK RIVER MN 55330								Summary Total			
									952.30			
									Payment Amount			
									2,214.90			
									Summary Total			
									2,214.90			
									Payment Amount			
									3,167.20			
100993	EMBEDDED SYSTEMS, INC		PV	127455	001	00999	9/16/2024	344736	660.00		100993	EMBEDDED SYSTEM INC
	EMBEDDED SYSTEMS, INC 11931 HWY #65 NE BLAINE MN 55434								660.00			
									Summary Total			
									660.00			
									Payment Amount			

Payment Group Control Number 3890
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument Check Payment
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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Item	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
								660.00			
104205	EXPRESS SIGNS INC		PV	127459	001 00999	9/11/2024	INV-8937	270.00		104205	EXPRESS SIGNS INC
	EXPRESS SIGNS INC PO BOX 475 ANOKA MN 55303							Summary Total	270.00		
								Payment Amount	270.00		
109910	GREAT NORTHERN LANDSCAPE INC		PV	127661	001 00999	9/27/2024	16147	20,300.00		109910	GREAT NORTHERN LANDSCAPE INC
	GREAT NORTHERN LANDSCAPE INC 19720 IGUANA STREET NW ELK RIVER MN 55330							Summary Total	20,300.00		
								Payment Amount	20,300.00		
117332	HEARTLAND TIRE INC	5 Goodyear Eagle Enforcer Tire	PV	127487	001 00999	10/3/2024	9042086	589.95		117332	HEARTLAND TIRE IN
	HEARTLAND TIRE INC 7151 RIVERDALE DRIVE NW RAMSEY MN 55303							Summary Total	589.95		
								Payment Amount	589.95		
115760	HENRY SCHEIN INC		PV	127453	001 00999	9/3/2024	13627242	97.54		115760	HENRY SCHEIN INC
	HENRY SCHEIN INC DEPT CH 10241 PALATINE IL 60055-0241							Summary Total	97.54		
								Payment Amount	97.54		

Payment Group Control Number 3890
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument Check Payment
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Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
120776	HOSE PROS LLC		PV	127564	001	00999	9/19/2024	8214	843.34		120776	HOSE PROS LLC
	HOSE PROS LLC								843.34			
	4501 103RD CT STE 130											
	CIRCLE PINES MN 55104											
									843.34			
117140	HOUSE RESCUERS LLC		PV	127569	001	00999	9/15/2024	09152024	1,275.00		117140	HOUSE RESCUERS I
	HOUSE RESCUERS LLC								1,275.00			
	29809 137TH STREET NW											
	PRINCETON MN 55371											
									1,275.00			
100256	LANO EQUIPMENT INC		PV	127660	001	00999	9/25/2024	02-1106540	152.35		100256	LANO EQUIPMENT IN
	LANO EQUIPMENT INC								152.35			
	6140 HIGHWAY 10 NW											
	ANOKA MN 55303											
									152.35			
119352	LEE, JENNIFER		PV	127625	001	00999	9/23/2024	8	50.00		119352	LEE, JENNIFER
	JENNIFER LEE								50.00			
	12157 COTTONWOOD ST NW											
	COON RAPIDS MN 55448											
									50.00			
115606	LYNCH, MICHAEL W		PV	127623	001	00999	9/22/2024	09222024	400.00		115606	LYNCH, MICHAEL W

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	MICHAEL W LYNCH 4228 DUNROVIN LANE EAGAN MN 55123								400.00			
									Summary Total			
									Payment Amount			
									400.00			
100270	MACQUEEN EQUIPMENT INC		PV	127566	001	00999	9/18/2024	P59848	317.00		100270	MACQUEEN EQUIPM INC
	MACQUEEN EQUIPMENT INC 1125 7TH STREET EAST ST PAUL MN 55106								Summary Total			
									317.00			
									Summary Total			
									197.46			
									Summary Total			
									197.46			
									Payment Amount			
									514.46			
120041	MARTIN MARIETTA MATERIALS		PV	127588	001	00999	9/18/2024	43778842	162.84		120041	MARTIN MARIETTA MATERIALS
	MARTIN MARIETTA MATERIALS PO BOX 93186 CHICAGO IL 60673-3186								Summary Total			
									162.84			
									Summary Total			
									78.60			
									Summary Total			
									78.60			
									Summary Total			
									152.90			
									Summary Total			
									152.90			
									Payment Amount			
									394.34			
120745	MEDICINE LAKE TOURS		PV	127627	001	00999	9/23/2024	09232024	4,116.00		120745	MEDICINE LAKE TOL
	MEDICINE LAKE TOURS PO BOX 44214 EDEN PRAIRIE MN 55344								Summary Total			
									4,116.00			
									Payment Amount			
									4,116.00			

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Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number Name
104920 MN HWY SAFETY RESEARCH CNTR MHSRC RANGE		PV 127492 001 00999	9/17/2024	337900-11216	525.00		104920 MN HWY SAFETY RESEARCH CNTR MI RANGE
MN HWY SAFETY RESEARCH CNTR MHSRC RANGE 720 FOURTH AVENUE SOUTH ST CLOUD MN 56301-4498		Summary Total			525.00		
		Payment Amount			525.00		
118469 MN WILD ANIMAL MANAGEMENT	Town Hall - Repairs / Pests	PV 127518 001 00999	9/3/2024	09032024	315.00		118469 MN WILD ANIMAL MANAGEMENT
MN WILD ANIMAL MANAGEMENT 1069 109TH AVENUE NE	T HALL - PEST REMOVE INSPECT	PV 127519 001 00999	9/3/2024	09032024-1	895.00		
BLAINE MN 55434		Summary Total			895.00		
		Payment Amount			1,210.00		
100345 NAPA AUTO PARTS ELK RIVER		PV 127495 001 00999	9/12/2024	263849	26.05		100345 NAPA AUTO PARTS E RIVER
NAPA AUTO PARTS ELK RIVER 17137 YALE STREET NW		PV 127581 001 00999	9/18/2024	264522	538.80		
P O BOX 1041 ELK RIVER MN 55330		PV 127582 001 00999	9/18/2024	264521	1,186.04		
		Summary Total			1,186.04		
		PD 127595 001 00999	10/9/2024	265046	125.85-		
		Summary Total			125.85-		
		Payment Amount					

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Item	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
								1,625.04			
120831	NINJA ANYWHERE LLC		PV	127626	001	00999	9/23/2024 2526-2	2,382.96		120831	NINJA ANYWHERE LI
	NINJA ANYWHERE LLC 2280 TERMINAL RD W ROSEVILLE MN 55113						Summary Total	2,382.96			
							Payment Amount	2,382.96			
111368	POLLARDWATER		PV	127505	001	00999	9/5/2024 0270533	105.38		111368	POLLARDWATER
	POLLARDWATER P O BOX 417592 BOSTON MA 02241-7592						Summary Total	105.38			
							Payment Amount	105.38			
109867	RES PYRO		PV	127621	001	00999	9/7/2024 27881	8,000.00		109867	RES PYRO
	RES PYRO 21595 286TH STREET BELLE PLAINE MN 56011						Summary Total	8,000.00			
							Payment Amount	8,000.00			
110794	SCHMIDT CURB COMPANY INC		PV	127567	001	00999	9/18/2024 24-62 D	2,500.00		110794	SCHMIDT CURB COM INC
	SCHMIDT CURB COMPANY INC 13195 95TH STREET NE ELK RIVER MN 55330						Summary Total	2,500.00			
							Payment Amount	2,500.00			

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
115352	SURFACE PRO LLC SURFACE PRO LLC 3731 THURSTON AVENUE SUITE 103 ANOKA MN 55303		PV 127491 001 00999	9/13/2024	2157	7,042.00		115352	SURFACE PRO LLC
			Summary Total			7,042.00			
			Payment Amount			7,042.00			
111462	SYLVA CORPORATION SYLVA CORPORATION 900 AIRPORT ROAD PRINCETON MN 55371		PV 127556 001 00999	9/9/2024	85218	7,151.20		111462	SYLVA CORPORATIO
			Summary Total			7,151.20			
			Payment Amount			7,151.20			
114151	TASC (FEES) TASC CLIENT INVOICES P O BOX 88278 MILWAUKEE WI 53288-0001		PV 127577 001 00999	9/18/2024	IN3223307	232.25		114151	TASC (FEES)
			Summary Total			232.25			
			Payment Amount			232.25			
121242	TRUE NORTH HVAC TRUE NORTH HVAC 6787 GREEN VALLEY ROAD RAMSEY MN 55303-5786		PV 127508 001 00999	8/27/2024	1246	6,775.00		121242	TRUE NORTH HVAC
			Summary Total			6,775.00			
			Payment Amount			6,775.00			

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Payee		Stub	Document				Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name	
120500	UNLIMITED SUPPLIES INC		PV	127589	001	00999	9/20/2024	475482	294.61		120500	UNLIMITED SUPPLIE INC	
	UNLIMITED SUPPLIES INC 13021 16TH AVE N PLYMOUTH MN 55441			Summary Total					294.61				
				Payment Amount					294.61				
112476	WYOMING, CITY OF		PV	127659	001	00999	1/25/2024	2024-59	253.00		112476	WYOMING, CITY OF	
	CITY OF WYOMING PO BOX 188 26885 FOREST BLVD WYOMING MN 55092			Summary Total					253.00				
				Payment Amount					253.00				
Total Amount to be Processed									187,967.30				
Total Number of Payments to be Processed									44				

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Payee		Stub	Document				Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount	Taken	Number	Name	
117343	AMAZON CAPITAL SERVICES INC		PV	127447	001	00999	9/16/2024	1313-PP6T-TJYT	313.41		117343	AMAZON CAPITAL SERVICES INC	
	AMAZON CAPITAL SERVICES INC PO BOX 035184 SEATTLE WA 98124-5184			Summary Total					313.41				
			PV	127490	001	00999	9/16/2024	19KY-JHRR-W1WM	537.70				
				Summary Total					537.70				
			PV	127586	001	00999	9/16/2024	1QQN-9LKN-WXCG	24.98				
				Summary Total					24.98				
				Payment Amount					876.09				
109256	AMERICAN ENGINEERING TESTING INC		PV	127606	001	00999	9/17/2024	INV-214865	4,909.00		109256	AMERICAN ENGINEE TESTING INC	
	AMERICAN ENGINEERING TESTING INC LOCKBOX 170023 PO BOX 1691 MINNEAPOLIS MN 55480-1691			Summary Total					4,909.00				
			PV	127607	001	00999	9/17/2024	INV-214104	1,268.00				
				Summary Total					1,268.00				
			PV	127608	001	00999	9/17/2024	INV-214681	1,445.00				
				Summary Total					1,445.00				
			PV	127609	001	00999	9/13/2024	INV-212445	1,275.00				
				Summary Total					1,275.00				
			PV	127612	001	00999	9/19/2024	INV-213249	5,468.00				
				Summary Total					5,468.00				
			PV	127618	001	00999	9/20/2024	INV-213789	4,354.00				
				Summary Total					4,354.00				
			PV	127630	001	00999	9/26/2024	INV-216685	565.00				
				Summary Total					565.00				
			PV	127667	001	00999	9/26/2024	INV-215955	3,969.75				

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
			Summary Total			3,969.75			
			PV 127680 001 00999	9/26/2024	INV-216089	481.00			
			Summary Total			481.00			
			PV 127681 001 00999	9/26/2024	INV-216834	1,065.00			
			Summary Total			1,065.00			
			PV 127682 001 00999	9/26/2024	INV-217116	1,390.00			
			Summary Total			1,390.00			
			PV 127683 001 00999	9/26/2024	INV-217411	4,269.00			
			Summary Total			4,269.00			
			PV 127684 001 00999	9/26/2024	INV-217200	6,200.00			
			Summary Total			6,200.00			
			Payment Amount			36,658.75			
110553	ANCHOR PAPER COMPANY		PV 127578 001 00999	9/23/2024	10756206-00	1,267.20		110553	ANCHOR PAPER COI
	ANCHOR PAPER COMPANY 480 BROADWAY STREET ST PAUL MN 55101		Summary Total			1,267.20			
			Payment Amount			1,267.20			
114881	ANDERSON RACE MANAGEMENT		PV 127622 001 00999	9/9/2024	27000-039-02	3,377.71		114881	ANDERSON RACE MANAGEMENT
	ANDERSON RACE MANAGEMENT 4047 CAMBERWELL DRIVE N EAGAN MN 55123		Summary Total			3,377.71			
			Payment Amount			3,377.71			

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Payee		Stub	Document				Due	Invoice	Payment	Discount	Supplier	
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
100029	ANOKA AREA CHAMBER OF COMMERCE		PV	127553	001	00999	9/18/2024	33538	175.00		100029	ANOKA AREA CHAMBER OF COMMERCE
	ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303								Summary Total	175.00		
									Payment Amount	175.00		
107587	ANOKA COUNTY TREASURY DEPARTMENT		PV	127583	001	00999	9/18/2024	HWYSQ12024	314.12		107587	ANOKA COUNTY TREASURY DEPARTMENT
	ANOKA COUNTY TREASURY DEPARTMENT 2100 3RD AVE STE 300 ANOKA MN 55303-5029								Summary Total	314.12		
			PV	127628	001	00999	9/18/2024	B240917M	492.00			
									Summary Total	492.00		
									Payment Amount	806.12		
107141	APPLIED CONCEPTS INC		PV	127493	001	00999	9/12/2024	444442	367.50		107141	APPLIED CONCEPTS INC
	APPLIED CONCEPTS INC STALKER RADAR P O BOX 972943 DALLAS TX 75397-2943								Summary Total	367.50		
			PV	127511	001	00999	9/11/2024	444366	290.70			
									Summary Total	290.70		
									Payment Amount	658.20		
116646	BASIC BENEFITS		PV	127449	001	00999	9/7/2024	IN3210689	1,183.20		116646	BASIC BENEFITS
	BENEFIT BENEFITS CLIENT PAYMENTS PO BOX 88297 MILWAUKEE WI 53288-0001								Summary Total	1,183.20		
									Payment Amount	1,183.20		

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Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number Name
106346 BAUER BUILT INCORPORATED		PV 127512 001 00999	9/11/2024	940113320	540.36		106346 BAUER BUILT INCORPORATED
		Summary Total			540.36		
BAUER BUILT INCORPORATED 8270 W 35W SERVICE DR NE BLAINE MN 55449		PV 127573 001 00999	9/24/2024	940113759	940.66		
		Summary Total			940.66		
		PV 127585 001 00999	9/19/2024	940113627	594.72		
		Summary Total			594.72		
		PD 127594 001 00999	10/9/2024	M418367	849.60-		
		Summary Total			849.60-		
		PV 127669 001 00999	9/25/2024	940113811	676.08		
		Summary Total			676.08		
		PV 127670 001 00999	9/25/2024	940113812	638.56		
		Summary Total			638.56		
		Payment Amount			2,540.78		
100647 BOLTON AND MENK INC BOLTON AND MENK INC 1960 PREMIER DRIVE MANKATO MN 56001-5900		PV 127497 001 00999	9/18/2024	0345532	2,266.50		100647 BOLTON AND MENK
		Summary Total			2,266.50		
		PV 127498 001 00999	9/18/2024	0345524	1,323.00		
		Summary Total			1,323.00		
		PV 127604 001 00999	9/18/2024	0345528	19,878.50		
		Summary Total			19,878.50		
		PV 127605 001 00999	9/18/2024	0345527	2,008.00		
		Summary Total			2,008.00		
		PV 127613 001 00999	9/18/2024	0345529	737.00		

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Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
CHICAGO IL 60693-1337												
Payment Amount									309.31			
117484	CHET S SHOES LLC		PV	127685	001	00999	9/27/2024	LLC190595	150.00		117484	CHET S SHOES LLC
CHET S SHOES LLC 8355 UNIVERSITY AVENUE NE SPRING LAKE PARK MN 55432				Summary Total					150.00			
Payment Amount									150.00			
119607	CHRISTIAN PATE DBA GREEN TECH SANITATION		PV	127664	001	00999	9/23/2024	613	6,450.00		119607	CHRISTIAN PATE DB. GREEN TECH SANITATION
GREEN TECH SANITATION 1820 OLD HIGHWAY 8 ST PAUL MN 55112				Summary Total					6,450.00			
Payment Amount									6,450.00			
116197	CINTAS CORPORATION		PV	127558	001	00999	9/20/2024	4205921145	60.14		116197	CINTAS CORPORATI
CINTAS CORPORATION CINTAS LOC #4K				Summary Total					60.14			
P O BOX 650838 DALLAS TX 75265-0838			PV	127584	001	00999	9/12/2024	4205086715	115.43			
				Summary Total					115.43			
			PV	127587	001	00999	9/19/2024	4205804868	65.18			
				Summary Total					65.18			
			PV	127677	001	00999	9/26/2024	4206541411	115.43			
				Summary Total					115.43			
Payment Amount									356.18			

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
100120	CONTINENTAL RESEARCH CORP		PV 127489 001 00999	9/19/2024	0057576	580.00		100120	CONTINENTAL RESE CORP
	CONTINENTAL RESEARCH CORP PO BOX 15204 ST LOUIS MO 63110		Summary Total			580.00			
			Payment Amount			580.00			
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC		PV 127629 001 00999	9/22/2024	INV279816	425.72		113306	DEFINITIVE TECHNOLOGY SOLU INC
	DEFINITIVE TECHNOLOGY SOLUTIONS INC 9401 JAMES AVENUE SOUTH SUITE 162 BLOOMINGTON MN 55431-2549		Summary Total			425.72			
			Payment Amount			425.72			
100144	DEHN OIL COMPANY		PV 127568 001 00999	9/16/2024	110314	2,491.30		100144	DEHN OIL COMPANY
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303		Summary Total			2,491.30			
			PV 127596 001 00999	9/23/2024	25233652	5,041.62			
			Summary Total			5,041.62			
			PV 127601 001 00999	9/23/2024	25233679	5,375.55			
			Summary Total			5,375.55			
			Payment Amount			12,908.47			
100158	ECM PUBLISHERS INC	Inv #1015541	PV 127448 001 00999	9/13/2024	1015541	193.50		100158	ECM PUBLISHERS IN
	ECM PUBLISHERS INC		Summary Total			193.50			

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	4095 COON RAPIDS BLVD	ECM	PV	127514	001	00999	9/13/2024	1015542	107.50			
	COON RAPIDS MN 55433							Summary Total	107.50			
		PH CODE AMENDMENT	PV	127516	001	00999	9/13/2024	1015543	91.37			
								Summary Total	91.37			
								Payment Amount	392.37			
	108737 EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	127510	001	00999	9/12/2024	DL08152425E	259.84		108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC							Summary Total	259.84			
	2755 GENEVA AVE N							Payment Amount	259.84			
	OAKDALE MN 55128											
	113321 FACTORY MOTOR PARTS CO		PV	127602	001	00999	9/24/2024	6-1681356	51.15		113321	FACTORY MOTOR PARTS CO
	FACTORY MOTOR PARTS CO							Summary Total	51.15			
	BIN 139107							Payment Amount	51.15			
	P O BOX 9107											
	MINNEAPOLIS MN 55480-9107											
	100143 FERGUSON WATERWORKS # 2518		PV	127504	001	00999	9/18/2024	0534669	48,208.32		100143	FERGUSON WATERWORKS # 2518
	FERGUSON WATERWORKS 2516							Summary Total	48,208.32			
	P O BOX 802817		PV	127507	001	00999	9/12/2024	0536402	273.99			
	CHICAGO IL 60680-2817							Summary Total	273.99			
								Payment Amount				

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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
						48,482.31			
100650	GRAINGER		PV 127452 001 00999	9/13/2024	9247871131	46.38		100650	GRAINGER
	GRAINGER INC		Summary Total			46.38			
	DEPT. 806511127		Payment Amount			46.38			
	PALATINE IL 60038-0001								
112564	GROUP HEALTH INC		PV 127576 001 00999	9/11/2024	7068131	290.00		112564	GROUP HEALTH INC
	WORKSITE		Summary Total			290.00			WORKSITE
	GROUP HEALTH INC WORKSITE		Payment Amount			290.00			
	M.S. # 21109A P O BOX 1309								
	MINNEAPOLIS MN 55440-1309								
100209	HAKANSON ANDERSON ASSOC		PV 127611 001 00999	9/18/2024	53707	16,610.00		100209	HAKANSON ANDERS
	INC		Summary Total			16,610.00			ASSOC INC
	HAKANSON ANDERSON ASSOC INC		Payment Amount			16,610.00			
	3601 THURSTON AVENUE								
	ANOKA MN 55303-1063								
100211	HAWKINS INC		PV 127506 001 00999	9/15/2024	6862409	70.00		100211	HAWKINS INC
	HAWKINS INC		Summary Total			70.00			
	P O BOX 860263		PV 127632 001 00999	9/26/2024	6873764	15,637.55			
	MINNEAPOLIS MN 55486-0263		Summary Total			15,637.55			

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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
Payment Amount									15,707.55			
112475	INNOVATIVE OFFICE SOLUTIONS	S27569	PV	127502	001	00999	9/13/2024	IN4638997	214.67		112475	INNOVATIVE OFFICE SOLUTIONS
	INNOVATIVE OFFICE SOLUTIONS LOCKBOX 131434	S27569	PV	127580	001	00999	9/20/2024	IN4646125	207.85			
	P O BOX 1414 MINNEAPOLIS MN 55480-1414	S27569	PV	127620	001	00999	9/25/2024	IN4650015	98.91			
Summary Total									214.67			
Summary Total									207.85			
Summary Total									98.91			
Payment Amount									521.43			
121237	KURILLA CONTRACTING	PAY APP 1 24-54 WATERFRONT TRA	PV	127633	001	09805	10/1/2024	24-54 #1	145,701.88		121237	KURILLA CONTRACT
	KURILLA CONTRACTING 4450 HWY 25 N BUFFALO MN 55313			Summary Total					145,701.88			
Payment Amount									145,701.88			
100258	LEAGUE OF MINNESOTA CITIES		PV	127554	001	00999	9/13/2024	410999	8,350.00		100258	LEAGUE OF MINNES CITIES
	LEAGUE OF MN CITIES FINANCE DEPT 145 UNIVERSITY AVE WEST ST PAUL MN 55103-2044			Summary Total					8,350.00			
Payment Amount									8,350.00			

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3891
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument T A/P ACH Payment
 Pay Through Date 10/9/2024

Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
100283	MENARDS COON RAPIDS		PV	127457	001	00999	9/14/2024	27192	62.33		100283	MENARDS COON RA
	MENARDS COON RAPIDS			Summary Total					62.33			
	3045 MAIN STREET		PV	127599	001	00999	9/23/2024	27697	47.94			
	COON RAPIDS MN 55448			Summary Total					47.94			
			PV	127600	001	00999	9/23/2024	27689	124.69			
				Summary Total					124.69			
			PV	127678	001	00999	9/26/2024	27886	138.12			
				Summary Total					138.12			
				Payment Amount					373.08			
100284	MENARDS ELK RIVER		PV	127454	001	00999	9/9/2024	2241	101.47		100284	MENARDS ELK RIVE
	MENARDS ELK RIVER			Summary Total					101.47			
	19521 EVANS STREET NW		PV	127456	001	00999	9/13/2024	2492	97.98			
	ELK RIVER MN 55330-1077			Summary Total					97.98			
			PV	127559	001	00999	9/16/2024	2602	78.19			
				Summary Total					78.19			
			PV	127560	001	00999	9/19/2024	2804	239.83			
				Summary Total					239.83			
			PV	127562	001	00999	9/18/2024	2717	169.01			
				Summary Total					169.01			
			PV	127563	001	00999	9/19/2024	2786	27.27			
				Summary Total					27.27			
				Payment Amount					713.75			
108208	METRO PRODUCTS INC		PV	127570	001	00999	9/12/2024	182469	61.43		108208	METRO PRODUCTS

Payment Group Control Number 3891
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument T A/P ACH Payment
 Pay Through Date 10/9/2024

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number Name
METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432		Summary Total			61.43		
		PV 127571 001 00999	9/12/2024	182467	63.54		
		Summary Total			63.54		
		PV 127590 001 00999	9/18/2024	182579	136.60		
		Summary Total			136.60		
		PV 127675 001 00999	9/25/2024	182663	26.80		
		Summary Total			26.80		
		PV 127676 001 00999	9/25/2024	182664	446.22		
		Summary Total			446.22		
		Payment Amount			734.59		
100313 MN RECREATION AND PARK ASSN MN RECREATION AND PARK ASSN 200 CHARLES STREET NE FRIDLEY MN 55432							100313 MN RECREATION AN PARK ASSN
		PV 127679 001 00999	9/13/2024	03424	940.00		
		Summary Total			940.00		
		Payment Amount			940.00		
113946 MUNICIPAL EMERGENCY SERVICES INC MUNICIPAL EMERGENCY SERVICES INC PO BOX 856892 MINNEAPOLIS MN 55485-6892							113946 MUNICIPAL EMERGE SERVICES INC
		PV 127561 001 00999	9/23/2024	IN2122300	121.07		
		Summary Total			121.07		
		Payment Amount			121.07		
100363 NORTHERN SANITARY SUPPLY CO							100363 NORTHERN SANITAF SUPPLY CO
		PV 127488 001 00999	9/19/2024	209736	133.99		

Payment Group Control Number 3891
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument T A/P ACH Payment
 Pay Through Date 10/9/2024

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433								Summary Total	133.99		
									Payment Amount	133.99		
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	127500	001	00999	9/17/2024	23117	50.00		115071	NORTHLAND OCCUPATIONAL HEA
	NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303								Summary Total	50.00		
			PV	127501	001	00999	9/17/2024	23124	50.00			
									Summary Total	50.00		
			PV	127579	001	00999	9/23/2024	23167	50.00			
									Summary Total	50.00		
									Payment Amount	150.00		
110547	NORTHWEST LIGHTING SYSTEMS CO.		PV	127450	001	00999	9/18/2024	134588	616.00		110547	NORTHWEST LIGHT SYSTEMS CO.
	NORTHWEST LIGHTING SYSTEMS CO. 736 CRAIG AVENUE TRACY MN 56175								Summary Total	616.00		
									Payment Amount	616.00		
110480	OPUS 21 MANAGEMENT SOLUTIONS	Inv #250815	PV	127574	001	00999	9/20/2024	250815	831.96		110480	OPUS 21 MANAGEM SOLUTIONS
	OPUS 21 MANAGEMENT SOLUTIONS 680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125								Summary Total	831.96		

Payment Group Control Number 3891
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument T A/P ACH Payment
 Pay Through Date 10/9/2024

Payee		Stub	Document			Due	Invoice	Payment	Discount	Supplier		
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	Taken	Number	Name
Payment Amount								831.96				
113444	PRECISE		PV	127591	001	00999	9/20/2024	IN200-2000219	828.00		113444	PRECISE
PRECISE			Summary Total					828.00				
501 EAST CLIFF ROAD SUITE 100			Payment Amount					828.00				
BURNSVILLE MN 55337												
107978	PREMIER COMMERCIAL PROPERTIES INC	6781 Hwy 10 Prop Mgmt	PV	127517	001	00999	9/19/2024	9664	600.00		107978	PREMIER COMMERCIAL PROPERTIES INC
PREMIER COMMERCIAL PROPERTIES INC			Summary Total					600.00				
299 COON RAPIDS BLVD NW #200			Payment Amount					600.00				
COON RAPIDS MN 55433												
117285	RUM RIVER CONSULTANTS	BUILDING INSP SERVICES AUG	PV	127515	001	00999	9/13/2024	822	30,349.00		117285	RUM RIVER CONSULTANTS
RUM RIVER CONSULTANTS			Summary Total					30,349.00				
32134 111 1/2 STREET			Payment Amount					30,349.00				
PRINCETON MN 55371												
100440	SHORT ELLIOT HENDRICKSON INC		PV	127603	001	00999	9/11/2024	473588	13,377.95		100440	SHORT ELLIOT HENDRICKSON INC
SHORT ELLIOT HENDRICKSON INC			Summary Total					13,377.95				
P O BOX 64780												
ST PAUL MN 55164-0780												

Payment Group Control Number 3891
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator JMORRISON
 Payment Instrument T A/P ACH Payment
 Pay Through Date 10/9/2024

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
						13,377.95			
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV 127499 001 00999	9/15/2024	M29494	683.88		100485	TIMESAVER OFF SITE SECRETARIAL INC
	TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025					Summary Total 683.88			
						Payment Amount 683.88			
112024	TOWMASTER		PV 127597 001 00999	9/23/2024	472246	31,035.00		112024	TOWMASTER
	TOWMASTER 61381 US HWY 12 LITCHFIELD MN 55355					Summary Total 31,035.00			
						Payment Amount 31,035.00			
						Total Amount to be Processed 436,436.45			
						Total Number of Payments to be Processed 44			

Checks - 187,967.30
 ACH - 436,436.45
 Total A/P - 624,403.75

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-289

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF SEPTEMBER 19, 2024 THROUGH OCTOBER 2, 2024

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of September 19, 2024 through October 2, 2024 in the amount of \$1,183,354.00 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 September 19, 2024 through October 2, 2024, in the amount of \$1,183,354.00.

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

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 8th day of October, 2024.

Mayor

ATTEST:

City Clerk

CC Regular Session

Meeting Date: 10/08/2024

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

Title

Adopt Resolution #24-274 Appointing Election Judges for the General Election on November 5, 2024.

Purpose/Background:

For each Election, Council is asked to formally appoint Election Judges to work at the polling locations. A resolution is attached appointing Election Judges to serve for the General Election scheduled for November 5, 2024.

Minnesota State Statute 204B.21 is attached. The statute requires election judges to be appointed at least 25 days prior to the election. Ramsey will have nine polling locations open for the election. Staff’s recommendation at this time is to secure seven to eleven judges for each location. In almost all cases, a few judges end up not being able to work the day of the election. Additionally, if feasible, staff would like the discretion to schedule more judges for shorter shifts vs. less judges for the whole day; a typical judge working the whole day will work a 15-hour shift.

Note: The last day to appoint election judges is Friday, October 11, 2024.

Funding Source:

The funding for election judge wages has been accounted for in the 2024 Election Budget.

Recommendation:

Staff recommends Council adopt Resolution #24-274 appointing Election Judges for the 2024 General Election.

OutcomeAction:

Motion to adopt Resolution #24-274 Appointing Election Judges for the General Election on November 5, 2024.

Attachments

Statute 204B.21
Resolution #24-274

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/03/2024 03:19 PM
Form Started By: Katie Schmidt		Started On: 10/03/2024 12:50 PM
Final Approval Date: 10/03/2024		

204B.21 APPOINTMENT OF ELECTION JUDGES.

Subdivision 1. **Appointment lists; duties of political parties and secretary of state.** On May 1 in a year in which there is an election for a partisan political office, each major political party shall prepare a list of eligible voters to act as election judges in each election precinct. The list provided by the party must indicate which eligible voters are willing to travel to a precinct outside of their home jurisdiction to act as an election judge, and the jurisdictions to which each eligible voter is willing to travel for that purpose. The political parties shall furnish the lists electronically to the secretary of state, in a format specified by the secretary of state. The secretary of state must combine the data received from each political party under this subdivision and must process the data to locate the precinct in which the address provided for each potential election judge is located. If the data submitted by a political party is insufficient for the secretary of state to locate the proper precinct, the associated name must not appear in any list forwarded to an appointing authority under this subdivision. The secretary of state shall notify political parties of any proposed election judges with addresses that could not be located in a precinct.

By May 15, the secretary of state shall furnish electronically to the county auditor a list of the appropriate names for each election precinct in the jurisdiction of the appointing authority, and a list of the names of individuals residing outside of the jurisdiction who indicated a willingness to travel to that jurisdiction to act as an election judge, noting the political party affiliation of each individual on the list. The county auditor must promptly forward the appropriate names to the appropriate municipal clerk.

Subd. 2. **Appointing authority; powers and duties.** Election judges for precincts in a municipality shall be appointed by the governing body of the municipality. Election judges for precincts in unorganized territory and for performing election-related duties assigned by the county auditor shall be appointed by the county board. Election judges for a precinct composed of two or more municipalities must be appointed by the governing body of the municipality or municipalities responsible for appointing election judges as provided in the agreement to combine for election purposes. Except as otherwise provided in this section, appointments shall be made from the list of voters who maintain residence in each precinct, furnished pursuant to subdivision 1, subject to the eligibility requirements and other qualifications established or authorized under section 204B.19. At least two election judges in each precinct must be affiliated with different major political parties. If no lists have been furnished or if additional election judges are required after all listed names in that municipality have been exhausted, the appointing authority may appoint other individuals who meet the qualifications to serve as an election judge, including persons on the list furnished pursuant to subdivision 1 who indicated a willingness to travel to the municipality, and persons who are not affiliated with a major political party. An individual who is appointed from a source other than the list furnished pursuant to subdivision 1 must provide to the appointing authority the individual's major political party affiliation or a statement that the individual does not affiliate with any major political party. An individual who refuses to provide the individual's major political party affiliation or a statement that the individual does not affiliate with a major political party must not be appointed as an election judge. The appointments shall be made at least 25 days before the election at which the election judges will serve, except that the appointing authority may pass a resolution authorizing the appointment of additional election judges within the 25 days before the election if the appointing authority determines that additional election judges will be required.

Subd. 3. **Access to election judge party affiliation.** Notwithstanding section 13.43, the major political party affiliation of an election judge or a statement that the judge does not affiliate with a major political party may be shared with other election judges assigned to the precinct at the same election, to verify

compliance with party balance requirements. This data may not be disclosed or used by the election judges for any other purpose.

History: *1981 c 29 art 4 s 21; 1983 c 303 s 8; 1986 c 444; 1987 c 212 s 5; 1999 c 132 s 19; 2008 c 295 s 11,12; 2010 c 180 s 2,3; 2010 c 184 s 15; 2017 c 92 art 1 s 15; 2023 c 62 art 4 s 80*

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-274

RESOLUTION APPOINTING ELECTION JUDGES FOR THE GENERAL ELECTION ON NOVEMBER 5, 2024

WHEREAS, the City of Ramsey will be conducting a General Election on Tuesday, November 5, 2024; and

WHEREAS, pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

WHEREAS, the hourly rate of pay will be \$12.50 for student judges, \$12.50 for regular election judges and \$14.50 for head judges; and

WHEREAS, when necessary, regular City staff working as judges on election day will be paid their normal hourly wage.

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

- 1) That the following individuals be appointed to serve as election judges for the General Election to be held on November 5, 2024:

Linda Anderson, Bruce Anderson, Ward Anderson, Beth Asfahl, Mark Barrett, Jerilyn Bates, Randy Bauer, Nancy Bendtsen, James Berreau, Billie Jo Bishop, Julia Bishop, Stephanie Boone, Jayden Busch, Mary Calabrese, Jeanne Causin, PaulaJean Chicoine, Roger Clem, Sandra Conlon, Sabrina Cooper, Sarah Cooper, Denise Corrier, Katherine Dague, Beverly Dehn, Tim Dusbabek, Patricia Dusbabek, Elizabeth Edwards, Kevin Efram, Todd Embury, Marivic Enquist, Matthew Fischer, Susan Fox, John Freeburg, Colleen Graber, Timothy Graber, Deb Hanson, Brian Heichel, Brian Heigl, Andy Hillebregt, Peggy Howe, Del Howe III, Tom Hoxter, Mary Ann Kellner, Nikole Kelzenberg, Louise Kvick, James Lahr, Jennifer Leistico, Sheila Lemke, Cheryl Lemm, Cyndi Lemmon, Justin Loss, Jean Max, David May, Jennifer McWilliams, Ernest Mejia, Makayla Miller, Kelly Moore, Diane Narr, Nancy Nelson, Joseph O'Connor, Cindy Olson, Michelle Olson, Diana Pennington, Becky Potts, Alicia Reynolds-Minear, Stephen Rothstein, Derek Scheuermann, Sharon Schmalzer, Noah Schmit, Sarah Schmit, Beverly Semanko, Barbara Sieben, Brandon Sis, Becky Smith, Nicholas Steblay, Lyndsey Taylor, Shaen Treptow, Pam Webb, Richard Weber, Jill Winger, Nancy Young, Marnie Zak and Jared Zochert,

- 2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

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 8th day of October, 2024.

Mayor

ATTEST:

City Clerk

CC Regular Session

Meeting Date: 10/08/2024

Primary Strategic Plan Initiative: Connect the community through Parks, Trails and Recreational Programming.

Title:

Adopt Resolution #24-280 Authorizing Partial Payment to Kurilla Contracting of Buffalo, MN for Improvement Project #24-54, The Waterfront.

Purpose/Background:

On May 14, 2024, City Council approved a budget for The Waterfront in the amount of \$345,759 for the park, including the contract awarded to Kurilla Contracting of Buffalo, Minnesota, in the amount of \$169,165.00 for trail and related improvements. The attached Resolution and pay request authorizes a\$145,701.88 for the completed trail related work.

Funding Source:

The funding for Improvement Project #24-54, The Waterfront, was authorized from the Park Trust Fund by City Council on May 14th, 2024.

Recommendation:

The Senior Engineering Technician has inspected the completed work and recommends partial payment No. 1 to Kurilla Contracting of Buffalo, Minnesota, for said project, in the amount of \$145,701.88.

Outcome/Action:

Motion to adopt Resolution #24-280 Authorizing Partial Payment to Kurilla Contracting of Buffalo, MN for Improvement Project #24-54, The Waterfront, in the amount of \$145,701.88.

Attachments

Pay Estimate
Resolution

Form Review

Inbox	Reviewed By	Date
Mark Riverblood	Mark Riverblood	10/01/2024 02:10 PM
Bruce Westby	Bruce Westby	10/03/2024 10:45 AM
Brian Hagen	Brian Hagen	10/03/2024 11:00 AM
Form Started By: Mariah Albrecht		Started On: 09/18/2024 01:16 PM
Final Approval Date: 10/03/2024		

Contractor's Application for Payment

Owner: <u>City of Ramsey</u>	Owner's Project No.: <u>9002899</u>
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>24X.135093</u>
Contractor: <u>Kurilla Contracting</u>	Agency's Project No.: _____
Project: <u>The Waterfront Trail Improvements</u>	
Contract: _____	
Application No.: <u>1</u>	Application Date: <u>9/16/2024</u>
Application Period: From <u>7/22/2024</u> to <u>8/31/2024</u>	

1. Original Contract Price	\$	191,415.00
2. Net change by Change Orders	\$	1,750.00
3. Current Contract Price (Line 1 + Line 2)	\$	193,165.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	153,370.40
5. Retainage		
a. <u>5%</u> X \$ <u>153,370.40</u> Work Completed	\$	7,668.52
b. _____ X \$ <u>-</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	7,668.52
6. Amount eligible to date (Line 4 - Line 5.c)	\$	145,701.88
7. Less previous payments		
8. Amount due this application	\$	145,701.88
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	39,794.60

Contractor's Certification

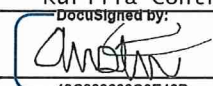
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

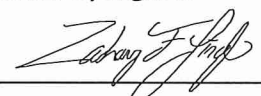

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Kurilla Contracting Co.

Signature:  _____ **Date:** 9/16/2024

Name: Austin Reid Kurilla **Title:** Owner

<p>Recommended by Engineer</p> <p>By:  _____</p> <p>Name: <u>Zach Lingl, PE</u></p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>9/16/2024</u></p>	<p>Approved by Owner</p> <p>By:  _____</p> <p>Name: <u>Mark Riverblood</u></p> <p>Title: <u>Parks & Asst PW Dir.</u></p> <p>Date: <u>9 18 2024</u></p>
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Ramsey
 Engineer: Bolton & Menk, Inc.
 Contractor: Kurilla Contracting
 Project: The Waterfront Trail Improvements
 Contract: _____

Owner's Project No.: 9002899
 Engineer's Project No.: 24X.135093
 Agency's Project No.: _____

A Bid Item No.	B Description	C Contract Information			D Contract Information			E Contract Information			F Contract Information			G Contract Information			H Contract Information			I Contract Information			J Contract Information			K Contract Information			L Contract Information		
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Work Completed	Value of Work Completed to Date (E X G)	Materials Currently Stored (not in G)	Work Completed and Materials Stored to Date (H + I)	% of Value of Item (J / F)	Balance to Finish (F - J) (\$)																	
1	Mobilization	1.00	LS	10,000.00	10,000.00	-	1.00	10,000.00			10,000.00	100%	-																		
2	Rock Construction Entrance	1.00	EA	2,000.00	2,000.00	-	1.00	2,000.00			2,000.00	100%	-																		
3	Common Excavation, Grading & Berm	1.00	LS	15,000.00	15,000.00	-	1.21	18,150.00			18,150.00	121%	(3,150.00)																		
4	Boulder Retaining Wall	475.00	SF	48.00	22,800.00	-	475.00	22,800.00			22,800.00	100%	-																		
5	Class 3 Surfacing (Crushed Granite)	40.00	CY	40.00	1,600.00	-	40.00	1,600.00			1,600.00	100%	-																		
6	Class 5 (100% Crushed Rock)	890.00	TON	15.00	13,350.00	-	930.00	13,950.00			13,950.00	104%	(600.00)																		
7	SPWEA20B Bituminous Wear Course	500.00	TON	140.00	70,000.00	-	515.86	72,220.40			72,220.40	103%	(2,220.40)																		
8	Storm Sewer (Culvert and Adjust Casting)	1.00	LS	9,400.00	9,400.00	-	1.00	9,400.00			9,400.00	100%	-																		
9	Traffic Control	1.00	LS	1,500.00	1,500.00	-	1.00	1,500.00			1,500.00	100%	-																		
10	Erosion Control (Silt Fence)	4,840.00	LF	2.00	9,680.00	-	-	-			-	-	9,680.00																		
11	Site Seeding	1.95	AC	4,500.00	8,775.00	-	-	-			-	-	8,775.00																		
12	EC Blanket Category 20	2,530.00	SY	2.00	5,060.00	-	-	-			-	-	5,060.00																		
13	Alternate Bid - Class 5	890.00	TON	25.00	22,250.00	-	-	-			-	-	22,250.00																		
				Original Contract Totals	\$	191,415.00		\$	151,620.40	\$	151,620.40	79%	\$	39,794.60																	

Change Orders				Original Contract and Change Orders				
Item	Description	Quantity	Unit Price	Value	Quantity	Value	% Complete	
	Purchase of 10 ton of boulders	10.00	70.00	700.00	10.00	700.00	100%	
	Granite Chips	1.00	1,050.00	1,050.00	1.00	1,050.00	100%	
Change Order Totals				\$	1,750.00	\$	1,750.00	
Original Contract and Change Orders				\$	153,370.40	\$	153,370.40	
Project Totals				\$	153,370.40	\$	153,370.40	
							79%	
							\$	39,794.60

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #24-280

RESOLUTION APPROVING PARTIAL PAYMENT NO. 1 TO KURILLA CONTRACTING FOR IMPROVEMENT PROJECT #24-54; THE WATERFRONT IMPROVEMENT

WHEREAS, the City of Ramsey Proposes to construct trail construction project that would circumnavigate the 7+ acre pond that is in place now; and

WHEREAS, pursuant to Ramsey City Council Case #5.06, adopted February 13, 2024, the City Council approved plans and specifications and authorized advertising bids for Improvement Project #24-54; The Waterfront Improvement; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-131, adopted May 14, 2024, a budget was approved for The Waterfront of \$345,759 for the park, including the contract awarded to Kurilla Contracting of Buffalo, Minnesota, in the amount of \$169,165.00 for said trail improvements; and

WHEREAS, as of October 8, 2024 \$0.00 has been paid to date; and

WHEREAS, the Senior Engineering Technician has inspected the completed work and recommends partial payment No. 1 to Kurilla Contracting of Buffalo, Minnesota, for said project, in the amount of \$145,701.88.

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

- 1) The City Council hereby authorizes partial payment No. 1 to Kurilla Contracting of Buffalo, Minnesota for Improvement Project #24-54, The Waterfront Improvement in the amount of \$145,701.88.
- 2) The City Council hereby authorizes the Mayor and City Administrator to sign the release form for this payment.
- 3) The total amount of this payment is not included in resolutions approving payments of bills for the date of October 8, 2024.
- 4) The City of Ramsey Finance Department will be provided a signed copy of this resolution.

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 8th day of October, 2024.

Mayor

ATTEST:

City Clerk

CC Regular Session**Meeting Date:** 10/08/2024**Primary Strategic Plan Initiative:** Address infrastructure needs.**Title:**

Adopt Resolution #24-286 Accepting Special Appropriation Grant Funds and Authorizing Entering into Grant Agreement with Minnesota Public Facilities Authority for Improvement Projects #21-08 and #21-09

Purpose/Background:

On March 28, 2023, the City Council adopted Resolution #23-061 accepting bids and awarding a contract for construction of Improvement Project #21-09, Centralized Water Treatment Plant, to Magney Construction in the amount of \$31,528,500. As part of this project, the City of Ramsey has solicited outside funding sources and during the 2023 Minnesota Legislative Session, the city was awarded \$3.2 million in state bonding proceeds. A requirement of state bonding proceeds is for the project to pay workers prevailing wages. The awarded contract did not initially include the prevailing wage requirement due to the fact that at the time of advertisement for bids, the city had not been successful in obtaining state bonding dollars. On February 13, 2024, the City Council adopted Resolution #24-059 approving change order #1 to the project, which applied prevailing wage requirements to the project satisfying the eligibility requirements for being awarded state bonding proceeds.

On March 12, 2024, Resolution #24-077 was adopted authorizing the Mayor and City Administrator to submit and sign applicable documents to enter into an agreement with the Minnesota Public Facilities Authority (MPFA), which is administering the bond proceeds awarded to the project. City staff have since been working with MPFA staff to provide the necessary documents for preparation of a Grant Agreement to allow the City to receive the awarded funds. A copy of this resolution is attached for reference.

During the 2024 Minnesota Legislative Session, language was added to the bill appropriating \$3.2M to the city of Ramsey to incorporate trunk watermain improvements project costs. The City must therefore adopt Resolution #24-286 authorizing staff to enter into a Grant Agreement with the MPFA based on the amended bill language incorporating the trunk watermain project costs. This required the following underlined text to be added to the first whereas statement in Resolution #24-077, which appears as the fourth whereas statement in Resolution #24-286.

WHEREAS, under the provisions contained in Laws of Minnesota 2023 chapter 72, article 2, section 10, subd. 12 as amended by Laws of Minnesota chapter 88, article 1, section 43, \$3,200,000 was appropriated to the Minnesota Public Facilities Authority (MPFA) “For a grant to the city of Ramsey to construct a new water treatment facility and trunk watermain to remove manganese and iron from the city's water supply.

Following Council adoption of Resolution #24-286, staff will submit a certified copy of the resolution to MPFA staff, along with all remaining requested documentation. Upon receipt of a final Grant Agreement, which will be reviewed and approved by the City Attorney, the Mayor and City Administrator will execute the Grant Agreement to allow the City to receive the awarded grant funds.

Funding Source:

The funds required to pay for the Water Treatment Plant projects are outlined within attached Resolution #24-286.

Recommendation:

Staff recommends adopting Resolution #24-286 accepting Special Appropriation Grant Funds and authorizing entering into a Grant Agreement with the Minnesota Public Facilities Authority for Improvement Projects #21-08 and #21-09.

Outcome/Action:

Adopt Resolution #24-286 accepting Special Appropriation Grant Funds and authorizing entering into a Grant Agreement with the Minnesota Public Facilities Authority for Improvement Projects #21-08 and #21-09.

Attachments

Resolution 24-077

ACTION Resolution #24-286

Form Review

Inbox

Diana Lund

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 10/03/2024

Reviewed By

Diana Lund

Brian Hagen

Date

10/03/2024 10:47 AM

10/03/2024 02:39 PM

Started On: 09/30/2024 04:02 PM

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

RESOLUTION #24-077

RESOLUTION AUTHORIZING THE CITY OF RAMSEY TO SUBMIT INFORMATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (MPFA) AND TO ENTER INTO A GRANT AGREEMENT WITH THE MPFA

WHEREAS, under the provisions contained in Laws of Minnesota 2023 chapter 72, article 2, section 10, subd. 12, \$3,200,000 was appropriated to the MPFA “For a grant to the city of Ramsey to construct a new water treatment facility to remove manganese and iron from the city's water supply.”; and

WHEREAS, to receive this money, the City of Ramsey must submit required information and enter into a Grant Agreement with the MPFA.

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

- 1) That the City of Ramsey has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.
- 2) That the Grant Agreement shall be executed on behalf of the City of Ramsey by the signature of its Mayor and its City Administrator. In the event of disability or resignation or other absence of either such officer, the Grant Agreement may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Grant Agreement shall cease to be such officer before delivery of the Grant Agreement, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

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

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

and the following voted against the same:

None

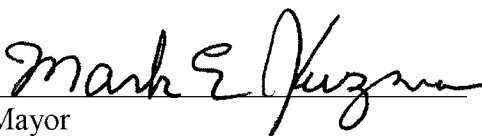
and the following abstained:

None

and the following were absent:

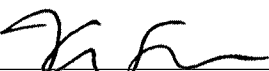
None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 12th day of March, 2024.



Mayor

ATTEST:



City Clerk

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

RESOLUTION #24-286

RESOLUTION ACCEPTING SPECIAL APPROPRIATION GRANT FUNDS AND AUTHORIZING ENTERING INTO GRANT AGREEMENT WITH THE MINNESOTA PUBLIC FACILITIES AUTHORITY FOR IMPROVEMENT PROJECTS #21-08 AND #21-09

WHEREAS, pursuant to Ramsey City Council Resolution #23-061 adopted March 28, 2023, Magney Construction, Inc. was awarded a construction contract in the amount of \$31,528,500.00 for Improvement Project #21-09, Centralized Water Treatment Plant; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-059 adopted February 13, 2024, Change Order #1 was approved modifying the terms of the construction contract to incorporate Minnesota prevailing wage requirements in the amount of \$794,153.71 to allow State appropriated grant funds to be applied to the project; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-305 adopted November 28, 2023, a construction contract was awarded to Northdale Construction Co. Inc. in the amount of \$6,671,414.00 for Improvement Project #21-08, Water Treatment Plant Trunk Watermain Improvements, which included using prevailing wages; and

WHEREAS, under the provisions contained in Laws of Minnesota 2023 chapter 72, article 2, section 10, subd. 12 as amended by Laws of Minnesota chapter 88, article 1, section 43, \$3,200,000 was appropriated to the Minnesota Public Facilities Authority (MPFA) “For a grant to the city of Ramsey to construct a new water treatment facility and trunk watermain to remove manganese and iron from the city's water supply.”; and

WHEREAS, to receive this money, the City of Ramsey must submit required information and enter into a Grant Agreement with the MPFA; and

WHEREAS, as of September 30, 2024, the awarded construction contracts for Improvement Projects #21-08 and #21-09, with change orders and allowances, total \$39,390,559; and

WHEREAS, Improvement Projects #21-08 and #21-09 are under construction and as of September 30, 2024, the City has paid a total of \$21,753,557 for work completed on these two projects and the funds were paid from City water and sewer funds; and

WHEREAS, the anticipated construction cost of the remaining work for Improvement Projects #21-08 and #21-09 is \$17,637,001; and

WHEREAS, the remaining \$17,637,001 in construction costs will be paid by a \$3,200,000 state grant and \$14,437,001 in City water and sewer funds; and

WHEREAS, as of September 30, 2024, the available fund balance in the water fund is \$9,932,582, and the available fund balance in the sewer fund is \$12,040,772, for total available funds of \$21,973,360; and

WHEREAS, the total City share of the construction projects is \$36,190,559 that includes payment made for work to date and future payments on the remaining construction contracts.

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

- 1) The Special Appropriation Grant Funds awarded to the city of Ramsey to construct a new water treatment facility and trunk watermain to remove manganese and iron from the city's water supply are hereby accepted.
- 2) The City Administrator is hereby authorized and directed to work with the Minnesota Public Facilities Authority for and on behalf of the City of Ramsey to enter into a Grant Agreement with the following considerations;
 - a. That the City of Ramsey has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.
 - b. That the Grant Agreement shall be executed on behalf of the City of Ramsey by the signature of its Mayor and its City Administrator. In the event of disability or resignation or other absence of either such officer, the Grant Agreement may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Grant Agreement shall cease to be such officer before delivery of the Grant Agreement, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8th day of October, 2024.

Mayor

ATTEST:

City Clerk

CC Regular Session**Meeting Date:** 10/08/2024**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Title:**

Adopt Resolution #24-285 approving a variance and encroachment agreement for a lean-to structure and concrete slab at 6850 148th Lane NW (Michael Ploumen)

Purpose/Background:

At the July 25, 2024, Planning Commission meeting, action on this request was tabled to allow the applicant time to measure his boat and determine if any excess portion of the lean-to can be removed. The applicant has provided measurements and photos (attached) explaining that the amount that can be removed is minimal and would pose difficulty in maneuvering the boat into the space.

The homeowner, Mr. Michael Ploumen (the applicant), constructed a lean-to structure over a concrete parking slab on the east side of the attached garage. The slab was installed in the summer of 2017 and the lean-to in the summer of 2023. A lean-to is a roof extension supported on one side by the garage or house and on the other side by posts. This structure was constructed without the proper building permits and zoning permits (required for driveways in 2017) and encroaches in the required 5-foot side yard setback. The structure and parking slab were brought to staff's attention through a code enforcement complaint. The variance request is a part of the applicant's due process rights to remedy the infraction.

The property is zoned R-1A Single-Family Residential District and guided Low Density Residential on the Comprehensive Plan. The property is 0.62 acres in size and the lot includes a portion of a large wetland.

Zoning Issues

Driveways, parking spaces, and structures within the R-1A zoning district are required to have a 5-foot side yard setback. The slab was installed at approximately 3-feet 8-inches from the property line. The lean-to extends over the slab with the posts outside of it at approximately 2-feet 5-inches from the property line. The roof overhang and gutters are within inches of the property line.

Architecturally, the lean-to is open-aired. The roof of the structure is a metal product while the roof of the house and attached garage is a typical residential asphalt shingle. To be compliant with the architectural design requirements of City Code, the fascia should be painted to match the house and the metal roofing replaced with a matching asphalt shingle.

Building Code Issues

The structure was constructed without a building permit. Any structure that is added to the main house is required to have a building permit. The building permit review process looks at several things including, and most notably in the case of lean-tos, frost footing depth, structural attachment to the garage, and the materials that are used in relationship to the property line. Within 5 feet of a property line, structures need to be constructed in a way that would prevent a fire from jumping to the next structure.

Should the variance be approved, the structure will need to have a building permit. It is likely that the structure will need to be rebuilt to meet the fire rating requirements. Variances to the Building Code are not possible since this is a state-wide regulation. The applicant has met with the City's Building Official to discuss ways to bring the structure into compliance.

Variance

The applicant is requesting a variance to the side yard setback requirement of 5 feet for both the slab and the lean-to structure. City Code mirrors state law on the possible justification criteria for granting variances. Overall, the request must be reasonable and unique to the property. The following is the section of City Code addressing variances:

Sec. 106-220. - Variances.

(a) Variances shall only be permitted when they are in harmony with the general purposes and intent of this chapter and when the variances are consistent with the comprehensive plan.

(b) Public hearing notice mailing distance is 350 feet.

(c) Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning code. "Practical difficulties," as used in connection with the granting of a variance, means:

(1) That the property owner proposes to use the property in a reasonable manner not permitted by the zoning code;

(2) The plight of the landowner is due to circumstances unique to the property not created by the landowner;

(3) The variance, if granted, will not alter the essential character of the locality.

(4) Economic considerations alone do not constitute practical difficulties;

(5) Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems; and

(6) Public takings of property due to condemnation.

(7) Variances shall be granted for earth sheltered construction as defined in Minn. Stats. § 216C.06, subd. 14, when in harmony with this chapter.

(d) The planning commission may not permit as a variance any use that is not allowed under the zoning code for property in the district where the affected person's land is located.

(e) The planning commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

The applicant provided a narrative outlining his justification for the variances attached to this report. He stated that his variance request meets criteria 1 and 3 above.

Additional Consideration

The structure was constructed in a platted drainage and utility easement. Per City Code, driveways are allowed in these easements provided that they do not inhibit the flow of water and at the owner's expense for removal in the event that the easement area is needed for its intended use. The lean-to, however, is not permitted. Therefore, an encroachment agreement is necessary if the variance is approved.

Notification:

Mailed notifications were sent to property owners within 350 feet of the site. A "proposed development" sign was placed on the property. A legal notice was placed in the July 12 Anoka Union Herald Newspaper.

Time Frame/Observations/Alternatives:

Alternatives to Consider

1. Approve the variance as requested and justified by the applicant and directed by the Planning Commission.
2. Approve a variance for the concrete slab only.
3. Deny the variance, citing a lack of adequate practical difficulties in justifying the variance.

Funding Source:

All costs associated with this project are the responsibility of the applicant.

Recommendation:

The Planning Commission directed staff to prepare a resolution of approval (4-3 vote) at its meeting on September 26, 2024. The Commission opted to forward the resolution to the City Council for adoption instead of waiting for its next meeting to adopt it.

Outcome/Action:

Motion to adopt Resolution #24-285 approving a variance to side yard setback and an encroachment agreement for a lean-to structure and concrete slab at 6850 148th Lane NW.

Attachments

- Location Map
- Applicant's Original Narrative
- Photos
- Site Plan Air Photo
- Building Official's Memo
- Applicant's Measurement Letter
- Letter from Neighbor
- Resolution #24-285
- Encroachment Agreement

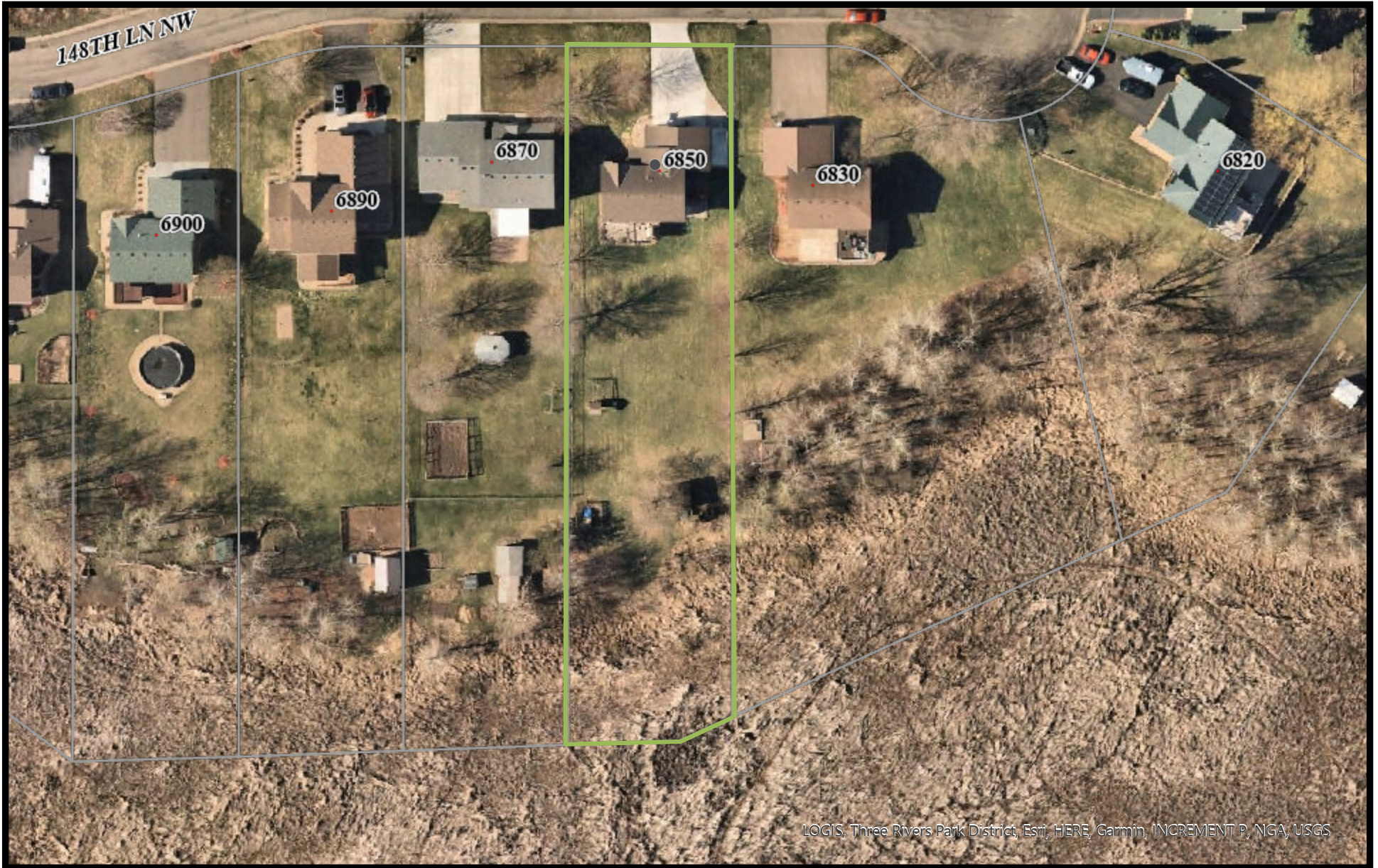
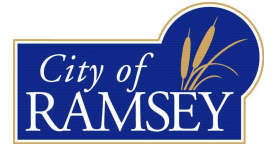
Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/03/2024 12:24 PM
Form Started By: Todd Larson		Started On: 09/27/2024 10:56 AM
Final Approval Date: 10/03/2024		

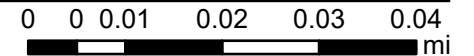
27-32-25-21-0041
6850 148th Lane NW

MIKE PLOUMEN

Variance



Print Date: June 21, 2024



6850 148th LN NW Ramsey MN 55303 Variance Request

Greetings members of the City of Ramsey planning commission. This letter serves as my narrative in a request for a variance at my residence of 6850 148th LN NW.

This spring I was issued a code violation notice regarding a concrete slab and recently constructed lean-to on the east side of my house. The notice indicated that the concrete pad, which is used to park my boat on, and the lean-to covering my boat appeared to be too close to the property line set back of 5 feet.

I reached out to Code enforcement officials with the city. I was advised to locate my underground property markers to verify that. This was to be done by either having an official lot survey done or use a metal detector. Once the pins could be located I could measure my structures distance to the property line.

I used a metal detector to attempt to locate my property pins. I believed I had located them given where I truly thought my property line was. A metal stake in the south east corner of the lot near the wet land confirmed that. My neighbor who resides on this side of my property stated this stake was put there when the properties were first built. I was asked to exposed the pins, in an attempt to dig them up, I was successful.

On July 1st, 2024 I hired Northwind Land Surveying LLC to conduct a lot survey of my property. After the completion of the survey my initial measurements were off. As it stands now my concrete pad is 3 feet 8 inches from the property line.

My lean-to is attached to the side of my garage and is anchored to studs of my garage. It is being held up and supported by three 6x6 posts that are dug into the ground 48 inches. These posts are 15 inches from the concrete pad. So from the posts to the set back line the distance is about 2 feet 5 inches.

Under Ramsey section code 106.220 sub (c-1) and (c-3) I feel my request for such a variance should be given strong consideration in that I still plan to use the property in a reasonable manner and if granted, the variance will not alter the essential character of the locality. I have had numerous compliments on the lean-to and feel it looks presentable, serves a purpose on the property, and enhances property value.

As for the building permit I failed to get. I can only say I simply got out of sequence. At the time I constructed the lean, I had the financial means for materials and assistance with labor and simply overlooked getting one. For that I apologize, I can assure you there was no ill intent behind my mishap. I'm confident that the lean is structurally sound and to code. Along with my photographs I have also submitted my site plan for a building inspector to review.

I understand the planning commission is comprised of community volunteers. Thank you for your time that you donate to the City of Ramsey and its residents.

Finally, thank you for your time and consideration of my request.

Sincerely,

Michael Ploumen

6850 148th LN NW

Ramsey, MN 55303

Photos of 6850 148th Lane NW

July 12, 2024



Photo 1. Looking south inline with the property line stakes.



Photo 2. Looking southwesterly from the neighbor's yard.



Photo 3. Looking southeasterly from the applicant's driveway.



Photo 4. Looking southeasterly.



Photo 5. Closer view from near the property line.



From NearMap



July 19, 2024

Todd Larson
Planning Manager, City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Regarding 6850 148th Lane NW:

The identified residential property in the City of Ramsey is subject to the following facts and violations.

Minnesota Rule 1300.0120 **Permits**, cites the fact that an owner who intends to construct, enlarge, or otherwise alter a structure shall *first* make application and obtain the required permit. Work has been performed absent the required application, review, payment of fees, permit and inspections. This work includes an addition to the attached garage. The improvements do not appear to meet the required setbacks and possibly over the adjoining property line.

Additionally, the work is not in conformance with prescriptive provisions of the MN Residential Code as published and adopted, site specific engineering may be required to ensure code provisions are met for structural integrity and fire resistive construction.

Individual projects must be located within required setbacks and the owner shall be able to clearly identify the property line and structure location. A site inspection was not able to confirm the exact location of the property line as it relates to the construction of the framing, foundation and roof overhang.

Minnesota State Building Code Chapter 1309 Section 302 Fire-Resistant Construction cites walls within the existing setback must be of 1 hour fire resistance rating. As this structure does not contain walls, but instead support posts, a special design would be required to ensure both structural integrity as well as the requirements for fire resistance.

In summary, as established processes and procedures were not followed, I am not able to confirm the viability of this project nor its potential to adequately meet state nor city codes and ordinances.

Respectfully submitted

Andy Schreder, Owner- CBO
Rum River Construction Consultants

9-11-2024

Good day Todd

The commission asked me to take measurements of my boat and what the structure would look like if i were to modify it to code. Attached are 4 pictures, each depicting what the structure would look like.

In image 8852- A measurement of 109" (9 ft 1 in) is from the side of the garage to the 6x6 post marked as a blue square.

The boat, at its widest point (wheel to wheel) is 102" (8ft 6 in). which gives me about 7 inches of play, 3.5 inches on each side

Image 8853- shows more of the side. The boat could be moved over a bit, but it gives the commission an idea of the space im working with.

Image 8854- This photo is from the 6x6 post to the neighboring house. The distance is 17 feet. I don't foresee a fire hazard here but if the commission requests, I can treat the cedar wood posts with a fire retardant (FS2)

Image 8860 - a solid brown line has been drawn from where the edge of the pad would sit. Bringing it back 1 foot 4 inches.

Practical difficulties- If the structure is "downsized" I will have about 3.5 inches on each side of the boat. This will create a significant safety concern when trying to back the boat into the spot. It will also make it nearly impossible to back in at an angle. I would have to drive straight back on my grass, potentially damaging irrigation lines and tearing up the lawn. Thus the structure would no longer be suitable.



Image 8852



Image 8853



Image 8854

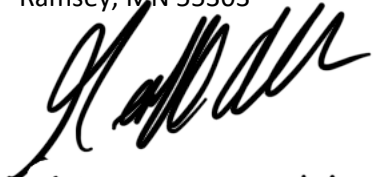



Image 8860

To Whom It May Concern,

Please use this as documentation that we, Geoff and Michelle Whitaker, support Mike Ploumen's variance request to approve the Lean-To in his yard. We attest that we have no objection to the keeping of the Lean-To upright for it has caused no property concern of ours, is aesthetically pleasing to the eye, and is used appropriately.

Sincerely,
Geoff and Michelle Whitaker
6830 148th Ln NW
Ramsey, MN 55303

Michelle M Whitaker

Council Member _____ introduced the following resolution and moved for its adoption:

RESOLUTION #24-285

A RESOLUTION APPROVING A VARIANCE TO SIDE YARD SETBACK AND AN ENCROACHMENT AGREEMENT FOR A LEAN-TO STRUCTURE AND CONCRETE SLAB AT 6850 148TH LANE NORTHWEST

RECITALS

1. The City of Ramsey received an application from Mr. Michael Ploumen (the “**Applicant**”) requesting a Variance to Section 106-450(3) (Setback standards for accessory structures) and Section 106-463(c) (Setback standards for driveways) of the Ramsey City Code on the property legally described as follows:

Lot 7, Block 6, Regency Pond 3rd Addition, Anoka County, Minnesota

(the "Subject Property")

2. That the Subject Property is approximately 0.62 acres in size and zoned R-1A Single-Family Residential District.
3. That the Applicant constructed the concrete slab and lean-to structure within inches of the east property line without the proper building permits.
4. That the Applicant was notified of a Code Enforcement violation.
5. That the **Applicant** appeared before the Planning Commission for a public hearing pursuant to Section 106-220 (Variances) of the Ramsey City Code on July 25, 2024, and that said public hearing was properly advertised and that the minutes of said public hearing are available.
6. That the Planning Commission continued the application until a future meeting to give the applicant time to take measurements of the structure and the boat trailer that is parked there in order to see if the structure can be reduced enough to bring it into compliance.
7. That the Planning Commission resumed consideration of the application on September 26, 2024, where the applicant stated that the structure could only be reduced by a negligible amount where a variance is still necessary.
8. That the Planning Commission voted 4-3 in favor of directing staff to draft a variance resolution based on practical difficulties where the lean-to structure is reasonable for a single-family residential property and it is not out of character of the neighborhood and that variance resolution could be sent to the City Council for official adoption.

9. That the City Council considered the Planning Commission’s direction at its meeting on October 10, 2024.

FINDINGS OF FACT

1. That the reduced setback of the lean-to and slab is reasonable for a single-family home.
2. That the reduced setback of the lean-to and slab is not out of character with other properties in the neighborhood.

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

That the Ramsey City Council hereby grants approval of a variance (the “**Variance**”) to the minimum side-yard setback requirements for a 14-foot 3-inch by 18-foot 9-inch lean-to structure and concrete slab on the **Subject Property**, to within inches of the west property line, subject to review and approval as to legal form and contingent upon the following conditions:

CONDITIONS

1. That the lean-to structure must be reviewed for conformance to the Minnesota Building and Fire Codes and that plans shall be prepared for a building permit application by the Applicant. If deficient, the plans must show how the structure will be brought into conformance with the Minnesota Building and Fire Codes. If the Applicant is unable to prepare a set of plans, he will need to hire a licensed architect.
2. That the Applicant must apply for and obtain a building permit with inspections in the normal process, within six months of the approval date of this Resolution.
3. That the Applicant will make any necessary modifications and finalize the building permit inspection process for the lean-to structure within one year from the date of this Resolution otherwise, the structure must be removed.
4. That a standard encroachment agreement must be signed by the Applicant and recorded against the property. The Mayor and City Administrator are authorized to sign this agreement.
5. That the structure may have a metal roof that meets standards for residential metal roofing.
6. That the Applicant shall be responsible for all City costs incurred in administering and enforcing this Variance.
7. That this Variance shall automatically expire if an approved plat is not recorded by October 10, 2025.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____, 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 10th day of October, 2024.

Mark E. Kuzma, Mayor

Attest:

Katie Schmidt, City Clerk

ENCROACHMENT AGREEMENT

THIS AGREEMENT (“Agreement”) is made this 10th day of October, 2024, by and between the **CITY OF RAMSEY**, a municipal corporation under the laws of the State of Minnesota (“City”), and **Michael C. Ploumen**, and his successors and assigns (“Landowner”).

RECITALS:

WHEREAS, Landowner is the fee owner of the real property located at 6850 148th Lane NW, Ramsey, Minnesota, and legally described as follows:

Lot 7, Block 6, Regency Ponds 3rd Addition, Anoka County, Minnesota

(“Property”); and

WHEREAS, the City currently has five (5) foot wide Drainage and Utility Easement (“Easement”) over, under and across the western portion of the Property, as dedicated to the public pursuant to the Plat known as “**REGENCY PONDS 3RD ADDITION**” recorded in the Office of the County Recorder, Anoka County, Minnesota; and

WHEREAS, Landowner seeks permission from the City to partially encroach upon the Easement for a partially enclosed lean-to structure with a concrete pad measuring 14-feet 3-inches by 18-feet 9-inches.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties agree as follows:

1. The City hereby approves an encroachment of five (5) foot on and over the Easement by Landowner for the purposes of constructing and maintaining the lean-to structure and concrete pad over that part of the Easement subject to the terms of this Agreement.

2. Landowner shall not expand the lean-to structure and/or concrete pad in width, depth, or height unless approved in writing by the City. If the lean-to structure is demolished, destroyed, or substantially replaced, any replacement shall not encroach upon the Easement without written consent of the City.

3. Nothing in this Agreement shall be deemed a waiver or abandonment of the City's rights under the Easement.

4. The Landowner is responsible for all costs relating to use, maintenance, and repair of the lean-to structure and concrete pad.

5. Landowner agrees that if the City, during its normal construction, reconstruction, maintenance and/or repair of the public utilities located within the Easement including, but not limited to, watermain, sanitary sewer, and/or storm sewer systems, deems it necessary and expedient to excavate within the Easement, The City's only obligation shall be to fill the excavated area and level the same to the grade that it was prior to the City's excavation. Notwithstanding the above, in the event the City finds it is necessary to completely restore the easement area, the Landowner agrees to remove any accessory items that have been placed in the Easement. Landowner will promptly comply with said removal request at their expense and will remove any accessory use within thirty (30) days of the written request by the City.

6. In the event that Landowner fails to take any action required in this Agreement and the City is required to repair, reconstruct or take other actions to maintain the City's utilities, as a result of the Landowner's use and maintenance of the lean-to structure and concrete pad, the City may take any and all actions permitted by law to collect the costs of those repairs and the City may further levy an assessment against the Property for all costs incurred by the City. Landowner waives any and all rights to challenge or appeal the assessment.

7. Landowner and his successors and assigns do hereby agree to defend, indemnify, and hold the City harmless from any and all costs and expenses, all claims and liability, including attorney's fees, relating to or arising from granting the Landowner permission to encroach on the Easement for the maintenance, use, and operation of the lean-to structure and concrete pad, including third party claims against flooding issues that may occur due to filling within the drainage easement.

8. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following:

TO CITY: Katie Schmidt, City Clerk
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

TO LANDOWNER: Michael C. Ploumen
6850 148th Lane NW
Ramsey, MN 55303

or to any successors or assigns of the Landowner or City, or any future address of the Landowner or City, if Landowner or City gives the other party notice of said change of address as provided pursuant to the provision for notice herein.

9. This Agreement shall be recorded against the title to the Property.

CITY OF RAMSEY

By: _____
Mark E. Kuzma, Mayor

By: _____
Brian Hagen, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Mark E. Kuzma and Brian Hagen, respectively the Mayor and City Administrator of the City of Ramsey, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

EXHIBIT "A"
Lean-To Structure and Concrete Slab Encroachment



CC Regular Session**Meeting Date:** 10/08/2024**Primary Strategic Plan Initiative:** Promote economic growth and development.**Title:**

Introduce Ordinance #24-13 Amending Section 106-105, Definition of Manufacturing

Purpose/Background:

The State's recent legalization of adult-use cannabis requires municipalities to update their regulations around this topic. When it comes to zoning, cities need to allow a certain number of businesses for retail sales and production based on population. It has been determined that Ramsey's zoning regulations surrounding *retail sales* uses are sufficient to meet the State Law as retail sales are allowed in all business zoning districts. If grown outside, the Rural Residential (RR) and MUSA Reserve (MR) districts allow *agricultural* uses. In the industrial zones (I-1 and I-2), *manufacturing* needs to include cannabis cultivation. It is more secure and more likely that cannabis will be grown indoors in a secured facility. Below is the current definition of manufacturing with the proposed cannabis language underlined:

"Manufacturing means the processing or assembly of raw materials or parts into finished goods through the use of tools, human labor, machinery, and chemical processing. This definition includes hydroponics as well as state-regulated cannabis cultivation."

This change would allow the indoor growing of cannabis plants in the industrial areas only if it is grown both hydroponically (in a water solution) or in soils (the more likely way it would be grown). The Council will be working on proposed licensing regulations that will be housed in Chapter 26 will include some siting standards and limits on the numbers of licenses.

Notification:

A public notice was provided in the September 13 Anoka Union Herald Newspaper.

Funding Source:

Costs of this project are considered a part of staff's typical duties.

Recommendation:

At its meeting on September 26, the Planning Commission recommended approval of the proposed ordinance.

Outcome/Action:

Motion to waive the City Charter requirement to read the ordinance aloud and introduce Ordinance #24-13 amending Section 106-105 Zoning Code Definitions.

Roll Call Vote:

Councilmember Olson
 Councilmember Woestehoff
 Councilmember Specht
 Councilmember Musgrove
 Councilmember Howell
 Councilmember Riley

Attachments

Ordinance #24-14

OCM Guide for Local Governments (8/2024)

Form Review

Inbox

Brian Hagen

Form Started By: Todd Larson

Final Approval Date: 10/03/2024

Reviewed By

Brian Hagen

Date

10/03/2024 12:23 PM

Started On: 09/27/2024 08:37 AM

ORDINANCE #24-13

**CITY OF RAMSEY
ANOKA COUNTY
STATE OF
MINNESOTA**

AN ORDINANCE AMENDING SECTION 106-105 - ZONING CODE DEFINITIONS

The City of Ramsey Ordains:

Underlined text is inserted into City Code.

~~Strikethrough~~ text is deleted from City Code.

SECTION 1. AUTHORITY

This ordinance is adopted pursuant to and under the authority of the City Charter of the City of Ramsey.

SECTION 2. AMENDMENT TO CHAPTER 106 (ZONING CODE).

The following portion of Chapter 106, Section 105, is amended as follows:

Sec. 106-105. - Definitions.

Manufacturing means the processing or assembly of raw materials or parts into finished goods through the use of tools, human labor, machinery, and chemical processing. This definition includes hydroponics as well as state-regulated cannabis cultivation.

SECTION 3. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication, subject to City Charter Section 5.04.

PASSED by the City Council of the City of Ramsey, Minnesota the ____ day of ____, 2024.

Mayor

ATTEST:

City Clerk

Introduction date: October 8, 2024

Posting dates:

Adoption date:

Publication date:

Effective date:



MINNESOTA

OFFICE OF CANNABIS MANAGEMENT



A Guide for Local Governments on Adult-Use Cannabis



**Version 1.4
Updated August 2024**

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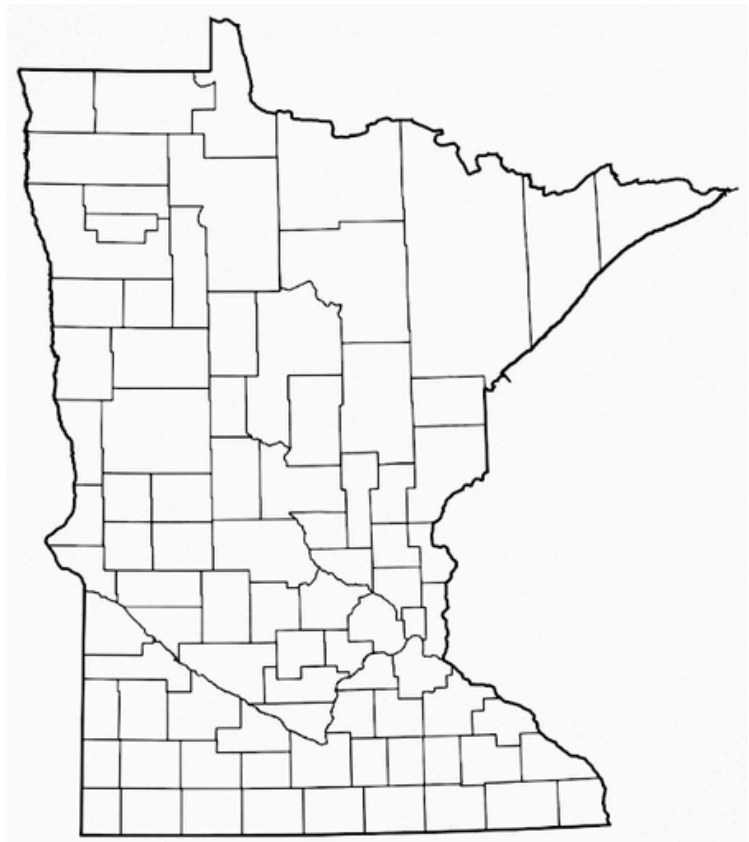
Introduction

This guide serves as a general overview of **Minnesota’s new adult-use cannabis law**, and how **local governments** can expect to be involved. The guide also provides important information about Minnesota’s new Office of Cannabis Management (OCM), and the office’s structure, roles, and responsibilities. While medical cannabis continues to play an important role in the state’s cannabis environment, this guide is primarily focused on the adult-use cannabis law and marketplace.

The following pages outline the variety of cannabis business licenses that will be issued, provide a broad summary of important aspects of the adult-use cannabis law, and cover a wide range of expectations and authorities that relate to local governments. This guide also provides best practices and important requirements for developing a local cannabis ordinance.

Chapter 342 of Minnesota law was established by the State Legislature in 2023 and was updated in 2024. Mentions of “adult-use cannabis law” or “the law” throughout this guide refer to Chapter 342 and the changes made to it.

As of this guide’s date of publication, state regulations governing the adult-use cannabis market have not yet been published—**this document will be updated** when such regulations become effective.



This guide is not a substitute for legal advice, nor does it seek to provide legal advice. Local governments and municipal officials seeking legal advice should consult an attorney.

About OCM

Minnesota's **Office of Cannabis Management** is the state regulatory office created to oversee the implementation and regulation of the adult-use cannabis market, the medical cannabis market, and the consumer hemp industry. Housed within OCM are the **Division of Medical Cannabis** (effective July 1, 2024), which operates the medical cannabis program, and the **Division of Social Equity**, which promotes development, stability, and safety in communities that have experienced a disproportionate, negative impact from cannabis prohibition and usage.



OCM, through Chapter 342, is tasked with establishing rules and policy and exercising its regulatory authority over the Minnesota cannabis industry. In its duties, OCM is mandated to:

- Promote public health and welfare.
- Protect public safety.
- Eliminate the illicit market for cannabis flower and cannabis products.
- Meet the market demand for cannabis flower and cannabis products.
- Promote a craft industry for cannabis flower and cannabis products.
- Prioritize growth and recovery in communities that have experienced a disproportionate, negative impact from cannabis prohibition.

OCM governs the application and licensing process for cannabis and hemp businesses, specific requirements for each type of license and their respective business activities, and conducts enforcement and inspection activities across the Minnesota cannabis and hemp industries.

License Types

Minnesota law allows for **13** different types of business licenses, each fulfilling a unique role in the cannabis and hemp supply chain. In addition to license types below, OCM will also issue endorsements to license holders to engage in specific activities, including producing, manufacturing, and sale of medical cannabis for patients.

Microbusiness

Microbusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Microbusiness may also operate a single retail location.

Mezzobusiness

Mezzobusinesses may cultivate cannabis and manufacture cannabis products and hemp products, and package such products for sale to customers or another licensed cannabis business. Mezzobusiness may also operate up to three retail locations.

Cultivator

Cultivators may cultivate cannabis and package such cannabis for sale to another licensed cannabis business.

Manufacturer

Manufacturers may manufacture cannabis products and hemp products, and package such products for sale to a licensed cannabis retailer.

Retailer

Retailers may sell immature cannabis plants and seedlings, cannabis, cannabis products, hemp products, and other products authorized by law to customers and patients.

Wholesaler

Wholesalers may purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from another licensed cannabis business.

Wholesalers may also import hemp-derived consumer products and lower-potency hemp edibles.

License Types (continued)

Transporter

Transporters may transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Testing Facility

Testing facilities may obtain and test immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from licensed cannabis businesses.

Event Organizer

Event organizers may organize a temporary cannabis event lasting no more than four days.

Delivery Service

Delivery services may purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Medical Cannabis Combination Business

Medical cannabis combination businesses may cultivate cannabis and manufacture cannabis and hemp products, and package such products for sale to customers, patients, or another licensed cannabis business. Medical cannabis combination businesses may operate up to one retail location in each congressional district.

Lower-Potency Hemp Edible Manufacturer

Lower-potency hemp edible manufacturers may manufacture and package lower-potency hemp edibles for consumer sale, and sell hemp concentrate and lower-potency hemp edibles to other cannabis and hemp businesses.

Lower-Potency Hemp Edible Retailer

Lower-potency hemp edible retailers may sell lower-potency hemp edibles to customers.

Each license is subject to further restrictions on allowable activities. Maximum cultivation area and manufacturing allowances vary by license type. Allowable product purchase, transfer, and sale between licensees are subject to restrictions in the law.

The Adult-Use Cannabis Law

Minnesota's new adult-use cannabis law permits the personal use, possession, and transportation of cannabis by those 21 years of age and older, and allows licensed businesses to conduct cultivation, manufacturing, transport, delivery, and sale of cannabis and cannabis products.

For Individuals

- **Possession limits:**
 - Flower - 2 oz. in public, 2 lbs. in private residence
 - Concentrate - 8 g
 - Edibles (including lower-potency hemp) - 800 mg THC
- **Consumption** only allowed on private property or at licensed businesses with on-site consumption endorsements. Consumption not allowed in public.
- **Gifting** cannabis to another individual over 21 years old is allowed, subject to possession limits.
- **Home cultivation** is limited to four mature and four immature plants (eight total) in a single residence. Plants must be in an enclosed and locked space.
- **Home extraction** using volatile substances (e.g., butane, ethanol) is not allowed.
- **Unlicensed sales** are not allowed.



For Businesses

- **Advertising:**
 - May not include or appeal to those under 21 years old.
 - Must include proper warning statements.
 - May not include misleading claims or false statements.
 - Billboards are not allowed.
- The flow of all products through the supply chain must be tracked by the state-authorized **tracking system**.
- All products sold to consumers and patients must be **tested for contaminants**.
- **Home delivery** is allowed by licensed businesses.



The Cannabis Licensing Process

An applicant will take the following steps to proceed from application to active licensure. As described, processes vary depending on social equity status and/or whether the type of license being sought is capped or uncapped in the general licensing process.

License Preapproval: Early Mover Process for Social Equity Applicants

The license preapproval process is a one-time application process available for verified social equity applicants. State law requires OCM to open the application window on July 24, 2024, and close the window on August 12, 2024. The preapproval process is available for the following license types, and all are capped in this process: microbusiness, mezzobusiness, cultivator, retailer, wholesaler, transporter, testing facility, and delivery service.

Preapproval steps:

1. Applicant's social equity applicant (SEA) status verified.
2. Complete application and submit application fees.
3. Application vetted for minimum requirements by OCM.
4. Application (if qualified) entered into lottery drawing.
5. If selected in lottery, OCM completes background check of selected applicant and issues license preapproval.
6. Applicant with license preapproval* submits business location and amends application accordingly.
7. OCM forwards completed application to local government.
8. Local government completes certification of zoning compliance.
9. OCM conducts site inspection.
10. When regulations are adopted, license becomes active, operations may commence.

*For social equity applicants with license preapproval for microbusiness, mezzobusiness, or a cultivator license, they may begin growing cannabis plants prior to the adoption of rules if OCM receives approval from local governments in a form and manner determined by the office. This is only applicable to cultivation and does not authorize retail sales or other endorsed activities of the licenses prior to the adoption of rules.

The Cannabis Licensing Process (cont.)

The general licensing process will align with the adoption of rules and OCM will share more information about the timing of general licensing process. The general licensing process includes social equity applicants and non-social equity applicants.

General Licensing: Cultivator, Manufacturer, Retailer, Mezzobusiness

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. Application (if qualified) entered into lottery drawing.
4. If selected in lottery, OCM completes background check of selected applicant and issues preliminary approval.
5. Applicant with preliminary approval submits business location and amends application accordingly.
6. OCM forwards completed application to local government.
7. Local government completes certification of zoning compliance.
8. OCM conducts site inspection.
9. License becomes active, operations may commence.*

General Licensing: Microbusiness, Wholesaler, Transporter, Testing Facility, Event Organizer

1. Complete application and submit application fees.
2. Application vetted for minimum requirements by OCM.
3. For qualified applicants, OCM completes background check of vetted applicant and issues preliminary approval.
4. Selected applicant submits business location and amends application accordingly.
5. OCM forwards completed application to local government.
6. Local government completes certification of zoning compliance.
7. OCM conducts site inspection.
8. License becomes active, operations may commence.*

*For businesses seeking a retail endorsement (microbusiness, mezzobusiness, and retailer), a valid local retail registration is required prior to the business commencing any retail sales. See Page 16 for information on the local retail registration process.

General Authorities

Local governments in Minnesota have various means of oversight over the cannabis market, as provided by the adult-use cannabis law. Local governments may not issue outright bans on cannabis business, or limit operations in a manner beyond what is provided by state law.

Cannabis Retail Restrictions (342.13)

Local governments may limit the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality, as long as there is **at least one retail location per 12,500 residents**. Local units of government are not obligated to seek out a business to register as cannabis business if they have not been approached by any potential applicants, but cannot prohibit the establishment of a business if this population requirement is not met. Local units of government may also issue more than the minimum number of registrations. Per statutory direction, a municipal cannabis store (Page 19) cannot be included in the minimum number of registrations required. For population counts, the state demographer estimates will likely be utilized.

Tribal Governments (342.13)

OCM is prohibited from and will not issue state licenses to businesses in Indian Country without consent from a tribal nation. Tribal nations hold the authority to license tribal cannabis businesses on tribal lands – this process is separate than OCM’s licensing process and authority. Subject to compacting, Tribal nations may operate cannabis businesses off tribal lands. There will be more information available once the compacting processes are complete.

Taxes (295.81; 295.82)

Retail sales of taxable cannabis products are subject to the state and local sales and use tax and a 10% gross receipts tax. Cannabis gross receipts tax proceeds are allocated as follows: 20% to the local government cannabis aid account and 80% to the state general fund. Local taxes imposed solely on sale of cannabis products are prohibited.

Cannabis retailers will be subject to the same real property tax classification as all other retail businesses. Real property used for raising, cultivating, processing, or storing cannabis plants, cannabis flower, or cannabis products for sale will be classified as commercial and industrial property.

General Authorities (cont.)

Retail Timing Restrictions (342.13)

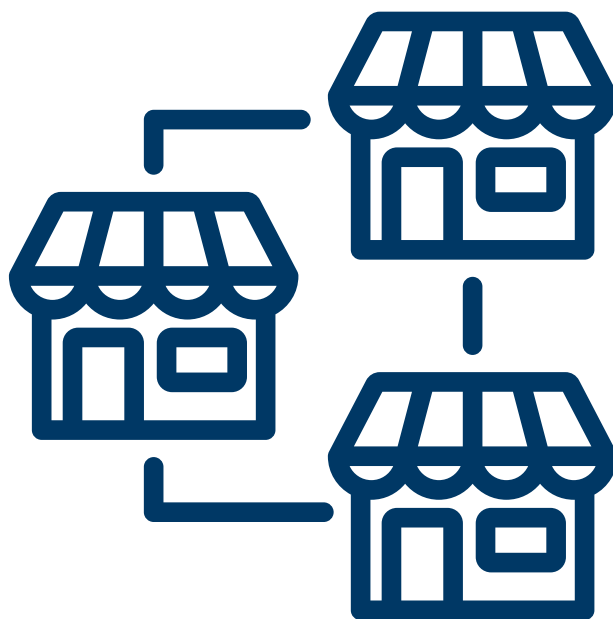
Local governments may prohibit retail sales of cannabis between the hours of 8 a.m. and 10 a.m. Monday-Saturday, and 9 p.m. and 2 a.m. the following day.

Operating Multiple Locations with One License

Certain cannabis licenses allow for multiple retail locations to be operated under a single license, with the following limitations:

- **Retailers:** up to five retail locations.
- **Mezzobusinesses:** up to three retail locations.
- **Microbusinesses:** up to one retail location.
- **Medical cannabis combination businesses:** one retail location per congressional district. Additionally, medical cannabis combination businesses may cultivate at more than one location within other limitations on cultivation.

For all other license types, one license permits the operation of one location. Each retail location requires local certification and/or registration.



Zoning and Land Use

Buffer Guidelines (342.13)

State law does not restrict how a local government conducts its zoning designations for cannabis businesses, except that they may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including playgrounds and athletic fields.

Zoning Guidelines

While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite, and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Industrial hemp is an agricultural product, and should be zoned as such.

Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business. Note that certain types of licenses may be able to perform multiple activities which may have different zoning analogues. In the same way municipalities may zone a microbrewery that predominately sells directly to onsite consumers differently than a microbrewery that sells packaged beer to retailers and restaurants, so too might a municipality wish to zone two microbusinesses based on the actual activities that each business is undertaking. Table 1, included on Pages 13 and 14, explains the types of activities that cannabis businesses might undertake, as well as, some recommended existing zoning categories.

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cultivation	Cultivator Mezzobusiness Microbusiness Medical Cannabis Combination	"Cultivation" means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.	Indoor: Industrial, Commercial, Production Outdoor: Agricultural	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Cannabis Manufacturing, Processing, Extraction	Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This group of endorsed activities turn raw, dried cannabis and cannabis parts into other types of cannabis products, e.g. edibles or topicals.	Industrial, Commercial, Production	Odor Potential need for transportation from facility Waste, water, and energy usage Security
Hemp Manufacturing	Lower-Potency Hemp Edible (LPHE) Manufacturing	These business convert hemp into LPHE edible products.	Industrial, Commercial, Production	Odor Waste, water, and energy
Wholesale	Wholesale Cultivator Manufacturer Mezzobusiness Microbusiness Medical Cannabis Combination	This activity and license type allows a business to purchase from a business growing or manufacturing cannabis or cannabis products and sell to a cannabis business engaged in retail.	Industrial, Commercial, Production	Need for transportation from facility Security

Zoning and Land Use (cont.)

Table 1: Cannabis and Hemp Business Activities (continued)

Endorsed Activity	License Type Eligible to Do Endorsed Activity	Description of Activity	Comparable Districts	Municipal Considerations
Cannabis Retail	Retail Mezzobusiness Microbusiness Medical Cannabis Combination	This endorsed activity and license types allow a business to sell cannabis and cannabis products directly to consumers.	Retail, Neighborhood Shopping Districts, Light Industrial, Existing districts where off-sale liquor or tobacco sales are allowed.	Micros may offer onsite consumption, similar to breweries. Micros and Mezzos may include multiple activities: cultivation, manufacture, and/or retail.
Transportation	Cannabis Transporter	This license type allows a company to transport products from one license type to another.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Delivery	Cannabis Delivery	This license type allows for transportation to the end consumer.		Fleet based business that will own multiple vehicles, but not necessarily hold a substantial amount of cannabis or cannabis products.
Events	Event Organizer	This license entitles license holder to organizer a temporary event lasting no more than four days.	Anywhere that the city permits events to occur, subject to other restrictions related to cannabis use.	On site consumption. Retail sales by a licensed or endorsed retail business possible.

Local Approval Process

Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and/or local retail registration before operations may commence.



Local Certification of Zoning Compliance (342.13; 342.14)

Following OCM's vetting process, local governments must **certify** that the applicant with preliminary approval has achieved **compliance with local zoning ordinances** prior to the licensee receiving final approval from OCM to commence operations.

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

OCM will work with local governments to access the licensing software system to complete this zoning certification process.

Local Approval Process (cont.)

Local Retail Registration Process (342.22)

Once the licensing process begins, local government registration applies to cannabis retailers or other cannabis/hemp businesses seeking a retail endorsement. Local governments must issue a retail registration after verifying that:

- The business has a valid license or license preapproval issued by OCM.
- The business has paid a registration fee or renewal fee to the local government;
 - Initial registration fees collected by a local government may be \$500 or half the amount of the applicable initial license fee, whichever is less, and renewal registration fees may be \$1,000 or half the amount of the applicable renewal license fee, whichever is less.
- The business is found to be in compliance with Chapter 342 and local ordinances.
- If applicable, the business is current on all property taxes and assessments for the proposed retail location.

Local registrations may also be issued by counties if the respective local government transfers such authorities to the county.

Determining a Process for Limiting Retail Registrations

If a local government wishes to place a limitation on the number of retailers and microbusiness/mezzobusinesses with retail endorsements allowed within their locality (as long as there is at least one retail location per 12,500 residents, see Page 10), state law does not define the process for a local government's selection if there are more applicants than registrations available. A few options for this process include the use of a lottery, a first-come/first-serve model, a rolling basis, and others. Local governments should work with an attorney to determine their specific process for selection if they wish to limit the number of licensed cannabis retailers per 342.13. Local governments are not required to limit the number of licensed cannabis retailers.

Local Approval Process (cont.)

Local governments are permitted specific authorities for registration refusal and registration suspension, in addition to—and not in conflict with—OCM authorities.

Registration and Renewal Refusals

Local governments may refuse the registration and/or certification of a license renewal if the license is associated with an individual or business who no longer holds a valid license, has failed to pay the local registration or renewal fee, or has been found in noncompliance in connection with a preliminary or renewal compliance check.



Local Registration Suspension (342.22)

Local governments may suspend the local retail registration of a cannabis business or hemp business if the business is determined to not be operating in compliance with a local ordinance authorized by 342.13 or if the operation of the business poses an immediate threat to the health and safety of the public. The local government must immediately notify OCM of the suspension if it occurs. OCM will review the suspension and may reinstate the registration or take enforcement action.

Expedited Complaint Process (342.13)

Per state law, OCM will establish an expedited complaint process during the rulemaking process to receive, review, read, and respond to complaints made by a local unit of government about a cannabis business. Upon promulgation of rules, OCM will publish the complaint process.

At a minimum, the expedited complaint process shall require the office to provide an initial response to the complaint within seven days and perform any necessary inspections within 30 days. Within this process, if a local government notifies OCM that a cannabis business poses an immediate threat to the health or safety of the public, the office must respond within one business day.

Inspections & Compliance Checks

Local governments are permitted specific business inspection and compliance check authorities, in addition to—and not in conflict with—OCM authorities.

Inspections and Compliance Checks (342.22)

Local governments must conduct **compliance checks** for cannabis and hemp businesses holding retail registration **at least once per calendar year**. These compliance checks must verify compliance with age verification procedures and compliance with any applicable local ordinance established pursuant to 342.13. OCM maintains inspection authorities for all cannabis licenses to verify compliance with operation requirements, product limits, and other applicable requirements of Chapter 342.



Municipal Cannabis Stores

As authorized in Chapter 342.32, local governments are permitted to apply for a cannabis retail license to establish and operate a municipal cannabis store.

State law requires OCM issue a license to a city or county seeking to operate a single municipal cannabis store if the city or county:

- Submits required application information to OCM,
- Meets minimum requirements for licensure, and
- Pays applicable application and license fee.

A municipal cannabis store will not be included in the total count of retail licenses issued by the state under Chapter 342.

A municipal cannabis store cannot be counted as retail registration for purposes of determining whether a municipality's cap on retail registrations imposed by ordinance.



Creating Your Local Ordinance

As authorized in 342.13, a local government may adopt a local ordinance regarding cannabis businesses. Establishing local governments' ordinances on cannabis businesses in a timely manner is critical for the ability for local cities or towns to establish local control as described in the law, and is necessary for the success of the statewide industry and the ability of local governments to protect public health and safety. The cannabis market's potential to create jobs, generate revenue, and contribute to economic development at the local and state level is supported through local ordinance work. The issuance of local certifications and registrations to prospective cannabis businesses is also dependent on local ordinances.

- Local governments may not prohibit the possession, transportation, or use of cannabis, or the establishment or operation of a cannabis business licensed under state law.
- Local governments may adopt reasonable restrictions on the time, place, and manner of cannabis business operations (see Page 11).
- Local governments may adopt interim ordinances to protect public safety and welfare, as any studies and/or further considerations on local cannabis activities are being conducted, until January 1, 2025. A public hearing must be held prior to adoption of an interim ordinance.
- If your local government wishes to operate a municipal cannabis store, the establishment and operation of such a facility must be considered in a local ordinance.



Model Ordinance

For additional guidance regarding the creation of a cannabis related ordinance, please reference the addendum in this packet.

Additional Resources

OCM Toolkit for Local Partners

Please visit OCM webpage (mn.gov/ocm/local-governments/) for additional information, including a toolkit of resources developed specifically for local government partners. The webpage will be updated as additional information becomes available and as state regulations are adopted.

These resources are also included in the addendum of this packet.

Toolkit resources include:

- Appendix A: Model Ordinance
- Appendix B: Retail Registration Form and Checklist
- Appendix C: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist
- Appendix D: Enforcement Notice from the Office of Cannabis Management
- Appendix E: Notice to Unlawful Cannabis Sellers

Local Organizations

There are several organizations who also have developed resources to support local governments regarding the cannabis industry. Please feel free to contact the following for additional resources:

- League of Minnesota Cities
- Association of Minnesota Counties
- Minnesota Public Health Law Center

Appendix A: Model Ordinance

Cannabis Model Ordinance

The following model ordinance is meant to be used as a resource for cities, counties, and townships within Minnesota. The italicized text in red is meant to provide commentary and notes to jurisdictions considering using this ordinance and should be removed from any ordinance formally adopted by said jurisdiction. Certain items are not required to be included in the adopted ordinance: 'OR' and (optional) are placed throughout for areas where a jurisdiction may want to consider one or more choices on language.

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

AN ORDINANCE OF THE (CITY/COUNTY OF _____) TO REGULATE CANNABIS BUSINESSES

The (city council/town board/county board) of (city/town/county) hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

(insert local authority) makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of (insert local here) residents by regulating cannabis businesses within the legal boundaries of (insert local here).

(insert local authority) finds and concludes that the proposed provisions are appropriate and lawful land use regulations for (insert local here), that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

A county can adopt an ordinance that applies to unincorporated areas and cities that have delegated authority to impose local zoning controls.

(insert local authority) has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of

a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.

- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of (insert local here).

(Optional) (insert city here) has delegated cannabis retail registration authority to (insert county here). However, (insert city here) may adopt ordinances under Sections (2.6, 3 and 4) if (insert county here) has not adopted conflicting provisions.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The elected body of a jurisdiction can choose to designate an official to administer and enforce this ordinance.

The (insert name of local government or designated official) is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the (insert local here) to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

A city or town can delegate authority for registration to the County. A city or town can still adopt specific requirement regarding zoning, buffers, and use in public places, provided said requirements are not in conflict with an ordinance adopted under the delegated authority granted to the County.

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within (insert local here) without first registering with (insert local here).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

A jurisdiction can choose to conduct a preliminary compliance check prior to issuance of retail registration.

Prior to issuance of a cannabis retail business registration, (insert local here) (shall/shall not) conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure

2.3.1 Fees.

(insert local here) shall not charge an application fee.

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by (insert local here) shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The (insert local here) shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
- v. (Insert additional standards here)

(B) The applicant shall include with the form:

- i. the registration fee as required in [Section 2.3.1];
 - ii. a copy of a valid state license or written notice of OCM license preapproval;
 - iii. (Insert additional standards here)
- (C) Once an application is considered complete, the (insert local government designee) shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.
- (D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

- (A) (Optional) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- (B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- (C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The (insert local here) shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these [chapter/section/ordinances].

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

A jurisdiction may decide to treat location changes as a new registration, or alternatively treat a location change as allowable subject to compliance with the rest of the registration process.

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of (insert local here).

or

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of (insert local here), it shall notify (insert local here) of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The (insert local here) shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by (insert local here).

A cannabis retail registration issued under this ordinance shall not be transferred.

2.4.1 Renewal Fees.

The (insert local here) may charge a renewal fee for the registration starting at the second renewal, as established in (insert local here)'s fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.
- Insert additional items here

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The (insert local here) may suspend a cannabis retail business's registration if it violates the ordinance of (insert local here) or poses an immediate threat to the health or safety of the public. The (insert local here) shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The (insert local here) shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide (insert local here) and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

A jurisdiction can wait for a determination from the OCM before reinstating a registration.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The (insert local here) may reinstate a registration if it determines that the violations have been resolved.

The (insert local here) shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the (insert local here) may impose a civil penalty, as specified in the (insert local here)'s Fee Schedule, for registration violations, not to exceed \$2,000.

2.6 Limiting of Registrations

A jurisdiction may choose to set a limit on the number of retail registrations within its boundaries. The jurisdiction may not however, limit the number of registrations to fewer than one per 12,500 residents.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within (insert local legal boundaries here).

(Optional) If (insert county here) has one active cannabis retail businesses registration for every 12,500 residents, the (insert local here) shall not be required to register additional state-licensed cannabis retail businesses.

(Optional) The (insert local here) shall limit the number of cannabis retail businesses to (insert number <= minimum required).

Section 3. Requirements for Cannabis Businesses

State Statutes note that jurisdictions may “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.” A jurisdiction considering other siting requirements (such as a buffer between cannabis businesses, or a buffer from churches) should consider whether there is a basis to adopt such restrictions.

3.1 Minimum Buffer Requirements

A jurisdiction can adopt buffer requirements that prohibit the operation of a cannabis business within a certain distance of schools, daycares, residential treatment facilities, or from an attraction within a public park that is regularly used by minors, including a playground or athletic field. Buffer requirements are optional. A jurisdiction cannot adopt larger buffer requirements than the requirements here in Section 3.1. A jurisdiction should use a measuring system consistent with the rest of its ordinances, e.g. from lot line or center point of lot.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-1,000] feet of a school.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a day care.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of a residential treatment facility.

(Optional) The (insert local here) shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

(Optional) The (insert local here) shall prohibit the operation of a cannabis retail business within [X] feet of another cannabis retail business.

Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

For jurisdictions with zoning, said jurisdiction can limit what zone(s) Cannabis businesses can operate in. As with other uses in a Zoning Ordinance, a jurisdiction can also determine if such use requires a Conditional or Interim Use permit. A jurisdiction cannot outright prohibit a cannabis business. A jurisdiction should amend their Zoning Ordinance and list what zone(s) Cannabis businesses are permitted in, and whether they are permitted, conditional, or interim uses. While each locality conducts its zoning differently, a few themes have emerged across the country. For example, cannabis manufacturing facilities are often placed in industrial zones, while cannabis retailers are typically found in commercial/retail zones. Cannabis retail facilities align with general retail establishments and are prohibited from allowing consumption or use onsite and are also required to have plans to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location. Cannabis businesses should be zoned under existing zoning ordinances in accordance with the license type or endorsed activities held by the cannabis business.

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

3.3 Hours of Operation

State law limits the retail sale of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to the hours of:

- *Monday-Saturday: 8 a.m.-2 a.m. the following day*
- *Sunday: 10 a.m.-2 a.m.*

A local jurisdiction may adopt an ordinance prohibiting sales for any period between the hours of 8 a.m.-10 a.m. and between 9 p.m.-2 a.m. the following day, seven days a week.

(Optional) Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of (insert time here) and (insert time here).

3.4 (Optional) Advertising

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by (insert local here)'s sign ordinances.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events.

A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

4.1.2 Registration & Application Procedure

A registration fee, as established in (insert local here)'s fee schedule, shall be charged to applicants for Temporary Cannabis Events.

4.1.3 Application Submittal & Review.

The (insert local here) shall require an application for Temporary Cannabis Events.

- (A) An applicant for a retail registration shall fill out an application form, as provided by the (insert local here). Said form shall include, but is not limited to:
 - i. Full name of the property owner and applicant;
 - ii. Address, email address, and telephone number of the applicant;
 - iii. (Insert additional standards here)
- (B) The applicant shall include with the form:
 - i. the application fee as required in (Section 4.1.2);
 - ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the (insert local authority), or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

- (C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the (insert staff/department, or elected body that will approve or deny the request) for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

A jurisdiction may establish standards for Temporary cannabis events which the event organizer must meet, including restricting or prohibiting any on-site consumption. If there are public health, safety, or welfare concerns associated with a proposed cannabis event, a jurisdiction would presumably be authorized to deny approval of that event.

- Insert standards here

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The (insert city/town/county) shall notify the applicant of the standards not met and basis for denial.

(Optional) Temporary cannabis events shall only be held at (insert local place).

(Optional) Temporary cannabis events shall only be held between the hours of (insert start time) and (insert stop time).

Section 5. (Optional) Lower-Potency Hemp Edibles

A jurisdiction can establish different standards or requirements regarding Low-Potency Edibles. A jurisdiction can consider including the following section and subsections in their cannabis ordinance.

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

If sales are permitted, a jurisdiction can limit what zone(s) the sales of Low-Potency Edibles can take place in. A jurisdiction can also determine if such activity requires a Conditional or Interim Use permit.

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- (Insert zoning districts use is permitted in here)
- (Insert zoning districts use is permitted in here)

5.3 (Optional) Additional Standards

5.3.1 Sales within Municipal Liquor Store.

A jurisdiction that already operates a Municipal Liquor Store may sell Low-Potency Edibles within the same store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

A jurisdiction is able to restrict the sale of Low-Potency Edibles to locations such as bars.

The sale of Low-Potency Edibles is permitted only in places that admit persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

A jurisdiction is able to set requirements on storage and sales of Low-Potency Edibles.

Low-Potency Edibles shall be sold behind a counter, and stored in a locked case.

Section 6. (Optional) Local Government as a Cannabis Retailer

(insert local here) may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

(insert local here) shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 7. Use in Public Places

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

Appendix B: Retail Registration Form and Checklist

Retail Registration Form and Checklist

Local Unit of Government:

Business Name:

Business Address:

Minnesota Cannabis Business License Number:

Registration Period

Initial

Renewal

Cannabis Microbusiness (\$0.00)

Cannabis Microbusiness (\$1000.00)

Cannabis Mezzobusiness (\$500.00)

Cannabis Mezzobusiness (\$1000.00)

Cannabis Retailer (\$500.00)

Cannabis Retailer (\$1000.00)

Is Applicant Current on All Property Tax and Assessments at Retail Location:

Yes

No

Preliminary Local Ordinance Compliance:

Pass

Fail

Notes:

The above named applicant having paid the appropriate fees, being current on all applicable tax obligations, and having passed a preliminary compliance review, is authorized to engage in retail cannabis sales in the above named jurisdiction.

Approved By:

Title:

Date:

Appendix C: Hemp Flower and Hemp-Derived Cannabinoid Product Checklist



Office of Cannabis Management
 Department of Health

Hemp Flower and Hemp-Derived Cannabinoid Product Checklist

Minnesota Statute 18K.02, Definitions
 Minnesota Statute 152.01, Subdivision 9
 Minnesota Statute 151.72, Sale of Certain Cannabinoid Products

Minnesota Statute 152.0264, Cannabis Sale Crimes
 Minnesota Statute 342.09, Personal Adult Use of Cannabis

Question	Yes	No	Comments	Additional Information
Business License and Registration Compliance				
Is the business registered with the Minnesota Department of Health?				All businesses selling hemp-derived cannabinoid products must be registered. See Hemp-Derived Cannabinoid Products (www.health.state.mn.us/people/cannabis/edibles/index.html)
If the business offers on-site consumption, do they have a liquor license?				Local authorities issue on-site consumption licenses. These are required for all businesses permitting on-site consumption of THC.
Product Compliance – All Products				
Does the business ensure that all sales are made to persons 21 years old or older?				Only persons 21 years of age or older may purchase hemp-derived cannabinoid products, with the exception of topicals. These products may be sold to anyone.
Does the business have all edible cannabinoid products, except beverages, behind the counter or in a locked cabinet?				Businesses must ensure all edible cannabinoid products are secure and inaccessible to customers.

Question	Yes	No	Comments	Additional Information
Only delta-8 and delta-9 are allowed for human consumption. Does the business sell edibles or beverages with any other intoxicating cannabinoids?				MDH has identified products containing many different intoxicating cannabinoids, such as HHC, THC-O, THC-P, PHC, delta-10, delta-11, delta-8p, delta-9p, etc. The product must contain only delta-8 and/or delta-9.
Does the business sell any edible products that are similar to a product marketed to or consumed by children?				Edible products that appear similar to candy or snacks marketed toward or consumed by children are not allowed.
Does the label on the edible or beverage state “Keep out of reach of children”?				All products must include the warning label “Keep out of reach of children.”
Is the manufacturer’s name, address, website, and contact phone number included on the label or provided through a QR code?				If not, the product is not in compliance.
Does the QR code on the product bring the user to a Certificate of Analysis on the website, which includes the name of the independent testing laboratory, cannabinoid profile, and product batch number?				All products must be tested by batch in an independent, accredited laboratory. The results must include the cannabinoid profile.
Does the label on the product indicate the cannabinoids by serving and in total?				The label must indicate the potency by individual serving as well as in total.

Question	Yes	No	Comments	Additional Information
Does the label on the product make any claim the product offers any kind of health benefit?				Health claims are not permitted on hemp or cannabis products unless approved by the FDA. At this time, there is not an approved statement.
Does the label on the product state that the product does not claim to diagnose, treat, cure or prevent any disease?				The manufacturer cannot claim the product will provide any health benefit unless the product has been formally approved by the FDA.
Does the business sell CBD (or other forms of cannabidiol) in the form of a softgel, tablet, or tincture?				Non-intoxicating cannabinoids may only be sold in the form of an edible, beverage, or topical. Therefore, softgels and tablets cannot be sold. Tinctures must be labeled as either an edible or beverage and comply with the edible or beverage requirements.
Product Compliance – Edibles				
Does the edible product contain more than 5 mg delta-8 and/or delta-9 per serving?				Edibles may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the edible product package/container contain more than 50 mg total THC (delta-8 and/or delta-9)?				Edibles may not exceed 50 mg total delta-8 or delta-9 per package. The edible cannot contain any other form of THC or intoxicating cannabinoid.
Are all the edible product's servings clearly marked, wrapped, or scored <u>on</u> the product?				Edible product servings must be clearly distinguished on the product. Bulk products that require the consumer to measure are not allowed.

Question	Yes	No	Comments	Additional Information
Does the business sell any edible products in the shape of bears, worms, fruits, rings, ribbons?				Edibles in shapes that appeal to children are not allowed.
Is the edible product in a child-proof, tamper-evident, opaque container?				All edibles must be in a container that is child-resistant and tamper evident. If the container is clear, the business must place the edible into an opaque bag at the point of sale. Clear bags are not allowed.
Product Compliance - Beverages				
Does the beverage product contain more than 5 mg delta-8 or delta-9 per serving?				Beverages may not exceed 5 mg delta-8 and/or delta-9 per serving.
Does the beverage product contain more than 2 servings?				Beverages cannot exceed two servings, regardless of the THC potency.
Is the beverage product in an opaque container?				If the beverage is in a clear container, the business must place the beverage in an opaque bag at the point of sale.
Product Compliance – Smokables (non-flower)				
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain more than 0.3% THC?				<p>A product’s certificate of analysis will show the concentration of THC the product contains. The certificate typically is found through the QR code on the product package. In MDH’s experience, most vapes contain 50% - 90%+ THC.</p> <p>Pre-rolls may consist of raw hemp flower. These products are not regulated by 151.72. However, if a pre-roll is labeled as “infused” or “coated” have additional cannabinoids applied to the material, of which the product typically exceeds the 0.3% THC limit.</p>

Question	Yes	No	Comments	Additional Information
Does the business sell vapes, pre-rolls, dabs, or other smokeable products that contain other intoxicating cannabinoids, such as HHC?				MN Statutes do not allow any cannabinoid, other than delta-8 or delta-9, to be sold if the cannabinoid is intended to alter the structure or function of the body. HHC is a cannabinoid known to have potency greater than THC.
Does the business sell vapes, pre-rolls, dabs, or other smokable products which contain CBD?				Non-intoxicating cannabinoids cannot be smoked, vaped, or inhaled.
Product Compliance – Flower				
Does the business sell raw hemp flower?				<p>Raw hemp flower must contain 0.3% or less of delta-9 on a dry weight basis. Products exceeding 0.3% delta-9 dry weight are marijuana, and are illegal for sale.</p> <p>THC-A is the non psychoactive precursor to delta-9. Once heated THC-A converts to delta-9. In that process some amount of THC-A is lost.</p> <p>To determine whether, once heated, the hemp flower will exceed the allowable 0.3% of delta-9, one can use a decarboxylation formula which takes into account the conversion of THC-A into delta-9.</p> <p>That formula is as follows: $\text{Total THC} = (0.877 \times \text{THC-A}) + \text{d-9 THC}$</p> <p>Raw flower must include a certificate of analysis to show testing below 0.3% delta-9.</p> <ul style="list-style-type: none"> • A lack of a certificate of analysis would constitute an illegal sale.

Question	Yes	No	Comments	Additional Information
				<ul style="list-style-type: none"> A certificate of analysis showing that under the decarboxylation formula that delta-9 would exceed the 0.3% threshold would also indicate the flower is cannabis and not hemp and therefore being sold illegally.
Product Compliance – On-Site Consumption				
If the business offers on-site consumption, do they serve the edible or beverage in its original packaging?				The business may not pour out or remove an edible from its original packaging.
If the business offers on-site consumption, do they mix a cannabis-infused beverage with alcohol?				The business may not mix cannabis-infused products with alcohol.
If the business offers on-site consumption, do they permit customers to remove from the premises products which have been removed from their original packaging?				Products which have been removed from their original packaging cannot be removed from the premises by the customer.

NOTE: If a person suspects that a hemp-derived cannabinoid product is being sold in violation of Minnesota law, they can use the complaint form at [Submitting Hemp-Derived Cannabinoid Product Complaints \(www.health.state.mn.us/people/cannabis/edibles/complaints.html\)](http://www.health.state.mn.us/people/cannabis/edibles/complaints.html).

Appendix D: Enforcement Notice from the Office of Cannabis Management

Enforcement Notice from the Office of Cannabis Management

Dear Registered Hemp Derived Cannabinoid Business:

The Office of Cannabis Management (OCM), established in 2023, is charged with developing and implementing the operational and regulatory systems to oversee the cannabis industry in Minnesota as provided in Minnesota Statutes Chapter 342.

When Minnesota legalized the sale of adult-use of cannabis flower, cannabis products, and lower-potency hemp edibles/ hemp-derived consumer products, the Minnesota Legislature included statutory provisions, [Minnesota Statutes, chapter 152.0264](#), making the sale of cannabis illegal until a business is licensed by OCM. The Office of Cannabis Management has not yet issued licenses for the cultivation, manufacture, wholesale, transportation or retail sale of cannabis, therefore any retail sales of cannabis products, including cannabis flower, are illegal.

The Office of Cannabis Management has received complaints of retailers selling cannabis flower under the label of hemp flower. Under an agreement between The Minnesota Department of Health (MDH) and OCM, inspectors from MDH will begin to examine any flower products being sold during their regular inspections to determine whether they are indeed hemp flower or cannabis flower.

In distinguishing between hemp and cannabis flower, OCM, consistent with federal rules and regulations related to hemp under 7 CFR 990.1, will consider the total concentration of THC post- decarboxylation, which is the process by which THC-A is converted into Delta-9 to produce an intoxicating effect. The examination of raw flower products will include reviewing the certificate of analysis for compliance in several areas, including:

Compliance with the requirement that raw flower listed for sale includes a Certificate of Analysis (COA). Products for sale without a COA will constitute an illegal sale.

A COA that affirms concentrations of 0.3% or less of Delta-9 on a dry weight basis. Products exceeding 0.3% Delta-9 dry weight are considered marijuana and are therefore illegal to sell.

A COA that confirms that the total levels of Delta-9 and THC-A after the decarboxylation process do not exceed 0.3%. A COA that indicates the raw flower will exceed 0.3 percent Delta-9 post-decarboxylation, or a subsequent test conducted by an independent laboratory utilized by OCM that confirms Delta-9 in excess of 0.3 percent will be considered illegal.

[Minnesota Statutes, Chapter 342](#) governs Minnesota’s cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4](#) prohibits the retail sale of cannabis flower and cannabis products “without a license issued under this chapter that authorizes the sale.”

To date, the Office of Cannabis Management has not issued any cannabis licenses, applications for licenses are expected to be available in the first half of 2025. As such, selling cannabis is a clear violation of law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6](#), OCM may assess fines in excess of a \$1 million for violations of this law. Likewise, under [Minnesota Statutes, chapter 342.19](#), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” Furthermore, violations of law may be considered in future licensing decisions made by OCM.

As inspectors enter the field, we encourage you to review the products you are currently selling to ensure they fall within the thresholds outlined above. If you have any questions related to the products you are selling, please send an email to cannabis.info@state.mn.us.

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "Charlene Briner", with a long horizontal flourish extending to the right.

Charlene Briner
Interim Director
Office of Cannabis Management

Appendix E: Notice to Unlawful Cannabis Sellers

Notice to Unlawful Cannabis Sellers

This notice is to inform you that your current course of action may run afoul of Minnesota law, and continuing this course of action may result in civil actions and potential criminal prosecution. To avoid such outcomes, you should immediately cease and desist any plans to engage in the unlicensed sale of cannabis and cannabis products.

[Minnesota Statutes, Chapter 342 \(www.revisor.mn.gov/statutes/cite/342\)](http://www.revisor.mn.gov/statutes/cite/342) governs Minnesota's cannabis market, and empowers OCM to ensure regulatory compliance. [Minnesota Statutes, chapter 342.09, subdivision 4 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.4) prohibits the retail sale of cannabis flower and cannabis products “without a license issued under this chapter that authorizes the sale.” To date the Office of Cannabis Management has not issued any retail, or other, cannabis licenses. As such, your plan to sell cannabis in a retail setting at this date would be in flagrant violation of the law. Be aware that under [Minnesota Statutes, 342.09, subdivision 6 \(www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6\)](http://www.revisor.mn.gov/statutes/cite/342.09#stat.342.09.6), OCM may assess fines in excess of a \$1,000,000 for violations of this law.

Likewise, under [Minnesota Statutes, chapter 342.19 \(www.revisor.mn.gov/statutes/cite/342.19\)](http://www.revisor.mn.gov/statutes/cite/342.19), OCM is empowered to embargo any product that it has “probable cause to believe . . . is being distributed in violation of this chapter or rules adopted under this chapter[.]” It is believed that products attempted to be sold at your retail location might be distributed in violation of the law, and would therefore be subject to embargo by OCM. Under [Minnesota Statutes, chapter 342.19, subd. 2 \(www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2\)](http://www.revisor.mn.gov/statutes/cite/342.19#stat.342.19.2), once embargoed OCM “shall release the cannabis plant, cannabis flower, cannabis product, artificially derived cannabinoid, lower-potency hemp edible, or hemp-derived consumer product when this chapter and rules adopted under this chapter have been complied with or the item is found not to be in violation of this chapter or rules adopted under this chapter.”

While Minnesota has legalized the sale of adult-use of cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products, the legislature did add new statutory provisions, [Minnesota Statutes, chapter 152.0264 \(www.revisor.mn.gov/statutes/cite/152.0264\)](http://www.revisor.mn.gov/statutes/cite/152.0264), making illegal the unlawful sale of cannabis. As there are not yet any licenses issued by OCM for the cultivation, manufacture, wholesale, transportation, or retail of cannabis, any sales of cannabis products in excess of the limits in 152.0264 is illegal.

If you are only planning to sell cannabinoid products that are derived from hemp, you should ensure that the sale of those products is consistent with [Minnesota Statutes, chapter 151.72 \(www.revisor.mn.gov/statutes/cite/151.72\)](http://www.revisor.mn.gov/statutes/cite/151.72), including but not limited to the requirement that your business be registered with the Commissioner of Health, and that all products are in compliance with the relevant statutes.

Finally, in addition to the state laws outlined above, please be aware that any retail location must be in compliance with local government ordinances and zoning requirements.

OCM takes seriously its charge to enforce Minnesota Statutes, Chapter 342, and its responsibility to ensure a safe and legal cannabis market. In order to avoid the above-described actions, all attempts to open a cannabis retail dispensary in Minnesota without the appropriate license should be ceased.