

City of Ramsey
Agenda
City Council Work Session
Tuesday, October 22, 2024

5:30 pm

Lake Itasca Room, 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. Topics for Discussion

1. Consider Implementation of Lodging Tax and Membership with TC Gateway Visitors Bureau
2. Consider Provision of Sewer and/or Water Access Charge Assistance for New Brewery in Ramsey
3. Review Proposed 2025 Schedule of Rates, Fees, and Charges
4. Review Fund Balance Policy
5. Contributions to Non-Profits
6. Discuss Restricting Non-Owner Applicants on Residential Variance Requests
7. Discuss Charter Commission Recruitment
8. Determine Canvassing Board Date

3. Topics for Future Discussion

1. Review Future Topics/Calendar

4. Mayor/Council/Staff Input

5. Adjournment*

***Note: the City Council may motion to recess this Work Session meeting and reconvene after the regular City Council meeting if items on the agenda are not completed.**

CC Work Session**Meeting Date:** 10/22/2024**Primary Strategic Plan Initiative:** Promote economic growth and development.**Information****Title:**

Consider Implementation of Lodging Tax and Membership with TC Gateway Visitors Bureau

Purpose/Background:

The purpose of this case is to consider implementing a lodging tax and becoming a member of the Twin Cities Gateway Visitors Bureau. Staff was approached by the Twin Cities Gateway Visitor Bureau in November of 2023. Al Stauffacher, the Director of the Visitor Bureau, outlined the benefits of the bureau to the community and hotels. Benefits include bringing lodging to participating hotels for area events / Venues (National Sports Center, athletic tournaments, conventions), marketing attractions within the community and financial support for marketing of community events (Happy Days, Draw Concert Series). After the meeting with Mr. Stauffacher, Staff engaged Comfort Suites and Hilton Home 2 Suites and asked them if they would have any interest in this program. Both hotels and their management teams met with Twin Cities Gateway and after internal discussions, notified the City in July that they were both supportive of implementing a 3% lodging tax and to be a part of the Twin Cities Gateway Visitors Bureau. Once there was "buy in" from our local hotels, staff decided to bring this forward for discussion to the EDA and ultimately the City Council. Currently, Anoka, Arden Hills, Coon Rapids, Fridley, Ham Lake, Lino Lakes, Mounds View, New Brighton and Shoreview are part of the Twin Cities Gateway Visitors Bureau. Staff reached out to the City Administrator of Lino Lakes and she was very complementary of the program and Al Stauffacher.

There is no cost to this program aside from the administration of the collection of 3% lodging fees from the hotels and forwarding them to the Twin Cities Gateway. The City keeps 5% (estimated to be \$6,900) and sends 95% of the fees collected back to the bureau to fund their operations. The 5% can be used for administration costs or wherever the City chooses. For example, Fridley dedicates the administrative fee to tourism-related activities. Implementation of this program involves the City adopting a resolution to approve a 3% lodging tax and simply forwarding this to the State of Minnesota to be processed. Typically, a January 1 start date is used. The Twin Cities Gateway Visitor Bureau will help the City through this process of getting everything set up if the Council gives that direction. The City will ultimately enter into a contract with the Twin City Gateway Visitor Bureau and this contract will include a 1 year's notice to opt out if the City no longer wishes to participate. Once the City becomes a member, they will receive an additional \$5,000 grant from the Visitor Bureau to be spent on marketing and administration for local events like Happy Days, or potentially, the Draw Concert Series. In year two, this amount is estimated to rise to approximately \$18,000 annually. A copy of the 2024 Grant Criteria is attached to this case.

Notification:

None required

Time Frame/Observations/Alternatives:

Staff wants to make it clear that this was not originally a Staff initiated idea but it has full "buy-in" from both Hotels in Ramsey. This opportunity was presented to the City in November of 2023 and the City simply asked its hotels if they would have interest. Both hotels are very interested and believe that it will help them with increased occupancy rates and are supportive of the 3% lodging tax being implemented for each room booked. Both Hotels have provided a letter of support of implementing a lodging tax. Upon reviewing all the information, meeting with Al Stauffacher, discussing this with the City Administrator of Lino Lakes, and seeing support for this program by our two hotels, Staff sees the potential benefits of this program for the City, and our 2 hotels. If the City joins TC Gateway it will receive a seat on the board which will be designated by the City Council. Al Stauffacher, Director of the Twin Cities Gateway Visitors Bureau, will be in attendance to provide an overview of the Visitors Bureau and to answer questions. Additional information can be found at [Home - Twin Cities Gateway \(tcgateway.com\)](https://www.tcgateway.com) (<https://www.tcgateway.com>).

There were additional questions by some EDA members at the August meeting, and a few days after, about the TC Gateway Organization and its operations. The FAQ has been updated with answers to those questions and is attached to this case.

If the City decides it would like to join the Twin Cities Gateway it will require the adoption of an Ordinance, potential amendments to code and entering into an agreement with Twin Cities Gateway

Alternatives:

- 1) Direct Staff to work with the City Attorney to draft documents necessary to implement a 3% Lodging Tax, bring back to the City Council for formal action, and to join the Twin Cities Gateway Visitors Bureau
- 2) Direct Staff to Conduct Additional Research and Provide Information to City Council
- 3) No Action - City Council to NOT Implement a Lodging Tax and to NOT Join the Twin Cities Gateway Visitors Bureau
- 4) Something Else

Funding Source:

All funds are generated through a 3% lodging tax collected from Comfort Suites and Hilton Home2 Suites.

Recommendation:

The EDA met on August 8, 2024 and passed a motion to recommend the City Council to implement a 3% Lodging Tax and to join the Twin Cities Gateway Visitors Bureau. There were some additional questions by EDA members and the answers to those questions are included in the FAQ attached to this case.

Outcome/Action:

Direct Staff to work with the City Attorney to draft documents necessary to implement a 3% Lodging Tax, bring back to the City Council for formal action, and to join the Twin Cities Gateway Visitors Bureau

Attachments

- DRAFT Agreement TC Gateway
- Letter of Support Blue Sky (Comfort Suites)
- Letter of Support Hilton Home2 Suites
- TC Gateway Visitor Bureau Guide
- TC Gateway 2024 Grant Criteria

FAQ EDA

REFERENCE- EDA Minutes August 2024

REFERENCE - Secretary of State Business Filing

REFERENCE - Lino Lakes Ordinance

REFERENCE - Waconia Code Implmentaion

Form Review

Inbox

Brian Hagen

Form Started By: Sean Sullivan

Final Approval Date: 10/17/2024

Reviewed By

Brian Hagen

Date

10/17/2024 01:35 PM

Started On: 10/14/2024 10:42 AM

TWIN CITIES GATEWAY VISITORS' BUREAU AGREEMENT With CITY OF RAMSEY

THIS AGREEMENT made and entered into this 20th day of December, 2024, by and between the City of Ramsey, a Minnesota municipal corporation, hereinafter referred to as "City," and Minnesota Metro North Tourism, a Minnesota non-profit corporation referred to as the "Bureau." WITNESSETH: The City has enacted a tax on lodging within the City to fund a convention and visitors bureau in accordance with Minnesota Statutes Section 469.190. The Bureau has the staff, facility, and experience to carry out the objectives of promoting the City as a tourist and convention center. The City desires the Bureau to provide the services of a convention and tourism bureau on behalf of the City, and the Bureau desires to provide those services. NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Term. The term of the Agreement shall commence on the 1st day of January 2025 and will continue unless terminated by mutual agreement of the City and Bureau. After one year, this Agreement may be terminated by one of the parties hereto in accordance with paragraph 7 of this Agreement.
2. Services Rendered by Bureau. The Bureau shall furnish the following services: a. Informational services in answering inquiries about the City via mail, telephone, personal, and electronic contacts. b. Prepare and present through websites, audio visual presentations, social networking sites information to the public and groups to attract visitors to the City. c. Provide planning, coordinating, and registration assistance to organizations and businesses. d. Supply support material including, but not limited to, City maps, accommodations list, and information in general. e. Distribute brochures, maps and guides of the city to potential visitors and meeting planners. f. Provide representation at trade shows, conventions, and exhibits to attract new visitors to the City. g. Promote the City as a convention center for Minnesota by regional and statewide advertising of the City's hospitality industry and attractions.
3. Changes. Basic services provided pursuant to Paragraph 2 of this Agreement shall be without charge to the person or organization utilizing said services unless authorized by contractual agreement or action of the Bureau Board of Directors.
4. Budget. The Bureau shall submit its annual budget for review by the City on or before the first day of December of the year preceding the effective date of the budget. Such budget shall detail specifically the uses to which monies received shall be spent to provide the services described in Paragraph 2 of this Agreement. It is understood between the parties that the actual revenues being generated under Paragraph 5 may vary from the amount anticipated in the budget. For this reason, it is agreed that the budget may be modified without prior consent of the City, providing that any adjustments shall be made by a two thirds (2/3) vote of the Bureau Board of Directors. Notwithstanding any other language to the contrary the Bureau shall not expend any sums beyond its revenues.
5. Funding. On the 15th day of each month, the City shall remit to the Bureau, for funding of the Bureau, 95% of the lodging tax payments received by the City, less refunds, in the preceding month during the term of this Agreement.

6. Verification of Expenditures. The Bureau will provide the City a copy of the Bureau's monthly financial statements, showing monthly, year to date, and budget figures, properly itemized and verified by the Director of the Bureau. The Finance Officer of the city shall have the right of access to the books and records of the Bureau at any time during normal business hours to audit any time of revenue or expenditure.

7. Termination. The city may terminate this Agreement by providing written notice to that effect by December 31st of the preceding calendar year to give at least a one year notice to the other party (i.e. notice given prior to December 31 2020 would mean agreement dissolves on December 31 2021. Such termination shall be effective on December 31st of the following calendar year in which notice is given.

8. Composition of Bureau's Board of Directors. City and Bureau agree that the Bureau's Board of Directors shall be proportionately represented, based on the percentage of lodging fee contributions contributed by the Member City during the preceding year. Each Member City shall have at least one Board Member. For each additional 10%, or portion thereof, above the initial 10% of the overall contribution will entitle the Member City to one additional representative. The first Board Member appointed by the Member City shall be an elected or appointed municipal representative of that Member City. The second Board Member selected by the Member City will be from that community's lodging industry unless none willing to step forward and then it would be the city's discretion to pick a chamber or attraction. Any additional representatives shall be selected at the Member City's discretion. The term of any Board Member appointed by a Member City shall immediately cease, without further action, upon the termination of membership of that Member City in the Corporation.

9. Hold Harmless. Any and all employees of the Bureau or any other persons, while engaged in the performance of any service required by the Bureau under this Agreement, shall not be considered employees of the City, and any or all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said employees or other persons while engaged, and any and all claims made by the third party as a consequence of any act or omission on the part of the Bureau, or its agents or employees or other persons while so engaged in any of the services provided to be rendered herein, shall in no way be the obligation or the responsibility of the city. In connection therewith, the bureau hereby agrees to indemnify, save, and hold harmless, and defend the City and all of its officers, agents, and employees from any and all claims, demands, actions, or causes of actions of whatever nature or character arising out of or by reason of the execution or performance of the services provided for in this Agreement.

10. Multiple City Participation. It is contemplated that the Bureau in addition to providing services to the City, will also provide similar services described in Paragraph 2 of this Agreement to the other communities and that all cities maybe jointly promoted as a unitary convention and visitors bureau. Therefore, it is specifically authorized that funding for such joint promotion will be financed pursuant to the Agreement.

11. Discrimination. The Bureau, in providing services hereunder shall comply with the provisions of Minnesota Statutes Section 181.59 as the same may be amended from time to time. The Bureau shall

not discriminate against any person or firm in any of its activities pursuant to Minn. Stat. §181.59 which is incorporated into this agreement as through set forth in its entirety.

12. Insurance. The Bureau shall carry insurance to cover its employees and agents while performing services pursuant to this Agreement. Such insurance shall provide comprehensive general liability and property damage coverage to the Bureau and its employees and agents in such amounts as will equal the applicable limits of liability to which the City may be held pursuant to state statute as the same may be amended from time to time.

13. Laws. The Bureau will comply with all applicable Federal, State and local laws in the performance of its obligations hereunder.

14. Advertisements. All websites, brochures, listings, or advertisements of specific lodging facilities shall include mention of all facilities paying the lodging tax imposed by the City.

15. Integration. This document is fully integrated, in bodying the entire Agreement between the parties. Any amendment to this Agreement shall be in writing and executed in the same manner as this Agreement

4 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF RAMSEY By: _____

TWIN CITIES GATEWAY By: _____



September 6th, 2024

Honorable Mayor Mark E Kuzma
City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303

Dear Mr. Kuzma,

Over the past year, I have learned about the possible expansion of the Twin Cities Gateway Visitors Bureau into the Ramsey area. As the President and founder of Blue Sky Hospitality, we have been intimately involved in the community travel and tourism community, having managed the local Comfort Suites Hotel for the ownership group for the past 24 years.

It has been exciting to see the growth and changes that have occurred in the Ramsey community as well as the highway 10 corridor. The addition of many businesses, residential communities and tourism related venues and activities have only energized the already continuous growth in the area. We have been serving thousands of visitors that have come to the area for work related travel or leisure and tourism over the past 20 years. We have hosted international soccer teams from all over the world, as well as local contractors that are working on the existing infrastructure.

It is for this reason that we are pleased to support the expansion of the Gateway project into the Ramsey Hospitality community. The goals of this organization align with our own, which is to serve, grow, and support travel and tourism initiatives throughout the area. We are excited to be a part of this new endeavor and would support a reasonable lodging tax if proposed.

Sincerely,

Nathan Sieve

Nathan Sieve
President
Blue Sky Hospitality, LLC



August 27, 2024

Honorable Mayor Mark E. Kuzma
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

As the President and CEO of the hotel management company that is managing the soon to open new Home2 Suites by Hilton in Ramsey, MN, we are in full support of the Twin Cities Gateway Visitors Bureau and the positive benefits that it will bring to the community.

With the Twin Cities Gateway Visitors Bureau mission of inspiring visitors to discover the vibrant area communities to enhance economic growth and vitality, this is exactly what as a hotel we are looking for in a program to help us grow our business by hosting events that showcases a blend of sports, nature and culture. For us as hoteliers, the bureau will bring to the area and the community sports tournaments and other events that brings in teams and patrons that support these events, which in turn increases higher occupancies and revenues to the hotel and other businesses in the area. Driving more sales tax revenue into the City/County to assist in diverse ways to enhance the area through improvement of services and infrastructure.

By working with the bureau, we can gain valuable exposure to meeting planners who are not familiar with us. These planners rely on the bureau as destination experts who know everything about the local area, venues, hotels, and group activities. They can simplify the decision-making process and save planners' valuable time. Considering recovery efforts post-pandemic, new planners are seeking out the extensive knowledge that bureaus like the Twin Cities Gateway Visitors Bureau has to offer. They will provide the hotel additional marketing and support as well as serving as a community's marketing agency, promoting the city's/county's assets to visitors by increasing the economic impact to the local economy via the greenest and cleanest of economic strategies - people visiting, spending money, and leaving the community intact.

Last, travel and tourism demand enhance the quality of life for a local community by also providing jobs, and attracting facilities like restaurants, shops, festivals, and cultural and sporting venues that cater to both visitors and locals alike. We want to be a part of helping promote the community and assist in maximizing its growth and potential by being a supportive partner with the Twin Cities Gateway program and many other businesses by maximizing our appeal and by ensuring that everyone has a positive experience each time they visit our area.



Thank you very much for this opportunity to let you know how important an asset the Twin Cities Gateway Visitors Bureau is and will be to us as new members of the city of Ramsey community. We are excited to be the newest partner of such a vibrant and growing region.

Warmest Regards,

A handwritten signature in black ink that reads "Heidi Wilcox".

Heidi Wilcox
President/CEO
First Call Hospitality

Fun Guide

EVERYTHING FUN UNDER THE SUN



tcgateway.com

Anoka • Arden Hills • Blaine • Coon Rapids • Fridley • Ham Lake • Lino Lakes • Mounds View • New Brighton • Shoreview



LOADED WITH ATTRACTIONS

Play Time!



Regardless of the season or the weather, there's always tons of fun to be had in the Twin Cities Gateway just minutes away from downtown Minneapolis and Saint Paul. Grab the whole family for a day of fun at any of these great indoor attractions. Whatever the ages of your family members, we've got you covered. From toddlers to teens, moms and dads and grandparents, there's some indoor Twin Cities fun for everyone!

Year-Round Indoor Fun

The water's always warm and welcoming at **Tropics Indoor Water Park** at the Shoreview Community Center. Bamboo Bay is a new zero-depth shallow water splash pool with an interactive play structure. The Shipwreck Beach play area incorporates a boat slide, a challenging water walk, interactive splashing palm tree, water volleyball and more. Head to the main pool to play water volleyball, slam-dunk basketball, or climb aboard a giant floating sea creature and the three-story Shark Attack water slide.

Take a spin on the Sky Rider indoor coaster to fly over **Urban Air Adventure Park**, named "Best Place to Take Energetic Kids," and "Best Gym in America for Kids" by Shape Magazine. For more airborne fun, the 30,000-square-foot space also offers a ropes course with ten obstacles, a

challenging climbing wall, a slam dunk track, and wall-to-floor trampoline arenas that provide several zones to jump, flip and fall into foam.

Leap as high as you dare at **Zero Gravity Trampoline Park** in Mounds View, where you'll find 11,000-square feet of leaping, jumping, bouncing and flipping fun. In addition to an open jump arena packed with trampoline surfaces, the park offers a basketball slam-dunk, a traverse-style climbing wall, an aerial challenge court with net, rope and other challenges, a dodgeball zone, laser tag, plus an arcade. A tot spot ensures that little ones tackle challenges that are safe and sized right for their age. Your whole family can somersault in the air, flip into a foam pit, bounce off the walls here!

Get Out and Play!

With nine golf courses to choose from, the Twin Cities Gateway offers a golfing experience for all abilities in the Minneapolis and Saint Paul area. Minnesotans are crazy for golf! And even the most die-hard golfers are sure to find a course to their liking in the Gateway.

So when in the area— whether it be to watch some of the biggest names in golf compete at the annual **3M Open** PGA Tournament at TPC Twin Cities in Blaine or just visiting for business or

pleasure – make sure you take the time to tee it up on one or more of the area's golf courses.

Splash around at Minnesota's largest outdoor water park, **Bunker Beach!** This expansive oasis of summer fun now features six towering waterslides, a good lazy river tubing experience, leisure pool with climbing wall, a zero-entry pool with a water play structure, a creative sand play area, and as always, Minnesota's largest outdoor wave pool! Large open areas for sunning and relaxing are scattered throughout the water park. Concession options, changing rooms, and a metro-area location, make Bunker Beach a perfect family destination.

The Twin Cities of Minneapolis and Saint Paul are well known as one of the best metropolitan areas for **biking** in the USA. In Twin Cities Gateway, biking enthusiasts will find a vast paved trail network with connections to iconic bike trails like the Mississippi River Trail. Other must-ride trails include Rum River Trail in Anoka, Coon Creek Regional Trail in Coon Rapids, and Rice Creek Trail, shared by Fridley, New Brighton, Shoreview, Mounds View, and Lino Lakes.

Got a horse lover in your family? Bring them to **Bunker Park Stable**, the area's only riding stable. Staff will educate your family about horses and guide you on a trail ride through beautiful Bunker Hills Regional Park in Coon Rapids. Kids younger than 8 can enjoy a 20-minute long pony ride led by a parent or you can experience a horse-drawn hayride anytime of year with your whole family.

BREWERIES, WINERY, SPEAKEASIES

What's on Tap?

The craft beer and local wine businesses are booming in Minnesota, and beer and wine enthusiasts are in for a real treat in the Twin Cities Gateway. The region boasts five craft breweries and a local winery that offer tours, taprooms and/or tastings right next door to Minneapolis and Saint Paul.



10K Brewing

First up, you'll want to visit 10k Brewing, Anoka's first and only taproom. Sample a flight of some of their wide variety brews and take home a growler or two of your favorites. 10K's taproom features a friendly atmosphere and entertainment. Nice beer. Nice people.

Alloy Brewing

Next up is Alloy Brewing in Coon Rapids. Alloy Brewing Company is a brewery and taproom based on supporting and giving back to the community. Alloy offers tours, special events, games, and special group events. Check out their website to see what's on tap!

Invictus Brewing Co.

Invictus is Latin for "unconquerable", and that is exactly the spirit behind Invictus Brewing Co. Invictus is located adjacent to the National Sports Center in Blaine and features tours and a beautiful taproom with a capacity of about 200. The brewery also partners with the Topsy Steer, a locally owned and managed kitchen that serves up local sassy brew food to their customers.

Nucky's Speakeasy

Nucky's Speakeasy, named after the famous Atlantic City, NJ political boss and racketeer Enoch "Nucky" Johnson, is located in the heart of downtown Anoka

beneath Club 300 Jamasian Cuisine Restaurant, in the Old Post Office. This beautiful structure was built in 1916 and is on the MN Historical Registry. Craft cocktails, beer, prohibition drinks, appetizers, and desserts await you.

Forgotten Star Brew Co.

And lest we forget, Forgotten Star Brew Co. in Fridley is a new brewery and taproom fashioned from a 1940s pump company that was converted to manufacturing canon for the navy during WWII. The plant was recognized seven times throughout the war for efficiency and excellence – and is one of just eight plants to achieve this lofty recognition. Forgotten Star Brewing is committed to this same level of excellence in brewing craft beer.

Willow Tree Winery

Wine enthusiasts have a special treat in store at Willow Tree Winery in Ham Lake. Willow Tree is a new vineyard and tasting room featuring several varietals and seasonal wines. Willow Tree wines are only available on site, so find your favorites and bring a bottle or two home. The tasting room is open Thursday – Sunday. Groups and group tours are welcome.

Anoka Hardware Store

Don't let the name fool you. The Anoka Hardware Store is a speakeasy, craft cocktail, whiskey, & jazz lounge offering a unique experience as well as live music. Reservations are highly suggested as seating is very limited. Find the red light. When it's on, they're open! Be sure to tell the "hardware specialist" you're there to buy a hammer.

Restaurants

The next time you visit the Twin Cities Gateway, be sure to take time to enjoy a quick bite or an elegant meal at one of our many fine Twin Cities restaurants, bars and grills. The Twin Cities Gateway communities offer dining to suit every taste. Enjoy a burger and fries at a local diner. Gather at your favorite sports bar for a beer and some delicious hot wings and appetizers with friends. If you're feeling a bit more exotic, dive into delicious sushi or other special asian treats.

No matter what you're hungry for – American, Asian, Mexican, Italian, sports bar or neighborhood diner – you're in for a treat! Please note that the restaurants included on our site are only a taste of what's available.



FUN EVENTS FOR THE FAMILY

Celebrate!



Slice of Shoreview

Late July

This annual festival celebrates life in Shoreview. With a wide variety of activities including a carnival, parade, art and craft fair, food vendors, various displays and demonstrations, talent show, lots of entertainment and of course fireworks!

Sliceofshoreview.com

Lino Lakes Blue Heron Days

Mid August

A highlight of the festival is the parade at 11:00 a.m. on Saturday on Lake Drive. After the parade come to Lino Park for a day of family fun, including the Magic Bounce giant water slide Quad Area Chamber Business Expo, Lions petting zoo, bingo, entertainment and more.

tcgateway.com/blue-heron-days

Mounds View Festival in the Park

Mid August

Another great family event happening during mid-August is the Mounds View Festival in the Park at Silver View Park. Take in the fun parade, hunt for hand-crafted treasures, visit local business' booths, and enjoy the fireworks.

Mvfestivalinthepark.com

Anoka Halloween

Throughout October

You're in for a spooktacular time during Anoka's annual Halloween celebration. Anoka is the Halloween Capital of the World by congressional proclamation. October is loaded with fun events including races, parades, pumpkin carving contests, costumes and much more!

anokahalloween.com

Fridley 49er Days Festival

Mid June

A community tradition, the Fridley 49er Days Festival has something for everyone from the young to the "young at heart." Some of the fun events include a parade and two free street dances. On Saturday, we have our popular Kids Day activities including a climbing wall, pony rides, games, crafts, face painting and more!

bit.ly/1gfE529

Blaine Festival

Late June

Formerly known as Blaine's Blazin' 4th, the newly named Blaine Festival kicks off with a full schedule of events that includes a carnival, car show, softball tournament, petting zoo, live street dancers, magic and entertainment shows, helicopter rides, kid games, craft and business vendors and festival food.

Blainefestival.org

Ham Lake Freedom Festival

Late June/Early July

Kick off your Independence Day celebrations the Saturday prior to the 4th of July with bingo, live music, business and craft vendors, kids activities, food trucks, music and fireworks. All events held at Ham Lake Lions Park.

hamlakecc.org/freedom-festival

Coon Rapids 4th of July

July 2-5

Join the Independence Day celebration in Coon Rapids and enjoy our parade, carnival, car show and more! Live bands every day and fireworks on the 4th at 10:00 p.m. Event festivities take place at Boulevard Plaza.

bit.ly/2OLMrTs

Anoka Riverfest

Mid July

Don't miss one of the Twin Cities' largest outdoor craft fairs! In addition to more than 140 jury-selected arts and crafts exhibitors and their unique wares, you'll find live music, great food, boat rides and so much more. Admission, parking and most of the events are free!

Anokariverfest.org

New Brighton Stockyard Days

Early August

Enjoy a full week of good food, good music and good times at the New Brighton Stockyard Days. You'll enjoy a street dance, petting zoo, idol karaoke contest, crafters and food vendors, antique car run, teen tent, car show, 5/10K run and fireworks.

Stockyarddays.org

WE'RE ALL GOOD SPORTS

Game On!

The Twin Cities Gateway, located just minutes from downtown Minneapolis or Saint Paul and the MSP International Airport, is the premier destination in the U.S. for youth and amateur sports with a variety of venues capable of hosting virtually any event, tournament, or competition.



You'll always find fun amateur Twin Cities sporting events happening in the Gateway. Check out our online sports calendar to find everything from golf to ice hockey, soccer to curling. Plus the Gateway is just minutes away from exciting Twin Cities sporting events. Cheer on the Twins, Vikings, Wild or Timberwolves, and then enjoy a fun and relaxing stay in the Gateway.

Vital Sports Venue Stats

- 112 Soccer Fields with 24 lighted and 4 indoor and 24 turfed
- 151 Ball Fields with 38 lighted and 7 different wheel complexes, 2 turfed
- 16 indoor ice rinks & 30 outdoor ice rinks
- 98 tennis courts with 37 lighted courts
- 19 sand volleyball courts
- 52 pickleball courts with 12 indoor courts
- 9 golf courses
- 6 bowling complexes with 174 lanes
- Four Seasons Curling Club: Past training site for international Olympic athletes
- 25 lodging properties within minutes of all venues

The National Sports Center

The National Sports Center (NSC) – the world's largest amateur sports facility – is a \$40 million, 660-acre sports, event and meeting campus, located in Blaine,

MN. The NSC generates over 4 million visitors annually, making it the most visited sports facility in the State of Minnesota.

The National Sports Center is also the most diverse amateur sports facility in the world. Because of the diversity of their campus, they offer a large variety of sports events, leagues and development programs. The NSC has established programs in the following sports: soccer, hockey, golf, lacrosse, ultimate, rugby, broomball and volleyball.

Included on the NSC campus, the Super Rink is the world's largest ice arena with 8 sheets of ice under one roof. It plays host to numerous adult and youth tournaments throughout the year including Stick it to Cancer, The All American Girls Hockey Tournament and the Herb Brooks Holiday Classic.

The NSC boasts a whopping 60 soccer fields and has been recognized by the Guinness Book of Records as the largest soccer complex in the world. As such, the NSC offers soccer tournaments throughout the year including the NSC Spring Cup, the NSC Fall Cup, the NSC All American Cup, and the USA Cup. No other soccer complex in the country can match the tournament atmosphere generated at this facility.

3M Open

The 3M Open is an annual PGA Tour event that takes place at the TPC Twin Cities in Blaine, MN. The event brings 156 of the best professional golfers in the world and 150,000 spectators to Blaine each year. The Twin Cities Gateway is a proud sponsor of the event.

TPC Twin Cities, in Blaine has been the proud host of the 3M Championship since 2001. The 3M Championship was succeeded by the 3M Open, a new professional golf tournament on the PGA TOUR, in 2019. The 3M Open is the PGA Tour's first regular stop in Minnesota in five decades.

Honored multiple times by Golf Digest magazine among the top 20 golf courses in Minnesota, TPC Twin Cities' par-72, 7,468-yard championship golf course was designed by legendary golfer and golf course architect Arnold Palmer to blend seamlessly with the natural rolling terrain on the site of a former sod farm 15 miles north of Minneapolis/St. Paul. The course features bentgrass tees, fairways and greens, native prairie grasses, picturesque wetlands and 27 bodies of water, all framed by stately stands of mature oak, spruce and pine trees. The course plays as a par 71 for the PGA TOUR players.

COZY, AFFORDABLE ACCOMMODATIONS

Stay with us!



Visit Twin Cities Gateway for more information.

Looking for Minneapolis hotels, or hotels in Saint Paul? Stay in the Twin Cities Gateway, located just minutes away with convenient access to all Minneapolis and Saint Paul area attractions, museums, festivals, theaters, shopping, and sporting events. With 25 lodging properties to choose from, all with free parking, the Twin Cities Gateway provides travelers with high quality, high value, and trusted hotel brands like AmericInn, Best Western, Country Inn & Suites, Wyndham, Hilton, Holiday Inn, Hampton Inn, Marriott and more.

Stay in the Twin Cities Gateway. More convenience. More value. More fun!



Blaine

Best Western Plus at the National Sports Center – Blaine

10580 Baltimore St NE
Blaine, MN 55449
763-792-0750

Blaine Town Inn & Suites

9410 Baltimore St NE
Blaine, MN 55449
763-951-3949

Fairfield Inn & Suites By Marriott – Blaine

10643 Baltimore Street
Blaine MN 55449
763-285-4766

Coon Rapids

AmericInn by Wyndham – Coon Rapids

3430 Northdale Blvd NW
Coon Rapids, MN 55448
763-323-0010

Baymont by Wyndham – Coon Rapids

8965 Springbrook Dr
Coon Rapids, MN 55433
763-515-1977

Country Inn & Suites by Radisson – Coon Rapids

155 Coon Rapids Blvd NW
Coon Rapids, MN 55433
763-780-3797

Anoka

Regency Inn and Suites – Anoka

1129 HWY 10 W
Anoka, MN 55303
763-422-8000

Ticknor Hill Bed & Breakfast – Anoka

1625 3rd Avenue South
Anoka MN 55303
763-421-9687

Arden Hills

Quality Inn & Suites Arden Hills

1125 Red Fox Rd
Arden Hills, MN 55112
(651) 484-6557

Springhill Suites Arden Hills

3920 Northwoods Drive
Arden Hills, Minnesota 55112
651-209-7066

WITH ALL THE AMENITIES...

Relax!

Holiday Inn Express & Suites – Coon Rapids

9333 Springbrook Drive Northwest
Coon Rapids, MN 55433
763-792-9292

InTown Suites – Coon Rapids

420 Coon Rapids Blvd NW
Coon Rapids, MN 55433
763-792-2113

Quality Inn – Coon Rapids

9052 University Ave NW
Coon Rapids, MN 55448
763-785-4746

Wingate by Wyndham – Coon Rapids

3420 Northdale Blvd NW
Coon Rapids, MN 55448
763-260-1671

Fridley

Budget Host Inn – Fridley

6881 Hwy 65 NE
Fridley, MN 55432
763-571-0420

Extended Stay America – Fridley

230 57th Ave NE
Fridley, MN 55432
612-504-6512

LivINN Hotel – Fridley

5201 Central Ave NE
Fridley, MN 55421
763-571-9440

Ham Lake

AmericInn by Wyndham – Ham Lake

13440 MN-65
Ham Lake, MN 55304
612-470-5116

Lino Lakes

Hampton Inn & Suites – Lino Lakes

579 Apollo Dr
Lino Lakes, MN 55014
763-746-7999

Mounds View

AmericInn by Wyndham – Mounds View

2200 Mounds View Blvd
Mounds View, MN 55112
763-515-9230

Days Inn by Wyndham – Mounds View

2149 Program Ave
Mounds View, MN 55112
763-786-9151

New Brighton

Homewood Suites by Hilton – New Brighton

1815 Old Hwy 8 NW
New Brighton, MN 55112
651-631-8002

Shoreview

Best Western Plus – Shoreview

1000 Gramsie Rd
Shoreview, MN 55126
651-482-0402

Country Inn & Suites by Radisson – Shoreview

5995 Rice Creek Pkwy
Shoreview, MN 55126
612-255-0562

Hilton Garden Inn – Shoreview

1050 Gramsie Rd
Shoreview, MN 55126
651-415-1956

MEETINGS & CONFERENCES

Get Together!

When looking for an event space, it is essential that the event planner secures the right venue to maximize attendance. It must represent the brand correctly, and provide the right facilities necessary. There are many things to consider before settling on the final choice, including such factors as size, budget, on-site facilities, service levels – and that's just to start! For an event planner, this can be a daunting task, especially if one has limited time and resources.



Bunker Hills Event Center



Hotel Meeting Venues

Hotels are a great option to start with. Many hotels are specifically designed for meetings and conferences, providing flexible spaces that can be adapted to suit each event's specific requirements. They also often come with on-site technical assistance, which makes ordering equipment simple. However, the greatest advantage of a hotel is that you can have everything happening under one roof – from accommodation to dinners, which makes it much easier for event organizers. Hotels in the Twin Cities Gateway catering to business meetings include the Best Western Plus Blaine at the National Sports Center, Country Inn & Suites Coon Rapids, Hampton Inn & Suites Lino Lakes, Hilton Garden Inn in Shoreview, Homewood Suites by Hilton in New Brighton, and the larger North Metro Event Center in Shoreview.

Golf Club Meeting Venues

Golf clubs are often ideal settings for business meetings and events from small board meetings to large seminars and retreats. They have the facilities and expertise to accommodate everything including meals and beverages, meeting and banquet facilities and AV equipment. Of course an excellent golf outing adds a dimension of fun and relaxation to your event if you so choose. The Twin Cities Gateway features four outstanding golf clubs that cater to elegant business meetings and events: Bunker Hills Golf Club, Green Haven Golf and Banquet Center, Majestic Oaks Golf Club and TPC Twin Cities.



Community Centers

Community centers provide excellent meeting venues with flexible meeting spaces to accommodate small break out groups to very large meetings or banquets. Most have large kitchen facilities, but allow you the freedom to choose your own caterers and/or bar

staff where allowed. Community centers in the Twin Cities Gateway include the Coon Rapids Civic Center, New Brighton Community Center, Shoreview Community Center, Mounds View Community Center, and the National Sports Center in Blaine.

Banquet Facilities

Banquet halls are spaces dedicated to hosting special events—so you know that the staff knows what they're doing! Banquet halls are often all-inclusive and offer a lot of amenities, like catering and rentals, on site, which can make things easier when it comes to coordinating your event. The Twin Cities Gateway has several banquet facilities including Purple Rose, Brookhall Event Center, Banquets of MN, Thai Twist Restaurant & Banquet Hall.

Weddings

Arguably one of the most challenging tasks of wedding planning is finding the perfect wedding venue. Researching, visiting, and finally booking just the right wedding venue that fits your needs, budget, and vision for your big day is no easy feat. To complicate matters even further, often you have no idea which type of wedding venue would be right for you and your celebration.



Twin Cities Gateway 2024 Grant Program Guidelines

Grant Program Purpose:

Twin Cities Gateway (TCG) is the visitors' bureau representing the member cities of Anoka, Arden Hills, Blaine, Coon Rapids, Fridley, Ham Lake, Lino Lakes, Mounds View, New Brighton, and Shoreview. The primary purpose of the Twin Cities Gateway grant program is to provide 1:1 matching grant funds to support the development and promotion of new events, to enhance and expand existing events, or, to bid or host an event, or activity that will increase the number of overnight visitors staying in the TCG destination area, as well as to stimulate tourism-related visitor spending and economic impacts.

Eligible Use of TCG Grant Funds:

TCG grant funding may only be used for marketing and promotion beyond the TCG geographical area, or to assist in offsetting costs for bidding or hosting an event or activity in a Twin Cities Gateway member city, or cities.

1:1 Match Required:

Any applicant receiving a TCG grant must provide a 1:1 cash match in actual out-of-pocket expenses for the grant funds received. This match may also be provided by a media partner if the net value is equal to the TCG grant funding. Entry fees, in-kind donations, or staff time are not eligible for the matching funds.

Grant Categories:

- **TCG Grant Applications:** Any organization, or entity, other than those with political or religious affiliations, may apply for a Twin Cities Gateway grant for an amount of \$1,000 - \$10,000 via completion all requested grant application materials, including a federal tax identification number. TCG may decline grant requests that do not demonstrate economic impacts or measurably increase the awareness of Twin Cities Gateway. One-day events must generate at least 10,000 participants or attendees and are eligible for up to \$2,500, provided the 1:1 match requirement is met.

- **TCG Direct Grant Awards:** Twin Cities Gateway may make direct grant awards of up to \$5,000 annually for events that will generate overnight visitors, or significant tourism-related benefits and economic impacts in and throughout the ten member cities of the TCG destination area.
- **Special Grants:** the TCG Board of Directors may at its discretion and at any time consider special grant requests that fall outside the criteria and guidelines established if the proposed event or activity is deemed to have the potential to maximize overnight hotel room stays; stimulate member city visitor-related economic impacts; or increase awareness

Any TCG grant recipient will be required to provide proof of general liability insurance or be an additional insured on an existing policy.

Grant applications will be reviewed at a regularly scheduled Board of Directors meeting. Grant applications should be reviewed at least 60 days prior to the date(s) of the event for which the TCG grant funding is requested.

TCG Board Meeting Date:

March 19, 2024
 June 18, 2024
 September 17, 2024
 December 17, 2024

Application must be received by:

March 5, 2024
 June 4, 2024
 September 3, 2024
 December 3, 2024

Grant Payments:

If TCG grant funding is approved, 50% of the funds approved will be released to the recipient upon the execution of a written TCG grant Agreement. The TCG Grant Agreement will identify how the TCG grant funds may be used, as well as which of the recipient event expenses may be utilized to meet the 1:1 match.

The 50% balance of the grant funds will be released upon the receipt and final approval of the required event summary report and documentation of expenses for the required 1:1 matching funds via copies of contracts, invoices, or receipts of eligible expenses.

For More Information:

Al Stauffacher / al@tcgateway.com / 612-269-0441

Twin Cities Gateway Grant Program Criteria:

- Twin Cities Gateway grant funding is limited and is based on an annual budgeted amount. This may limit the funding availability or reduce the amount of funding available for grant applications. Available funding and grant awards are subject to TCG Board of Directors approval.
- All events and activities receiving TCG grant funding must be held within the boundaries of one or more of the participating Twin Cities Gateway member cities, which include: Anoka / Arden Hills/ Blaine / Coon Rapids / Fridley / Ham Lake / Lino Lakes / Mounds View / New Brighton / Shoreview.
- All TCG grant recipients must: 1) provide a Federal Tax ID number; 2) meet all local zoning regulations; 3) have any required and necessary permits or variances; and 4) comply with all applicable local and state regulations, and, 5) maintain general liability insurance
- No event, activity, or conference receiving TCG grant funding may have as its purpose the promotion of political candidates, political parties, or political activities; or that of religious organizations or religious affiliations.
- An event, activity, or conference receiving TCG grant funding must include TCG lodging properties as options for overnight accommodations.
- Any event or activity receiving TCG grant funding must include the TCG logo in print and collateral materials produced for the event or activity and provide a link to the www.tcgateway.com, website, if applicable.
- The TCG Board of Directors may decline to fund grant requests for events that have been in existence for ten or more years, or those that do not generate measurable economic impacts within TCG's member cities.
- Twin Cities Gateway will provide via a written agreement approval for all expenses eligible for TCG grant funding, as well as identify the items the grant recipient may use to meet the 1:1 matching funds requirement.
- Grant applicants awarded TCG grant funding must provide a brief summary report of the event and documentation via copies of receipts, or invoices for expenses incurred to demonstrate how the TCG grant funds and the required 1:1 in matching funds were utilized.



**2024 Twin Cities Gateway Grant Application
(please provide the following)**

1. Date of grant request
2. Name of Organization or Entity Applying for Grant
3. Federal Tax ID # of Organization or Entity Applying for Grant
4. Primary Contact's Name / Phone / Email / Mailing Address
5. What is the grant amount requested? Do you have the 1:1 cash match?
6. What is the total estimated event / activity budget?
7. Name of event / activity for which grant funding is requested?
 - Is this a new event / activity?
 - Is this a recurring or annual event or activity?
 - What is the proposed location for the event?
 - Is this event / activity being held in conjunction with any other?
8. Provide a brief description and overview of the event, including:
 - Estimated number of attendees / participants
 - Origin of attendees / participants, e.g. metro area / non-metro
 - Estimated number of overnight hotel stays generated in TCG area
 - Describe the visitor-related economic impacts that will be created.
9. How will your organization track, measure and evaluate the event?
10. Please identify the specific line item expenditures for which TCG grant funds and the required 1:1 matching funds will be utilized.
11. For more information, or to apply, please send grant application materials to:

Al Stauffacher
Twin Cities Gateway
al@tcgateway.com / 612-269-0441

Twin City Gateway Visitor Bureau FAQ 7-24-24(updated 10-16-24)

Is there any cost to the city associated with the City implementing a lodging tax?
NO

How much city staff time would be needed to implement a lodging tax? Time to put Council / EDA cases together. Adopt a Resolution. TC Gateway to hold hands on this process (Attend meetings, etc.)

How long until it would be operational (Lodging tax would be received by City for use)? A date can be set to begin collection. Typically, January 1 is a good date to start

Does money go directly to hotels or does City need to forward it to them? Hotel collects 3% lodging tax, they send the entire amount to us. (monthly)

How much money can the City of Ramsey expect to receive annually (less what is provided to Visitors Bureau) and what could the City use it for? City would keep 5% of total lodging tax receipts (\$6,900 estimate, 138K total estimate based on Arden Hills). Administrative cost to wherever we want. Fridley dedicated this to its tourism related activities.

Annual City Grants approved by Visitor Bureau for City Events?
\$5,000 year one. Possibly up to \$18,000 after that. Could use for Happy Days

Are VRBO or Air BNB's be subject to Lodging tax? NO. No other cities in Visitors Bureau implement lodging tax on VRBO's

Can the City opt out any time? A year's notice required by Visitor Bureau. AI checking on state statutory requirements, could be less time

Additional Questions /Information following August EDA meeting

Can you send a draft resolution to implement the 3% lodging tax for the City of Ramsey in a Word Document? Lino Lakes provided a Copy of its Ordinance Creating a Lodging Tax. AI Provided the Code adopted by Waconia. If the Council directs staff to move forward with implementation of a lodging tax, our City

attorney will work with the TC Visitor Bureau to get legal documents and process prepared for Council action

You have an Equity Diversity Inclusion statement as referenced at the EDA meeting this morning. Is this a general statement or do you use this as a guide in hiring practices for TC Gateway VB employees or contracted employees? Any other purposes? Answer from AI below

Social Inclusion Statement:

Promote belonging and opportunities through our leadership, initiatives and practices.

We do this in a number of ways.

- We show diverse ages, races, genders and abilities in our marketing materials.
- We have ADA and translation abilities on our website.
- We show diverse people on our social media platforms.
- We have a diverse board of directors. Not only are they coming from 10 different communities, but they are different ages, races, genders and come from diverse socio and economic backgrounds. Board member are appointed by the City Council of our member cities and approved by the TCG Board of Directors.

In regards to hiring and grants, we do not have anything in place. We hire the best person for the job regardless of their background and in regards to grants, we do not give any points or favoritism to any organization based on their social background.

For Regional and Local Grant applications through TC Gateway, is DEI, or preference to certain demographics, race, gender identity given preferential scoring / special consideration? No. The Grant Criteria for 2024 is an attachment to the Work Session Case

What is the official business entity name for the non profit 501 c(6)? Minnesota Metro North Tourism, a Copy of the Secretary State Business Record is attached to WS Case. A member wanted to do some research on the organization in advance of CCWS meeting.

8/23/24 – Phone Call with AI Stauffer

October 22 CCWS and Future CC meeting

Steps needed:

- Adopt an Ordinance to institute Lodging Tax
- Approve Agreement from TC Gateway

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, August 8, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Acting Chairperson Shanna Stewart
 Member Chelsea Howell
 Member Rachal Johnson
 Member Brittany Lindahl
 Member William MacLennan
 Member Chris Riley

Members Absent: Chairperson Scott Wiyninger

Also Present: Sean Sullivan, Economic Development Manager

1. CALL TO ORDER

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

4.02: Consider Recommendation to Implement Lodging Tax and Membership with Twin Cities Gateway Visitors Bureau

Economic Development Manager Sullivan presented the staff report.

Al Stauffacher, President of Twin Cities Gateway, stated that the owner of Hilton Home2Suites approached the TCG Board Chair with interest in this program and that is how these discussions began. He provided information on the Twin Cities Gateway, its purpose and intent, strategic goals and objectives, two staff members, organization history, and member cities and lodging properties within each city. He provided details on the TCG Board, which is composed of representatives from each community and meets quarterly. He provided additional details on the lodging tax, how that is used as well as details on the TCG budget. He stated that 75 percent of their budget is put back into marketing for the member cities. He provided additional details on the TCG city grants and regional grants as well as the 2024 marketing work plan.

Member Howell asked if any of the member cities have negotiated a higher percentage.

Mr. Stauffacher replied that they have not.

Member Howell asked the initiatives, practices and leadership opportunities that fall in line with diversity, equity, and inclusion.

Mr. Stauffacher replied that when they developed their strategic plan they worked with a consultant and provide opportunities for everyone to advertise, as well as with employees. He noted that the other TCG employee works more in that area and could provide more details as a follow-up.

Member MacLennan asked if both of the Ramsey hotels support this.

Economic Development Manager Sullivan replied that both hotels support this and see this as a benefit.

Member MacLennan asked if there is a way to track the results.

Mr. Stauffacher confirmed that they do have tracked data of that manner to show that success. He stated that data is also used to assist with targeted marketing.

Member Riley commented that the fact that this is being driven by the hotels is important, as the EDA did consider this in 2010 but chose not to move forward. He stated that it seems to make sense at this point and noted that Game Fair could also be a beneficiary as well as the sports dome if that continues to move forward.

Economic Development Manager Sullivan reviewed some pros and cons.

Mr. Stauffacher estimated that 85 to 90 percent of cities have a lodging tax. He provided additional details on how the city grant could be used for a city event.

Economic Development Manager Sullivan stated that if they move forward, he would work with Mr. Stauffacher to develop a draft resolution to go before the Council.

Mr. Stauffacher stated that the Board member from the City of Ramsey would need to be identified prior to January 1, 2025 when the membership would begin. He explained that their financial representative would provide a brief training to Ramsey staff and staff from the hotels. He noted that once Ramsey adopts the resolution, the membership would still need to be approved by the TCG Board but noted that they have already discussed this and are considering adding Vadnais Heights as well.

Member Howell commented that she would be more supportive if the City portion of the lodging tax was more than five percent. She stated that she would also be interested in more of the qualifications for the city grants. She noted that she will abstain from this vote until she has more information.

Mr. Stauffacher confirmed that he could get that information to staff to provide to Member Howell.

Motion by Member Johnson, seconded by Member Lindahl, to recommend to City Council to implement a 3% Lodging Tax and to join the Twin Cities Gateway Visitors Bureau.

Motion carried. Voting Yes: Members Johnson, Lindahl, MacLennan, and Riley. Voting No: Acting Chairperson Stewart. Absent: Chairperson Wiyninger. Abstain: Member Howell.

6. ADJOURNMENT

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

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

The regular meeting of the Economic Development Authority adjourned at 9:02 a.m.

Respectfully submitted,



Sean Sullivan
Economic Development Manager

ATTEST:



Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Business Record Details »

Minnesota Business Name

MINNESOTA METRO NORTH TOURISM

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

3473922-2

Home Jurisdiction

Minnesota

Filing Date

09/01/2009

Status

Active / In Good Standing

Renewal Due Date

12/31/2025

Registered Office Address

7071 UNIVERSITY AVE NE
FRIDLEY, MN 55432-3111
USA

Registered Agent(s)

(Optional) Currently No Agent

President

Peter Turok
7071 UNIVERSITY AVE NE
FRIDLEY, MN 55432-3111
USA

Filing History

Filing History

Select the item(s) you would like to order:

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	09/01/2009	Original Filing - Nonprofit Corporation (Domestic) (Business Name: MINNESOTA METRO NORTH TOURISM)	
<input type="checkbox"/>	2/27/2013	Involuntary Dissolution - Nonprofit Corporation (Domestic)	

Filing Date	Filing	Effective Date
2/28/2014	Involuntary Dissolution Name Hold Release - Nonprofit Corporation (Domestic)	
<input type="checkbox"/> 5/13/2015	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/> 3/27/2024	Registered Office - Nonprofit Corporation (Domestic)	

1 st Reading: 9-28-2009	Publication: 10-20-2009
2 nd Reading: 10-12-2009	Effective: 11-19-2009

Council Member Stoltz moved for adoption of the following ordinance:

CITY OF LINO LAKES

ORDINANCE NO. 07-09

AN ORDINANCE CREATING CHAPTER 607 OF THE CITY CODE RELATING TO TAX IMPOSED UPON LODGING

The City Council of the City of Lino Lakes does hereby ordain as follows:

Section 607.1. PURPOSE. The Legislature has authorized the imposition of a tax upon lodging at the hotel, motel, rooming house, tourist court or other use of space by a transient; and

The imposition of such a tax would provide funding for a convention and tourism bureau to promote the City as a tourist and convention center.

Section 607.2. DEFINITIONS. As used in this Chapter, the following words and terms shall have the meaning as stated:

1. The term "Director" means the Finance Director of the City.
2. The term "City" means the City of Lino Lakes.
3. The term "lodging" means the furnishing for a consideration of lodging by a hotel, motel, rooming house, tourist court, resort, bed and breakfast, private campground except where lodging shall be for a continuous period of thirty (30) days or more to the same lodger(s). The furnishing of rooms owned by religious, educational or nonprofit organizations for self-sponsored activities shall not constitute "lodging" for purposes of this article.

4. The term "Operator" means the person who provides lodging to others or any officer, agent or employee of such person.
5. The term "Person" means any individual, firm, corporation, partnership, association, estate, trustee, executor, administrator, assignee, syndicate, lessee, or receiver or any other combination of individuals. Whenever the term "person" is used in any provision of this chapter prescribing and imposing a penalty, the term as applied to a corporation, association, or partnership shall mean the officers, or partners thereof as the case may be.
6. The term "rent" means the Gross Receipts from the furnishing of lodging.
7. The term "Lodger" means the person obtaining lodging from an operator.
8. The term "Lodging Tax" means a tax imposed by the City of three percent (3%) of the gross receipts from the furnishing for consideration of lodging.

Section 607.3 IMPOSITION OF LODGING TAX. Pursuant to M.S.A. § 469.190, there is hereby imposed a three percent (3%) lodging tax on the gross receipts from the furnishing for consideration of lodging within the City of Lino Lakes on or after January 1, 2010. The lodging tax shall be stated and charged separately and shall be collected by the operator from the lodger. The tax collected by the operator shall be a debt owed by the operator to the City and shall be extinguished only by payment to the City. In no case shall the lodging tax imposed by this section upon an operator exceed the amount of lodging tax that the operator is authorized and required by this chapter to collect from the lodger.

Section 607.4 COLLECTIONS. Each operator shall collect the tax imposed by this chapter at the time the rent is paid. The tax collections shall be deemed to be held in trust by the operator for the City. The amount of tax shall be separately stated from the rent charged for the lodging.

Section 607.5. ADVERTISING NO LODGING TAX. It shall be unlawful for any operator to advertise or hold out or state to the public or any customer, directly or indirectly, that the lodging tax or any part thereof will be assumed or absorbed by the operator, or that it will not be added to the rent or that, if added, it or any part thereof will be refunded. In computing the tax to be collected, amounts of tax less than one cent shall be considered an additional cent.

Section 607.6 PAYMENT AND RETURNS. The taxes imposed by this chapter shall be paid by the operator to the city monthly not later than 25 days after the end of the month in which the taxes were collected. At the time of payment, the operator shall submit a return upon such forms and containing such information as the director may require. At the minimum, the return shall contain the following information:

- A. The total amount of rent collected for lodging during the period

covered by the return;

- B. The amount of lodging tax required to be collected and due for the period;
- C. The signature of the person filing the return or that of his/her agent duly authorized in writing;
- D. The period covered by the return;
- F. The amount of uncollectible rental charges subject to the lodging tax.

The operator may offset against the lodging taxes payable with respect to any reporting period, the amount of taxes imposed by this chapter previously paid as a result of any transaction the consideration for which became uncollectible during such reporting period, but only in proportion to the portion of such consideration which became uncollectible.

Section 607.7 EXAMINATION OF RETURN, ADJUSTMENTS, NOTICES AND DEMANDS. The director may rely upon the Minnesota sales tax return filed by the operator with the State of Minnesota in determining the accuracy of a return filed under this ordinance. However, the director shall be authorized to make any investigation or examination of the records and accounts of the person making the return if the director reasonably determines that such steps are necessary for determining the correctness of the return. The lodging tax computed on the basis of such examination shall be the lodging tax due. If the lodging tax due is found to be greater than that paid, such excess shall be paid to the City within ten (10) days after receipt of a notice thereof given either personally or sent by registered mail to the address shown on the return. If the lodging tax paid is greater than the lodging tax found to be due, the excess shall be refunded to the person who paid the lodging tax to the city within ten (10) days after determination of such refund.

Section 607.8 REFUNDS Any person may apply to the director for a refund of taxes paid for a prescribed period in excess of the amount legally due for that period, provided that no application for refund shall be considered unless filed within one year after such tax was paid, or within one year from the filing of the return, whichever period is the longer. The director shall examine the claim and make and file written findings thereon denying or allowing the claim in whole or in part and shall mail a notice thereof by registered mail to such person at the address stated upon the return. If such claim is allowed in whole or in part, the director shall credit the amount of the allowance against any taxes due under this chapter from the claimant and the balance of said allowance, if any, shall be paid by the director to the claimant.

Section 607.9. FAILURE TO FILE RETURN.

Subd. 1 The director shall notify any operator of a facility who fails to file a return or who files an incorrect, false or fraudulent return of such fact. Such operator shall file such return or corrected return within five (5) days of the receipt of such written

notice and pay any lodging tax due thereon. If such persons shall fail to file such return or corrected return, the director shall make a return or corrected return for such person from such knowledge and information as the director can obtain, and assess the lodging tax due on the basis thereof, which said lodging tax shall be paid within five (5) days of the receipt of written notice and demand for such payment. Any such return or assessment made by the director shall be prima facie correct and valid, and such person shall have the burden of establishing its incorrectness or invalidity in any action or proceeding in respect thereto.

Subd. 2 If any portion of a tax imposed by this chapter, including penalties thereon, is not paid within 30 days after is required to be paid, the City Attorney may institute such legal action as may be necessary to recover the amount due plus interest, penalties, the costs and disbursements of any action.

Subd. 3 Upon a showing of good cause, the director may grant an operator one 30 (30) day extension of time within which to file a return and make payment of taxes as required by this chapter provided that interest during such period of extension shall be added to the taxes due at the rate of 10 percent per annum.

Section 607.10 PENALTIES.

Subd. 1. Calculated Penalty. The following penalties shall apply in the given situations:

- A.** Failure to file a return or pay lodging tax to the City within thirty (30) days of the due date: a penalty of ten percent (10%) of the unpaid lodging tax.
- B.** Failure to file a return or pay lodging tax imposed by the City by more than thirty (30) days but less than sixty (60) days of the due date: a penalty of fifteen percent (15%) of the unpaid lodging tax.
- C.** Failure to file a return or pay lodging tax imposed by the City by more than sixty (60) days but less than ninety (90) days of the due date: a penalty of twenty percent (20%) of the unpaid lodging tax.
- D.** Failure to file a return or pay lodging tax imposed by the City by more than ninety (90) days of the due date: a penalty of twenty-five percent (25%) of the unpaid lodging tax.

Subd. 2. Minimum Penalty. If the penalty as computed does not exceed Ten Dollars (\$10.00), a minimum penalty of Ten Dollars (\$10.00) shall be assessed. The penalty shall be collected in the same manner as the lodging tax.

Subd. 3. Interest. The amount of lodging tax not timely paid, together with any penalty, shall bear interest at the rate of eight percent (8%) per annum from the time such

lodging tax should have been paid until paid. Any interest and penalty shall be added to the lodging tax and be collected as part thereof.

Section 607.11 APPLICATION OF PAYMENTS. All payments shall be credited first to penalties, next to interest and then to the lodging tax due.

Section 607.12 ENFORCEMENT. If any portion of the lodging tax imposed by the city, including penalties thereon, is not paid within thirty (30) days after it is required to be paid, the City Attorney may institute legal action as may be necessary to recover the amount due plus interest penalties, the costs and disbursement of any action.

Section 607.13 ADMINISTRATION OF LODGING TAX. The director is authorized to confer with the Minnesota commissioner of revenue to the end that an agreement between the City and the commissioner of revenue may be entered into for the purpose of providing for the administration and collection of the taxes imposed by this chapter. Such an agreement shall not become effective until presented to the council for its approval and when so approved the tax imposed by this chapter shall be collected and administered pursuant to the terms of said agreement.

Section 607.14 EXAMINATION OF RECORDS. The director and those persons acting on behalf of the director authorized in writing by the director may examine the books, papers, and records of any operator of a facility subject to the lodging tax imposed by the city in order to verify the accuracy of any return made, or if no return was made, to ascertain the lodging tax imposed by the city through this ordinance. Every such operator is directed and required to give the director the means, facilities and opportunity for such examination and investigations as are hereby authorized.

Section 607.15 VIOLATIONS. Any person who shall willfully fail to make a return required by this chapter, or who shall fail to pay the tax after written demand for payment, or who shall fail to remit the taxes collected or any penalty or interest imposed by this chapter after written demand for such payment or who shall refuse to permit the director or any duly authorized agents or employees to examine the books, records and papers under his or her control, or who shall willfully make any incomplete, false or fraudulent return shall be guilty of a misdemeanor.

Section 607.16 APPEAL

Subd. 1 Any operator aggrieved by any notice, order or determination made by the director under this ordinance may file with the director a petition for review of such notice, order or determination detailing the operator's reasons for contesting the notice, order or determination. The petition shall contain the name of the petitioner, the petitioner's address and location of the lodging subject to the order, notice or determination.

Subd. 2 The petition for review shall be filed with the city clerk within ten (10) days after the notice, order or determination for which review is sought has been mailed or served upon the person requesting review.


Subd. 3 Upon receipt of the petition, the City Administrator, or his designee, shall set a date for a hearing and shall give the petitioner at least five (5) days prior written notice of the date, time and place of such hearing.

Subd. 4 At the hearing, the petitioner shall be given an opportunity to show cause why the notice, order or determination should be modified or withdrawn. The hearing shall be conducted by the City Administrator or his designee, provided only that the person conducting the hearing shall not have participated in the drafting of the order, notice or determination for which the review is sought. The person conducting the hearing shall make written findings of fact and conclusions based upon the applicable sections of this chapter and evidence presented. The person conducting the hearing may affirm, reverse or modify the notice, order or determination made by the director.

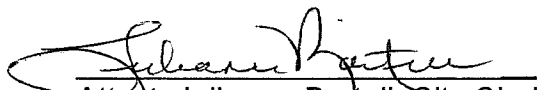
Subd. 5. Any decision rendered by the City Administrator pursuant to this subdivision may be appealed to the City Council. A petitioner seeking to appeal a decision must file a written notice of appeal with the City Clerk within ten (10) days after the decision has been mailed to the petitioner. The matter will thereupon be placed on the council agenda as soon as is practical. The City Council shall make written findings of fact and conclusions based upon this ordinance and the evidence presented. The City Council may modify, reverse or affirm the notice, or order or determination that is subject to the review. All requests for review must be made within one (1) year of the date of notice, order or determination.

Section 607.17. USE OF PROCEEDS. The Ninety-five (95) percent of the gross proceeds obtained from the collection of lodging taxes shall be used by the City in accordance with Minnesota Statutes 469.190 as the same may be amended from time to time to fund a local convention or tourism bureau for the purpose of marketing and promoting the city as a tourist or convention center.

Section 607.18 EFFECTIVE DATE. The lodging tax imposed by this ordinance shall apply to all lodging furnished on or after January 1, 2010.



John Bergeson, Mayor



Attest: Julianne Bartell, City Clerk

Adopted by the Lino Lakes City Council this 10th day of Oct, 2009.

The motion for the adoption of the foregoing ordinance was duly seconded by

Council Member O'Donnell and upon a vote being taken thereon, the following voted in favor thereof:

Stoltz, O'Donnell, Reinert, Gallup, Bergeson

The following voted against same:

none

Whereupon said ordinance was declared duly passed and adopted.

CHAPTER 545

LODGING TAX

Section

- 545.01 Definitions
- 545.02 Imposition of Tax
- 545.03 Collections
- 545.04 Exceptions and Exemptions
- 545.05 Advertising No Tax
- 545.06 Payment and Returns
- 545.07 Records and Examination of Records
- 545.08 Examination of Return, Adjustments, Notices and Demands
- 545.09 Refunds
- 545.10 Failure to File a Return
- 545.11 Tax Penalties
- 545.12 Administration of Tax
- 545.13 Use of Proceeds
- 545.14 Appeals
- ~~545.15 Termination~~

545.01 Definitions.

The following words, terms, and phrases, as used herein, have the following meanings:

1. The term "Director" means the Director of Finance.
2. The term "lodging" means the furnishing for consideration of lodging by a hotel, motel, municipal campground, rooming house, tourist court, or resort; except where such lodging shall be furnished to the same lodger for a continuous period of 30 days or more. The furnishing of rooms by religious, education or non-profit organizations shall not constitute "lodging" for purposes of this Section in those cases where the use is directly associated with the primary purpose and functions of the sponsoring entity and utilized facility.
3. The term "operator" means a person who provides lodging to others for consideration.
4. The term "rent" means the consideration charged for lodging whether paid in money or otherwise, but shall not include any charges for services rendered in connection with furnishing lodging other than those included in the room charge.
5. The term "lodger" means the person obtaining lodging from an operator.

545.02 Imposition of Tax.

Pursuant to Minnesota Statutes § 469.190 a tax is hereby imposed on the rent charged by an operator for providing lodging. A tax of three percent (3%) shall be imposed commencing at 12:00 a.m. on January 1, 2001. The tax collected by the operator shall be a debt owed by the operator to the City and shall be extinguished only by payment to the City. In no case shall the tax imposed by this section exceed the amount of tax which the operator is authorized and required by this chapter to collect from a lodger.

545.03 Collections.

Each operator shall collect the tax imposed by this chapter at the time the lodger pays the rent. In computing the tax to be collected, amounts of tax less than one cent shall be considered an additional cent. The tax collection shall be deemed to be held in trust by the operator for the City. The amount of tax shall be separately stated from the rent charged for the lodging and those persons paying the tax shall receive a receipt of payment from the operator.

545.04 Exceptions and Exemptions.

Subd. 1. Exceptions. No tax shall be imposed on rent for lodging paid by any officer or employee of a foreign government who is exempt by reason of express provisions of federal law or international treaty.

Subd. 2. Exemptions. An exemption shall be granted to any person as to whom or whose occupancy it is beyond the power of the City to tax. No exemption shall be granted except upon a claim therefore made at the time the rent is collected and such a claim shall be made in writing and under penalty of perjury on forms provided by the City. All such claims shall be forwarded to the City when the returns and collections are submitted as required by this Section.

545.05 Advertising No Tax.

It shall be unlawful for any operator to advertise or hold out or state to the public or any customer, directly or indirectly, that the tax or any part thereof will be assumed or absorbed by the operator, or that it will be added to the rent or that, if added, it or any part thereof will be refunded.

545.06 Payment and Returns.

The taxes imposed by this Section shall be paid by the operator to the City monthly not later than 25 days after the end of the month in which the taxes were collected. At the time of payment the operator shall submit a return upon such forms and containing such information as the Director may require.

A. The return shall contain the following minimum information:

1. The total amount of rent collected for lodging during the period covered by the return.

2. The amount of tax required to be collected and due for the period.
 3. The signature of the person filing the return or that of his agent duly authorized in writing.
 4. The period covered by the return.
 5. The amount of uncollectible rental charges subject to the lodging tax.
- B. The operator may offset against the taxes payable, with respect to any reporting period, the amount of taxes imposed by this Section previously paid as a result of any transaction the consideration for which became uncollectible during such reporting period, but only in proportion to the portion of such consideration which became uncollectible.

545.07 Records and Examination of Records.

Every operator shall keep books and records showing the rents charged and occupancies taxable under this Section. The Director and those persons acting on behalf of the Director authorized in writing by the Director may examine the books, papers, and records of any operator in order to verify the accuracy of any return made, or if no return was made, to ascertain the tax as provided in this Section. Every such operator is directed and required to give to the said Director or to his duly authorized agent or employee the means, facilities and opportunity for such examinations and investigations as are hereby authorized.

545.08 Examination of Return, Adjustments, Notices and Demands.

The Director shall, after a return is filed, examine the same and make any investigation or examinations of the records and accounts of the person making the return deemed necessary for determining its correctness. The tax computed on the basis of such examination shall be the tax to be paid. If the tax due is found to be greater than that paid, such excess shall be paid to the City within ten days after receipt of a notice thereof given either personally or sent by registered mail to the address shown on the return. If the tax paid is greater than the tax found to be due, the excess shall be refunded to the person who paid the tax to the City within ten days after determination of such refund.

545.09 Refunds.

Any person may apply to the Director for a refund of taxes paid for a prescribed period in excess of the amount legally due for the period provided that no application for a refund shall be considered unless filed within one year after such tax was paid, or within one year from filing of the return, whichever period is longer. The Director shall examine the claim in whole or in part and shall mail a notice thereof by registered mail to such person at the address stated upon the return. If such claim is allowed in whole or in part, the Director shall credit the amount of the allowance against any taxes due under this Section from the claimant and the balance of said allowance, if any, shall be paid by the Director to the claimant.

545.10 Failure to File a Return.

If any operator required by this Section to file a return shall fail to do so within the time prescribed, or shall make, willfully or otherwise, an incorrect, false or fraudulent return the operator shall, upon written notice and demand, file such return or corrected return within five days of receipt of such written notice and shall at the same time pay any tax due on the basis thereof. If such person shall fail to file such a return or corrected return, the Director shall make a return or corrected return, for such person from such knowledge and information as the Director can obtain, and assess a tax on the basis thereof, which tax (less any payments theretofore made on account of the tax for the period covered by such return) shall be paid within five days of the receipt of written notice and demand for such payment. Any such return or assessment made by the Director shall be prima facie correct and valid, and such person shall have the burden of establishing its incorrectness or invalidity in any action or proceeding in respect thereto.

- A. If any portion of a tax imposed by this Section, including penalties thereon, is not paid within 30 days after it is required to be paid, the City may institute such legal action as may be necessary to recover the amount due plus interest, penalties, and the costs of disbursements in any action.
- B. Upon a showing of good cause, the Director may grant an operator one thirty (30) day extension of time within which to file a return and make payment of taxes as required by this Section provided that interest during such period of extension shall be added to the taxes due at the rate of ten percent per annum.

545.11 Tax Penalties.

- A. If any tax imposed by this Section is not paid within the time herein specified for the payment, or any extension thereof, there shall be added thereto a penalty equal to ten percent of the amount remaining unpaid.
- B. In case of any failure to file a return within the time prescribed by this Section, there shall be added to the tax in addition to the ten percent penalty provided in subparagraph A above, an additional five percent for each additional 30 days or fraction thereof during which such failure continues, not exceeding 25 percent in the aggregate. If the penalty as computed does not exceed \$10, a minimum penalty of \$10 shall be assessed.
- C. If any person willfully fails to file any return or make any payment required by this Section, or willfully files a false or fraudulent return or willfully attempts in any manner to evade or defeat any such a tax or payment thereof, there shall also be imposed as a penalty an amount equal to 50 percent of any tax (less any amounts paid on the basis of such false or fraudulent return) found due for the period of which such return related. The penalty imposed by this subdivision shall be collected as a part of the tax, and shall be in addition to any other penalties provided by this Section.
- D. All payments received shall be credited first to penalties, next to interest, and then to the tax due.

- E. The amount of tax not timely paid, together with any penalty provided by this Section shall bear interest at the rate of 8 percent per annum from the time such tax should have been paid. Any interest and penalty shall be added to the tax and be collected as a part thereof.

545.12 Administration of Tax.

The Director shall administer and enforce the assessment and collection of the taxes imposed by this Section. The Director shall cause to be prepared blank forms for the returns and other documents as required by this Section and shall distribute the same throughout the City and furnish them on application, but failure to receive or secure them shall not relieve any person from any obligation required of him under this Section.

545.13 Use of Proceeds.

Ninety-five percent (95%) of the proceeds obtained from the collection of taxes pursuant to this Section shall be used in accordance with Minnesota Statutes § 469.190 as the same may be amended from time to time. Any recipient of proceeds shall submit to the Council a quarterly financial report and annual budget detailing the expenditures of tax funds allocated by the City.

545.14 Appeals.

- A. Any operator aggrieved by any notice, order or determination made by the Director under this Section may file a petition for review of such notice, order or determination detailing the operator's reasons for contesting the notice, order or determination. The petition shall contain the name of the petitioner, the petitioner's address and the location of the lodging subject to the order, notice or determination.
- B. The petition for review shall be filed with the City Administrator within ten days after the notice, order or determination for which review is sought has been mailed or served upon the person requesting the review.
- C. Upon receipt of the petition, the City Administrator or his designee shall set a date for a hearing and give the petitioner at least five days prior written notice of the date, time and place of the hearing which hearing shall be within 14 days of receipt of the Petition.
- D. At the hearing, the petitioner shall be given an opportunity to show cause why the notice, order, or determination should be modified or withdrawn. The petitioner may be represented by counsel of petitioner's choosing at petitioner's own expense.
- E. The hearing shall be conducted by the City Administrator or his designee, provided only that the person conducting the hearing shall not have participated in the drafting of the order, notice or determination for which review is sought.

- F. The person conducting the hearing shall make written findings of fact and conclusions based upon the applicable provisions of this Section and the evidence presented within 14 days of the hearing. The person conducting the hearing may affirm, reverse or modify the notice, order or determination for which review is sought.

- G. Any decision rendered by the City Administrator or his designee pursuant to this subdivision may be appealed to the City Council. A petitioner seeking to appeal a decision must file a written notice of appeal with the City Administrator within ten days after the decision has been mailed to the petitioner. The matter will thereupon be placed on the Council agenda as soon as is practical. The Council shall then review the findings of fact and conclusions to determine whether they were correct. Upon a determination by the Council that findings and conclusions were incorrect, the Council may modify, reverse or affirm the decision of the City Administrator or his designee upon the same standards as set forth in Subparagraph F above.

The Waconia City Code, Chapter I entitled "General Provisions And Definitions Applicable To The Entire City Code Including Penalty For Violation" is hereby adopted in its entirety, by reference, as though repeated verbatim herein.

(Chapter 546 through 549 are reserved for future use.)

CC Work Session**Meeting Date:** 10/22/2024**Primary Strategic Plan Initiative:** Promote economic growth and development.**Information****Title:**

Consider Provision of Sewer and/or Water Access Charge Assistance for New Brewery in Ramsey

Purpose/Background:

The purpose of this case is to consider provision/eligibility of Sewer or Water Access Charges (SAC and WAC) Assistance for a Brewery considering opening in Ramsey. The EDA and City Council have expressed the desire to bring a brewery/brew pub to Ramsey. Staff has been working with an experienced brewery (Rustech) to consider a 3000-4000 SF build out of an existing building in the COR development. The proposed project will be a brewery/tap-room and will not be a brew pub. The brewery asked if the City had any programs that would help with the costs of the SAC and WAC charges for the project. The City currently has a SAC and WAC deferral program (See attached) for sit-down full-service restaurants, but this project does not meet the current program parameters. The City also has 24 un-allocated SAC credits from previous demolitions (See attached) that could be considered to be applied to this project. Currently, the City does not have a policy for using these un-allocated SAC credits but it could be considered on a case by case basis by the City Council if the Council believes this would be a good use of those credits for a targeted industry.

Rustech has been working with its bank and is in the process of putting together a business assistance application for usage of un-allocated SAC credits. Staff has been in communication with the leasing agent of the building and they have committed to building out the space for Rustech. Staff does want direction by the city council on the willingness to either modify the existing SAC and WAC Deferral program to include breweries / taprooms (without full service) or to recommend that the City support offering some of the 24 un-allocated SAC credits for a future brewery project in the City of Ramsey. Staff anticipates the Met Council to assign 4-7 SAC units for this project based on seating and final square footage. Based on City Council consensus/direction, Staff would be bringing this back to the EDA and City Council for formal action at later meetings.

Notification:

None required

Time Frame/Observations/Alternatives:

Staff is excited at the prospect of bringing a brewery to the City of Ramsey. Staff believes that the provision of assistance, via a reduction of SAC and/or WAC charges, would close the deal in Ramsey. Currently, there are breweries in Anoka, Blaine, Coon Rapids, Bethel and Elk River. Staff believes that there is a market in Ramsey that is not, pardon the pun, being served in Ramsey. Staff believe the two options presented above are both viable. The economics of modifying the SAC and WAC deferral program to allow for brewery/taprooms would place the financial responsibility on the EDA to fund up to 70% of the SAC and WAC fees. The other alternative to utilize banked SAC credits would come at zero cost to the EDA and still would be beneficial for recruiting a brewery to the City of Ramsey and it would keep intact the current full-time restaurant assistance policy. Staff understands that having these credits banked could be helpful for the development of RALF Properties along Highway 10 and other desired users as well. Of the 24 banked credits, 14 were obtained from Highway 10 demolitions. Staff feels that using 4-7 credits from the old City Hall site (3) and the leftover credits from the Complete Auto (Former Amoco) project (4) would be a good use.

1) Direct Staff to work with Rustech Brewery on a business assistance application, and to let Rustech know that

the City Council is supportive of allocation of SAC credits to the project

2) Direct Staff to work with Rustech Brewery on a business assistance application, and to modify the Restaurant SAC and WAC Deferral Program to allow brewery/brew pubs and taprooms

3) Something else

Funding Source:

Based on City Council Consensus.

If the SAC and WAC deferral Program is modified to allow for breweries and tap rooms this would be funding through the EDA (70% of both SAC and WAC charges)

If un-allocated SAC units are utilized the only cost would be the opportunity cost of other projects that could be funded instead. (100% of SAC Charges, City to still receive all WAC Charges)

Recommendation:

The EDA met on October 10, 2024 and adopted a motion to direct staff to work with Rustech Brewery, and to recommend to City Council, the allocation of SAC credits to the project.

Outcome/Action:

Direct Staff to work with Rustech Brewery on a business assistance application, and to let Rustech know that the City Council is supportive of allocation of SAC credits to the project.

Attachments

Site Location Map

Restaurant SAC and WAC Policy

Banked Unallocated SAC Unit Summary

Proposed Layout of Brewery

Rustech Monticello Pics

Form Review

Inbox

Brian Hagen

Form Started By: Sean Sullivan

Final Approval Date: 10/17/2024

Reviewed By

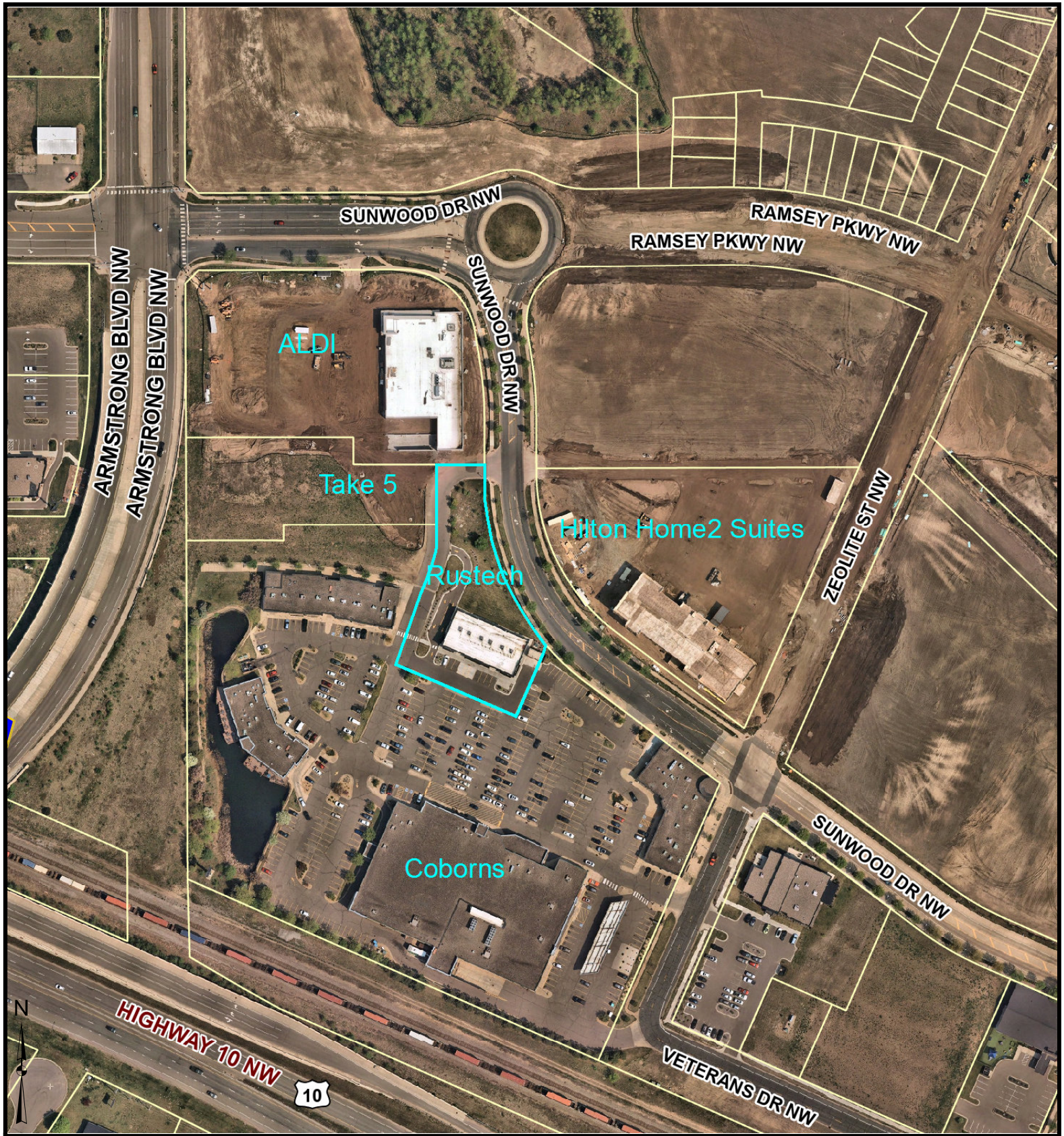
Brian Hagen

Date

10/17/2024 01:40 PM

Started On: 10/15/2024 11:16 AM

Site Location - Rustech - NS Marketplace



Parcel Information: Approx. Acres: 1.08559023
 28-32-25-23-0017 Commissioner: VACANT
 7912 SUNWOOD DR NW
 RAMSEY
 MN 55303
 Plat: COR TWO NORTHSTAR

Owner Information:
 NORTHSTAR MARKETPLACE STATION LLC
 11501 NORTHLAKE DR
 CINCINNATI
 OH
 45249

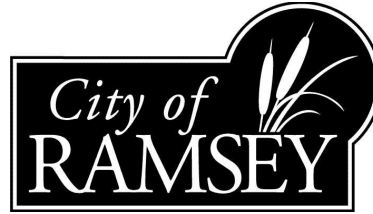


Sean Sullivan

1:2,400

Date: 10/3/2024

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



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

The Program

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

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

Funding Source

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

Eligibility

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

Application Process

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

Implementation Procedures

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

Sunset Date

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

SAC Community Wide Credits	
Organization:	City of Ramsey

Address	Building Name	PIN	Reason for credit	SAC units	SAC Credits taken from MetCouncil	Date SAC Credit	Value per Credit	Dollar Value of Credits	SAC Credits Issued Community Wide	NOTES
7205 Highway 10	Burger King	283225440004	Demo: SAC-D	5	5.00	2/28/2024	\$ 2,485.00	\$ 12,425.00		
6360 Highway 10	Print Shop	353225230003	Demo: SAC-D	8	8.00	1-2/28/2024, 7-3/28/2024	\$ 2,485.00	\$ 19,880.00		
14799 Jackal Street	B&H Machining	293225120008	Change of Use	3	3.00	3/28/2024	\$ 2,485.00	\$ 7,455.00		
6260 Highway 10	Blue Line Collision	353225320013	Demo: SAC-D	1	1.00	5/30/2024	\$ 2,485.00	\$ 2,485.00		
15153 Nowthen Blvd	Former City Hall	233225410081	Demo: SAC-D	3	3.00	9/24/2024	2,485.00	\$ 7,455.00		
5195 142nd Ave	Amoco Station	253225430043	Demo: SAC-D	8	8.00	9/24/2024	2,485.00	\$ 19,880.00	(4.00)	4 units issued to Complete Auto, same site

28.00

\$ 69,580.00

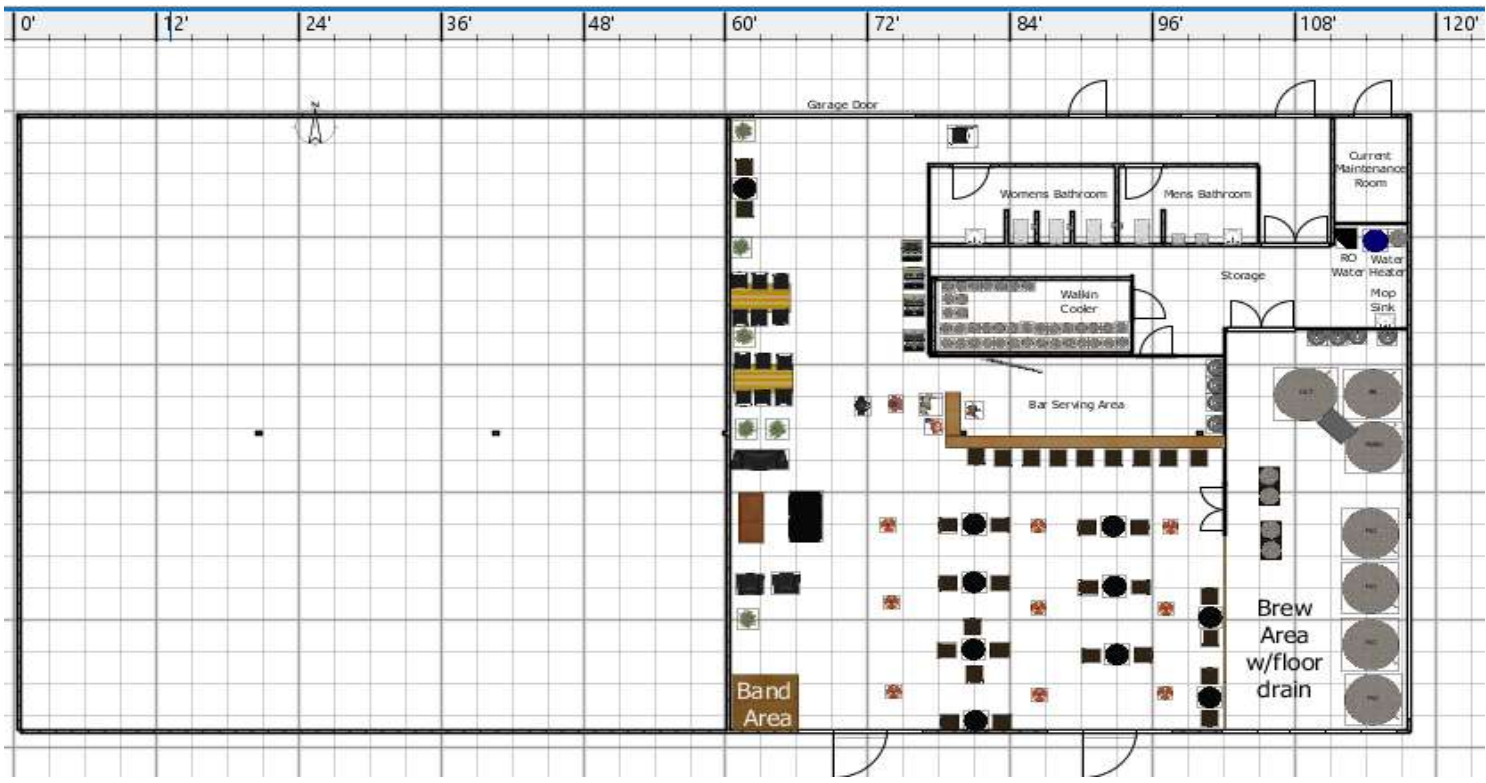
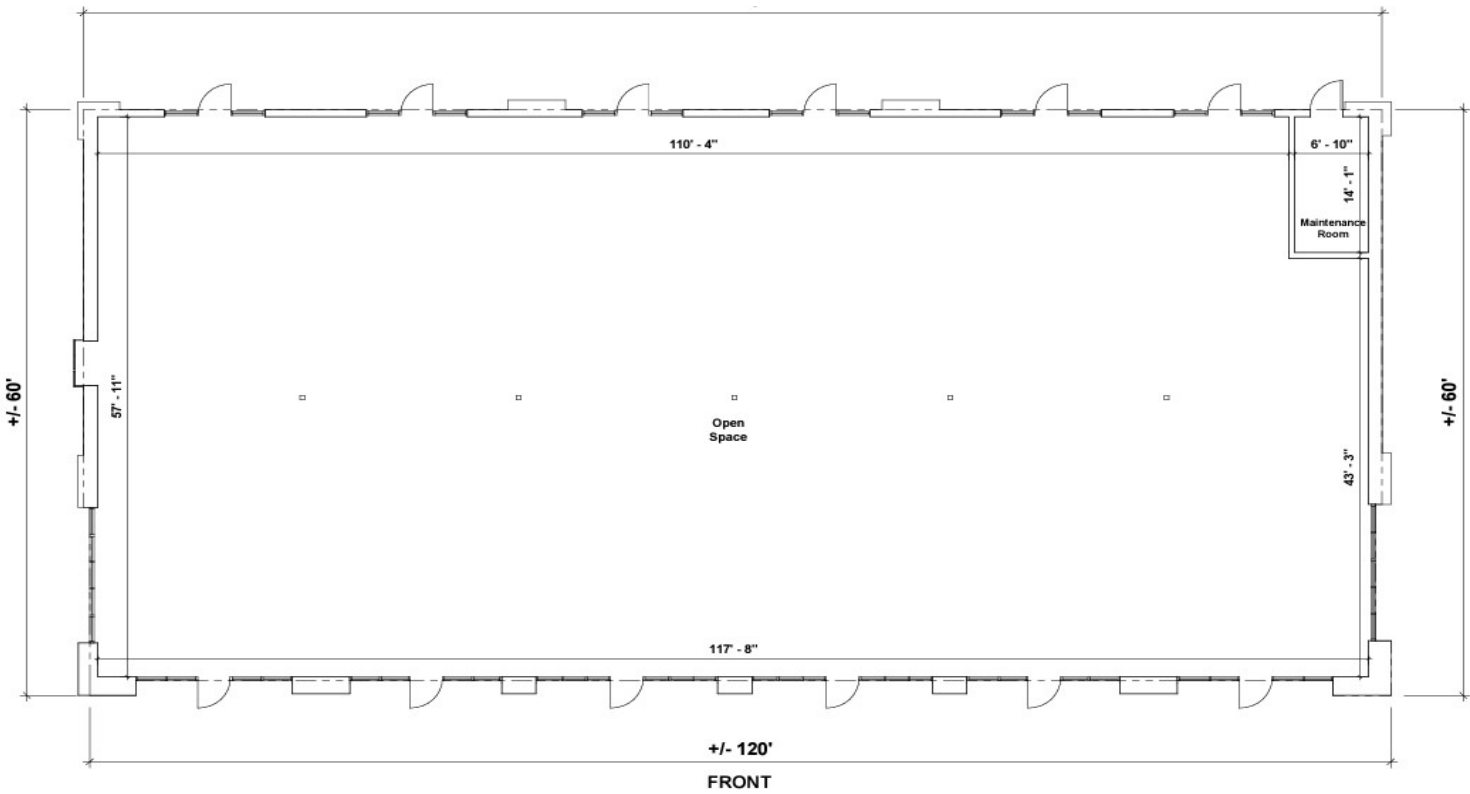
(4.00)

(4.00)

\$ (9,940.00)

AVAILABLE 24.00

\$ 59,640.00 verify this amount balances to 9602.2220









CC Work Session

Meeting Date: 10/22/2024

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Information

Title:

Review Proposed 2025 Schedule of Rates, Fees, and Charges

Purpose/Background:

Annually, the City adopts a Schedule of Rates, Fees and Charges. This schedule is adopted by ordinance, with adoption occurring in November to have the rates in effect by January 1st of the new year.

The schedule with 2024 adopted and 2025 proposed changes is attached. Staff will review the most notable changes and any others the Council would like to discuss.

Notification:

15-20 minutes

Funding Source:

City Clerk

Recommendation:

Based on discussion.

Outcome/Action:

Based on discussion.

Attachments

- 2025 Proposed Rates and Fees
- 2025 Draft Municipal Conference Room Rental Policy - (Remove Damage Deposit)
- 2025 Proposed Park Rental Fees
- 2025 Park Rental Guide with updates
- Current Park Facility Use and Rental Policy - Org adopted 2023

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/17/2024 03:38 PM
Form Started By: Katie Schmidt		Started On: 10/14/2024 02:18 PM
Final Approval Date: 10/17/2024		

SERVICE OR LICENSE	SPECIAL NOTES	2024 Adopted	2025 Proposed
Administrative Hearings/Citations/Abatements			
Abatement: Administration Fee		25% of cost of abatement or 750.00, whichever is less	
Voluntary/Self-Requested Abatement	\$0 Administrative Fee	Cost of Dumpster	
Administrative Citation			
1st citation w/in 12 months of code violation		75.00	
2nd citation w/in 12 months of code violation		250.00	
3rd citation w/in 12 months of code violation		500.00	
Administrative Hearing: Filing Fee		250.00	equivalent to the fine imposed
Alcoholic Beverages, Breweries and Taprooms			
3.2 beer off-sale		100.00	
3.2 beer on Sale		200.00	
Change of Name-Liquor Establishment		50.00	
Liquor, Brewery and Taproom license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Liquor off-sale		380.00	
	Tiered Payment System:		
	License Reduced by:		
	\$100 - Meet State Statutes Conditions		
	\$100 - Purchase/Utility ID Technology		
Brewery and Taproom on-sale			500.00
Liquor on-sale		5000.00	
Brewery and Taproom off-sale Monday - Saturday			200.00
Brewery and Taproom off-sale Sunday			200.00
Liquor on-sale Sunday		200.00	
Wine license investigation fee	Corporate	500.00	
	Partnership	500.00	
	Sole-Proprietor	500.00	
Wine on-sale		1000.00	
2 a.m. closing (optional)		300.00	
Amusement & Commercial Recreation			
Temporary Amusement Center (Carnivals, Circus)		250.00	
Lawful gambling investigation fee - New applicant only	Limit \$100.00	100.00	
Lawful gambling investigation fee - Single Events		50.00	
Fire Works Sales-Business selling only fireworks	Ordinance Adopted 6/11/02	350.00	
Fire Works Sales-Retail Sellers		100.00	
Parade Permit		100.00	
Special Events - Ex: Music festival, performing arts, parades, carnivals, 5K Runs	Including Clean Up Fees, Electrical Inspection Fees etc.	50.00 Application fee + License Fee to be determined per event by CC + Staff Time @ 2.30*wage/hour	
All Other Misc. Permit/Licenses		50.00/Admin fee + Staff time @ 2.30*wage/hr. if needed	
Building Construction			
Administrative Fee-Process Returned Bldg. Permits		25.00	
Credit Card Fee			3% applies to all permits under Building Construction
Basement Finish	Cover 3 trips	175.00	
Building permit	Based on February 2021 ICC building valuation data & 1997 Uniform Building Code Table No 1-A Building Permit Fees (attached at end of schedule)		
Change of Occupancy			City of Ramsey Valuation Fee Schedule
Electronic Plan Review-Application Fee	Building Permit only	20.00	City of Ramsey Valuation Fee Schedule
Electronic Plan Review-Application Fee	All Other Permits: Fire, Mechanical, Plumbing, Septic, Zoning	25.00	
Building plan check - Residential		65% of Bldg. Permit Fee	
Plan Review fee for Similar Plans		25% of Bldg. Permit Fee	
Plan Check Fee for Accessory Structures	Garages, Remodels, Additions, etc.	65% of Bldg. Permit Fee	
Plan Check Fee for changes, additions, or revisions to plans		53.00/hr./Minimum 1 hr. (Non-Refundable)	
Plan Check Fee for Commercial, Industrial & Apartments		65% of Bldg. Permit Fee	
Plan Check Fee (Outside Contracted)	All administrative and Overhead Costs	Actual Costs (Non-Refundable)	
Air Conditioner Replacement		60.00	100.00
Air Conditioner & Furnace Replacement (Combination)		60.00	120.00
Deck Permit		175.00	City of Ramsey Valuation Fee Schedule
Residential Demo Permit		200.00	
Driveway Escrow		2000.00	
Water Heater Replacement		60.00	100.00
Electrical Permit Fee	Per Tokle Contract	Electrical Permit Fee Schedule	

SERVICE OR LICENSE	SPECIAL NOTES	2024 Adopted	2025 Proposed
Erosion Control Escrow - Home Improvement	Returned when complete	Min \$100/Max \$1,000	
Erosion Control Escrow - New Construction	Returned when complete	1500.00	
Fence Permit	Over 7 feet in height	City of Ramsey Valuation Fee Schedule	
Fence Permit	Less than 7 feet in height	25.00	
Fireplace Permit	Cover 2 trips	60.00	100.00
Furnace Replacement		60.00	100.00
Inspections-After Hours/Weekend	1.5 times hourly rate	80.00/hr./minimum 2 hr.	
Investigation Fee	Work Started Without a Permit	Equal to Permit Fee	
Gas Line (Residential)		60.00	100.00
Landscape Escrow		5000.00	3000.00
Lawn Irrigation-Residential	Cover 1 trip	60.00	100.00
Lawn Irrigation-Commercial (Multi)		60.00	City of Ramsey Valuation Fee Schedule
Mechanical Permit-Residential	New Construction	175.00	
	Remodel/Addition	125.00	
Mechanical permit-Commercial	New Construction	1% of Job Value/Minimum 250.00	
	Remodel/Addition	1% of Job Value/Minimum 125.00	
Plan Check fee (65% of commercial mechanical permit)		65% of Bldg Permit fee (Non-Refundable)	
Moving Structure Permit		125.00	
Moving Structure Permit Site Inspection		125.00	
Mobile Home Tie Down		75.00	100.00
Mobile Home Water Hookup	1.25 hours	50.00	
Plumbing permit- Residential/Single Family	New Construction	175.00	
	Remodel/Addition	125.00	
Plumbing permit- Commercial	New Construction	1% of Job Value/Minimum 250.00	
	Remodel/Addition	1% of Job Value/Minimum 125.00	
Plan Check Fee - Commercial Plumbing Permits		50% of Commercial Plumbing Permit – 5 or fewer fixtures	Based on Contractual Services, if not considered a 'minor remodel'
Public Sidewalk Panels-Broken		Min \$1,000/Max \$3,000	
ReInspection Fees		80.00 per trip	100.00 per trip
Re-Roofing/Shingling Permit-Residential	Cover 2 trips	125.00	
Re-Roofing/Shingling Permit-Commercial/Multi-Family		City of Ramsey Valuation Fee Schedule	
Re-Siding Permit	Cover 2 trips	125.00	
Replacement Windows (Residential)	City Required pre-inspection	125.00	
Septic System Permit-Residential-Type I - III Systems		200.00	250.00
Septic System Permit-Commercial		275.00	
Septic --Other- System Permit - Type III and V	Gallons-Per-Day (GPD) greater than 2,500	Fee as Needed for Contracted Services-	Fee as Needed for Contracted Services plus \$150 Administrative Fee
Septic System Repair -Residential/Commercial		125.00	200.00
Septic Tank Installation Permit-Residential		200.00	
Septic System - Operational Permit			200.00
Septic Tank Pumping Permit		15.00	
Service Availability Charge (SAC)	[current MCES rates]	2485.00	
Sewer permit (Utility Connection)-Residential		75.00	
Sewer permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
Site Evaluation Fee		80.00	
Solar Panel (Residential)		175.00	
State Surcharge	Applies to all permit types	1.00	
	Per State of Minnesota Fee Schedule		
Swimming pool permit		105.00	City of Ramsey Valuation Fee Schedule
Vacuum Breaker Verification for Irrigation System (RPZ)-Residential		50.00	
Vacuum Breaker Verification for Irrigation System (RPZ)-Commercial	1.25 Hours	50.00	
Water Availability Charge (WAC) - per address	based on national/local construction cost index 6/22 3.3%	1481.00	1,555.00
Water Softener Permit-Residential		60.00	100.00
Water permit (Utility Connection)-Residential		75.00	
Water permit (Utility Connection)-Commercial		2% of Job Value/Minimum 258.00	
Business			
Administrative Fee - Process Returned Business Permits		25.00	
Business Registration Certificate (BRC)	Original Application	30.00	
Contractor License	All Contractors	50.00	
Garbage & refuse hauler		50.00	
License Late Fee		15% of license fee/month	
Massage Establishment		300.00/initial, 150.00/renewal	
Massage Establishment Owner/Manager Background Check Fee		200.00	
Massage Therapist		100.00/initial, 75.00/renewal	
Massage Therapist Background Check Fee		50.00	
Mobile Food Unit (Food Truck) - 90 Day License		80.00	

SERVICE OR LICENSE	SPECIAL NOTES	2024 Adopted	2025 Proposed
Mobile Food Unit (Food Truck) - Annual License	Thru December 31 of calendar year		100.00
Pawn broker/Precious Metals			4000.00
APS Automated Pawn Rate/Fee			2879.00
Pawn broker investigation fee	in-state investigation		500.00
	out-of-state investigation		1500.00
Second Hand Dealer			2000.00
Second Hand Dealer investigation fee	in-state investigation		500.00
	out-of-state investigation		1500.00
Transient merchant/peddler/solicitor		350.00/annual + \$35 per person background check	
Cannabis and Hemp Business Registration			
Cannabis Microbusiness with/without Retail			0.00 initial, 1,000.00 annual renewal
Cannabis Mezzobusiness with/without Retail			500.00 initial, 1,000.00 annual renewal
Cannabis Retailer			500.00 initial, 1,000.00 annual renewal
Lower Potency Hemp Edible Retailer			125.00 initial, 125.00 annual renewal
Medical Cannabis Combination Business			500.00 initial, 1,000.00 annual renewal
Penalty Fee for Failure to Register			2000.00
City Financing			
Interest rate charge - non-bonded programs		US Treas. rate + 2 points	
[bonded projects will be dependent upon interest rates being paid]		Bond Int rate + 2 points	
Equipment Chargeback			
All Equipment Rental		Per FEMA Schedule + Staffing	
Public Works Maintenance Worker		2.30 x wage/hr.	
Portable Toilet		Actual Cost	
Facility Use			
Antenna Lease - City Owned Property [PCS towers]	Per Individual Agreement	Per Individual Agreement	
Bicycle Locker Rental - Annual Fee	\$100.00 Key Deposit		20.00
Concession stand/pavilion/shelter- per day/event- residents		See Facility Use & Rental Policy	
Concession stand pavilion/shelter- per day/event - non-res.		See Facility Use & Rental Policy	
Softball/baseball field maintenance - youth teams			40.00/game
Football field maintenance - youth teams			
Large Fields			75.00/week
Soccer & Lacrosse field maintenance - youth teams			
Full Size (Large Field)			75.00/week
1/2 Size (Medium Field)			60.00/week
Small Field			40.00/week
Field Layout Field-Soccer, Football, Lacrosse			300.00
Tennis court - non-residents			20.00
Lighted ballfield Deposit Fee			100.00/individual
Lighted ballfield - residents		45.00/Per 3 hours and then 15.00/Each Additional hour	
Lighted ballfield - non-residents		60.00/Per 3 hours minimum and then 20.00/Each Additional hour + 25.00 for lights	
Light - Used By ARAA			Actual Cost
General Field Use - Residents (football, soccer, softball, baseball)		45.00/Per 3 hours minimum and then 15.00/Each Additional hour	
General Field Use - Non-Residents (football, soccer, softball, baseball)		105.00/Per 3 hours minimum and then 20.00/Each Additional hour	
Baseball/softball dragging only - ARAA			20.00/field
Athletic Field Marking Paint - ARAA			Actual Cost
Pact School Field Maintenance @ The Draw	Annual General Maintenance Fee		675.00
Pact School Field Maintenance @ Central Park	Annual General Maintenance Fee - Per Each Field		675.00
Municipal Center Room Rental - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
Coffee for Meetings			5.00/pot
Park Facilities - Refer to Facility Use and Rental Policy	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	See Ramsey Municipal Center Conference Room Rental & Park Facilities Rental Rates Schedule	
Miscellaneous			
Cemetery Plot (Trott Brook Cemetery)			1000.00
Cemetery Plot Perpetual Care			450.00
Comp Plan CD			10.00
City Information-CD Format			10.00/disc
Kennel License (Administrative)	4th Dog on Property		200.00

SERVICE OR LICENSE	SPECIAL NOTES	2024 Adopted	2025 Proposed
Non-Traditional Animal License		200.00	
Maps - City (28X 24)		5.00	
Maps - Zoning (28 X 34)		15.00	
Maps - Zoning/Address (34 X 44)		25.00	
Maps-Zoning or Comp Plan (11 X 17)		6.00	
Maps - Plat		10.00	
Maps - Topo aerials per half section		20.00	
Maps- Parks & Trails 11 X 17)		6.00	
Maps - Parks & Trails (36 X 24)		15.00	
Maps-Large Ward/Precinct	With Addresses	25.00	
Notary Fee	State Statute	5.00	
Photo copies - one-sided/duplexed	Up to 100 pages; over 100 pages plus staff time	0.25	
Photo copies - duplexed	Up to 100 pages; over 100 pages plus staff time		0.50
Political office filing fee	State Statute	5.00	
Public hearing publications		At City Cost	
Returned check		35.00	
Reissued Check Fee		15.00	
Special assessment search		30.00	
Planning and Zoning			
Comp Plan Escrow		1000.00	
Conditional use escrow minimum		1000.00	
Dock permit		25.00	
Easement Encroachment Agreements		500.00	
Environmental Assessment (EAW, EIS, AUAR) Escrow		3000.00	
Grading Permit		200.00	
MRCCA Land Alteration Permit			200.00
MRCCA Vegetation Permit			200.00
Home Occupation (Land Use Application) Permit		250.00	
Home Occupation Permit Escrow		1000.00	
Industrial Revenue Bond - application		200.00	
Industrial Revenue Bond - escrow		1000.00	
Interim Use Permit Escrow - Minimum		600.00	
Land Use Application Fee		500.00	
Park Dedication - Cash Contribution: Residential Unit	Including Townhomes & Apartment Units	4,500.00/dwelling unit	4,700.00/dwelling unit
Park Dedication - Cash Contribution: Residential Unit	Exceed 12+ units per acre	7.5% Discount/\$4,163.00	7.5% Discount/\$4,347.00
Park Dedication - Cash Contribution: Residential Unit	Exceed 20+ units per acre	15% Discount/\$3,825.00	15% Discount/\$3,995.00
Park Dedication - Cash Contribution: Commercial/Assisted Living Facilities		5,100.00/acre	5,400.00/acre
Park Dedication - Cash Contribution: Industrial		4,375.00/acre	4,500.00/acre
Park Dedication - Land Contribution: Residential	0 - 3.0 dwelling units per acre	10% of land	
	3.1 - 5.0 dwelling units per acre	15% of land	
	5.1 + dwelling units per acre	Add .5% for each over 5	
Park Dedication - Land Contribution: Commercial/Industrial/Assisted Living Facilities		5% gross land area	
Park Dedication - Land Contribution: Planned Unit Developments	(public open space/rec. uses-not including wetlands)	10% gross land area	
		2,800.00/dwelling unit	3,000.00/dwelling unit
Trail Development Fee - Cash Contribution: Residential Unit		1,500.00/dwelling unit	1,575.00/dwelling unit
Trail Development Fee - Commercial/Industrial/Assisted Living Facilities		1,300.00/acre	1,400.00/acre
Approval/Recording of Deeds:			
Abstract Property		County Fee+10.00/Staff Time	
Torrens Property		County Fee+10.00/Staff Time	
Rezoning escrow		1000.00	
Sign permit - permanent		100.00	
Sign permit - temporary		25.00	
Site plan review escrow		1000.00	
Special Council, HRA or Commission meeting fee		350.00	
Temporary Structure escrow	(not construction trailers, not hoop tents)	2000.00	
TIF/Conduit Debt Application Fee		4,000.00/+legal fee deposit	
Vacation of easement escrow		1000.00	
Variance escrow		500.00	
Zoning Letter		100.00	
Zoning Permit		25.00	
Zoning Verification Signature for State Licensing (dealer's license)		25.00	
Platting or Subdividing			
Address Charge Change		175.00	
Administrative (interior lot lines) escrow		500.00	
Major Subdivision escrow		2000.00	
Minor subdivision escrow		2000.00	

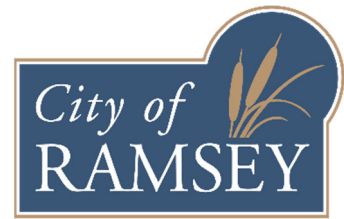
SERVICE OR LICENSE	SPECIAL NOTES	2024 Adopted	2025 Proposed
Registered land survey escrow		2000.00	
Professional Services			
Administrative Fee (Project Related Activity-Staff admin)	Consultants hired for project: Ex: Hakanson Anderson	Contractor bill + 3%	
Attorney - municipal		At City cost	
Attorney - non-municipal		At City cost	
City Staff Services		2.30 x wage/hr.	
Plan Review - Anoka County Highway Improvement Projects		150.00	
Police Officer		112.00/hr	120.00/hr
Other professional /staff services		2.30 x wage/hr.	
Public Safety			
Alarms: False (3rd offense)	In a Calendar Year	75.00	
Alarms: False (4th offense)	In a Calendar Year	150.00	
Alarms: False (5th offense)	In a Calendar Year	225.00	
Alarms: False (6th offense)	In a Calendar Year	300.00	
ATV/Golf Cart Permit		10.00	
Body Warn Camera Footage		35.00 per half hour/minimum \$35.00	
Car Seat Check -Non-Resident only		25.00	
Clandestine Drug Labs Remediation	Recovery of Public Costs	125% of Recovery Costs (Recovery Cost + 25% admin Fee)	
Copies: Audio/Video CD/DVD		20.00	
Copies: Incident/Investigative Reports	Per statute Ch163 sec 8 adopted 8/1/05	.25/page	
Copies: Statistical Summary Reports		5.00	
Dangerous Dog License		500.00	
Dog Impoundment fee		125.00 +board	
Dog Impoundment fee -If Non Licensed		145.00 +board	
Dog Impoundment fee (2nd offense)	w/in 12 months (+50.00 each addtl w/in 12 mo)	175.00 +board	
Fire Prevention:			
Fire Suppression Fees:			
Permit	Valuation based/1997 UBC Fee Table 1-A	Minimum of 23.50	
Plan Review		65% of permit fee	
		5.00 Minimum State Surcharge	
Fire Alarm Fees:			
Permit	Valuation based/1997 UBC Fee Table 1-A	Minimum of 23.50	
Plan Review		65% of permit fee	
		5.00 Minimum State Surcharge	
Temporary Assembly/Tent Permit(Greater than 100 sq. ft.)		50.00/per tent	
Aboveground Tank Storage		100.00/per tank	
Underground Tank Storage		100.00/per tank	
Fuel Tank Storage Removal		100.00/per tank	
Daycare Inspection Fee		50.00	
Permit Re-Inspection Fee		50.00	
Fireworks/Pyrotechnic Display Permit		200.00	
Fireworks -Retail Sale Permit - Retailer only selling fireworks		350.00	
Fireworks-Retail Sale Permit-All other retailers		100.00	
Double Permit Fee		2 x normal permit fee	
Lock Box Fee:			
Surface Mount		Per Vendor Pricing	
Recessed Box		Per Vendor Pricing	
All Others		Actual cost + 10% Admin fee	
Fire Code Re-Inspection Fee		140.00	
Gas Line Hit By Contractors	Effective 4-1-10	300.00	
Open Burn Permits:			
Open burn permit application	Residential	25.00	
Open burn permit fire suppression escrow		500.00	
Open burn permit fire suppression services		300.00/hr. - min 300.00	
Illegal Burning	Effective 4-1-10	200.00	
Subsequent Site Evaluations		45.00/visit	
Fire Service Fee:			
Disaster Assistance		300.00/hr. per truck	
Ordinance Violations		300.00/hr.	
Victim Service Fee		300.00/hr. per truck	
Letter of Good Standing		10.00	
Photo CD		20.00/cd	
Photo Electronical Transfers		10.00/transmission	
Photo Reprints		5.00 min chg + 1.00/print	
Vehicle Lockout		20.00	
Vehicle Storage		10.00/day	

SERVICE OR LICENSE	SPECIAL NOTES	2024 Adopted	2025 Proposed
Reimbursements			
Mileage/personal vehicle (IRS allowable rate)	Always follow IRS adopted rate	.655/mile	
Residential Rental License/Reinspection Fees/Crime-Free Housing Program Violations			
Credit Card Fee			3% applies to all rental licenses
Residential Rental License - multi family/Rental Townhome Complex	1-Year License/Renewal	600.00/building + 15.00 /unit	600.00/building + 30.00/unit
	1-Year License/Renewal with completion of crime free certificate credit		550.00/building + 30.00 unit
Residential Rental License - single family/Townhome	1-Year License/Renewal	400.00 /unit	200.00
	1-Year License/Renewal with completion of crime free class credit		150.00
Reinspections Fee (no charge for first and second inspection)		150.00 per inspection	
Background Check for New Management Company		50.00	
Late Fee for Rental License Renewal		100.00	
Crime-Free Housing Program Penalties for Violations			
1st Violation			
—Phase 1 Participant		500.00	
—Phase 2 Participant		250.00	
—Phase 3 Participant		75.00	
2nd Violation within 12 months			
—Phase 1 Participant		750.00	
—Phase 2 Participant		500.00	
—Phase 3 Participant		250.00	
3rd and subsequent Violation within 12 months			
—Phase 1 Participant		1000.00	
—Phase 2 Participant		750.00	
—Phase 3 Participant		500.00	
Reinstatement Fee		500.00	
Conversion Fee		500.00	
Right-of-Way			
Permit Fee - Excavation			125.00
Permit Fee - Boring/Open Trench		95.00+15.00/Driveway, 20.00/Road Closing + \$10,000 Bond per mile	125.00+15.00/Driveway, 20.00/Road Closing + \$10,000 Bond per mile
Boulevard Tree Replacement		950.00/Tree	
Permit Fee - Overhead		95.00+.05/linear foot	125.00+.05/linear foot
Street and Traffic Charges			
Developer contribution:			
street and/or traffic signs (each)	City Installed	265.00	
Bituminous Paving/Patching		38.00/sq yard	
Culverts		Price + Tax	
Road Improvement Assessment	Per Special Assessment Policy	Per Policy	
Sidewalk Panel Removal and Replacement Escrow		2500.00	
Street Sweeping: Equipment Only:	Per FEMA Schedule of Equipment Rates	FEMA Rates	
Traffic Sign Replacement (each)		256.00	
Tobacco			
Cigarette Sales (vending and over-the counter)		250.00	
Cigarette Sales with age verification technology		150.00	
E-Cigarette Sales		250.00	
E-Cigarette Sales with age verification technology		150.00	
UTILITY RATES			
Assessment Charge for Unpaid Items Assessed	Administration fee	35.00/account	40.00/account
Interest Rate on Unpaid Items Assessed	Based on 1-Year Treasury + 2 Points	6%	6.50%
Penalty/late payment	Past due on current billing	10%	
Recycling Rates			
Residential Curb-side Program fee/qtr	Per Ace Contract	11.94/qtr	
Sewer Rates			
Residential/Single dwelling usage fee/qtr	Per 2016 Comprehensive Sewer Study	91.83	96.42/qtr
Multi-family(apt) & commercial usage fee/qtr		91.83+3.48/1000 gal. in excess of 20,000 gal.	96.42+3.65/1000 gal. in excess of 20,000 gal.
Connection charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	1349.00	1,389.00
Connection charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	4063.00	4,185.00
Lateral Benefit Charges: Residential	based on national/local construction cost index 6/22 3.3%	5418.00	5,581.00
Lateral Benefit Charges: Commercial	based on national/local construction cost index 6/22 3.3%	8920.00	9,188.00
Street Lights			
Developer contribution:			
Installation of Cobra street light		Per Connexus Energy Fee Schedule	
Traditionaire subdivision street light (w/100 ft of wire)		Developer Installed	
New ROW COR Lights		Per Connexus Energy Fee Schedule	
Street light O & M 3 year @ \$98.00/year		294.00/light	
Residential billing:			

SERVICE OR LICENSE	SPECIAL NOTES	2024 Adopted	2025 Proposed
Urban subdivision street light rate per lot (>7/92)		9.01/qtr	9.19/qtr
Rural subdivision street light rate per lot		14.85/qtr	15.15/qtr
Priority street light rate per residential/apartment/ lot		1.37/qtr	
Storm Water Management Rates			
Residential		16.75/qtr	19.26/qtr
Commercial		66.99/REU/qtr	77.04/REU/qtr
Trunk charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	534.00	550.00
Trunk charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	5321.00	5,481.00
Water Rates			
Minimum usage fee/qtr	Per 2012 & 2017 Comprehensive Water System Study	49.90/qtr	54.89/qtr
Quarterly Rate Structure			
	Conservation Rates	\$49.90 Minimum	\$54.89 Minimum
		\$3.42 per 1,000 for 15,001-25,000	\$3.76 per 1,000 for 15,001-25,000
		\$3.53 per 1,000 for 25,001-40,000	\$3.71 per 1,000 for 25,001-40,000
		\$3.78 per 1,000 for 40,001-60,000	\$3.97 per 1,000 for 40,001-60,000
		\$4.04 per 1,000 for 60,001-99,000	\$4.24 per 1,000 for 60,001-99,000
		\$4.47 per 1,000 for 99,001-201,000	\$4.69 per 1,000 for 99,001-201,000
		\$5.34 per 1,000 for 201,001 and above	\$5.61 per 1,000 for 201,001 and above
Minnesota State Water Supply Service Connection Fee	State Testing Fee Mandated by State		\$2.43/qtr per connection
Odd/Even Sprinkling Violations:	Effective: Day after Memorial Day thru Day after Labor Day		
	No Sprinkling between 10 am - 8:00 pm		
First Violation		Written Warning & Registered Letter	
Second Violation		50.00	
Third Violation		100.00	
Fourth Violation		150.00	
Meter Replacement Admin Fee for Non-Compliance		150.00/qtr	
Installation of meter w/remote (Res & Commercial)		150.00	
5/8" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	313.00	Cost plus 5%
1" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
1 1/2" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
1 1/2" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
2" T10 Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
2" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
2" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
3" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
3" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
4" Mach 10 - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
4" Compound Domestic Meter - Radio Read System	Subject to change based on price increases: Will always be cost plus 5%	Cost plus 5%	
Other than Meters Noted Above		Cost plus 5%	
Water shut off at Curbstop		100.00	
Water shut off at Curbstop	Winter Period of November 1 - April 1	150.00	
Townhouse Irrigation Meter Winterization		150.00	
Broken Hydrant Replacement - Summer		750.00	
Broken Hydrant Replacement - Winter		850.00	
Connection charge/res. equivalent	based on national/local construction cost index 6/22 3.3%	2009.00	2,069.00
Connection charge/acre comm./ind.	based on national/local construction cost index 6/22 3.3%	7343.00	7,563.00
Lateral Benefit Charges: Residential	based on national/local construction cost index 6/22 3.3%	6954.00	7,163.00
Lateral Benefit Charges: Commercial	based on national/local construction cost index 6/22 3.3%	7781.00	8,014.00

CITY OF RAMSEY

**MUNICIPAL CENTER
CONFERENCE ROOM RENTAL POLICY**



BACKGROUND:

The Ramsey Municipal Center, located at 7550 Sunwood Drive NW in Ramsey, houses the administrative and police functions of the City of Ramsey. The Municipal Center also serves as a location for various public meetings of the City Council, Committees, Boards and Commissions. Visit the City’s website at www.cityoframsey.com or call 763-427-1410 for current meeting schedules.

The Ramsey Municipal Center contains five (5) conference rooms available for use by the public or outside organizations. Municipal Center conference rooms are not available for banquet purposes, or any like event.

PURPOSE:

The purpose of this policy is to establish written rules, regulations, definitions and a fee schedule that shall guide the use and rental of available conference rooms.

AVAILABLE CONFERENCE ROOMS:

The following conference rooms may be available for public use:

- Alexander Ramsey Room Seating Capacity 100
- Lake Itasca Room Seating Capacity 40
- Mississippi River Room Seating Capacity 10
- Rum River Room Seating Capacity 10
- Trott Brook Room Seating Capacity 10

Please note food is only allowed in the Alexander Ramsey and the Lake Itasca Rooms. Food is not allowed in the Mississippi, Rum River or Trott Brook Rooms.

- Council Chambers Seating Capacity 92
 - The Council Chambers may be used for Candidate Forums at no charge contingent upon the forums being open to the public. Any other circumstance involving the Council Chambers or public forums in general within the Municipal Center must be approved in advance by the City Administrator as he or she stipulates said terms and conditions of use.

REGULAR HOURS AND DAYS OF USE:

The Ramsey Municipal Center conference rooms are available for use by the public:

- Monday - Thursday: 7:00 a.m. - 9:00 p.m., and
- Friday: 7:00 a.m. - 4:30 p.m.

After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor and must be approved in advance of fourteen (14) days prior to event. After hour fees apply as shown within the Additional Fees Chart below. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

Conference rooms are not available when the Municipal Center is closed in observance of the following holidays:

New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Veteran's Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve and Christmas Day.

ELIGIBLE USERS:

Eligible users are broken down into two (2) groups: 1) non-profit/youth organizations and 2) the general public.

- 1) **Non-profit organizations/Youth Organizations:** The City of Ramsey recognizes 501c3 groups or non-profit groups that provide significant service to and for the City. These are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited to): youth organizations, 4-H Clubs, Lions Clubs, Rotary Clubs, Beyond the Yellow Ribbon, religious institutions, government institutions, educational institutions and student study groups, senior citizen clubs, etc. With the exception of student study groups, proof of local non-profit 501c3 status is required.

Free community seminars on products or services that a business sells shall not constitute non-profit status for renting rooms in the Ramsey Municipal Center. For example, free insurance educational training from an insurance firm; these types of businesses shall be considered for-profit.

- 2) **General public:** This includes anyone who does not fall under the non-profit organizations/youth organizations groups. In cases where it is unclear whether a group or organization merits a certain status, the City of Ramsey personnel shall determine. Proof of local non-profit status, driver's license and/or additional information may be requested to assist in this determination.

The general public is also classified by resident and non-resident users. In all cases, the physical sale or transaction of goods or services is not allowed within the Municipal Center for any user.

a. Resident:

- Valid I.D. such as a driver's license or other proof of residency.
- A civic group, organization, business, industry or school with its physical facilities located within the City limits.
- A representative of a youth organization, community school, or church wherein at least fifty (50) percent of the participants are Ramsey residents or which have provided significant benefit and service to and for the City.

- b. **Non-Resident:** Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

APPLICATION:

Municipal Center conference room applications can be found on the City's website at www.cityoframsey.com and must be filled out and submitted a minimum of seven (7) days prior to the proposed date of rental. Meetings that occur outside of regular business hours, as listed above, require a minimum of fourteen (14) days prior to the proposed date of rental. In the event your preferred date is not available, an alternate date will be offered. This also applies to any discrepancy in a reservation.

Governmental functions normally are scheduled at a minimum of three (3) days in advance. However, this requirement may be waived if the need is significant or an emergency exists. Governmental functions may supersede any other users with or without reservations if 1) three (3) days' notice is given; or 2) there is no other practical alternative. An attempt should be made, as practicable, to find other alternatives and give three (3) days' notice whenever possible.

The permit to utilize a room within the Municipal Center is valid only for the date, time and person specified in an approved application. Groups may not occupy a room longer than their reserved time frame.

When scheduling your reservation, please schedule extra time to allow for your set-up and to check that the room is in good operating order with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlets may trigger a circuit to break. Items such as glue, glitter, permanent markers, confetti and the like, are not allowed without prior staff approval.

FEES:

- 1) **Rental Fees:** In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the below fee schedule has been developed. The City Administrator reserves the right to waive rental fees for distinct situations at his/her discretion.

Ramsey Municipal Center Conference Room Rental Fees			
Rates are Per Hour / 2 Hour Minimum Rental / 30 Minute Increments Thereafter			
	Youth Organizations/ 501c3 Groups	General Public	
		Residents	Non-Residents
Alexander Ramsey and Lake Itasca Rooms	\$15.00	\$45.00	\$65.00
Other Conference Rooms	\$15.00	\$25.00	\$45.00

Additional Fees			
	Youth Organizations/ 501c3 Groups	General Public	
		Residents	Non-Residents
After-Hours/Weekend Hourly Fees	\$100.00	\$100.00	\$100.00
Coffee Service Per Pot	\$5.00	\$5.00	\$5.00
Damage Deposit (Every Room & Every User)	\$100.00	100.00	\$100.00

2) Additional Fees:

After-hour/weekend hourly Fees:

After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor, and must be approved in advance of fourteen (14) days prior to event. For more information, please contact the Building Maintenance Supervisor at 763-433-9815.

Coffee Service: Coffee service is available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service. Outside percolators, coffee pots, or similar equipment may not be brought in for use in the meeting rooms. No storage of equipment is allowed in the meeting rooms or kitchens by outside groups.

Damage Deposits:

~~A refundable damage deposit will be charged to all groups using the City's conference rooms. Damage deposits are due at the time of reservation. Full payment for the reservation fee is due two (2) weeks prior to the event. If reservations are made less than two weeks in advance of the event, full payment is due at the time of the reservation. If payment is not received at the time the reservation is made or two weeks prior to the event, whichever is later, the reservation will be canceled and any damage deposits will be refunded.~~

Damage Deposit Policy:

~~If an organization has recurring meetings and meets four (4) or more times per year in the same or similar room, one damage deposit can be submitted for all meetings. Deposits may be kept for up to three (3) years, after which time a new deposit is required and the prior deposit will be refunded. If any organization meets three (3) times per year or less, individual damage deposits will be required per each rental date.~~

~~The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.~~

~~Damage deposits are not held. If a deposit is made by check, they are deposited and a check from the City is issued at the time of refund. The deposit will be refunded upon satisfactory inspection of the condition of the facility. To ensure the return of the full deposit, please complete the following:~~

- ~~● General clean-up of the room and wiping down tables is the group's responsibility. Please be courteous that the room is in clean condition for the following renter.~~
- ~~● All trash and recycling should be thrown away in the correct bins.~~
- ~~● Remove all banners, tape, balloons and signage used during your reservation.~~
- ~~● Put back chairs and tables as they were when you arrived.~~
- ~~● Ensure that no damage or vandalism occurs in the room during your reservation.~~

PRIORITY OF USE: The need to conduct City business takes precedence over any reservation. Reservations will be rescheduled, if possible, or refunded if City business replaces the said reservation. All remaining reservations will be accepted on a first-come, first-serve basis upon receiving a completed application and payment.

RULES OF USE

ALCOHOL/SMOKING: All municipal facilities are alcohol and smoke-free. Consuming alcohol or smoking is not permitted in the Municipal Center or Municipal Parking Facility.

ARTS AND CRAFTS: No glue, hot glue guns, glitter, permanent markers or such items, are allowed in conference rooms.

AUDIO VISUAL EQUIPMENT: Please contact the IT Department at 763-433-9827 at least two (2) days in advance prior to your event for the use of City owned audio and visual equipment. All equipment should be used for its intended purpose.

CANCELTION POLICY: There will be no refunds made due to inclement weather. However, full refunds will be available for cancelations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancelation is made less than five (5) working days prior to the event.

CHILDREN: Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Noise from within conference rooms should be kept low enough so as not to be heard out in the hallways.

CLEAN-UP AFTER USE: General clean-up of conference rooms is the responsibility of the applicant. If any item such as confetti or similar is thrown in a conference room, your group is responsible for cleaning up said material. All trash and recycling should be deposited in the correct bins. Additionally, if a conference room is not cleaned up, the cost the City incurs will be assessed to the applicant from their deposit.

FIREARMS: All firearms must be pre-approved with a permit before they are allowed on the premises. For more information, please contact the Police Department at 763-427-6812.

FOOD AND BEVERAGE IN MEETING ROOMS: Food and beverages may only be served and/or consumed in the Alexander Ramsey Room and the Lake Itasca Room. Food may not be consumed in the remaining conference rooms (Rum River Room, Mississippi River Room, or Trott Brook Room) or approval for food may be granted by the Building Maintenance Supervisor at 763-433-9815 on a case-by-case basis.

LIABILITY FOR DAMAGE: All users of conference rooms are liable for any damage to public or private property or injury to any person resulting from the use or presence within the building. If damage is found, the group will ~~forfeit the deposit and~~ pay the cost of all damages and repairs needed. A conviction of vandalism can result in a \$1,000 fine and/or ninety (90) days in jail.

PETS AND ANIMALS: No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for health reasons.

POSTERS: Posters may be hung around the Municipal Center on the day of the event for directional purposes. This must be coordinated with the Building Maintenance Supervisor and blue painters' tape must be used.

FEES: Fees will be reviewed and adjusted periodically by Council resolution.

SEVERE WEATHER/EMERGENCY PROCEDURE: In the event of an emergency and/or severe weather, building maintenance staff has the authority to suspend all activity and evacuate all

individuals to the Police Department Locker Rooms, which is the official emergency shelter for the Municipals Center.

STORAGE: The Ramsey Municipal Center is not to be used for the storage of equipment or supplies for organized groups or the general public. Items, equipment and supplies must be removed after each meeting.

USE OF CANDLES: Candles are not allowed in the Municipal Center, including conference rooms.

USE OF FURNITURE AND EQUIPMENT: Furniture: Chairs and tables may not be moved within the conference rooms in which they are located, with the exception of the tables in the Alexander Ramsey Room. Please do not lock the tables in place. City staff will not perform room set-up duties for outside users. All furniture should be used for its intended purpose. If the furniture is in use prior to and during the event, it may not be used at the event (e.g., a table holding a display or appliance may not be used for some other purpose.)

This Facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994, amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010, amended February 26, 2013, amended August 8, 2016, amended November 27, 2018, amended August 5, 2019, amended July 31, 2020, and amended February 14, 2023.

Current 2024 Rates w/ Proposed 2025 Rates

Fees below are hourly facility fees.

If you have alcohol OR amplified music OR 75+ people in attendance,
please refer to the Special Event Permit Fees below.

Facility	Deposit	Hourly Rates			
		Non-Resident		Resident/Ramsey Youth Organization	Youth Organizations 501c4 Groups
		Weekday	Weekend	Weekday	Weekend
Central Park					
Park Center Building	\$100	\$50	\$50 \$55	\$30	\$30 \$35
Pavilion and Concessions	\$100	\$50	\$50 \$55	\$30	\$30 \$35
Lions Pavilion Only	None	\$25	\$25 \$30	\$20	\$20 \$25
Warming House (seasonal)	\$100	\$35	\$35 \$40	\$25	\$25 \$30
Elmcrest Park					
Elmcrest Park Building (Pavilion and meeting room)	\$100	\$60	\$60 \$65	\$40	\$40 \$45
Meeting Room	\$100	\$45	\$45 \$50	\$30	\$30 \$35
Pavilion only	None	\$40	\$40 \$45	\$25	\$25 \$30
The Draw Amphitheater					
Amphitheater (3 hour minimum)	\$100	\$75	\$75 \$80	\$50	\$50 \$55
Pickleball Courts					
Central Park Courts, East, West, and Middle Pair (must be reserved 72 hours in advance, max 2hr)	None	\$0 \$8	\$0 \$11	\$0 \$5	\$0 \$8
Park Shelters					
Alpine Park Shelter	None	\$0 \$5	\$0 \$8	\$0	\$0 \$5
Emerald Pond Park Shelter	None	\$0 \$5	\$0 \$8	\$0	\$0 \$5
Flintwood Park Shelters	None	\$0 \$5	\$0 \$8	\$0	\$0 \$5
Rivers Bend Park Shelters	None	\$0 \$5	\$0 \$8	\$0	\$0 \$5
Sunfish Lake Park Shelter	None	\$0 \$5	\$0 \$8	\$0	\$0 \$5
Woodland Green Park Shelter	None	\$0 \$5	\$0 \$8	\$0	\$0 \$5

SPECIAL EVENT PERMIT FEES

This section is only applicable for Special Event Permits.

A Special Event Permit is required only IF: you have 75+ people OR alcohol OR amplified music.

See each of the three sections below for applicable fees.

Special Event Permit	Step 1 (required)	Amount	What is this fee for?
Application Fee (non-refundable)		\$50	Time for all applicable departments to review and process permits.
Attendance	Step 2 (choose one)	Amount	What is this fee for?
74 or under		\$50	Cleaning, facility maintenance, public safety.
75-149		\$75	
150 or more		\$100	
Alcohol or Amplified Music	Step 3 (choose one)	Amount	
No Alcohol OR amplified music		\$0	
Alcohol AND/OR amplified music		\$50	

PARK FACILITY RENTAL GUIDE

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PARK FACILITY RENTAL GUIDE

INTRODUCTION

The City of Ramsey offers a diverse selection of park facilities for the leisure, recreation, and enjoyment of our residents, as well as public and outside organizations. Whether you're planning a family gathering, community event, sports tournament, or private celebration, our parks provide an ideal setting for any occasion.

Ramsey's parks feature a wide range of amenities, including scenic picnic shelters and pavilions, fully-equipped community buildings, a warming house for winter activities, concession stands, and a beautiful amphitheater perfect for outdoor performances and ceremonies. Additionally, our parks are home to extensive athletic fields, playgrounds, and multi-use trails that cater to both active recreation and peaceful outdoor enjoyment.

With year-round opportunities for fun and relaxation, we strive for our facilities to meet the needs of every group and occasion. From hosting concerts at The Draw amphitheater to sports leagues at Central Park or casual family picnics in one of our many shelters, the City of Ramsey is committed to providing high-quality recreational spaces for all.



FACILITY LISTINGS

The following section provides a brief overview of Ramsey Parks and Recreation facility offerings. For more information, please visit our online catalog or contact us at parks@cityoframsey.com or 763-433-9820.

HOURS AND DAYS OF USE:



The City of Ramsey park facilities may be reserved during the following times:

Monday - Sunday: 7:00 a.m. - 10:00 p.m.

Seasonal closures occur at the Elmcrest Park Pavilion and Lion's Pavilion and Concessions at Central Park. Closures are typically November-March but may vary year to year.

PARK FACILITY LIST

The following is a comprehensive list of all park facilities within the City of Ramsey, along with their available amenities. Facilities that include rentable park buildings or shelters are highlighted in grey. Please note that **athletic field and tournament rentals are not included in this as they are subject to a different policy.** For more information on renting a field, please refer to the [Athletic Field and Tournament Use Rental Policy](#).

	Baseball/Softball	Basketball Hoop	Benches/Picnic Tables	Canoe/Kayak Rental	Community Garden	Dog Park	Drinking Fountain	Fire Pit	Football/Soccer Fields	Gaga Ball Pit	Grill	Ice Rink	Kitchen/Concessions	Lights	Misting Station	Pier/Fishing	Playground	Restrooms	Shelter/Pavilion	Skate Park	Sledding Hill	Tennis/Pickleball Court	Trails	Warming House	
Alpine Park, 6600 Alpine Drive NW	X		X			X	X		X								X	P		X	X		X		
Autumn Heights Park, 16850 Nutria Street NW	X																								
Bear Park, 15500 Roanoke Street NW	X		X																						
*Brookside Elementary, 17003 Nowthen Blvd. NW	X																X								
Brookview North Park, 17200 Germanium Street NW			X																						
Central Park, 7925 161st Avenue NW	X	X	X				X		X		X	X	X	X	X		X	X	X			X		X	
Cottonwood Park, 6901 Sunwood Drive NW			X																				X		
Elmcrest Park, 16303 Quicksilver Street NW			X				X		X		X		X		X		X	X	X				X		
Emerald Pond Park, 6000 142nd Avenue NW	X	X	X				X	X	X		X				X		X	X	X				X		
Flintwood Park, 14250 Fluorine Street NW	X		X				X										X	P	X				X		
Ford Brook Park, 5459 180th Avenue NW			X														X								
Fox Park, 17150 Potassium Street NW		X	X														X	X				X			
Itasca Trail Head, 15700 Okapi Street NW			X															P							
*Mississippi West Park, 13900 Traprock Street NW																							X		
North Commons, 7695 147th Lane NW			X		X		X			X							X	P							
Pearson Park, 15070 Rabbit Street NW																	X	P							
Peltzer Park, 7001 149th Lane NW			X														X								
Rabbit Park, 17440 Rabbit Street NW	X		X														X								
*Ramsey Elementary, 15000 Nowthen Blvd. NW	X																X								
Riverdale Park, 6860 Riverdale Drive NW	X	X	X				X		X								X	X	X			X	X		
River's Bend Park, 5000 142nd Lane NW	X	X	X				X		X		X				X	X	X	P	X			X	X		
*Rum River Central Park, 17955 Roanoke Street NW																	X	X	X				X		
Shawn Acres Park, 17421 Chameleon Street NW																	X								
Solstice Park, 14700 Erkiium Street NW	X		X				X				X				X		X		X				X		
Sunfish Lake Park, 6330 Sunwood Drive NW			X	X			X									X		P	X				X		
The Draw, 7401 E Ramsey Parkway NW	X		X				X		X								X						X		
The Hollow, 14642 Snowy Owl St.																	X	P							
Titterud Park, 16100 Jasper Street NW	X		X														X	P							
*Wayside Rest Park, 9220 Highway 10 NW								X										X	X				X		
Woodland Green Park, 5201 155th Lane NW			X				X		X		X						X						X		

P = Portable Restroom, available April through October

**Brookside Elementary and Ramsey Elementary are managed by Anoka Hennepin School District. Rum River Central and Mississippi West Park are managed by Anoka County Parks. Wayside Rest Park is managed by Minnesota Department of Transportation.*

PARK RENTALS

This Park Rentals section highlights rental options, starting with buildings, concession stands, and amphitheaters for larger events. We also provide a list of smaller park shelters ideal for intimate gatherings, followed by brief information on athletic fields, which require a separate rental process as outlined in the [Athletic Field and Tournament Use Rental Policy](#).

Pickleball courts at Central Park may be rented according to the fee schedule outlined in the Fees and Deposits (page 14) section of this Park Facility Rental Guide. See the Athletic Fields and Courts section (page 12-13) for more information courts.

BUILDINGS, CONCESSION STANDS, AND AMPHITHEATERS

Ramsey's larger rental facilities are located in **Central Park**, **Elmcrest Park**, and **The Draw**. Central Park offers the Park Center Building and Lion's Pavilion, while Elmcrest Park features the Elmcrest Park Building with indoor and outdoor spaces. The Draw is home to a scenic amphitheater, ideal for performances and weddings. Each facility provides unique amenities to suit a range of events.

LORAL I ARMSTRONG DELANEY CENTRAL PARK

7925 161st Ave. NW

Central Park offers a wide range of year-round recreation opportunities for visitors of all ages. During the summer, enjoy the park's pickleball, tennis, and basketball courts, along with a batting cage and fields for baseball, soccer, and softball. In the fall, football enthusiasts can make use of the two field goal posts for practice.

In the winter months, Central Park transforms with two outdoor skating rinks, and a pleasure path. To keep warm during colder weather, the park offers a spacious warming house.



PARK CENTER BUILDING

The Park Center Building at Central Park provides a large common area with a seating capacity of 74 people, ideal for gatherings and events. Please note, there is no dedicated phone line available within the facility.



Building Amenities include:

- Two electrical outlets above the counter
- Four additional outlets around the room
- Approximately sixty chairs and nine tables
- Heating and air conditioning
- Microwave available for use
- Outdoor picnic area with 1 barbeque grill
- Restrooms
- Sink with running water
- Small parking lot available



LION'S PAVILION AND CONCESSION STAND

Generously donated by the Ramsey Lions Club, the Lion's Pavilion at Central Park offers a versatile outdoor space for gatherings. Adjacent to the pavilion is a concession stand, which is also available for rent. Please note, the concession stand must be rented in conjunction with the Pavilion.



Pavilion Amenities include:

- Concession Stand
- Drinking fountain
- Lighting
- Large parking lot available
- Sheltered pavilion
- Approximately 12 Picnic Tables
- Power Outlets
- Restrooms (closed November-April, weather dependent. Restrooms will still be available at the Park Center building.)

ELMCREST PARK

16303 Quicksilver St.

Elmcrest Park offers a community building adjacent to public soccer fields, playground, and paved trails making it an ideal location for both recreational activities and social gatherings. The community building includes restrooms, a concession area, a meeting room, and a pavilion. In the warmer months, Elmcrest frequently holds soccer games, practices, and tournaments.

BUILDING AND CONCESSION STAND

The Elmcrest Park Community Building consists of a main entrance and common area perfect for small gatherings or meetings. This area is connected to the concession area and indoor restrooms.

The pavilion is perfect for outdoor gatherings. It comes equipped with picnic tables and a fireplace (note: firewood is not provided). The pavilion features 8 open/close coiling doors, allowing flexibility for different weather conditions.



Building Amenities include:

- Multiple electrical outlets
- Restrooms
- Ceiling Fans and lighting
- Concessions area with a window leading out to the pavilion (no access to refrigerator in concessions area)
- Fireplace (firewood not provided)
- Tables and chairs (typically 8 tables and 50 chairs)
- The meeting room has a max occupancy of 52, and the Pavilion has a max occupancy of 100.

THE DRAW

7401 Ramsey Parkway NW

The Draw is a scenic park featuring a beautiful waterfall on its west side, making it a popular location for weddings, receptions, and other special events. The park is equipped with a variety of amenities, including a bike rack, multiple picnic tables, and a paved area off the trail perfect as a concessions area with ample power (8 outlets). Visitors can also enjoy a mile-long paved trail, lined with benches and lights, perfect for a relaxing walk.

There's plenty of open space adjacent to the amphitheater, ideal for outdoor gatherings or overflow seating, and restrooms are conveniently located next to the parking lot.

AMPHITHEATRE

The Draw's amphitheater seats over 300 people and offers ample power, with six locations providing 12 outlets on stage and 12 more around the seating area. This venue is perfect for concerts and other performances. The stage itself is 22 feet wide, offering plenty of space for performers and events. Please note, Thursday evenings throughout the summer, The Draw hosts Ramsey's outdoor concert series, open to the public.



Amphitheatre amenities include:

- Power outlets
- Street and lot parking nearby
- Drinking fountain
- Built in amphitheater seating
- Holds approximately 300+

PARK SHELTERS

The City of Ramsey offers eight rentable shelters located throughout the park system, perfect for family gatherings, picnics, and small events. Please note, rentals are only exclusive to the park shelters, additional park amenities may still be open to the public. The following shelters are available for rent:

ALPINE PARK

6600 Alpine Dr. NW



On site park amenities:

- Baseball fields
- Dog park
- Drinking fountain
- Picnic tables and trash cans
- Over a mile of trail
- Playground within close proximity
- Portable restroom
- Skate park

EMERALD POND PARK

6000 142nd Ave. NW

On site park amenities:

- Four picnic tables
- Basketball hoop
- Close parking
- Drinking fountain
- Fire pit and barbeque
- Half a mile of trail
- Indoor restroom
- Large playground
- Soccer and softball field



FLINTWOOD PARK (SHELTERS #1 AND #2)

14250 Fluorine St. NW



On site park amenities:

- Boardwalk close by
- Drinking fountain
- Large playground
- Multiple picnic tables
- Over a mile of trail
- Two shelters



RIVERS BEND PARK (NORTH AND SOUTH SHELTERS)

5000 142nd Ln. NW

On site park amenities:

- Baseball field
- Basketball hoop
- Grilling areas
- Playground
- Soccer fields
- Tennis court
- Two shelters
- Water mister and fountain
- Fishing piers nearby



SUNFISH LAKE PARK

6330 Sunwood Dr. NW



On site park amenities:

- Picnic tables
- Drinking fountains
- Free canoe and kayak rental (*pre-registration is required, see FAQ for more information*)
- Lake scenery
- Outlets available
- Over 500 feet of trail with benches
- Small dock overlooking the lake

WOODLAND GREEN PARK

5201 155th Ln. NW

On site park amenities:

- Picnic tables available
- Barbeque area
- Close parking
- Open space for games
- Paved trail around the park
- Playground
- Soccer fields
- Trash cans



ATHLETIC FIELDS AND COURTS

Ramsey offers a wide range of athletic fields across 30+ parks, which can be rented by the public for tournaments and regular use by athletic groups. Given the high demand from local schools, clubs, and sports organizations, a separate rental process is required for these fields. A field rental permit grants the holder exclusive use of the field during the designated time, ensuring that the space is reserved solely for your group. Please note that fields are in high demand, and availability may be limited. We recommend submitting requests well in advance to secure your preferred dates.

For more information on renting a field please refer to the [Athletic Field and Tournament Use Rental Policy](#) or contact us at parks@cityoframsey.com or 763-433-9820.



TENNIS AND PICKLEBALL COURTS

The pickleball courts at **Central Park** are available for personal private use and can be reserved according to the fee schedule outlined in this guide (page 14). Due to high demand, courts must be reserved at least 72 hours in advance and are limited to a maximum of two hours per person, per reservation. The City of Ramsey reserves the right to approve or deny reservations to ensure a fair balance between public access and private rentals.



Detailed information on the Central Park pickleball courts and scheduling for rentals, events, and seasonal Open Play can be found at www.cityoframsey.com/1066/Pickleball-Courts.

For additional information or recurring rentals, please contact the Parks Administrative Assistant at 763-433-9820 or parks@cityoframsey.com.

Tennis and Pickleball Courts			
Park	Number of Courts	Type of Courts	Lights
Central	4	Hard, tennis	No
Central	6 dedicated	Pickleball	No
Rivers Bend	4	Hard, tennis	No
Fox	1	Hard, tennis	No
Riverdale	1	Hard, tennis	No

ICE RINKS AND WARMING HOUSE

The City of Ramsey operates and floods one ice rink with a warming house at Central Park. Dates are seasonal and dependent on weather conditions.

Ice Rink and Warming House				
Park	Size of rink (ft.)	Number of Rinks	Warming House	Lights
Central	85'x200'	2	Yes	Yes



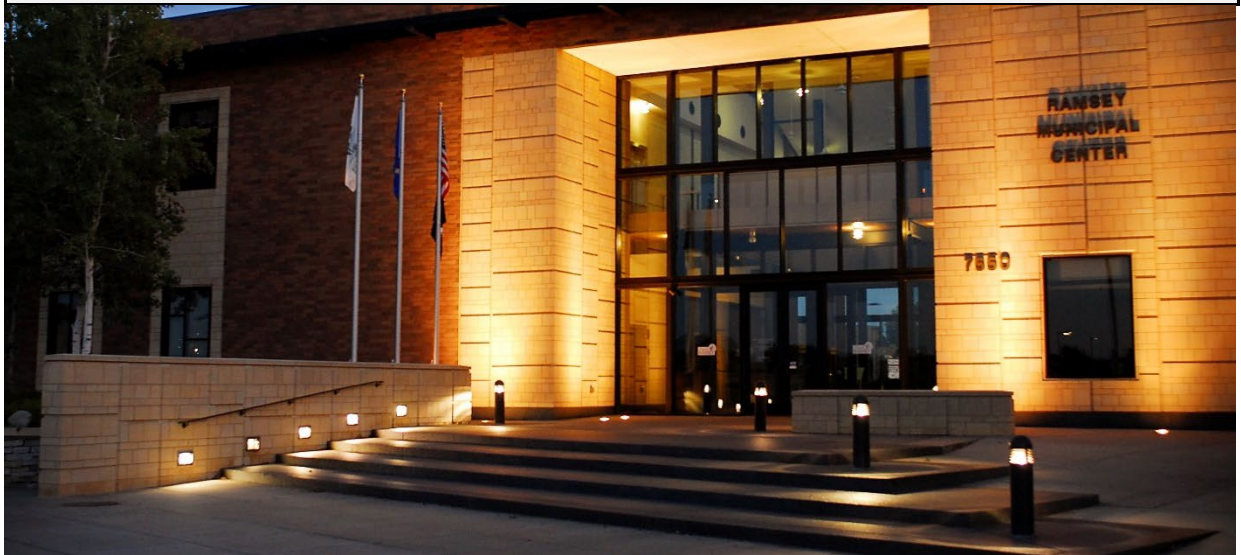
NON-PARK FACILITIES

CITY HALL

City Hall offers several meeting rooms available for rent. Below is a brief overview of the rooms. Visit us online at www.cityoframsey.com/417/Municipal-Center-Meeting-Rooms for detailed information and photos.

For additional information, questions, or to make a reservation, please call City Hall at 763-427-1410 during business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m.

Municipal Center Meeting Rooms							
Room	Max Occupancy	ADA Accessible	Projector	TV	Kitchenette	Whiteboard	Coffee (\$5 add on)
Alexander Ramsey Room	100	Yes	Yes	Yes	Yes	Yes	Yes
Lake Itasca Room	40	Yes	Yes	Yes	Yes	Yes	Yes
Mississippi River Room	10	Yes	Yes	No	No	No	No
Rum River Room	10	No	Yes	No	No	No	No
Trott Brook Room	10	No	No	Yes	No	No	No



PARK FACILITY RENTAL INFORMATION

Park facility reservations must be made online at www.cityofframsey.com/ReserveOnline at least seven (7) days before the rental date and can be booked up to 120 days in advance. Approved rentals are only valid for the date, time, and person listed on the application. Groups must leave the facility at the end of their reserved time.

When scheduling your reservation, please include extra time for setup and cleanup in your total reservation time. This allows you to prepare the space and ensure that the facility is in good working order. To keep park rental costs low, **park staff are not available after hours or on weekends**. Therefore, you may need to perform light pre-cleaning due to normal public use or wildlife impact.



HOURLY FEES AND DEPOSITS

This fee schedule has been developed and adopted to be effective January 1, 2025. Maintenance fees on annual lease agreements must be paid at the beginning of the lease calendar. See 2025 Rates and Fees for facility rentals, deposit information, and additional fees that may apply.

FACILITY RENTAL AND SPECIAL EVENT APPLICATION FEES

2025 Rates and Fees					
Fees below are hourly facility fees. If you have alcohol OR amplified music OR 75+ people in attendance, please refer to the add on fees below.					
Facility	Deposit	Hourly Rates			
		Non-Resident		Resident/Ramsey Youth Organizations	
		Weekday	Weekend	Weekday	Weekend
Central Park					
Park Center Building	\$100	\$50	\$55	\$30	\$35
Lions Pavilion and Concessions	\$100	\$50	\$55	\$30	\$35
Lions Pavilion Only	None	\$25	\$30	\$20	\$25
Warming House (<i>seasonal</i>)	\$100	\$35	\$40	\$25	\$30
Elmcrest Park					
Elmcrest Park Building (<i>Pavilion and meeting room</i>)	\$100	\$60	\$65	\$40	\$45
Meeting Room	\$100	\$45	\$50	\$30	\$35
Pavilion only	None	\$40	\$45	\$25	\$30
The Draw Amphitheater					
Amphitheater (<i>3 hour minimum</i>)	\$100	\$75	\$80	\$50	\$55
Pickleball Courts					
Central Park Courts, East, West, and Middle Pair (<i>must be reserved 72 hours in advance, max 2hr</i>)	None	\$8	\$11	\$5	\$8
Park Shelters					
Alpine Park Shelter	None	\$5	\$8	\$0	\$5
Emerald Pond Park Shelter	None	\$5	\$8	\$0	\$5
Flintwood Park Shelter #1 and #2	None	\$5	\$8	\$0	\$5
Rivers Bend Park Shelters, North and South	None	\$5	\$8	\$0	\$5
Sunfish Lake Park Shelter	None	\$5	\$8	\$0	\$5
Woodland Green Park Shelter	None	\$5	\$8	\$0	\$5
SPECIAL EVENT PERMIT FEES					
<p>This section is only applicable for Special Event Permits. A Special Event Permit is required IF: you have 75+ people <i>OR</i> alcohol <i>OR</i> amplified music. See each section below for applicable fees.</p>					
Special Event Permit	Step 1 (required)	Amount	What is this fee for?		
Application Fee (non-refundable)		\$50	Time for all applicable departments to review and process permits.		
Attendance	Step 2 (choose one)	Amount	What is this fee for?		
74 or under		\$50	Cleaning, facility maintenance, and public safety.		
75-149		\$75			
150 or more		\$100			
Alcohol OR Amplified Music	Step 3 (choose one)	Amount			
No Alcohol OR amplified music		\$0			
Alcohol OR amplified music		\$50			

SPECIAL EVENTS PERMITS

A Special Event Permit is required in addition to the hourly rental fee for any reservation that includes 75+ attendees **or** alcohol **or** amplified music. Please refer to the Special Event Permits section of the fee schedule above for more details.

A **non-refundable** \$50 application fee is required for a Special Event Permit, with additional fees based on the number of attendees and the presence of alcohol and/or amplified music. For example:

- An event with 75 attendees and no alcohol or amplified music would incur a total of \$125, consisting of the non-refundable \$50 application fee, a \$75 attendance fee, and no fee for alcohol or amplified music.
- An event with 175 attendees and alcohol or amplified music would total \$200, comprising the \$50 non-refundable application fee and a \$100 attendance fee, and a \$50 alcohol or amplified music fee.

Applications must be submitted at least thirty (30) days before the event.

CANCELATIONS

Full refunds are available for cancellations made at least seven (7) days before the scheduled event. No refunds will be given for cancellations made less than seven (7) days prior to the event. Refunds are not provided for inclement weather, but we will work with you to reschedule the reservation as soon as possible, based on availability.

Reservations requiring a Special Events Permit may be eligible for a partial refund; however, the \$50 application fee is non-refundable. For more details, refer to the section on Special Event Permits.

City business takes precedence over any reservation. While governmental functions are generally scheduled in advance, they may take priority in urgent situations. These functions usually require three (3) days' notice, but may be scheduled with less notice if necessary. If City business impacts a reservation, we will attempt to reschedule or provide a refund. Whenever possible, three (3) days' notice will be given for any changes.

FACILITY USAGE AND CLEANING GUIDELINES

To ensure that our parks remain in excellent condition and enjoyable for all, we ask that all renters adhere to the following rules and guidelines. These policies are in place to protect the facilities, ensure the safety of participants, and help preserve the beauty of our parks for future events. Failure to follow these guidelines may result in the forfeiture of your deposit or additional charges. Please review them carefully to avoid any issues that could impact the return of your deposit.

ELECTRICAL OUTLETS:

Test all electrical outlets before use and avoid overloading outlets to prevent circuit breakers from tripping. Consider having a backup plan for power surges or weather-related issues.

TENTS AND CANOPIES:

Tents with stakes or tarps are not allowed. Only free-standing canopy tents secured with sandbags or weights are permitted.

STORAGE:

Ramsey Municipal Center and park facilities cannot be used for storing equipment or supplies for organized groups. Items must be removed after each meeting or event.

ALCOHOL AND CONTROLLED SUBSTANCES:

Alcohol is permitted in City of Ramsey parks only by special permit, with the exception of City-sponsored events at The Draw. Alcoholic beverages cannot be consumed in public parks, streets, sidewalks, parking lots, or other public spaces without a permit or license. Glass bottles are strictly prohibited.

For more information on special event permits, contact the Parks Administrative Assistant at 763-433-9820.

SMOKING:

All municipal facilities and City parks are smoke-free. Smoking is not permitted in any City facility or on the Municipal Center Campus or Municipal Parking Facility.

USE OF CANDLES AND OPEN FLAMES:

Candles and other open flames are prohibited unless prior approval is obtained from the City's Fire Marshal.

Contact the Fire Marshal at 763-427-4452 for more information.

PETS AND ANIMALS:

Dogs, other than service animals, are not permitted inside city buildings. Well-behaved dogs are welcome in outdoor park spaces. Owners are responsible for keeping their dogs under control and must clean up after them to maintain a clean and enjoyable environment for all park users.

BOUNCE HOUSES:

Bounce houses may be permitted but require a Certificate of Liability Insurance naming the City as an additional insured party for approval.

DECORATIONS:

Do not attach decorations or posters to any part of the facility using paste, glue, staples, tacks, or any adhesive. Use alternative methods that do not damage park property.

CLEANING:

All renters must follow the Cleaning Checklist provided and adhere to additional cleaning guidelines outlined in this policy.

The facility must be left in the same condition as it was upon arrival, with all trash and recyclables properly disposed of in designated bins. Failure to meet these requirements may result in partial or full forfeiture of your deposit.

Activities such as water balloon fights, candy-filled games, or similar events may increase the likelihood of forfeiting your deposit if the area is not thoroughly cleaned. Be sure to remove all debris, including balloons and candy wrappers, to avoid deposit deductions.

LIABILITY FOR DAMAGE:

Users of park facilities are responsible for any damage to public or private property or injury to any person during their use. If damage occurs, the group will forfeit their deposit and be charged for repair costs.

Vandalism may result in a fine of up to \$1,000 and/or 90 days in jail.

WEATHER AND EMERGENCY PROCEDURES:

In case of severe weather or other emergencies, seek shelter in the nearest designated emergency shelter.

KEY PICKUP AND DROP OFF

KEY PICKUP

Keys for facility access are provided as part of the facility use deposit, which is required from all groups using the facilities. Please note that keys cannot be duplicated or transferred to another individual or group. Any violation of this policy will result in the forfeiture of your deposit and the revocation of your reservation privileges.

Keys can be picked up 1-2 business days prior to your event from the key pickup lockbox located outside the Public Works Facility at 14199 Jasper Street NW. Detailed instructions for key pickup and drop-off will be sent to you via email following your reservation approval and confirmation.

Deposits are due at the time of reservation. For organizations with recurring meetings (four or more times per year in the same or similar room), one deposit can be placed and held for all meetings. Deposits may be held for up to five years, after which a new deposit is required, and the previous deposit will be returned. For organizations meeting three times or fewer per year, individual deposits are required for each rental.

After your event, it is the responsibility of the renter to lock the facility, perform general cleanup, remove all decorations, dispose of trash in the outdoor dumpster, and return the key along with a signed cleaning checklist. Failure to complete these tasks or the need for additional cleaning or maintenance may result in the City retaining part or all of your deposit.

CLEANING CHECKLIST

To ensure the full return of your deposit, please complete the following tasks before leaving the facility. At time of your key pickup, you will receive a copy of this checklist. A signed copy must be returned along with your key to ensure the return of your full deposit.

CLEANING CHECKLIST

- Tables and Chairs:
 - Wipe down all tables and chairs to remove any debris, food, or spills.
 - Return chairs and tables to their original arrangement.
- Floors and Surrounding Area:
 - Sweep or vacuum the floors to remove any dirt, debris, or litter.
 - Pick up all trash from the facility and the surrounding area, including outdoor spaces like patios, picnic areas, and parking lots.
 - Ensure playground areas, if used, are also free of debris.
- Trash and Recycling:
 - Dispose of all trash in the outdoor dumpster.
 - Sort recyclables and place them in the appropriate recycling bins.
- Decorations:
 - Remove all decorations, including banners, balloons, streamers, and any signage used during your event.
 - Ensure no residue is left behind from adhesive materials.
- Kitchen/Concession Areas (if applicable):
 - Clean any kitchen or concession areas used, including wiping down counters, sinks, and appliances.
 - Remove all personal items and food from the facility.
- Restrooms (if applicable):
 - Check restrooms to ensure they are left in a clean condition.
 - Flush all toilets and empty trash cans if they have been filled during your event.
- Outdoor Equipment (if applicable):
 - Ensure any outdoor equipment or rented items (e.g., picnic tables, canopies) are cleaned and returned to their original locations.
- Security:
 - Lock all doors and windows to secure the facility and prevent damage or vandalism after your reservation.
- Key and Checklist Return:
 - Return a signed copy of this checklist to Public Works along with your key.

Failure to complete any of these tasks may result in a deduction from your deposit.

KEY DROP OFF AND DEPOSIT RETURN

Deposits will be refunded after the key and the signed Cleaning Checklist have been returned to the Public Works Department in a timely manner, and the facility has been inspected to confirm it was left in good condition. Both the key and signed checklist must be returned to ensure the full refund of your deposit.

Refunds will be processed back to the credit card used for payment. If the credit card transaction is older than four months, or if the deposit was made by cash or check, a city refund check will be issued.

Failure to return the key, the signed checklist, or leaving the facility in poor condition may result in a delay or forfeiture of your deposit.

FAQS

CAN I HAVE A FOOD TRUCK AT MY EVENT?

Yes, food trucks are allowed at events, but they must be parked on paved surfaces without obstructing traffic. All food trucks must hold current certifications and registration, including the [Ramsey Mobile Food Unit license](#).

To view a list of licensed vendors or for more information about obtaining a Mobile Food Unit license, please visit <https://www.ci.ramsey.mn.us/1054/Mobile-Food-Units>.

CAN I COME IN EARLY TO SETUP?

Any time needed for setup **must be included in your reservation**. For example, if your event is 1 to 4 p.m., but you need an hour for setup and an hour for cleanup, you should reserve the space from noon to 5 p.m. Access is only allowed within your reserved time.

CAN I CONSUME OR SELL ALFOCHOL AT MY EVENT?

Yes, alcohol is permitted in City of Ramsey parks, but **only with a special permit**. Consumption or sale of alcohol without a permit is prohibited. Glass bottles are not allowed, and alcohol cannot be consumed in public areas like streets, sidewalks, or parking lots. To serve or sell alcohol, you must obtain a special event permit, which must be approved by the City Council.

CAN I HAVE A BOUNCE HOUSE AT MY EVENT?

Bounce houses may be permitted but require a Certificate of Liability Insurance naming the City as an additional insured party for approval. If you plan to have a bounce house at your event, please contact the Parks Administrative Assistant to ensure proper placement of the bounce house, avoiding potential injury from electrical hazards and preventing damage to irrigation systems.

CAN I DECORATE THE FACILITY FOR MY EVENT?

Yes, decorations are allowed, but they must not be attached to any part of the facility using paste, glue, staples, tacks, or adhesive. Please use non-damaging methods, such as string to hang decorations. Be sure to remove all decorations after your event.

IS THERE ELECTRICITY OR WATER AVAILABLE AT PARK SHELTERS?

Some shelters are equipped with electrical outlets and water access. Please refer to the park facility list for specific details on available amenities at each location.

WHAT IF I NEED TO CANCEL OR CHANGE MY RESERVATION?

You may cancel your reservation for a full refund if done at least seven (7) days in advance. If you need to change your reservation, please contact the Parks Administrative Assistant at 763-433-9820 to check availability and discuss options.

WHAT QUALIFIES AS AMPLIFIED MUSIC?

Music played from small personal devices, such as a Bluetooth speaker, is generally acceptable and does not require a special event permit. However, if you plan to bring in large speakers, sound systems, or have live music performed by a band with amplified sound, a special event permit will be required.

WHY DO I NEED A SPECIAL EVENTS PERMIT FOR MY RENTAL?

A Special Events Permit is required for rentals that involve certain elements, such as 75 or more attendees, alcohol consumption, or amplified music. This permit ensures that your event complies with city regulations for public safety, facility use, and noise control. It also allows the City to coordinate any additional services such as extra cleaning or public safety measures or approvals that may be necessary to accommodate your event. Obtaining a permit helps us ensure that all large or complex events are managed smoothly and safely for both participants and the surrounding community.

HOW DO I RENT THE CANOES AND KAYAKS AT SUNFISH LAKE PARK?

There is no charge for use, but a 'swipe card' authorizing access to the watercraft is needed. You may obtain a swipe card by visiting the Public Works Facility, 14199 Jasper Street NW, from 8:00-12:00 p.m. and 1:00-3:30 p.m. You must read and sign the terms of use agreement and liability waiver and provide proof of identification. You must be a resident of Anoka County and be 18 years of age or older to obtain a swipe card.

More information can be found online at www.cityoframsey.com/1030/Equipment-Rentals or by contacting parks@cityoframsey.com or 763-433-9820.

CONTACT INFORMATION

For more general information about Parks and Recreation facilities, programs, and services, visit our website at www.cityoframsey.com/269/Parks-and-Recreation or contact us directly. See below for specific contacts.

RECREATION PROGRAMMING AND EVENTS

Abby Proulx, *Recreation Coordinator*

763-433-9883, aproulx@cityoframsey.com

PARK FACILITY RENTALS

Mariah Albrecht, *Parks Administrative Assistant*

763-433-9820, malbrecht@cityoframsey.com

CITY HALL MEETING SPACE RENTALS

For more information about meeting rooms available at City Hall, please contact the City Hall main line at 763-427-1410 during office hours, Monday through Friday, from 8:00 a.m. to 4:30 p.m.

EMERGENCY CONTACT INFORMATION

In case of any emergency that takes place at a park or during your rental, call 911.

ELECTRICAL OR WATER ISSUE AT THE FACILITY

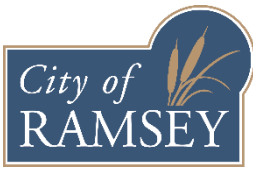
If there is an **urgent** issue with electrical or water in a building, call 763-913-9259.

ROADWORK INFORMATION

For general questions about City construction projects or City streets, please contact our Public Works department at 763-433-4399.

For information on the Highway 10 Ramsey Gateway Project, visit the County page at <https://www.anokacountymn.gov/3918/Hwy-10Ramsey-Blvd-Interchange>

For general information about Highway projects, visit <https://www.dot.state.mn.us/roadwork/index.html#gsc.tab=0>



CITY OF RAMSEY PARK FACILITY USE & RENTAL POLICY

- A. BACKGROUND:** The park facilities of the City of Ramsey are provided for the leisure of all residents or by the public or outside organizations. The City has multiple park facilities available for rent including an amphitheater, picnic shelters/pavilions, warming house, concession stands and two buildings.
- B. PURPOSE:** The purpose of this policy is to establish written rules, regulations, definitions and a fee schedule that shall guide the use and rental of available park facilities within the City of Ramsey. The City makes its facilities available for public rental to encourage community engagement and establishes rates by classifications of youth organization/501c3 groups and general public.
- C. AVAILABLE FACILITIES:** The following facilities may be available for public use in the City of Ramsey:
- 1) **Loral I Armstrong Delaney Central Park - 7925 161st Avenue NW**

Park Center Building	Capacity 74
Lions Pavilion	
Concessions	
Ice Rink Warming House	Capacity 30

 - 2) **Elmcrest Park – 16303 Quicksilver Street NW**

Meeting Room	Capacity 52
Pavilion	Capacity 100
Building (Mtg Rm/Concessions/Pavilion)	

It is by the discretion of the parks department to seasonally close the pavilion typically November – March based on weather conditions and winter maintenance needs.

 - 3) **The Draw - 7401 East Ramsey Parkway**

The Draw Amphitheater*	Capacity 350+
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**Please note that the amphitheater has a three (3) hour rental minimum. Events that are put on for the enjoyment of all Ramsey residents, such as the Summer Concert Series, will take precedence over private events. The Amphitheater will generally not be reserved for events or amplified music after 7 PM Sunday through Thursday, when K-12 schools are in session.*

D. HOURS AND DAYS OF USE:

- 1) Ramsey Park Facilities: The City of Ramsey parks may be reserved during the following times:
Monday - Sunday: 7:00 a.m. - 10:00 p.m.

E. ELIGIBLE USERS: Eligible users are broken down into two (2) groups: 1. 501c3/youth organizations and 2. General Public

- 1) **Non-profit organizations/Youth Organization:** Recognizes City of Ramsey 501c3 groups or non-profit groups that provides significant service to and for the City in the current year. These are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited

to): youth organizations, 4-H, Lions Clubs, Rotary Clubs, Beyond the Yellow Ribbon, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Proof of local non-profit 501c3 status is required.

Free community seminars on products or services that a business sells shall not constitute non-profit status for renting park facilities: For example, free insurance educational training from an insurance firm. These types of businesses shall be considered for-profit along with events involving sales such as garage sales, tupperware, craft and sportsman's shows, business marketing events. These types of events fall under the category of Special Events – for profit in the schedule of rates and charges of \$240 along with deposit fees.

- 2) General Public: This includes anyone who does not fall under the non-profit 501c3 organization/youth organization.

In cases where it is not clear whether a group or organization merits a certain status, the City of Ramsey personnel shall make a determination. Proof of local non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

The general public are also classified by resident and non-resident users.

a.) Resident:

- Valid I.D. such as a driver license or other proof of residency.
- A civic group, organization, business, industry or school with its physical facilities located within the City limits.
- A representative of a youth organization, community school, or church wherein at least fifty (50) percent of the participants are Ramsey residents or which have provided significant benefit and service to and for the City.

b.) Non-Resident: Any person, civic group, organization, business, industry, church or school not residing or having physical facilities located within the City limits of Ramsey.

F. PRIORITY OF USE: The need to conduct City business takes precedence over any reservation. Reservations will be rescheduled, if possible, or refunded if City business replaces the said reservation. All remaining reservations will be accepted on a first come first serve basis upon receiving a completed application and payment.

G. APPLICATION: Park Facility reservations must be submitted on-line at www.cityoframsey.com/ReserveOnline within three (3) days prior to proposed date of rental and can be scheduled up to 16 weeks in advance from the current calendar date.

Governmental functions normally are scheduled at a minimum of three (3) days in advance. However, this requirement may be waived if the need is significant or an emergency exists. Governmental functions may supersede any other use with or without reservations if 1) three (3) days' notice is given; or 2) there is no other practical alternative. An attempt should be made, as practicable, to find other alternatives and give three (3) days' notice whenever possible.

The permit to utilize a park facility is valid only for the date, time and person specified in an approved application. **Groups may not occupy a facility longer than their reserved time frame.**

H. FEES AND DEPOSITS:

- 1) Rental Fees: In order to meet the coordination, facilitation and maintenance costs which result from continued use of these facilities, the below fee schedule has been developed (effective January 1, 2023)

Maintenance fees on annual lease agreements must be paid at the beginning of the lease calendar.

2023 RAMSEY PARK FACILITIES RENTAL RATES				
Rates are Per Hour		Youth Organizations 501c3 Groups	General Public	
Facility	Requires \$100 Deposit		Resident	Non-Resident
Central Park				
Park Center Building	Yes	\$10	\$30	\$50
Lions Pavilion	No	\$ 5	\$15	\$25
Lions Pavilion & Concessions	Yes	\$10	\$30	\$50
Warming House	Yes	\$ 5	\$25	\$35
Elmcrest Park				
Meeting Room	Yes	\$10	\$30	\$45
Pavilion	No	\$5	\$25	\$40
Building-meeting rm/concessions/ pavilion (requires deposit)	Yes	\$20	\$40	\$60
The Draw				
Amphitheater – 3-hour minimum rental	Yes	\$10	\$50	\$75
Additional Fees				
Facility Use Deposit		\$100	\$100	\$100
Special Events Permit for all Groups		\$50	\$50	\$50
Special Event Facility & Maintenance Fee (less than 100 people)		\$50	\$50	\$50
Special Event Facility & Maintenance Fee (100 people or more)		\$100	\$100	\$100
Special Event Permit – For Profit		\$240	\$240	\$240
Picnic Table moving – per table		\$65	\$65	\$65

1. Facility Use Deposit:

- a) Facility Use Deposit and Key Pickup:

Keys for access to the facilities are included with the facility use deposit. This deposit will be reviewed and adjusted periodically by Council resolution. Transfer of the key to another individual or group is not allowed. Keys cannot be duplicated. Violation of this policy will result in forfeiture of your deposit and revocation of your reservation privilege. All groups (including non-profit group/youth organizations) are charged for this deposit. Keys can be picked up at the Public Works Facility, 14199 Jasper Street NW, Ramsey. 1-2 business days prior to your event from the key pickup lockbox located outside of the main entrance to the building. The pickup access code will be provided to you on your park registration receipt or by separate email the week of your rental.

A refundable facility use deposit will be charged to all groups using the facilities. Deposits are due at the time of reservation along with full payment for the reservation fee.

If an organization has recurring meetings and meets 4 or more times per year in the same or similar room, one deposit can be placed and held for all meetings. Deposits may be held for up to five years, after which time a new deposit is required and the prior deposit will be returned. If any organization meets 3 times per year or less, individual deposits will be required per each rental date and not held.

It is the responsibility of the group utilizing the facility to lock doors, perform general cleanup of the facility, remove all decorations and place trash in the outside dumpster. The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the deposit.

- b) Facility Use Deposit refund: Deposits are refunded after the key has been returned back to the public works department in a timely manner, and the facility was left in good condition. Deposit will be refunded back to the credit card used. If the credit card transaction was processed older than four months, or the deposit was made by cash or check, a city refund check will be issued.

To ensure return of the full deposit, please complete the following:

- General clean-up of the facility and wiping down tables is the responsibility of the group. Please be courteous that the facility is in clean condition for the following renter.
- Pick up surrounding area of trash.
- All trash should be thrown in the outside dumpster and recycling should be thrown away in the correct bins.
- Remove all banners, balloons and signage used during your reservation.
- Put back chairs and tables as they were when you arrived.
- Lock all doors to ensure that no damage or vandalism occurs at the facilities after your reservation.
- Return key to public works in a timely manner.

- c) Additional Park Facility Notes: To keep park rental costs to a minimum, park staff does not work after hours; therefore, your cooperation may include the need for light pre-cleaning, due to normal public use of park facilities or wildlife impacts, etc. Please note that after-hours staff should be contacted for emergency purposes only through Anoka County Police and Fire dispatch.

When scheduling your reservation, please schedule extra time to allow for your set-up and to check that the facility is in good operating order with adequate tables and chairs available. Test electrical outlets if needed; please be aware that overloading any outlets may trigger a circuit to break. Consider alternatives to weather conditions or power surges. Tents with stakes or tarps will not be permitted. Free standing canopy tents secured with sandbags or weights will be allowed. Activities such as water balloons or games filled with candy may forfeit part of your deposit if balloons and wrappers are not picked up. Do not paste, glue, staple or tack decorations or posters to any part of the park facility building. Bounce houses require a Certificate of Liability Insurance naming the City as additional insured for approval.

- I. **CANCELATION POLICY:** There will be no refunds made due to inclement weather. However, full refunds will be available for cancellations made at least five (5) working days (Monday - Friday) prior to the scheduled event. No refunds will be issued if cancelation is made less than five (5) working days prior to the event.
- J. **SEVERE WEATHER/EMERGENCY PROCEDURE:**
- 1) In the event of an emergency and/or severe weather, find the nearest emergency shelter.
- K. **CLEAN-UP AFTER USE:** General clean-up of the facility is the responsibility of the applicant. If any item such as confetti or similar is thrown; including playground, your group is responsible for cleaning up said material. All trash and recycling should be thrown away in the correct bins.
- Additionally, if a facility is not cleaned up, the cost the City incurs will be assessed to the applicant, which may exceed the deposit amount.
- L. **SMOKING:** All municipal facilities and City parks are public buildings and are smoke free. Smoking is not permitted in any City facility, or on the Municipal Center Campus or Municipal Parking Facility.
- M. **PETS AND ANIMALS:** In City of Ramsey parks all dogs shall be restrained at all times on adequate leashes no greater than eight (8) feet in length.
- N. **STORAGE:** The Ramsey Municipal Center and Ramsey park facilities are not to be used for storage of equipment or supplies for organized groups of the general public. Items, equipment and supplies must be removed after each meeting.
- O. **ALCOHOL AND CONTROLLED SUBSTANCES:** Alcoholic beverages are allowed in City of Ramsey parks, by permit only with exception to The Draw for City sponsored events. Except by permit or license, no person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under Chapter 6 or where the consumption and display of liquor is lawfully permitted. The selling and consumption of alcoholic beverages may be allowed on the premises if a special event permit is obtained and approved by City Council. All glass bottles must be removed from the premises. For more information regarding a special event permit, please contact the Public Works Administrative Assistant at 763-433-9820.
- P. **USE OF CANDLES:** Candles may not be used without the prior approval of the City's Fire Marshal. There is no open flame allowed in any park facilities. For more information please contact the Fire Marshal at 763-427-4452
- Q. **LIABILITY FOR DAMAGE:** The users of the facilities as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. If damage is found, the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in a \$1,000 fine and/or ninety (90) days in jail.
- R. **SPECIAL EVENT PERMITS:** Please note that a special event permit will be required for all events where alcohol is sold or consumed, and/or where there will be amplified music. The application

must be submitted a minimum of thirty (30) days prior to the requested event. For more information please contact the Public Works Administrative Assistant at 763-433-9820.

This Facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994, amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010, amended February 26, 2013, amended August 8, 2016, amended November 27, 2018, amended August 5, 2019, amended July 31, 2020, amended January 5, 2022. Adopted December 13, 2023 by City Council consent of the 2023 Park Facility Rental Fees.

CC Work Session

Meeting Date: 10/22/2024

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Information

Title:

Review Fund Balance Policy

Purpose/Background:

Staff would like to update the City's fund balance policy that was last updated in 2016.

Notification:

Attached is the amended policy and a copy of the current policy which is known as the Allocation of Excess/Deficient General Fund Revenues.

Time Frame/Observations/Alternatives:

20 minutes

Recommendation:

Review of revised fund balance policy for future adoption.

Outcome/Action:

Review of revised fund balance policy for future adoption.

Attachments

2024 Proposed Fund Balance Policy

2016 Fund Balance Policy

Form Review

Inbox

Brian Hagen

Form Started By: Diana Lund

Final Approval Date: 10/17/2024

Reviewed By

Brian Hagen

Date

10/17/2024 02:23 PM

Started On: 10/15/2024 08:27 AM

Fund Balance Policy
City of Ramsey, Minnesota
Effective December 31, 2024

Policy Statement

The City of Ramsey recognizes the importance of maintaining appropriate fund balances as one component of sound financial management; and therefore, establishes this policy for the City's General Fund. The policy acknowledges that adequate fund balances represent a vital component of the City's overall financial management strategy, and serves to:

- Mitigate the impact of future risks and unanticipated events
- Sustain operations during economic downturns
- Enhance creditworthiness
- Stabilize funding for operations
- Provide adequate resources for cash flow requirements
- Moderate fluctuations in tax levies and user fees
- Reduce the cost of debt
- Provide an indication of the City's financial strength and flexibility

A primary goal of the City funds is to provide basic dependable services that support the lives of citizens and businesses. These services include, but are not limited to, police and fire protection, street maintenance, ice and snow removal, traffic control, sidewalks and trails, building inspection, code enforcement, pedestrian and bicycle paths, and park facilities.

Providing essential City services in a consistent manner requires some measure of financial stability and flexibility in order to manage the transition through economic challenges, varying stages and rates of growth, and changes in volatile revenues (such as state aids and permit revenues). Adequate fund balances represent one component of careful management of city budgets, tax levies, user fees, debt levels, long-term and short-term financial planning, and assessment of risk.

Purpose

There are numerous reasons for maintaining fund balances, and the reasons generally focus on cash flow needs and financial stability (flexibility and resiliency). Below is a brief discussion of the benefits and purpose of fund balances:

- **Working Capital (cash flow)** – The timing of major revenue sources, in comparison to operating and capital costs, is an important consideration when establishing minimum working capital. Property tax receipts are received in July and December, and operating costs associated with essential services occur throughout the year. The result is that funds receiving property taxes must operate for the first half of the year without a major revenue source.

- **Enhance creditworthiness** – Bond rating agencies routinely examine fund balance policies, and how closely the policies are followed in practice. Fund balances can help reduce borrowing needs by financing some projects internally (equipment replacements, repair projects, building repairs and maintenance etc.), avoid short-term borrowing for operating costs, protect the City’s credit rating, and in turn reduce borrowing expenses (through lower interest rates).
- **Moderate fluctuations in levies and user fees** – Sharp changes in tax levies and user fees are undesirable for citizens and business owners. Large capital costs have the potential to cause dramatic fluctuations in levies and user fees.
- **Protect essential services** – Fund balances help to sustain operations, avoid service disruptions, and insulate the City from temporary revenue shortfalls by considering the volatility and predictability of revenues (for example, permit revenues and state aid) and economic conditions/pressures (inflation).
- **Insulate the City from unanticipated one-time expenditures** – Fund balances above required minimums provide the financial flexibility to respond to unanticipated events or emergencies (storm damage, emergency utility repairs, extended periods of drought, sustained periods of heavy rain, disaster recovery, etc.).

Policy Guidelines

The City establishes the following fund balance guidelines, in consideration of the City’s operations, tax base, reliability of non-tax revenue sources, operating capital needs, bond rating factors, state and local economic outlook, potential emergency needs, and other potential demands on City fund balances.

General Guidelines – The City shall:

- **Maintain** fund balances as required by law, ordinance, bond covenants, and the guidelines established in this policy.
- **Measure** fund balances as of December 31 of each year (the end of the fiscal year).
- **Report** fund balance variances to the City Council in conjunction with issuance of the Annual Comprehensive Financial Report (ACFR).
- **Consider** variances, between actual fund balance when establishing tax levies and user fees for the ensuing budget.

General Fund Guidelines – The following requirements are established for the General Fund, as of the end of each fiscal year.

- **General Fund** - The following minimum and maximum General Fund balance levels are established, in recognition of the working capital requirements, the potential for unanticipated events, and periodic special circumstances that may arise:
 1. Working capital – The minimum General Fund balance shall be equal to fifty percent (50%) of the ensuing years General Fund tax levy, and levy-based state aid (local

government aid (LGA), etc.). The working capital allocation shall be reduced by the balance of prepaid items at year-end.

2. Unanticipated events – A fund balance allocation for unanticipated future events shall be established in the amount of 5-10% of budgeted General Fund expenditures in the ensuing budget year (not including transfers to other funds).
3. Special temporary allocations as established by Council action for specific purposes.
4. Excess fund balance and authorization of annual transfer – The amount of General Fund balance greater than the sum of working capital, unanticipated events, and special temporary allocations is considered excess fund balance, and shall be transferred to a fund, or funds, as determined by the City Council. Because excess fund balance is considered a one-time source (non-recurring), excess balances may be used to:
 - Build and/or improve fund balance levels.
 - Support one-time expenditures that do not increase operating costs (giving priority to one-time expenditures that reduce future operating costs).
 - Provide tax levy or user fee stabilization
 - Cover start-up expenditures associated with a new program or service
 - Aid in the transition through an anticipated budget change (loss of revenue or change in service levels)
 - Reduce debt levels, or reduce future debt levies
5. Fund balances below minimum – If General Fund balances fall below the minimum required (as dictated by working capital requirements), the City will restore fund balances through a combination of expenditure reductions and revenue enhancements (levies, user fees etc.), giving higher priority to structural changes that will serve to stabilize operations over the long-term, as opposed to one-time strategies that shift challenges into later accounting periods. The City will levy the following year to recover working capital balances, or as soon as is practicable.
6. Unanticipated event allocation below 5% – If the portion of General Fund balance allocated to unanticipated events falls below 5% of the ensuing years General Fund tax levy, and levy-based state aid, the City will develop strategy to return to a minimum of 5% within 3 years.

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

RESOLUTION #16-05-089

RESOLUTION ESTABLISHING A FINANCIAL POLICY FOR PURPOSE OF ALLOCATION OF EXCESS/DEFICIENT GENERAL FUND REVENUES

WHEREAS, this is an amendment to the policy adopted February 22, 1994 under Resolution #94-02-045; and

WHEREAS, this policy was further amended by Resolution #04-10-320 adopted October 26, 2004; and

WHEREAS, this policy was further amended by Resolution #10-04-082 adopted April 13, 2010; and

WHEREAS, this policy was further amended by Resolution #11-11-217 adopted November 7, 2011; and

WHEREAS, actual revenues can be over or under actual expenditures at the end of the fiscal year; and

WHEREAS, the State Auditor recommends a fund balance of 35-50% of next year's operating expenditures; and

WHEREAS, the city's policy will have the fund balance at 50% of next year's operating expenditures, plus prior-year encumbrances (if any) plus compensated absences; and

WHEREAS, the city's special revenue funds will not be figured into the calculation of the overall fund balance total as these funds have special designated purposes;

WHEREAS, there exists a need for additional funding sources for certain revolving, trust and replacement funds.

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

- 1) That the Finance Director is hereby directed to implement the following Financial Policy for the Purpose of Allocation of Excess/Deficient General Fund Revenues:

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1) committed, 2) assigned, and 3) unassigned.

When actual revenues exceed actual expenditures in a given year, the excess shall be allocated as follows:

- a) Any excess shall be first allocated to "Assigned" fund balance to bring that portion of fund balance to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior-year encumbrances (if any) plus compensated absences.
- b) Any excess after complying with fund balance requirements in steps a) and b) shall be allocated to revolving, trust and replacement funds in the following manner:

Thirty Percent (30%) to Fund #234 - Equipment Replacement Fund
Thirty Percent (30%) to Fund #810 – Capital Maintenance Fund
Ten percent (10%) to Fund #412 – Public Facilities Construction Fund
Thirty percent (30%) to Fund #400 - Public Improvement Revolving Fund

When actual expenditures exceed actual revenues in a given year, the deficit shall be treated as follows:

- a) "Assigned" fund balance shall first be adjusted to an amount equal to fifty percent (50%) of the next years adopted operating budget plus prior year encumbrances (if any) plus compensated absences.
- b) If shortage after complying with fund balance requirement in step a) and b) shall draw funds in the following manner:

Thirty Percent (30%) to Fund #234 - Equipment Replacement Fund
Thirty Percent (30%) to Fund #810 – Capital Maintenance Fund
Ten percent (10%) to Fund #412 – Public Facilities Construction Fund
Thirty percent (30%) to Fund #400 - Public Improvement Revolving Fund

- 2) The Ramsey City Council hereby establishes this policy effective with the year ended December 31, 2016.

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

Mayor Strommen
Councilmember Johns
Councilmember Williams
Councilmember Kuzma
Councilmember Riley
Councilmember Shryock

and the following voted against the same:

None

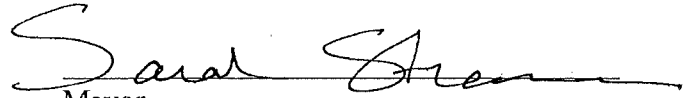
and the following abstained:

None

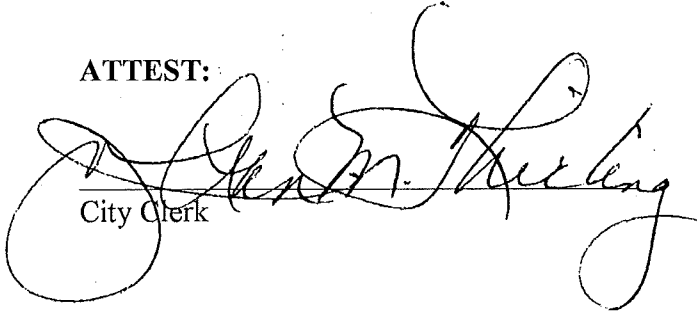
and the following were absent:

Councilmember LeTourneau

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council
this the 10th day of May 2016.


Mayor

ATTEST:


City Clerk

CC Work Session

Meeting Date: 10/22/2024

Primary Strategic Plan Initiative: Identify and implement operational efficiencies, cost savings and additional funding sources.

Information

Title:

Contributions to Non-Profits

Purpose/Background:

Contributions to non-profits was discussed briefly at the September 10, 2024 worksession. This was asked to come back to a future worksession in regards to the benefit provided to the City. Attached is a summary from Alexander House for 2023.

Funding for the contributions has been paid from the Gambling Fund which is funded via the 5% monthly contributions from non-profits having premise permits to operate lawful gambling activities in certain organizations in the city.

Notification:

Attached is a summary of the contributions paid to Youth First and Alexander House since 2020 and the city's current cash flow for its Lawful Gambling Fund.

Recommendation:

Review of Non-Profit Organizations and Contributions

Outcome/Action:

Review of Non-Profit Organizations and Contributions

Attachments

- Alexandra House Report
- 2020-2024 Nonprofit Contributions
- Lawful Gambling Fund Cash Flow

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/17/2024 01:47 PM
Form Started By: Diana Lund		Started On: 10/15/2024 08:10 AM
Final Approval Date: 10/17/2024		

2023 Alexandra House Report City of Ramsey

Established in 1977, Alexandra House is one of the largest domestic and sexual violence organizations in Minnesota, and the only one in Anoka County. Located in the cities of Blaine and Andover, we work with victims throughout Anoka County, the metro area, and state. Alexandra House has evolved over the years, expanding services to meet the changing needs of victims/survivors and their families. We offer a continuum of services to victims of domestic and sexual violence, dating violence, and elder abuse.

We offer immediate safety and support services to victims who are in an immediate crisis – services that include emergency shelter, 24-hour advocacy response to local hospitals, a 24-hour helpline, and round the clock response to victims connected by law enforcement from the scene of a domestic assault or immediately following. And we also offer services – like weekly support groups, ongoing case management, follow up advocacy and support, and housing assistance and subsidies – that are designed to assist victims in moving beyond their immediate crisis to regain hope for a better future, achieve long-term emotional and economic stability, and live free from violence and abuse.

Alexandra House plays a crucial role in supporting the City of Ramsey by providing comprehensive support and advocacy to residents who may be experiencing domestic violence, sexual violence, dating violence, and elder abuse. Services include emergency shelter, legal/criminal justice advocacy, hospital advocacy, support groups, follow-up services, housing assistance, basic needs/food shelf assistance, youth services, elder abuse services, and community and professional education.

Our network of services relies upon strong partnerships with law enforcement, local schools, prosecutors, hospitals, local government, and community and county agencies. These partnerships enable us to broaden our reach and effectively address the needs of victims/survivors and our community. We operate around the clock, responding to calls from Ramsey Police Department and law enforcement agencies across Anoka County, Mercy Hospital and Mercy-Unity Campus, and victims/survivors seeking help via our 24-hour Help Line. This immediate response is a vital component of the community's public safety and public health infrastructure and helps to ensure that individuals in crisis receive necessary support, safety, information, and resources.

Here's how Alexandra House served citizens from the City of Ramsey in 2023:

24-Hour Helpline

Alexandra House offers a free, confidential 24-hour help line. Advocates respond to callers' concerns, assist them in accessing emergency shelter and developing a safety plan, offer crime victim advocacy, and provide additional resources available to assist them. In 2023, Alexandra House provided crisis intervention, advocacy, and support to **81** Ramsey callers over our 24-hour helpline.

Housing and Supportive Services / Emergency Shelter

Alexandra House operates a 24-hour domestic and sexual violence emergency shelter that can accommodate up to 25 women and children. All basic needs are provided for, including food, toiletries, clothing, linens, and diapers. Advocates work closely with participants and their families, offering support and connection to valuable community resources, such as financial assistance, medical services, education/job training, housing assistance, and more. In 2023, Alexandra House sheltered **four** victims from Ramsey. **8** victims were served by our Housing and Supportive Services Program, including Follow Up, Parent Support Outreach, Transitional Housing, Food Shelf, Rapid Rehousing, and Family Violence Waiver Programs.

Legal Advocacy

Criminal Justice Intervention (CJI) / Lethality Assessment Program (LAP)—

Alexandra House partners with local law enforcement to offer advocacy immediately following a domestic related incident (24-hours/day) and throughout the criminal justice process. Legal advocates assist with safety planning, provide information regarding court process and crime victim rights, accompany victims to criminal court hearings, and serve as a liaison with courts/prosecutors on a victims' behalf. Alexandra House is grateful for the partnership we have with the Ramsey Police Department. It is because of this valuable partnership that we were able to respond to **32** victims of domestic-related incidents referred by Ramsey PD.

Civil Legal Advocacy Services—Civil legal advocacy includes assisting victims with filing protective orders, accompanying them to subsequent hearings, and providing free legal representation, advice, and information regarding civil legal options.

- Alexandra House legal advocates assisted **11** Ramsey residents with civil legal advocacy.
- Alexandra House's Order for Protection Project provided free legal representation to **1** Ramsey resident.

Community Support Groups

Alexandra House provides three weekly domestic and sexual violence support groups and one elder abuse support group. One Ramsey victim/survivor benefited from support group services in 2023.

Healthcare Advocacy Services

Alexandra House works in partnership with local hospitals and select Allina Clinics to provide 24-hour, in-person support and advocacy to victims of domestic and sexual violence. In 2023, **6** Ramsey victims of domestic or sexual violence were provided support on-site support and advocacy at one of our two local hospitals.

Elder Abuse Services

Alexandra House offers ongoing case management, basic needs/legal assistance, information and referrals, and a weekly elder abuse/older victim support group for victims 50 and older. Alexandra House's Elder Abuse Coordinator also conducts significant outreach to seniors in the community and at local senior centers, facilitating presentations and providing consultation and training to providers who interact potential elder abuse victims. She meets with participants in person and over the phone over the course of several weeks or months to help each person achieve his or her personal goals for safety and well-being. In 2023, the Elder Abuse Coordinator served **two** Ramsey residents.

Youth Services Program

Alexandra House's Youth Services Program has been a crucial source of support to youth victims of violence for over 30 years – in the community, within our local schools, and at Lino Juvenile Correctional Facilities – through provision of individual advocacy, support groups, and education. We educate youth about dating violence, sexual violence, and healthy relationships, help students identify resources they can turn to for support – including trusted adults/parents, other professionals, and school and peer supports – and assist youth to build healthy social supports. In 2023, youth services advocates provided school-based advocacy services to **9** Ramsey youth.

Community Education, Outreach, and Training

Alexandra House staff participate in facilitating prevention education, community events, and professional trainings, sharing information about domestic and sexual violence, elder abuse, and Alexandra House services to a variety of groups/locations throughout Anoka County. In 2023, Alexandra House participated in presenting to **two** groups in the City of Ramsey – reaching 35 people.

U Doc	Doc No	GL Date	Rec/Ck#	Account Number	Description	Debit Amount	Credit Amount	GL Explanation / Remark	Address	Name
	09270				LAWFUL GAMBLING					
	PV 100418	2/11/2020	1001009	9270.6491	DONATIONS	15,000.00		20 PARTNER CONTRIB/SUPPORT	101257	YOUTH FIRST
	PV 103952	10/27/2020	111452	9270.6491	DONATIONS	5,000.00		2020 PROFESSIONAL SERVICES	107485	ALEXANDRA HOUSE INC
	PV 105421	1/21/2021	1002141	9270.6491	DONATIONS	15,000.00		2021 PARTNER/PROGRAM SUPPORT	101257	YOUTH FIRST
	PV 105605	2/8/2021	112032	9270.6491	DONATIONS	5,000.00		2021 PROFESSIONAL SERVICES	107485	ALEXANDRA HOUSE INC
	PV 111115	1/26/2022	1003426	9270.6491	DONATIONS	15,000.00		2022 PARTNER/PROGRAM SUPPORT	101257	YOUTH FIRST
	PV 117231	2/15/2023	1004736	9270.6491	DONATIONS	15,000.00		2023 CONTRIB. & SUPPORT	101257	YOUTH FIRST
	PV 122205	12/13/2023	117930	9270.6491	DONATIONS	5,000.00		2023 ALEXANDRA HOUSE CONTRIB.	107485	ALEXANDRA HOUSE INC
	PV 123460	2/14/2024	1006108	9270.6491	DONATIONS	7,500.00		YOUTH FIRST PARTNER CONTRIB.	101257	YOUTH FIRST
	PV 127555	10/9/2024	119595	9270.6491	DONATIONS	5,000.00		ALEXANDRA HOUSE 2024 CONTRIB.	107485	ALEXANDRA HOUSE INC
					9270.6491 Total	87,500.00		87,500.00 Net		
	9270				LAWFUL GAMBLING	87,500.00		87,500.00 Net		
	09270				LAWFUL GAMBLING	87,500.00		87,500.00 Net		
						87,500.00		87,500.00 Net		

LAWFUL GAMBLING FUND #270

	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027	Projected 2028	Projected 2029	Projected 2030	Projected 2031	Projected 2032	Projected 2033	Projected 2034
FUND BALANCE, Beginning of Year	332,098	322,320	419,567	434,946	488,706	366,189	339,520	312,717	285,781	258,710	230,210	53,003	25,654	97,420	69,048
REVENUES:															
Required Contributions:															
Anoka Area Ice Arena Asso	16,056	28,008	24,950	24,315	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Anoka Area Hockey Assoc	-	1,358	3,707	3,329	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
ARAA	6,127	11,144	18,478	16,535	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Ramsey Lions Club	34,971	92,669	61,387	57,479	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lions Donation for Building Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	9,388	(1,781)	(3,712)	21,603	2,444	1,831	1,698	1,564	1,429	-	1,294	1,151	265	128	487
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	77,937	131,397	104,809	123,261	102,944	102,331	102,198	102,064	101,929	100,500	101,794	101,651	100,765	100,628	100,987
EXPENDITURES:															
Park Improvement Program															
Ford Brook Playground Eq	52,565	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Lighting Central Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Playground Replacement Program	-	-	56,016	28,600	189,486	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Draw Park Concerts in the P	15,150	14,150	18,415	20,900	23,475	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Alexandra House	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Youth First	15,000	15,000	15,000	15,000	7,500	-	-	-	-	-	-	-	-	-	-
Total Expenditures	87,715	34,150	89,431	69,500	225,461	129,000	129,000	129,000	129,000	129,000	279,000	129,000	29,000	129,000	129,000
Increase (Decrease) in Cash	(9,778)	97,247	15,378	53,761	(122,517)	(26,669)	(26,802)	(26,936)	(27,071)	(28,500)	(177,206)	(27,349)	71,765	(28,372)	(28,013)
FUND BALANCE, End of Year	322,320	419,567	434,946	488,706	366,189	339,520	312,717	285,781	258,710	230,210	53,003	25,654	97,420	69,048	41,035

CC Work Session**Meeting Date:** 10/22/2024**Primary Strategic Plan Initiative:** Not Applicable**Information****Title:**

Discuss Restricting Non-Owner Applicants on Residential Variance Requests

Purpose/Background:

Councilmembers Howell and Musgrove have requested this discussion. Their desire is to amend the City Code to eliminate the optional "applicant" section as it relates to variance requests on residential properties. Furthermore, their intent is not to limit assistance in completing the application form due to practical difficulties, or to have power of attorney representation.

For background, State Statutes as they relate to land use applications regulate notice requirements among other items. However, they are silent about what information is collected as part of the application process. Our local City Code addresses the required information as identified in Chapter 106, Article II - Land Development Applications and Procedures. Section 106-210 identifies the types of land use requests requiring an application, with Section 106-211 outlining the required information to be provided on the application form. This section applies to requests that may be submitted for both residential and commercial properties, and the City uses one form for all requests. Specific to residential land use requests, it is not common for the applicant to differ from the property owner, but it is experienced from time to time. Some reasons for this could be the property owner is not familiar with the technicalities of the request, so an architect, site surveyor or engineer may present the majority of the information. The applicant could be elderly, and thus a child or someone close to them helps them to navigate the process. The residential property is being sold with a condition in the purchase agreement being to obtain a variance or the sale does not occur. In all land use application scenarios, the property owner is required to sign the application consenting to the request and the obligation to pay all fees associated with the City review process.

City Attorney Knaak further weighed in on the request and equated that restricting various outside representation could be considered, and thus may put the city at risk for, limiting property owner rights by restricting fair representation on behalf of the property owner. Similar to staff's experience, Mr. Knaak has also found it to be standard practice by cities to allow such relationships to occur in the case of land use applications where there may be outside assistance to the property owner or even a complete third party applicant, as long as the property owner is signing off on the land use application. Lastly, should the city restrict the "applicant" on a variance request for residential property, it should restrict it for all land use applications for consistency and equal treatment.

Notification:

If the consensus of the City Council is to amend the City Code, this code section falls under the Zoning Code and would require a public hearing at the Planning Commission prior to City Council consideration.

Recommendation:

Staff does not recommend changing code to restrict an "applicant" for variance requests on residential property.

Outcome/Action:

Provide Council consensus to draft an ordinance amendment to restrict applicants who are not the property owner, or their power of attorney, for variance requests on residential property.

Attachments

Agenda Item Request

Form Review

Inbox

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 10/22/2024

Reviewed By

Brian Hagen

Date

10/22/2024 01:55 PM

Started On: 10/22/2024 08:55 AM

From: [Chelsee Howell](#)
To: [Brian Hagen](#); [Debra Musgrove](#)
Subject: Re: Owner Applicant Restrictions
Date: Tuesday, October 22, 2024 11:48:09 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

I think the WS should be fine then. Thanks.

Chelsee

From: Brian Hagen
Sent: Tuesday, October 22, 2024 11:17:23 AM
To: Chelsee Howell; Debra Musgrove
Subject: RE: Owner Applicant Restrictions

We would only be able to discuss desire by council to amend. The code itself falls in the zoning code and would require a public hearing at the Planning Commission to begin that process.

Does that change whether the discussion falls on regular meeting or work session for you?



Brian Hagen

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From: Chelsee Howell <CHowell@ci.ramsey.mn.us>
Sent: Tuesday, October 22, 2024 11:10 AM
To: Brian Hagen <BHagen@ci.ramsey.mn.us>; Debra Musgrove <DMusgrove@ci.ramsey.mn.us>
Subject: Re: Owner Applicant Restrictions

We would like the case on this added tonight on the regular agenda. Applications for a variance for residential property from a property owner or their power of attorney would be the accepted methods; any others would be restricted. Please add my chain of emails as I am sure I will get flack for this being added last minute (not an issue caused by myself or Councilmember Musgrove).

From: Frederic Knaak <fknaak@klaw.us>
Sent: Monday, October 21, 2024 4:12:56 PM
To: Chelsee Howell
Cc: Brian Hagen
Subject: Owner Applicant Restrictions

EXTERNAL EMAIL ALERT: This email originated from outside the City of Ramsey email system. Unless you recognize the sender and know the content, DO NOT click any links or open attachments..

Councilmember Howell:

Not all that long ago, an inquiry was made by members of the Council as to whether land use applications to the City were, or could be, restricted to the owner of the property for which the proposal was being made.

The basic process in Ramsey is found in §106-211, which governs all of the applications listed in §106.210.

That section provides for separate names and contact information for the property owner and the applicant.

Further, §106.211 (7) requires disclosure of “the applicant’s and/or owner’s designated representative’ business name, address, telephone number, and email address.”

Under current Code, any type of land use application must have all of the above information and could very easily require the disclosure of as many as three or four interested parties to the land use proposal: the owner, the owners designated representative, the applicant and the applicant’s representative.

Can the City require that only the owner of a property apply? There is nothing preventing the City from creating that kind of restriction. It should be noted, however, that many kinds of circumstances could be anticipated where an owner, through infirmity, seasonal absence from the state, or a lack of any sophisticated understanding of the nature of the detail of the application (e.g. where complex construction or zoning proposals are involved) could be prejudiced by such a specific exclusion.

It is not uncommon for cities to insist on personal (but not exclusive) presence of a property owner (where possible) on matters related to a property land use applications, even where the proposal itself has been generated by a third party developer and is highly sophisticated in nature. Common practice, reflected in Ramsey’s code, is to allow representatives and surrogates to interact with the City as well, often on a primary level.

Fritz



Frederic W. Knaak, Esq.

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(651) 330-3046 (Direct)

(612) 804-2914 (Cell)

fknaak@klaw.us

From: [Chelsee Howell](#)
To: [Brian Hagen](#); [Debra Musgrove](#)
Subject: Re: Request to Add Agenda Item to Oct. Council Meeting
Date: Sunday, October 20, 2024 1:53:03 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Brian,

Just a follow up on this agenda item. Councilmember Musgrove and I had requested in early October that this be added on to the next October agenda and after looking, I noticed it has not been added though the lodging tax has been added. I would like to see this be put onto the agenda for Tuesday as requested.

Thank you,
Chelsee

From: Brian Hagen
Sent: Thursday, October 10, 2024 9:26:58 AM
To: Chelsee Howell; Frederic Knaak
Cc: Debra Musgrove
Subject: RE: Request to Add Agenda Item to Oct. Council Meeting

Fritz,

I inadvertently forgot to copy you on this email yesterday afternoon. Can you weigh in on this?



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From: Chelsee Howell <CHowell@ci.ramsey.mn.us>
Sent: Wednesday, October 9, 2024 4:39 PM
To: Brian Hagen <BHagen@ci.ramsey.mn.us>
Cc: Debra Musgrove <DMusgrove@ci.ramsey.mn.us>
Subject: Re: Request to Add Agenda Item to Oct. Council Meeting

Hi Brian,

The goal would be to disallow applicants who do not own residential property from applying for a variance for residential property going forward. This would not apply to commercial projects where it is my understanding that the property is ultimately (in the case of Aldi) going

to end up in Aldi's hands. IN the case of McCallister, there was no necessity for the "kin" to McCallister to be the applicant since he was clearly present at the meeting. Upon discussion, neither of us view this as a best practice. It is a separate issue from the fence dispute. Feel free to reach out for any additional clarification. I did speak with Fritz about this last night.

Thank you,
Chelsea

From: Brian Hagen

Sent: Wednesday, October 9, 2024 4:27:36 PM

To: Chelsea Howell

Cc: Debra Musgrove

Subject: RE: Request to Add Agenda Item to Oct. Council Meeting

Chelsea and Debra,

I am happy to get something brought forward, but I need to understand more. Is your intent that only the property owner present their case to PC/CC? I am not aware of a habitual issue when allowing this that we would not want to allow third party representation. If that is the case, that is much different than who submits the application. We do require property owner signature on our land use application. We do include an "applicant" section since the application is generic and encompasses all land use requests.

For example on the Aldi project, the same application was used for this project where the City signed as property owner and Aldi was the applicant. It is Aldi's project and therefore they are better to present the project in front of various boards for approval. Furthermore, it is very common for a commercial business to be represented by an engineer or architect who is designing the project. This scenario often occurs before the end users has outright ownership of the land. Same thing also occurred with U-Haul.

In the case of a variance, where the user is often times the land owner both on commercial or residential applications it is not that common for the property owner to have someone else represent them through the process. Speaking to the McCallister variance specifically since this request is generating the discussion, Mr. McCallister did present much of his request. The "kin" to McCallister as stated by her at the meeting was the applicant and spoke in addition to McCallister. She simply could be viewed as someone providing public comment during the public hearing.

As far as the application goes, I do not know that the ordinance would need to change (here's a [link](#) to the code section 106-211 for information on application form).

If part of the goal is to prevent future property line disputes like the McCallister/Teten issue, then we could require an updated survey prepared by a licensed land surveyor be submitted with applications. This can technically be required under Sec. 106-212, but staff's practice is to limit when we require the added expense of a survey be incurred by applicants. For example, the Forester and Ploumen variance applications did not come with new surveys as part of the application. This saves them the expense not knowing whether it would be granted. This updated

survey would provide existing property lines, with existing and proposed improvements identified. **Fritz please weigh in on this part.** If encroachments are shown, we may then be able to require a signed easement from the neighboring property owner granting the rightful encroachment. If the easement is not provided, we could then utilize the code enforcement process to correct the encroachment.

I guess in the end I ask, what are we truly trying to fix? Are we trying to solve an issue that really isn't there because two neighbors brought the city into a private dispute?



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From: Chelsea Howell <CHowell@ci.ramsey.mn.us>

Sent: Wednesday, October 9, 2024 11:00 AM

To: Brian Hagen <BHagen@ci.ramsey.mn.us>

Cc: Debra Musgrove <DMusgrove@ci.ramsey.mn.us>

Subject: Re: Request to Add Agenda Item to Oct. Council Meeting

Hi Brian,

We would like to get a proposed change to city code going forward, requiring the applicant for a variance for residential properties be submitted by the property owner as opposed to someone who does not have ownership in the residential property for which the variance application is being submitted (this is not intended to limit assistance being rendered if someone has practical difficulties filling out an application).

Thank you,
Chelsea

Meeting Date: 10/22/2024

Information

Title:

Discuss Charter Commission Recruitment

Purpose/Background:

Background: There are currently four seats on the Charter Commission that are set to expire on December 31, 2024. All four current commissions have requested to be reappointed by the Chief Judge of the Tenth Judicial District.

Per the policy, staff will submit the reappointment requests along with any new applicants that have been received in the last 14 months to the Chief Judge of the Tenth Judicial District. Staff will publish a notice of position in the newspaper as well as advertise electronically with the application deadline of December 2, 2024 and submit the applications to the Chief Judge of the Tenth Judicial District by December 16, 2024.

Timeframe:

Approximately 5 minutes

Funding Source:

N/A

Responsible Party(ies):

City Clerk

Outcome:

This case is to notify Council of the charter commission recruitment.

Attachments

Charter Commission Recruitment Policy

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 10/17/2024

Reviewed By

Brian Hagen

Date

10/17/2024 12:58 PM

Started On: 10/11/2024 01:21 PM

**POLICY FOR THE RECRUITMENT, APPLICATION AND
JUDGE APPOINTMENT PROCESS FOR THE
CITY OF RAMSEY'S CHARTER COMMISSION**

Authority

The City Council of the City of Ramsey have the authority to establish a policy for the recruitment, application and Judge appointment process for the Charter Commission.

Purpose

To provide for an orderly and fair appointment process, clearly outlining the process for the application, recruitment and appointment of City Charter Commission members by the Chief Judge of the Tenth Judicial District.

Process

The City Clerk or their designee will be responsible for the administration of the recruitment, application and judge appointment process in consultation with the City Council. The City of Ramsey will accept Charter Commission applications at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 via the City website. The timelines/processes below outline the annual and mid-year recruitment and application process.

Calendar Year Terms - Incumbent Application Process

1. By September 15th the City Clerk or designee will notify Charter Commission members with terms ending on December 31 of the current year, reminding them of their upcoming term expiration.
2. The City Clerk or designee will then invite Commission members with expiring terms to complete and submit a brief letter of intent in writing by October 15th, indicating their desire to continue serving.
3. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing by October 15th.
4. By October 31st, the City Clerk will inform the City Council on a work session agenda item, of the number of incumbents willing to continue to serve and number of open seats, outlining the process for posting openings and time frames for advertising.
5. In the event that all incumbents wish to be reappointed, the City Clerk will still conduct the annual recruitment process for potential future vacancies.
6. Incumbent letters of intent will be forwarded to the judge at the same time as new applicants.
7. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the letters of intent to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Calendar Year Terms - New Member Application

1. By October 1st, the City Clerk or designee will prepare a detailed notice of position availability for publication in the November/December issue of the City newsletter, as required by the Charter.
2. By November 1st the City Clerk or designee will prepare a detailed notice of position availability for publication in the City's official newspaper, as required by the Charter.
3. By November 20th, an additional electronic advertising push will occur, announcing the application deadline as the first business day in December.
4. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
5. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Partial Year Terms – New Member Application Process to fill Mid-year Vacancies

When an unexpected vacancy on the Charter Commission occurs, or a member is removed from the Commission the City Clerk or designee will notify the Chair of the Charter Commission and the City Council.

Within two weeks, the City Clerk or their designee will then take one of the following two actions:

- 1) Refer back to the most recent recruitment file to identify candidates for consideration for the current vacancy.
 - a. If a candidate is identified and willing to serve on the Commission, the City Clerk or their designee will forward the application materials and prepare a cover letter to the judge asking the judge to consider the enclosed applications for appointment to the Charter Commission, factoring in the City's Recommendations and Desired Qualifications; or
- 2) Prepare a detailed notice of position availability for publication.
 - a. Once in the City's official newspaper, as required by the Charter.
 - b. Also, in an abundance of caution and in order to meet the requirements of the City Charter and Minnesota Statute 410.05, a small ongoing advertisement will be included in each issue of the newsletter.
 - c. The application deadline will be the first business day of even-numbered months.
 - d. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
 - e. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Advertising

All vacancies will be advertised as follows: City newsletter, City Website (Charter page, In the News and Spotlight), QCTV, the City's official newspaper, Community Sign and Facebook.

City Website

The City Clerk or designee will review and update the Charter Commission web pages to ensure up-to-date and accurate information is posted. The web page should contain a description of the Charter Commission's role and responsibilities links to guiding documents, and membership requirements

Recommendations and Desired Qualifications

1. The City Council wishes to preserve the distinct and separate nature of the Charter Commission.
2. The City Council recommends to the judge that when reviewing applications, the judge looks for candidates that show a holistic and broad depth of knowledge related to the constitution, forms of government, philosophy, political science and to be generally interested in government as it pertains to a Charter Commission.
3. Furthermore, understanding that wisdom and knowledge are not solely possessed by those who have acquired degrees, the city council requests each applicant be evaluated on their own merits and quality of application rather than necessitating the possession of a degree in the aforementioned fields.

Terms & Requirements

1. If state law differs from this policy, state law will prevail
2. There are no limit to the number of terms that can be served
3. Terms are staggered, ending on December 31st of the fourth year in the term
4. Incumbents will be allowed to continue to serve until a successor is appointed as per Minnesota Statute 410.05 Subd. 2
5. Applicant must be a registered voter in the City of Ramsey, must not currently serve on the judiciary and must not be a current City Councilmember
6. Members of the Charter Commission are not eligible for a stipend

Additional Steps

1. The City Clerk or designee will send a response (via automated e-mail when possible) when applications are received notifying the applicant that the application was received, next steps, the proposed timeline and a statement that applications will be kept on file for fourteen months from the application deadline.
2. The City Clerk or designee will verify eligibility (applicant is a registered voter in the City of Ramsey, not currently serving on the judiciary and is not a member of the City Council) and notify the Charter Commission Chair and City Council.
3. Copies of applications will be e-mailed to the City Council within five business days of the closing date. Copies will also be e-mailed to the Charter Commission Chair.

4. The City Clerk or designee shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Chair and City Council. The City Clerk will ask the Charter Commission Chair to contact the new appointee, welcoming them to the Commission, etc.
5. The City Clerk or designee will prepare and administer the acceptance and oath of office to the appointees. The City Clerk or designee will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk or designee will forward the completed acceptance and oath of office to the Charter Commission Chair and City Council via email.
6. The City Clerk or designee will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form
7. The City Clerk or designee will prepare letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for fourteen months from the application deadline, in case of vacancies, or for consideration for appointment to other boards and commissions.
8. If a vacancy occurs during the year, the City Clerk or designee shall consult with the Charter Commission Chair and inform the City Council. The City Clerk will then prepare a letter to notify the Chief Judge of the Tenth Judicial District regarding the vacancy. Resignation letters shall be sent to the Charter Commission Chair, City Council and copied to the City Clerk's office.
9. The process for announcing vacancies will begin as noted above "Partial Year Terms – New Member Application Process to fill Mid-year Vacancies". The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Date: 6-14-22 Adopted Resolution #22-134 Approving the Charter Commission Recruitment Policy

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

RESOLUTION #22-134

RESOLUTION TO APPROVE A POLICY FOR THE RECRUITMENT, APPLICATION AND JUDGE APPOINTMENT PROCESS FOR THE CHARTER COMMISSION

WHEREAS, the City of Ramsey did not have a formal policy for Charter Commission recruitment; and

WHEREAS, City Council met and drafted a policy to add clarity on the process, timing and deadline clarity, recommendations and desired qualifications, as well as eligibility requirements; and

WHEREAS, On May 24, 2022, by City Council consensus, the policy was finalized to be approved on June 14, 2022 to serve as the City of Ramsey Policy for the recruitment, application and judge appointment process for the Charter Commission.

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

- 1) Motion to adopt resolution #22-134 to approve a policy for the recruitment, application and judge appointment process for the Charter Commission.

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

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

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 14th day of June, 2022.



Mayor

ATTEST:



City Clerk

Meeting Date: 10/22/2024

Information

Title:

Determine Canvassing Board Date

Purpose/Background:

Background: The city is required to canvass the local election results between 3–10 days after the election. The last day we are able to canvass the results for the General Election is Friday, November 15th. We expect to receive the canvassing documents from Anoka County on Tuesday, November 12th. The documents will be attached to the case as soon as they are available. Staff's recommendation is to hold the Canvassing Board meeting in the afternoon on Thursday, November 14th or in the morning on Friday, November 15th.

Timeframe:

Approximately 5 minutes

Funding Source:

N/A

Responsible Party(ies):

City Clerk

Outcome:

To receive direction from Council on when to hold the Canvassing Board meeting for the General Election.

Attachments

MN Statute 205.185

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 10/17/2024

Reviewed By

Brian Hagen

Date

10/17/2024 01:42 PM

Started On: 10/14/2024 01:23 PM

205.185 PROCEDURE.

Subdivision 1. **Materials, ballots.** The municipal clerk shall prepare and have printed the necessary election materials, including ballots, for a municipal election.

Subd. 2. **Election, conduct.** A municipal election shall be by secret ballot and shall be held and the returns made in the manner provided for the state general election, except as expressly provided by law.

Subd. 3. **Canvass of returns, certificate of election, ballots, disposition.** (a) Between the third and tenth days after an election, the governing body of a city conducting any election including a special municipal election, or the governing body of a town conducting the general election in November shall act as the canvassing board, canvass the returns, and declare the results of the election. The governing body of a town conducting the general election in March shall act as the canvassing board, canvass the returns, and declare the results of the election within two days after an election.

(b) After the time for contesting elections has passed, the municipal clerk shall issue a certificate of election to each successful candidate. In case of a contest, the certificate shall not be issued until the outcome of the contest has been determined by the proper court.

(c) In case of a tie vote, the canvassing board having jurisdiction over the municipality shall determine the result by lot. The clerk of the canvassing board shall certify the results of the election to the county auditor, and the clerk shall be the final custodian of the ballots and the returns of the election.

Subd. 4. **Recount.** A losing candidate at a municipal election may request a recount of the votes for that office subject to the requirements of section 204C.36.

History: 1983 c 62 s 9; 1999 c 132 s 34; 1Sp2001 c 10 art 18 s 37; 2004 c 293 art 2 s 37,38; 2010 c 194 s 22

CC Work Session

Meeting Date: 10/22/2024

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

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussions. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

Recommendation:

For Council review - no formal action necessary.

Outcome/Action:

For Council review.

Attachments

Future Topics List

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 10/17/2024

Reviewed By

Brian Hagen

Date

10/17/2024 01:40 PM

Started On: 10/16/2024 09:16 AM

Row #		<u><i>Tentative City Council Future Work Session Topics</i></u>	
	Proposed Date	Topic	Minutes (Estimate)
	2024		
	Nov 12	2025-2034 Capital Improvement Plan	
	Nov 12	Final Budget	
	Nov 12	Continue Discussions Regarding Proposed Updates to the Personnel Policy	
	Nov 12	Draft Trail Maintenance Policy – Riverblood	
	Nov 12	Draft Stormwater Pond Maintenance Policy – Westby	
	Nov 26	Continue Policy Project Discussion – continue Park Policy discussion – Riverblood	30
	Nov 26	Discuss Elections JPA and Polling Places	
	TBD	Subdivision Code	
	TBD	Hwy 10 Pedestrian Overpass	
	TBD	City Facility Safety Improvements	
	TBD	Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff	20
	TBD	Discuss Council and B/C Remote Meetings Policy - Staff	15
	TBD	Decorum of Council Towards Meeting Attendees	