

City of Ramsey
Agenda
Regular City Council
Tuesday, February 11, 2025
7:00 pm

Council Chambers, 7550 Sunwood Drive NW

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

1. Call to Order

2. Presentation

1. State of the City 2025: Mayor's Address

2. QCTV Update

3. Citizen Input

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

4. Approve Agenda

5. Approve Minutes

1. Approve the Following Meeting Minutes:

1. City Council Work Session dated January 28, 2025
2. City Council Regular Session dated January 28, 2025

6. Consent Agenda

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

1. Note the following Boards, Commissions, and Committee Meeting Minutes:
 - Environmental Policy Board Meeting Minutes Dated December 16th, 2024
 - Park and Rec Commission Meeting Minutes Dated November 14, 2024
 - Public Works Committee Meeting Minutes Dated November 19th, 2024

2. Adopt Resolution #25-041 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 23, 2025 through February 5, 2025.

3. Adopt Resolution #25-015, Approving a Development Agreement for Blanery LLC at 6591 141st Avenue NW

4. Adopt Resolution #25-035 Approving Partial Payment to GMH Asphalt Corporation for Improvement Project #24-03, 2024 NE Ramsey Street Reconstruction.

5. Adopt Resolution #25-039 Approving Proposal for Interim Stormwater Management and Water Resources Engineering Services

7. **Public Hearing**

8. **Council Business**
 1. Introduce Charter Recommended Ordinance #25-02 to Amend Chapter 3 of the Charter
 2. Introduce Charter Recommended Ordinance #25-03 to Amend Chapters 2, 3 and 12 of the Charter.

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

10. **Adjournment**

CC Regular Session

Meeting Date: 02/11/2025

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

Title:

State of the City 2025: Mayor's Address

Purpose/Background:

Annually, the Mayor provides a 'State of the City' presentation to Ramsey residents and businesses during a regular City Council meeting. The purpose of this presentation is to provide a recap of City operations, updates and news from the past year, as well as a look ahead at what is to come in the new year.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	02/08/2024 01:40 PM
Brian Hagen	Brian Hagen	02/06/2025 12:40 PM
Brian Hagen	Brian Hagen	02/06/2025 12:40 PM
Form Started By: Katie Schmidt		Started On: 02/06/2024 10:41 AM
Final Approval Date: 02/06/2025		

CC Regular Session

Meeting Date: 02/11/2025

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

Title:

QCTV Update

Purpose/Background:

Executive Director Karen George and Communications Coordinator Seamus Burke will provide a brief update on QCTV.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	02/06/2025 08:17 AM
Form Started By: Katie Schmidt		Started On: 01/27/2025 09:31 AM
Final Approval Date: 02/06/2025		

CC Regular Session

Meeting Date: 02/11/2025

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

Title

Approve the Following Meeting Minutes:

- 1. City Council Work Session dated January 28, 2025
- 2. City Council Regular Session dated January 28, 2025

Purpose/Background:

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

Background: Attached are the meeting minutes referenced above.

Recommendation:

Approve the meeting minutes.

OutcomeAction:

Motion to approve the following Council meeting minutes:

- 1. City Council Work Session dated January 28, 2025
- 2. City Council Regular Session dated January 28, 2025

Attachments

- 1-28-25 CCWS
- 1-28-25 Meeting

Form Review

Inbox Brian Hagen Form Started By: Katie Schmidt Final Approval Date: 02/06/2025	Reviewed By Brian Hagen	Date 02/06/2025 12:39 PM Started On: 02/06/2025 11:31 AM
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**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, January 28, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Ryan Heineman
Councilmember Kirsten Buscher (attended remotely)
Councilmember Michael Olson
Councilmember Eric Peters
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Shana Stewart

Also Present: City Administrator Brian Hagen
Community Development Director Stephanie Hanson
City Attorney Fritz Knaak
Parks and Assistant Public Works Director Mark Riverblood

1. CALL TO ORDER

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

2. TOPICS FOR DISCUSSION

2.01: Receive Recommendation from the Charter Commission to Amend Chapters 2, 3 and 12 of the Charter.

City Administrator Hagen reviewed the Staff report in regard to recommendations from the Charter Commission on amendments to the Charter.

Councilmember Specht said he is not supportive of no longer requiring a roll call vote for ordinances, they are very important and he thinks everyone's vote should be said aloud individually.

Councilmember Stewart agreed she added that she was also supportive of requiring a Councilmember to live in their Ward, and if they move out of the Ward, they should give up their Council seat.

Councilmember Specht asked if this requirement would be immediate upon a Councilmember moving or if there would be a grace period.

City Attorney Knaak noted that when a Councilmember moves out of their Ward, they have committed a disqualifying act.

Councilmember Buscher added that if they were to create a vacancy due to a Councilmember moving, she would still want to ensure that the Ward was advocated for and rightfully represented. She asked how they would verify if people have moved from their Ward if they do not share this information.

City Administrator Hagen noted this would likely be an honors system to notify the City of any moves.

Mayor Heineman asked if there could be any legal action taken against a Councilmember for not disclosing that they had moved.

City Attorney Knaak stated that it is hard for him to imagine someone would move into another Ward and not tell the City.

Councilmember Peters asked if a Councilmember having to temporarily live in a rental or hotel due certain circumstances if this would also be considered a disqualifying act.

City Attorney Knaak noted that under certain circumstances there is a measure of intent and the City would be hard pressed to determine this a disqualifying act.

Mayor Heineman asked if they should add language to the Charter that clarifies temporary living situations or if it is already implied.

City Attorney Knaak said they could add this kind of language; however, he does not see the current language as causing any issues.

Councilmember Peters asked if they have redrawn the Ward lines recently.

City Administrator Hagen said yes and explained that every ten years they look at the Ward lines and make changes if needed.

Councilmember Peters asked if it was possible that the Ward lines changing could redistrict a Councilmember out of their Ward.

City Administrator Hagen explained that the Council sets the Ward boundaries, and he does not see this as an issue.

City Attorney Knaak said that if this were to happen it would still be considered a disqualifying act and the Councilmember would have to resign.

Councilmember Riley noted that this was a consideration for the Council the last time they reviewed Ward lines.

City Administrator Hagen continued reviewing the recommended Charter changes.

Councilmember Stewart shared concern with eliminating the 30 day time frame for an ordinance to be published before it is in effect. She stated that after speaking with City Administrator Hagen and understanding that most ordinances are in progress for two months or longer, she is okay with this change.

Councilmember Specht asked if residents would still have time to appeal an ordinance with this change.

City Administrator Hagen said yes and explained that even with the current 30-day requirement, a resident could likely not get an appeal organized fast enough anyway.

Councilmember Peters asked if the Council could put a start date on an ordinance if they did not want it effective immediately.

City Administrator Hagen said yes. He moved on to discuss the recommendation to decrease the number of City newsletters from six to four per year.

Councilmember Riley shared that he is constantly hearing that residents do not feel as though they get enough communication from the City and that the newsletter is the number one source of information. He said he would not support decreasing the number; however, the change is currently written to state that they must send at least four newsletter per year, so they could continue to send 6 under this change.

Councilmember Specht agreed and shared that the City's demographics seem to enjoy a newsletter. He added that he does not see a benefit to making this change.

Councilmember Stewart agreed.

Councilmember Peters agreed.

Councilmember Buscher shared that she had discussed this with City Administrator Hagen as she was also concerned with reducing the number of newsletters. She noted that they discussed other ways to fund the newsletter, including looking for more businesses to advertise in the newsletter.

Mayor Heineman asked if the cost to the City is \$60,000 a year for the six newsletters before or after the revenue they receive for advertisements.

City Administrator Hagen said the City's cost is less than \$60,000 after the advertisement revenue comes in. He added that they could also look into reducing the length of the newsletter to save money.

Mayor Heineman suggested adding a page to the newsletter to put advertisements on.

The consensus of the Council was to move forward with the Charter changes as proposed, with the exception of keeping roll call votes for ordinances and keeping the number of City newsletters

per year at six. The Council directed Staff to draft language that refers to temporary living situations outside of the elected Ward.

2.02: Traprock Park Mono-Pole Cell Tower Lease

City Administrator Hagen reviewed the Staff report concerning the request for a mono-pole cell tower lease in Traprock Park.

Councilmember Stewart said she is supportive of using this park for a mono-pole cell tower lease; however, she would like to see a better deal negotiated.

Councilmember Specht asked if a mono-pole is just a basic cell tower.

City Administrator Hagen shared that it is comparable to what is currently at Alpine Park. He noted that they would engineer the design to have a breaking point if the cell tower were to fall. He added that the west side of the Traprock property is farthest from any residential areas and would be the best place for the cell tower.

Councilmember Specht stated he is concerned if this would match the rural aesthetics of the area and he is not sure how the residents in this area would feel.

City Administrator Hagen explained that when they had a survey done of the property, stakes were put into the ground which generated a few phone calls from residents. He noted that they would look to have community meetings with the residents in the area if this were to move forward to gauge interest.

Councilmember Peters asked if they would include in their contract that if Verizon added other carriers to the tower the City would see an increase in the lease.

City Administrator Hagen said this had already been discussed and they were willing to add an additional \$200 a month per additional carrier.

Councilmember Riley shared that they have two studies completed on what the fair market value for this would be and if Verizon does not want to pay fair market value, then he would not support this.

Mayor Heineman added that this area is already covered with 5G cell coverage. He noted that he thinks this would be a big eye sore and he thinks people would object to this being so close to residential areas. He said he does not think this would be worth it based on the amount of revenue they would be getting.

Councilmember Specht asked what else they would be able to do with this land if they do not pursue a cell tower lease.

Parks and Assistant Public Works Director Riverblood noted that they could use this land for any park related use. He shared that some residents were interested in an outdoor archery range in this

area. He explained that this park was platted in the 1980s at a time when the adjoining properties were platted. He said at this time they used the area for a horseback riding arena. He added that they currently use this area as a drop-off site during large weather events for debris and the mosquito control chopper uses this area as well.

Councilmember Stewart asked if this cell tower would inhibit any of the other potential uses for the property.

Parks and Assistant Public Works Director Riverblood said no.

Councilmember Buscher shared that she thinks they should explore some more creative ideas to try to get more money out of a lease; however, if they cannot get market value for the site, they would have to look into the impact of accepting something that is below market value. She asked if they do not move forward with this if there is a possibility that a cell tower could be constructed on private land outside of the City's oversight.

City Administrator Hagen explained that there would be an opportunity for a private property to move forward with this; however, it would require a land use application. He noted that this is not something the City could say no to; however, they could set reasonable restrictions.

Mayor Heineman said he is not in support as he does not see the benefits outweighing the drawbacks.

Councilmember Stweart asked if they were to move this forward if the residents in the area would be notified and would have the opportunity to come forward at a Council meeting and voice their opinions.

City Administrator Hagen explained that they would need to hold a targeted neighborhood meeting with the residents in the area for them to provide the City with feedback before they decide to move forward with agreeing to the lease.

Councilmember Buscher suggested they try to negotiate the rate with Verizon and at the same time, hold a neighborhood meeting to get the residents' feedback before they move forward or not.

Councilmember Olson shared that he is not supportive of this, especially at the proposed rate. He noted the community support for this will be very important to him if they decide to move forward with this.

Mayor Heineman said he does not see many residents being supportive of this.

Councilmember Buscher stated they have held neighborhood meetings for lesser items than this. She explained she would like to put the potential revenue for the City into perspective for the residents she may see them being supportive. She noted it is her goal to ensure that the residents are included in these kinds of conversations.

Mayor Heineman agreed; however, he thinks they need to be aware of unintended consequences.

Councilmember Stewart asked about the history of the cell tower at Alpine Park.

City Administrator Hagen shared that this cell tower has been there for over 20 years.

Parks and Assistant Public Works Director Riverblood added that the cell tower ended up in the center of this park and the residents understood that some of the revenue was going to the parks system.

City Administrator Hagen explained that they could put together maps for the residents at the neighborhood meeting to show them other potential areas in the City where the cell tower could go if not on this property.

Mayor Heineman asked if there is a price point that they would like to target to make this worth it before they begin negotiations.

Councilmember Stewart asked how much the lease is at Alpine Park.

Councilmember Riley said the two current leases are at \$26,400 and \$24,000 per year and he would like this to be their target for negotiations.

Mayor Heineman added that he would like them to start imagining what they would use the lease money for to help sell the idea to the residents.

City Administrator Hagen asked if Verizon is not willing to meet market value if they would not want to move forward with a neighborhood meeting.

Mayor Heineman said yes.

The consensus of the Council was to renegotiate the terms with Verizon and direct Staff to schedule a neighborhood meeting to get feedback from the residents.

2.03: Continued review of the draft Rental Housing Licensing Inspections Policy

Community Development Director Hanson reviewed the Staff report in regard to the rental housing licensing inspection policy.

Councilmember Riley said he likes the idea of this becoming a policy, so they do not have to continue to change the ordinance. He added that he supports the changes made and feels that this is an important policy.

Councilmember Stewart shared that she is against any inspections for tenants as she feels as though it is a violation of tenant rights.

Councilmember Specht stated he likes the idea of the policy as they have found some rental units that have been in rough shape and they have already found things that could have resulted in big

issues if not addressed. He said he is open to hearing more ways that they can make the policy more tenant friendly.

Councilmember Olson shared that he has been very vocal about his opposition of this program since the beginning. He said the ideal situation would be to offer these inspections as a benefit rather than something that is imposed. He stated he likes the content of the policy for the most part.

Councilmember Peters noted he has been a renter for more than half his life and he has never had the benefit of one of these inspections. He said he thinks the policy is great to have in place for the City to take an invested interest in ensuring that the rental communities do not become dilapidated.

Councilmember Buscher said she thinks this is something the City should do. She noted the intent of the policy is to protect the safety of the tenants. She shared that she understands people's concerns about having an inspector in their private spaces; however, renters should understand that inspections can take place for their benefit. She added that she would not want this to be something that people could opt out of.

Mayor Heineman asked if the policy is written in a way that it protects the property owner or the tenant.

Community Development Director Hanson shared that their goal with this policy was that it was for the tenant, the property owner, and the City. She said they want to have a clear policy and process for rental housing.

Councilmember Stewart said she would not want inspectors looking in someone's closets or in a personal area as the inspector could touch their belongings. She suggested pulling back on where the inspector will be going in these homes to make it safe for the tenants while still maintaining the unit.

Mayor Heineman agreed that they should only be going into areas with specific reasons while not inspecting areas that are not of concern.

Community Development Director Hanson explained that when the inspector goes into someone's closet, the only thing they are looking at is the ceiling to see if there is any water damage. She said Staff does not touch anyone's personal belongings.

Mayor Heineman asked if it is pertinent that they check the ceiling in every closet.

Councilmember Riley suggested that they no longer require inspections of closet ceilings.

Councilmember Olson added that it would be very rare that there was a leak just limited to the area within the closet so he does not see a need for the closets to be inspected.

Councilmember Buscher shared that this plan was modelled after similar policies and programs in other cities. She said she would not want to create policies based off of potential bad personnel.

She noted that there are also other avenues that they can advocate for tenants' rights as well as property owners' rights by having an open dialogue to allow tenants to talk to their landlords about concerns. She added that they can come up with other ways to protect the tenants without lessening what they are doing with this policy.

Mayor Heineman noted the spirit of this policy to ensure there is a safe environment and that tenants and landlords are not taking advantage of each other. He said he would like to still allow the tenants to have security and privacy while the City is ensuring their living conditions are safe.

Councilmember Specht said he is not concerned with this being a trust issue with Staff. He stated he is struggling with finding the balance with this policy where they are ensuring that tenants and landlords have a safe environment while not infringing upon anyone's right. He suggested scaling down the inspection checklist.

Mayor Heineman shared that even when the Police Department is issued a warrant to search someone's residence, there are limitations to what they are able to search through. He noted that the inspectors are only entering these units to inspect certain things and anything that is outside of these set items would be off limits.

Councilmember Buscher asked how many complaints they have received from tenants in the City about this being an overly restrictive policy.

Community Development Director Hanson said they have only received one complaint.

City Administrator Hagen shared that last year they had an apartment tenant who completely disagreed with letting the inspector in and they were able to address this situation right away with the concerned resident and they worked out an agreement that they would just inspect the unit after the tenant moved out. He explained that when they brought on a new Code Enforcement Officer a few years ago the code enforcement process began to move forward. He shared that during this time they were receiving calls from renters who were concerned with the state of their units. He said they have gotten support from the residents on this policy so far.

The consensus of the Council was to direct Staff to scale back the inspection requirements and continue this discussion at the next Work Session.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

Councilmember Peters shared that he had residents contact him about the new State flag.

Councilmember Stewart shared that she was also contacted by a resident in regard to the State flag.

City Administrator Hagen said they can discuss the State flag at a future Work Session.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:55 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

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Please Note: due to technical difficulties, this case was moved to the last case on the agenda. .4

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

The Ramsey City Council conducted a regular meeting on Tuesday, January 28, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Ryan Heineman
Councilmember Kirsten Buscher (attended remotely)
Councilmember Michael Olson
Councilmember Eric Peters
Councilmember Chris Riley
Councilmember Dan Specht
Councilmember Shanna Stewart

Members Absent: None

Also Present: City Administrator Brian Hagen
Parks and Assistant Public Works Director Mark Riverblood
Assistant City Engineer Joe Feriancek

1. CALL TO ORDER

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

2. PRESENTATION

None.

3. CITIZEN INPUT

None.

4. APPROVE AGENDA

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

A roll call vote was performed:

Councilmember Buscher	aye
Councilmember Riley	aye
Councilmember Stewart	aye
Councilmember Olson	aye

Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

5. APPROVE MINUTES

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

- 5.01: City Council Work Session dated, January 14, 2025
- 5.02: City Council Regular Session dated, January 14, 2025

A roll call vote was performed:

Councilmember Buscher aye
Councilmember Riley aye
Councilmember Stewart aye
Councilmember Olson aye
Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

6. CONSENT AGENDA

Motion by Councilmember Stewart, seconded by Councilmember Olson, to approve the following items on the Consent Agenda:

- 6.01: Approve Business License Applications.
- 6.02: Authorization to Promote the Police Records Technician/Data Analyst to Crime Data Analyst
- 6.03: Authorization to Promote the HR Specialist to HR Generalist
- 6.04: Authorization to Fill the HR Specialist Position
- 6.05: Adopt Resolution #25-033 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 9, 2025 through January 22, 2025.
- 6.06: Adopt Resolution #25-020 Approving Plans and Specifications and Authorizing Advertisement for Bids for 2025 Crack Seal Improvements, Improvement Project #25-09
- 6.07: Adopt Resolution #25-021 Approving Plans and Specifications and Authorizing Advertisement for Bids for 2025 Pavement Rejuvenation Improvements, Improvement Project #25-10

- 6.08: Adopt Resolution #25-022 Approving Partial Payment to Douglas-Kerr Underground, LLC for Improvement Project #25-01, Rivers Bend Regional Stormwater Pond Improvements.
- 6.09: Adopt Resolution #25-023 Approving Final Payment to North Valley, Inc. for Improvement Project #24-07, 2024 Neighborhood Pavement Overlay Improvement.
- 6.10: Adopt Resolution #25-024 Approving Final Payment to North Valley, Inc. for Improvement Project #24-12, Juniper Woods 1st - 3rd Street Reconstruction.
- 6.11: Adopt Resolution #25-031 Approving Construction Contingency Expense No. 8 for Improvement Project #21-09, Centralized Water Treatment Plant
- 6.12: Adopt Resolution #25-032 Authorizing Partial Payment #19 to Magney Construction, Inc. for Improvement Project #21-09, Centralized Water Treatment Plant
- 6.13: Adopt 2025 Legislative Priorities

A roll call vote was performed:

Councilmember Buscher	aye
Councilmember Riley	aye
Councilmember Stewart	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Peters	aye
Mayor Heineman	aye

Motion carried.

7. PUBLIC HEARING

None.

8. COUNCIL BUSINESS

8.01: Adopt Resolution #25-029, Central Park Playground Renovation and Replacement - Please Note: due to technical difficulties, this case was moved to the last case on the agenda.

Parks and Assistant Public Works Director Riverblood reviewed the Staff report in regard to the Central Park playground renovations and replacement.

Councilmember Specht thanked Parks and Assistant Public Works Director Riverblood for all of his work on this project. He asked if there is a consideration for the noise that the music aspects of the park will have on the baseball or football fields within the park.

Parks and Assistant Public Works Director Riverblood said he does not expect this to be an issue as the spectator areas for these fields are around 300 feet from the playground with the music aspects.

Councilmember Specht asked how new the artificial turf landscaping is and if it will be durable.

Parks and Assistant Public Works Director Riverblood explained that they toured a park in Brooklyn Park that has artificial turf which has been in use for 12 years and is holding up well. He added that Brooklyn Park maintenance staff has not reported any issues or concerns.

Councilmember Peters asked if they will be keeping replacement parts in stock at Public Works for quick fixes if needed.

Parks and Assistant Public Works Director Riverblood shared that the playground equipment comes with a maintenance kit that has touchup paint and fixtures. He noted they would not stock larger replacement parts as they do not know what pieces will be needed. He shared that parts for the equipment will be available for around 15 years and common parts are available beyond this.

Councilmember Specht asked if they are using this much park funding this year if it will affect their ability to renovate and replace other parks next year.

Parks and Assistant Public Works Director Riverblood stated they originally looked at putting a pause on the parks scheduled for replacement in 2026; however, in looking at the cash flows, they will likely still have enough funding next year for a neighborhood park as it will be smaller. He added that there likely will not be a request for the \$25,000 that the City had been contributing to Youth First, which will be funding that can go towards the parks.

Councilmember Riley noted that this is not coming out of the general fund. He added that he is pleased to see that they will have new boulders as they get a lot of use.

Parks and Assistant Public Works Director Riverblood shared that around 30% of the play at this playground is from children hopping from boulder to boulder. He added that this project provides for a 4%-7% discount off of the list cost because of the State contract and the equipment is available at the warehouse in Wisconsin today and they will not have to wait for the manufacturing of the equipment.

Councilmember Specht asked if this project would interfere with any other projects, like a splash pad, that they have been discussing to use park dedication funds for.

Parks and Assistant Public Works Director Riverblood explained that the present balance in the park trust fund is around \$5,000,000 and they are continuing to bring in more funds with development in the COR so this project will use a small amount of those funds.

Mayor Heineman asked if there is a warranty on the turf and if it is UV-resistant. He asked what the digging play equipment will be used for.

Parks and Assistant Public Works Director Riverblood stated the digging area will have washed sand that the children can play in that will be split off from the rest of the park by boulders. He noted that there is a two-year warranty of the installation of the turf; however, even after this point, the installers have stood behind their products for others who have used their turf.

Mayor Heineman stated putting money into the parks is very important.

Motion by Councilmember Peters, seconded by Councilmember Olson, to adopt Resolution #25-029, approving a playground replacement for Central Park at a not-to-exceed cost of \$449,000, with an intended completion date of May 2025.

A roll call vote was performed:

Councilmember Buscher	aye
Councilmember Riley	aye
Councilmember Stewart	aye
Councilmember Olson	aye
Councilmember Specht	aye
Councilmember Peters	aye
Mayor Heineman	aye

Motion carried.

8.02: Adopt Resolution #25-018 Accepting Bids and Awarding Contract for Fox Ridge Estates 1st & 2nd Street Reconstructions, Improvement Project #24-13

Assistant City Engineer Feriancek reviewed the Staff report concerning the street reconstruction for Fox Ridge Estates 1st and 2nd. He shared the low bid came from Douglas-Kerr Underground, L.L.C. in the amount of \$2,099,737.06.

Mayor Heineman asked how they ensure all bids come in with reliable work history to make sure the lowest bidder does not equate to the lowest quality.

Assistant City Engineer Feriancek explained that each bidder must be bonded and insured, as well as a responsible contractor. He added that Douglas-Kerr tends to have a project in the City almost every year. He noted if a new contractor bids the project, they will do a reference check for the contractor.

Councilmember Riley shared that this was recommended by the Public Works Committee. He explained that all of these projects go before the Public Works Committee, and they get a longer presentation of the project and make a recommendation for the Council.

Motion by Councilmember Olson, seconded by Councilmember Peters, to adopt Resolution #25-018 awarding a contract to Douglas-Kerr Underground, L.L.C. in the amount of \$2,099,737.06 for Fox Ridge Estates 1st & 2nd Street Reconstructions, Improvement Project #24-13.

A roll call vote was performed:

Councilmember Buscher	aye
Councilmember Riley	aye

Councilmember Stewart aye
Councilmember Olson aye
Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

8.03: Adopt Resolution #25-019 Accepting Bids and Awarding Contract for MSA Sunwood Drive Reconstruction, Improvement Project #25-02

Assistant City Engineer Feriancek reviewed the Staff report in regard to the MSA Sunwood Drive reconstruction. He shared the low bid came from North Valley, Inc. in the amount of \$272,962.90.

Motion by Councilmember Olson, seconded by Councilmember Stewart, to adopt Resolution #25-019 awarding a contract to North Valley, Inc. in the amount of \$272,962.90 for MSA Sunwood Drive Reconstruction, Improvement Project #25-02.

A roll call vote was performed:

Councilmember Buscher aye
Councilmember Riley aye
Councilmember Stewart aye
Councilmember Olson aye
Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

9. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Hagen announced upcoming meetings and events.

Councilmember Stewart thanked Parks and Assistant Public Works Director Riverblood for all of his work on the Central Park Playground.

Mayor Heineman shared that there are some Boards and Commissions that have openings and applications can be accepted until February 28.

10. ADJOURNMENT

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

A roll call vote was performed:

Councilmember Buscher aye
Councilmember Riley aye
Councilmember Stewart aye
Councilmember Olson aye
Councilmember Specht aye
Councilmember Peters aye
Mayor Heineman aye

Motion carried.

The regular meeting of the City Council adjourned at 7:44 p.m.

Respectfully submitted,

Brian S. Hagen
City Administrator

ATTEST:

Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

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

CC Regular Session

Meeting Date: 02/11/2025

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

Title:

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

- Environmental Policy Board Meeting Minutes Dated December 16th, 2024
- Park and Rec Commission Meeting Minutes Dated November 14, 2024
- Public Works Committee Meeting Minutes Dated November 19th, 2024

Purpose/Background:

Approve Meeting Minutes

Recommendation:

Approval

Outcome/Action:

Approval

Attachments

EPB December Minutes

Park and Recreation November Minutes

PWC November Minutes

Form Review

Inbox	Reviewed By	Date
Mariah Albrecht	Mariah Albrecht	02/06/2025 02:37 PM
Brian Hagen	Brian Hagen	02/06/2025 03:44 PM
Form Started By: Abdi Sahal		Started On: 02/03/2025 09:14 AM
Final Approval Date: 02/06/2025		

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

On Monday, December 16, 2024, the Environmental Policy Board (EPB) met in the Council Chambers at the Ramsey Municipal Center, 7550 Sunwood Drive N.W., Ramsey, Minnesota.

Members Present: Chairperson Melissa Fetterley
 Board Member Reid Bernard
 Board Member Nick Burgess
 Board Member Laura Moore
 Board Member Hassan Salami

Members Absent: Board Member Thomas Hagerty
 Board Member Paula Houts

Also Present: Senior Planner Chris Anderson
 City Council Liaison Matt Woestehoff

1. CALL TO ORDER

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

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve Meeting Minutes Dated October 21, 2024

Motion by Board Member Burgess and seconded by Board Member Salami to approve the regular meeting minutes dated October 21, 2024.

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

5. POLICY BOARD BUSINESS

5.01: Consider Natural Resources Aspects of the Emerald Estates Preliminary Plat (Project No. 24-123); Case of Joni and Alan Greenwaldt

Senior Planner Anderson presented the staff report. He stated that the City has received a land use application from Landform for consideration of a Preliminary Plat for a single-family residential development located along 181st Avenue, west of Xenolith Street.

Board Member Moore asked if the property to the south is undeveloped.

Senior Planner Anderson confirmed that two equivalent-sized properties to the south are vacant.

Board Member Moore asked for details on construction debris and protection of the wetlands with the vacant site.

Senior Planner Anderson replied that there would be staff on-site periodically for inspections.

Board Member Salami asked if a neighborhood could have one well for the use of the development.

Senior Planner Anderson replied that while some neighborhoods have a community septic system, he has not seen a community well. He commented that based on the sizes of the lots, he would not imagine that a community well or septic system would be a good idea.

Chairperson Fetterley referenced a driveway that was requested to be adjusted and asked if there would be anything to prevent the eventual owner of the driveway from expanding the driveway. She asked if it would be explained to the homeowner that the driveway could not be moved or expanded because of the constraints.

Senior Planner Anderson replied that language could be added to the development agreement specific to lot seven, noting that there is still no guarantee that the homeowner would read all the documents. He clarified that the driveway will not encroach into the wetland setback nor the wetland itself.

Board Member Moore commented that she would be interested in adding a comment related to wetland preservation for lots 12 and 13 as well.

Motion by Board Member Salami and seconded by Board Member Moore to recommend approval of the plans, contingent upon compliance with staff's review comments and the suggestion to add language to the development agreement related to wetland protection for lots 7, 12, and 13.

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

5.02: Consider the Environmental Policy Board Meeting Calendar for 2025

Senior Planner Anderson presented the staff report. He asked the Board to consider the meeting calendar for 2025.

Board Member Burgess left the meeting at 7pm.

The 2025 meeting calendar was adopted with the January meeting on January 13th, the February meeting on February 10th, and the March meeting on March 10th.

6. BOARD / STAFF INPUT

Senior Planner Anderson reported that there are two dumpsters available for cardboard recycling and encouraged residents to utilize the space. He noted that the holiday lights collection is happening at City Hall.

Board Member Moore referenced a recent discussion of the City related to the number of City newsletters, which includes the *Ramsey Recycler*, and asked for more information.

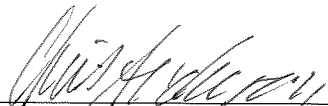
Senior Planner Anderson replied that currently there are six *Ramsey Resident* newsletters and one or two *Ramsey Recycler* issues per year. He stated that the Charter Commission will be discussing potentially decreasing to four newsletters per year. He stated that the *Ramsey Recycler* is separate, and the Commission will discuss whether that publication could be counted towards the six.

7. ADJOURNMENT

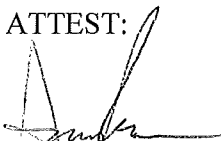
Motion by Board Member Moore and seconded by Board Member Salami to adjourn the meeting.

The meeting adjourned at 7:06 p.m.

Respectfully submitted,



Chris Anderson
Senior Planner

ATTEST:


Abdi Sahal
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Ramsey Park and Recreation Commission conducted a regular meeting on November 14, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Commission Members Present: Chair Nathan Barten
 Vice Chair Brandon Sis
 Commissioner Todd Arts
 Commissioner Jennifer Leistico (arrived at 6:35 p.m.)
 Commissioner Dean Olson

Commission Members Absent: Commissioner Shane Bennett
 Commissioner Megan Ealain

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

1. CALL TO ORDER

Chair Barten called the Park and Recreation Commission meeting to order at 6:30 p.m.

2. CITIZEN INPUT

None.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve Park and Recreation Commission Meeting Minutes

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

- Park and Recreation Commission Meeting Minutes date October 10, 2024

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

5. COMMISSION BUSINESS

5.01: 2025 Playground Replacement Planning – Central and Riverdale Parks

Parks & Assistant Public Works Director Riverblood stated that the playground replacement policy projects that one playground per year is replaced, noting that five playground have been replaced in the last five years. He reviewed the current condition of the Central Park playground noting that the wood posts are still solid and in good condition and identified items that could easily be refurbished and others that could be removed. He provided a similar overview of Riverdale Park. He displayed brand new regional playground equipment that is available because it was made in the wrong color. He noted the equipment has a value of \$346,000 (not including installation) and explained that the playground components could be divided between the two parks. He identified items that could be added to Central Park, along with refurbishment of the equipment that would remain as well as the additional equipment that could go to Riverdale Park. He stated that in another scenario, all of the equipment could go to Central Park and Riverdale Park could then wait for 2026.

Commissioner Leistico arrived.

Commissioner Sis asked for an overview of the cost component for some of the items.

Parks & Assistant Public Works Director Riverblood stated that he does have the breakdown of the different cost components but does not have that with him today. He stated that the value of the equipment is about \$346,000 but the City could purchase it for about \$250,000 and installation is typically around 30 percent of the product cost. He stated that they would also need to update each of the playground with engineered wood fiber, which would have a cost of \$12,000 to \$18,000 per playground. He stated that they would also adjust the playground borders, noting that could be done by staff. He noted that the demolition and disposal cost for each park would be about \$2,000 but that could be reduced by refurbishing some elements. He noted that staff would continue to work on the menu of costs.

Chair Barten commented that the wood components at Central Park are in good shape and asked about the anticipated lifespan for those posts if they were to remain.

Parks & Assistant Public Works Director Riverblood commented that the wood is treated from within and suspected that the posts would last a long time given the sunny conditions. He stated that if they were able to refurbish the Central Park wood items and add some new components, they would plan to circle back to Central Park after they have completed additional playground replacement and continue to replace the wood items at that time, estimating perhaps another five years.

Chair Barten asked if the refurbished components at Central Park would be painted to match the new components.

Parks & Assistant Public Works Director Riverblood confirmed that they would plan to paint in similar colors. He explained that this would be a way to improve more than one playground within the budget constraints.

Councilmember Musgrove commented that this looks like a great plan and asked if the total package of equipment would need to be purchased or whether certain items could be chosen.

Parks & Assistant Public Works Director Riverblood replied that they probably could parse out equipment but suspected that this opportunity is also being reviewed by other communities.

Councilmember Musgrove asked for details on the timeframe when the equipment would be available.

Parks & Assistant Public Works Director Riverblood replied that the equipment is available now. He stated that once the Commission makes a recommendation, he would bring that to the Council as soon as possible after that. He hoped to have more information for the Commission to review in January and February in order to then bring it to the Council in order to plan for implementation in 2025. He noted that these components are ready and assembled which could mean the equipment is ready for use in June rather than later in the summer.

Councilmember Musgrove commented that she liked the idea of spreading this between two parks.

Commissioner Olson commented that there are a lot of youth programs at Central Park and parents comments on how they like parking lot and landscaping improvements, along with the pickleball courts. He stated that he likes the idea of spreading it out, but Central Park is a marquee park with a lot of use and would want to see that continue to be improved.

Commissioner Sis commented that if there is chance for implementation on Central Park earlier rather than limping along, he could support that, especially with all the development in that area.

Chair Barten commented it seems the Commission agrees that this could be a good value to acquire this equipment and would be interested in seeing more information. He agreed that Central Park continues to have increased use and is in need of this amenity.

Commissioner Sis commented that if they can get the discounted equipment that is a great option but otherwise does not believe that both parks need to be done in one year.

Parks & Assistant Public Works Director Riverblood commented that he can present a few options. He agreed that Central Park has a lot of use and while there are a lot of children around Riverdale, they do need to continue to focus on Central Park and therefore one option can be for just Central Park.

5.02: Recreation Programs – A Year in Review

Recreation Coordinator Proulx presented an overview of recreation programming throughout the past year.

Commissioner Sis commended Recreation Coordinator Proulx for her excellent work and expanded programming opportunities. He noted that he found himself participating in more programming this past year as well.

Councilmember Musgrove stated that she enjoyed the wood duck house and puzzle contest events. She asked if this presentation would be available online for residents to review.

Recreation Coordinator Proulx confirmed that could be posted to share with the residents.

Commissioner Olson appreciated the creativity and excitement which creates diverse programming for the residents.

Parks & Assistant Public Works Director Riverblood called attention to the partnerships mentioned by Recreation Coordinator Proulx as that is how the City is able to offer so many things while also building community.

6. COMMISSION/STAFF INPUT

Parks & Assistant Public Works Director Riverblood stated there are not any actionable items for December and did not anticipate a December meeting.

Councilmember Musgrove commented that she has appreciated her time as a liaison on the Park and Recreation Commission. She recognized the great job that Chair Barten, Vice Chair Sis and the other members of the Commission have done this last year. She thanked the Commission for its hard work.

Commissioner Arts referenced expansion of pickleball programming and asked if there are plans to convert the tennis courts to pickleball use at Central Park.

Parks & Assistant Public Works Director Riverblood commented that staff is looking to stripe the Riverdale courts for pickleball and there is an opportunity for additional courts on the Lord of Life site. He stated that there are plans to stripe one tennis court as four pickleball courts. He stated that they would look at that option along with the rehabilitation of the playgrounds.

7. ADJOURNMENT

Motion by Commissioner Olson, seconded by Commissioner Arts, to adjourn the meeting.

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

The Park and Recreation Commission meeting adjourned at 7:20 p.m.

Respectfully submitted,

Mark Riverblood
Parks & Assistant Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

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

The Public Works Committee conducted a regular meeting on Tuesday, November 19, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

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

1. CALL TO ORDER

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

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

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

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

4. APPROVE MINUTES

4.01: Approve October 15, 2024, Meeting Minutes

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

Regular Meeting Minutes dated October 15, 2024

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

5. COMMITTEE BUSINESS

5.01: Consider Recommendation to City Council to Adopt Stormwater Management Facilities Maintenance Policy

City Engineer/Public Works Director Westby reviewed the staff report and the recommendation to provide a recommendation to the City Council to adopt the Stormwater Management Facilities Maintenance Policy. He stated that the Committee could also discuss the Trail Maintenance Policy under this item in regard to format since they would be similar and would become templates for future policies, noting that action should still remain separate.

Chairperson Musgrove referenced inspections and maintenance, and received confirmation that the information would be incorporated into section five.

Chairperson Musgrove noted that many sections include a maintenance recommendation of ten years. She asked if there should be language to preface such as starting four years after the adoption, or six years after the adoption of the policy in order to stagger those timeframes.

City Engineer/Public Works Director Westby reviewed the language related to the inspection of drainage pipes, which explains when the inspection typically occurs. He acknowledged that staff ultimately intends to do more frequent inspections, other than when streets are flooded or in preparation for proposed pavement management program projects. He stated that most inspections would be more staggered, and he could update the policy language to reflect that.

Councilmember Olson referenced the ten-year inspection cycle and asked if there are records that would reflect when those inspections would be due. He stated that perhaps the policy would refer to where the information would be kept.

City Engineer/Public Works Director Westby replied that information would be kept in the maintenance records. He stated that City staff has not been proactively inspecting most stormwater facilities and keeping inspection records, but staff would begin to do this if the policy is adopted.

Chairperson Musgrove commented that this looks good and provides direction. She suggested that, because safety and training are addressed in other policies, perhaps they should be referenced.

City Engineer/Public Works Director Westby replied that he does not believe that is necessary as this policy directs specific work and staff is adequately trained in the use of required equipment and safety prior to completing this work.

Councilmember Howell agreed that it would make sense not to include that information in order to keep this policy more straightforward and concise.

Chairperson Musgrove confirmed the consensus of the Committee to also exclude those sections in the Trail Maintenance Policy. She referenced an instance where perhaps a resident is upset with tree trimming and asked if there should be information in the Trail Maintenance Policy that would address the proper process.

Parks and Assistant Public Works Director Riverblood commented that would also be addressed under the training and personnel policies.

Chairperson Musgrove referenced language found within the Trail Maintenance Policy introduction that could be considered redundant and could perhaps be found under the funding section instead.

Councilmember Olson commented that because there is a funding section it would make sense to place the information in that section rather than the introduction.

Chairperson Musgrove referenced the sidewalk and trail inspection section and two-inch trip hazard threshold, asking for more information.

Parks and Assistant Public Works Director Riverblood commented that the City threshold is actually lower than that, but he would want to verify with the League of Minnesota Cities on the correct trip hazard threshold before placing that language within the policy.

Chairperson Musgrove referenced language found in the St. Francis policy and asked if that would be appropriate to have in the policy.

Parks and Assistant Public Works Director Riverblood provided additional details on the responsibility to repair sidewalk panels and the cost for that, which is a rate/charge adopted by the City Council annually. He did not see a problem leaving that language within the policy.

Chairperson Musgrove suggested a location for the trail maintenance photo. She noted a reference to City Code that she did not believe matched Ramsey's City Code and asked if that should be updated. She stated that there are some trails and sidewalks mapped out and asked for clarification on whether the map should simply state trails or whether every sidewalk would be included on the map.

Parks and Assistant Public Works Director Riverblood replied that sidewalks and trails would want to be kept together. He stated that there is not an official map for trail and sidewalk snow removal, although they do have plow maps.

Assistant City Engineer Feriancek stated that there is a trail and sidewalk map for plowing, although it is a plow map and not an official City map. He stated that they would have the means to create one if desired.

Parks and Assistant Public Works Director Riverblood suggested striking the word official.

Chairperson Musgrove referenced language related to the lifecycle of a boardwalk and the approach for repair. She stated that some of that detail seems to be more appropriate for plans and specifications rather than a policy but noted that she would be fine leaving the language in the policy as well.

Parks and Assistant Public Works Director Riverblood replied that the entirety of letter D could be removed.

Chairperson Musgrove referenced language related to trail bridges, expressing similar concern but stated that she would be fine leaving the language as is. She moved to funding and stated that it is a lot of information. She commented that she likes the comparison to what has been done and will need to be done. She suggested that information that would seem more specific to a case could be removed. She suggested that statement 14.03 be reviewed by staff and legal counsel. She stated that typically the Committee does not meet in December, but this could be brought back in December if desired. She noted that the other options would be for this to move forward to a Council worksession or on the regular City Council agenda.

City Engineer/Public Works Director Westby commented that the policies will be reformatted to match and both policies could be ready for the December 10th City Council worksession.

It was confirmed that this will move forward to the December 10th City Council worksession and then onto the regular agenda as an item on consent if there are no substantive changes.

5.02: Trail Maintenance Policy

This item was discussed at part of Item 5.01 and the consensus was that this policy will move to the December 10th City Council worksession.

5.03: Consider Recommending City Council Authorization to Prepare Plans and Specifications for 2025 Pavement Maintenance Improvement Projects

Assistant City Engineer Feriancek reviewed the staff report and the recommendation for City Council authorization to prepare plans and specifications for 2025 pavement maintenance improvement projects.

Chairperson Musgrove commented that she recalled the budget was \$750,000 whereas the proposed cost is \$650,000. She asked if anything was removed from the list to result in the lesser cost. She asked if the MSA pavement marking would come from MSA funding.

Assistant City Engineer Feriancek replied that there was a one-year bump to \$750,000. He stated that based on the ten-year CIP and projected needs, he has reviewed what would be needed for crack seal and rejuvenation as well as pavement marking. He confirmed that a portion of the MSA funds is designated towards maintenance, therefore technically MSA funds are used but as an automatic contribution towards maintenance. He stated that the \$600,000 should be sufficient and projects were not pulled from the list.

Chairperson Musgrove asked for additional clarification on pothole repair.

Assistant City Engineer Feriancek replied that if there are funds left over from the \$600,000, those funds could be used for skim patching or other pothole repairs. He stated that staff plans to bring

this item to the City Council next week to receive authorization to develop the plans and specification and reviewed the anticipated timeline for bidding.

Motion by Councilmember Olson, seconded by Councilmember Howell, to recommend City Council authorization to prepare plans and specifications for 2025 Pavement Maintenance Improvement Projects.

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

5.04: Consider Recommending City Council Authorization to Prepare Plans and Specifications for 2025 Pavement Management Program Projects

Assistant City Engineer Feriancek reviewed the staff report and recommendation to recommend City Council authorization to prepare plans and specifications for 2025 pavement management program projects.

Chairperson Musgrove referenced crosswalk markings in different locations on Alpine and received confirmation that those markings would be removed. She also asked if the trail near the fire station would be raised to prevent it from flooding.

Assistant City Engineer Feriancek provided details on the storm sewer in that area and stated that perhaps the inlet needs to be adjusted to allow better drainage.

Chairperson Musgrove commented that if the road is going to be redone, it would make sense to also address the trail.

Assistant City Engineer Feriancek commented that while there are parts of the trail that are not terrible, there are some parts that need work. He asked if the Committee would support including a bid alternate for the trail replacement.

Chairperson Musgrove confirmed the consensus of the Committee in support of including the trail replacement as a bid alternate. She also referenced a segment of trail that goes nowhere.

Assistant City Engineer Feriancek replied that the short segment would be removed as there would be too many challenges to extending the trail to the intersection.

Chairperson Musgrove referenced a drainage issue that was discussed in the plans for the 161st Avenue reconstruction project and asked for more detail on where that is located.

Assistant City Engineer Feriancek identified the path that much of the drainage from Central Park and its parking lot system followed. He stated that as part of the 161st project, storm sewer and catch basins were installed along with a swale into the pond. He identified the low point coming off 159th and identified the larger area that is serviced by the pond.

Assistant City Engineer Feriancek reviewed the anticipated timeline for moving forward to the Council and related to bidding and construction.

Chairperson Musgrove referenced the Alpine Drive project, noting there is a median at the intersection of Alpine and Highway 47 and asking if that would stay.

Assistant City Engineer Feriancek replied that the median would stay.

Chairperson Musgrove asked if the trail bids were based on the length of the trail to create a rough estimate.

Assistant City Engineer Feriancek replied that the trails were based off a quick estimate of the area.

Motion by Councilmember Howell, seconded by Councilmember Olson, to recommend City Council authorization to prepare plans and specifications for 2025 Pavement Management Program Projects, including the bid alternates for trails as discussed.

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

6. COMMITTEE / STAFF INPUT

6.01: Discuss Use of Recycled Asphalt Shingles for Paving Operations

City Engineer/Public Works Director Westby reviewed the staff report and asked for input from the Committee.

Councilmember Olson stated that he would be interested in the additional information as he had the same questions that were included in the staff presentation.

City Engineer/Public Works Director Westby confirmed that staff can continue to do research once some of the road planning is wrapped up.

Councilmember Howell thanked staff for bringing this forward and hoped that she could gather some additional information as well.

City Engineer/Public Works Director Westby confirmed the consensus of the Committee to place this item on the future topics calendar.

Chairperson Musgrove recognized that sometimes staff is required to complete training and perhaps there would be some type of training or education session on this topic.

City Engineer/Public Works Director Westby commented that there are many avenues that could be used to learn more about this. He explained that if the City chose to use this method for patching, they would use a contractor that uses the mix and would not make the mix themselves.

Councilmember Howell asked if there could be a requirement for residents to dispose of asphalt shingles at a City location. She stated that the City could then partner with a company that would collect the material and provide a cost savings in return to the City on the patching mix.

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

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

Chairperson Musgrove thanked staff, and the partners involved in the River's Bend regional pond. She noted a project for Waco that is slated for 2033 and asked if that could be moved to 2030.

Assistant City Engineer Feriancek stated that project would be MSA funded and therefore it is a matter of funding allocation. He stated that the CIP is reviewed annually, and they can continue to monitor that.

6.03: Review Future Topics Calendar

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

Chairperson Musgrove asked and received confirmation that the County would be the lead on potential roundabouts for County Road 5. She asked why the gravel road policy was highlighted.

City Engineer/Public Works Director Westby commented that staff is working to develop solid cost estimates for each segment and will present that information at the January meeting. He stated that staff had a meeting scheduled with MnDOT for the TH 47 trail segment, but that was canceled. He stated that staff will continue to work on rescheduling the meeting. He stated that typically, there is not a December meeting and received confirmation from the Committee to cancel that meeting.

Chairperson Musgrove acknowledged that she and Councilmember Howell will not be returning in January and thanked staff for their hard work, noting that it has been great to be a member of the Committee.

7. ADJOURNMENT

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

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:48 p.m.

Respectfully submitted,



Bruce Westby
City Engineer/Public Works Director

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

CC Regular Session

Meeting Date: 02/11/2025

Primary Strategic Plan Initiative: Not Applicable

Title:

Adopt Resolution #25-041 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 23, 2025 through February 5, 2025.

Purpose/Background:

Adopt Resolution #25-041 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 23, 2025 through February 5, 2025.

Recommendation:

Staff Recommends to Adopt Resolution #25-041 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 23, 2025 through February 5, 2025.

Outcome/Action:

Staff Recommends to ?Adopt Resolution #25-041 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 23, 2025 through February 5, 2025.

Attachments

Bills List 2/11/2025
Resolution 25-041

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	02/06/2025 07:59 AM
Brian Hagen	Brian Hagen	02/06/2025 08:30 AM
Form Started By: Tammy Oakes		Started On: 02/05/2025 03:10 PM
Final Approval Date: 02/06/2025		

RAMSEY CITY COUNCIL MEETING
2.11.2025
BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:	<u>SUBMITTED FOR APPROVAL</u>
Prepays 1.23.2025 - 2.5.2025	\$ 736,263.85
Accounts Payable 1.23.2025 - 2.5.2025	345,371.91
Payroll 1.31.25	290,031.48
Debt Service	
Pay Estimates- Projects	65,103.12

TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)	\$ 1,436,770.36
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DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:

	<u>APPROVED PREVIOUS MTG</u>	<u>2025 Y.T.D.</u>
PREPAIDS	\$ 431,618.45	\$ 650,315.84
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	1,193,268.87	1,642,968.34
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	294,401.23	546,474.42
CORRECTION TO PAYROLL		
DEBT SERVICE		
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS	1,631,165.67	1,631,165.67

TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	\$ 3,550,454.22	\$ 4,470,924.27
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Council Check Register by GL

Council Check Register and Summary

1/23/2025 - 2/5/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
120087	1/23/2025	75.00	119794 CENTERPOINT ENERGY RESOURCES CORP		129680	1162025	9101.4208		MECHANICAL PERMIT	GENERAL FUND
		1.00	PERMIT RA060609 CANCEL						SURCHARGES-PERMITTS	GENERAL FUND
		76.00	PERMIT RA060609 CANCEL		129680	1162025	9101.2081			
120088	1/23/2025	198.00	121619 MALONEY, SHELBY							
		198.00	WATER EFF REBATE 25- S MALONEY		129672	011523	9601.6436		WATER EFFICIENCY REBATE PROG	WATER FUND
120089	1/23/2025	80.00	118388 MITCHELL 1							
		80.00	SNAP-ON SCANTOOL WEB JAN		129532	IB32009932	0311.6515		MISCELLANEOUS PROFESSIONAL SERSTREET MAINTENANCE	
120090	1/23/2025	75.00	121600 MORLOCK, NITA							
		75.00	PERMIT RA060572 CANCEL		129679	1142025	9101.4206		PLUMBING PERMIT	GENERAL FUND
		1.00	PERMIT RA060572 CANCEL		129679	1142025	9101.2081		SURCHARGES-PERMITTS	GENERAL FUND
		76.00								
120091	1/23/2025	100.00	100887 MSSA							
		100.00	2025 MEMBERSHIP RENEWAL		129667	2025 RENEWAL	0311.6451		MEMBERSHIP DUES	STREET MAINTENANCE
120092	1/23/2025	131.00	119106 SUNBURN CONSTRUCTION LLC							
		131.00	PERMIT RA060024 CANCEL		129681	1172025	9101.4205		BUILDING PERMIT	GENERAL FUND
		1.00	PERMIT RA060024 CANCEL		129681	1172025	9101.2081		SURCHARGES-PERMITTS	GENERAL FUND
		132.00								
120093	1/23/2025	111,516.15	117771 UNITED STATES TREASURY							
		111,516.15	EIN 41-0910467 FORM 8038-T		129671	8038-T 2025	9435.6315		MISCELLANEOUS PROFESSIONAL SERPAVEMENT MANAGEMENT PROGRA	
		111,516.15								
120136	1/30/2025	1,189.80	121649 ARELLANO, SUSAN							
		1,189.80	ESCROW BALANCE REFUND		129800	A121135	9804.6433	00121136	REFUNDS	ESCROW ACCOUNTS
120137	1/30/2025	563.90	100297 CENTERPOINT ENERGY							
		563.90	DEC 2024 GAS CHARGES		129795	8000014064-2	0220.6373		GAS	FIRE PROTECTION
		1,276.40	DEC 2024 GAS CHARGES		129795	8000014064-2	0311.6373		GAS	STREET MAINTENANCE
		2,395.91	DEC 2024 GAS CHARGES		129795	8000014064-2	0452.6373		GAS	PARK & RECREATION

Council Check Register by GL
Council Check Register and Summary

1/23/2025 - 2/5/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
120137	1/30/2025		100297 CENTERPOINT ENERGY			DEC 2024			Continued...	
		1,737.81	DEC 2024 GAS CHARGES		129795	8000014064-2	0211.6373		GAS	POLICE PROTECTION
		1,276.41	DEC 2024 GAS CHARGES		129795	8000014064-2	9601.6373		GAS	WATER FUND
		1,276.41	DEC 2024 GAS CHARGES		129795	8000014064-2	9602.6373		GAS	SEWER FUND
		1,276.41	DEC 2024 GAS CHARGES		129795	8000014064-2	9605.6373		GAS	STORM WATER UTILITY
		9,803.25				DEC 2024				
120138	1/30/2025		119794 CENTERPOINT ENERGY RESOURCES CORP							
		25.00	PERMIT RA060613 CANCEL		129804	1162025A	9101.4214		ELECTRICAL INSPECTION PERMIT	GENERAL FUND
		1.00	PERMIT RA060613 CANCEL		129804	1162025A	9101.2081		SURCHARGES-PERMITTS	GENERAL FUND
		26.00								
120139	1/30/2025		100116 CONNEXUS ENERGY							
		32.29	DEC 2024 ELECTRIC SERVICE		129791	444931-3270 DEC 2024	0452.6371		ELECTRIC UTILITIES	PARK & RECREATION
		32.29								
120140	1/30/2025		115607 DVS							
		45.75	TAB RENEW SQUAD 315, 366, 367		129794	E415715	0211.6249		MISCELLANEOUS OPERATING SUPPLY	POLICE PROTECTION
		45.75								
120141	1/30/2025		113447 MAJESTIC CUSTOM CONSTRUCTION INC							
		35.00	PERMIT RA060408 CANCEL		129788	1222025	9101.4208		MECHANICAL PERMIT	GENERAL FUND
		1.00	PERMIT RA060408 CANCEL		129788	1222025	9101.2081		SURCHARGES-PERMITTS	GENERAL FUND
		36.00								
120142	1/30/2025		120605 PANGAEA HOSPITALITY GROUP LLC							
		3,829.84			129793	119-A	9230.6249	00923003	MISCELLANEOUS OPERATING SUPPLY	ECONOMIC DEVELOPMENT AUTHO
		3,829.84								
120143	1/30/2025		100454 ST CLOUD STATE UNIVERSITY							
		395.00	MCFOA CONF 3/18-3/21-25		129782	MCFOA	0130.6335		TRAINING	ADMINISTRATION
		395.00				CONFERENCE				
1007504	1/23/2025		110402 ADVANCE AUTO PARTS							

Council Check Register by GL
Council Check Register and Summary

1/23/2025 - 2/5/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1007504	1/23/2025	821.36	110402 ADVANCE AUTO PARTS		129663	12312024	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		190.00	DEC MONTHLY PURCHASES		129663	12312024	0312.6257		OTHER VEHICLE PARTS	SNOW & ICE REMOVAL
		1,011.36	DEC MONTHLY PURCHASES							
1007505	1/23/2025	2,493.65	121552 LINCOLN NATIONAL LIFE INSURANCE CO		129682	1094824 JAN 2025	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		2,493.65	JAN 2025 LIFE INS PREMIUMS							
1007506	1/23/2025	137,406.98	100285 MET COUNCIL ENVIRONMENTAL SRV		129670		9410.6433	00041001	REFUNDS	RALF FUNDED PROJECTS
		31,766.23	L-06-09 ANCHORS AWAY RALF LOAN		129670		9410.6433	00041018	REFUNDS	RALF FUNDED PROJECTS
		64,245.75	L-06-03 EZ TRACTOR RALF LOAN		129670		9410.6433	00041014	REFUNDS	RALF FUNDED PROJECTS
		56,309.58	L-09-05 PRO SPORT RALF LOAN		129670		9410.6433	00041012	REFUNDS	RALF FUNDED PROJECTS
		289,728.54	L-05-06 NAU RALF LOAN							
1007507	1/23/2025	994.00-	100291 MET COUNCIL SAC		129665	DEC 2024	9602.4356		SEWER AVAILABILITY CHARGE-ADM	SEWER FUND
		99,400.00	SAC REMITTANCE DISCOUNT		129666	DEC 2024 A	9602.2083		SAC CHARGES	SEWER FUND
		98,406.00	SAC REMITTANCE							
1007508	1/23/2025		119638 O'REILLY AUTO PARTS		129673	6193-189945	0220.6388		OTHER VEHICLE REPAIR	FIRE PROTECTION
		.18-	EARLY PAY DISCOUNT		129673	6193-189945	0220.6388		OTHER VEHICLE REPAIR	FIRE PROTECTION
		8.99	DOOR SEAL LUBRICATION		129674	6193-190015	0220.6388		OTHER VEHICLE REPAIR	FIRE PROTECTION
		.18-	EARLY PAY DISCOUNT		129674	6193-190015	0220.6388		OTHER VEHICLE REPAIR	FIRE PROTECTION
		8.99	DOOR SEAL LUBRICANT		129674	6193-190015	0220.6388		OTHER VEHICLE REPAIR	FIRE PROTECTION
		.51-	EARLY PAY DISCOUNT		129675	6193-190076	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		25.43	STREET'S #692		129675	6193-190076	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		1.05-	EARLY PAY DISCOUNT		129676	6193-190280	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		52.73	PARKS #678		129676	6193-190280	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.72-	EARLY PAY DISCOUNT		129677	6193-190258	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		35.76	STREET'S #680		129677	6193-190258	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.17-	EARLY PAY DISCOUNT		129678	6193-190336	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		8.49	WATER TRUCK #659		129678	6193-190336	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		137.58	WATER TRUCK #659							
1007509	1/23/2025	17.14	115841 PULLAR, ROBERT		129664	01082025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		17.14	1.8.25 CHIPOTLE							

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

1/23/2025 - 2/5/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
97013125	1/31/2025	287.08	118579 ND CHILD SUPPORT DIVISION		129746	0129258554012	9101.2185		GARNISHMENTS/SUPPORT	GENERAL FUND
99226847	1/31/2025	287.08	100223 ICMA RETIREMENT TRUST 457		129743	012925855401	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
99250138	1/31/2025	1,916.54	100301 MN CHILD SUPPORT PAYMENT CNTR		129748	012925855403	9101.2185		DEFERRED COMPENSATION	GENERAL FUND
99279136	1/31/2025	266.72	100601 MN DEPT OF REV WH		129751	012925855406	9101.2172		GARNISHMENTS/SUPPORT	GENERAL FUND
99418913	1/31/2025	18,703.30	114790 GREAT WEST LIFE AND ANNUITY INS CO		129744	0129258554010	9101.2175		STATE WITHHOLDING	GENERAL FUND
99427688	1/31/2025	15,638.84	114790 GREAT WEST LIFE AND ANNUITY INS CO		129745	0129258554011	9101.2176		DEFERRED COMPENSATION	GENERAL FUND
99785327	1/31/2025	5,164.12	114790 GREAT WEST LIFE AND ANNUITY INS CO		129745	0129258554011	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
99988468	1/31/2025	36,317.70	100398 PUBLIC EMPLOYEES RETIREMENT ASSN		129749	012925855404	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		48,303.60			129750	012925855405	9101.2183		PERA-EMPLOYER	GENERAL FUND
		84,621.30								
		40,873.05	101306 IRS		129752	012925855407	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		23,195.97			129753	012925855408	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		23,195.97			129754	012925855409	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		87,264.99								
		736,263.85	Grand Total							

Payment Instrument Totals

Checks	127,536.08
EFT Payments	213,862.89
A/P ACH Payment	394,864.88
Total Payments	736,263.85

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3955
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 2/12/2025

Payee Number	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
107442 ALLDATA		PV 129861 001 00999	1/21/2025	101549392 FEB 2025	1,500.00
ALLDATA P O BOX 848379 DALLAS TX 75284-8379		Summary Total			1,500.00
		Payment Amount			1,500.00
100618 ANCOM COMMUNICATIONS INC		PV 129880 001 00999	1/29/2025	126031	3,107.50
ANCOM COMMUNICATIONS INC 1800 EAST CLIFF ROAD SUITE 17 BURNSVILLE MN 55337		Summary Total			3,107.50
		Payment Amount			3,107.50
100036 ANOKA COUNTY CHIEFS OF POLICE ASSN		PV 129701 001 00999	1/17/2025	2024 MTG EXPENSES	79.00
ANOKA COUNTY CHIEFS OF POLICE ASSN 13301 HANSON BLVD NW ATTN KELLY HAIGH ANDOVER MN 55304		Summary Total			79.00
		Payment Amount			79.00
100040 ANOKA COUNTY FIRE PROTECTION COUNCIL		PV 129900 001 00999	1/28/2025	386	14,696.00
ANOKA COUNTY FIRE PROTECTION COUNCIL 1710 COUNTY HIGHWAY 10 SPRING LAKE PARK MN 55432		Summary Total			14,696.00
		Payment Amount			14,696.00
100046 ANOKA COUNTY SHERIFF'S OFFICE	City of Ramsey PD SWAT Op Mem	PV 129888 001 00999	1/24/2025	01242025	7,472.00
ANOKA COUNTY SHERIFF'S OFFICE 13301 HANSON BLVD NW ANDOVER MN 55304		Summary Total			7,472.00
		Payment Amount			7,472.00
100063 ASPEN MILLS		PV 129696 001 00999	1/16/2025	346828	215.70
ASPEN MILLS 8201 C CENTRAL AVE NE SPRING LAKE PARK MN 55432		Summary Total			215.70
		PV 129700 001 00999	1/17/2025	346904	667.08
		Summary Total			667.08
		PV 129873 001 00999	1/28/2025	347608	321.47

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3955
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 2/12/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
				Summary Total					321.47
			PV	129874	001	00999	1/28/2025	347607	49.85
				Summary Total					49.85
			PV	129881	001	00999	1/29/2025	347707	144.99
				Summary Total					144.99
				Payment Amount					1,399.09
115872	B&F FASTENER SUPPLY		PV	129725	001	00999	1/16/2025	10362373-00	19.62
	B&F FASTENER SUPPLY			Summary Total					19.62
	7100 SUNWOOD DRIVE		PV	129726	001	00999	1/14/2025	10362372-00	32.60
	RAMSEY MN 55303			Summary Total					32.60
				Payment Amount					52.22
119785	BARNUM COMPANIES		PV	129871	001	00999	1/29/2025	43348	415.00
	BARNUM COMPANIES			Summary Total					415.00
	23950 LAKE BLVD N			Payment Amount					415.00
	FOREST LAKE MN 55025			Payment Amount					415.00
115623	BOB JOHNSON'S COMPUTER STUFF INC		PV	129699	001	00999	11/8/2024	67138	340.99
	BOB JOHNSON'S COMPUTER STUFF INC			Summary Total					340.99
	133 N DUPONT BLVD STE 103 2ND FLR			Payment Amount					340.99
	SMYRNA DE 19977-1545			Payment Amount					340.99
119134	CINTAS (FIRST AID VENDOR)		PV	129769	001	00999	1/22/2025	5250147604	299.91
	CINTAS			Summary Total					299.91
	PO BOX 631025			Payment Amount					299.91
	CINCINNATI OH 45263-1025			Payment Amount					299.91
110734	CITY OF RAMSEY	acct #719019	PV	129763	001	00999	1/25/2025	719019 QTR 4 2024	216.79
	CITY OF RAMSEY			Summary Total					216.79
	P O BOX 251100		PV	129766	001	00999	1/25/2025	444931372 QTR 4 2024	144.16
	ST PAUL MN 55125-6100			Summary Total					144.16
			PV	129767	001	00999	1/25/2025	444931294 QTR 4	424.14

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3955
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 2/12/2025

Payee Number	Name / Mailing Address	Stub Message	Document Ty Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
2024								
Summary Total								424.14
			PV	129829	001 00999	1/25/2025	727919 QTR 4 2024	2.43
Summary Total								2.43
			PV	129830	001 00999	1/25/2025	727918 QTR 4 2024	2.43
Summary Total								2.43
			PV	129831	001 00999	1/25/2025	724931 QTR 4 2024	2.43
Summary Total								2.43
			PV	129832	001 00999	1/25/2025	724628 QTR 4 2024	144.16
Summary Total								144.16
			PV	129833	001 00999	1/25/2025	726294 QTR 4 2024	52.33
Summary Total								52.33
			PV	129834	001 00999	1/25/2025	723960 QTR 4 2024	144.16
Summary Total								144.16
			PV	129835	001 00999	1/25/2025	722164 QTR 4 2024	5.75
Summary Total								5.75
			PV	129836	001 00999	1/25/2025	724470 QTR 4 2024	2.43
Summary Total								2.43
			PV	129837	001 00999	1/25/2025	724874 QTR 4 2024	144.16
Summary Total								144.16
			PV	129855	001 00999	1/25/2025	733061 QTR 4 2024	2,687.15
Summary Total								2,687.15
			PV	129872	001 00999	1/25/2025	735287 QTR 4 2024	30.06
Summary Total								30.06
			PV	129891	001 00999	1/25/2025	726528 QTR 4 2024	245.81
Summary Total								245.81
Payment Amount								4,248.39
100116	CONNEXUS ENERGY		PV	129779	001 00999	1/21/2025	759126-303102 JAN 2025	9,530.95
Summary Total								9,530.95
	CONNEXUS ENERGY PO BOX 1808	759126-303101	PV	129825	001 00999	1/21/2025	759126-303101 JAN 2025	10,702.51
Summary Total								10,702.51
	MINNEAPOLIS MN 55480-1808	759126-303107	PV	129827	001 00999	1/21/2025	759126-303107 JAN 2025	13,668.55
Summary Total								13,668.55
			PV	129839	001 00999	1/21/2025	759126-303106 JAN 2025	6,544.61

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3955
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 2/12/2025

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Summary Total									6,544.61
			PV	129879	001	00999	1/21/2025	759126-303095 JAN 2025	91.80
Summary Total									91.80
Payment Amount									40,538.42
100167	CORNERSTONE FORD	EP DISCOUNT TAKEN	PV	129722	001	00999	1/21/2025	15488556	184.84
	CORNERSTONE FORD		Summary Total						184.84
	17219 HIGHWAY 10 NW	EP DISCOUNT TAKEN	PV	129866	001	00999	1/14/2025	15487722	10.08
	PO BOX 304		Summary Total						10.08
	ELK RIVER MN 55330	EP DISCOUNT TAKEN	PV	129867	001	00999	1/14/2025	15487761	.67
			Summary Total						.67
		EP DISCOUNT TAKEN	PV	129869	001	00999	1/13/2025	15487594	67.14
			Summary Total						67.14
		EP DISCOUNT TAKEN	PV	129875	001	00999	1/22/2025	15488744	2.52
			Summary Total						2.52
		EP DISCOUNT	PV	129901	001	00999	1/21/2025	16448192	6,169.54
			Summary Total						6,169.54
			Payment Amount						6,434.79
104267	ELITE SANITATION		PV	129882	001	00999	1/27/2025	31315	131.16
	ELITE SANITATION		Summary Total						131.16
	PO BOX 526								
	ELK RIVER MN 55330		Payment Amount						131.16
112596	ENVIRONMENTAL PRODUCTS AND ACCESS		PV	129759	001	00999	1/21/2025	276838	367.67
	ENVIRONMENTAL PRODUCTS AND ACCESS		Summary Total						367.67
	PO BOX 415000								
	MSC#30157								
	NASHVILLE TN 37241-0157		Payment Amount						367.67
121086	EXQUISITE STONE		PV	129878	001	00999	1/23/2025	7290	300.00
	EXQUISITE STONE		Summary Total						300.00
	9784 HWY 10 NW								
	ELK RIVER MN 55330		Payment Amount						300.00

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3955
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 2/12/2025

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
107101	FIRE LOSS MANAGEMENT LLC		PV	129896	001	00999	1/19/2025	24-093 / 24-095	2,400.00
	FIRE LOSS MANAGEMENT LLC 678 PINWOOD DRIVE SHOREVIEW MN 55126							Summary Total	2,400.00
								Payment Amount	2,400.00
110760	FIRE SAFETY USA, INC		PV	129877	001	00999	7/1/2024	188917	5,345.00
	FIRE SAFETY USA, INC 3253 19TH STREET NW ROCHESTER MN 55901							Summary Total	5,345.00
			PV	129899	001	00999	1/30/2025	197107	1,312.50
								Summary Total	1,312.50
								Payment Amount	6,657.50
119275	FIRETEC USED APPARATUS		PV	129760	001	00999	1/21/2025	5067	3,400.00
	FIRETEC USED APPARATUS SALES PO BOX 177 RANDOLPH VT 05060							Summary Total	3,400.00
								Payment Amount	3,400.00
121285	GLOBAL INDUSTRIAL		PV	129898	001	00999	1/24/2025	122802018	21,413.00
	GLOBAL INDUSTRIAL 29833 NETWORK PLACE CHICAGO IL 60673-1298							Summary Total	21,413.00
								Payment Amount	21,413.00
119688	GMH ASPHALT CORPORATION	PAY APP 5 24-03 NE RAMSEY ST	PV	129821	001	09435	2/5/2025	24-03 #5	65,103.12
	GMH ASPHALT CORPORATION 9180 LAKETOWN ROAD CHASKA MN 55318							Summary Total	65,103.12
								Payment Amount	65,103.12
116186	KILLMER ELECTRIC CO INC		PV	129822	001	00999	12/18/2024	J003694	1,135.48
	KILLMER ELECTRIC CO INC 5141 LAKELAND AVENUE N CRYSTAL MN 55429							Summary Total	1,135.48

CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3955
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument Check Payment
 Pay Through Date 2/12/2025

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
Payment Amount									1,135.48
100256	LANO EQUIPMENT INC		PV	129846	001	00999	1/21/2025	02-1130956	11.49
	LANO EQUIPMENT INC		Summary Total						11.49
	6140 HIGHWAY 10 NW		PV	129848	001	00999	1/22/2025	02-1131147	1,033.09
	ANOKA MN 55303		Summary Total						1,033.09
			PV	129863	001	00999	1/27/2025	02-1131855	27,752.22
			Summary Total						27,752.22
			Payment Amount						28,796.80
107138	M AND G TRAILER SALES		PV	129865	001	00999	1/15/2025	151997	68.99
	M AND G TRAILER SALES		Summary Total						68.99
	9387 HWY 10 NW		PV	129868	001	00999	1/16/2025	152081	43.73
	RAMSEY MN 55303		Summary Total						43.73
			Payment Amount						112.72
117918	MACQUEEN EMERGENCY		PV	129717	001	00999	1/22/2025	P42392	920.00
	MACQUEEN EMERGENCY		Summary Total						920.00
	1125 7TH STREET E		Payment Amount						920.00
	ST PAUL MN 55106		Payment Amount						920.00
100270	MACQUEEN EQUIPMENT INC		PV	129870	001	00999	1/29/2025	P62345	242.14
	MACQUEEN EQUIPMENT INC		Summary Total						242.14
	1125 7TH STREET EAST	ACCT RAMSE001	PV	129921	001	00999	1/30/2025	P62379	63.78
	ST PAUL MN 55106		Summary Total						63.78
			Payment Amount						305.92
120745	MEDICINE LAKE TOURS		PV	129761	001	00999	1/21/2025	01212025	3,780.00
	MEDICINE LAKE TOURS		Summary Total						3,780.00
	PO BOX 44214		Payment Amount						3,780.00
	EDEN PRAIRIE MN 55344		Payment Amount						3,780.00
118388	MITCHELL 1		PV	129860	001	00999	1/20/2025	IB32159315	80.00

CITY OF RAMSEY
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Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Item	Co	Due Date	Invoice Number	Payment Amount
	MILWAUKEE WI 53288-0001								
								Payment Amount	232.25
119513	TRUCK GEAR USA		PV	129729	001	00999	1/23/2025	01232025	379.40
	TRUCK GEAR USA 15560 CLEVELAND ST NW ELK RIVER MN 55330							Summary Total	379.40
								Payment Amount	379.40
120500	UNLIMITED SUPPLIES INC		PV	129840	001	00999	1/17/2025	483068	1,428.13
	UNLIMITED SUPPLIES INC 13021 16TH AVE N PLYMOUTH MN 55441							Summary Total	1,428.13
			PV	129854	001	00999	1/25/2025	483061	109.34
								Summary Total	109.34
								Payment Amount	1,537.47
113539	WINSUPPLY TWIN CITIES MN CO.	EP DISCOUNT	PV	129915	001	00999	1/30/2025	167033	8.23
	WINSUPPLY TWIN CITIES MN CO. 13930 RADIUM STREET NW RAMSEY MN 55303							Summary Total	8.23
								Payment Amount	8.23
								Total Amount to be Processed	220,611.51
								Total Number of Payments to be Processed	42

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CITY OF RAMSEY
Create Payment Control Groups

Payment Group Control Number 3956
 Bank Account 999.1010 CASH IN BANK 00002224
 Version LOGIS004V
 Originator TOAKES
 Payment Instrument T A/P ACH Payment
 Pay Through Date 2/12/2025

Payee Number Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
111610 A DYNAMIC DOOR CO. INC.		PV 129850 001 00999	1/23/2025	22501211	1,253.36
A DYNAMIC DOOR CO. INC. 4588 194TH AVENUE NE EAST BETHEL MN 55092		Summary Total			1,253.36
		PV 129883 001 00999	1/18/2025	22501131	3,421.48
		Summary Total			3,421.48
		Payment Amount			4,674.84
117343 AMAZON CAPITAL SERVICES INC		PV 129697 001 00999	1/20/2025	1QD7-34FN-919C	304.94
AMAZON CAPITAL SERVICES INC PO BOX 035184 SEATTLE WA 98124-5184		Summary Total			304.94
		PV 129703 001 00999	1/20/2025	1CRK-47T9-6LJV	145.64
		Summary Total			145.64
		PV 129843 001 00999	1/20/2025	1DXH-LKFX-73CF	272.60
		Summary Total			272.60
		Payment Amount			723.18
109256 AMERICAN ENGINEERING TESTING INC		PV 129774 001 00999	1/21/2025	INV-240568	3,369.50
AMERICAN ENGINEERING TESTING INC LOCKBOX 170023 PO BOX 1691 MINNEAPOLIS MN 55480-1691		Summary Total			3,369.50
		PV 129778 001 00999	1/21/2025	INV-241536	650.00
		Summary Total			650.00
		Payment Amount			4,019.50
100029 ANOKA AREA CHAMBER OF COMMERCE		PV 129723 001 00999	1/21/2025	34065	240.00
ANOKA AREA CHAMBER OF COMMERCE 12 BRIDGE SQUARE ANOKA MN 55303		Summary Total			240.00
		Payment Amount			240.00
107587 ANOKA COUNTY TREASURY DEPARTMENT		PV 129689 001 00999	1/14/2025	B250113M	492.00
ANOKA COUNTY TREASURY DEPARTMENT 2100 3RD AVE STE 300 ANOKA MN 55303-5029		Summary Total			492.00
		Payment Amount			492.00
107141 APPLIED CONCEPTS INC		PV 129894 001 00999	1/30/2025	451500	572.50

CITY OF RAMSEY
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Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount
	BRIGHTON CO 80601								420.54
								Payment Amount	420.54
117484	CHETS SHOES LLC		PV	129847	001	00999	1/21/2025	LLC191139	288.98
	CHETS SHOES LLC							Summary Total	288.98
	8355 UNIVERSITY AVENUE NE								
	SPRING LAKE PARK MN 55432								
								Payment Amount	288.98
116197	CINTAS CORPORATION		PV	129714	001	00999	1/17/2025	4218262676	45.50
	CINTAS CORPORATION							Summary Total	45.50
	CINTAS LOC #4K		PV	129773	001	00999	1/23/2025	4218856445	99.66
	P O BOX 650838							Summary Total	99.66
	DALLAS TX 75265-0838	PAYER # 12455017	PV	129910	001	00999	1/30/2025	4219573927	49.41
								Summary Total	49.41
								Payment Amount	194.57
113306	DEFINITIVE TECHNOLOGY SOLUTIONS INC		PV	129688	001	00999	1/22/2025	INV286292	765.74
	DEFINITIVE TECHNOLOGY SOLUTIONS INC							Summary Total	765.74
	9401 JAMES AVENUE SOUTH SUITE 162								
	BLOOMINGTON MN 55431-2549								
								Payment Amount	765.74
100144	DEHN OIL COMPANY		PV	129768	001	00999	1/21/2025	1134141	2,507.90
	DEHN OIL COMPANY							Summary Total	2,507.90
	6735 141ST AVENUE NW	ACCT 63040029	PV	129909	001	00999	1/29/2025	113931	2,509.70
	RAMSEY MN 55303							Summary Total	2,509.70
			PV	129918	001	00999	1/28/2025	2206421	489.60
								Summary Total	489.60
								Payment Amount	5,507.20
119266	EARLE M JORGENSEN CO DBA EMJ		PV	129842	001	00999	1/17/2025	Z655228462	2,177.40
	EARLE M JORGENSEN CO DBA EMJ							Summary Total	2,177.40
	10650 SOUTH ALAMEDA STREET								
	LYNWOOD CA 90262								
								Payment Amount	2,177.40

CITY OF RAMSEY
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 Pay Through Date 2/12/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number Number	Item Itm	Co	Due Date	Invoice Number	Payment Amount
100158	ECM PUBLISHERS INC		PV	129826	001	00999	1/24/2025	1032832	198.00
	ECM PUBLISHERS INC							Summary Total	198.00
	4095 COON RAPIDS BLVD								
	COON RAPIDS MN 55433							Payment Amount	198.00
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	129698	001	00999	1/17/2025	DL011725-23	263.32
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC							Summary Total	263.32
	2755 GENEVA AVE N								
	OAKDALE MN 55128							Payment Amount	263.32
113321	FACTORY MOTOR PARTS CO		PV	129851	001	00999	1/23/2025	1-10418636	59.88
	FACTORY MOTOR PARTS CO							Summary Total	59.88
	BIN 139107		PV	129857	001	00999	1/27/2025	6-1689554	50.88
	P O BOX 9107							Summary Total	50.88
	MINNEAPOLIS MN 55480-9107							Payment Amount	110.76
100143	FERGUSON WATERWORKS # 2518		PV	129695	001	00999	1/17/2025	0541077	97,920.00
	FERGUSON WATERWORKS 2516							Summary Total	97,920.00
	P O BOX 802817		PV	129823	001	00999	1/16/2025	0542101	1,085.69
	CHICAGO IL 60680-2817							Summary Total	1,085.69
			PV	129824	001	00999	1/21/2025	0542214	383.00
								Summary Total	383.00
			PV	129906	001	00999	1/28/2025	0542058	19,875.00
								Summary Total	19,875.00
								Payment Amount	119,263.69
106870	FIRE EQUIPMENT SPECIALTIES, INC		PV	129716	001	00999	1/21/2025	21343	1,964.87
	FIRE EQUIPMENT SPECIALTIES, INC							Summary Total	1,964.87
	425 BERKSHIRE LANE N								
	PLYMOUTH MN 55441							Payment Amount	1,964.87

CITY OF RAMSEY
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Payee	Stub	Document	Due	Invoice	Payment				
Number	Name / Mailing Address	Message	Ty	Number	Item	Co	Date	Number	Amount
104268	FRONTIER PRECISION INC		PV	129777	001	00999	1/21/2025	INV316870	379.00
	FRONTIER PRECISION INC							Summary Total	379.00
	1713 BURLINGTON DRIVE	ACCT M220719	PV	129922	001	00999	1/30/2025	INV317455	846.00
	BISMARK ND 58504							Summary Total	846.00
								Payment Amount	1,225.00
121636	GRIMCO INC		PV	129853	001	00999	1/23/2025	33624801-01	264.21
	GRIMCO INC							Summary Total	264.21
	11745 SAPPINGTON BARRACKS RD								
	ST LOUIS MO 63127							Payment Amount	264.21
118946	HOTSY MINNESOTA		PV	129841	001	00999	1/17/2025	23924	758.01
	HOTSY MINNESOTA							Summary Total	758.01
	2951 100TH COURT NE SUITE 100								
	BLAINE MN 55449							Payment Amount	758.01
112475	INNOVATIVE OFFICE SOLUTIONS	S27569	PV	129710	001	00999	1/23/2025	IN4749014	306.25
	INNOVATIVE OFFICE SOLUTIONS							Summary Total	306.25
	LOCKBOX 131434	S27569	PV	129884	001	00999	1/27/2025	IN4751349	149.56
	P O BOX 1414							Summary Total	149.56
	MINNEAPOLIS MN 55480-1414							Payment Amount	455.81
100258	LEAGUE OF MINNESOTA CITIES	01/21/25 LMC Train Eric Peters	PV	129691	001	00999	1/21/2025	421539	350.00
	LEAGUE OF MN CITIES							Summary Total	350.00
	FINANCE DEPT	01/21/25 LMC Train K Buscher	PV	129756	001	00999	1/22/2025	421583	350.00
	145 UNIVERSITY AVE WEST							Summary Total	350.00
	ST PAUL MN 55103-2044							Payment Amount	700.00
117425	MAUER MAIN CHEVROLET		PV	129864	001	00999	1/15/2025	5306402	83.54

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 Pay Through Date 2/12/2025

Payee Number	Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount
100313	MN RECREATION AND PARK ASSN		PV	129719	001	00999	1/21/2025	2025 MRPA ABBY	310.00
	MN RECREATION AND PARK ASSN 200 CHARLES STREET NE FRIDLEY MN 55432							Summary Total	310.00
			PV	129757	001	00999	1/21/2025	2025 MRPA MARK	310.00
								Summary Total	310.00
								Payment Amount	620.00
100341	MTI DISTRIBUTING INC		PV	129919	001	00999	1/29/2025	1426374-00	1,751.73
	MTI DISTRIBUTING INC SDS 12-1900 P O BOX 86 MINNEAPOLIS MN 55486-1900							Summary Total	1,751.73
			PV	129920	001	00999	1/29/2025	1425712-00	104.32
								Summary Total	104.32
								Payment Amount	1,856.05
116698	NORTHERN SALT INC		PV	129844	001	00999	1/15/2025	32246	7,249.40
	NORTHERN SALT INC P O BOX 1028 FOREST LAKE MN 55025-5028							Summary Total	7,249.40
								Payment Amount	7,249.40
100363	NORTHERN SANITARY SUPPLY CO		PV	129702	001	00999	1/21/2025	210392	42.54
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433							Summary Total	42.54
			PV	129765	001	00999	1/24/2025	210414	307.63
								Summary Total	307.63
								Payment Amount	350.17
115071	NORTHLAND OCCUPATIONAL HEALTH		PV	129708	001	00999	1/16/2025	24142	50.00
	NORTHLAND OCCUPATIONAL HEALTH 7533 SUNWOOD DRIVE NW SUITE 212 RAMSEY MN 55303							Summary Total	50.00
			PV	129709	001	00999	1/16/2025	24139	50.00
								Summary Total	50.00
			PV	129838	001	00999	1/24/2025	24216	50.00
								Summary Total	50.00
								Payment Amount	150.00
119638	O'REILLY AUTO PARTS	EP DISCOUNT	PV	129912	001	00999	1/29/2025	6193-191873	63.90

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Payee	Stub	Document	Due	Invoice	Payment					
Number	Name / Mailing Address	Message	Ty	Number	Itm	Co	Date	Number	Amount	
O'REILLY AUTO PARTS									Summary Total	63.90
PO BOX 9464	EP DISCOUNT	PV	129913	001	00999		1/29/2025	6193-191880		24.97
SPRINGFIELD MO 65801-9464									Summary Total	24.97
	EP DISCOUNT	PV	129914	001	00999		1/29/2025	6193-191881		386.47
									Summary Total	386.47
									Payment Amount	475.34
112421 PERRILL										200.00
PERRIL									Summary Total	200.00
110 CHESHIRE LANE SUITE 105										
MINNETONKA MN 55305									Payment Amount	200.00
114134 PHASOR ELECTRIC COMPANY										1,242.00
PHASOR ELECTRIC COMPANY									Summary Total	1,242.00
2160 108TH LANE NE										
BLAINE MN 55449									Payment Amount	1,242.00
113444 PRECISE										1,196.00
PRECISE									Summary Total	1,196.00
501 EAST CLIFF ROAD SUITE 100										
BURNSVILLE MN 55337									Payment Amount	1,196.00
107978 PREMIER COMMERCIAL	6781 Hwy 10 Prop									600.00
PROPERTIES INC	Mgmt	PV	129705	001	00999		1/20/2025	9889		
PREMIER COMMERCIAL PROPERTIES INC									Summary Total	600.00
299 COON RAPIDS BLVD NW #200										
COON RAPIDS MN 55433									Payment Amount	600.00
111522 SIGNATION SIGN GROUP										1,784.49
SIGNATION SIGN GROUP									Summary Total	1,784.49
7624 BOONE AVENUE N SUITE 100										
BROOKLYN PARK MN 55428-1019									Payment Amount	1,784.49

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CITY OF RAMSEY
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Payee	Stub	Document	Due	Invoice	Payment			
Number	Name / Mailing Address	Ty	Number	Itm	Co	Date	Number	Amount
108703	STERLING TROPHY	PV	129704	001	00999	1/20/2025	34620	63.00
	STERLING TROPHY							63.00
	3824 7TH AVENUE							
	ANOKA MN 55303							
								63.00
								63.00
121650	SYMBOLARTS LLC	PV	129889	001	00999	12/3/2024	0512226	29.80
	SYMBOLARTS LLC							29.80
	6083 S 1550 E							
	OGDEN UT 84405-5006							
								29.80
								29.80
100485	TIMESAVER OFF SITE	PV	129903	001	00999	1/30/2025	29892	181.25
	SECRETARIAL INC							181.25
	TIMESAVER OFF SITE SECRETARIAL INC							181.25
	21021 KAROLINE COURT N	PV	129904	001	00999	1/30/2025	29847	337.63
	FOREST LAKE MN 55025							337.63
								337.63
		PV	129905	001	00999	1/30/2025	29893	212.50
								212.50
								212.50
								731.38
								731.38
106990	USABBLUEBOOK	PV	129907	001	00999	1/28/2025	INV00606204	53.65
	USA BLUE BOOK							53.65
	PO BOX 9004	PV	129908	001	00999	1/28/2025	INV00606002	66.35
	GURNEE IL 60031-9004							66.35
								66.35
								120.00
								120.00
100529	WENDELL'S INC	PV	129694	001	00999	1/20/2025	3015633	5.23
	01/20/25 Wendell NameTag Lauba							5.23
	WENDELL'S INC							5.23
	6601 BUNKER LAKE BLVD	PV	129711	001	00999	1/21/2025	3015809	10.70
	507435							10.70
	PO BOX 458							10.70
	RAMSEY MN 55303-0458	PV	129764	001	00999	1/23/2025	3017139	5.23
	01/23/25 Wendells NameTag Hedb							5.23
								5.23
								21.16
								21.16
111137	WRIGHT HENNEPIN	PV	129886	001	00999	1/29/2025	150-1681-6340 FEB	57.95
	COOPERATIVE ELECTRIC						2025	57.95

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Payee Number	Name / Mailing Address	Stub Message	Document Ty Number Itm Co	Due Date	Invoice Number	Payment Amount
	WRIGHT HENNEPIN COOPERATIVE ELECTRIC					57.95
	P O BOX 77027	Acct 15016814280	PV 129887 001 00999	1/29/2025	150-1681-4280 FEB 2025	257.15
	MINNEAPOLIS MN 55480-7727					257.15
						315.10
						189,863.52
						46

42 Checks - \$ 220,611.51
 46 ACH - 189,863.52
 410,475.03

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #25-041

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF JANUARY 23, 2025 THROUGH FEBRUARY 5, 2025

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of January 23, 2025 through February 5, 2025 in the amount of \$1,436,770.36 and

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

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

- 1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period January 23, 2025 through February 5, 2025 in the amount of \$1,436,770.36.

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

Mayor
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember
Councilmember

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of February, 2025.

Mayor

ATTEST:

City Clerk

CC Regular Session

Meeting Date: 02/11/2025

Primary Strategic Plan Initiative: Promote economic growth and development.

Title:

Adopt Resolution #25-015, Approving a Development Agreement for Blanery LLC at 6591 141st Avenue NW

Purpose/Background:

On November 12th, 2024, the City Council approved the Conditional Use Permit and Site Plan for Blanery LLC at 6591 141st Avenue NW. Since that date, the Applicant has supplied engineering cost estimates to Staff as part of drafting the Development Agreement. The Development Agreement is standard in its form.

The requested action is to approve the Development Agreement for the approved development. This is the last step in Council actions before Blanery LLC can close on the City-owned land and apply for a building permit.

Notification:

No notification is needed for this action.

Funding Source:

All costs associated with this request are the Applicant's responsibility.

Recommendation:

Staff recommends approval of the Development Agreement.

Outcome/Action:

Motion to adopt Resolution #25-015, Approving a Development Agreement for Blanery LLC at 6591 141st Avenue NW.

Attachments

Resolution #25-015 Development Agreement
Development Agreement

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	02/06/2025 08:30 AM
Form Started By: Adam Martin		Started On: 01/29/2025 03:13 PM
Final Approval Date: 02/06/2025		

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

RESOLUTION #25-015

A RESOLUTION APPROVING A DEVELOPMENT AGREEMENT FOR “BLANERY LLC”

WHEREAS, The City of Ramsey received an application from Blanery LLC (the “**Applicant**”), requesting approval of a Conditional Use Permit for Motor Vehicle Repair on the property legally described as follows:

All that part of the North 200 feet of the South 233 feet of the South half of the Southeast quarter of Section 27, Range 32, Township 25, Anoka County, Minnesota, lying West of the East 1146 feet thereof and lying East of a line parallel with the East line of said South half of the Southeast quarter drawn Northerly from a point on the South line of said South half of the Southeast quarter a distance of 266.00 feet East of the Northwest corner of Lot 1 of the duly recorded plat of Auditor’s Subdivision Number 30, said Anoka County, said 266 feet being measured at right angles to the West line of said Lot 1 together with an easement for road purposes over the South 33 feet of the East 1146 feet of the South half of the Southeast quarter, Anoka County, Minnesota

(the “**Subject Property**”).

WHEREAS, the **Subject Property** is zoned I-1, Light Industrial District, and is guided for Business Park land uses in the 2040 Comprehensive Plan; and

WHEREAS, the **Applicant** is proposing to construct a Motor Vehicle Repair business on an 0.95-acre lot; and

WHEREAS, all Motor Vehicle Repair uses within the I-1 zoning district require Conditional Use Permits and formal Site Plan Reviews from Planning Commission and City Council; and

WHEREAS, the **Applicant** submitted a Site Plan alongside the Conditional Use Permit application to Staff on September 14, 2024; and

WHEREAS, the **Applicant** appeared before the Planning Commission for a public hearing on October 24, 2024, that said public hearing was property advertised; and

WHEREAS, the Planning Commission reviewed the Conditional Use Permit and Site Plan at their regular meeting on October 24, 2024 and recommended approval of both; and

WHEREAS, the City Council reviewed and approved that request at their meeting on November 12, 2024; and

WHEREAS, a Development Agreement is required to provide financial guaranty of site improvements for proposed developments; and

WHEREAS, the proposed Development Agreement conforms to City Code requirements; and

WHEREAS, the City Council reviewed the request at their meeting on February 11, 2025.

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

That the Ramsey City Council hereby grants approval of the Development Agreement for Blanery LLC on the **Subject Property** in accordance with relevant City Codes, subject to the following conditions:

- 1) Final legal form approved by the City Attorney.
- 2) That the **Applicant** enters into a Development Agreement with the City.
- 3) That the Mayor and City Administrator are authorized to sign the Development Agreement.

**BLANERY LLC
DEVELOPMENT AGREEMENT
CITY OF RAMSEY, ANOKA COUNTY, MINNESOTA**

This Agreement (hereinafter the “Agreement”) is dated as of this 11th day of February, 2025, and is by and between the City of Ramsey, a Minnesota municipal corporation (the “**CITY**”) and **BLANERY LLC**, a Minnesota limited liability corporation (the “**PERMITTEE**”).

Recitals

- A. The **PERMITTEE** is the fee title owner of land generally known as 6591 141st Avenue Northwest, Ramsey, MN 55303 and legally described as:

All that part of the North 200 feet of the South 233 feet of the South half of the Southeast quarter of Section 27, Range 32, Township 25, Anoka County, Minnesota, lying West of the East 1146 feet thereof and lying East of a line parallel with the East line of said South half of the Southeast quarter drawn Northerly from a point on the South line of said South half of the Southeast quarter a distance of 266.00 feet East of the Northwest corner of Lot 1 of the duly recorded plat of Auditor’s Subdivision Number 30, said Anoka County, said 266 feet being measured at right angles to the West line of said Lot 1 together with an easement for road purposes over the South 33 feet of the East 1146 feet of the South half of the Southeast quarter, Anoka County, Minnesota.

(the “**Subject Property**”)

- B. That on September 14, 2024, the **CITY** received a Land Use Application from Aliaksandr Blashchanitsa on behalf of Blanery LLC (the “**PERMITTEE**”) requesting a Conditional Use Permit and Site Plan as part of a proposal to construct a commercial building for motor vehicle repair operations on the **Subject Property**, and associated site improvements (cumulatively, the “**New Building**”).
- C. That on October 24, 2024, the Planning Commission reviewed and recommended approval of the Conditional Use Permit and Site Plan.
- D. That on November 12, 2024, the City Council adopted Resolution #24-303, which approved the Conditional Use Permit and Site Plan for the proposed **New Building**.

- E. The **PERMITTEE** intends to cause the Required Improvements to the **Subject Property** to be constructed without financial participation by the **CITY**.

Agreement

**SECTION I
REQUIRED IMPROVEMENTS AND FINANCIAL RESPONSIBILITIES**

1. **City Code Compliance.** The **CITY** approves the site plan (the “Site Plan”) conditioned on the **PERMITTEE** developing the **Subject Property** in accordance with the applicable provisions of City Code.
2. **Conformance with the Plans.** The **Subject Property** shall be developed in accordance with the final plans (the “**Plans**”) prepared by Demarc Land Surveying & Engineering dated December 6, 2024 and Negen Associates and dated November 1, 2024. The **Plans** remain subject to: (a) City Staff’s review and approval of the **Plans** to, among other things, confirm that the revisions requested in the **CITY**’s review have been made; and (b) such further revisions as the **PERMITTEE** may propose and the **CITY** approves. The **Plans** shall not be attached to this **Agreement**, but are in the **CITY**’s files.
3. **Incorporation of All City Code Requirements.** That the recitals above and the applicable provisions of the City Charter, Subdivision Code, and Zoning Code of the **CITY**, as amended to date hereof, are incorporated herein by reference.
4. **State Building Code Compliance.** The structure(s) shall be constructed in accordance with the requirements of the Building Code.
5. **Fire Lanes.** Fire lanes shall be maintained on the **Subject Property**. The exact locations of these items on the **Subject Property** shall be as directed by the Fire Chief. The **PERMITTEE** herein agrees to post “No Parking” signs along driveways in accordance with City Code requirements and in conjunction with the instructions of the Fire Chief.
6. **Required On-Site Improvements.** The **PERMITTEE** shall construct and install the following site improvements on the **Subject Property** in accordance with the specifications and location as shown on the **Plans**. The Required Improvements and the allocated costs therefor are as follows:

Required Improvement – Blanery	Cost	125% of Cost Release Amount
a. Site work (including lot grading, parking lot and driveway bituminous pavement, and concrete walkways, curb, and gutter)	\$97,550.00	\$121,938.00
b. Landscaping (including temporary and permanent erosion control)	\$5,234.00	\$6,542.00
c. Storm drainage facilities	\$25,306.00	\$31,632.00
d. Sanitary sewer service	\$6,820.00	\$8,525.00
e. Water services	\$10,081.00	\$12,601.00
TOTAL	\$144,991.00	\$181,238.00

("Required Improvements")

The PERMITTEE agrees to construct the **Required Improvements** according to the terms and conditions of this **Agreement**, in accordance with the **Plans**, and in compliance with Staff review comments.

7. **Required Off-Site Improvements.** The PERMITTEE shall construct and install the following site improvements in the right-of-way of 141st Avenue NW and Basalt Street NW immediately south and west of the **Subject Property** in accordance with the specifications and location as shown on the **Plans**. The Required Improvements and the allocated costs therefor are as follows:

Required Improvement – Blanery	Cost	125% of Cost Release Amount
f. Site work (including lot grading, parking lot and driveway bituminous pavement, and concrete walkways, curb, and gutter)	\$9,970.00	\$12,463.00
g. Landscaping (including temporary and permanent erosion control)	\$700.00	\$875.00
TOTAL	\$10,670.00	\$13,338.00

("Required Improvements")

The PERMITTEE agrees to construct the **Required Improvements** according to the terms and conditions of this **Agreement**, in accordance with the **Plans**, and in compliance with Staff review comments.

8. **Required Improvements Completion Date.** The **Required Improvements** shall be completed within twenty-four (24) months from the date of Site Plan approval for the **New Building**, subject to Unavoidable Delays. For the purposes of this Agreement, Unavoidable Delays means delays, outside the control of the party claiming its occurrence, which are the result of strikes, other labor troubles, unusually severe or prolonged bad weather, acts of God, global pandemic, epidemic, fire or other casualty to the Project, litigation commenced by third parties which, by injunction or other similar judicial action or by the exercise of reasonable discretion, results in delays, or acts of any federal, state or local governmental unit other than the **CITY**.
9. **Required Improvements Financial Guaranty.** In order to ensure the installation of the **Required Improvements** in accordance with **CITY** specifications and in a timely manner, the **PERMITTEE** shall be required to deposit with the **CITY** a cash escrow or an irrevocable letter of credit, approved as to form by the **CITY**, in the amount of **One Hundred Ninety-Four Thousand Five Hundred Seventy-Six Dollars and No Cents (\$194,576.00)**, which is 125% of the **CITY's** estimated cost of the **Required Improvements** for the on-site and off-site improvements. Prior to the issuance of the building permit, the financial guaranty must be provided as required herein.

At the request of **PERMITTEE**, the **CITY** shall, not more frequently than once monthly, release that part of the Financial Guaranty for any completed portion of the Required Improvements in the amount set forth in Section 6 that have been accepted in writing by the **CITY**. Upon completion of the construction of all or any remaining of the **Required Improvements** and written acceptance by the **CITY**, the financial guaranty shall be returned to the **PERMITTEE** and the **PERMITTEE** shall be required to provide the landscaping maintenance guaranty described in Section III

Paragraph 11 of this **Agreement**. The determination of completion of the construction of the **Required Improvements** shall be made by the **CITY**. In the event the **PERMITTEE** fails to construct and install the **Required Improvements** as required herein, the City Council may order the completion of the **Required Improvements** with **CITY** day labor and/or by letting contracts for said completion and draw upon the escrow for payment. Only the City Council shall have the authority to direct completion of the **Required Improvements** and withdraw from the escrow account. The **PERMITTEE** hereby grants permission and a license to the **CITY** and/or its contractors and assigns to enter upon the **Subject Property** for the purpose of completing the construction and installation of the **Required Improvements** in the event of the **PERMITTEE**'s default.

10. **Site Inspection Fees.** The **PERMITTEE** shall be responsible for all site inspection costs incurred by the **CITY** related to the installation of **Required Improvements**. The **PERMITTEE** shall make a cash deposit into the appropriate escrow account at the **CITY** and the **CITY** shall have the authority to draw upon these funds for the purpose of compensating for inspection services. The amount of the deposit shall be equal to five percent (5%) of the estimated cost of the **Required Improvements**, which equates to **Seven Thousand Seven Hundred Eighty-Three Dollars and No Cents (\$7,783.00)** (5% x \$155,661.00). Upon completion of the **Required Improvements** to the satisfaction of the **CITY**, any surplus balance remaining in the **CITY**'s escrow account shall be refunded to the **PERMITTEE**.
11. **Street Sign Fee.** While the **CITY** provides and installs the street name and traffic control signage, the **PERMITTEE** is responsible for paying for them at a rate of \$265 per sign. **PERMITTEE** must pay a Street Sign Fee of **\$530.00** (\$265 x 2 "no parking from here to corner" signs).

SECTION II DEVELOPMENT FEE INFORMATION

The **Subject Property** is a buildable lot of record. However, the lot is not currently connected to municipal water, sanitary sewer, or storm sewer, and the **Required Improvements** propose connecting to each of these three utilities. Thus, Items 12 through 17 in this section are included in the development fees for Blanery LLC. The **PERMITTEE** must pay these fees prior to constructing the **Required Improvements**.

12. **Storm Water Management Fee.** The **PERMITTEE** is responsible for satisfying applicable Storm Water Management Fee requirements for connecting to municipal storm sewer services. The **PERMITTEE** must pay a Storm Water Management Fee of **\$5,207.00** (0.95 acres x \$5,481.00 per acre).
13. **Park Dedication and Trail Development.** Since the **Subject Property** is a lot of record and is not subject to platting, no Park Dedication or Trail Development fees apply to this project.
14. **Sanitary Sewer Connection (Trunk) Fees.** The **PERMITTEE** is responsible for satisfying applicable Sanitary Sewer Trunk Fee requirements for connecting to sanitary sewer services. The **PERMITTEE** must pay a Sanitary Sewer Trunk Fee of **\$3,976.00** (0.95 acres x \$4,185.00 per acre).
15. **Sanitary Sewer Lateral Benefit Fees.** The lateral benefit charge was paid through TIF District #2.
16. **Water Connection (Trunk) Fees.** The **PERMITTEE** is responsible for satisfying applicable Water Trunk Fee requirements for connecting to municipal water services. The **PERMITTEE** must pay a Water Trunk Fee of **\$7,185.00** (0.95 acres x \$7,563.00 per acre).

17. **Water Lateral Benefit Fees.** The lateral benefit charge was paid through TIF District #2.

SECTION III PERMITS AND OCCUPANCY

18. **Requirements for Building Permit.**

- a. No building permit shall be issued until the **PERMITTEE** has: (a) installed a Class 5 driving surface to within 300 feet of the structure; (b) provided the **CITY** Building Official with a Certificate of Survey; (c) the financial guaranty described in Section I Paragraph 8 to the **CITY**; and (d) obtained all necessary permits from the Lower Rum River Watershed Management Organization and has provided a copy of such permit to the **CITY**, if applicable; and
- b. No occupancy permit shall be issued until the **PERMITTEE** has: (a) constructed vehicular access to the lot, including the installation of at least one layer of bituminous surfacing; and (b) constructed all utilities and storm water facilities this **Agreement** requires to serve the lot and such utilities and storm water facilities are in place, operational and accepted by the **CITY**.

SECTION IV ON-SITE LANDSCAPING

19. **Maintenance Guaranty for Landscaping.** It is herein agreed that the **PERMITTEE** shall provide a maintenance guaranty to ensure the survival of the plantings. Said maintenance guaranty shall consist of cash or an irrevocable letter of credit, approved as to form by the **CITY**, in the amount of **One Thousand Eight Hundred Forty-Five Dollars and No Cents (\$1,845.00)** [# plantings (16 trees and 18 shrubs) x cost/planting (\$300/tree and \$75/shrub) x 30% average non-survival rate], which shall be in effect for a two (2) year period commencing on the date of the **CITY's** written acceptance of said plantings as part of the **Required Improvements**.

At the end of the two (2) year period, the **PERMITTEE** shall contact the **CITY** to schedule a final inspection of the landscaping. The determination that all plantings that have been planted in accordance with the **Plans** have either survived or have been replaced shall be made by the **CITY**. Upon approval of the final landscape inspection by the **CITY**, the maintenance guaranty shall be returned to the **PERMITTEE**. In the event the **PERMITTEE** fails to maintain the required plantings for a two (2) year period, the City Council may order the replacement of plantings with **CITY** day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The **PERMITTEE** hereby grants permission and a license to the **CITY** and/or its contractors and assigns to enter upon the **Subject Property** for the purpose of replacing plantings in the event of the **PERMITTEE** default.

SECTION V GENERAL

20. **As-Built Record Plan.** The **PERMITTEE** shall provide the **CITY** with a set of re-producible as-built plans in Computer Aided Drafting (CAD) format upon completion of storm sewer, sanitary sewer, and water connections at the stubs in Riverdale Drive NW.

21. **Survey Monumentation.** The **PERMITTEE** must protect all lot corner stakes and survey monumentation at all lot corners.

22. **Boulevard and Area Restoration.** The **PERMITTEE** shall be responsible for restoring all areas disturbed by the development grading operation in accordance with the approved erosion and sediment control plan. The **PERMITTEE** shall also be responsible for the cost of cleaning any soil, earth or debris from the wetlands within and adjacent to the **Subject Property** resulting from grading performed in the development of the land.
23. **Construction Site Maintenance.** The **PERMITTEE** shall adhere to all **CITY** ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc.
24. **Construction, Hours and Entrance Signs.** The **CITY** restricts construction and delivery hours to Monday through Saturday 7:00 a.m. to 10:00 p.m. The **PERMITTEE** is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed eighty (80) square feet in size and must be clearly visible at all times during the construction period.
25. **Estimated Cost.** It is understood and agreed that cost amounts set forth in this **Agreement** as **Required Improvements**, unless specified as fixed amounts, are estimated. The **PERMITTEE** agrees to pay the entire cost of said improvements including interest, engineering and legal charges.
26. **Site Plan Approval Expenses.** The **PERMITTEE** agrees that it will pay to the **CITY** all **CITY** expenses incurred in the approval of the **Site Plan**, including, but not limited to administration expenses, engineering and legal fees. Said expenses shall be paid within fifteen (15) days of billing by the **CITY** and outstanding billings shall be paid prior to issuance of the building permit. Any expenses incurred after the release of the building permit shall also be paid within said fifteen (15) day billing period. Failure to pay the **CITY's** expenses within the fifteen (15) day billing period will permit the **CITY** to draw upon any of the escrows required by this contract for payment.
27. **Reimbursement to the City.** The **PERMITTEE** agrees to reimburse the **CITY** for all costs incurred by the **CITY** in defense or enforcement of this **Agreement**, or any portion thereof, including court costs and reasonable engineering and attorney's fees.
28. **Invalidity of Any Section.** If any portion, section, subsection, sentence, clause, paragraph or phrase of this **Agreement** is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect or void any of the other provisions of this **Agreement**.
29. **Proof of Authority.** When the **PERMITTEE** is a corporation, the **CITY** requires proof of authority by the corporation to execute this **Agreement**. This proof of authority may be satisfied by providing the **CITY** with a certified copy of minutes of the corporate Board of Directors granting such authority.
30. **Violation of This Permit.** If the **PERMITTEE** fails to perform any of the terms of this **Agreement** in the manner required by the **CITY**, the **CITY** shall be entitled to recover, from the **PERMITTEE** or the issuer of **PERMITTEE** financial guarantee, the full amount of any and all financial guarantees. Breach of any of the terms of this **Agreement** by the **PERMITTEE** shall also be grounds for denial of Building Permit or issuance of Certificate of Occupancy.
31. **Certificate of Occupancy.** The term "Certificate of Occupancy" as used in this **Agreement** shall be defined as a document issued by the **CITY's** Building Official, which authorizes the structure to be used for its intended purposes.

32. **Agreement Binding on Successors and Assigns.** The **PERMITTEE** agrees that this **Agreement** shall be binding upon its successors and assigns.
33. **Notices.** Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

TO PERMITTEE:

Blanery LLC
Attn: Aliaksandr Blashchanitsa
4764 Erickson Drive
New Hope, MN 55428

TO THE CITY:

City of Ramsey
Attn: Community Development Director
7550 Sunwood Dr. NW
Ramsey, MN 55303

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CC Regular Session

Meeting Date: 02/11/2025

Primary Strategic Plan Initiative: Not Applicable

Title:

Adopt Resolution #25-035 Approving Partial Payment to GMH Asphalt Corporation for Improvement Project #24-03, 2024 NE Ramsey Street Reconstruction.

Purpose/Background:

Resolution and Pay Request Attached.

Recommendation:

The Senior Engineering Technician has inspected the completed work and recommends partial payment to GMH Asphalt Corporation for improvement project #24-03, 2024 NE Ramsey Street Reconstruction in the amount of \$65,103.12.

Outcome/Action:

Motion to adopt Resolution #25-035 approving partial payment to GMH Asphalt Corporation for improvement project #24-03, 2024 NE Ramsey Street Reconstruction in the amount of \$65,103.12.

Attachments

Resolution #25-035
Pay Request

Form Review

Inbox

Bruce Westby

Brian Hagen

Form Started By: Stacie Damjanovich

Final Approval Date: 02/06/2025

Reviewed By

Bruce Westby

Brian Hagen

Date

02/05/2025 09:22 AM

02/06/2025 08:30 AM

Started On: 01/30/2025 09:06 AM

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

RESOLUTION #25-035

RESOLUTION APPROVING PARTIAL PAYMENT No. 5 TO GMH ASPHALT CORPORATION FOR 2024 NE RAMSEY STREET RECONSTRUCTIONS, IMPROVEMENT PROJECT #24-03

WHEREAS, the City of Ramsey proposes to reconstruct the streets within the Ford Brook Estates 3rd, Rodeo Hills Estates, Valley View Acres, and Section 01 Unplatted north of CR 27 subdivisions as identified within the 2024 – 2033 10-Year Capital Improvement Program; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-199, adopted August 22, 2023, The City Council awarded the proposal from Hakanson Anderson to prepare final plans and specifications for 2024 NE Ramsey Street Reconstruction, Improvement Project #24-03; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-279, adopted November 14, 2023, the City Council awarded the proposal from Haugo Geotechnical Services, LLC to preform geotechnical proposals for Improvement Project #24-03; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-032, adopted January 23, 2024, the City Council negotiated a Joint Powers Agreement with the City of Nowthen for 2024 NE Ramsey Street Reconstruction, Improvement Project #24-03; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-109, adopted April 23, 2024, the City Council approved final plans and specifications as prepared by Hakanson Anderson and authorized advertisement for bids for the same improvements; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-139, adopted May 28, 2024, a contract was awarded to GMH Asphalt Corporation of Chaska, Minnesota, in the amount of \$2,441,039.52 for said improvements; and

WHEREAS, as of February 11, 2025 \$2,141,728.63 has been paid to date; and

WHEREAS, as of February 11, 2025 \$376,979.29 has been paid to the City of Ramsey from the City of Nowthen to date; and

WHEREAS, the Senior Engineering Technician has inspected the completed work and recommends partial payment No. 5 to GMH Asphalt Corporation of Chaska, Minnesota, for improvement project #24-03 2024 NE Ramsey Street Reconstructions, in the amount of \$65,103.12. The City of Nowthen is therefore to be invoiced by the City of Ramsey \$16,118.57 according to the Joint Powers Agreement adopted on January 23, 2024.

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

- 1) The City Council hereby authorizes partial payment No. 5 to GMH Asphalt Corporation of Chaska, Minnesota for Improvement Project #24-03, 2024 NE Ramsey Street Reconstructions in the amount of \$65,103.12.
- 2) The City Council hereby authorizes the Mayor and City Administrator to sign the release form for this payment.

- 3) The total amount of this payment is not included in resolutions approving payment of bills for the date of February 11, 2025.
- 4) The City of Ramsey Finance Department will be provided a signed copy of this resolution.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of February, 2025.

Mayor

ATTEST:

City Clerk

Contractor's Application for Payment No. 5

To (Owner):	City of Ramsey	Application Period:	11/1/2024 - 11/30/2024	Application Date:	December 2, 2024
Project:	Northeast Ramsey Street Reconstruction Project	From (Contractor):	GMM Asphalt Corporation	Via (Engineer):	Hakanson Anderson

Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions	
Number 1	\$9,601.32		
TOTALS	\$9,601.32	\$0.00	
NET CHANGE BY CHANGE ORDERS	\$9,601.32		

1. ORIGINAL CONTRACT PRICE..... \$ 2,450,640.84
2. Net change by Change Orders..... \$ 9,601.32
3. Current Contract Price (Line 1 + 2)..... \$ 2,460,242.16
4. TOTAL COMPLETED AND STORED TO DATE \$ 2,229,122.98
5. RETAINAGE:
 - a. 1% X Work Completed..... \$ 22,291.23
 - b. 0% X Stored Material..... \$ 0.00
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 22,291.23
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 2,206,831.75
7. LESS PREVIOUS PAYMENTS..... \$ 2,141,728.63
8. AMOUNT DUE THIS APPLICATION..... \$ 65,103.12

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature
 By: Josh Martin Date: 12.03.2024

ENGINEER: HAKANSON ANDERSON
 Certification: We recommend payment for work and quantities shown.

Steve Nelson 12-3-2024
 (Engineer) Date

OWNER: CITY OF RAMSEY

Bruce Chubb 2/3/2025
 (Owner) Date

PAY ESTIMATE #5
City of Ramsey
Northeast Ramsey Street Reconstruction Project

Base Bid - City of Ramsey

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	\$ 70,000.00	\$ 70,000.00	1	\$ 70,000.00
2	CLEARING	1.25	ACRE	\$ 6,350.00	\$ 7,937.50	1.25	\$ 7,937.50
3	GRUBBING	1.25	ACRE	\$ 4,250.00	\$ 5,312.50	1.25	\$ 5,312.50
4	REMOVE MANHOLE OR CATCH BASIN	1	EACH	\$ 413.00	\$ 413.00	1	\$ 413.00
5	SALVAGE MAILBOX SUPPORT	69	EACH	\$ 79.35	\$ 5,475.15	69	\$ 5,475.15
6	SAWING CONCRETE PAVEMENT - FULL DEPTH	372	LIN FT	\$ 5.60	\$ 2,083.20	380	\$ 2,128.00
7	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	1267	LIN FT	\$ 2.20	\$ 2,787.40	1,290	\$ 2,838.00
8	REMOVE BITUMINOUS CURB	8300	LIN FT	\$ 1.00	\$ 8,300.00	8,300	\$ 8,300.00
9	REMOVE METAL CULVERT	550	LIN FT	\$ 7.00	\$ 3,850.00	550	\$ 3,850.00
10	REMOVE CONCRETE PAVEMENT	394	SQ YD	\$ 14.25	\$ 5,614.50	423	\$ 6,027.75
11	REMOVE BITUMINOUS PAVEMENT	1128	SQ YD	\$ 6.25	\$ 7,050.00	1,128	\$ 7,050.00
12	EXCAVATION - COMMON	150	CU YD	\$ 34.20	\$ 5,130.00	250	\$ 8,550.00
13	EXCAVATION - SUBGRADE	10968	CU YD	\$ 21.60	\$ 236,908.80	10,422	\$ 225,115.20
14	SELECT GRANULAR EMBANKMENT (CV)	6065	CU YD	\$ 17.60	\$ 106,744.00	4,981	\$ 87,665.60
15	GEOTEXTILE FABRIC TYPE 10	21240	SQ YD	\$ 2.85	\$ 60,534.00	21,490	\$ 61,246.50
16	SUBGRADE PREPARATION	105	ROAD STA	\$ 295.00	\$ 30,975.00	105	\$ 30,975.00
17	AGGREGATE SURFACING SPECIAL	180	TON	\$ 57.30	\$ 10,314.00	0.0	\$ -
18	STREET SWEEPER (WITH PICKUP BROOM)	60	HOUR	\$ 175.00	\$ 10,500.00	60	\$ 10,500.00
19	WATER	85	MGAL	\$ 60.00	\$ 5,100.00	90	\$ 5,400.00
20	AGGREGATE BASE CLASS 5 MODIFIED	4712	TON	\$ 25.30	\$ 119,213.60	0	\$ -
21	AGGREGATE BASE (CV) FROM STOCKPILE	2000	CU YD	\$ 17.20	\$ 34,400.00	3,872	\$ 66,598.40
22	FULL DEPTH RECLAMATION	32554	SQ YD	\$ 1.50	\$ 48,831.00	32,554	\$ 48,831.00
23	HAUL FULL DEPTH RECLAMATION (LV)	13663	CU YD	\$ 3.85	\$ 52,602.55	13,663	\$ 52,602.55
24	MILL BITUMINOUS SURFACE (1.5")	1930	SQ YD	\$ 3.50	\$ 6,755.00	10	\$ 35.00
25	BITUMINOUS MATERIAL FOR TACK COAT	2085	GALLONS	\$ 4.50	\$ 9,382.50	1,915	\$ 8,617.50
26	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 3" THICK	1133	SQ YD	\$ 23.45	\$ 26,568.85	1,025	\$ 24,036.25
27	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	2903	TON	\$ 91.35	\$ 265,189.05	2,939	\$ 268,477.65
28	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	3769	TON	\$ 87.75	\$ 330,729.75	3,352	\$ 294,138.00
29	15" RC PIPE APRON	20	EACH	\$ 1,111.00	\$ 22,220.00	20	\$ 22,220.00
30	15" RC PIPE CULVERT DESIGN 3006 CLASS V	288	LIN FT	\$ 71.00	\$ 20,448.00	288	\$ 20,448.00
31	TRASH GUARD FOR 15" PIPE APRON	8	EACH	\$ 995.00	\$ 7,960.00	6	\$ 5,970.00
32	6" PRECAST CONCRETE HEADWALL	9	EACH	\$ 524.00	\$ 4,716.00	7	\$ 3,668.00
33	6" PERF PVC PIPE DRAIN	7260	LIN FT	\$ 8.70	\$ 63,162.00	7,280	\$ 63,336.00

PAY ESTIMATE #5
City of Ramsey
Northeast Ramsey Street Reconstruction Project

Base Bid - City of Ramsey (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
34	6" PVC PIPE DRAIN CLEANOUT	30	EACH	\$ 339.00	\$ 10,170.00	32	\$ 10,848.00
35	15" RC PIPE SEWER DESIGN 3006 CLASS V	237	LIN FT	\$ 71.00	\$ 16,827.00	240	\$ 17,040.00
36	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2X3)	1	EACH	\$ 2,095.00	\$ 2,095.00	1	\$ 2,095.00
37	CASTING ASSEMBLY	7	EACH	\$ 1,300.00	\$ 9,100.00	7	\$ 9,100.00
38	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	28.8	LIN FT	\$ 640.00	\$ 18,432.00	28.8	\$ 18,432.00
39	GEOTEXTILE FILTER TYPE 4	127.6	SQ YD	\$ 4.65	\$ 593.34	127.6	\$ 593.34
40	RANDOM RIPRAP CLASS III	32.8	CU YD	\$ 112.00	\$ 3,673.60	34	\$ 3,808.00
41	CONCRETE CURB AND GUTTER DESIGN SPECIAL (SURMOUNTABLE)	7878	LIN FT	\$ 17.95	\$ 141,410.10	7,825	\$ 140,458.75
42	CONCRETE CURB AND GUTTER DESIGN SPECIAL (SURMOUNTABLE)	273	LIN FT	\$ 26.45	\$ 7,220.85	307	\$ 8,120.15
43	6" CONCRETE DRIVEWAY PAVEMENT	420	SQ YD	\$ 66.65	\$ 27,993.00	435	\$ 28,992.75
44	7" CONCRETE VALLEY GUTTER	60	SQ YD	\$ 85.70	\$ 5,142.00	60	\$ 5,142.00
45	CONCRETE DRAINAGE FLUME	55	SQ YD	\$ 85.70	\$ 4,713.50	55	\$ 4,713.50
46	MAILBOX	3	EACH	\$ 47.60	\$ 142.80	4	\$ 190.40
47	MAILBOX SUPPORT	3	EACH	\$ 159.00	\$ 477.00	4	\$ 636.00
48	INSTALL MAILBOX SUPPORT	69	EACH	\$ 122.00	\$ 8,418.00	69	\$ 8,418.00
49	TEMPORARY MAILBOX CLUSTER	5	EACH	\$ 1,217.00	\$ 6,085.00	5	\$ 6,085.00
50	TRAFFIC CONTROL	1	LUMP SUM	\$ 3,750.00	\$ 3,750.00	1	\$ 3,750.00
51	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$ 854.00	\$ 854.00	1	\$ 854.00
52	PRUNE TREES	30	HOUR	\$ 475.00	\$ 14,250.00	34	\$ 16,150.00
53	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 4,500.00	\$ 4,500.00	1	\$ 4,500.00
54	STORM DRAIN INLET PROTECTION	5	EACH	\$ 160.00	\$ 800.00	5	\$ 800.00
55	CULVERT END CONTROLS	10	EACH	\$ 265.00	\$ 2,650.00	10	\$ 2,650.00
56	SILT FENCE, TYPE MACHINE SLICED	2484	LIN FT	\$ 1.90	\$ 4,719.60	2,000	\$ 3,800.00
57	SEDIMENT CONTROL LOG TYPE STRAW	170	LIN FT	\$ 2.38	\$ 404.60	314	\$ 747.32
58	COMMON TOPSOIL BORROW	1944	CU YD	\$ 42.85	\$ 83,300.40	1,315	\$ 56,347.75
59	FERTILIZER TYPE 3	1920	POUND	\$ 0.90	\$ 1,728.00	1,900	\$ 1,710.00
60	ROLLED EROSION PREVENTION CATEGORY 20	800	SQ YD	\$ 2.33	\$ 1,864.00	114.0	\$ 265.62
61	ROLLED EROSION PREVENTION CATEGORY 72	264	SQ YD	\$ 11.65	\$ 3,075.60	52	\$ 605.80
62	SEEDING	4.8	ACRE	\$ 265.00	\$ 1,272.00	5.1	\$ 1,351.50
63	SEED MIXTURE 25-131	1056	POUND	\$ 3.95	\$ 4,171.20	1,200	\$ 4,740.00
64	HYDRAULIC BONDED FIBER MATRIX	16800	POUND	\$ 2.10	\$ 35,280.00	16,750	\$ 35,175.00
65	LANDSCAPING RESTORATION	0.6	LUMP SUM	\$ 20,000.00	\$ 12,000.00	0.3086	\$ 6,172.00
Total Base Bid					\$ 2,034,319.94		\$ 1,832,054.43

PAY ESTIMATE #5
City of Ramsey
Northeast Ramsey Street Reconstruction Project

Alternate Bid - City of Nowthen

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
66	MOBILIZATION	1	LUMP SUM	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00
67	CLEARING	0.35	ACRE	\$ 6,350.00	\$ 2,222.50	0.35	\$ 2,222.50
68	GRUBBING	0.35	ACRE	\$ 4,250.00	\$ 1,487.50	0.35	\$ 1,487.50
69	REMOVE SIGN	5	EACH	\$ 52.90	\$ 264.50	5	\$ 264.50
70	SALVAGE MAILBOX SUPPORT	17	EACH	\$ 79.35	\$ 1,348.95	17	\$ 1,348.95
71	SAWING CONCRETE PAVEMENT - FULL DEPTH	75	LIN FT	\$ 5.60	\$ 420.00	75	\$ 420.00
72	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	235	LIN FT	\$ 2.20	\$ 517.00	240	\$ 528.00
73	REMOVE BITUMINOUS CURB	4640	LIN FT	\$ 1.00	\$ 4,640.00	4,640	\$ 4,640.00
74	REMOVE METAL CULVERT	148	LIN FT	\$ 7.00	\$ 1,036.00	148	\$ 1,036.00
75	REMOVE CONCRETE PAVEMENT	98	SQ YD	\$ 14.25	\$ 1,396.50	132	\$ 1,881.00
76	REMOVE BITUMINOUS PAVEMENT	263	SQ YD	\$ 6.25	\$ 1,643.75	250	\$ 1,562.50
77	EXCAVATION - SUBGRADE	603	CU YD	\$ 21.60	\$ 13,024.80	603	\$ 13,024.80
78	SUBGRADE PREPARATION	23.2	ROAD STA	\$ 295.00	\$ 6,844.00	23.2	\$ 6,844.00
79	AGGREGATE SURFACING SPECIAL	30	TON	\$ 57.30	\$ 1,719.00	0	\$ -
80	STREET SWEEPER (WITH PICKUP BROOM)	15	HOUR	\$ 175.00	\$ 2,625.00	16	\$ 2,800.00
81	WATER	15	MGAL	\$ 60.00	\$ 900.00	15	\$ 900.00
82	AGGREGATE BASE CLASS 5 MODIFIED	499	TON	\$ 25.30	\$ 12,624.70	1,089	\$ 27,551.70
83	FULL DEPTH RECLAMATION	7071	SQ YD	\$ 1.50	\$ 10,606.50	7,071	\$ 10,606.50
84	HAUL FULL DEPTH RECLAMATION (LV)	2500	CU YD	\$ 3.85	\$ 9,625.00	2,625	\$ 10,106.25
85	MILL BITUMINOUS SURFACE (1.5")	6	SQ YD	\$ 25.00	\$ 150.00	10	\$ 250.00
86	BITUMINOUS MATERIAL FOR TACK COAT	386	GALLONS	\$ 4.50	\$ 1,737.00	280	\$ 1,260.00
87	TYPE SP 9.5 WEARING COURSE MIXTURE (3:C) 3" THICK	247	SQ YD	\$ 23.45	\$ 5,792.15	250	\$ 5,862.50
88	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	538	TON	\$ 91.40	\$ 49,173.20	500	\$ 45,700.00
89	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,C)	712	TON	\$ 84.75	\$ 60,342.00	533	\$ 45,171.75
90	15" RC PIPE APRON	4	EACH	\$ 1,111.00	\$ 4,444.00	4	\$ 4,444.00
91	TRASH GUARD FOR 15" PIPE APRON	4	EACH	\$ 960.00	\$ 3,840.00	4	\$ 3,840.00
92	15" RC PIPE SEWER DESIGN 3006 CLASS V	123	LIN FT	\$ 71.00	\$ 8,733.00	124	\$ 8,804.00
93	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2X3')	2	EACH	\$ 2,095.00	\$ 4,190.00	2	\$ 4,190.00
94	CASTING ASSEMBLY	6	EACH	\$ 1,300.00	\$ 7,800.00	6	\$ 7,800.00
95	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	23.3	LIN FT	\$ 640.00	\$ 14,912.00	23.3	\$ 14,912.00
96	GEOTEXTILE FILTER TYPE 4	62.4	SQ YD	\$ 4.65	\$ 290.16	62.4	\$ 290.16
97	RANDOM RIPRAP CLASS III	14.4	CU YD	\$ 112.00	\$ 1,612.80	14.4	\$ 1,612.80

PAY ESTIMATE #5
City of Ramsey
Northeast Ramsey Street Reconstruction Project

Alternate Bid - City of Nowthen

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
98	CONCRETE CURB AND GUTTER DESIGN SPECIAL (SUPRMOUNTABLE)	4475	LIN FT	\$ 17.95	\$ 80,326.25	4,488	\$ 80,559.60
99	CONCRETE CURB AND GUTTER DESIGN B618	105	LIN FT	\$ 26.45	\$ 2,777.25	111	\$ 2,935.95
100	6" CONCRETE DRIVEWAY PAVEMENT	123	SQ YD	\$ 66.65	\$ 8,197.95	143	\$ 9,530.95
101	7" CONCRETE VALLEY GUTTER	84	SQ YD	\$ 85.70	\$ 7,198.80	111	\$ 9,512.70
102	CONCRETE DRAINAGE FLUME	10	SQ YD	\$ 85.70	\$ 857.00	10	\$ 857.00
103	MAILBOX	17	EACH	\$ 47.60	\$ 809.20	17	\$ 809.20
104	MAILBOX SUPPORT	17	EACH	\$ 159.00	\$ 2,703.00	17	\$ 2,703.00
105	INSTALL MAILBOX SUPPORT	17	EACH	\$ 122.00	\$ 2,074.00	17	\$ 2,074.00
106	TEMPORARY MAILBOX CLUSTER	1	EACH	\$ 1,217.00	\$ 1,217.00	1	\$ 1,217.00
107	TRAFFIC CONTROL	1	LUMP SUM	\$ 500.00	\$ 500.00	1	\$ 500.00
108	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$ 250.00	\$ 250.00	1	\$ 250.00
109	SIGN PANELS TYPE C	5	SQ FT	\$ 87.95	\$ 439.75	5	\$ 439.75
110	SIGN PANELS TYPE D	25.5	SQ FT	\$ 84.95	\$ 2,166.23	26	\$ 2,166.23
111	PRUNE TREES	5	HOUR	\$ 475.00	\$ 2,375.00	6	\$ 2,850.00
112	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$ 1,200.00	\$ 1,200.00	0	\$ -
113	STORM DRAIN INLET PROTECTION	6	EACH	\$ 159.00	\$ 954.00	6	\$ 954.00
114	CULVERT END CONTROLS	1	EACH	\$ 265.00	\$ 265.00	1	\$ 265.00
115	SILT FENCE, TYPE MACHINE SLICED	2678	LIN FT	\$ 1.90	\$ 5,088.20	2,400	\$ 4,560.00
116	COMMON TOPSOIL BORROW	430	CU YD	\$ 42.85	\$ 18,425.50	200	\$ 8,570.00
117	FERTILIZER TYPE 3	440	POUND	\$ 0.90	\$ 396.00	350	\$ 315.00
118	ROLLED EROSION PREVENTION CATEGORY 72	88	SQ YD	\$ 2.33	\$ 205.04	88	\$ 205.04
119	SEEDING	1.1	ACRE	\$ 265.00	\$ 291.50	1.3	\$ 344.50
120	SEED MIXTURE 25-131	242	POUND	\$ 3.95	\$ 955.90	400	\$ 1,580.00
121	HYDRAULIC BONDED FIBER MATRIX	3850	POUND	\$ 2.10	\$ 8,085.00	3,750	\$ 7,875.00
122	LANDSCAPING RESTORATION	0.4	LUMP SUM	\$ 20,000.00	\$ 8,000.00	0.0	\$ -
Total Alternate Bid - City of Nowthen					\$ 406,719.58		\$ 387,435.33

PAY ESTIMATE #5
City of Ramsey
Northeast Ramsey Street Reconstruction Project

Work Change Directive - City of Nowthen

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
123	REMOVE METAL CULVERT	44	LIN FT	7.00	\$ 308.00	44	\$ 308.00
124	15" RC APRON	1	EACH	1,111.00	\$ 1,111.00	1	\$ 1,111.00
125	15" RC PIPE SEWER DESIGN 3006 CLASS V	37	LIN FT	71.00	\$ 2,627.00	37	\$ 2,627.00
126	CONNECT TO EXISTING STORM SEWER	1	EACH	1,100.00	\$ 1,100.00	1	\$ 1,100.00
127	CASTING ASSEMBLY	1	EACH	1,300.00	\$ 1,300.00	1	\$ 1,300.00
128	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	3.6	LIN FT	640.00	\$ 2,304.00	3.6	\$ 2,304.00
129	GEOTEXTILE FILTER FABRIC TYPE 4	20.8	SQ YD	4.65	\$ 96.72	20.8	\$ 96.72
130	RANDOM RIPRAP CLASS III	4.8	CU YD	112.00	\$ 537.60	5	\$ 560.00
131	STORM DRAIN INLET PROTECTION	1	EACH	160.00	\$ 160.00	1	\$ 160.00
132	SILT FENCE	30	LIN FT	1.90	\$ 57.00	35	\$ 66.50
Total Work Change Directive - City of Nowthen					\$ 9,601.32		\$ 9,633.22

Base Bid - City of Ramsey	\$2,034,319.94
Alternate Bid - City of Nowthen	\$406,719.58
Work Change Directive - City of Nowthen	\$9,601.32
TOTAL	\$2,450,640.84
	\$2,229,122.98

<u>FUNDING SOURCE</u>	<u>WORK TO DATE</u>	<u>RETAINAGE (1%)</u>	<u>PREV. PAYMENTS</u>	<u>TOTAL AMOUNT</u>
STORM WATER	--> \$188,720.50	- \$1,887.20	- \$186,833.30	= \$0.00
PAVEMENT MANAGEMENT	--> \$1,643,333.93	- \$16,433.34	- \$1,577,916.04	= \$48,984.55
PM (TO BE INVOICED TO CITY OF NOWTHEN)	--> \$397,068.55	- \$3,970.69	- \$376,979.29	= \$16,118.57
TOTALS	--> \$2,229,122.98	-	- \$2,141,728.63	= \$65,103.12

CC Regular Session**Meeting Date:** 02/11/2025**Primary Strategic Plan Initiative:** Not Applicable**Title:**

Adopt Resolution #25-039 Approving Proposal for Interim Stormwater Management and Water Resources Engineering Services

Purpose/Background:

The Civil Engineer IV position in Engineering will be vacated soon due to a pending retirement. Approximately 70-percent of this position's time is spent reviewing stormwater management design calculations/models/reports, administering permit applications for the Lower Rum River Watershed Management Organization (LRRWMO), serving as staff liaison to the LRRWMO and attending the monthly Board meetings, managing the City of Ramsey's Municipal Separate Storm Sewer System (MS4) program, inspecting stormwater infrastructure, addressing public inquiries related to stormwater management and wetlands, managing and programming stormwater capital improvement projects, and other various duties pertaining to stormwater management and water resources.

Other staff do not currently possess the required knowledge, skills and abilities to fulfill these duties. Contracted professional services are therefore required to temporarily support staff in fulfilling these duties until the vacancy in Engineering is filled and any required training can be completed to allow these duties to be successfully fulfilled in-house again. Because Bolton & Menk has a positive working relationship with staff and has provided engineering support services to the city in the past on similar stormwater management and water resources tasks, staff requested that they submit an interim stormwater management and water resources engineering services proposal. Attached is a copy of Bolton & Menk's proposal, which states they are available immediately to provide assistance and will bill the city on an hourly basis per their 2025 schedule of fees. Staff has reviewed their proposal and feel Bolton & Menk's proposed team will work well and that their fees are reasonable in comparison to similar engineering consultants.

The City Engineer/Public Works Director will serve as interim staff liaison to the LRRWMO and will attend all monthly LRRWMO Board meetings.

Time Frame/Observations/Alternatives:

Typically, staff strive to ensure more than one staff person is capable of completing a specific task to allow in-house staff to cover for others when out of the office, rather than enlisting contracted services. Engineering will therefore request sufficient training funds during the 2026 budget process to cover additional stormwater management training for other Engineering staff.

Funding Source:

All interim stormwater management and water resources engineering services provided by Bolton & Menk will be funded using stormwater funds and private development escrows. This is the same funding split utilized for the Civil Engineer IV position.

Recommendation:

Due to an immediate need for contracted professional services, as well as Bolton & Menk's positive working relationship with staff and overall familiarity with the city, staff recommends adopting Resolution #25-039 approving the attached Bolton & Menk proposal for interim stormwater management and water resources engineering services.

Outcome/Action:

Adopt Resolution #25-039 approving Bolton & Menk's proposal for Interim Stormwater Management and Water Resources Engineering Services.

Attachments

BMI Proposal Interim SW&WR Services
Resolution 25-039

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	02/06/2025 08:46 AM
Form Started By: Bruce Westby		Started On: 02/05/2025 07:09 AM
Final Approval Date: 02/06/2025		



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303

Phone: (763) 433-2851
Bolton-Menk.com

January 31, 2025

Bruce Westby, PE
City Engineer, Public Works Director
7550 Sunwood Dr. NW
Ramsey, MN 55303

RE: Proposal for Interim Stormwater Management & Water Resources Engineering Services
City of Ramsey, MN

Dear Mr. Westby:

The City of Ramsey is seeking interim stormwater management and water resources support during a period of staff transition. Bolton & Menk appreciates the opportunity to present this proposal to assist the City with these services.

Scope of Services

The scope of services can be expanded or reduced based the immediate needs of the City during this transition period. Generally, the scope of services includes, but may not be limited to, the following:

- Provide water resources engineering support including regular consultation with city staff on a multitude of stormwater management, drainage, local flooding, water quality, etc. items.
- Review stormwater management design calculations, plans and reports for private development submittals.
- Review Lower Rum River Watershed Management Organization (LRRWMO) stormwater and wetland permit applications, including all necessary coordination with LRRWMO staff and the LRRWMO Engineer (currently BARR Engineering). Bolton & Menk staff will work to ensure full compliance with LRRWMO and City MS4 standards for all development reviews.
- Coordinate regional hydraulic model updates based on development reviews and other drainage related concerns.
- Support City staff as needed with stormwater management design efforts on City-led projects, including coordination with the LRRWMO. The City will lead the actual permitting efforts.
- Support the MS4 program. Depending on the duration of our services, this may include the following:
 - Conduct MS4 Annual Review. These are typically due in June of each year. Bolton & Menk will leverage past annual program reviews and work with staff to collect the necessary supporting documentation (public education, plan reviews, construction site inspections, etc.).

- Support ongoing and new construction site inspections in alignment with previous City staff efforts. That is, conduct inspections as needed at the frequency of previous inspections and complete in-place inspection forms.
- Assist the City in documenting all completed MS4 activities.

In addition to the above tasks, there will be time required to become more familiar with previous City approaches to projects. Also, we will be available as a resource for City staff to discuss modeling, MS4 support, inspections, etc.

Proposed Staff, Current Availability, and 2025 Rates

Bolton & Menk will leverage water resources engineering and design staff to provide these support services. The following staff have availability to support the City of Ramsey. As availability needs evolve, this team is subject to change. Any anticipated staff changes will be communicated with the City. We propose a Project Manager, Tim Olson, PE as the primary point of contact for these services. Also, Kevin Kielb, PE and Zach Lingl, PE are available as needed.

Staff Person	Role	Role Description	Availability	2025 Rate
Tim Olson, PE, CFM	Project Manager	Provide past City of Ramsey stormwater management experience, senior water resources project management, and leadership; ensure delivery of projects in time and budget; facilitate meetings and communication with stakeholders.	10 - 20%	\$227.00/Hr
Paul Strong, PE	Project Engineering Lead	Support the project manager in delivery of technical project components; work with design staff on day-to-day project coordination; support construction plan review.	10 - 20%	\$170.00/Hr
Kyra Oliver, PE	Project Engineer	Support project design deliver; coordinate permit development.	20 - 40%	\$170.00/Hr
Gianna Turturillo, EIT	Design Engineer	Provide technical project support; coordinate MS4 related items.	30 - 50%	\$150.00/Hr

We have also attached our general 2025 Rate Table for your review.

Bruce Westby, PE

Date: January 31, 2025

Page: 3

We are prepared to begin water resources support immediately. If you have any questions, please contact Kevin Kielb or Tim Olson.

Sincerely,

Bolton & Menk, Inc.



Timothy J. Olson, PE, CFM

Principal Water Resources Engineer

(651) 724-0404



Kevin P. Kielb, PE

Principal Engineer

(651) 968-7760

Attachment: 2025 Rate Table

2025 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2025. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	2025 Hourly Billing
Graduate Engineer	\$125-185
Design Engineer	\$125-196
Project Engineer	\$145-215
Senior Project Engineer	\$160-215
Project Manager	\$135-240
Senior Project Manager	\$188-273
Architect	\$186-267
Planner	\$125-168
Senior Planner	\$170-228
Landscape Designer	\$98-196
Landscape Architect	\$148-176
Senior Landscape Architect	\$160-268
Survey Technician ¹	\$90-196
Graduate Surveyor	\$122-190
Licensed Project Surveyor	\$180-225
Technician	\$75-182
Senior Technician	\$125-212
Administrative/Corporate Specialists	\$68-175
Specialist*	\$100-230
Practice Expert**	\$145-363
Principal**	\$175-316
Senior Principal**	\$218-333
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise.

**Highly specialized and industry expertise unique to the market or area of discipline.

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

RESOLUTION #25-039

RESOLUTION APPROVING PROPOSAL FOR INTERIM STORMWATER MANAGEMENT AND WATER RESOURCES ENGINEERING SERVICES

WHEREAS, the Civil Engineer IV position in Engineering will be vacated soon due to a pending retirement; and

WHEREAS, this position is responsible for completing numerous stormwater management and water resources duties; and

WHEREAS, other staff do not currently possess the required knowledge, skills and abilities to fulfill these duties until the vacant position can be filled and required training can be completed to allow these duties to be successfully fulfilled in-house again; and

WHEREAS, Bolton & Menk has a positive working relationship with staff and has provided engineering support services to the city in the past on similar stormwater management and water resources tasks so staff requested they submit an interim stormwater management and water resources engineering services proposal; and

WHEREAS, Bolton & Menk is available to provide immediate assistance and proposes to bill the city on an hourly basis as outlined within their proposal; and

WHEREAS, Bolton & Menk's fees will be paid using stormwater funds and private development escrows, which is the same funding split utilized for the Civil Engineer IV position.

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

- 1) The City Council hereby approves said professional services proposal from Bolton & Menk, Inc. to provide interim stormwater management and water resources engineering services for and on behalf of the City of Ramsey.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 11th day of February, 2025.

Mayor

ATTEST:

City Clerk

CC Regular Session**Meeting Date:** 02/11/2025**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Title:**

Introduce Charter Recommended Ordinance #25-02 to Amend Chapter 3 of the Charter

Purpose/Background:

Purpose: The purpose of this case is to Introduce Ordinance #25-02, which is the recommendation from the Charter Commission to amend Chapter 3 of the Charter.

Background: The proposed amendments to the City Charter are mainly some housekeeping items, efficiency items that mirror general practices by the City Council. Council received the recommendation to amend the Charter at the January 28, 2025 work session. The proposed ordinance with the recommendation from the Charter Commission, and a full version of the charter with redlined edits are attached to this case for reference. Below is a brief rationale behind each proposed change.

The proposal is to eliminate the requirement that the ordinance be read aloud before adoption. The City Council has historically utilized the charter provision to waive that requirement. With technology allowing full agenda packets to be posted to the internet typically six days before the meeting, there is ample opportunity for residents to review the ordinance ahead of time. Furthermore, from the first posting of an agenda with the introduction of an ordinance to final consideration, an ordinance is posted to the internet for approximately three weeks. Lastly, ordinances currently require a 30-day publication period before they become effective. This requirement is also fairly unique, and state statute simply requires publication prior to it becoming effective. The Charter Commission recommendation is to eliminate the 30-day waiting period. An added benefit to the near immediate effective date is that staff can provide direction to residents on the changes without having to delay the enforcement of the changes.

Time Frame/Observations/Alternatives:

With an amendment proposed by the Charter Commission, the City Council may amend the charter by ordinance. Within one month of receiving a recommendation to amend, the City must publish notice of a public hearing of the proposal. Within one month of the public hearing, the City Council must vote on the proposed charter amendment. If approved unanimously, the ordinance goes into effect 90 days after passage subject to no petition being submitted by voters forcing a referendum.

January 28, 2025 - Recommendation received by Council

February 7, 2025 - Public Hearing Publication

February 11, 2025 - Introduction of the Ordinance

February 25, 2025 - Public Hearing and Final Vote

Funding Source:

N/A

Recommendation:

Staff's recommendation is to Introduce Ordinance #25-02: Amending Chapter 3 of the Charter.

Outcome/Action:

Motion to Introduce Ordinance #25-02: Amending Chapter 3 of the Charter.

Roll Call Vote

Attachments

Ordinance #25-02

Full Charter with Proposed Changes

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 02/06/2025

Reviewed By

Brian Hagen

Date

02/06/2025 12:54 PM

Started On: 02/04/2025 11:07 AM

ORDINANCE #25-02

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

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE
CITY OF RAMSEY, MINNESOTA**

The City of Ramsey ordains:

Underlined text is inserted into the Charter.

~~Strikethrough~~ text is deleted from the Charter.

SECTION 1. AUTHORITY

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 7.

SECTION 2.

Sec. 3.4 Ordinances, resolution and motions. is amended to read as follows:

Sec. 3.4. Ordinances, resolutions and motions.

3.4.1 Except as otherwise provided in this Charter ~~or~~ for state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this Charter, all legislation shall be by ordinance. The vote on all ordinances shall be by a roll call vote.

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

SECTION 3.

Sec. 3.7. Signing and publication of ordinances. is amended to read as follows:

Sec. 3.7. Signing and publication of ordinances.

~~The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to~~

~~the meeting at which it is to be adopted.~~ The ordinance shall ~~then~~ be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

SECTION 4.

Sec. 3.9. When ordinances and resolutions passed by city council take effect. is amended to read as follows:

Sec. 3.9. When ordinances and resolutions passed by city council take effect.

Every resolution and emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every other ordinance shall take effect ~~30 days after its~~ upon publication or at such later date as it specifies.

SECTION 5. SUMMARY

The following official summary of Ordinance #25-02 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance:

Ordinance #25-02 amends Chapter 3. Council Procedures of the city charter related to noticing for meetings and procedures on ordinance adoptions.

SECTION 6. EFFECTIVE DATE

This ordinance becomes effective 90 days after its passage and publication as provided by Minnesota Statutes Section 410.12, Subdivision 7, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

PASSED by the City Council of the City of Ramsey, Minnesota, the ____ day of ____, 2025.

Mayor

ATTEST:

City Clerk

Date Recommended by the Charter Commission: January 28, 2025

Introduction date: February 11, 2025

Posting dates:
Adoption date:
Publication date:
Effective date:

PART I CHARTER¹

CHAPTER 1. NAME, BOUNDARIES, POWERS AND GENERAL PROVISIONS

Sec. 1.1. Name and boundaries.

The City of Ramsey, Anoka County, Minnesota, shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The city clerk shall keep in his/her office at least two copies of this Charter with amendments, and shall maintain in each copy an accurate and up-to-date description of the boundaries. The copies of the Charter, amendments and boundary descriptions shall be available for public inspection anytime during regular office hours.

(Ord. of 1-24-2001)

Sec. 1.2. Powers of the city.

The city shall have all powers which it may now or hereafter be possible for a municipal corporation in this state to exercise in harmony with this Charter and with the constitutions of this state and of the United States and with the statutes of this state. It is the intention of this Charter to confer upon the city every power which it would have if it were specifically mentioned, unless otherwise provided in this Charter. The Charter shall be construed liberally in favor of the city, and the specific mention of particular municipal powers in other sections of this Charter does not limit the powers of the city to those thus mentioned. Unless granted to some other officer or body, all powers are vested in the council.

Sec. 1.3. Charter a public act.

This Charter shall be a public act and need not be pleaded or proved in any case.

CHAPTER 2. FORM OF GOVERNMENT

¹Editor's note(s)—Printed in this part is the city Charter, which Charter was originally adopted on May 22, 1984. Amendments are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original. Obvious misspellings have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same scheme for expression of numbers in text as appears in the Code has been used. A consistent scheme of capitalization has also been used. Additions for clarity are indicated by brackets.

State law reference(s)—City Charters generally, Minn. Stats. ch. 410.

Sec. 2.1. Form of government.

The form of government established by this Charter is the "Mayor-Council Plan" as defined by current Minnesota state statutes. Except as otherwise provided by state statutes or this Charter, all powers of the city are vested in the city council.

Sec. 2.2. Boards and commissions.

There shall be no separate administrative board of health, library board, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state statutes. The council may, however, establish or abolish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, or to perform quasi-judicial functions. Notice of initial formation and all vacancies shall be published in the city newsletter and in the legal newspaper. Membership of the economic development authority, environmental policy board, parks and recreation commission, planning commission and any future boards and commissions the city council deems necessary shall not exceed nine members, all members of which shall be residents of the City of Ramsey.

(Ord. No. 23-04, § 2, 3-28-2023)

Sec. 2.3. Council composition and election.

2.3.1 *Mayor and council.* The council shall be composed of the mayor, elected at large, two councilmembers elected at-large, and four councilmembers, each of whom shall be elected from a separate ward as established or amended pursuant to this Charter. The mayor and councilmembers shall be qualified electors. Each councilmember elected from a ward shall be a resident of the ward, but a change in ward boundaries does not disqualify a councilmember from serving the remainder of a term. Except as hereinafter provided, councilmembers shall serve for a term of four years and until a successor is elected and qualifies. The mayor shall serve for a term of four years and until a successor is elected and qualifies. The elections for the mayor and councilmembers shall be held as provided in subsection 2.3.3.

2.3.2 *Wards.* The city shall be divided into four separate wards. The boundaries of such wards shall be determined by ordinance based upon population as determined by the most recent federal decennial census and shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory. An ordinance designating the boundaries of the city's election wards shall be enacted within 60 days after the state legislature has been redistricted or by May 10 in the year ending in two, whichever comes first. The wards shall be designated as ward numbers 1, 2, 3 and 4.

2.3.3 *Transition schedule.*

2.3.3.1 For the 2002 city wide election only:

- (1) Councilmembers elected in the year 2000 shall be assigned to the ward in which he/she resides.
- (2) Councilmembers from ward numbers 1 and 3 shall be elected.
- (3) Two at-large councilmembers shall be elected, with the candidate receiving the highest number of votes serving a four year term and the candidate receiving the second highest number of votes serving a two-year term.

2.3.3.2 For the 2004 city wide election only:

- (1) Councilmembers from ward numbers 2 and 4 shall be elected.

(2) One at-large councilmember shall be elected to serve a four-year term.

(3) A mayor shall be elected.

2.3.3.3 Thereafter and commencing with the city wide election in 2006, there shall be biennial city wide elections with councilmembers from ward numbers 1 and 3 and an at-large councilmember elected, and at the next city wide election councilmembers from ward numbers 2 and 4, an at-large councilmember and a mayor shall be elected.

(Ref. of 11-5-1996; Ref. of 11-6-2001)

Sec. 2.4. Incompatible offices.

No member of the council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

No member of the council may serve as a member of the City of Ramsey Charter Commission while serving on the council. No member of the Council may serve as a voting member of any other commission or board of the City of Ramsey while he/she remains in office unless such membership is otherwise required by law.

(Ord. No. 22-29, § 2, 1-24-2023, eff. 5-11-2023)

Sec. 2.5. Vacancies.

A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall publicly declare by resolution, the vacancy to exist within 15 days of its occurrence and such vacancy shall be filled according to the provisions of section 4.5.

(Ord. No. 09-18, § 2, 12-8-2009)

Sec. 2.6. The mayor's powers and duties.

2.6.1 The mayor shall preside at meetings of the council and shall have a vote as a member. The mayor shall be recognized as the head of the city government for all ceremonial purposes, by the courts for serving civil process, and by the governor for purposes of martial law, but shall have no administrative duties.

2.6.2 Consistent with the responsibility to accept considerable leadership over the general conduct of city affairs, the mayor shall study the operations of the city government and recommend desirable changes and improvements to the council. The mayor shall also deliver messages to the council and the public, including a comprehensive message on the state of the city, as soon as practicable after the beginning of each year of his/her term of office.

2.6.3 At the first meeting of each year the council shall choose an acting mayor from the councilmembers. He/she shall perform the duties of mayor during the disability or absence of the mayor, or, in the case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

(Ord. of 12-6-2001)

Sec. 2.7. Salaries.

The mayor and councilmembers shall receive such compensation as is fixed by the council in accordance with state statutes. Any increases in such compensation shall not become effective until after the next municipal election. Other officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

Sec. 2.8. Investigation of city affairs.

The council may make investigations into the affairs of the city and the conduct of any city department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The council shall provide for an audit of the city's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time, the council may provide for an examination or audit of the city accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

CHAPTER 3. COUNCIL PROCEDURES

Sec. 3.1. Council meetings.

The council shall meet regularly at least once each month at such times and places as the council may designate by ordinance. The mayor or any three members of the council may call special meetings of the council upon at least 24 hours notice to each member, and such reasonable public notices as may be prescribed by council rule in compliance with state statutes. The 24 hours notice shall not be required in an emergency. A state of emergency shall be deemed to exist when the public peace, health, morals, safety or welfare are in immediate jeopardy. To the extent provided by state statutes, all meetings of the council and its committees shall be public, and any citizen shall have access to the minutes and records of the council at all reasonable times. During any of its public meetings, the council shall not prohibit, but may place reasonable restrictions upon citizens' comments and questions and citizen input shall be provided for at the beginning of each council meeting.

(Ord. No. 04-47, § 1(Subd. 1), 11-23-2004)

Sec. 3.2. [Precincts].

3.2.1 [Repealed].

3.2.2 Precinct boundaries. The precinct boundaries shall correspond to those adopted and revised periodically by council, by resolution.

3.2.3 [Repealed]

(Ord. of 9-8-1993; Ord. of 1-28-2000; Ref. of 11-5-2002; Ord. of 9-8-2003)

Sec. 3.3. Rules of procedure and quorum.

Except as otherwise provided in this Charter, the council shall determine its own rules and order of business. A majority of all members shall constitute a quorum to do business, but a smaller number may adjourn from time to time. The council may by rule provide means by which a minority may compel the attendance of absent members in accordance with state statutes.

Sec. 3.4. Ordinances, resolutions and motions.

3.4.1 Except as otherwise provided in this Charter ~~efor~~ state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this Charter, all legislation shall be by ordinance. The vote on all ordinances shall be by a roll call vote.

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

(Ord. No. 04-47, § 1(Subd. 2), 11-23-2004)

Sec. 3.5. Procedures on ordinances.

Every proposed ordinance shall be presented in writing. No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains." No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.

(Ord. No. 85-09, 9-28-1985)

Sec. 3.6. Emergency ordinances.

An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare, and in such ordinance the emergency is defined and declared in a preamble thereto. An emergency ordinance must be approved by a majority of available members of the city council. An emergency ordinance must be in writing but may be enacted without previous filing or voting, and may be adopted finally at the meeting at which it is first introduced and voted upon by the council. An emergency ordinance shall remain in effect for the duration of the emergency. No prosecution shall be based upon the provisions of an emergency ordinance until 24 hours after the ordinance has been adopted, filed with the city clerk, and either has been posted in three conspicuous places in the city or published as provided for in this Charter, or the person charged with violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution.

(Ord. of 1-24-2001)

Sec. 3.7. Signing and publication of ordinances.

~~The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to the meeting at which it is to be adopted.~~ The ordinance shall ~~then~~ be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

(Ord. of 1-24-2001)

Sec. 3.8. Procedure on resolutions.

Every resolution shall be presented in writing and shall be filed and preserved by the city clerk.

(Ord. No. 85-09, 9-28-1985; Ord. of 1-24-2001)

Sec. 3.9. When ordinances and resolutions passed by city council take effect.

Every resolution and emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every other ordinance shall take effect ~~30 days after its~~upon publication or at such later date as it specifies.

Sec. 3.10. Amendment and repeal of ordinances and resolutions.

3.10.1 An ordinance or resolution which repeals all or part of a previous ordinance or resolution, respectively, shall give the number, if any, in the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution shall be amended by reference to the title alone, but an ordinance or resolution which amends such ordinance or resolution, respectively, shall set forth in full each section to be amended and shall indicate by appropriate type or symbols, matter to be omitted or added. Amendment or repeal of an ordinance or resolution shall require a majority vote of all members of the council, unless otherwise provided in this Charter or by state statutes.

3.10.2 Repeal of initiative ordinances. An ordinance passed under the initiative power shall not be repealed or amended by the council except by submission to the voters of the question by the council at a regular municipal or special election.

Sec. 3.11. Review and revision of ordinances and indexing of resolutions.

The city shall review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the council at least once every two years. The ordinance code and the resolution index may be published in a book, pamphlet or loose-leaf form and copies shall be made available by the council at the office of the city clerk for general distribution to the public for a reasonable charge. Incorporation in such a code shall be a sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two successive weeks that copies of the codification are available at the office of the city clerk.

(Ord. of 1-24-2001)

CHAPTER 4. NOMINATIONS AND ELECTIONS

Sec. 4.1. The regular municipal election.

A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year, at such places as the city council shall designate. At least 15 days prior notice shall be given by the city clerk by posting a notice thereof in the city clerk's office, on the city website and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this Charter shall assume the duties of office to which they were elected on the first Monday in January following such election.

4.1.1 *Primary elections.* The regular primary election shall be held on the same date as prescribed by Minnesota Election Law, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election. If two candidates or fewer file for any elective office, that office shall not appear on the primary ballot and the candidates shall appear on the municipal general election ballot as the nominees for that office.

(Ord. of 1-24-2001; Ref. of 11-6-2001; Ord. No. 10-08, § 1, 5-4-2010; Ord. No. 23-05, § 2, 4-25-2023)

Sec. 4.2. Filing for office.

All persons who shall desire to be elected to any elected office shall file an affidavit not more than 84 days nor less than 70 days before the primary election with the city clerk, paying a filing fee to the city clerk in an amount as set by ordinance or filing a nominating petition. The clerk shall also accept an application for candidacy as authorized by state law.

The city clerk shall prepare and have printed at the expense of the city the necessary ballots or other required material for such election.

The ballots or other material shall contain no political party designation of any candidate and the names of the candidates for each office shall be rotated in the manner provided by state law. Consistent with state law, the ballots or the results shall be counted and preserved and the city clerk shall be the final custodian of such ballots or returns for the city.

A sample ballot or a facsimile representation of the ballot shall be posted in the city clerk's office and published in the official newspaper of the city at least two weeks before such election by the city clerk, whose duty it is to preserve such sample ballots.

4.2.1. [Repealed].

(Ord. of 11-14-1994; Ref. of 1-24-2001; Ref. of 11-6-2001; Ord. No. 23-05, § 2, 4-25-2023)

Sec. 4.3. Procedure at elections.

Consistent with the provisions of this Charter and applicable state statutes, the council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this Charter and supplementary ordinances, general state statutes on elections shall apply to municipal elections.

Sec. 4.4. Special and advisory elections except for elected office.

The council may, by resolution, order any special or advisory election deemed appropriate by the council, for any reason, and provide all means for holding it, except that any election so ordered shall only be held on the same date as a regular municipal election. This section does not apply to special elections to fill vacancies in municipal offices.

(Ord. of 1-24-2001; Ord. No. 23-05, § 2, 4-25-2023)

Sec. 4.5. Vacancy of municipal elected office.

4.5.1 In the event that a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, a special election shall occur on the date established by the city council per Minn

Stats. § 205.10, as the same may be revised, amended or recodified, to elect a successor to serve for the remainder of the unexpired term of the office vacated.

- 4.5.2 A person elected at a special election held pursuant to this section to fill the balance of the unexpired term shall take office immediately after being qualified.
- 4.5.3 The procedure at such election shall conform as nearly as practicable to that prescribed for other municipal elections under this Charter.
- 4.5.4 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs the council may, by unanimous vote of all current members of the city council, appoint a successor to serve until a successor elected at a special election held pursuant to this section is qualified. If a subsequent attempt to hold a special election would occur in the fourth year of the vacant term, no special election would be held. The council may appoint a successor according to section 4.5.6 of this Charter.
- 4.5.5 If two or fewer candidates file an affidavit of candidacy, the special primary election shall be canceled and the special general election may be moved up to the primary date with council approval. If this option is utilized, it must be noted on the resolution calling for a special election.
- 4.5.6 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council may, by unanimous vote of all current members of the city council, appoint a successor to serve for the remainder of said term.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 3), 11-23-2004; Ord. No. 09-18, § 2, 12-8-2009; Ord. No. 23-05, § 2, 4-25-2023; Ord. No. 23-08, § 2, 9-26-2023)

CHAPTER 5. INITIATIVE, REFERENDUM AND RECALL

Sec. 5.1. Powers reserved by the people.

The people of the City of Ramsey reserve to themselves the powers in accordance with the provisions of this Charter to initiate and adopt ordinances, to require ordinances passed by the council to be referred to the electorate for approval or disapproval, and to recall elected public officials. These powers shall be called the initiative, the referendum, and the recall, respectively.

Sec. 5.2. General provisions for petitions.

5.2.1 *Petition for initiative and referendum.* A petition for initiative and referendum provided for under this chapter shall be sponsored by a committee of five registered voters of the city whose names and addresses shall appear on the petition. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.5 or 5.7 which apply, respectively, to initiative, and referendum. Each signer shall be a registered voter of the city and shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a resident of the city and registered to vote. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

5.2.2 *Petition for recall of a ward councilmember.* A petition for recall of a councilmember elected from a separate ward shall be sponsored by a committee of five registered voters whose name and addresses shall appear on the petition and who reside within the ward represented by the councilmember. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.8 which applies to recall. Each signer shall be a registered voter of the ward represented by the councilmember subject to the recall and each signer shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a registered voter of the ward represented by the councilmember subject to the recall. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the clerk-administrator before said clerk-administrator advises the council of the sufficiency of the petition.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 4), 11-23-2004)

Sec. 5.3. Determination of sufficiency.

The committee shall file the completed petition in the office of the city clerk. The required number of signatures for initiative and referendum shall be at least 20 percent of the total number of registered voters at the time of the last city-wide election. The required number of signatures for recall of the mayor or a councilmember elected at large shall be at least 20 percent of the total number of registered voters in the city at the time of the last city-wide election. The required number of signatures for recall of a councilmember elected from a ward shall be at least 20 percent of the total number of registered voters in the ward represented by the councilmember subject to the recall at the time of the last city-wide election. Immediately upon receipt of the petition, the clerk-administrator shall examine the petition as to its sufficiency and report to the council within ten days. Upon receiving the report, the council shall determine by resolution the sufficiency of the petition.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 5), 11-23-2004)

Sec. 5.4. Disposition of insufficient or irregular petition.

If the council determines that the petition is insufficient or irregular, as defined in sections 5.3 and 5.2 respectively, the city clerk shall deliver a copy of the petition, together with a written statement of its defects, to the sponsoring committee. The committee shall have 30 days in which to file additional signature papers and/or to correct the petition in all other particulars, except that, in the case of a petition for recall, the committee may not change the statement of the grounds on which the recall is sought. Within five days of receipt of the corrected petition, the city clerk shall again report to the council. If the council finds that the petition is still insufficient or irregular, the city clerk shall file the petition in his/her office and notify the sponsoring committee. The final finding that the petition is insufficient or irregular shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the subject matter of the petition to the voters at the next regular or special election.

(Ord. of 1-24-2001)

Sec. 5.5. Initiative.

Any ordinance may be proposed by a petition which shall state at the head of each page or attached thereto the exact text of the proposed ordinance. If the council passes the proposed ordinance with amendments, and a majority of the sponsoring committee do not disapprove the amended form by a statement filed with the city clerk

within ten days of its passage by the council, the ordinance need not be submitted to the voters. If the council fails to enact the ordinance in a form acceptable to the majority of the sponsoring committee within 60 days after the final determination of sufficiency of the petition, the ordinance as originally proposed shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election on the ordinance to be held within such period.

(Ord. of 1-24-2001)

Sec. 5.6. Initiative to amend the Charter.

Nothing in this Charter shall be construed in any way as affecting the right of the electors to propose amendments to this Charter.

(Ref. of 12-6-2001)

Sec. 5.7. Referendum.

Prior to the date an ordinance takes effect, it may be subjected to referendum by a petition which shall state at the head of each page, or attached thereto, the exact text of the ordinance to be considered by the voters. If the petition is found to be sufficient under the provisions of section 5.3 of this chapter, the said ordinance shall thereby be prevented from going into operation, and the subject matter of the petition shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election to be held within such period, providing the petition has been found to be sufficient. If a majority of the voters voting thereon vote for the ordinance contained in the petition, it shall take effect immediately upon certification of the election results by the council.

Sec. 5.8. Recall.

Consideration by the electorate of the recall of any elected officer of the city may be initiated by petition. The petition shall state at the head of each page, or attached thereto, a certificate stating the name of the officer whose removal is sought, the grounds for recall, which shall be malfeasance, misfeasance or nonfeasance in office, is not more than 250 words, and the intention of the sponsoring committee to bring about the officer's recall. Such petition shall be filed in the city clerk's office prior to circulation. If the petition or amended petition is found sufficient under the provisions of section 5.3 of this chapter, the city clerk shall transmit it to the council without delay, and shall also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. The council shall, at its next meeting, by resolution, provide for the holding of a special recall election within ninety days after such meeting, the council may, in its discretion provide for the holding of the recall vote at that time. If the special recall election involves a councilmember elected from a separate ward, the special recall election shall be conducted only within the ward of such councilmember. If the special recall election involves the mayor or a councilmember who is elected at large, the election shall be a city-wide election. The city clerk shall include with the published notice of the election the statement of the grounds for the recall and, also, in not more than 500 words, the answer of the officer concerned in justification of his/her course of office. If a vacancy occurs due to recall election, section 4.5 shall apply to fill such vacancy.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 6), 11-23-2004)

Sec. 5.9. Majority voter turnout.

No ballot question considered at a general or special election pursuant to Charter sections 5.5 Initiative, 5.7 Referendum or 5.8 Recall shall be deemed approved by the voters unless at the election:

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1. A majority of the registered voters at the time of the last citywide election vote on the ballot question; and
 2. A majority of the persons voting, vote in favor of the ballot questions.

CHAPTER 6. ADMINISTRATION OF CITY AFFAIRS

Sec. 6.1. Administrative responsibility.

The council, as a body, shall be responsible for the administration of the city. The council shall appoint an administrative officer to assist in the administration of city affairs. For purposes of reference in this Charter, this administrative officer shall be referred to as the city administrator.

(Ord. of 1-24-2001)

Sec. 6.2. Administrative organization.

6.2.1 The council may by ordinance establish city departments, offices and agencies and prescribe their functions. No power or duty conferred by this Charter upon a particular office or agency shall be transferred to any other.

6.2.2 The city council shall by resolution hire or remove heads of departments, and such other future officers and personnel as may be required to operate the city efficiently. The council shall determine the qualifications thereof and prescribe the duties to be performed by each, except as otherwise prescribed in this Charter.

6.2.3 The heads of departments and other officers designated by the council shall report in person to the council and to the public at least once each quarter at a regularly scheduled council meeting.

Sec. 6.3. Duties of the city administrator.

The city administrator shall be the chief administrative officer for the council. The council shall establish by resolution, the powers duties and reporting requirements of the city administrator.

(Ord. of 1-24-2001)

Sec. 6.4. Purchases and contracts.

All purchases shall be made and all contracts let by the council. Contracts shall be made in compliance with the uniform contracting law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder. All contracts, bonds and instruments of any kind to which the city is a party shall be signed by the mayor and the city administrator on behalf of the city and shall be executed in the name of the city. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

(Ord. of 1-24-2001)

Sec. 6.5. Subordinate officers.

There shall be a city clerk and such other officers subordinate to the city administrator as the city council may create by ordinance. The city clerk, subject to the direction of the city administrator, shall keep the public records, and shall have other duties as the city administrator shall prescribe. In addition, the city clerk shall have

other powers and duties imposed by state law, this Charter, city ordinance and city resolution. The Council may by ordinance abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.

(Ord. of 1-24-2001)

CHAPTER 7. TAXATION AND FINANCES

Sec. 7.1. Council to control finances.

The council shall have full authority over the financial affairs of the city except as limited or prohibited by the state constitution, state laws, or this Charter. It shall provide for the collection of all revenues and other assets, and the auditing and settlement of accounts. It shall further provide for the safekeeping and disbursement of public moneys.

(Ord. of 3-25-1994)

Sec. 7.2. Fiscal year.

The fiscal year of the city shall be the calendar year.

(Ord. of 3-25-1994)

Sec. 7.3. System of taxation.

Subject to the state constitution, and except as forbidden by it, or by state statutes, the council shall have full power to provide by ordinance for a system of local taxation. This authority includes the power by ordinance to assess, levy, and collect taxes on all subjects or objects of taxation except as limited or prohibited by the state constitution, by this Charter or by state statutes imposing restriction upon the city, irrespective of Charter provisions.

(Ord. of 3-25-1994)

Sec. 7.4. Submission of budget.

7.4.1 Annually, the city administrator shall submit to the council the budget recommendations in accordance with a budget calendar to be established by resolution. The budget shall provide a complete financial plan for all city funds and activities for the ensuing fiscal year and, except as required by state statutes or this Charter, shall be in such form as the council may require. It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In addition to showing proposed expenditures for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure. The total proposed operating budget to be provided from the property tax shall not exceed the amounts authorized by state statutes and this Charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by ordinance and by state statutes. The Annual Financial Statement shall be in such form as state statutes, this Charter or the council may prescribe.

7.4.2 For each utility operated by the city, its budget shall show anticipated net surplus or deficit and the proposed method of its disposition; and subsidiary budgets for each utility giving income and expenditure information shall be included or attached as appendices.

(Ord. of 3-25-1994; Ord. of 1-24-2001)

Sec. 7.5. Long-term financial plan.

7.5.1 The city council shall have prepared a long-term financial plan of at least five years. This information shall be revised and extended each year. The city council shall hold an annual public hearing on the long-term financial plan and adopt it by resolution with or without amendment. The financial plan, at minimum, shall consist of three elements as specified in sections 7.5.2 through 7.5.4 which follow.

7.5.2 The public service program. The program shall be a continuing five-year plan for all public services, estimating future needs for the public health, safety and welfare of the city. It shall measure the objectives and needs for each city department, the standard of services desired, and the impact of each such service on the annual operating budget.

7.5.3 The capital improvement program. This program shall consist of projects and facilities that are or will be needed by the city in carrying out the anticipated program of public services. It shall include a list of all capital improvements proposed to be undertaken during the next five fiscal years, with appropriate supporting information as to the necessity for such improvements; the priority of each anticipated improvement; cost estimate, method of financing and recommended time schedule for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process.

7.5.4 Five year financial forecast. This forecast shall detail the estimated revenue and expenditures necessary to carry out the public service and capital improvement programs as described in sections 7.5.2 and 7.5.3. In addition, the forecast will identify financing sources and uses, cash flow projections, and financial policies that impact or exercise control over revenues and expenditures.

7.5.5 A summary of the long-term financial plan shall be published in the city newsletter annually.

(Ord. of 3-25-1994)

Sec. 7.6. Council action on budget.

7.6.1 The budget public hearing dates, procedures to be followed during the hearing; and publications are established by state statute. However, the actual adoption of the proposed annual budget and the municipal levy shall take place at the next regularly; scheduled council meeting following the mandated public hearing(s) to ensure that comments received during the public hearing(s) are given due consideration before the final budget and municipal tax levy are adopted. The council may revise the propose budget but no amendment to the budget shall increase the authorized expenditures to a amount greater than the estimated funds available. The council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department function or program, with such segregation as to objects and purpose of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying the amount of taxes provided in the budget, and the city administrator shall certify the tax resolution to the county auditor in accordance with state law. Adoption of the budget resolution shall constitute appropriations at the beginning of the fiscal year of the sums fixed in the resolution of the several purposes named.

7.6.2 At least two weeks before the proposed budget is adopted, for the ensuing fiscal year, a summary of the proposed budget and municipal levy increases and decreases shall be given in the city newsletter. Such summary shall be set forth in language designed to be readily understood by the layperson, and shall provide appropriate supporting information as to the necessity for any increases. Failure to provide the specified summary will not invalidate the budget. A summary of the adopted final budget shall be printed in the city newsletter as soon as is practical after the adoption.

(Ord. of 3-25-1994; Ord. of 1-24-2001)

Sec. 7.7. Enforcement of the budget.

7.7.1 The city council shall enforce the provisions of the budget. It shall approve and authorize payments of bills, at each regularly scheduled council meeting, that have been presented for payment, supported by an itemized bill, payroll time sheet, or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness. Bills that are of an ongoing operating nature, have been appropriated in the budget, and been approved by the responsible city officer, may be paid prior to regular council meetings to avoid late penalties or to take advantage of available discounts. Other payments may occur in the event it is unreasonable or untimely to obtain council approval for funding an emergency or unforeseen expenditure which is necessary for the routine operation of the city as directed by council in a purchasing policy which shall be adopted by ordinance.

7.7.2 Any obligation incurred by any person in the employ of the city for any purpose not authorized in the budget resolution, or for any amount in excess of the amount authorized, shall be a personal obligation upon the person incurring the obligation and such person will be subject to appropriate disciplinary or criminal action. No check shall be issued or transfer made to any account other than one owned by the city until the claim to which it relates has been supported by an itemized bill, payroll, time sheet or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness.

(Ord. of 3-25-1994)

Sec. 7.8. Alterations to the budget.

After the budget resolution has been adopted, the council shall not increase the amounts fixed in the resolution beyond the estimated funds available except to the extent that actual receipts exceed the estimated funds available. At anytime, the council may, by resolution approved by a four-fifths vote of its members, reduce the sums appropriated for any purpose by the budget resolution, or authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes.

(Ord. of 3-25-1994)

Sec. 7.9. Funds.

There shall be maintained in the city treasury a general fund and such other funds as may be required by state statutes, resolution or ordinance. The council shall, by resolution or ordinance, create and abolish funds and shall define which funds are eligible for interfund loans as it may deem necessary and appropriate.

(Ord. of 3-25-1994)

Sec. 7.10. City indebtedness.

7.10.1 Except as provided in sections 7.11 and 7.12, no obligation shall be issued to pay current expenses, but the council may issue and sell obligations for any other municipal purpose in accordance with state statutes and within the limitations prescribed by law. Except in the case of obligations for which an election is not required by this Charter or state statutes, no such obligation shall be issued and sold without the approval of the majority of the voters voting on the question at a general or special election.

7.10.2 A description of each such proposed issue shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the issue. However, corrections shall be published at the earliest practical time.

(Ord. of 3-25-1994)

Sec. 7.11. Tax anticipation certificates.

At any time after January 1, the council may issue tax anticipation certificates in anticipation of state and federal aids and the collection of taxes levied the previous year for any fund and not yet collected. The total amount of certificates issued against any fund for any year together with interest thereon until maturity shall not exceed 90 percent of the total state and federal aids and current taxes due to the fund and uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the council may determine, but they shall become due no later than April 1 of the year following their issuance. The proceeds of the tax levied and such state or federal aids as the governing body may have allocated for the fund against which tax anticipation certificates are issued, and the full faith and credit of the city shall be irrevocably pledged for the redemption of the certificates.

(Ord. of 3-25-1994)

Sec. 7.12. Emergency debt certificates.

7.12.1 If in any year, the receipt from taxes or other sources should, for some unforeseen cause, become insufficient for the ordinary expenses of the city, or if any calamity or other public emergency necessitates the making of extraordinary expenditures, the council may by ordinance issue on such terms and in such manner as the council determines, emergency debt certificates to run not in excess of three years. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing the issue of the emergency debt certificates shall state the nature of the emergency and be approved by at least four members of the council. It may be passed by emergency ordinance as defined in section 3.6 except that the ordinance shall be enacted by a four-fifths vote of the council.

7.12.2 A description of each such proposed certificate shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the certificate. However, corrections shall be published at the earliest practical time.

(Ord. of 3-25-1994)

CHAPTER 8. PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Sec. 8.1. Power to make improvements and levy assessments.

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

Sec. 8.2. Application of Charter.

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

Sec. 8.3. Assessments for services.

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

Sec. 8.4. Local improvement procedure.

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the

foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

Sec. 8.5. Computation of time.

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

(Ord. of 1-25-1993)

Sec. 8.6. Sewer and water projects.

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.

8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.

8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

(Ref. of 5-20-1996; Ord. of 1-24-2001)

CHAPTER 9. EMINENT DOMAIN

Sec. 9.1. Acquisition of property.

The city may acquire by purchase, gift, condemnation, or otherwise, any property, either within or without its boundaries, that may be needed by the city for any public purpose. In acquiring property by exercising the power of eminent domain, the city shall proceed according to Minnesota Statutes, chapter 117 [Minn. Stats. ch. 117], or other applicable laws.

CHAPTER 10. FRANCHISES

Sec. 10.1. [Required.]

Except as otherwise provided by state statutes, no person, firm or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon or under any street or public place for the purpose of operating a public utility, or for any other purpose, without a franchise therefor from the city. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. No exclusive franchise shall be granted unless the proposed ordinance is submitted to the voters of the city following a public hearing and approved by at least a majority of those voting thereon. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the city clerk to guarantee publication before the ordinance is passed.

(Ord. of 1-24-2001)

Sec. 10.2. Term.

No perpetual franchise or privilege shall be created, nor shall any exclusive franchise or privilege be granted for a period of more than 25 years.

Sec. 10.3. Public hearing.

Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by the council, the council shall hold a public hearing on the matter. Notice of such hearing shall be published at least once in the city newsletter and in the official newspaper not less than ten days prior to the date of the

hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, correction(s) must be published at the earliest practical time.

Sec. 10.4. Power of regulation reserved.

Subject to any applicable state statutes, the council may by ordinance reasonably regulate and control the exercise of any franchise, including the maximum rates, fares, or prices to be charged by the grantee. No franchise value shall be included in the valuation of the grantee's property in regulating utility rates, fares, or prices under any applicable state or municipal law, or regulation, or in proceedings for municipal acquisition of the grantee's property by purchase or eminent domain.

Sec. 10.5. Renewals or extensions.

Every extension, renewal, or modification of any existing franchise, or of any franchise granted thereafter, shall be subject to the same limitations and shall be granted in the same manner as a new franchise.

CHAPTER 11. PUBLIC OWNERSHIP AND OPERATION OF UTILITIES

Sec. 11.1. Acquisition and operation of utilities.

The city may own and operate any gas, water, heat, power, light, telephone or other public utility for supplying its own needs for utility service, or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose, and may acquire any existing utility properties so needed; but such action shall only be taken by ordinance, which shall not be an emergency ordinance. The operation of all public utilities owned by the city shall be under the supervision of the city council.

Sec. 11.2. Rates and finances.

The council may, by ordinance, fix rates, fares and prices for municipal utilities, but such rates, fares and prices shall be just and reasonable. The council shall make each municipal utility financially self sustaining. Before any rates, fares or prices for municipal utilities shall be fixed by the council, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter. The council shall prescribe the time and the manner in which payments for all such utility services shall be made, and may make such other regulations as may be necessary, and prescribe penalties for violations of such regulations.

Sec. 11.3. Purchase in bulk.

The council may, in lieu of providing for the local production of gas, electricity, water and other utilities, purchase the same in bulk and resell them to local consumers at such rates as it may fix. Before such rates are fixed by the council, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter.

Sec. 11.4. Lease of plant.

The council may, if the public interest will be served thereby, contract with any responsible person, co-partnership or corporation for the operation of any utility owned by the city upon such rentals and conditions as it may deem necessary; but such contract shall not be an emergency ordinance. In no case shall such contract be for a longer term than ten years.

Sec. 11.5. Public utility.

How sold. No public utility owned by the city shall be sold or otherwise disposed of by the city unless the full terms of the proposition of said sale or other disposition thereof, together with the price to be paid therefor, shall be embodied in an ordinance approved by a majority of the registered voters voting thereon at a general or special election. Before such ordinance is submitted to a vote, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter.

Sec. 11.6. Notice of public hearing.

Notice of public hearing required by this chapter shall be published at least once in the official newspaper and in the city newsletter at least ten days prior to the date of the hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, the correction(s) must be published at the earliest practical time.

CHAPTER 12. MISCELLANEOUS AND TRANSITORY PROVISIONS

Sec. 12.1. Official publication.

The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by state statutes and this Charter to be so published, as well as such other matters as the council may deem it in the public interest to have published in this manner.

Sec. 12.2. Oath of office.

Every officer of the city shall, before entering upon the duties of his/her office, take and subscribe an oath of office in substantially the following form: "I do solemnly swear (or affix:) to support the constitution of the United States and of this state and to discharge faithfully the duties devolving upon me as (mayor, councilmember, city administrator, etc.) of the City of Ramsey to the best of my judgment and ability".

(Ord. of 1-24-2001)

Sec. 12.3. City officers not to be interested in contracts.

Except as otherwise permitted by state statutes, no officer of the city, who is authorized to take part in any manner in any contract with the city, shall voluntarily have a personal financial interest in such contract or personally benefit financially therefrom.

Sec. 12.4. Official bonds.

The city administrator and other such officers or employees of the city as may be provided for by ordinance shall each, before entering upon the duties of his/her respective office or employment, give a corporate surety bond to the city in such form and such amount as may be fixed by the council as security for the faithful performance of his/her official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the council. They shall be approved by the council, and approved as to form by the city attorney, and filed with the city administrator. The premiums on the bonds shall be paid by the city.

(Ord. of 1-24-2001)

Sec. 12.5. Sales of real property.

No real property of the city, with the exception of cemetery plots, shall be disposed of except by ordinance. The proceeds of any sale of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the city in the purchase, construction, or improvement of this or other property used for the same public purpose. If there is no such outstanding indebtedness, the council may by resolution designate some other public use for the proceeds.

Sec. 12.6. Vacation of streets.

The council may by ordinance vacate any street or alley or other public grounds or part thereof within the city. Such vacation may be made only after published notice in the official newspaper and an opportunity for affected property owner and public to be heard, and upon such further terms and by such procedure as the council by ordinance may prescribe. A notice of completion of such procedure shall be filed in accordance with state statutes.

Sec. 12.7. Statutes not affected by Charter.

All general laws and statutes of the state applicable to all cities operating under home rule charters, or applicable to cities of the same class as the City of Ramsey operating under home rule charters, and not inconsistent with the provisions of this Charter, or the ordinances of this city, shall apply to the City of Ramsey, and shall be construed as supplementary to the provision of this Charter.

Sec. 12.8. City to succeed to rights and obligations of former city.

The city shall succeed to all property, rights, and privileges, and shall be subject to all legal obligations of the former city.

Sec. 12.9. Existing ordinances and resolutions continued.

All ordinances, resolutions and regulations of the municipality in force when this Charter takes effect, and not inconsistent with the provisions thereof, are hereby continued in full force and effect until amended or repealed.

Sec. 12.10. Officers to continue for present terms.

All elective and appointive officers of the city holding office on the effective date of this Charter shall continue in office for the terms to which they were elected or appointed, and until their successors shall have been elected or appointed and have qualified.

Sec. 12.11. Pending condemnations and assessments.

Any condemnation or assessment proceeding in progress when this Charter takes effect shall be continued and completed under the state statutes under which such proceeding was begun. All assessments made by the municipality prior to the time when this Charter takes effect shall be collected, and the lien thereof enforced in the same manner as if this Charter had not been adopted.

Sec. 12.12. Ordinances to make Charter effective.

The council shall by ordinance, resolution, or other appropriate action make such regulations as may be necessary to carry out and make effective the provisions of this Charter.

Sec. 12.13. A newsletter.

A newsletter shall be published by the city at regular intervals at least six times each year. The postal role for the city shall be used for the distribution.

Sec. 12.14. [Effective date.]

This Charter becomes effective 30 days after adoption.

CHAPTER 13. POLICE DEPARTMENT

Sec. 13.1. Department created.

The existing police department for the city shall forthwith be established as permanent and shall consist of a chief of police, and such other officers and members as may be provided for by the council.

(Ord. of 12-13-1988)

Sec. 13.2. Appointments.

The chief of police shall be appointed by the council. All other appointments to or promotions within the department shall be made as provided by law.

(Ord. of 12-13-1988)

Sec. 13.3. Rank.

The chief of police shall be the head of the department and have supervision over all officers and members thereof.

(Ord. of 12-13-1988)

Sec. 13.4. Duties of chief.

The chief of police shall keep such records and make such reports concerning the activities of his/her department as may be required by statute or by the city council. The chief shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.

(Ord. of 12-13-1988)

Sec. 13.5. Duties.

It shall be the duty of the officers of the police department to see to the enforcement of all of the ordinances of the city and all statutes applicable therein, and to preserve order and prevent infractions of the law and arrest violators thereof.

(Ord. of 12-13-1988)

Sec. 13.6. Conduct of members.

It shall be the duty of every member and officer of the police department to conduct himself or herself in a proper and law abiding manner at all times. Each member and officer of the department shall obey the orders and directions of his/her superior.

(Ord. of 12-13-1988)

Sec. 13.7. Rules and regulations.

The chief of the police department may make or prescribe such rules and regulations as he/she shall deem advisable, such rules, when approved by the council, shall be binding on such officers and members. Such rules and regulations may cover, besides the conduct of the officers and members, uniforms and equipment to be worn or carried, hours of service, vacation, and all other similar matters necessary or desirable for the efficiency of the department.

(Ord. of 12-13-1988)

Sec. 13.8. Equal opportunity.

In making appointments to the police department, no person shall be deprived of an opportunity to serve on the police department because of race, religion, skin color, national origin or sex. No arbitrary rules on height, weight, or achievement of strength unrelated to job needs shall be imposed. No handicapped person shall be denied, merely by virtue of being handicapped, appointment to a position on the police department which the handicapped person is competent to fill.

(Ord. of 12-13-1988)

CHAPTER 15. ADOPTION OF COMPREHENSIVE MUNICIPAL PLAN

Sec. 15.1. Comprehensive plan.

Minnesota Statutes, chapter 462 [Minn. Stats. ch. 462] requires that the city prepare and adopt a comprehensive municipal plan which plan is defined as a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the municipality and its environs. The comprehensive plan represents the city's planning agency's recommendations for the future development of the city.

15.1.1 *Adoption of comprehensive plan.* The city council may by resolution by a majority vote of all its members adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance.

(Ref. of 11-6-2001)

CHARTER COMPARATIVE TABLE ORDINANCES

This table shows the location amendments to the Charter. The Charter was originally adopted on May 22, 1984.

Ordinance Number	Date	Section	Section this Charter
85-09	9-28-1985		3.5
	12-13-1988(Ord.)		13.1—13.8
	1-25-1993(Ord.)		8.1—8.5
	9- 8-1993(Ord.)		3.2
	3-25-1994(Ord.)		7.1—7.12
	11-14-1994(Ord.)		4.2
	5-20-1996(Ref.)		8.6
	11- 5-1996(Ref.)		2.3
	1-28-2000(Ord.)		3.2
	1-24-2001(Ord.)		1.1
			3.6—3.8
			3.11
			4.1, 4.2
			4.4, 4.5
			5.2—5.5
			5.8
			6.1
			6.3—6.5
			7.4
			7.6
			8.6
			10.1
			12.2
			12.4
	11- 6-2001(Ord.)		2.3 4.1, 4.2 15.1
	12- 6-2001(Ord.)		2.6
	12- 6-2001(Ref.)		5.6
	11- 5-2002(Ref.)		3.2
	9- 8-2003(Ord.)		3.2
04-47	11-23-2004	1(Subd. 1)	3.1
		1(Subd. 2)	3.4.1
		1(Subd. 3)	4.5
		1(Subd. 4)	5.2
		1(Subd. 5)	5.3
		1(Subd. 6)	5.8
	9-28-2005		3.8

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(Supp. No. 13)

PART I - CHARTER
CHARTER COMPARATIVE TABLE ORDINANCES

06-22	7- 5-2006	2	8.4
09-18	12- 8-2009	2	2.5
			4.5.5
10-08	5- 4-2010	1	4.1.1
12-08	6-26-2012	2 Added	8.4.2
		Rnbd	8.4.2—8.4.7
		as	8.4.3—8.4.8
14-07	8-11-2014	2	8.4.5
22-29	1-24-2023	2	2.4
23-04	3-28-2023	2	2.2
23-05	4-25-2023	2	4.1, 4.2, 4.4, 4.5
23-08	9-26-2023	2	4.5

CC Regular Session**Meeting Date:** 02/11/2025**Primary Strategic Plan Initiative:** Identify and implement operational efficiencies, cost savings and additional funding sources.**Title:**

Introduce Charter Recommended Ordinance #25-03 to Amend Chapters 2, 3 and 12 of the Charter.

Purpose/Background:

Purpose: The purpose of this case is to Introduce Charter recommended Ordinance #25-03 to amend Chapters 2, 3 and 12 of the Charter.

Background: The proposed amendments to the City Charter are mainly some housekeeping items, efficiency items that mirror general practices by the City Council and to consider a cost-savings measure related to the newsletter. The proposed ordinance with the recommendation from the Charter Commission, and a full version of the charter with redlined edits are attached to this case for reference. Below is a brief rationale behind each proposed change.

Vacancies to a city council seat currently do not establish a vacancy when a member moves outside their ward but remains in the City of Ramsey. Staff proposes to recognize that a councilmember elected to a ward seat is expected to represent residents who live within their ward. By moving to a new house within Ramsey but in a different ward would not allow this direct representation as a ward resident. During discussion to understand what the amendments mean on January 28, 2025, council generally supported this change but wanted to recognize situations where temporary living conditions may be needed outside of the ward as long as the intent of the councilmember is to move permanently back into their elected ward.

The process to consider ordinances by council is generally a two-month process. Furthermore, there are some unique steps required through the charter that may be outdated as technology has advanced and been implemented into our operations. The Charter Commission is proposing to eliminate the requirement for a roll call vote on ordinances. The rationale being, a roll call vote may be requested at any time. We have a regular practice of video recording our meetings, which can be viewed by the public on local TV or the internet, and if there is confusion on a voice vote, we can clarify the vote to ensure accurate records reflect the vote. A further recommendation is to allow for an ordinance to be placed on the consent agenda for final consideration so long as it was unanimously introduced by the City Council. The rationale behind this is only if the roll call vote requirement is supported, and this allows for more efficient meetings by eliminating redundancy. If council chooses, any consent agenda item may be removed and considered as a separate agenda item. Ordinances are still proposed to go to two city council meetings, with the introduction of the ordinance as a standalone agenda item with a brief presentation by staff outlining the parameters of the ordinance.

The last area the Charter Commission is proposing a change is related to the city newsletter. The charter requires six newsletters a year at regular intervals. The City publishes bi-monthly newsletters, with the first being issued in January. The newsletter is mailed to each parcel within the city limits, with extras available at City Hall. The annual budget is approximately \$63,000 for the six newsletters. In addition to the newsletter, staff also prepares two recycling-related newsletters throughout the year that are mailed to every property. Staff considered recommending only electronic versions of the newsletter be produced. However, we recognize that many residents prefer a physical copy. The Charter Commission recommendation was to reduce the number of newsletters to four per year. The newsletters would generally follow the seasons of the year and still allow for important budget information to be published prior to final budget and levy adoption.

Time Frame/Observations/Alternatives:

With an amendment proposed by the Charter Commission, the City Council may amend the charter by ordinance. Within one month of receiving a recommendation to amend, the City must publish notice of a public hearing of the proposal. Within one month of the public hearing, the City Council must vote on the proposed charter amendment. If approved unanimously, the ordinance goes into effect 90 days after passage subject to no petition being submitted by voters forcing a referendum.

January 28, 2025 - Recommendation received by Council
February 7, 2025 - Public Hearing Publication
February 11, 2025 - Introduction of the Ordinance
February 25, 2025 - Public Hearing and Final Vote

Funding Source:

N/A

Recommendation:

Staff's recommendation is to Introduce Ordinance #25-03: Amending Chapters 2, 3, and 12 of the Charter, and hold the required public hearing. If the ordinance is not unanimously adopted, it would not go into effect automatically.

Outcome/Action:

Motion to Introduce Ordinance #25-03: Amending Chapters 2, 3, and 12 of the Charter.

Roll Call Vote

Attachments

Ordinance #25-03
Full Charter with Proposed Changes

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 02/06/2025

Reviewed By

Brian Hagen

Date

02/06/2025 12:58 PM

Started On: 02/04/2025 12:47 PM

ORDINANCE #25-03

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

**AN ORDINANCE AMENDING THE CITY CHARTER OF THE
CITY OF RAMSEY, MINNESOTA**

The City of Ramsey ordains:

Underlined text is inserted into the Charter.

~~Strikethrough~~ text is deleted from the Charter.

SECTION 1. AUTHORITY

This Ordinance is adopted pursuant to the authority of the City Charter of the City of Ramsey and such authority as it is given under Minnesota Statutes Section 410.12, subdivision 7.

SECTION 2.

Sec. 2.5. Vacancies of the City of Ramsey Charter is amended to read as follows:

Sec. 2.5. Vacancies.

A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city or respective ward, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall publicly declare by resolution, the vacancy to exist within 15 days of its occurrence and such vacancy shall be filled according to the provisions of section 4.5.

SECTION 3.

Sec. 3.4 Ordinances, resolution and motions. is amended to read as follows:

Sec. 3.4. Ordinances, resolutions and motions.

3.4.1 Except as otherwise provided in this Charter of state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this Charter, all legislation shall be by ordinance. ~~The vote on all ordinances shall be by a roll call vote.~~

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

SECTION 4.

Sec. 3.5. Procedures on ordinances. is amended to read as follows:

Sec. 3.5. Procedures on ordinances.

Every proposed ordinance shall be presented in writing. The introduction of an ordinance shall be voted on its own, separate from any other agenda item. An ordinance which receives a unanimous vote on the introduction, may have final consideration made on the consent agenda at a subsequent meeting. No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains." No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.

SECTION 5.

Sec. 12.13. A newsletter. is amended to read as follows:

Sec. 12.13. A newsletter.

A newsletter shall be published by the city at regular intervals at least ~~six~~ four times each year. The postal role for the city shall be used for the distribution.

SECTION 6. SUMMARY

The following official summary of Ordinance #25-02 has been approved by the City Council of the City of Ramsey as clearly informing the public of the intent and effect of the Ordinance:

Ordinance #25-03 amends Chapter 2. Form of Government of the city charter related to council vacancies, Chapter 3. Council Procedures of the city charter related to noticing for meetings and procedures on ordinance adoptions and Chapter 12. Miscellaneous and Transitory Provisions of the city charter related to the publication of a city newsletter.

SECTION 7. EFFECTIVE DATE

This ordinance becomes effective 90 days after its passage and publication as provided by Minnesota Statutes Section 410.12, Subdivision 7, as may be modified by any action undertaken pursuant to City of Ramsey Charter Section 5.

PASSED by the City Council of the City of Ramsey, Minnesota, the ____ day of ____, 2025.

Mayor

ATTEST:

City Clerk

Date Recommended by the Charter Commission: January 28, 2025

Introduction date: February 11, 2025

Posting dates:

Adoption date:

Publication date:

Effective date:

PART I CHARTER¹

CHAPTER 1. NAME, BOUNDARIES, POWERS AND GENERAL PROVISIONS

Sec. 1.1. Name and boundaries.

The City of Ramsey, Anoka County, Minnesota, shall continue to be a municipal corporation under that name and with the same boundaries as now are or hereafter may be established. The city clerk shall keep in his/her office at least two copies of this Charter with amendments, and shall maintain in each copy an accurate and up-to-date description of the boundaries. The copies of the Charter, amendments and boundary descriptions shall be available for public inspection anytime during regular office hours.

(Ord. of 1-24-2001)

Sec. 1.2. Powers of the city.

The city shall have all powers which it may now or hereafter be possible for a municipal corporation in this state to exercise in harmony with this Charter and with the constitutions of this state and of the United States and with the statutes of this state. It is the intention of this Charter to confer upon the city every power which it would have if it were specifically mentioned, unless otherwise provided in this Charter. The Charter shall be construed liberally in favor of the city, and the specific mention of particular municipal powers in other sections of this Charter does not limit the powers of the city to those thus mentioned. Unless granted to some other officer or body, all powers are vested in the council.

Sec. 1.3. Charter a public act.

This Charter shall be a public act and need not be pleaded or proved in any case.

CHAPTER 2. FORM OF GOVERNMENT

¹Editor's note(s)—Printed in this part is the city Charter, which Charter was originally adopted on May 22, 1984. Amendments are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original. Obvious misspellings have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same scheme for expression of numbers in text as appears in the Code has been used. A consistent scheme of capitalization has also been used. Additions for clarity are indicated by brackets.

State law reference(s)—City Charters generally, Minn. Stats. ch. 410.

Sec. 2.1. Form of government.

The form of government established by this Charter is the "Mayor-Council Plan" as defined by current Minnesota state statutes. Except as otherwise provided by state statutes or this Charter, all powers of the city are vested in the city council.

Sec. 2.2. Boards and commissions.

There shall be no separate administrative board of health, library board, or any other administrative board or commission except for the administration of a function jointly with another political subdivision. The council shall itself be and perform the duties and exercise the powers of such boards and commissions provided for by state statutes. The council may, however, establish or abolish by ordinance boards or commissions to advise the council with respect to any municipal function or activity, or to perform quasi-judicial functions. Notice of initial formation and all vacancies shall be published in the city newsletter and in the legal newspaper. Membership of the economic development authority, environmental policy board, parks and recreation commission, planning commission and any future boards and commissions the city council deems necessary shall not exceed nine members, all members of which shall be residents of the City of Ramsey.

(Ord. No. 23-04, § 2, 3-28-2023)

Sec. 2.3. Council composition and election.

2.3.1 *Mayor and council.* The council shall be composed of the mayor, elected at large, two councilmembers elected at-large, and four councilmembers, each of whom shall be elected from a separate ward as established or amended pursuant to this Charter. The mayor and councilmembers shall be qualified electors. Each councilmember elected from a ward shall be a resident of the ward, but a change in ward boundaries does not disqualify a councilmember from serving the remainder of a term. Except as hereinafter provided, councilmembers shall serve for a term of four years and until a successor is elected and qualifies. The mayor shall serve for a term of four years and until a successor is elected and qualifies. The elections for the mayor and councilmembers shall be held as provided in subsection 2.3.3.

2.3.2 *Wards.* The city shall be divided into four separate wards. The boundaries of such wards shall be determined by ordinance based upon population as determined by the most recent federal decennial census and shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory. An ordinance designating the boundaries of the city's election wards shall be enacted within 60 days after the state legislature has been redistricted or by May 10 in the year ending in two, whichever comes first. The wards shall be designated as ward numbers 1, 2, 3 and 4.

2.3.3 *Transition schedule.*

2.3.3.1 For the 2002 city wide election only:

- (1) Councilmembers elected in the year 2000 shall be assigned to the ward in which he/she resides.
- (2) Councilmembers from ward numbers 1 and 3 shall be elected.
- (3) Two at-large councilmembers shall be elected, with the candidate receiving the highest number of votes serving a four year term and the candidate receiving the second highest number of votes serving a two-year term.

2.3.3.2 For the 2004 city wide election only:

- (1) Councilmembers from ward numbers 2 and 4 shall be elected.

(2) One at-large councilmember shall be elected to serve a four-year term.

(3) A mayor shall be elected.

2.3.3.3 Thereafter and commencing with the city wide election in 2006, there shall be biennial city wide elections with councilmembers from ward numbers 1 and 3 and an at-large councilmember elected, and at the next city wide election councilmembers from ward numbers 2 and 4, an at-large councilmember and a mayor shall be elected.

(Ref. of 11-5-1996; Ref. of 11-6-2001)

Sec. 2.4. Incompatible offices.

No member of the council shall hold any paid municipal office or employment through the city other than that to which elected. Further, until one year after the expiration of his/her term, no mayor or councilmember shall be appointed or employed by the city in a compensated position which was created, or the compensation for which was increased, during his/her term as mayor or councilmember.

No member of the council may serve as a member of the City of Ramsey Charter Commission while serving on the council. No member of the Council may serve as a voting member of any other commission or board of the City of Ramsey while he/she remains in office unless such membership is otherwise required by law.

(Ord. No. 22-29, § 2, 1-24-2023, eff. 5-11-2023)

Sec. 2.5. Vacancies.

A vacancy in the council, whether it be in the office of mayor or councilmember, shall be deemed to exist in the case of the failure of any person elected thereto to qualify, or by reason of the death, resignation in writing filed with the city clerk, removal from office, non-residence in the city or respective ward, conviction of a felony of any such person after his/her election, or by reason of the failure of any councilmember without good cause to attend council meetings for a period of three consecutive months. In each such case, the council shall publicly declare by resolution, the vacancy to exist within 15 days of its occurrence and such vacancy shall be filled according to the provisions of section 4.5.

(Ord. No. 09-18, § 2, 12-8-2009)

Sec. 2.6. The mayor's powers and duties.

2.6.1 The mayor shall preside at meetings of the council and shall have a vote as a member. The mayor shall be recognized as the head of the city government for all ceremonial purposes, by the courts for serving civil process, and by the governor for purposes of martial law, but shall have no administrative duties.

2.6.2 Consistent with the responsibility to accept considerable leadership over the general conduct of city affairs, the mayor shall study the operations of the city government and recommend desirable changes and improvements to the council. The mayor shall also deliver messages to the council and the public, including a comprehensive message on the state of the city, as soon as practicable after the beginning of each year of his/her term of office.

2.6.3 At the first meeting of each year the council shall choose an acting mayor from the councilmembers. He/she shall perform the duties of mayor during the disability or absence of the mayor, or, in the case of vacancy in the office of mayor, until a successor has been appointed and qualifies.

(Ord. of 12-6-2001)

Sec. 2.7. Salaries.

The mayor and councilmembers shall receive such compensation as is fixed by the council in accordance with state statutes. Any increases in such compensation shall not become effective until after the next municipal election. Other officers and employees of the city shall receive such salaries or wages as may be fixed by the council.

Sec. 2.8. Investigation of city affairs.

The council may make investigations into the affairs of the city and the conduct of any city department, office or agency and for this purpose may subpoena witnesses, administer oaths, take testimony, and require the production of evidence. The council shall provide for an audit of the city's accounts at least once a year by the state department in charge of such work or by a certified public accountant. At any time, the council may provide for an examination or audit of the city accounts of any city officer or agency, and it may provide for any survey or research study of any subject of municipal concern.

CHAPTER 3. COUNCIL PROCEDURES

Sec. 3.1. Council meetings.

The council shall meet regularly at least once each month at such times and places as the council may designate by ordinance. The mayor or any three members of the council may call special meetings of the council upon at least 24 hours notice to each member, and such reasonable public notices as may be prescribed by council rule in compliance with state statutes. The 24 hours notice shall not be required in an emergency. A state of emergency shall be deemed to exist when the public peace, health, morals, safety or welfare are in immediate jeopardy. To the extent provided by state statutes, all meetings of the council and its committees shall be public, and any citizen shall have access to the minutes and records of the council at all reasonable times. During any of its public meetings, the council shall not prohibit, but may place reasonable restrictions upon citizens' comments and questions and citizen input shall be provided for at the beginning of each council meeting.

(Ord. No. 04-47, § 1(Subd. 1), 11-23-2004)

Sec. 3.2. [Precincts].

3.2.1 [Repealed].

3.2.2 Precinct boundaries. The precinct boundaries shall correspond to those adopted and revised periodically by council, by resolution.

3.2.3 [Repealed]

(Ord. of 9-8-1993; Ord. of 1-28-2000; Ref. of 11-5-2002; Ord. of 9-8-2003)

Sec. 3.3. Rules of procedure and quorum.

Except as otherwise provided in this Charter, the council shall determine its own rules and order of business. A majority of all members shall constitute a quorum to do business, but a smaller number may adjourn from time to time. The council may by rule provide means by which a minority may compel the attendance of absent members in accordance with state statutes.

Sec. 3.4. Ordinances, resolutions and motions.

3.4.1 Except as otherwise provided in this Charter of state statutes, an affirmative vote of four or more members of the council shall be required for the adoption of all ordinances, resolutions and motions. The votes of councilmembers on any action taken shall be recorded in accordance with state statutes.

3.4.2 Except as otherwise provided in this Charter, all legislation shall be by ordinance. ~~The vote on all ordinances shall be by a roll call vote.~~

3.4.3 The general administrative business of the council shall be conducted by resolution or motion.

(Ord. No. 04-47, § 1(Subd. 2), 11-23-2004)

Sec. 3.5. Procedures on ordinances.

Every proposed ordinance shall be presented in writing. The introduction of an ordinance shall be voted on its own, separate from any other agenda item. An ordinance which receives a unanimous vote on the introduction, may have final consideration made on the consent agenda at a subsequent meeting. No ordinance shall contain more than one subject. Such subject shall be clearly expressed in its title. The enacting clause shall be "The City of Ramsey Ordains." No ordinance, except an emergency ordinance, shall be adopted at the meeting at which it is introduced and at least three days shall elapse between its introduction and final adoption.

(Ord. No. 85-09, 9-28-1985)

Sec. 3.6. Emergency ordinances.

An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare, and in such ordinance the emergency is defined and declared in a preamble thereto. An emergency ordinance must be approved by a majority of available members of the city council. An emergency ordinance must be in writing but may be enacted without previous filing or voting, and may be adopted finally at the meeting at which it is first introduced and voted upon by the council. An emergency ordinance shall remain in effect for the duration of the emergency. No prosecution shall be based upon the provisions of an emergency ordinance until 24 hours after the ordinance has been adopted, filed with the city clerk, and either has been posted in three conspicuous places in the city or published as provided for in this Charter, or the person charged with violation thereof had actual notice of the ordinance prior to the act or omission resulting in the prosecution.

(Ord. of 1-24-2001)

Sec. 3.7. Signing and publication of ordinances.

The final version of every ordinance shall be read in full prior to passage by council unless such reading is waived by a majority vote of the council, provided that a copy of the ordinance is posted or otherwise made available to the public at least three working days prior to the meeting at which it is to be adopted. The ordinance shall then be signed by the mayor, attested to by the city clerk, and filed and preserved by the city clerk. Each ordinance, or summary of such ordinance, shall be published at least once in the official newspaper. This summary of each ordinance shall include, in layman's terms, the intent of the ordinance. To the extent and in the manner provided by state statutes, an ordinance may incorporate by reference, a state statute, a state administrative rule or a state regulation, a code, or an ordinance or part thereof, without publishing the material referred to in full.

(Ord. of 1-24-2001)

Sec. 3.8. Procedure on resolutions.

Every resolution shall be presented in writing and shall be filed and preserved by the city clerk.

(Ord. No. 85-09, 9-28-1985; Ord. of 1-24-2001)

Sec. 3.9. When ordinances and resolutions passed by city council take effect.

Every resolution and emergency ordinance shall take effect immediately upon its adoption or at such later date as it specifies. Every other ordinance shall take effect 30 days after its publication or at such later date as it specifies.

Sec. 3.10. Amendment and repeal of ordinances and resolutions.

3.10.1 An ordinance or resolution which repeals all or part of a previous ordinance or resolution, respectively, shall give the number, if any, in the title of the ordinance or resolution to be repealed in whole or in part. No ordinance or resolution shall be amended by reference to the title alone, but an ordinance or resolution which amends such ordinance or resolution, respectively, shall set forth in full each section to be amended and shall indicate by appropriate type or symbols, matter to be omitted or added. Amendment or repeal of an ordinance or resolution shall require a majority vote of all members of the council, unless otherwise provided in this Charter or by state statutes.

3.10.2 Repeal of initiative ordinances. An ordinance passed under the initiative power shall not be repealed or amended by the council except by submission to the voters of the question by the council at a regular municipal or special election.

Sec. 3.11. Review and revision of ordinances and indexing of resolutions.

The city shall review, revise and rearrange its ordinance code and its resolution index with such additions and deletions as may be deemed necessary by the council at least once every two years. The ordinance code and the resolution index may be published in a book, pamphlet or loose-leaf form and copies shall be made available by the council at the office of the city clerk for general distribution to the public for a reasonable charge. Incorporation in such a code shall be a sufficient publication of any ordinance provision not previously published, if a notice is placed in the official newspaper for at least two successive weeks that copies of the codification are available at the office of the city clerk.

(Ord. of 1-24-2001)

CHAPTER 4. NOMINATIONS AND ELECTIONS

Sec. 4.1. The regular municipal election.

A regular municipal election shall be held on the first Tuesday after the first Monday in November of each even-numbered year, at such places as the city council shall designate. At least 15 days prior notice shall be given by the city clerk by posting a notice thereof in the city clerk's office, on the city website and by publishing a notice thereof at least once in the official newspaper of the city stating the time and the places of holding such election and of the officers to be elected. Failure to give such notice shall not invalidate such election. Elected and qualified officers provided for by this Charter shall assume the duties of office to which they were elected on the first Monday in January following such election.

4.1.1 *Primary elections.* The regular primary election shall be held on the same date as prescribed by Minnesota Election Law, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election. If two candidates or fewer file for any elective office, that office shall not appear on the primary ballot and the candidates shall appear on the municipal general election ballot as the nominees for that office.

(Ord. of 1-24-2001; Ref. of 11-6-2001; Ord. No. 10-08, § 1, 5-4-2010; Ord. No. 23-05, § 2, 4-25-2023)

Sec. 4.2. Filing for office.

All persons who shall desire to be elected to any elected office shall file an affidavit not more than 84 days nor less than 70 days before the primary election with the city clerk, paying a filing fee to the city clerk in an amount as set by ordinance or filing a nominating petition. The clerk shall also accept an application for candidacy as authorized by state law.

The city clerk shall prepare and have printed at the expense of the city the necessary ballots or other required material for such election.

The ballots or other material shall contain no political party designation of any candidate and the names of the candidates for each office shall be rotated in the manner provided by state law. Consistent with state law, the ballots or the results shall be counted and preserved and the city clerk shall be the final custodian of such ballots or returns for the city.

A sample ballot or a facsimile representation of the ballot shall be posted in the city clerk's office and published in the official newspaper of the city at least two weeks before such election by the city clerk, whose duty it is to preserve such sample ballots.

4.2.1. [Repealed].

(Ord. of 11-14-1994; Ref. of 1-24-2001; Ref. of 11-6-2001; Ord. No. 23-05, § 2, 4-25-2023)

Sec. 4.3. Procedure at elections.

Consistent with the provisions of this Charter and applicable state statutes, the council may by ordinance further regulate the conduct of municipal elections. Except as otherwise provided by this Charter and supplementary ordinances, general state statutes on elections shall apply to municipal elections.

Sec. 4.4. Special and advisory elections except for elected office.

The council may, by resolution, order any special or advisory election deemed appropriate by the council, for any reason, and provide all means for holding it, except that any election so ordered shall only be held on the same date as a regular municipal election. This section does not apply to special elections to fill vacancies in municipal offices.

(Ord. of 1-24-2001; Ord. No. 23-05, § 2, 4-25-2023)

Sec. 4.5. Vacancy of municipal elected office.

4.5.1 In the event that a vacancy in an elected office of the city occurs with 365 days or more remaining in the term of the vacated office, a special election shall occur on the date established by the city council per Minn

Stats. § 205.10, as the same may be revised, amended or recodified, to elect a successor to serve for the remainder of the unexpired term of the office vacated.

- 4.5.2 A person elected at a special election held pursuant to this section to fill the balance of the unexpired term shall take office immediately after being qualified.
- 4.5.3 The procedure at such election shall conform as nearly as practicable to that prescribed for other municipal elections under this Charter.
- 4.5.4 If a special election has been called to fill a vacancy in an elected office of the city, and no candidates filed an affidavit of candidacy prior to the expiration of the period for filing an affidavit of candidacy, the special election shall be cancelled. In the event that such a cancellation occurs the council may, by unanimous vote of all current members of the city council, appoint a successor to serve until a successor elected at a special election held pursuant to this section is qualified. If a subsequent attempt to hold a special election would occur in the fourth year of the vacant term, no special election would be held. The council may appoint a successor according to section 4.5.6 of this Charter.
- 4.5.5 If two or fewer candidates file an affidavit of candidacy, the special primary election shall be canceled and the special general election may be moved up to the primary date with council approval. If this option is utilized, it must be noted on the resolution calling for a special election.
- 4.5.6 In the case of a vacancy where there remains less than 365 days in the unexpired term, the council may, by unanimous vote of all current members of the city council, appoint a successor to serve for the remainder of said term.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 3), 11-23-2004; Ord. No. 09-18, § 2, 12-8-2009; Ord. No. 23-05, § 2, 4-25-2023; Ord. No. 23-08, § 2, 9-26-2023)

CHAPTER 5. INITIATIVE, REFERENDUM AND RECALL

Sec. 5.1. Powers reserved by the people.

The people of the City of Ramsey reserve to themselves the powers in accordance with the provisions of this Charter to initiate and adopt ordinances, to require ordinances passed by the council to be referred to the electorate for approval or disapproval, and to recall elected public officials. These powers shall be called the initiative, the referendum, and the recall, respectively.

Sec. 5.2. General provisions for petitions.

5.2.1 *Petition for initiative and referendum.* A petition for initiative and referendum provided for under this chapter shall be sponsored by a committee of five registered voters of the city whose names and addresses shall appear on the petition. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.5 or 5.7 which apply, respectively, to initiative, and referendum. Each signer shall be a registered voter of the city and shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a resident of the city and registered to vote. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the city clerk before said city clerk advises the council of the sufficiency of the petition.

5.2.2 *Petition for recall of a ward councilmember.* A petition for recall of a councilmember elected from a separate ward shall be sponsored by a committee of five registered voters whose name and addresses shall appear on the petition and who reside within the ward represented by the councilmember. A petition may consist of one or more papers, but each separately circulated paper shall contain at its head, or attached thereto, the information specified in section 5.8 which applies to recall. Each signer shall be a registered voter of the ward represented by the councilmember subject to the recall and each signer shall sign his/her name and give his/her street address. Each separate page of the petition shall have appended to it a certificate by the circulator, verified by oath, that each signature appended thereto was made in his/her presence and that the circulator believes them to be the genuine signature of the person whose name it purports to be. The person making the certificate shall be a registered voter of the ward represented by the councilmember subject to the recall. Any person whose name appears on a petition may withdraw his/her name by a statement in writing filed with the clerk-administrator before said clerk-administrator advises the council of the sufficiency of the petition.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 4), 11-23-2004)

Sec. 5.3. Determination of sufficiency.

The committee shall file the completed petition in the office of the city clerk. The required number of signatures for initiative and referendum shall be at least 20 percent of the total number of registered voters at the time of the last city-wide election. The required number of signatures for recall of the mayor or a councilmember elected at large shall be at least 20 percent of the total number of registered voters in the city at the time of the last city-wide election. The required number of signatures for recall of a councilmember elected from a ward shall be at least 20 percent of the total number of registered voters in the ward represented by the councilmember subject to the recall at the time of the last city-wide election. Immediately upon receipt of the petition, the clerk-administrator shall examine the petition as to its sufficiency and report to the council within ten days. Upon receiving the report, the council shall determine by resolution the sufficiency of the petition.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 5), 11-23-2004)

Sec. 5.4. Disposition of insufficient or irregular petition.

If the council determines that the petition is insufficient or irregular, as defined in sections 5.3 and 5.2 respectively, the city clerk shall deliver a copy of the petition, together with a written statement of its defects, to the sponsoring committee. The committee shall have 30 days in which to file additional signature papers and/or to correct the petition in all other particulars, except that, in the case of a petition for recall, the committee may not change the statement of the grounds on which the recall is sought. Within five days of receipt of the corrected petition, the city clerk shall again report to the council. If the council finds that the petition is still insufficient or irregular, the city clerk shall file the petition in his/her office and notify the sponsoring committee. The final finding that the petition is insufficient or irregular shall not prejudice the filing of a new petition for the same purpose, nor shall it prevent the council from referring the subject matter of the petition to the voters at the next regular or special election.

(Ord. of 1-24-2001)

Sec. 5.5. Initiative.

Any ordinance may be proposed by a petition which shall state at the head of each page or attached thereto the exact text of the proposed ordinance. If the council passes the proposed ordinance with amendments, and a majority of the sponsoring committee do not disapprove the amended form by a statement filed with the city clerk

within ten days of its passage by the council, the ordinance need not be submitted to the voters. If the council fails to enact the ordinance in a form acceptable to the majority of the sponsoring committee within 60 days after the final determination of sufficiency of the petition, the ordinance as originally proposed shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election on the ordinance to be held within such period.

(Ord. of 1-24-2001)

Sec. 5.6. Initiative to amend the Charter.

Nothing in this Charter shall be construed in any way as affecting the right of the electors to propose amendments to this Charter.

(Ref. of 12-6-2001)

Sec. 5.7. Referendum.

Prior to the date an ordinance takes effect, it may be subjected to referendum by a petition which shall state at the head of each page, or attached thereto, the exact text of the ordinance to be considered by the voters. If the petition is found to be sufficient under the provisions of section 5.3 of this chapter, the said ordinance shall thereby be prevented from going into operation, and the subject matter of the petition shall be placed on the ballot at the next election occurring in the city. If no election is to occur within 120 days after the filing of the petition, the council shall call a special election to be held within such period, providing the petition has been found to be sufficient. If a majority of the voters voting thereon vote for the ordinance contained in the petition, it shall take effect immediately upon certification of the election results by the council.

Sec. 5.8. Recall.

Consideration by the electorate of the recall of any elected officer of the city may be initiated by petition. The petition shall state at the head of each page, or attached thereto, a certificate stating the name of the officer whose removal is sought, the grounds for recall, which shall be malfeasance, misfeasance or nonfeasance in office, is not more than 250 words, and the intention of the sponsoring committee to bring about the officer's recall. Such petition shall be filed in the city clerk's office prior to circulation. If the petition or amended petition is found sufficient under the provisions of section 5.3 of this chapter, the city clerk shall transmit it to the council without delay, and shall also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. The council shall, at its next meeting, by resolution, provide for the holding of a special recall election within ninety days after such meeting, the council may, in its discretion provide for the holding of the recall vote at that time. If the special recall election involves a councilmember elected from a separate ward, the special recall election shall be conducted only within the ward of such councilmember. If the special recall election involves the mayor or a councilmember who is elected at large, the election shall be a city-wide election. The city clerk shall include with the published notice of the election the statement of the grounds for the recall and, also, in not more than 500 words, the answer of the officer concerned in justification of his/her course of office. If a vacancy occurs due to recall election, section 4.5 shall apply to fill such vacancy.

(Ord. of 1-24-2001; Ord. No. 04-47, § 1(Subd. 6), 11-23-2004)

Sec. 5.9. Majority voter turnout.

No ballot question considered at a general or special election pursuant to Charter sections 5.5 Initiative, 5.7 Referendum or 5.8 Recall shall be deemed approved by the voters unless at the election:

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1. A majority of the registered voters at the time of the last citywide election vote on the ballot question; and
 2. A majority of the persons voting, vote in favor of the ballot questions.

CHAPTER 6. ADMINISTRATION OF CITY AFFAIRS

Sec. 6.1. Administrative responsibility.

The council, as a body, shall be responsible for the administration of the city. The council shall appoint an administrative officer to assist in the administration of city affairs. For purposes of reference in this Charter, this administrative officer shall be referred to as the city administrator.

(Ord. of 1-24-2001)

Sec. 6.2. Administrative organization.

6.2.1 The council may by ordinance establish city departments, offices and agencies and prescribe their functions. No power or duty conferred by this Charter upon a particular office or agency shall be transferred to any other.

6.2.2 The city council shall by resolution hire or remove heads of departments, and such other future officers and personnel as may be required to operate the city efficiently. The council shall determine the qualifications thereof and prescribe the duties to be performed by each, except as otherwise prescribed in this Charter.

6.2.3 The heads of departments and other officers designated by the council shall report in person to the council and to the public at least once each quarter at a regularly scheduled council meeting.

Sec. 6.3. Duties of the city administrator.

The city administrator shall be the chief administrative officer for the council. The council shall establish by resolution, the powers duties and reporting requirements of the city administrator.

(Ord. of 1-24-2001)

Sec. 6.4. Purchases and contracts.

All purchases shall be made and all contracts let by the council. Contracts shall be made in compliance with the uniform contracting law, and whenever competitive bids are required, the contract shall be let to the lowest responsible bidder. All contracts, bonds and instruments of any kind to which the city is a party shall be signed by the mayor and the city administrator on behalf of the city and shall be executed in the name of the city. The council may by ordinance adopt further regulations for the making of bids and the letting of contracts.

(Ord. of 1-24-2001)

Sec. 6.5. Subordinate officers.

There shall be a city clerk and such other officers subordinate to the city administrator as the city council may create by ordinance. The city clerk, subject to the direction of the city administrator, shall keep the public records, and shall have other duties as the city administrator shall prescribe. In addition, the city clerk shall have

other powers and duties imposed by state law, this Charter, city ordinance and city resolution. The Council may by ordinance abolish offices which have been created by ordinance, and may by resolution, abolish offices which have been created by resolution. It may combine the duties of various offices as it may see fit.

(Ord. of 1-24-2001)

CHAPTER 7. TAXATION AND FINANCES

Sec. 7.1. Council to control finances.

The council shall have full authority over the financial affairs of the city except as limited or prohibited by the state constitution, state laws, or this Charter. It shall provide for the collection of all revenues and other assets, and the auditing and settlement of accounts. It shall further provide for the safekeeping and disbursement of public moneys.

(Ord. of 3-25-1994)

Sec. 7.2. Fiscal year.

The fiscal year of the city shall be the calendar year.

(Ord. of 3-25-1994)

Sec. 7.3. System of taxation.

Subject to the state constitution, and except as forbidden by it, or by state statutes, the council shall have full power to provide by ordinance for a system of local taxation. This authority includes the power by ordinance to assess, levy, and collect taxes on all subjects or objects of taxation except as limited or prohibited by the state constitution, by this Charter or by state statutes imposing restriction upon the city, irrespective of Charter provisions.

(Ord. of 3-25-1994)

Sec. 7.4. Submission of budget.

7.4.1 Annually, the city administrator shall submit to the council the budget recommendations in accordance with a budget calendar to be established by resolution. The budget shall provide a complete financial plan for all city funds and activities for the ensuing fiscal year and, except as required by state statutes or this Charter, shall be in such form as the council may require. It shall include a summary and show in detail all estimated income and all proposed expenditures, including debt service and comparative figures for the current fiscal year, actual and estimated, and the preceding year. In addition to showing proposed expenditures for current operations, it shall show proposed capital expenditures to be made during the year and the proposed method of financing each such capital expenditure. The total proposed operating budget to be provided from the property tax shall not exceed the amounts authorized by state statutes and this Charter. Consistent with these provisions, the budget shall contain such information and be in the form prescribed by ordinance and by state statutes. The Annual Financial Statement shall be in such form as state statutes, this Charter or the council may prescribe.

7.4.2 For each utility operated by the city, its budget shall show anticipated net surplus or deficit and the proposed method of its disposition; and subsidiary budgets for each utility giving income and expenditure information shall be included or attached as appendices.

(Ord. of 3-25-1994; Ord. of 1-24-2001)

Sec. 7.5. Long-term financial plan.

7.5.1 The city council shall have prepared a long-term financial plan of at least five years. This information shall be revised and extended each year. The city council shall hold an annual public hearing on the long-term financial plan and adopt it by resolution with or without amendment. The financial plan, at minimum, shall consist of three elements as specified in sections 7.5.2 through 7.5.4 which follow.

7.5.2 The public service program. The program shall be a continuing five-year plan for all public services, estimating future needs for the public health, safety and welfare of the city. It shall measure the objectives and needs for each city department, the standard of services desired, and the impact of each such service on the annual operating budget.

7.5.3 The capital improvement program. This program shall consist of projects and facilities that are or will be needed by the city in carrying out the anticipated program of public services. It shall include a list of all capital improvements proposed to be undertaken during the next five fiscal years, with appropriate supporting information as to the necessity for such improvements; the priority of each anticipated improvement; cost estimate, method of financing and recommended time schedule for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process.

7.5.4 Five year financial forecast. This forecast shall detail the estimated revenue and expenditures necessary to carry out the public service and capital improvement programs as described in sections 7.5.2 and 7.5.3. In addition, the forecast will identify financing sources and uses, cash flow projections, and financial policies that impact or exercise control over revenues and expenditures.

7.5.5 A summary of the long-term financial plan shall be published in the city newsletter annually.

(Ord. of 3-25-1994)

Sec. 7.6. Council action on budget.

7.6.1 The budget public hearing dates, procedures to be followed during the hearing; and publications are established by state statute. However, the actual adoption of the proposed annual budget and the municipal levy shall take place at the next regularly; scheduled council meeting following the mandated public hearing(s) to ensure that comments received during the public hearing(s) are given due consideration before the final budget and municipal tax levy are adopted. The council may revise the propose budget but no amendment to the budget shall increase the authorized expenditures to a amount greater than the estimated funds available. The council shall adopt the budget by a resolution that shall set forth the total for each budgeted fund and each department function or program, with such segregation as to objects and purpose of expenditures as the council deems necessary for purposes of budget control. The council shall also adopt a resolution levying the amount of taxes provided in the budget, and the city administrator shall certify the tax resolution to the county auditor in accordance with state law. Adoption of the budget resolution shall constitute appropriations at the beginning of the fiscal year of the sums fixed in the resolution of the several purposes named.

7.6.2 At least two weeks before the proposed budget is adopted, for the ensuing fiscal year, a summary of the proposed budget and municipal levy increases and decreases shall be given in the city newsletter. Such summary shall be set forth in language designed to be readily understood by the layperson, and shall provide appropriate supporting information as to the necessity for any increases. Failure to provide the specified summary will not invalidate the budget. A summary of the adopted final budget shall be printed in the city newsletter as soon as is practical after the adoption.

(Ord. of 3-25-1994; Ord. of 1-24-2001)

Sec. 7.7. Enforcement of the budget.

7.7.1 The city council shall enforce the provisions of the budget. It shall approve and authorize payments of bills, at each regularly scheduled council meeting, that have been presented for payment, supported by an itemized bill, payroll time sheet, or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness. Bills that are of an ongoing operating nature, have been appropriated in the budget, and been approved by the responsible city officer, may be paid prior to regular council meetings to avoid late penalties or to take advantage of available discounts. Other payments may occur in the event it is unreasonable or untimely to obtain council approval for funding an emergency or unforeseen expenditure which is necessary for the routine operation of the city as directed by council in a purchasing policy which shall be adopted by ordinance.

7.7.2 Any obligation incurred by any person in the employ of the city for any purpose not authorized in the budget resolution, or for any amount in excess of the amount authorized, shall be a personal obligation upon the person incurring the obligation and such person will be subject to appropriate disciplinary or criminal action. No check shall be issued or transfer made to any account other than one owned by the city until the claim to which it relates has been supported by an itemized bill, payroll, time sheet or other document approved and signed by the responsible city officer who vouches for its correctness and reasonableness.

(Ord. of 3-25-1994)

Sec. 7.8. Alterations to the budget.

After the budget resolution has been adopted, the council shall not increase the amounts fixed in the resolution beyond the estimated funds available except to the extent that actual receipts exceed the estimated funds available. At anytime, the council may, by resolution approved by a four-fifths vote of its members, reduce the sums appropriated for any purpose by the budget resolution, or authorize the transfer of sums from unencumbered balances of appropriations in the budget resolution to other purposes.

(Ord. of 3-25-1994)

Sec. 7.9. Funds.

There shall be maintained in the city treasury a general fund and such other funds as may be required by state statutes, resolution or ordinance. The council shall, by resolution or ordinance, create and abolish funds and shall define which funds are eligible for interfund loans as it may deem necessary and appropriate.

(Ord. of 3-25-1994)

Sec. 7.10. City indebtedness.

7.10.1 Except as provided in sections 7.11 and 7.12, no obligation shall be issued to pay current expenses, but the council may issue and sell obligations for any other municipal purpose in accordance with state statutes and within the limitations prescribed by law. Except in the case of obligations for which an election is not required by this Charter or state statutes, no such obligation shall be issued and sold without the approval of the majority of the voters voting on the question at a general or special election.

7.10.2 A description of each such proposed issue shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the issue. However, corrections shall be published at the earliest practical time.

(Ord. of 3-25-1994)

Sec. 7.11. Tax anticipation certificates.

At any time after January 1, the council may issue tax anticipation certificates in anticipation of state and federal aids and the collection of taxes levied the previous year for any fund and not yet collected. The total amount of certificates issued against any fund for any year together with interest thereon until maturity shall not exceed 90 percent of the total state and federal aids and current taxes due to the fund and uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the council may determine, but they shall become due no later than April 1 of the year following their issuance. The proceeds of the tax levied and such state or federal aids as the governing body may have allocated for the fund against which tax anticipation certificates are issued, and the full faith and credit of the city shall be irrevocably pledged for the redemption of the certificates.

(Ord. of 3-25-1994)

Sec. 7.12. Emergency debt certificates.

7.12.1 If in any year, the receipt from taxes or other sources should, for some unforeseen cause, become insufficient for the ordinary expenses of the city, or if any calamity or other public emergency necessitates the making of extraordinary expenditures, the council may by ordinance issue on such terms and in such manner as the council determines, emergency debt certificates to run not in excess of three years. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The ordinance authorizing the issue of the emergency debt certificates shall state the nature of the emergency and be approved by at least four members of the council. It may be passed by emergency ordinance as defined in section 3.6 except that the ordinance shall be enacted by a four-fifths vote of the council.

7.12.2 A description of each such proposed certificate shall be published in the city newsletter, but failure to publish such description, or any defect in the description, shall not invalidate the certificate. However, corrections shall be published at the earliest practical time.

(Ord. of 3-25-1994)

CHAPTER 8. PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Sec. 8.1. Power to make improvements and levy assessments.

The city may make any type of local improvement not forbidden by law and levy special assessments to pay all or part of the cost of such local improvements. The total of the assessments for any local improvement may not exceed the cost of the local improvement, plus all costs and expenses connected therewith, including interest. No assessment shall exceed the benefit to the property assessed as measured by the increase in the market value of the property assessed as a result of the local improvement.

(Ord. of 1-25-1993)

Sec. 8.2. Application of Charter.

All local improvement projects shall be carried out exclusively under the provisions of this Charter. The term "local improvement" as used in this section shall mean a public improvement financed partly or wholly from special assessments.

(Ord. of 1-25-1993)

Sec. 8.3. Assessments for services.

The council may provide by ordinance that the cost of the city services to streets, sidewalks, or other public or private property may be assessed against property benefited and may be collected in the same manner as special assessments.

(Ord. of 1-25-1993)

Sec. 8.4. Local improvement procedure.

When the city undertakes any local improvement to which the state local improvement code, Minn. Stats. chapter 429 applies, it shall comply with the provisions of that law, except as modified below. The council may by ordinance prescribe the procedure to be followed in making any other local improvement and levying assessments therefor.

8.4.1 *Sixty-day waiting period.* A period of 60 days shall elapse after the conclusion of the public hearing required by law to precede the ordering of the construction of a local improvement project (the "public hearing") before the actual ordering of the local improvement by the council and the council entering into a contract for the local improvement construction.

8.4.2 *Percentage of owners required.* When the local improvement has been petitioned for by the owners of not less than 50 percent in frontage of the real property abutting on streets named in the petition as the location of the local improvement the resolution ordering the local improvement by the council may be approved by vote of a majority of all members of the council. When there has been no such petition, the resolution may be adopted only by vote of four-fifths of all members of the council.

8.4.3 *Petition against the local improvement.* A proposed local improvement may be initiated by petition of the owners of real property abutting on the streets named in the petition. If, within 30 days of the conclusion of the public hearing, a petition against such local improvement is filed with the city administrator which petition is signed by a percentage of the owners of real property abutting on the streets named in the initiating petition as the location of the improvement which percentage is greater than the percentage of owners of real property who signed the initiating petition, the council shall not make such local improvement at the expense of the abutting property owners. For purposes of the

foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.4 *Counter petition in favor of the improvement.* If within 30 days of the filing with the city administrator of a petition against the local improvement as described in section 8.4.3 above, there is filed with the city administrator a petition in favor of the local improvement, signed by owners of real property abutting on the streets named in the initiating petition as the location of the improvement, in a percentage greater than the percent of owners of real property who signed the petition against the local improvement, then in such event the council may disregard the petition against the local improvement and proceed with the local improvement.

8.4.5 *Petition against council initiated improvement.* If the local improvement was initiated by council resolution without an initiating petition and, within 60 days of the conclusion of the public hearing, a petition is filed with the city administrator against such local improvement and which petition is signed by 60 percent or more of the owners of real property proposed to be assessed for and benefited by the local improvement, the council shall not make such local improvement at the expense of the benefited property owners. For purposes of the foregoing sentence, "owners of real property" shall not include owners of properties zoned for commercial or industrial uses or owners of properties zoned residential greater than ten acres in size based on zoning classifications in effect at the date of such petition, or owners of non-homestead real property greater than one acre in size.

8.4.6 *Withdrawal of name from petition.* Any person whose name appears on a petition to the council in favor of a local improvement, or on a petition to the council filed against a local improvement, may withdraw his/her name by a statement in writing filed with the city administrator before such petition is presented to the council or in person at a city council meeting before the city council accepts said petition.

8.4.7 *Filing of petition with city council.* All completed petitions filed with the city administrator as described herein shall be presented to the council by the city administrator at the council's next regularly scheduled meeting.

8.4.8 *One year before any further action.* When a proposed local improvement is disallowed pursuant to the petition process described in the foregoing sections, the council shall not vote on the same improvement within a period of one year after the public hearing on said improvement.

(Ord. of 1-25-1993; Ord. No. 06-22, § 2, 7-5-2006; Ord. No. 12-08, § 2, 6-26-2012; Ord. No. 14-07, § 2, 8-11-2014)

Sec. 8.5. Computation of time.

Where the performance or doing of any act or matter is required by this Charter, and the period of time is prescribed and fixed by this Charter, the time shall be computed so as to exclude the first and include the last day of the prescribed or fixed period of time. When the last day of the period falls on a Saturday, Sunday, or a legal holiday, that day shall be omitted from the computation.

(Ord. of 1-25-1993)

Sec. 8.6. Sewer and water projects.

This section applies to any local improvement project completed after January 1, 1996, which includes extending urban services (sewer and/or water) to an existing home or neighborhood.

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- 8.6.1 *Connection policy.* The city may not compel any property owner with a functional private sewer and water system to connect to city sewer and/or water.
- 8.6.2 *Assessment policy.* The city may not levy an assessment for any component of any project which includes sewer and/or water improvements against a property whose owner elects to remain on a functional private sewer and/or water system.
- 8.6.3 *Request for urban services.* Property owners who remain on private sewer and water systems after urban services become available may request connection to urban services at any time. Upon connection to urban services an assessment may be levied provided it is consistent with the original assessment.

(Ref. of 5-20-1996; Ord. of 1-24-2001)

CHAPTER 9. EMINENT DOMAIN

Sec. 9.1. Acquisition of property.

The city may acquire by purchase, gift, condemnation, or otherwise, any property, either within or without its boundaries, that may be needed by the city for any public purpose. In acquiring property by exercising the power of eminent domain, the city shall proceed according to Minnesota Statutes, chapter 117 [Minn. Stats. ch. 117], or other applicable laws.

CHAPTER 10. FRANCHISES

Sec. 10.1. [Required.]

Except as otherwise provided by state statutes, no person, firm or corporation shall place or maintain any permanent or semi-permanent fixtures in, over, upon or under any street or public place for the purpose of operating a public utility, or for any other purpose, without a franchise therefor from the city. A franchise shall be granted only by ordinance, which shall not be an emergency ordinance. No exclusive franchise shall be granted unless the proposed ordinance is submitted to the voters of the city following a public hearing and approved by at least a majority of those voting thereon. Every ordinance granting a franchise shall contain all the terms and conditions of the franchise. The grantee shall bear the costs of publication of the franchise ordinance and shall make a sufficient deposit with the city clerk to guarantee publication before the ordinance is passed.

(Ord. of 1-24-2001)

Sec. 10.2. Term.

No perpetual franchise or privilege shall be created, nor shall any exclusive franchise or privilege be granted for a period of more than 25 years.

Sec. 10.3. Public hearing.

Before any franchise ordinance is adopted or any rates, fares, or prices to be charged by a public utility are fixed by the council, the council shall hold a public hearing on the matter. Notice of such hearing shall be published at least once in the city newsletter and in the official newspaper not less than ten days prior to the date of the

hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, correction(s) must be published at the earliest practical time.

Sec. 10.4. Power of regulation reserved.

Subject to any applicable state statutes, the council may by ordinance reasonably regulate and control the exercise of any franchise, including the maximum rates, fares, or prices to be charged by the grantee. No franchise value shall be included in the valuation of the grantee's property in regulating utility rates, fares, or prices under any applicable state or municipal law, or regulation, or in proceedings for municipal acquisition of the grantee's property by purchase or eminent domain.

Sec. 10.5. Renewals or extensions.

Every extension, renewal, or modification of any existing franchise, or of any franchise granted thereafter, shall be subject to the same limitations and shall be granted in the same manner as a new franchise.

CHAPTER 11. PUBLIC OWNERSHIP AND OPERATION OF UTILITIES

Sec. 11.1. Acquisition and operation of utilities.

The city may own and operate any gas, water, heat, power, light, telephone or other public utility for supplying its own needs for utility service, or for supplying utility service to private consumers or both. It may construct all facilities reasonably needed for that purpose, and may acquire any existing utility properties so needed; but such action shall only be taken by ordinance, which shall not be an emergency ordinance. The operation of all public utilities owned by the city shall be under the supervision of the city council.

Sec. 11.2. Rates and finances.

The council may, by ordinance, fix rates, fares and prices for municipal utilities, but such rates, fares and prices shall be just and reasonable. The council shall make each municipal utility financially self sustaining. Before any rates, fares or prices for municipal utilities shall be fixed by the council, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter. The council shall prescribe the time and the manner in which payments for all such utility services shall be made, and may make such other regulations as may be necessary, and prescribe penalties for violations of such regulations.

Sec. 11.3. Purchase in bulk.

The council may, in lieu of providing for the local production of gas, electricity, water and other utilities, purchase the same in bulk and resell them to local consumers at such rates as it may fix. Before such rates are fixed by the council, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter.

Sec. 11.4. Lease of plant.

The council may, if the public interest will be served thereby, contract with any responsible person, co-partnership or corporation for the operation of any utility owned by the city upon such rentals and conditions as it may deem necessary; but such contract shall not be an emergency ordinance. In no case shall such contract be for a longer term than ten years.

Sec. 11.5. Public utility.

How sold. No public utility owned by the city shall be sold or otherwise disposed of by the city unless the full terms of the proposition of said sale or other disposition thereof, together with the price to be paid therefor, shall be embodied in an ordinance approved by a majority of the registered voters voting thereon at a general or special election. Before such ordinance is submitted to a vote, the council shall hold a public hearing on the matter in accordance with section 11.6 of this chapter.

Sec. 11.6. Notice of public hearing.

Notice of public hearing required by this chapter shall be published at least once in the official newspaper and in the city newsletter at least ten days prior to the date of the hearing. Failure to publish said notice or any defect in said notice shall not invalidate the notice. However, the correction(s) must be published at the earliest practical time.

CHAPTER 12. MISCELLANEOUS AND TRANSITORY PROVISIONS

Sec. 12.1. Official publication.

The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by state statutes and this Charter to be so published, as well as such other matters as the council may deem it in the public interest to have published in this manner.

Sec. 12.2. Oath of office.

Every officer of the city shall, before entering upon the duties of his/her office, take and subscribe an oath of office in substantially the following form: "I do solemnly swear (or affirm:) to support the constitution of the United States and of this state and to discharge faithfully the duties devolving upon me as (mayor, councilmember, city administrator, etc.) of the City of Ramsey to the best of my judgment and ability".

(Ord. of 1-24-2001)

Sec. 12.3. City officers not to be interested in contracts.

Except as otherwise permitted by state statutes, no officer of the city, who is authorized to take part in any manner in any contract with the city, shall voluntarily have a personal financial interest in such contract or personally benefit financially therefrom.

Sec. 12.4. Official bonds.

The city administrator and other such officers or employees of the city as may be provided for by ordinance shall each, before entering upon the duties of his/her respective office or employment, give a corporate surety bond to the city in such form and such amount as may be fixed by the council as security for the faithful performance of his/her official duties. This corporate surety bond may be in the form of either individual or blanket bonds at the discretion of the council. They shall be approved by the council, and approved as to form by the city attorney, and filed with the city administrator. The premiums on the bonds shall be paid by the city.

(Ord. of 1-24-2001)

Sec. 12.5. Sales of real property.

No real property of the city, with the exception of cemetery plots, shall be disposed of except by ordinance. The proceeds of any sale of such property shall be used as far as possible to retire any outstanding indebtedness incurred by the city in the purchase, construction, or improvement of this or other property used for the same public purpose. If there is no such outstanding indebtedness, the council may by resolution designate some other public use for the proceeds.

Sec. 12.6. Vacation of streets.

The council may by ordinance vacate any street or alley or other public grounds or part thereof within the city. Such vacation may be made only after published notice in the official newspaper and an opportunity for affected property owner and public to be heard, and upon such further terms and by such procedure as the council by ordinance may prescribe. A notice of completion of such procedure shall be filed in accordance with state statutes.

Sec. 12.7. Statutes not affected by Charter.

All general laws and statutes of the state applicable to all cities operating under home rule charters, or applicable to cities of the same class as the City of Ramsey operating under home rule charters, and not inconsistent with the provisions of this Charter, or the ordinances of this city, shall apply to the City of Ramsey, and shall be construed as supplementary to the provision of this Charter.

Sec. 12.8. City to succeed to rights and obligations of former city.

The city shall succeed to all property, rights, and privileges, and shall be subject to all legal obligations of the former city.

Sec. 12.9. Existing ordinances and resolutions continued.

All ordinances, resolutions and regulations of the municipality in force when this Charter takes effect, and not inconsistent with the provisions thereof, are hereby continued in full force and effect until amended or repealed.

Sec. 12.10. Officers to continue for present terms.

All elective and appointive officers of the city holding office on the effective date of this Charter shall continue in office for the terms to which they were elected or appointed, and until their successors shall have been elected or appointed and have qualified.

Sec. 12.11. Pending condemnations and assessments.

Any condemnation or assessment proceeding in progress when this Charter takes effect shall be continued and completed under the state statutes under which such proceeding was begun. All assessments made by the municipality prior to the time when this Charter takes effect shall be collected, and the lien thereof enforced in the same manner as if this Charter had not been adopted.

Sec. 12.12. Ordinances to make Charter effective.

The council shall by ordinance, resolution, or other appropriate action make such regulations as may be necessary to carry out and make effective the provisions of this Charter.

Sec. 12.13. A newsletter.

A newsletter shall be published by the city at regular intervals at least ~~six~~four times each year. The postal role for the city shall be used for the distribution.

Sec. 12.14. [Effective date.]

This Charter becomes effective 30 days after adoption.

CHAPTER 13. POLICE DEPARTMENT

Sec. 13.1. Department created.

The existing police department for the city shall forthwith be established as permanent and shall consist of a chief of police, and such other officers and members as may be provided for by the council.

(Ord. of 12-13-1988)

Sec. 13.2. Appointments.

The chief of police shall be appointed by the council. All other appointments to or promotions within the department shall be made as provided by law.

(Ord. of 12-13-1988)

Sec. 13.3. Rank.

The chief of police shall be the head of the department and have supervision over all officers and members thereof.

(Ord. of 12-13-1988)

Sec. 13.4. Duties of chief.

The chief of police shall keep such records and make such reports concerning the activities of his/her department as may be required by statute or by the city council. The chief shall be responsible for the performance by the police department of its functions, and all persons who are members of the police department shall serve subject to the orders of the chief of police.

(Ord. of 12-13-1988)

Sec. 13.5. Duties.

It shall be the duty of the officers of the police department to see to the enforcement of all of the ordinances of the city and all statutes applicable therein, and to preserve order and prevent infractions of the law and arrest violators thereof.

(Ord. of 12-13-1988)

Sec. 13.6. Conduct of members.

It shall be the duty of every member and officer of the police department to conduct himself or herself in a proper and law abiding manner at all times. Each member and officer of the department shall obey the orders and directions of his/her superior.

(Ord. of 12-13-1988)

Sec. 13.7. Rules and regulations.

The chief of the police department may make or prescribe such rules and regulations as he/she shall deem advisable, such rules, when approved by the council, shall be binding on such officers and members. Such rules and regulations may cover, besides the conduct of the officers and members, uniforms and equipment to be worn or carried, hours of service, vacation, and all other similar matters necessary or desirable for the efficiency of the department.

(Ord. of 12-13-1988)

Sec. 13.8. Equal opportunity.

In making appointments to the police department, no person shall be deprived of an opportunity to serve on the police department because of race, religion, skin color, national origin or sex. No arbitrary rules on height, weight, or achievement of strength unrelated to job needs shall be imposed. No handicapped person shall be denied, merely by virtue of being handicapped, appointment to a position on the police department which the handicapped person is competent to fill.

(Ord. of 12-13-1988)

CHAPTER 15. ADOPTION OF COMPREHENSIVE MUNICIPAL PLAN

Sec. 15.1. Comprehensive plan.

Minnesota Statutes, chapter 462 [Minn. Stats. ch. 462] requires that the city prepare and adopt a comprehensive municipal plan which plan is defined as a compilation of policy statements, goals, standards and maps for guiding the physical, social and economic development, both private and public, of the municipality and its environs. The comprehensive plan represents the city's planning agency's recommendations for the future development of the city.

15.1.1 *Adoption of comprehensive plan.* The city council may by resolution by a majority vote of all its members adopt and amend the comprehensive plan or portion thereof as the official municipal plan upon such notice and hearing as may be prescribed by ordinance.

(Ref. of 11-6-2001)

CHARTER COMPARATIVE TABLE ORDINANCES

This table shows the location amendments to the Charter. The Charter was originally adopted on May 22, 1984.

Ordinance Number	Date	Section	Section this Charter
85-09	9-28-1985		3.5
	12-13-1988(Ord.)		13.1—13.8
	1-25-1993(Ord.)		8.1—8.5
	9- 8-1993(Ord.)		3.2
	3-25-1994(Ord.)		7.1—7.12
	11-14-1994(Ord.)		4.2
	5-20-1996(Ref.)		8.6
	11- 5-1996(Ref.)		2.3
	1-28-2000(Ord.)		3.2
	1-24-2001(Ord.)		1.1
			3.6—3.8
			3.11
			4.1, 4.2
			4.4, 4.5
			5.2—5.5
			5.8
			6.1
			6.3—6.5
			7.4
			7.6
			8.6
			10.1
			12.2
			12.4
	11- 6-2001(Ord.)		2.3 4.1, 4.2 15.1
	12- 6-2001(Ord.)		2.6
	12- 6-2001(Ref.)		5.6
	11- 5-2002(Ref.)		3.2
	9- 8-2003(Ord.)		3.2
04-47	11-23-2004	1(Subd. 1)	3.1
		1(Subd. 2)	3.4.1
		1(Subd. 3)	4.5
		1(Subd. 4)	5.2
		1(Subd. 5)	5.3
		1(Subd. 6)	5.8
	9-28-2005		3.8

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CHARTER COMPARATIVE TABLE ORDINANCES

06-22	7- 5-2006	2	8.4
09-18	12- 8-2009	2	2.5
			4.5.5
10-08	5- 4-2010	1	4.1.1
12-08	6-26-2012	2 Added	8.4.2
		Rnbd	8.4.2—8.4.7
		as	8.4.3—8.4.8
14-07	8-11-2014	2	8.4.5
22-29	1-24-2023	2	2.4
23-04	3-28-2023	2	2.2
23-05	4-25-2023	2	4.1, 4.2, 4.4, 4.5
23-08	9-26-2023	2	4.5