City of Ramsey
Agenda
Revised
Regular City Council
Tuesday, March 25, 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

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 March 11, 2025
2. City Council Regular Session dated March 11, 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. Approve Business License Applications.

2. Authorization to hire a Part-time Police Technician

3. Adopt Resolution #25-067 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 6, 2025 through March 19, 2025.

4. Adopt Resolution #25-050 Partial Payment No. 3 to Design Electric, Inc. for Improvement Project #24-56, Lift Station No. 1 Permanent Generator.

5. Adopt Resolution #25-061 Approving Plans and Specifications and Authorizing Advertisement for Bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04

6. Adopt Resolution #25-063, Authorizing partial payment #21 to Magney Construction, Inc. for Improvement Project #21-09; Centralized Water Treatment Plant.

7. Adopt Resolution #25-066 Appointing Board and Commission Members

8. Adopt Resolution #25-068 Approving Loan Application for Restaurant Subsidy Program: King Baguette

9. ~~Adopt resolution #25-069 to Update the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations~~ - **Please Note: this case was removed from the Consent Agenda and moved to the Regular Agenda as item #8.3**

7. Public Hearing

8. Council Business

1. Adopt Ordinance #25-04 Northstar Truck & RV Parking - Rezoning and Site Plan Review - 15861 Jarvis St. NW

2. Introduce Ordinance #25-06 Amending Chapter 26: Rental Residential Dwelling Units

3. Adopt resolution #25-069 to Update the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations - **Please Note: this case was moved from the Consent Agenda item #6.9 to the Regular Agenda as item #8.3.**

9. Mayor/Council/Staff Input

1. Legislative Update

10. Adjournment

CC Regular Session

Meeting Date: 03/25/2025

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

Title

Approve the Following Meeting Minutes:

1. City Council Work Session dated March 11, 2025
2. City Council Regular Session dated March 11, 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 March 11, 2025
2. City Council Regular Session dated March 11, 2025

Attachments

3-11-25 CCWS

3-11-25 Meeting

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 12:36 PM
Form Started By: Katie Schmidt		Started On: 03/18/2025 12:58 PM
Final Approval Date: 03/20/2025		

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, March 11, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Brian Hagen
Planning Manager Todd Larson
Senior Planner Chris Anderson
Economic Development Manager Sean Sullivan
City Attorney Fritz Knaak
Community Development Director Stephanie Hanson

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: Curbside Recycling Contract

Senior Planning Anderson reviewed the Staff report in regard to the curbside recycling contract with ACE Solid Waste. He shared the EPB's recommendation to stay with a single contracted service rather than an open hauling system.

Councilmember Buscher said she would not want to have an open hauler system, but she does not feel strongly whether they stay with ACE or get bids from other companies. She noted an RFP would be nice to see if their current contract is competitive. She added that she would like to implement a labor agreement with the next contractor.

Councilmember Specht asked how many residents utilize the recycling service.

Senior Planner Anderson shared that he gets a monthly report from ACE and about 90% of residents are using this service every month.

Councilmember Specht asked if there is an option for residents to opt out of using ACE.

Senior Planner Anderson said residents can opt not to recycle; however, they would still be responsible for paying the $3.98 for the service.

Councilmember Specht asked if it would be feasible to offer an opt out option. He shared that he hears from residents who are frustrated that they have to pay for the service when they do not recycle.

Senior Planner Anderson said they could explore this; however, he thinks it would be very challenging to implement and would also make it difficult to negotiate a contract.

Councilmember Specht asked how much of the recycled materials are actually able to be recycled rather than what is contaminated and has to be disposed of.

Senior Planner Anderson explained that in 2017 and 2018, very strict contamination levels were implemented where almost all recyclers stopped exporting their materials. He noted that he gets a tonnage report from ACE and he is required to report this data to the County. He shared that he has reached out to ACE to ask if this tonnage report is from before or after the contaminated materials were disposed of. He said he has not gotten an answer on this yet.

Councilmember Riley shared that he agrees with the recommendation of the EPB and if the current system is working he does not see a need to change it. He said they do need to be confident that they are getting the best price for this service and if they feel they can do this through negotiations with ACE then he is supportive of that, or if it would be better to have an RFP, he would support that as well.

Councilmember Stewart asked when the City did an RFP last for this service.

Senior Planner Anderson shared that through his research he believes the last RFP was done before the initial contract for service was signed which was in the early 1990s. He noted that direction since he has been on Staff has always been to negotiate with ACE since everything had always worked well with them. He stated they normally will survey other cities around to see what prices they pay for recycling; however, it is a hard comparison to make as each city handles recycling and trash services differently.

Councilmember Stewart asked about the risk associated with doing an RFP.

Senior Planner Anderson noted that ACE would be allowed to submit a bid and he assumes that they would.

Councilmember Buscher added that there are only a few services in the area that offer recycling services so the bid process would likely not take a very long time.

Senior Planner Anderson shared that there are currently eight to ten licensed recycling haulers in the City; however, some only do commercial properties or apartment buildings. He added that services that are not currently licensed in the City can still submit a bid.

Councilmember Specht asked if they moved to an open hauling system if they would still require each hauler to report the tonnage of recycling that they collect so it can be reported to the County.

Senior Planner Anderson noted that the reporting would take more administrative time in an open hauler system to track this information down. He added that they would also have to update City Code to make it very clear that reporting is mandatory and failure to report could result in the revocation of their license to operate in the City. He explained that if they were with an open hauler system then the education on what can and cannot be recycled becomes more generalized as each hauler will have different standards for what they will and will not pick up.

City Administrator Hagen asked how organics recycling would come into play with this. He asked if this has to be available to residents through a County requirement.

Senior Planner Anderson said this is not yet a requirement; however, beginning in 2030, the seven-county metro will have to have an option for curbside organics recycling per a State mandate. He shared that they currently have an organics drop-off space at Public Works.

Mayor Heineman asked if the last time they extended this contract it was for another five years.

Senior Planner Anderson said yes.

Mayor Heineman said that he has experience with RFPs for work and he does not like them as they end up paying more in the end because the companies have to build into this contract what they estimate their costs will be in five years. He noted that the longer the term of the contract, the more waste there is built in to accommodate for inflation and other unknowns. He asked if they have ever done a year-by-year contract.

Senior Planner Anderson said they have done three-year contracts in the past with one-year extensions so it will be up to the Council to determine the duration of a contract they would be looking at.

Mayor Heineman asked if they had ever requested three bids rather than going out for an RFP.

Senior Planner Anderson said no.

Mayor Heineman noted that having three bidders seems to be an easier way to go about this rather than having to go through the entire RFP process. He asked Councilmember Buscher what she meant by wanting to add a labor agreement.

Councilmember Buscher explained this would require whoever is awarded the contract to remain neutral if the haulers decide to unionize.

Mayor Heineman disagreed with this and noted that he does not believe it is the City's business to have a say in this.

Councilmember Peters asked if they would be legally allowed to just request three bids rather than doing an RFP.

City Attorney Knaak noted that requesting bids and doing an RFP are very similar. He said they are always able to go out for bids rather than do an RFP.

Councilmember Specht asked about the difference between an RFP and a bid.

Mayor Heineman explained that an RFP is when a municipality issues a formal request for proposals that gets posted online and anyone can submit a proposal and all of the results have to be published publicly which causes a lot more scrutiny. He said a bid is easier as they can choose trusted vendors and ask for their best price.

City Attorney Knaak noted that RFPs tend to be for services and bids tend to be for goods. He said the advantage of getting bids is that they have the responsibility of deciding who is the responsible bidder.

Councilmember Specht stated that if they decide to just stay with a single contracted hauler then he thinks they need to open it up for bids; however, he is supportive of an open hauler system.

Councilmember Stewart said she would like them to stay with a single hauler and would prefer to go the bid route rather than an RFP so the Council can maintain some control. She added that she also disagrees with the labor agreement suggested by Councilmember Buscher.

Councilmember Riley shared his support for requesting three bids.

Councilmember Olson agreed.

Councilmember Buscher said she does not have a preference for whether they go with an RFP or bids.

Mayor Heineman noted that this has been the system for a while and while he likes the freedom that an open hauler system would provide, he thinks the current system is working well and is not as hard on the roads. He said he would like to get three bids.

City Administrator Hagen asked how long they would like the contracts to be.

Councilmember Stewart suggested another five-year contract since there will be a new requirement come 2030 for organics recycling.

Senior Planner Anderson said they would need this contract to end in 2029 to give Council and Staff time to discuss what they will do in 2030 and beyond.

Councilmember Buscher stated she hopes the current Council will discuss how they would like to approach the organics recycling requirement and not just pass it off to whoever will be on the next Council.

Senior Planner Anderson asked if the discretion for who to request bids from will be left up to Staff.

Mayor Heineman said yes.

Councilmember Specht said it would be interesting to know during the bidding process what percentage of their materials they are able to recycle versus dispose of.

Mayor Heineman asked if they would like to ask the companies that they are requesting bids from to include a price analysis if users were to opt-out.

City Administrator Hagen said he is not sure what this would look like from a utility billing standpoint.

Senior Planner Anderson explained that ACE bills the City on a monthly basis based on the number of households and he gets an updated count of households on a quarterly basis.

Councilmember Buscher shared that she was opposed to the option to opt-out.

Councilmember Stewart agreed.

The consensus of the Council was to stay with a single hauler system and request three bids for service with a contract ending on December 31, 2029.

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

Planning Manager Larson reviewed the Staff report concerning the Rental Housing Licensing Inspection Policy.

Councilmember Specht asked if it is stated in the policy that pictures will only be taken of violations.

Planning Manager Larson said yes.

Councilmember Specht asked if most rental agreements include a stipulation around photography.

Planning Manager Larson explained that not every rental in the City has a lease.

Councilmember Buscher shared that she agrees with Staff's drafted policy and the only change she would like to see is to bring back the red line section in Section 1 to include protection against retaliation.

Planning Manager Larson explained that they do the rental housing inspections for many reasons and they do not want to have the view that every landlord is in the right and every tenant is the issue. He said there are neighbors that complain about things and they do not want residents to

have a different standing in the same neighborhood whether they own or rent in the neighborhood. He stated this policy advocates for both renters and landlords.

Mayor Heineman shared that they removed this section because there was a lot of bias in the section on retaliation. He noted that this can be subjective.

Councilmember Buscher noted that this discussion came as a result of tenant discomfort and she thinks it is fair to keep the retaliation section in the policy.

Councilmember Specht stated that this policy was presented as a way to help both the landlord and the tenant.

Planning Manager Larson explained that the basis for coming up with the policy was due to concerns with how the City's ordinance was written and how the inspections were being conducted.

Councilmember Riley added that this policy was also created from the City's perspective and that it is in the best interest of the City that all rental properties are well maintained by both the landlord and the tenant. He said he likes the draft put together by Staff as the policy is still doing what it needs to do without being more restrictive than it needs to be.

Councilmember Specht said he is still not comfortable with requiring background checks for property owners as only property managers are required to have a background check per State statute.

Planning Manager Larson explained that most property owners are also technically the manager which grants them the same access as a property manager. He stated this is included in the policy as it gives all renters equal protection from whoever would be able to access the home or unit. He added that this policy is modeled after Coon Rapids, and they also require background checks. He noted there has only been one background check conducted so far that someone did not pass.

Councilmember Specht stated he thinks a background check on a property owner is an undue burden.

Mayor Heineman agreed and noted that if someone hires a property manager to manage the rental property then they would be required to have a background check.

Councilmember Stewart added that this would put undue liability on the City.

Councilmember Buscher asked if the City does not conduct a background check how they would know if the property owner had a background check conducted on their property manager.

Councilmember Specht noted that if it is a requirement then he is fine with the City being the one to run the background check since it falls under State law.

Councilmember Olson agreed.

Councilmember Buscher shared that she would still like background checks conducted on all property owners who are also property managers.

Councilmember Stewart suggested lengthening the certificate cycle from three years to four years. She added that she wants to make sure the scoring system is fair that way regardless of who is conducting the inspection it will be consistent.

City Administrator Hagen asked if it is a code regulation for how long the licenses can be.

Planning Manager Larson noted that this was a part of the crime prevention aspect of the licensing that has been removed.

City Administrator Hagen said they can discuss the length of the license at a different time as that is not in the policy that is being discussed.

Councilmember Stewart asked about the inspection and re-inspection timelines.

Planning Manager Larson explained that many insurance companies like these inspections as it helps minimize risks and can keep premiums low. He added that some insurance carriers may require yearly inspections. He said this would be done at the request of a landlord, as they might want that service.

Councilmember Stewart noted that she would like to clarify the landlord's responsibilities, and they should not be held responsible for crime activity. She stated the policy gravitates towards crime activity in a few places and she thinks this policy should focus only on the health and safety of the unit.

Mayor Heineman asked if the Plain Sight Doctrine essentially gives the inspector the duty to report criminal activity that they see during an inspection.

City Attorney Knaak said yes.

Councilmember Stewart added that she does not think that ripped carpeting should trigger an annual inspection unless it is a direct safety hazard.

Planning Manager Larson shared that the inspector is using her discretion on their inspections and if a concern is minor, like a small rip in the carpet from a child or a puppy, then they would discuss a correction schedule rather than causing the property to fail the inspection.

Councilmember Stewart asked the inspector to determine what is acceptable for a rip in carpeting as it can be subjective.

City Administrator Hagen explained that the policy needs to stay high level enough that there is a broad spectrum of what is acceptable. He added that the Council also needs to trust that Staff is hearing the concerns of the Council and implementing them accordingly. He noted that if the

inspector is writing up every single tenant who has a small rip in their carpet, then the Council would be hearing about it from the residents. He said focusing on these small details is not a good use of time and they need to be able to trust Staff that they are treating residents and landlords right.

Community Development Director Hanson shared that she works with the inspector daily and there are instances where she is inspecting a unit and the carpeting is completely ripped up and causes a tripping hazard which would be a concern that needs to be addressed; however, there are also instances where a rip is very small or just has normal wear and tear that does not need to be addressed. She noted that when it comes to safety and the concern could be a hazard then that is when it needs to be addressed.

Councilmember Buscher asked if they could put this item on a future Work Session agenda to fully iron out.

Mayor Heineman noted that the Council does trust Staff to do what is right; however, they still want to do their due diligence for the residents. He added that they have a complaint-based system so if something is not being addressed it can be reported to the City.

Councilmember Stewart asked if the inspector will still be looking in closets during inspections. She added that if a tenant does not want photos taken of their home, she thinks they have the right to say no to it.

Mayor Heineman suggested adding a section that if a tenant declines to have photos taken in their unit then this would admit fault to the issue.

Planning Manager Larson explained that the photo is to help identify the issue and work out the solutions with the property owner or manager. He said they are not taking broad pictures, just close-up pictures of the area of concern.

Councilmember Olson said he likes the option of allowing tenants to opt out of having photos taken of issues found in the inspection. He noted these photos are to speed up the process of getting the issue fixed and if they do not want photos taken then they should be able to say no to that; however, this will likely slow down the process of getting the issue resolved.

Mayor Heineman stated he would not want to waste Staff time by making them come back and look at the issue because they did not have a photo of it.

Planning Manager Larson added that it would not be the tenant admitting fault by saying they do not want issues to be photographed. He noted that property managers have every right to take pictures of whatever they need to.

Debra Musgrove noted that there was a question listed on the draft policy about property manager background checks and if those are conducted every year.

Community Development Director Hanson said the background check is done at the time of the application and is only done again if the property owner requests it.

Councilmember Buscher said she does not agree with the discussed changes to the policy and shared that she trusts that Staff has the knowledge and expertise on this topic.

The consensus of the Council was to move forward with the draft policy, removing the requirement for property owner background checks and not inspecting closets unless there is a reported issue or utility access is through the closet.

2.03: Old Town Hall Discussion - Renovation Quotes - EDA Recommendation - History - Next Steps

Economic Development Manager Sullivan reviewed the Staff report in regard to the old Town Hall and renovation quotes.

Councilmember Buscher shared that she thinks it is worthwhile to invest in this property as it is one of the only buildings in the City that ties Ramsey back to its history. She noted that it would not take a lot to make it something great. She said if they spent some time looking into this they could likely find grant opportunities or private donors who would be willing to invest in it.

Councilmember Specht shared the idea that the building could be something that they rent out. He agreed that it is worth investing in to preserve the history of it.

Economic Development Manager Sullivan shared that they have spent $33,000 recently to secure the building so far. He noted that the breakeven point for renting this building would happen in about 14 years. He shared the concerns of the EDA that if they were to do all of these renovations and improvements then rent this location out to a tenant and they leave after a few years, this would cause a deficit. He said the tenant who expressed interest in the building back in 2021 is still interested in the building for her boutique. He explained that they have five parking spots for this building, as well as an agreement with the bank to use this parking lot when the bank is not open. He added that he has had preliminary discussions with the bank president and there may be parking spots that could be allocated every day within business hours.

Councilmember Stewart asked where they would find the money to renovate this building.

Economic Development Manager Sullivan said they do not have a funding source yet, but they could look into grant opportunities.

Council Specht recommended everyone go see the inside of this building, so they understand what they are working with.

The consensus of the Council was to move forward and continue discussions on the renovations for the old City Hall.

3. TOPICS FOR FUTURE DISCUSSION

3.01: Review Future Topics/ Calendar

Noted.

4. MAYOR / COUNCIL / STAFF INPUT

None.

5. ADJOURNMENT

The Work Session of the City Council was adjourned at 6:57 p.m.

Respectfully submitted,

_____
Brian S. Hagen
City Administrator

ATTEST:

_____
Katie M. Schmidt
City Clerk

Drafted by Ava Major
TimeSaver Off Site Secretarial, Inc.

TABLE OF CONTENTS

1. CALL TO ORDER 2
2. PRESENTATION 2
3. CITIZEN INPUT 2
4. APPROVE AGENDA 3
5. APPROVE MINUTES 3
6. CONSENT AGENDA 4
7. PUBLIC HEARING 4
8. COUNCIL BUSINESS 4
8.01: Introduce Ordinance #25-04 Northstar Truck & RV Parking - Rezoning and Site Plan Review - 15861 Jarvis St. NW 4
8.02: Introduce Ordinance #25-05: Code Amendments to Chapters 2, 10, 26, 105, 106, and 109 6
8.03: Adopt Resolution #25-054 Accepting Bids and Awarding Contract for 2025 Crack Seal Improvements, Improvement Project #25-09 7
8.04: Adopt Resolution #25-055 Accepting Bids and Awarding Contract for 2025 Pavement Rejuvenation Improvements, Improvement Project #25-10 7
8.05: Adopt Charter Recommended Ordinance #25-02 to Amend Chapter 3 of the Charter 7
9. MAYOR, COUNCIL AND STAFF INPUT 8
9.01: Legislative Update 8
10. ADJOURNMENT 9

CITY COUNCIL
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The Ramsey City Council conducted a regular meeting on Tuesday, March 11, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: City Administrator Brian Hagen
Planning Manager Todd Larson
Assistant City Engineer Joe Feriancek
City Attorney Fritz Knaak

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

Debra Musgrove, 15247 Fluorine Street, came forward and shared that she has three items she would like to discuss with the Council this evening, the repackaging of the Missing Middle Housing legislation from 2024, cost-sharing with the County and State, and preserving parks and infrastructure. She explained that the Missing Middle Housing legislation failed in 2024; however, it is being brought back this year in the form of seven bills, the first being House File 1987 and Senate File 2229. She noted that these bills would permit at least two units on any single-family zoned lot and allow accessory dwellings. She added that it would limit minimum-sized lot to an eighth of an acre for duplexes and single-family homes, prohibit minimum-sized lots for townhouses larger than 1,500 square feet, allow at least 80% lot coverage and restrict floor and ratio setbacks, prohibit minimum parking requirements for any development, and require an administrative approval process for residential developments with no more than a public meeting, not a public hearing. She said more information can be found on the League of Minnesota Cities

website. She noted that the same government that is rot with waste, fraud, and overspending is now gaslighting the cities with legislation named the Minnesota New Starter Home Act, and others. She said these legislations all sound good, but due to overspending and overtaxing, these bills do not mean much. She stated she does not want to see zoning regulations taken away from those who have been elected at the City level to represent the City. She explained that the Council held a Special Meeting last year where they told the representatives to the Governor that they did not want the local zoning authority taken from the Council. She added that the Governor has also stated that he wants to save $400,000,000,000 over the next four years by cost-sharing with the counties. She shared that she spoke to an Anoka County Commissioner who expressed concerns about the costs and issues this will bring to county budgets. She said it is proposed to be a 5% increase on top of any other increases. She noted these are unfunded mandates. She asked how people would be able to afford a home with such large tax increases. She noted that the Council will be beginning budget discussions soon and she would like them to be aware of what is happening at the State level so the Council can make a decision on if they want to voice their opinion against these issues. She added that she would also like to discuss fire prevention. She shared that she was walking in one of the City's parks and she noticed that the woodland area was not cleaned. She noted that it has been a problem across the country where underbrush had not been taken care of and the dangers of wildfire due to this.

Councilmember Specht asked which park she noticed this underbrush in.

Ms. Musgrove said she saw it in Elmcrest and Alpine Park.

Councilmember Riley shared that he had already discussed the bills mentioned by Ms. Musgrove with City Administrator Hagen and they will be added to the legislative updates.

4. APPROVE AGENDA

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

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Riley, Olson, Buscher, Peters, Specht, and Stewart. Voting No: None.

5. APPROVE MINUTES

Motion by Councilmember Peters, seconded by Councilmember Stewart, to approve the following meeting minutes:

5.01: City Council Work Session dated, February 25, 2025
5.02: City Council Regular Session dated, February 25, 2025

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Peters, Stewart, Buscher, Olson, Riley, and Specht. Voting No: None.

6. CONSENT AGENDA

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

6.01: Receive January 2025 Financial Reports - General Fund, EDA and Enterprise Funds
6.02: Receive Cash and Investments for Period Ending February 28, 2025
6.03: Approve Business License Applications.
6.04: Adopt Resolution #25-056 to Update the Non-Union Post-Employment Healthcare Savings Plan
6.05: Adopt Resolution #25-059 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of February 20, 2025 through March 5, 2025.
6.06: Adopt Resolution #25-051, Approving a Development Agreement for Voice of Hope Church at 15620 Armstrong Blvd NW
6.07: Adopt Resolution #25-052, Approving a Final Plat and Development Agreement for Waterfront Village 2nd Addition
6.08: Adopt Resolution #25-053 Approving the Development Agreement for Emerald Estates, Located on 181st Avenue West of Xenolith Street (Project No. 24-123); Case of Alan & Joni Greenwaldt
6.09: Adopt Resolution #25-057 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund.
6:10: Adopt Resolution #25-058 Approving Time Extensions for Preliminary Plat and Site Plan Review of Haviland Fields.
6:11: Adopt Resolution #25-060 Approving Premise Permit for Anoka Area Ice Arena for Lawful Gambling at Aurelio's Pizza

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Stewart, Olson, Buscher, Peters, Riley, and Specht. Voting No: None.

7. PUBLIC HEARING

None.

8. COUNCIL BUSINESS

8.01: Introduce Ordinance #25-04 Northstar Truck & RV Parking - Rezoning and Site Plan Review - 15861 Jarvis St. NW

Planning Manager Larson reviewed the Staff report in regard to the rezoning and site plan review for Northstar Truck & RV Parking. He shared the Planning Commission's recommendation of approval.

Nikolya Vladyka, the applicant, came forward and thanked Staff for working hard on this project with him. He noted that this is a very unique property, and they want to make everyone happy and comply with code.

Councilmember Peters asked if any vehicles holding hazardous waste will be allowed to be parked on this property.

Planning Manager Larson said they had not gone into much detail about what types of trucks are allowed and they left it broader at the applicant's request. He added that the applicant had requested to park rollover dumpsters on the property; however, Staff did not want to allow this.

Councilmember Specht noted that this is a great alternative for the applicant to have a business where these large trucks can be parked since there are different regulations around parking on the roads.

Councilmember Riley asked what is benefiting the City in this situation.

Planning Manager Larson said they are getting a business in the City out of this situation. He added that the applicant has done a lot to clean up this property.

Mayor Heineman asked if there are any concerns with these semi-trucks being able to pull out of this property onto the road.

Planning Manager Larson shared that there is plenty of room for these vehicles to maneuver as the railroad is a few hundred feet away from where the proposed gate will be.

Councilmember Stewart asked what would happen if this property were to be sold to a different owner.

Planning Manager Larson explained that if the parcels were sold separately, they would revert back to each city’s regulations.

Councilmember Stewart asked if someone else purchased the property and wanted to use it for a parking business if they would be allowed to do so.

Planning Manager Larson said the new owner would have to bring a new application to the Council.

Councilmember Buscher asked what would happen if the parcels were sold together.

Planning Manager Larson explained that the land use approvals stay with the land and not the property owner. He said if there was a new buyer who bought both parcels then they would just need to get the permit changed over to their name.

Motion by Councilmember Stewart, seconded by Councilmember Olson, to introduce Ordinance #25-04 Rezoning Property From I-1 to PUD at 15861 Jarvis Street Northwest.

Further Discussion:

Councilmember Riley shared that he will not be supporting this as this is a user who already has a history of not following the rules of what is and is not allowed. He stated he thinks they will end up with more problems in the future.

Councilmember Peters said he will also not be supporting this as it has been a past enforcement issue, and he does not see this being a positive experience for the City.

A roll call vote was performed:

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

Motion carried.

8.02: Introduce Ordinance #25-05: Code Amendments to Chapters 2, 10, 26, 105, 106, and 109

Planning Manager Larson reviewed the Staff report concerning the code amendments to Chapters 2, 10, 26, 105, 106, and 109 of City Code. He shared the Planning Commission's recommendation of approval.

Councilmember Specht thanked Staff for their hard work on updating the code.

Motion by Councilmember Peters, seconded by Councilmember Olson, to introduce Ordinance #25-05 Amending Chapters 2, 10, 26, 105, 106, and 109 of City Code

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 #25-054 Accepting Bids and Awarding Contract for 2025 Crack Seal Improvements, Improvement Project #25-09

Assistant City Engineer Feriancek reviewed the Staff report in regard to accepting bids and awarding a contract for the 2025 crack seal improvements. He shared that the low bid came from FlowSeal Surface Maintenance of Elk River, in the amount of $154,749.49.

Motion by Councilmember Riley, seconded by Councilmember Olson, to adopt Resolution #25-054 accepting bids and awarding contract for 2025 Crack Seal Improvements, Improvement Project #25-09.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Riley, Olson, Buscher, Peters, Specht, and Stewart. Voting No: None.

8.04: Adopt Resolution #25-055 Accepting Bids and Awarding Contract for 2025 Pavement Rejuvenation Improvements, Improvement Project #25-10

Assistant City Engineer Feriancek reviewed the Staff report concerning accepting bids and awarding a contract for the 2025 pavement rejuvenation improvements. He shared that the low bid came from Corrective Asphalt Materials, LLC of South Roxana, Illinois, in the amount of $233,191.32.

Councilmember Buscher thanked Assistant City Engineer Feriancak for all of his hard work on these street projects.

Motion by Councilmember Riley, seconded by Councilmember Buscher, to adopt Resolution #25-055 accepting bids and awarding contract for 2025 Pavement Rejuvenation Improvements, Improvement Project #25-10.

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Riley, Buscher, Olson, Peters, Specht, and Stewart. Voting No: None.

8.05: Adopt Charter Recommended Ordinance #25-02 to Amend Chapter 3 of the Charter

City Administrator Hagen reviewed the Staff report in regard to the recommended Charter amendments to Chapter 3.

Motion by Councilmember Stewart, seconded by Councilmember Olson, to waive the City Charter requirement that the Ordinance be read aloud and Adopt Ordinance #25-02: Amending Chapter 3 of the Charter.

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

9.01: Legislative Update

City Administrator Hagen reviewed the legislative update with the Council. He shared that as the legislature is in session he will continue to provide updates to the Council on existing and new bills. He noted that the Council sent a letter last year opposing the Missing Middle Housing legislation. He said they can update and re-send this letter if the Council would like. He stated bills are moving very quickly this legislative session. He explained that the League of Minnesota had previously spoken out about this on behalf of cities keeping their local control.

Councilmember Riley noted that he thinks a letter would be the minimum of what they would like to do and would like it to be sent as soon as possible considering how quickly the legislature is moving. He added that he would be supportive of just having Mayor Heineman sign this letter rather than bringing it back to the next Council meeting to be approved by all members of Council. He suggested reaching out to legislators or other cities to try to build a coalition as they need to hit this one head-on.

Mayor Heineman agreed with Councilmember Riley and said he would be willing to sign off on this letter on behalf of the City.

The Council was in unanimous agreement to have Mayor Heineman sign a letter opposing the Missing Middle Housing bill.

Councilmember Peters shared that there is a 5K at Elmcrest Park on May 17 and encouraged others to sign up to participate.

Councilmember Buscher gave a shoutout to the Ramsey Fire Department and firefighter Tim for winning Rookie of the Year, firefighter Austin for winning Firefighter of the Year, and firefighter Mike for winning Officer of the Year.

Councilmember Specht shared that they have announced all of the acts for the summer concert series and the list can be found on the City's Facebook page.

Mayor Heineman noted there is an Egg-palooza coming up at Alpine Park on April 19. He shared that there are also open positions with the City that can be found on the City's website.

10. ADJOURNMENT

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

Motion carried. Voting Yes: Mayor Heineman, Councilmembers Peters, Olson, Buscher, Riley, Specht, and Stewart. Voting No: None.

The regular meeting of the City Council adjourned at 8:00 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: 03/25/2025

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

Title

Approve Business License Applications.

Purpose/Background:

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

Background: Certain businesses or groups in the City of Ramsey are required to apply for a business license in addition to the Business Registration Certificate (BRC). Other businesses that may require a license, but are not required to have a BRC, may also be included in this approval. Those new license requests and/or renewals are attached for City Council approval.

Notification:

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

Funding Source:

License fees are collected at time of application.

Recommendation:

Staff recommends approval of business license applications.

OutcomeAction:

Motion to approve the attached business license applications.

Attachments

Business License Applications

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	03/19/2025 01:03 PM
Brian Hagen	Brian Hagen	03/20/2025 10:41 AM
Form Started By: Wendy Schlueter		Started On: 03/18/2025 02:39 PM
Final Approval Date: 03/20/2025		

Report Name: License Report - License Types
Council Dates: 3/25/2025 to 3/25/2025
Status: Active, Inactive
License Type(s): Mobile Food Unit–90 Days, Mobile Food Unit–Annual, Special Events, Temporary Intoxicating, Therapeutic Massage Establishment, Therapeutic Massage Therapist, Tobacco, Transient Merchant/Peddler/Solicitor

City of Ramsey
License Report - License Types

Company	DBA	Complex_Name	Applicant	Location	Exp. Date	Council Date	Status
Mobile Food Unit–Annual							
KCM EggRolls LLC			Katie Nguyen		12/31/2025	3/25/2025	A
G-Spot L.L.C.			Ginger L Fredrickson		12/31/2025	3/25/2025	A
Smokin J's BBQ			John Barber		12/31/2025	3/25/2025	A
Griddle On The Go LLC	Griddle On The Go LLC	Griddle On The Go	Robert Aiello		12/31/2025	3/25/2025	A
Tong Thai Street Food, LLC		Tong Thai Street Food , LLC	Supaporn Berg		12/31/2025	3/25/2025	A
					Mobile Food Unit–Annual License Count: 5		
Special Events							
City of Ramsey - Business Expo	EDA Business Expo	Adrenaline Sports Center	Wendy Schlueter	8310 147th La NW	5/4/2025	3/25/2025	A
					Special Events License Count: 1		
Transient Merchant/Peddler/Solicitor							
Edward Jones - Amanda Goers			Amanda L Goers		12/31/2025	3/25/2025	A
Ramsey Garden Club			Mary Pelto	7550 Sunwood Dr NW	5/31/2025	3/25/2025	A
					Transient Merchant/Peddler/Solicitor License Count: 2		
					Total Licenses: 8		

CC Regular Session

Meeting Date: 03/25/2025

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

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Title:

Authorization to hire a Part-time Police Technician

Purpose/Background:

The purpose of this case is to request the City Council to hire a part-time Police Technician. As the City Council will recall, during the 2025 budget discussions the Council agreed by consensus to add a new part-time (25 hour per week) Police Technician. As a result, Staff conducted two recruitment processes in order to secure a candidate for this role; this included an internal and external recruitment, first and second interviews, an extensive backgrounding process and other pre-employment tests. Staff selected Ms. Rachael Jaremko, who will be subject to a six-month probationary period, the AFSCME labor agreement and the City's Personnel Policy. It should be noted that Ms. Jaremko has six years of experience as a Police Records Clerk.

In summary, this position performs a wide variety of technical and specialized functions as well as administrative work in support of the Police Department, including but not limited to customer service support; entering, maintaining, retrieving and compiling factual information through numerous computerized systems and disseminating this information to authorized agencies and persons; monitoring compliance by applying knowledge of data privacy practice requirements, responding to the public via telephone or in-person contact; and classifying crimes pursuant to applicable state and federal reporting systems.

Funding Source:

The total funding required for this position is included in the 2025 budget.

Recommendation:

Staff recommends hiring Ms. Rachael Jaremko as the City's new Police Technician, effective on or near March 26, 2025, at $30.235 per hour, which is step 2 of the wage scale.

Outcome/Action:

Motion to authorize hiring Ms. Rachael Jaremko as the City's new Police Records Technician, effective on or near March 26, 2025, at $30.235 per hour, which is step 2 of the wage scale.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 11:19 AM
Form Started By: Colleen Lasher		Started On: 03/05/2025 02:23 PM
Final Approval Date: 03/20/2025		

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative:

Title:

Adopt Resolution #25-067 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 6, 2025 through March 19, 2025.

Purpose/Background:

Adopt Resolution #25-067 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 6, 2025 through March 19, 2025.

Recommendation:

Staff Recommends to Adopt Resolution #25-067 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 6, 2025 through March 19, 2025.

Outcome/Action:

Motion to Adopt Resolution #25-067 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 6, 2025 through March 19, 2025.

Attachments

Bills List 03/25/2025

Resolution 25-067

Form Review

Inbox	Reviewed By	Date
Diana Lund	Diana Lund	03/20/2025 06:42 AM
Brian Hagen	Brian Hagen	03/20/2025 10:41 AM
Form Started By: Jennifer Morrison		Started On: 03/19/2025 02:29 PM
Final Approval Date: 03/20/2025		

CITY OF RAMSEY - FINANCE OFFICE PRINTED 3/19/2025

RAMSEY CITY COUNCIL MEETING

3.25.2025

BILLS LIST

DISBURSEMENTS TO BE APPROVED THIS MEETING:

DISBURSEMENT TYPE:		SUBMITTED FOR APPROVAL
Prepaids 3.6.25 - 3.19.25		$ 1,087,702.51
Accounts Payable 3.6.25 - 3.19.25		247,799.37
Payroll	3.14.25	280,799.70
Debt Service		
Pay Estimates- Projects		965,218.38
TOTAL SUBMITTED FOR APPROVAL THIS MEETING (Invoices Available for Reviewal)		**$ 2,581,519.96**

DISBURSEMENTS PREVIOUSLY APPROVED AND PAID:

	APPROVED PREVIOUS MTG	2025 Y.T.D.
PREPAIDS	$ 411,285.49	$ 2,392,613.42
PREPAID ADJUSTMENTS		
ACCOUNTS PAYABLE INVOICING	373,787.05	2,983,406.08
ACCT PAYABLE INVOICING ADJUSTMENTS		
NET PAYROLL TOTAL	307,563.86	1,416,894.36
CORRECTION TO PAYROLL		
DEBT SERVICE		
CORRECTION TO DEBT SERVICE		
PAY ESTIMATE(S) - PROJECTS	67,000.37	2,569,336.39
TOTAL CASH DISBURSEMENTS PREVIOUSLY APPROVED	**$ 1,159,636.77**	**$ 9,362,250.25**

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3/6/2025 -- 3/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
120516	**3/6/2025**		**121737 BROVICK, LOUANN**							
		243.07	ACCT 729729 15220 FLUORINE ST		130374	729729	9601.4651		WATER REVENUE	WATER FUND
		243.07								
120517	**3/6/2025**		**117923 BURNET TITLE**							
		17.49	ACCT 46193030 8733 167TH LANE		130375	46193030	9601.4651		WATER REVENUE	WATER FUND
		17.49								
120518	**3/6/2025**		**117923 BURNET TITLE**							
		29.00	ACCT 735842 6920 151ST AVE NW		130376	735842	9601.4651		WATER REVENUE	WATER FUND
		29.00								
120519	**3/6/2025**		**121738 CARBONE, JUSTIN**							
		114.65	ACCT 736197 14190 XENON ST #12		130377	736197	9601.4651		WATER REVENUE	WATER FUND
		114.65								
120520	**3/6/2025**		**100297 CENTERPOINT ENERGY**							
		2,172.65	JAN 2025 GAS CHARGES		130408	8000014064-2 JAN 2025	0211.6373		GAS	POLICE PROTECTION
		2,474.70	JAN 2025 GAS CHARGES		130408	8000014064-2 JAN 2025	0452.6373		GAS	PARK & RECREATION
		1,324.94	JAN 2025 GAS CHARGES		130408	8000014064-2 JAN 2025	0311.6373		GAS	STREET MAINTENANCE
		657.83	JAN 2025 GAS CHARGES		130408	8000014064-2 JAN 2025	0220.6373		GAS	FIRE PROTECTION
		1,324.94	JAN 2025 GAS CHARGES		130408	8000014064-2 JAN 2025	9601.6373		GAS	WATER FUND
		1,324.95	JAN 2025 GAS CHARGES		130408	8000014064-2 JAN 2025	9602.6373		GAS	SEWER FUND
		1,324.94	JAN 2025 GAS CHARGES		130408	8000014064-2 JAN 2025	9605.6373		GAS	STORM WATER UTILITY
		10,604.95								
120521	**3/6/2025**		**121739 CHARACTER FIRST PROPERTIES LLC**							
		108.66	ACCT 736005 5410 152ND AVE NW		130378	736005	9601.4651		WATER REVENUE	WATER FUND
		108.66								
120522	**3/6/2025**		**117863 COMMUNITY TITLE AND ESCROW LLC**							
		374.50	ACCT 730575 8726 149TH AVE NW		130379	730575	9601.4651		WATER REVENUE	WATER FUND
		374.50								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
120523	3/6/2025		100116 CONNEXUS ENERGY						Continued...	
		10,665.15	1/17-2/19/25 ELECTRIC		130395	759126-303101 FEB 2025	9603.6371		ELECTRIC UTILITIES	STREET LIGHTING FUND
		4,997.48	1/17-2/19/25 ELECTRIC		130396	759126-303107 FEB 2025	0194.6371		ELECTRIC UTILITIES	GENERAL GOVERNMENT BUILDINGS
		1,826.51	1/17-2/19/25 ELECTRIC		130396	759126-303107 FEB 2025	0220.6371		ELECTRIC UTILITIES	FIRE PROTECTION
		65.33	1/17-2/19/25 ELECTRIC		130396	759126-303107 FEB 2025	9230.6249		MISCELLANEOUS OPERATING SUPPLY	ECONOMIC DEVELOPMENT AUTHORIT
		5,391.53	1/17-2/19/25 ELECTRIC		130396	759126-303107 FEB 2025	9240.6371		ELECTRIC UTILITIES	PARKING RAMP MAINTENANCE
		30.03	1/17-2/19/25 ELECTRIC		130396	759126-303107 FEB 2025	9410.6371	00041018	ELECTRIC UTILITIES	RALF FUNDED PROJECTS
		494.00	1/17-2/19/25 ELECTRIC		130396	759126-303107 FEB 2025	9410.6371	00041012	ELECTRIC UTILITIES	RALF FUNDED PROJECTS
		91.80	FEB 2025 SIREN UTILITIES		130398	759126-303095 FEB 2025	0250.6371		ELECTRIC UTILITIES	CIVIL DEFENSE
		8,115.66	FEB 2025 ELECTRICITY WATER		130399	759126-303102 FEB 2025	9601.6371		ELECTRIC UTILITIES	WATER FUND
		1,411.39	FEB 2025 ELECTRICITY SEWER		130399	759126-303102 FEB 2025	9602.6371		ELECTRIC UTILITIES	SEWER FUND
		79.53	FEB 2025 ELECTRICITY STORM		130399	759126-303102 FEB 2025	9605.6371		ELECTRIC UTILITIES	STORM WATER UTILITY
		956.10	FEB 2025 TRAFFIC SIGNAL		130406	759126-303100 FEB 2025	0260.6371		ELECTRIC UTILITIES	TRAFFIC ENGINEERING
		1,897.50	FEB 2025 ELECTRIC		130407	759126-303106 FEB 2025	0452.6371		ELECTRIC UTILITIES	PARK & RECREATION
		227.25	FEB 2025 ELECTRIC		130407	759126-303106 FEB 2025	0211.6371		ELECTRIC UTILITIES	POLICE PROTECTION
		91.60	FEB 2025 ELECTRIC		130407	759126-303106 FEB 2025	0220.6371		ELECTRIC UTILITIES	FIRE PROTECTION
		1,008.68	FEB 2025 ELECTRIC		130407	759126-303106 FEB 2025	0311.6371		ELECTRIC UTILITIES	STREET MAINTENANCE
		993.18	FEB 2025 ELECTRIC		130407	759126-303106 FEB 2025	9601.6371		ELECTRIC UTILITIES	WATER FUND
		993.18	FEB 2025 ELECTRIC		130407	759126-303106 FEB 2025	9602.6371		ELECTRIC UTILITIES	SEWER FUND
		993.18	FEB 2025 ELECTRIC		130407	759126-303106 FEB 2025	9605.6371		ELECTRIC UTILITIES	STORM WATER UTILITY
		40,329.08								

3/6/2025 -- 3/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
120523	3/6/2025		100116 CONNEXUS ENERGY						Continued...	
120524	3/6/2025		121740 CREATIVE REAL ESTATE INC							
		22.10	ACCT 736188 6108 157TH LANE NW		130380	736188	9601.4651		WATER REVENUE	WATER FUND
		22.10								
120525	3/6/2025		121732 D&D SERVICE							
		620.00	LOST CONTRACT WITH COMCAST		130402	PERMIT REFUNDS	9101.4339		OTHER PUBLIC WORKS	GENERAL FUND
		620.00								
120526	3/6/2025		106583 DELTA DENTAL PLAN OF MINNESOTA							
		4,938.36	MAR 2025 DENTAL PREMIUMS		130410	RIS0006230654	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		4,938.36								
120527	3/6/2025		121741 DONAIS, JANICE							
		26.69	ACCT 46743691 7050 160TH LANE		130381	46743691	9601.4651		WATER REVENUE	WATER FUND
		26.69								
120528	3/6/2025		111356 EXECUTIVE TITLE OF MN							
		81.65	ACCT 721240 14064 COBALT ST NW		130382	721240	9601.4651		WATER REVENUE	WATER FUND
		81.65								
120529	3/6/2025		116060 FIRST AMERICAN TITLE INSURANCE CO							
		16.19	ACCT 735847 14720 NEON ST NW		130383	735847	9601.4651		WATER REVENUE	WATER FUND
		16.19								
120530	3/6/2025		121742 FIRST AMERICAN TITLE INSURANCE CO							
		88.24	ACCT 728592 8204 159TH LANE NW		130384	728592	9601.4651		WATER REVENUE	WATER FUND
		88.24								
120531	3/6/2025		121743 GARBOWSKI, RYAN AND HILLARY							
		249.27	ACCT 733998 15537 URANIUM ST		130385	733998	9601.4651		WATER REVENUE	WATER FUND
		249.27								
120532	3/6/2025		121410 GUARDIAN TITLE LLC							
		148.70	ACCT 736095 7683 147TH TERRACE		130386	736095	9601.4651		WATER REVENUE	WATER FUND
		148.70								
120533	3/6/2025		115574 HEALTHPARTNERS							
		2,065.50	MAR 2025 HEALTH PREM JB/KH		130409	343219382016	0211.6131		GROUP INSURANCE	POLICE PROTECTION
		103,603.50	MAR 2025 HEALTH PREMIUMS		130409	343219382016	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
120533	3/6/2025		115574 HEALTHPARTNERS						Continued...	
		105,669.00								
120534	3/6/2025		117377 KEUPER, SHARON							
		263.49	REIMB FOR HOLIDAY TREE ITEMS		130392	HOLIDAY TREE	0194.6249		MISCELLANEOUS OPERATING SUPPLY	GENERAL GOVERNMENT BUILDINGS
		263.49								
120535	3/6/2025		121730 LCCPAC							
		100.00	DAMAGE DEP REF 8.12.24		130397	022825	9101.2201		DEPOSITS PAYABLE	GENERAL FUND
		100.00								
120536	3/6/2025		121744 LYSAGHT, LAWRENCE AND LINDA							
		26.69	ACCT 729115 15775 JUNIPER RIDG		130387	729115	9601.4651		WATER REVENUE	WATER FUND
		26.69								
120537	3/6/2025		100351 NCPERS GROUP LIFE INS							
		336.00	MAR 2025 LIFE INS PREMIUMS		130403	704800032025	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		336.00								
120538	3/6/2025		113192 NORTHERN HEATING AND AIR CONDITIONING							
		75.00	PERMIT RA060907 CANCEL		130393	2252025	9101.4206		PLUMBING PERMIT	GENERAL FUND
		1.00	PERMIT RA060907 CANCEL		130393	2252025	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		76.00								
120539	3/6/2025		121745 SLIMMER, EMILY AND JESSE							
		73.85	ACCT 731968 15349 SODIUM ST		130388	731968	9601.4651		WATER REVENUE	WATER FUND
		73.85								
120540	3/6/2025		119863 STONE, GREG							
		144.50	2024 SPECIAL ASSESSMENT REBATE		130373	2024 SA REBATE	9435.6433		REFUNDS	PAVEMENT MANAGEMENT PROGRAM
		144.50								
120541	3/6/2025		113038 THE TITLE GROUP							
		380.26	ACCT 722128 15217 HELIUM ST		130390	722128	9601.4651		WATER REVENUE	WATER FUND
		380.26								
120542	3/6/2025		121746 THIEL, TAMMY AND ANTL. SCOTT							
		325.70	ACCT 720236 6040 143RD LANE		130389	720236	9601.4651		WATER REVENUE	WATER FUND
		325.70								
120543	3/6/2025		121747 TJIA, KENDRIC							

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
									Continued...	
120543	3/6/2025		121747 TJIA, KENDRIC							
		364.80	ACCT 727849 7321 E RAMSEY PKWY		130391	727849	9601.4651		WATER REVENUE	WATER FUND
		364.80								
120572	3/13/2025		100012 ACE SOLID WASTE INC							
		39,004.00	MARCH RECYCLING		130531	11620877T067 MAR 2025	9604.6489		OTHER CONTRACTED SERVICES	RECYCLING FUND
		160.68	MARCH 2025 REFUSE/RECYCLING		130532	11625746T067 MAR 2025	0220.6374		REFUSE/RECYCLING	FIRE PROTECTION
		372.34	MARCH 2025 WASTE SERVICES		130533	11620884T067 MAR 2025	0194.6374		REFUSE/RECYCLING	GENERAL GOVERNMENT BUILDINGS
		477.27	MARCH 2025 WASTE SERVICES		130533	11620884T067 MAR 2025	0452.6374		REFUSE/RECYCLING	PARK & RECREATION
		542.76	MARCH 2025 WASTE SERVICES		130533	11620884T067 MAR 2025	9604.6249		MISCELLANEOUS OPERATING SUPPLY	RECYCLING FUND
		40,557.05								
120573	3/13/2025		100167 CORNERSTONE FORD							
		8.41-	EARLY PAY DISCOUNT		130519	15493235	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		84.13	FIRE #570 GRASS TRK.		130519	15493235	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		75.72								
120574	3/13/2025		100602 MN POLLUTION CONTROL AGENCY (CHECK)							
		45.00	CERT FEE CAMERON ERICKSON		130515	COLLECT SYST LICENSE	9602.6335		TRAINING	SEWER FUND
		45.00	CERT FEE JORDAN EVANS		130515	COLLECT SYST LICENSE	9602.6335		TRAINING	SEWER FUND
		90.00								
120575	3/13/2025		121748 NELSON LOWELL							
		25.00	PERMIT RA060979 CANCEL		130522	362025	9101.4214		ELECTRICAL INSPECTION PERMIT	GENERAL FUND
		1.00	PERMIT RA060979 CANCEL		130522	362025	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		50.00	PERMIT RA060980 CANCEL		130523	362025A	9101.4214		ELECTRICAL INSPECTION PERMIT	GENERAL FUND
		1.00	PERMIT RA060980 CANCEL		130523	362025A	9101.2081		SURCHARGES-PERMITS	GENERAL FUND
		77.00								
120576	3/13/2025		121751 RAMSEY PROPERTIES LLC							
		638,500.00	HOME2SUITES FINANCIAL GUARANTY		130516	HOME2SUITES GUARANTY	9804.6433	00120278	REFUNDS	ESCROW ACCOUNTS
		638,500.00								

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
120577	3/13/2025		121752 SIS, STEVE						Continued...	
		299.98	WATER EFF REBATE 25-S SIS		130526	031325	9601.6436		WATER EFFICIENCY REBATE PROG	WATER FUND
		299.98								
1007689	3/6/2025		117418 ANDERSON, DEREK							
		20.00	2.27.25 LACASITA		130367	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		20.00								
1007690	3/6/2025		116114 AVESIS THIRD PARTY ADMINISTRATORS							
		326.99	MAR 2025 VISION PREMIUMS		130405	3198674	9101.2170		DENTAL/DISABILITY/LIFE	GENERAL FUND
		326.99								
1007691	3/6/2025		120506 DEVINE, ANDREW							
		20.00	2.27.25 CRISP & GREEN		130368	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		17.28	2.28.25 ZUPAS		130368	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		37.28								
1007692	3/6/2025		115384 ERICKSON, ASHTON							
		20.00	2.28.25 LA CASITA		130369	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		20.00								
1007693	3/6/2025		114432 HESSE, BRADLEY							
		18.56	2.27.25 LA CASITA		130370	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		18.56								
1007694	3/6/2025		115261 LOHSE JOHNSON,LAURA							
		20.00	2.27.25 CRISP & GREEN		130371	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		15.29	2.28.25 ZUPAS		130371	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		35.29								
1007695	3/6/2025		121733 LUX, TYLER							
		20.00	2.27.25 CRISP & GREEN		130372	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		19.35	2.28.25 ZUPAS		130372	03062025	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		39.35								
1007696	3/6/2025		119638 O'REILLY AUTO PARTS							
		1.33-	EARLY PAY DISCOUNT		130394	6193-194611	0194.6382		MACHINERY & EQUIPMENT REPAIR	GENERAL GOVERNMENT BUILDINGS
		66.45	ANTIFREEZE		130394	6193-194611	0194.6382		MACHINERY & EQUIPMENT REPAIR	GENERAL GOVERNMENT BUILDINGS
		15.51-	EARLY PAY DISCOUNT		130404	6193-194647	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		775.33	FIRE #570 GRASS TRK.		130404	6193-194647	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.25-	EARLY PAY DISCOUNT		130411	6193-194632	0311.6229		SHOP MATERIALS	STREET MAINTENANCE

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
1007696	3/6/2025		119638 O'REILLY AUTO PARTS						Continued...	
		12.49	PAINT		130411	6193-194632	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		.25-	EARLY PAY DISCOUNT		130412	6193-194630	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		12.49	ENGINE PAINT		130412	6193-194630	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		.83-	EARLY PAY DISCOUNT		130413	6193-194723	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		41.32	POLICE #335		130413	6193-194723	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.37-	EARLY PAY DISCOUNT		130414	6193-194473	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		18.34	SHOP SUPPLIES		130414	6193-194473	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		907.88								
1007697	3/6/2025		111137 WRIGHT HENNEPIN COOPERATIVE ELECTRIC							
		57.95	MARCH FIRE ALARM MONITORING		130400	150-1681-6340 MAR 2025	0194.6489		OTHER CONTRACTED SERVICES	GENERAL GOVERNMENT BUILDINGS
		52.95	PW FIRE PANEL MONT/TEST		130401	150-1681-4280 MAR 2025	0311.6489		OTHER CONTRACTED SERVICES	STREET MAINTENANCE
		52.95	FS#2 FIRE PANEL MONIT		130401	150-1681-4280 MAR 2025	0220.6489		OTHER CONTRACTED SERVICES	FIRE PROTECTION
		37.45	7550 SUNWOOD MONITORING		130401	150-1681-4280 MAR 2025	0194.6489		OTHER CONTRACTED SERVICES	GENERAL GOVERNMENT BUILDINGS
		36.90	PW MONITORING		130401	150-1681-4280 MAR 2025	0311.6489		OTHER CONTRACTED SERVICES	STREET MAINTENANCE
		48.95	RAMP FIRE PANEL TEST/MONIT		130401	150-1681-4280 MAR 2025	9240.6315		MISCELLANEOUS PROFESSIONAL SER	PARKING RAMP MAINTENANCE
		27.95	YOUTH FIRST FIRE PANEL MONIT		130401	150-1681-4280 MAR 2025	9410.6315	00041012	MISCELLANEOUS PROFESSIONAL SER	RALF FUNDED PROJECTS
		315.10								
1007739	3/13/2025		114881 ANDERSON RACE MANAGEMENT							
		700.00	DEPOSIT FOR HAPPY DAYS 5K		130528	030525A	0296.6249		MISCELLANEOUS OPERATING SUPPLY	HAPPY DAYS
		700.00	DASH & DINE 5K DEPOSIT		130535	DASH & DINE 5K DEPOSIT	0452.6489		OTHER CONTRACTED SERVICES	PARK & RECREATION
		1,400.00								
1007740	3/13/2025		116845 CADY BUSINESS TECHNOLOGIES INC							
		572.82	MARCH 2025 PHONE SERVICE		130524	106787	0192.6321		TELEPHONE	DATA PROCESSING
		39.00	MAR 2025 REMOTE MEETING COST		130525	106555	0192.6405		OFFICE & DATA PROCESSING EQUIP	DATA PROCESSING
		611.82								
1007741	3/13/2025		116846 MC TOOL AND SAFETY SALES							
		181.20	LOCATE PAINT		130534	021460	0260.6249		MISCELLANEOUS OPERATING SUPPLY	TRAFFIC ENGINEERING
		5.44-	EARLY PAY DISCOUNT		130534	021460	9602.6249		MISCELLANEOUS OPERATING SUPPLY	SEWER FUND

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
									Continued...	
1007741	3/13/2025		**116846 MC TOOL AND SAFETY SALES**							
		362.40	MARKING PAINT FOR CATCH BASIN		130534	021460	9605.6249		MISCELLANEOUS OPERATING SUPPLY	STORM WATER UTILITY
		538.16								
1007742	3/13/2025		**119638 O'REILLY AUTO PARTS**							
		.20-	EARLY PAY DISCOUNT		130517	6193-194897	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		9.99	CHIPPER #619		130517	6193-194897	0311.6229		SHOP MATERIALS	STREET MAINTENANCE
		4.06-	EARLY PAY DISCOUNT		130518	6193-194994	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		203.06	FIRE #503		130518	6193-194994	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		1.26-	EARLY PAY DISCOUNT		130520	6193-195303	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		62.95	BOOM LIFT #659		130520	6193-195303	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.22-	EARLY PAY DISCOUNT		130521	6193-195320	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		10.99	BOOM LIFT #659		130521	6193-195320	0311.6257		OTHER VEHICLE PARTS	STREET MAINTENANCE
		.12-	EARLY PAY DISCOUNT		130527	6193-195740	0311.6281		SMALL TOOLS & MINOR EQUIPMENT	STREET MAINTENANCE
		5.99	TAP		130527	6193-195740	0311.6281		SMALL TOOLS & MINOR EQUIPMENT	STREET MAINTENANCE
		287.12								
1007743	3/13/2025		**100510 VERIZON WIRELESS**							
		45.14	DATA FOR LIFT STATION		130530	6107405475 FEB 2025	9602.6323		CELLULAR PHONES	SEWER FUND
		45.14								
97031425	3/14/2025		**118579 ND CHILD SUPPORT DIVISION**							
		287.08			130506	03122513360515	9101.2185		GARNISHMENTS/SUPPORT	GENERAL FUND
		287.08								
98031125	3/11/2025		**100219 HOME DEPOT COMMERCIAL ACCT PROGRAM**							
		1,025.37	2.24.25 MISC SMALL TOOLS		130416	02282025	9601.6281		SMALL TOOLS & MINOR EQUIPMENT	WATER FUND
		20.50-	EARLY PAY DISCOUNT		130416	02282025	9601.6281		SMALL TOOLS & MINOR EQUIPMENT	WATER FUND
		1,004.87								
98031425	3/14/2025		**115568 ALERUS FINANCIAL NA**							
		10,245.36			130505	03122513360514	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		10,245.36								
99000920	3/14/2025		**100223 ICMA RETIREMENT TRUST 457**							
		1,916.54			130500	0312251336051	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		1,916.54								
99031125	3/11/2025		**107885 DEPARTMENT OF LABOR AND INDUSTRY**							
		3,492.82	FEBRUARY 2025 SURCHARGE		130415	031125	9101.2081		SURCHARGES-PERMITS	GENERAL FUND

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99031125	3/11/2025		107885 DEPARTMENT OF LABOR AND INDUSTRY						Continued...	
		69.88-	FEBRUARY 2025 SURCHARGE		130415	031125	9101.4604		SURCHARGES	GENERAL FUND
		3,422.94								
99031421	3/14/2025		107962 TOTAL ADMINISTRATIVE SERV (DO NOT USE)							
		535.00			130502	03122513360511	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		535.00								
99031425	3/14/2025		108768 COMDATA NETWORK INC							
		55.96	AMAZON DESK PADS		130465	FEB 2025 SCHMITZ	0130.6208		MISCELLANEOUS OFFICE SUPPLIES	ADMINISTRATION
		39.61	AMAZON DIVIDER TABS		130465	FEB 2025 SCHMITZ	0130.6208		MISCELLANEOUS OFFICE SUPPLIES	ADMINISTRATION
		8.08	PARKWHIZ-PRKG MCMA WINTER CONF		130466	FEB 2025 HAGEN	0130.6331		TRAVEL & LODGING	ADMINISTRATION
		412.32	MADDENS- MCMA SPRING CONF		130466	FEB 2025 HAGEN	0130.6331		TRAVEL & LODGING	ADMINISTRATION
		525.00	LMC-MCMA SPRING CONF. REG		130466	FEB 2025 HAGEN	0130.6335		TRAINING	ADMINISTRATION
		199.00	COLLEGE CENTRAL_BMW ADVERTISIN		130467	FEB 2025 LASHER	0130.6306		PERSONNEL TESTING & RECRUITMT	ADMINISTRATION
		75.00	COBORNS EMP. APPR._HURD		130467	FEB 2025 LASHER	0130.6249		MISCELLANEOUS OPERATING SUPPLY	ADMINISTRATION
		35.98	AMAZON - RENTAL SUPPLIES		130468	FEB 2025 LARSON	0191.6249		MISCELLANEOUS OPERATING SUPPLY	PLANNING & ZONING
		50.00	MNCPA - SWALCHICK DUES		130468	FEB 2025 LARSON	0191.6451		MEMBERSHIP DUES	PLANNING & ZONING
		50.00	MNCPA - VERBEEK DUES		130468	FEB 2025 LARSON	0191.6451		MEMBERSHIP DUES	PLANNING & ZONING
		40.00	MACHO - VERBEEK DUES		130468	FEB 2025 LARSON	0191.6451		MEMBERSHIP DUES	PLANNING & ZONING
		65.00	MACHO - SWALCHICK DUES		130468	FEB 2025 LARSON	0191.6451		MEMBERSHIP DUES	PLANNING & ZONING
		84.39	AMAZON - RENTAL SUPPLIES BOARD		130468	FEB 2025 LARSON	0191.6249		MISCELLANEOUS OPERATING SUPPLY	PLANNING & ZONING
		5.19	ECM - APG UNION SUBSCRIPTION		130469	FEB 2025 SULLIVAN	9230.6451		MEMBERSHIP DUES	ECONOMIC DEVELOPMENT AUTHORIT
		50.00	FACEBOOK META - BIZ EXPO		130469	FEB 2025 SULLIVAN	9230.6246	00923001	MARKETING & PROMOTIONS	ECONOMIC DEVELOPMENT AUTHORIT
		85.95	CROSSBREED HOLSTERS - HOLSTER		130470	FEB 2025 DAHLBERG	0211.6231		UNIFORMS & TURN-OUT GEAR	POLICE PROTECTION
		151.53	JIMMY JOHNS - TRAINING LUNCH		130470	FEB 2025 DAHLBERG	0211.6331		TRAVEL & LODGING	POLICE PROTECTION
		2,159.10	SHI-LAPTOP CRIME ANALYST		130471	FEB 2025 FREDRICKSON	0211.6249		MISCELLANEOUS OPERATING SUPPLY	POLICE PROTECTION
		1,393.20	VARI-STAND DESK / MONITOR ARMS		130471	FEB 2025 FREDRICKSON	0192.6281		SMALL TOOLS & MINOR EQUIPMENT	DATA PROCESSING
		2,615.44	ZOOM -SUBSCRIP 2.12.25-2.11.26		130471	FEB 2025 FREDRICKSON	0192.6405		OFFICE & DATA PROCESSING EQUIP	DATA PROCESSING
		235.00	MN NURSERY-SHADE TREE COURSE		130472	FEB 2025 ANDERSON	0191.6335		TRAINING	PLANNING & ZONING
		99.00	APWA STORMWATER CERT LOGAN		130473	FEB 2025 WESTBY	0301.6335		TRAINING	ENGINEERING

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
									Continued...	
99031425	3/14/2025		**108768 COMDATA NETWORK INC**							
		100.00	CPAM TRAINING AARON		130473	FEB 2025 WESTBY	0301.6335		TRAINING	ENGINEERING
		210.00	MN GFOA ANNUAL DUES		130474	FEB 2025 LUND	0153.6451		MEMBERSHIP DUES	FINANCE
		323.25	GASOLINE FUEL		130475	FEB 2025 FIRE FUEL	0220.6223		GASOLINE	FIRE PROTECTION
		130.00	EVENTBRITE - MN GANG SUMMIT		130476	FEB 2025 FRANKFURTH	0211.6335		TRAINING	POLICE PROTECTION
		89.99	ARLO - INVESTIGATIONS CAMERA		130476	FEB 2025 FRANKFURTH	0211.6415		OTHER EQUIPMENT RENTAL	POLICE PROTECTION
		50.00	MOCIC INVESTIGATIVE TOOL		130476	FEB 2025 FRANKFURTH	0211.6415		OTHER EQUIPMENT RENTAL	POLICE PROTECTION
		119.99	CANVA - CRO EDITING TOOL		130476	FEB 2025 FRANKFURTH	0280.6451		MEMBERSHIP DUES	COMMUNITY ORIENTING POLICING
		75.00	TLO TRANSUNION - ONLINE INVEST		130476	FEB 2025 FRANKFURTH	0211.6315		MISCELLANEOUS PROFESSIONAL SER	POLICE PROTECTION
		75.00	BCA - TRAINING - BARKER		130476	FEB 2025 FRANKFURTH	0211.6335		TRAINING	POLICE PROTECTION
		75.00	BCA - TRAINING - ELLIOTT		130476	FEB 2025 FRANKFURTH	0211.6335		TRAINING	POLICE PROTECTION
		75.00	BCA - TRAINING -LATARTE		130476	FEB 2025 FRANKFURTH	0211.6335		TRAINING	POLICE PROTECTION
		100.00	BILL/BONNIE-FF HALL MEMBERSHIP		130477	FEB 2025 KOHNER	0220.6451		MEMBERSHIP DUES	FIRE PROTECTION
		99.99	AMZN-DUTY SHIRTS		130477	FEB 2025 KOHNER	0220.6231		UNIFORMS & TURN-OUT GEAR	FIRE PROTECTION
		49.99	AMZN-UNIFORM TSHIRT		130477	FEB 2025 KOHNER	0220.6231		UNIFORMS & TURN-OUT GEAR	FIRE PROTECTION
		24.53	AMZN-FLASH DRIVE		130477	FEB 2025 KOHNER	0220.6208		MISCELLANEOUS OFFICE SUPPLIES	FIRE PROTECTION
		1,038.80	INSITE PUSH CAMERA REPAIR		130478	FEB 2025 NELSON	9601.6281		SMALL TOOLS & MINOR EQUIPMENT	WATER FUND
		13.85	UPS STORE- PUSH CAMERA REPAIR		130478	FEB 2025 NELSON	9601.6281		SMALL TOOLS & MINOR EQUIPMENT	WATER FUND
		87.83	SHUTTERFLY-PHOTO CONTEST PRIZE		130479	FEB 2025 PROULX	0452.6249		MISCELLANEOUS OPERATING SUPPLY	PARK & RECREATION
		105.70	FACEBOOK - PROGRAM ADS		130479	FEB 2025 PROULX	0452.6249		MISCELLANEOUS OPERATING SUPPLY	PARK & RECREATION
		1,440.00	NINJA ANYWHERE - HD DEPOSIT		130479	FEB 2025 PROULX	0296.6249		MISCELLANEOUS OPERATING SUPPLY	HAPPY DAYS
		50.85	FACEBOOK - HD ADS		130479	FEB 2025 PROULX	0296.6249		MISCELLANEOUS OPERATING SUPPLY	HAPPY DAYS
		705.00	MN NURSERY-BERGE,BLOOD,RIVERBL		130480	FEB 2025 RIVERBLOOD	0452.6335		TRAINING	PARK & RECREATION
		38.96	KING-CAST IRON ACCENT		130480	FEB 2025 RIVERBLOOD	0452.6249		MISCELLANEOUS OPERATING SUPPLY	PARK & RECREATION
		13,513.48								
99031825	3/18/2025		**100629 MN DEPT OF REV SALES TX**							
		206.38	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9101.4305		RENTAL FEES	GENERAL FUND
		10.56	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9101.4328		ACCIDENT REPORTS	GENERAL FUND
		.28	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9101.4308		SALES OF MAPS & PUBLICATIONS	GENERAL FUND

3/6/2025 -- 3/19/2025

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
99031825	3/18/2025		100629 MN DEPT OF REV SALES TX						Continued...	
		.80	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9101.4609		OTHER MISCELLANEOUS REVENUES	GENERAL FUND
		573.57	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9601.2082		SALES/USE TAX PAYABLE	WATER FUND
		.52	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9601.2085		ANOKA COUNTY TRANSIT TAX .25%	WATER FUND
		.52	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9601.2086		METRO TAX HOUSING .25%	WATER FUND
		1.57	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9601.2087		METRO TAX TRANSPORTATION .75%	WATER FUND
		5.80	FEB 2025 SALES/TRANS/USE TAX		130569	03182025	9604.4609		OTHER MISCELLANEOUS REVENUES	RECYCLING FUND
		800.00								
99250226	3/14/2025		100301 MN CHILD SUPPORT PAYMENT CNTR							
		266.72			130509	0312251336054	9101.2185		GARNISHMENTS/SUPPORT	GENERAL FUND
		266.72								
99494816	3/14/2025		100601 MN DEPT OF REV WH							
		18,531.71			130512	0312251336057	9101.2172		STATE WITHHOLDING	GENERAL FUND
		18,531.71								
99582748	3/14/2025		101306 IRS							
		23,309.93			130501	03122513360510	9101.2182		FICA & MEDICARE-EMPLOYER	GENERAL FUND
		40,026.27			130513	0312251336058	9101.2171		FEDERAL WITHHOLDING	GENERAL FUND
		23,309.93			130514	0312251336059	9101.2173		FICA & MEDICARE-EMPLOYEE	GENERAL FUND
		86,646.13								
99791165	3/14/2025		100398 PUBLIC EMPLOYEES RETIREMENT ASSN							
		34,497.44			130510	0312251336055	9101.2174		PERA-EMPLOYEE	GENERAL FUND
		45,722.67			130511	0312251336056	9101.2183		PERA-EMPLOYER	GENERAL FUND
		80,220.11								
99793342	3/14/2025		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		15,415.84			130503	03122513360512	9101.2175		DEFERRED COMPENSATION	GENERAL FUND
		15,415.84								
99795082	3/14/2025		114790 GREAT WEST LIFE AND ANNUITY INS CO							
		4,921.40			130504	03122513360513	9101.2176		LIFE/HEALTH-EMPLOYEE	GENERAL FUND
		4,921.40								
		1,087,702.51	Grand Total							

Payment Instrument Totals

Checks	845,372.64
EFT Payments	237,727.18
A/P ACH Payment	4,602.69

Check #	Date	Amount	Supplier / Explanation	PO #	Doc No	Inv No	Account No	Subledger	Account Description	Business Unit
		1,087,702.51	Grand Total							

Payment Instrument Totals

Checks	845,372.64
EFT Payments	237,727.18
A/P ACH Payment	4,602.69
Total Payments	1,087,702.51

Payment Group Control Number	3974		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	3/26/2025		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
119144	ADVANCED ENGINEERING AND ENV SERV (AE2S)		PV	130580	001	00999	3/11/2025	101452	18,453.24		119144	ADVANCED ENGINEERIN AND ENV SERV (AE2S)
	ADVANCED ENGINEERING AND ENV SERV 4050 GARDEN VIEW DRIVE STE 200 GRAND FORKS ND 58201			Summary Total					18,453.24			
				Payment Amount					18,453.24			
100052	ANOKA POLICE DEPARTMENT		PV	130570	001	00999	3/12/2025	02 2025	150.00		100052	ANOKA POLICE DEPARTMENT
	ANOKA POLICE DEPARTMENT 275 HARRISON STREET ANOKA MN 55303			Summary Total					150.00			
				Payment Amount					150.00			
100063	ASPEN MILLS		PV	130424	001	00999	3/5/2025	349912	159.98		100063	ASPEN MILLS
	ASPEN MILLS			Summary Total					159.98			
	8201 C CENTRAL AVE NE		PV	130537	001	00999	3/6/2025	350011	249.97			
	SPRING LAKE PARK MN 55432			Summary Total					249.97			
				Payment Amount					409.95			
120696	AT&T	25024005	PV	130459	001	00999	2/18/2025	551024	295.00		120696	AT&T
	AT&T PO BOX 5071 CAROL STREAM IL 60197-5071			Summary Total					295.00			
				Payment Amount					295.00			

Payment Group Control Number 3974
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
119785	BARNUM COMPANIES		PV	130440	001	00999	2/28/2025	43634	1,717.88		119785	BARNUM COMPANIES
	BARNUM COMPANIES 23950 LAKE BLVD N FOREST LAKE MN 55025			Summary Total					1,717.88			
				Payment Amount					1,717.88			
100096	BRYAN ROCK PRODUCTS INC		PV	130439	001	00999	2/28/2025	68343	3,537.84		100096	BRYAN ROCK PRODUCT INC
	BRYAN ROCK PRODUCTS INC PO BOX 215 SHAKOPEE MN 55379			Summary Total					3,537.84			
				Payment Amount					3,537.84			
100652	CARM DISTRIBUTING INC		PV	130423	001	00999	2/27/2025	100255	239.85		100652	CARM DISTRIBUTING INC
	CARM DISTRIBUTING INC P O BOX 187 STACY MN 55079-0187			Summary Total					239.85			
			PV	130482	001	00999	2/27/2025	100256	450.00			
				Summary Total					450.00			
				Payment Amount					689.85			
113734	CURT KRIENS CONSTRUCTION		PV	130582	001	00999	3/11/2025	03112025	4,000.00		113734	CURT KRIENS CONSTRUCTION
	CURT KRIENS CONSTRUCTION 15740 AZURITE COURT RAMSEY MN 55303			Summary Total					4,000.00			
				Payment Amount					4,000.00			

Payment Group Control Number	3974		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	3/26/2025		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
115192	EAST SIDE OIL COMPANIES/FIRST FUEL BANK		PV	130446	001	00999	3/4/2025	R116262	221.60		115192	EAST SIDE OIL COMPANIES/FIRST FUEL BANK
	EAST SIDE OIL COMPANIES 625 LINCOLN AVENUE SE ST CLOUD MN 56304-1025			Summary Total					221.60			
				Payment Amount					221.60			
119788	ECM UNION HERALD		PV	130573	001	00999	2/28/2025	46179	16.00		119788	ECM UNION HERALD
	ECM UNION HERALD 4095 COON RAPIDS BLVD COON RAPIDS MN 55433-2523			Summary Total					16.00			
				Payment Amount					16.00			
104205	EXPRESS SIGNS INC		PV	130450	001	00999	3/3/2025	INV-9356	680.00		104205	EXPRESS SIGNS INC
	EXPRESS SIGNS INC PO BOX 475 ANOKA MN 55303			Summary Total					680.00			
				Payment Amount					680.00			
106962	FIRE		PV	130584	001	00999	3/13/2025	7352	450.00		106962	FIRE
	FIRE-FIRE INSTRUCTION & RESCUE EDUCATION 12137 NORTHGATE LANE PO BOX 810 CROSSLAKE MN 56442			Summary Total					450.00			
				Payment Amount					450.00			

Payment Group Control Number 3974
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
110760	FIRE SAFETY USA, INC FIRE SAFETY USA, INC 3253 19TH STREET NW ROCHESTER MN 55901		PV	130425	001	00999	3/5/2025	198509	866.25		110760	FIRE SAFETY USA, INC
				Summary Total					866.25			
			PV	130426	001	00999	3/5/2025	198506	907.25			
				Summary Total					907.25			
			PV	130427	001	00999	3/5/2025	198505	133.50			
				Summary Total					133.50			
			PV	130544	001	00999	3/7/2025	198648	1,535.50			
				Summary Total					1,535.50			
			PV	130545	001	00999	3/7/2025	198649	1,379.75			
				Summary Total					1,379.75			
				Payment Amount					4,822.25			
115760	HENRY SCHEIN INC HENRY SCHEIN INC DEPT CH 10241 PALATINE IL 60055-0241		PV	130430	001	00999	2/19/2025	35814469	84.22		115760	HENRY SCHEIN INC
				Summary Total					84.22			
			PV	130554	001	00999	3/5/2025	38158218	26.40			
				Summary Total					26.40			
			PV	130555	001	00999	2/28/2025	37923353	5.28			
				Summary Total					5.28			
				Payment Amount					115.90			
121720	IDENTIFIRE IDENTIFIRE USA 941 S MILITARY TRAIL STE F5 WEST PALM BEACH FL 33415		PV	130549	001	00999	3/6/2025	52297	769.58		121720	IDENTIFIRE
				Summary Total					769.58			

Payment Group Control Number 3974
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
				Payment Amount					769.58			
117451	INKY ELF LLC		PV	130461	001	00999	3/4/2025	13730	368.00		117451	INKY ELF LLC
	INKY ELF LLC P O BOX 819 ANOKA MN 55303			Summary Total					368.00			
				Payment Amount					368.00			
116186	KILLMER ELECTRIC CO INC		PV	130596	001	00999	2/28/2025	J003802	367.67		116186	KILLMER ELECTRIC CO INC
	KILLMER ELECTRIC CO INC 5141 LAKELAND AVENUE N CRYSTAL MN 55429			Summary Total					367.67			
			PV	130597	001	00999	2/20/2025	J003776	1,135.48			
				Summary Total					1,135.48			
			PV	130598	001	00999	2/20/2025	J003777	5,032.93			
				Summary Total					5,032.93			
				Payment Amount					6,536.08			
120359	LANGUAGE LINE SERVICES INC		PV	130462	001	00999	2/28/2025	11541849	9.27		120359	LANGUAGE LINE SERVICES INC
	LANGUAGE LINE SERVICES INC PO BOX 202564 DALLAS TX 75320-2564			Summary Total					9.27			
				Payment Amount					9.27			
100256	LANO EQUIPMENT INC		PV	130562	001	00999	3/7/2025	02-1138380	149.08		100256	LANO EQUIPMENT INC
	LANO EQUIPMENT INC			Summary Total					149.08			

Payment Group Control Number 3974
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	6140 HIGHWAY 10 NW ANOKA MN 55303											
				Payment Amount					149.08			
100270	MACQUEEN		PV	130575	001	00999	3/12/2025	P45389	3,752.85		100270	MACQUEEN
	MACQUEEN 1125 7TH STREET E ST PAUL MN 55106											
				Summary Total					3,752.85			
				Payment Amount					3,752.85			
112512	MADDEN,GALANTER,HANSEN PLLC		PV	130498	001	00999	3/6/2025	03062025	112.50		112512	MADDEN,GALANTER,HANSEN PLLC
	MADDEN,GALANTER,HANSEN PLLC 7760 FRANCE AVENUE SOUTH SUITE 290 BLOOMINGTON MN 55435											
				Summary Total					112.50			
				Payment Amount					112.50			
102219	MAGNEY CONSTRUCTION, INC	PAY APP 21 #21-09 RAM WTP	PV	130568	001	09601	3/19/2025	21-09 #21	965,218.38		102219	MAGNEY CONSTRUCTION INC
	MAGNEY CONSTRUCTION, INC 1401 PARK ROAD CHANHASSEN MN 55317											
				Summary Total					965,218.38			
				Payment Amount					965,218.38			
121127	MASTERS TELECOM LLC		PV	130433	001	00999	3/5/2025	54695	65.57		121127	MASTERS TELECOM LLC
	MASTERS TELECOM LLC 1225 NW 17TH AVE STE 101											
				Summary Total					65.57			

Payment Group Control Number 3974
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	DELRAY BEACH FL 33445											
				Payment Amount					65.57			
117588	MEDART INC		PV	130495	001	00999	3/8/2025	32537-00	16.55		117588	MEDART INC
	MEDART INC			Summary Total					16.55			
	124 MANUFACTURERS DRIVE											
	ARNOLD MO 63010-4727											
				Payment Amount					16.55			
105625	MINNESOTA TRANSPORTATION ALLIANCE		PV	130567	001	00999	3/3/2025	P25-2029	702.00		105625	MINNESOTA TRANSPORTATION ALLIANCE
	MINNESOTA TRANSPORTATION ALLIANCE			Summary Total					702.00			
	525 PARK STREET, SUITE 240											
	ST PAUL MN 55103-2106											
				Payment Amount					702.00			
100345	NAPA AUTO PARTS ELK RIVER		PV	130448	001	00999	3/3/2025	283938	292.00		100345	NAPA AUTO PARTS ELK RIVER
	NAPA AUTO PARTS ELK RIVER			Summary Total					292.00			
	17137 YALE STREET NW		PD	130449	001	00999	3/26/2025	284005	27.00-			
	ELK RIVER MN 55330			Summary Total					27.00-			
			PV	130496	001	00999	3/10/2025	284662	76.55			
				Summary Total					76.55			
			PV	130536	001	00999	3/6/2025	284382	24.65			
				Summary Total					24.65			
				Payment Amount								

Payment Group Control Number 3974
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
									366.20			
115543	NATURAL ENDEAVORS LANDSCAPING INC	6701 Hwy 10 Prop Mgmt - SNOW	PV	130452	001	00999	2/28/2025	2023 FEB 2025	910.00		115543	NATURAL ENDEAVORS LANDSCAPING INC
	NATURAL ENDEAVORS LANDSCAPING INC 2662 S COON CREEK DRIVE NW ANDOVER MN 55304			Summary Total					910.00			
				Payment Amount					910.00			
100360	NORTH STAR TOWING INC		PV	130541	001	00999	2/7/2025	98259	25.00		100360	NORTH STAR TOWING INC
	NORTH STAR TOWING INC 833 NORTH STREET ANOKA MN 55303			Summary Total					25.00			
			PV	130542	001	00999	2/11/2025	98239	25.00			
				Summary Total					25.00			
				Payment Amount					50.00			
100391	POSTMASTER	03/03/25 Anoka PO Bulk Mail Pe	PV	130436	001	00999	2/20/2025	02202025	350.00		100391	POSTMASTER
	POSTMASTER 2168 - 7TH AVENUE NORTH ANOKA MN 55303			Summary Total					350.00			
				Payment Amount					350.00			
112959	PREMIUM WATERS INC		PV	130428	001	00999	2/28/2025	621332-02-25	4.32		112959	PREMIUM WATERS INC
	PREMIUM WATERS INC P O BOX 9128			Summary Total					4.32			
			PV	130429	001	00999	2/28/2025	621331-02-25	64.32			

Payment Group Control Number 3974
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument Check Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	MINNEAPOLIS MN 55480-9128			Summary Total					64.32			
				Payment Amount					68.64			
118921	SHRED RIGHT		PV	130538	001	00999	2/27/2025	0043370	18.85		118921	SHRED RIGHT
	SHRED RIGHT 6301 W OLD SHAKOPEE ROAD SUITE A BLOOMINGTON MN 55438			Summary Total					18.85			
				Payment Amount					18.85			
117375	STARK, KAREN A		PV	130499	001	00999	3/3/2025	3	70.00		117375	STARK, KAREN A
	KAREN A STARK 6854 139TH LANE NW #6 RAMSEY MN 55303			Summary Total					70.00			
				Payment Amount					70.00			
121043	TRADEWINDS ELECTRIC LLC		PV	130583	001	00999	3/12/2025	25088	2,450.00		121043	TRADEWINDS ELECTRIC LLC
	TRADEWINDS ELECTRIC LLC 21083 BROOK RD NW ELK RIVER MN 55330			Summary Total					2,450.00			
				Payment Amount					2,450.00			
116724	TRI STATE BOBCAT		PV	130563	001	00999	3/4/2025	A46329	41.26		116724	TRI STATE BOBCAT
	TRI STATE BOBCAT 71 MINNESOTA AVE LITTLE CANADA MN 55117			Summary Total					41.26			
				Payment Amount								

Payment Group Control Number	3974		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	Check Payment		
Pay Through Date	3/26/2025		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
									41.26			

Total Amount to be Processed	1,017,584.32
Total Number of Payments to be Processed	34

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
106639	3M		PV	130565	001	00999	3/5/2025	9432974835	1,586.91		106639	3M
	3M			Summary Total					1,586.91			
	P O BOX 844127		PD	130601	001	00999	3/26/2025	9720763434	949.02-			
	DALLAS TX 75284-4127			Summary Total					949.02-			
				Payment Amount					637.89			
111610	A DYNAMIC DOOR CO. INC.		PV	130566	001	00999	3/12/2025	22503111	2,586.87		111610	A DYNAMIC DOOR CO. INC.
	A DYNAMIC DOOR CO. INC.			Summary Total					2,586.87			
	4588 194TH AVENUE NE											
	EAST BETHEL MN 55092			Payment Amount					2,586.87			
117343	AMAZON CAPITAL SERVICES INC		PV	130431	001	00999	3/3/2025	1MKW-HPGL-1QRJ	47.96		117343	AMAZON CAPITAL SERVICES INC
	AMAZON CAPITAL SERVICES INC			Summary Total					47.96			
	PO BOX 035184		PV	130453	001	00999	3/3/2025	1TV4-MJRK-1L17	212.22			
	SEATTLE WA 98124-5184			Summary Total					212.22			
		Erickson - DTF Assignment	PV	130455	001	00999	3/3/2025	1CMT-DXRG-3F3V	33.98			
				Summary Total					33.98			
		Erickson - DTF Assignment	PV	130457	001	00999	3/3/2025	1GQ4-V1GV-3TRG	648.10			
				Summary Total					648.10			
			PV	130489	001	00999	3/3/2025	1TYR-LY4M-3DFN	499.72			
				Summary Total					499.72			
				Payment Amount					1,441.98			

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
107141	APPLIED CONCEPTS INC		PV	130557	001	00999	3/6/2025	453837	18,312.50		107141	APPLIED CONCEPTS INC
	APPLIED CONCEPTS INC STALKER RADAR P O BOX 972943 DALLAS TX 75397-2943			Summary Total					18,312.50			
				Payment Amount					18,312.50			
103641	BOYER TRUCKS		PV	130493	001	00999	3/7/2025	091P11496	1,877.45		103641	BOYER TRUCKS
	BOYER TRUCKS P O BOX 335 BRIGHTON CO 80601			Summary Total					1,877.45			
			PD	130591	001	00999	3/26/2025	093P30347	357.50-			
				Summary Total					357.50-			
			PV	130595	001	00999	3/14/2025	900S10445	405.90			
				Summary Total					405.90			
				Payment Amount					1,925.85			
118550	CBIZ INVESTMENT ADVISORY SERVICES LLC		PV	130581	001	00999	12/31/2024	20224	41.48		118550	CBIZ INVESTMENT ADVISORY SERVICES LLC
	CBIZ INVESTMENT ADVISORY SERVICES LLC P O BOX 645547 CINCINNATI OH 45264-5547			Summary Total					41.48			
				Payment Amount					41.48			
111496	CENTRAL TURF AND IRRIGATION SUPPLY		PV	130442	001	00999	3/3/2025	66000779-00	194.75		111496	CENTRAL TURF AND IRRIGATION SUPPLY

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	CENTRAL TURF AND IRRIGATION SUPPLY			Summary Total					194.75			
	8 WILLIAMS STREET		PV	130560	001	00999	3/7/2025	66000795-00	238.58			
	ELMSFORD NY 10523			Summary Total					238.58			
				Payment Amount					433.33			
117484	CHETS SHOES LLC		PV	130564	001	00999	3/11/2025	LLC192113	200.00		117484	CHETS SHOES LLC
	CHETS SHOES LLC			Summary Total					200.00			
	8355 UNIVERSITY AVENUE NE											
	SPRING LAKE PARK MN 55432											
				Payment Amount					200.00			
116197	CINTAS CORPORATION		PV	130491	001	00999	3/6/2025	4223236611	49.41		116197	CINTAS CORPORATION
	CINTAS CORPORATION			Summary Total					49.41			
	CINTAS LOC #4K		PV	130546	001	00999	3/7/2025	4223404353	60.14			
	P O BOX 650838			Summary Total					60.14			
	DALLAS TX 75265-0838		PV	130594	001	00999	3/13/2025	4224043794	49.41			
				Summary Total					49.41			
				Payment Amount					158.96			
100120	CONTINENTAL RESEARCH CORP		PV	130577	001	00999	3/13/2025	0061584	263.00		100120	CONTINENTAL RESEARCH CORP
	CONTINENTAL RESEARCH CORP			Summary Total					263.00			
	PO BOX 15204											
	ST LOUIS MO 63110											
				Payment Amount					263.00			

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
111818	DEANO'S COLLISION SPECIALISTS INC		PV	130540	001	00999	3/7/2025	67167	408.47		111818	DEANO'S COLLISION SPECIALISTS INC
	DEANO'S COLLISION SPECIALISTS INC 11063 173RD AVENUE ELK RIVER MN 55330			Summary Total					408.47			
				Payment Amount					408.47			
100144	DEHN OIL COMPANY		PV	130490	001	00999	3/5/2025	111842	2,586.10		100144	DEHN OIL COMPANY
	DEHN OIL COMPANY 6735 141ST AVENUE NW RAMSEY MN 55303			Summary Total					2,586.10			
			PV	130592	001	00999	3/12/2025	111865	2,201.40			
				Summary Total					2,201.40			
			PV	130593	001	00999	3/12/2025	111864	2,789.70			
				Summary Total					2,789.70			
				Payment Amount					7,577.20			
116175	ECKBERG LAMMERS ATTORNEYS AT LAW	Inv 02 2025	PV	130487	001	00999	2/28/2025	02 2025	6,644.04		116175	ECKBERG LAMMERS ATTORNEYS AT LAW
	ECKBERG LAMMERS ATTORNEYS AT LAW 1809 NORTHWESTERN AVENUE STILLWATER MN 55082			Summary Total					6,644.04			
				Payment Amount					6,644.04			
100158	ECM PUBLISHERS INC		PV	130585	001	00999	3/7/2025	1038903	253.00		100158	ECM PUBLISHERS INC
	ECM PUBLISHERS INC 4095 COON RAPIDS BLVD COON RAPIDS MN 55433			Summary Total					253.00			
			PV	130586	001	00999	3/7/2025	1038902	253.00			
				Summary Total					253.00			

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
				Payment Amount					506.00			
113651	ELECTRO WATCHMAN INC		PV	130464	001	00999	3/4/2025	437842	3,571.24		113651	ELECTRO WATCHMAN I
	ELECTRO WATCHMAN INC ONE W WATER STREET SUITE 110 ST PAUL MN 55107			Summary Total					3,571.24			
				Payment Amount					3,571.24			
108737	EMERGENCY AUTOMOTIVE TECHNOLOGY INC		PV	130460	001	00999	2/27/2025	DL12022427H	219.00		108737	EMERGENCY AUTOMOT TECHNOLOGY INC
	EMERGENCY AUTOMOTIVE TECHNOLOGY INC 2755 GENEVA AVE N OAKDALE MN 55128			Summary Total					219.00			
			PV	130571	001	00999	3/10/2025	DL021325-20	443.75			
				Summary Total					443.75			
			PV	130589	001	00999	3/12/2025	DL02172521A	1,024.16			
				Summary Total					1,024.16			
				Payment Amount					1,686.91			
100143	FERGUSON WATERWORKS # 2518		PV	130418	001	00999	3/4/2025	0539882	4,531.82		100143	FERGUSON WATERWOF # 2518
	FERGUSON WATERWORKS 2516 P O BOX 802817 CHICAGO IL 60680-2817			Summary Total					4,531.82			
			PV	130419	001	00999	2/21/2025	0278049	535.56			
				Summary Total					535.56			
			PD	130552	001	00999	3/26/2025	CM041248	26.62-			
				Summary Total					26.62-			
				Payment Amount					5,040.76			

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
106870	FIRE EQUIPMENT SPECIALTIES, INC		PV	130548	001	00999	3/6/2025	21395	965.16		106870	FIRE EQUIPMENT SPECIALTIES, INC
	FIRE EQUIPMENT SPECIALTIES, INC 425 BERKSHIRE LANE N PLYMOUTH MN 55441			Summary Total					965.16			
				Payment Amount					965.16			
104268	FRONTIER PRECISION INC		PV	130599	001	00999	3/13/2025	INV320031	240.00		104268	FRONTIER PRECISION INC
	FRONTIER PRECISION INC 1713 BURLINGTON DRIVE BISMARK ND 58504			Summary Total					240.00			
				Payment Amount					240.00			
100200	GOPHER STATE ONE CALL INC		PV	130417	001	00999	2/28/2025	5020701	133.65		100200	GOPHER STATE ONE CALL INC
	GOPHER STATE ONE CALL 7223 PARKWAY DRIVE SUITE 210 HANOVER MD 21076-1317			Summary Total					133.65			
				Payment Amount					133.65			
100204	GRAFIX SHOPPE		PV	130543	001	00999	1/3/2025	161501	1,441.00		100204	GRAFIX SHOPPE
	GRAFIX SHOPPE 3225 NEIL ARMSTRONG BLVD STE 600 EAGAN MN 55121			Summary Total					1,441.00			
			PV	130556	001	00999	2/20/2025	162309	1,531.00			
				Summary Total					1,531.00			

Payment Group Control Number	3975		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	3/26/2025		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
								Payment Amount	2,972.00			
112564	GROUP HEALTH INC WORKSITE		PV	130574	001	00999	3/11/2025	7093070	238.96		112564	GROUP HEALTH INC WORKSITE
	GROUP HEALTH INC WORKSITE M.S. # 21109A P O BOX 1309 MINNEAPOLIS MN 55440-1309							Summary Total	238.96			
								Payment Amount	238.96			
100211	HAWKINS INC		PV	130483	001	00999	3/2/2025	7002057	4,277.63		100211	HAWKINS INC
	HAWKINS INC P O BOX 860263 MINNEAPOLIS MN 55486-0263							Summary Total	4,277.63			
								Payment Amount	4,277.63			
112160	HOLIDAY COMPANIES		PV	130454	001	00999	3/1/2025	046801032500	221.00		112160	HOLIDAY COMPANIES
	HOLIDAY COMPANIES 6000 CLEARWATER DR STE 300 MINNETONKA MN 55343							Summary Total	221.00			
								Payment Amount	221.00			
113985	HYDRO KLEAN LLC		PV	130486	001	00999	2/28/2025	092987	1,182.72		113985	HYDRO KLEAN LLC
	HYDRO KLEAN 333 NW 49TH PLACE DES MOINES IA 50313							Summary Total	1,182.72			
								Payment Amount	1,182.72			

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
112475	INNOVATIVE OFFICE SOLUTIONS	S27569	PV	130456	001	00999	3/4/2025	IN4781022	95.75		112475	INNOVATIVE OFFICE SOLUTIONS
	INNOVATIVE OFFICE SOLUTIONS			Summary Total					95.75			
	LOCKBOX 131434	S27569	PV	130458	001	00999	3/6/2025	IN4782645	43.65			
	P O BOX 1414			Summary Total					43.65			
	MINNEAPOLIS MN 55480-1414	S27569	PV	130590	001	00999	3/14/2025	IN4790631	18.40			
				Summary Total					18.40			
				Payment Amount					157.80			
100258	LEAGUE OF MINNESOTA CITIES		PV	130539	001	00999	2/24/2025	424554	3,510.00		100258	LEAGUE OF MINNESOTA CITIES
	LEAGUE OF MN CITIES			Summary Total					3,510.00			
	FINANCE DEPT											
	145 UNIVERSITY AVE WEST											
	ST PAUL MN 55103-2044											
				Payment Amount					3,510.00			
100266	LOGIS		PV	130578	001	00999	2/28/2025	127015	15.00		100266	LOGIS
	LOCAL GOVERNMENT INFORMATION SYSTEMS ASS			Summary Total					15.00			
	5750 DULUTH STREET		PV	130579	001	00999	2/28/2025	130009	974.70			
	GOLDEN VALLEY MN 55422-4036			Summary Total					974.70			
				Payment Amount					989.70			
106616	MARTIN MCALLISTER, INC		PV	130438	001	00999	2/28/2025	16732	1,300.00		106616	MARTIN MCALLISTER,

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
												INC
	MARTIN MCALLISTER, INC 7650 EDINBOROUGH WAY #550 EDINA MN 55435			Summary Total					1,300.00			
				Payment Amount					1,300.00			
117425	MAUER MAIN CHEVROLET		PV	130600	001	00999	2/28/2025	5307031	594.88		117425	MAUER MAIN CHEVROL
	MAUER MAIN CHEVROLET 435 WEST MAIN STREET ANOKA MN 55303			Summary Total					594.88			
				Payment Amount					594.88			
100283	MENARDS COON RAPIDS		PV	130444	001	00999	3/3/2025	37518	440.37		100283	MENARDS COON RAPID
	MENARDS COON RAPIDS			Summary Total					440.37			
	3045 MAIN STREET		PV	130550	001	00999	3/10/2025	37906	242.13			
	COON RAPIDS MN 55448			Summary Total					242.13			
			PV	130551	001	00999	3/10/2025	37909	5.86			
				Summary Total					5.86			
				Payment Amount					688.36			
100284	MENARDS ELK RIVER		PV	130421	001	00999	2/28/2025	11278	47.19		100284	MENARDS ELK RIVER
	MENARDS ELK RIVER			Summary Total					47.19			
	19521 EVANS STREET NW		PV	130422	001	00999	2/26/2025	11175	173.84			
	ELK RIVER MN 55330-1077			Summary Total					173.84			
			PV	130547	001	00999	3/4/2025	11444	199.00			
				Summary Total					199.00			

Payment Group Control Number 3975
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Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
			PV	130558	001	00999	3/4/2025	11419	260.38			
				Summary Total					260.38			
				Payment Amount					680.41			
100285	MET COUNCIL ENVIRONMENTAL SRV	Inv #1184805	PV	130420	001	00999	3/3/2025	0001184805	106,470.79		100285	MET COUNCIL ENVIRONMENTAL SRV
	MET COUNCIL ENVIRONMENTAL SRV P O BOX 856513 MINNEAPOLIS MN 55485-6513			Summary Total					106,470.79			
				Payment Amount					106,470.79			
108208	METRO PRODUCTS INC		PV	130441	001	00999	2/26/2025	185076	508.03		108208	METRO PRODUCTS INC
	METRO PRODUCTS INC 7401 CENTRAL AVENUE NE FRIDLEY MN 55432			Summary Total					508.03			
			PV	130559	001	00999	3/6/2025	185197	223.96			
				Summary Total					223.96			
				Payment Amount					731.99			
100363	NORTHERN SANITARY SUPPLY CO		PV	130435	001	00999	2/28/2025	210605	408.59		100363	NORTHERN SANITARY SUPPLY CO
	NORTHERN SANITARY SUPPLY CO 341 COON RAPIDS BLVD MINNEAPOLIS MN 55433			Summary Total					408.59			
			PV	130553	001	00999	3/11/2025	210652	309.80			
				Summary Total					309.80			
				Payment Amount					718.39			
110547	NORTHWEST LIGHTING SYSTEMS CO.		PV	130576	001	00999	3/13/2025	136562	393.00		110547	NORTHWEST LIGHTING SYSTEMS CO.

Payment Group Control Number 3975
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Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	NORTHWEST LIGHTING SYSTEMS CO. 736 CRAIG AVENUE TRACY MN 56175			Summary Total					393.00			
				Payment Amount					393.00			
110480	OPUS 21 MANAGEMENT SOLUTIONS	Inv #250224	PV	130488	001	00999	3/10/2025	250224	481.33		110480	OPUS 21 MANAGEMENT SOLUTIONS
	OPUS 21 MANAGEMENT SOLUTIONS 680 COMMERCE DRIVE SUITE 160 WOODBURY MN 55125			Summary Total					481.33			
				Payment Amount					481.33			
112421	PERRILL		PV	130561	001	00999	3/1/2025	263997	200.00		112421	PERRILL
	PERRIL 110 CHESHIRE LANE SUITE 105 MINNETONKA MN 55305			Summary Total					200.00			
				Payment Amount					200.00			
100384	PLAISTED COMPANIES INC		PV	130447	001	00999	2/28/2025	78518	1,696.81		100384	PLAISTED COMPANIES INC
	PLAISTED COMPANIES INC PO BOX 332 11555 - 205TH AVENUE NW ELK RIVER MN 55330			Summary Total					1,696.81			
				Payment Amount					1,696.81			
111488	POPP.COM INC		PV	130432	001	00999	2/28/2025	992869399	190.77		111488	POPP.COM INC

Payment Group Control Number 3975
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Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	POPP.COM INC 620 MENDELSSOHN AVE NO SUITE 101 GOLDEN VALLEY MN 55427			Summary Total					190.77			
				Payment Amount					190.77			
100418	RDO EQUIPMENT CO		PV	130494	001	00999	3/7/2025	P0241914	5.86		100418	RDO EQUIPMENT CO
	RDO EQUIPMENT CO P O BOX 7160 FARGO ND 58106-7160			Summary Total					5.86			
				Payment Amount					5.86			
121041	RED WING BUSINESS ADVANTAGE ACCOUNT		PV	130497	001	00999	3/10/2025	20250310114394	552.73		121041	RED WING BUSINESS ADVANTAGE ACCOUNT
	RED WING BUSINESS ADVANTAGE ACCOUNT PO BOX 844329 DALLAS TX 75284-4329			Summary Total					552.73			
				Payment Amount					552.73			
116092	ROADKILL ANIMAL CONTROL		PV	130445	001	00999	2/28/2025	02282025	387.00		116092	ROADKILL ANIMAL CONTROL
	ROADKILL ANIMAL CONTROL 520 HAROLD DRIVE BURNSVILLE MN 55337			Summary Total					387.00			
				Payment Amount					387.00			
100431	SAFETY KLEEN CORPORATION		PV	130443	001	00999	3/3/2025	R003362673	110.97		100431	SAFETY KLEEN CORPORATION

Payment Group Control Number 3975
Bank Account 999.1010 CASH IN BANK 00002224
Version LOGIS004V
Originator JMORRISON
Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	SAFETY KLEEN CORPORATION PO BOX 975201 DALLAS TX 75397-5201			Summary Total					110.97			
				Payment Amount					110.97			
107711	SCHINDLER ELEVATOR		PV	130434	001	00999	3/1/2025	8106842687	1,818.72		107711	SCHINDLER ELEVATOR
	SCHINDLER ELEVATOR P O BOX 93050 CHICAGO IL 60673-3050			Summary Total					1,818.72			
				Payment Amount					1,818.72			
100440	SHORT ELLIOT HENDRICKSON INC		PV	130572	001	00999	3/11/2025	483751	1,812.81		100440	SHORT ELLIOT HENDRICKSON INC
	SHORT ELLIOT HENDRICKSON INC P O BOX 64780 ST PAUL MN 55164-0780			Summary Total					1,812.81			
				Payment Amount					1,812.81			
119121	SLOTH INSPECTIONS INC		PV	130451	001	00999	2/28/2025	02282025	4,327.50		119121	SLOTH INSPECTIONS INC
	SLOTH INSPECTIONS INC 2089 175TH LANE NW ANDOVER MN 55304			Summary Total					4,327.50			
				Payment Amount					4,327.50			
100469	STREICHER'S POLICE EQUIPMENT		PV	130463	001	00999	3/5/2025	I1749656	800.00		100469	STREICHER'S POLICE EQUIPMENT

Payment Group Control Number 3975
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Payment Instrument T A/P ACH Payment
Pay Through Date 3/26/2025

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Itm	Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
	STREICHER'S POLICE EQUIPMENT 10911 WEST HWY 55 MINNEAPOLIS MN 55441			Summary Total					800.00			
				Payment Amount					800.00			
110313	SUMMIT FIRE PROTECTION		PV	130484	001	00999	3/6/2025	3080521	1,414.25		110313	SUMMIT FIRE PROTECTION
	SUMMIT FIRE PROTECTION P O BOX 851675 MINNEAPOLIS MN 55485-1675			Summary Total					1,414.25			
			PV	130485	001	00999	3/6/2025	3079906	817.40			
				Summary Total					817.40			
			PV	130492	001	00999	3/6/2025	3080518	1,653.00			
				Summary Total					1,653.00			
				Payment Amount					3,884.65			
100485	TIMESAVER OFF SITE SECRETARIAL INC		PV	130587	001	00999	3/14/2025	30084	353.63		100485	TIMESAVER OFF SITE SECRETARIAL INC
	TIMESAVER OFF SITE SECRETARIAL INC 21021 KAROLINE COURT N FOREST LAKE MN 55025			Summary Total					353.63			
			PV	130588	001	00999	3/14/2025	30137	212.50			
				Summary Total					212.50			
				Payment Amount					566.13			
106351	WATER LABORATORIES, INC		PV	130481	001	00999	3/7/2025	10400	690.00		106351	WATER LABORATORIES, INC
	WATER LABORATORIES, INC 333 EAST MAIN STREET PO BOX 388 ELK RIVER MN 55330			Summary Total					690.00			

Payment Group Control Number	3975		
Bank Account	999.1010	CASH IN BANK	00002224
Version	LOGIS004V		
Originator	JMORRISON		
Payment Instrument	T	A/P ACH Payment	
Pay Through Date	3/26/2025		

Payee Number	Payee Name / Mailing Address	Stub Message	Document Ty	Document Number	Document Itm	Document Co	Due Date	Invoice Number	Payment Amount	Discount Taken	Supplier Number	Supplier Name
		Payment Amount							690.00			
100529	WENDELL'S INC	02/28/25 Wendells NameTag Hans	PV	130437	001	00999	2/28/2025	3026457	5.23		100529	WENDELL'S INC
	WENDELL'S INC 6601 BUNKER LAKE BLVD PO BOX 458 RAMSEY MN 55303-0458	Summary Total							5.23			
		Payment Amount							5.23			
		Total Amount to be Processed							195,433.43			
		Total Number of Payments to be Processed							52			

Checks - 1,017,584.32
ACH - 195,433.43

Total A/P - 1,213,017.75

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Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #25-067

RESOLUTION APPROVING CASH DISBURSEMENTS MADE AND AUTHORIZING PAYMENT OF ACCOUNTS PAYABLE INVOICING RECEIVED DURING THE PERIOD OF MARCH 6, 2025 THROUGH MARCH 19, 2025

WHEREAS, the City of Ramsey Finance Department has made cash disbursements and received accounts payable invoicing during the period of March 6, 2025 through March 19, 2025 in the amount of $2,581,519.96 and

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

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

1) That the Ramsey City Council hereby approves the cash disbursements made and authorizes payment of the accounts payable invoices as detailed in the attached Bills List for the period March 6, 2025 through March 19, 2025 in the amount of $2,581,519.96.

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

Mayor Heineman
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 25th day of March, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative: Not Applicable

Title:

Adopt Resolution #25-050 Partial Payment No. 3 to Design Electric, Inc. for Improvement Project #24-56, Lift Station No. 1 Permanent Generator.

Purpose/Background:

Pay Estimate and Resolution attached.

Recommendation:

The Utilities Lead has inspected the completed work and recommends partial payment no. 3 to Design Electric, Inc. of St. Cloud, Minnesota; for improvement project #24-56, Lift Station No. 1 Permanent Generator, in the amount of $67,000.37.

Outcome/Action:

Adopt Resolution #24-050, authorizing partial payment no. 3 to Design Electric, Inc. of St. Cloud, Minnesota; for improvement project #24-56, Lift Station No. 1 Permanent Generator, in the amount of $67,000.37.

Attachments

Resolution

Pay Estimate

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	03/20/2025 12:43 PM
Brian Hagen	Brian Hagen	03/20/2025 12:53 PM
Form Started By: Marsha Weidner		Started On: 02/20/2025 03:18 PM
Final Approval Date: 03/20/2025		

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

RESOLUTION #25-050

RESOLUTION AUTHORIZING PARTIAL PAYMENT NO. 3 TO DESIGN ELECTRIC, INC. FOR IMPROVEMENT PROJECT #24-56, LIFT STATION NO. 1 PERMANENT GENERATOR

WHEREAS, the City of Ramsey 2024 – 2033 Capital Improvement Program includes proposed project #24-SEW-002, Lift Station No. 1 Rehab and Generator, proposed for construction in 2025 at an estimated cost of $175,000; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-098, adopted April 9, 2024, the proposal from Bolton and Menk, Inc. to provide design, bidding, and construction related services for Improvement Project #24-56, Lift Station No. 1 Rehabilitation and Generator Installation was approved; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-159, adopted June 11, 2024, the plans prepared by Bolton and Menk, Inc. were approved and requests for quotes were authorized for Improvement Project #24-56, Lift Station No. 1 Permanent Generator; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-181, adopted July 9, 2024, the request for quote was awarded to Design Electric, Inc. of St. Cloud Minnesota for the amount of $127,857.00 for said project; and

WHEREAS, as of March 25, 2025, $61,606.93 has been paid to date; and

WHEREAS, the Utilities Lead has inspected the completed work and recommends partial payment no. 3 to Design Electric, Inc. of St. Cloud, Minnesota; for improvement project #24-56, Lift Station No. 1 Permanent Generator, in the amount of $67,000.37.

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. 3 to Design Electric, Inc. of St. Cloud Minnesota for Improvement Project #24-56, Lift Station No. 1 Permanent Generator, in the amount of $67,000.37.

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 March 25, 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 25th day of March, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

Contractor's Application for Payment

Owner:	City of Ramsey	**Owner's Project No.:**	CP- 24-56
Engineer:	Bolton & Menk, Inc.	**Engineer's Project No.:**	0R1.134375
Contractor:	Design Electric, Inc.	**Agency's Project No.:**	
Project:	Lift Station No. 1 Generator		
Contract:			
Application No.:	3	**Application Date:**	2/13/2025
Application Period:	From 12/5/2024	to	1/31/2025

1. Original Contract Price	$	127,857.00
2. Net change by Change Orders	$	-
3. Current Contract Price (Line 1 + Line 2)	$	127,857.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	129,906.36
5. Retainage		
a. 1% X $ 129,906.36 Work Completed	$	1,299.06
b. ____ X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	1,299.06
6. Amount eligible to date (Line 4 - Line 5.c)	$	128,607.30
7. Less previous payments	$	61,606.93
8. **Amount due this application**	$	**67,000.37**
9. Balance to finish, including retainage (Line 3 - Line 4)		NA

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:	DESIGN ELECTRIC INC		
Signature:		**Date:**	2/20/2025
Name:	NICK BISCHOFF	**Title:**	PRESIDENT

Recommended by Engineer		**Approved by Owner**	
By:		**By:**	
Name:	Zach Lingl, PE	**Name:**	Matt Graf
Title:	Project Manager	**Title:**	Utilities Lead
Date:	2/13/2025	**Date:**	2-20-2025

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Ramsey
Engineer:	Bolton & Menk, Inc.
Contractor:	Design Electric, Inc.
Project:	Lift Station No. 1 Generator
Contract:	

Owner's Project No.:	CP- 24-56
Engineer's Project No.:	0R1.134375
Agency's Project No.:	

Application No.: 3 **Application Period:** From 12/05/24 to 01/31/25 **Application Date:** 02/13/25

A	B	C	D	E	F1	F2	G	H	I	J	K	L
		Contract Information				Previous Estimate		Work Completed				
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C x E) ($)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (G x E) ($)	Materials Currently Stored (not in G) ($)	Total Completed and Stored to Date (H + I) ($)	(J / F)
						Original Contract						
1	MOBILIZATION	1.00	LUMP SUM	10,003.99	10,003.99	0.50	5,002.00	1.00	10,003.99		10,003.99	100%
2	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	17.00	LIN FT	8.00	136.00	-	-	17.00	136.00		136.00	100%
3	REMOVE BITUMINOUS PAVEMENT	30.00	SQ YD	116.56	3,496.80	36.00	4,196.16	36.00	4,196.16		4,196.16	120%
4	SELECT GRANULAR BORROW (CV)	15.00	CU YD	69.63	1,044.45	15.00	1,044.45	15.00	1,044.45		1,044.45	100%
5	EXCAVATION - COMMON (P) (EV)	40.00	CU YD	67.58	2,703.20	40.00	2,703.20	40.00	2,703.20		2,703.20	100%
6	AGGREGATE BASE (CV) CLASS 5	10.00	CU YD	218.47	2,184.70	10.00	2,184.70	10.00	2,184.70		2,184.70	100%
7	BITUMINOUS PATCH SPECIAL	35.00	SQ YD	150.00	5,250.00	44.00	6,600.00	44.00	6,600.00		6,600.00	126%
8	CONCRETE PAVEMENT 12"	327.00	SQ FT	14.82	4,846.14	327.00	4,846.14	327.00	4,846.14		4,846.14	100%
9	GENERATOR	1.00	EACH	73,259.77	73,259.77	0.20	14,651.95	1.00	73,259.77		73,259.77	100%
10	CHAIN LINK GATE (6' VINYL COATED)	10.00	LIN FT	822.61	8,226.10	10.00	8,226.10	10.00	8,226.10		8,226.10	100%
11	CHAIN LINK FENCE (6' VINYL COATED)	65.00	LIN FT	184.30	11,979.50	65.00	11,979.50	65.00	11,979.50		11,979.50	100%
12	STORM DRAIN INLET PROTECTION	5.00	EACH	65.00	325.00	5.00	325.00	5.00	325.00		325.00	100%
13	SEDIMENT CONTROL LOG TYPE WOOD FIBER	50.00	LIN FT	10.00	500.00	50.00	500.00	50.00	500.00		500.00	100%
14	TRAFFIC CONTROL	1.00	LUMP SUM	900.00	900.00	0.50	450.00	1.00	900.00		900.00	100%
15	COMMON TOPSOIL BORROW	10.00	CU YD	214.02	2,140.20	10.00	2,140.20	10.00	2,140.20		2,140.20	100%
16	FERTILIZER, TYPE 3	15.00	LB	24.64	369.60	-	-	15.00	369.60		369.60	100%
17	EROSION CONTROL BLANKET, CATEGORY 15	35.00	SQ YD	11.03	386.05	-	-	35.00	386.05		386.05	100%
18	SEED MIXTURE, TYPE 25-131	10.00	LB	10.55	105.50	-	-	10.00	105.50		105.50	100%
				Project Totals	$ 127,857.00		$ 64,849.40		$ 129,906.36	$ -	$ 129,906.36	102%

EJCDC C-620 Contractor's Application for Payment
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CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Adopt Resolution #25-061 Approving Plans and Specifications and Authorizing Advertisement for Bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04

Purpose/Background:

Purpose:

The purpose of this case is to adopt Resolution #25-061 approving plans and specifications and authorizing advertisement for bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04.

Background:

The 2025 – 2034 Capital Improvement Program (CIP) identifies the streets within the Dickenson's Mississippi Estate subdivision for street reconstruction in 2025. A street segment summary for this project is attached to this case.

Existing Conditions

This project proposes to reconstruct Tungsten Street between Riverdale Drive and Rivlyn Avenue, as well as Rivlyn Avenue between the western cul-de-sac and the eastern edge of plat. The streets are 31-foot wide urban section with concrete curb and gutter. Tungsten Street has commercial use on both sides, while Rivlyn Avenue is residential, with single-family homes. Though only marked by signage rather than pavement markings or off-street trail facilities, the streets are part of the Mississippi River Trail Bikeway. The streets total 0.26 miles in length.

Municipal sewer, watermain and storm sewer exist within the project area. The watermain and sanitary sewer were installed in 1990, making it 35 years old when the street reconstruction will occur, and 95 years old by the end of the streets 60-year design life.

During the Ramsey Gateway Highway 10 Improvements, it was found that the watermain gate valves were built with mild steel bolts rather than stainless steel as is used today. This has resulted in premature eroding of the valve bolts, which in recent years have separated when the valves are exercised, requiring repairs to replace the valves and repair the streets.

The sanitary sewer and storm sewer were televised to determine the condition of the pipes and structures. The sanitary sewer was found to be in good condition. The storm sewer under the streets was found to be in good condition. The storm sewer outlet pipe to the Mississippi River was found to have some minor damage, which is not proposed to be addressed with this street reconstruction project, but will be addressed under a separate project at a later time.

The CIP includes addressing stormwater runoff from 6140 Highway 10 as part of this project. As part of this project an analysis of stormwater runoff from 6140 Highway 10 was performed, and a connection to the existing City storm sewer system as well as on-site stormwater management is required to address the runoff.

Project History

- May 28, 2024, the Ramsey City Council adopted Resolution #24-138, ordering request for proposals for topographic surveys, geotechnical evaluations and utility testing for 2025 capital improvement program projects

- July 23, 2024, the Ramsey City Council adopted Resolution #24-196, accepting the proposal from Bolton & Menk, Inc. to prepare plans and specifications for Dickenson's Mississippi Estates Street Reconstructions, Improvement Project #25-04.
- October 22, 2024, the Ramsey City Council adopted Resolution #24-302, accepting the amended proposal from Bolton & Menk, Inc. to prepare plans and specifications for said improvements.
- November 12, 2024, the Ramsey City Council adopted Resolution #24-311, accepting the proposal from Hydro-Klean, LLC for cleaning and televising the sanitary and storm sewer within the project area.
- March 13, 2025 Ramsey staff held a public open house for said improvements.
- March 18, 2025, the Ramsey Public Works Committee reviewed the project, recommending City Council approve the plans and specifications and authorize advertisement for bids for said improvements, including the alternative bid.

Pavement History

The streets within Dickenson's Mississippi Estates were constructed in 1990. Crack seal / seal coat treatments were received in 1996, 2003, and 2013. Ground Penetrating Radar (GPR) was performed on the streets in 2020. At the time, the streets averaged 2.7 to 3.4 inches of bituminous over 3.7 inches of aggregate base.

Staff review of the geotechnical report found clean sands, ideal for pavement and utility support within the project area. Additionally, groundwater is not anticipated to be a concern for the street reconstruction.

Proposed Improvements

Due to the condition of the existing watermain, the project includes replacing the existing watermain, and water service lines up to and including the curb stops and fire hydrants. During construction temporary water will be looped through the project and connected to the houses.

The original project anticipated only spot curb and gutter replacements. However, by replacing the watermain, the majority of the existing concrete curb and gutter is impacted so the project calls for replacing all curb and gutters. Also, valley gutters will be placed along Tungsten Street to separate Tungsten Street from the private parking lots / drives on both sides of Tungsten Street.

Because Tungsten Street handles frequent commercial vehicle traffic, it will be built to a 10-ton design including 4-inches of bituminous over 6-inches aggregate base. Rivlyn Avenue will be built to a standard neighborhood section of 3.5-inches bituminous over 6-inches aggregate base. The cul-de-sac at the west end of Rivlyn Avenue is partially within City-owned right of way and a roadway easement. Due mainly to the location of the existing houses and driveways, it was not deemed feasible to expand the cul-de-sac, and it will be constructed back to its current dimensions.

The storm sewer at the intersection of Rivlyn Avenue and Tungsten Street will be required to be replaced due to the watermain replacement. Additionally, a hydrodynamic separator structure is being placed in the storm sewer outfall line to the Mississippi River. This structure will be placed in the boulevard, just south of Rivlyn Avenue, and is a cost-effective storm water quality retrofit solution that will serve to remove pollutants from the stormwater runoff before it is discharged into the river.

City staff has discussed, and is continuing discussions with Lano, to address stormwater runoff concerns from their property at 6140 Highway 10. Bolton & Menk performed stormwater analysis of the site and determined a combination of on-site rate control and connection to the City storm sewer system is required to fully address the concerns. After discussions with Lano, they prefer an underground stormwater storage system versus an above ground pond, as vehicle storage space is already limited on their site. This project includes placing a storm sewer manhole in the Tungsten Street right of way and a 12-inch storm sewer stubbed to the right of way for a future connection to Lano's site. To fully make the connection, the storm sewer stub would cross the south end of Global Gloves' property at 13601 Tungsten Street. Global Glove has indicated they are open to allowing the pipe and subsequent permanent drainage and utility easement which would be necessary to make the connection. In the meantime, Lano will continue working with their engineer to design on-site stormwater improvements for potential future construction and connection to the 12-inch stub provided as part of this project.

Alternate Bid

Watermain and sanitary sewer extend from the west end of Rivlyn Avenue to Riverdale Drive, generally under green space and a shared drive. As an alternate bid, the watermain is proposed to be replaced in the same manner as the watermain under Rivlyn Avenue and Tungsten Street. The private shared driveway is proposed to be replaced to match existing materials, a combination of gravel and bituminous.

The utilities are under an existing drainage & utility easement between Rivlyn Avenue and Riverdale Drive, however, during design Bolton & Menk indicated additional temporary construction easement will be necessary to actually perform the construction. In total, 5,364 square feet of easement spread across four properties would be required as shown in the attached temporary easement exhibit. Staff mailed letters to the impacted properties on February 12, 2025. To date, staff have been contacted by 3 of the 4 property owners, only one of whom is agreeable to the temporary easements without further discussions necessary.

Because the alternate bid is not under Rivlyn Avenue itself, the work could be completed under a future project without delaying the delivery of this project. If this is the case staff recommend adding a future watermain replacement project to the Capital Improvement Plan.

Preliminary Schedule Remaining

- Council approves plans and specifications / authorizes ad for bids
  - March 25, 2025
- BMI Receives Bids
  - May 1 – May 5, 2025
- Council Awards Contract to the Lowest Responsible Bidder
  - May 13, 2025
- Contractor Begins Construction
  - June 2025
- Contractor Substantially Completes Construction
  - New watermain in-service, new bituminous in-place, topsoil and seed in-place
  - September 30, 2025
- Contractor Final Completion
  - Verify final restoration; punch list created
  - October 31, 2025

Notification:

Notification is not required for this case. Staff will update the project webpage, to keep residents informed on the progress of the project.

Time Frame/Observations/Alternatives:

Observations:

Per Public Works Committee direction, staff will continue to work with property owners to obtain the necessary easements to construct the alternate bid. If the easements are not acquired before council considers awarding the construction contract, city council can award the contract without the alternate bid.

Alternatives:

Motion to adopt Resolution #25-061 approving plans and specifications and authorizing advertisement for bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04.

Funding Source:

Funding for this improvement is proposed to come from Pavement Management Funds, Storm Water Utility Funds, and Water Utility Funds. The following estimated costs are based off of Bolton & Menk's 95% Construction Plans. The final project costs may change from the estimate depending upon bid prices and actual construction quantities.

Founding Source	**Estimated Project Costs**	***CIP Project Costs***
Pavement Management Funds	$545,048*	$306,722
Storm Water Utility Funds	$131,950**	$378,144
Water Utility Funds	$358,611	$250,000
Project Total	$1,035,608	$934,866
Alt Bid (Water Utility Funds)	*$148,530*	-
Project Total w/Alt Bid	*$1,184,138*	-

* Approximately $50,000 of additional concrete curb and gutter replacement is necessary due to replacing the watermain.
** The CIP included additional stormwater funds to address stormwater at 6140 Highway 10. Because the stormwater review found on-site (private) stormwater retention is required, the plans only include providing the necessary service line to the right of way, for a future improvement.

Recommendation:

On March 18, 2025, the Ramsey Public Works Committee recommended City Council approve the plans and specifications and authorize advertisement for bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04, including the alternate bid to replace the watermain between Rivlyn Avenue and Riverdale Drive. Additionally, the committee directed staff to continue working with Lano Equipment to solve the stormwater runoff concerns from their site. The committee did not support City compensation to Lano for addressing their onsite stormwater.

City staff recommended approving the plans and specifications and authorizing advertisements for bids for said improvements and alternate bid. If staff is unable to obtain the necessary easements prior to City Council considering awarding the construction contract, staff recommends not proceeding with alternate bid, and performing the work at a later date.

Outcome/Action:

Adopt Resolution #25-061 approving plans and specifications and authorizing advertisement for bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04.

Attachments

Res 25-061
25-04 Temporary Easement Exhibit
25-04 Title Sheet
25-04 Typical Sections
25-04 Street Summary

Form Review

Inbox	**Reviewed By**	**Date**
Bruce Westby	Bruce Westby	03/20/2025 12:47 PM
Brian Hagen	Brian Hagen	03/20/2025 12:53 PM
Form Started By: Joe Feriancek		Started On: 03/13/2025 02:58 PM
Final Approval Date: 03/20/2025		

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

RESOLUTION #25-061

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENTS FOR BIDS FOR DICKENSON'S MISSISSIPPI ESTATE STREET RECONSTRUCTIONS, IMPROVEMENT PROJECT #25-04

WHEREAS, the City of Ramsey proposes to reconstruct the streets within the Dickenson's Mississippi Estates subdivision as identified within the 2025 – 2034 10-Year Capital Improvement Program; and

WHEREAS, pursuant to Resolution #24-196 adopted July 23, 2024, the Ramsey City Council accepted a proposal from Bolton & Menk, Inc. to prepare final plans and specifications for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04 for the not-to-exceed amount of $68,537.00; and

WHEREAS, upon preliminary review City Staff has determined additional watermain between the Rivlyn Avenue cul-de-sac and Riverdale Drive will require replacement; and

WHEREAS, pursuant to Resolution #24-302, adopted October 22, 2024, the Ramsey City Council accepted the amended proposal from Bolten & Menk, Inc. for additional topographic survey and design services for said improvements for $9,296.00; and

WHEREAS, Bolton & Menk, Inc. has prepared plans and specifications for the purpose of advertising for bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04.

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

1) The Ramsey City Council hereby approves the plans and specifications prepared by Bolton & Menk, Inc. and authorizes advertisement for bids for Dickenson's Mississippi Estate Street Reconstructions, Improvement Project #25-04.

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 25th day of March, 2025.

_____
Mayor

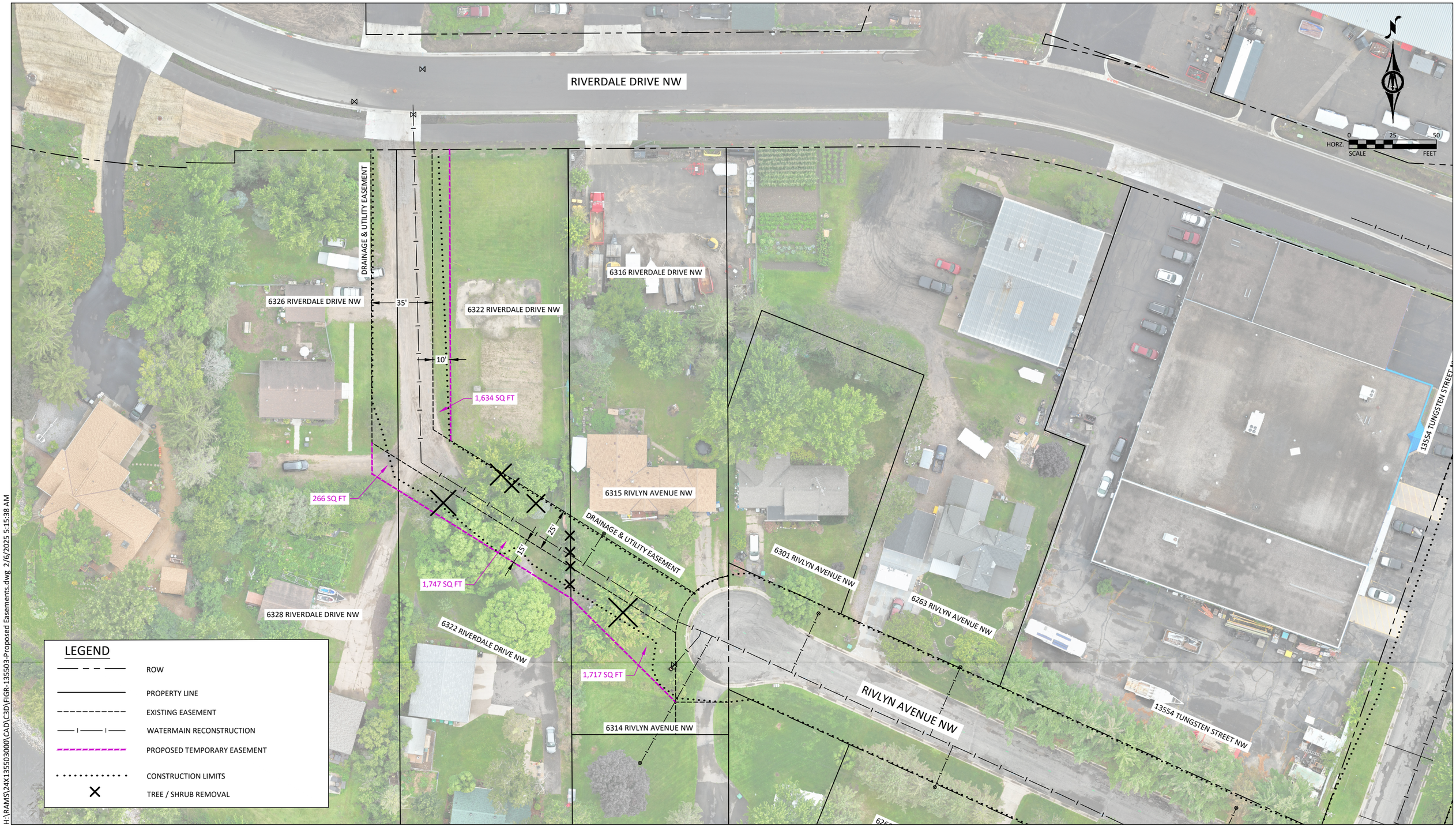
ATTEST:

_____
City Clerk

Dickenson's Mississippi Estates
City of Ramsey

Proposed Easements
February 2025

BOLTON & MENK



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CITY OF RAMSEY

CONSTRUCTION PLANS FOR

DICKENSON'S MISSISSIPPI ESTATES STREET RECONSTRUCTION

GRADING, AGGREGATE BASE, PLANT MIXED BITUMINOUS PAVEMENT, CONCRETE CURB & GUTTER, STORM SEWER, WATERMAIN, EROSION AND SEDIMENT CONTROL

CITY IMPROVEMENT PROJECT 25-04

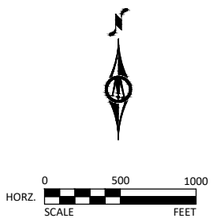
MARCH, 2025

RESOURCE LIST

CITY OF RAMSEY

City Hall
7550 Sunwood Drive NW.
Ramsey, MN 55303

AGGREGATE STOCKPILE SITE:
RAMSEY PUBLIC WORKS, 14199 JASPER STREET NE

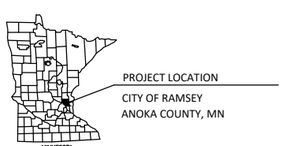


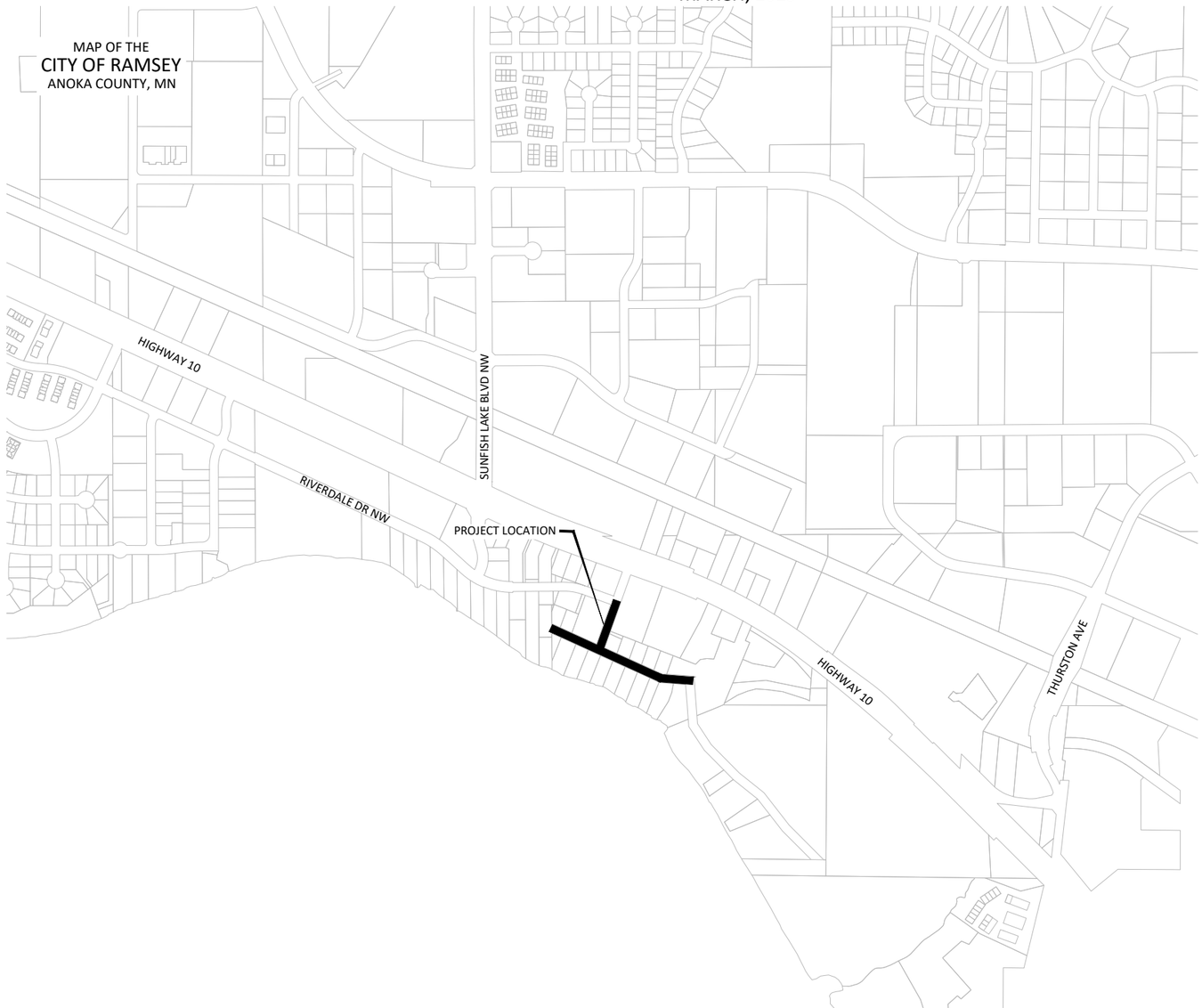
SCALES

PLAN 0' 50'

PROFILE 0' 50' HORIZ.
0' 5' VERT.

INDEX MAP 0' 600'





SHEET NUMBER	SHEET TITLE
1 - 2	TITLE SHEET, LEGEND
3	STATMENT OF ESTIMATED QUANTITIES
4	LOCATION PLAN
5 - 7	EXISTING CONDITIONS & REMOVALS
8	TYPICAL SECTIONS
9 - 12	STANDARD DETAILS
13	PROJECT SPECIFIC DETAIL - HYDRODYNAMIC SEPARATOR STRUCTURE
14 - 16	STORMWATER POLLUTION PREVENTION PLAN
17 - 19	EROSION CONTROL & TURF RESTORATION
20 - 22	WATERMAIN & SANITARY SEWER - PLAN & PROFILE
23	WATERMAIN - PLAN & PROFILE ALTERNATE 1
24	TEMPORARY WATER PLAN
25	STORM SEWER - PLAN & PROFILE
26 - 29	STREET IMPROVEMENTS - PLAN & PROFILE
30	INTERSECTION DETAILS
31 - 39	CROSS SECTIONS
40 - 41	LANDSCAPE PLAN

THIS PLAN SET CONTAINS 41 SHEETS.

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ZACHARY F. LINGL, P.E REG. NO. 56344 DATE: _____

REVIEWED & APPROVED CITY ENGINEER DATE: _____

DRAFT 2/27/2025

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

BM=870.29
TNH
STATION 702+96 - 872' LT
FERRET STREET & BUNKER LAKE BLVD, SE DITCH

PROJECT DATUM:
HORIZONTAL: ANOKA COUNTY COORDINATES (1996 ADJUSTMENT)
VERTICAL: NGVD 88

RECORD DRAWING INFORMATION
OBSERVER:
CONTRACTOR:
DATE:

©Bolton & Menk, Inc. 2025. All Rights Reserved
H:\RAMS\24X135503000\CAD\C3D\135503G001.dwg 2/27/2025 9:20:52 AM

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ZACHARY F. LINGL, P.E.
LIC. NO. 56344 DATE MM/DD/YYYY

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

City of RAMSEY

DESIGNED	TJP
DRAWN	ZDB
CHECKED	ZFL
CLIENT PROJ. NO.	25-04

NO.	ISSUED FOR	DATE

CITY OF RAMSEY, MINNESOTA
DICKENSON'S MISSISSIPPI ESTATES STREET RECONSTRUCTION
TITLE SHEET

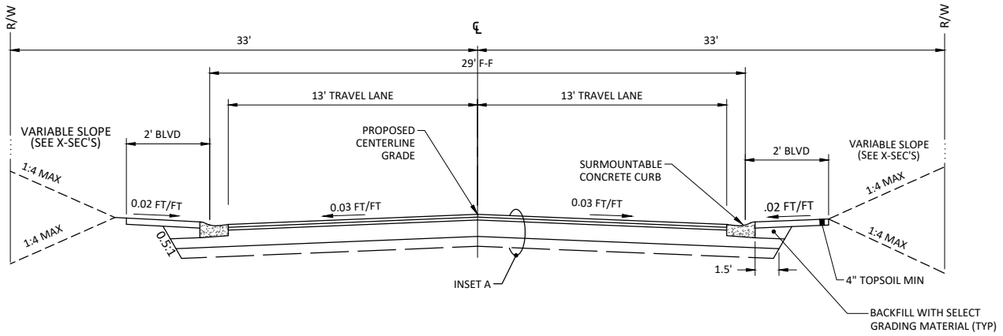
SHEET 1 OF 41

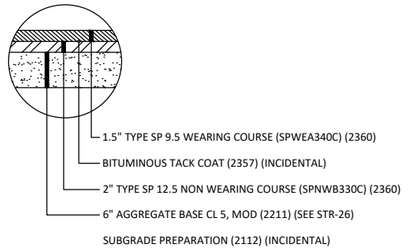
TYPICAL SECTION

NOT TO SCALE

RIVLYN AVENUE NW

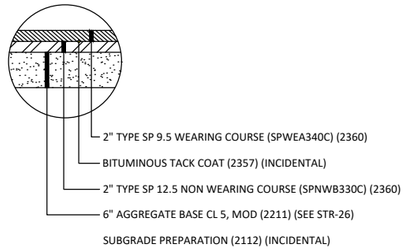
STA: 0+82.94 TO STA: 9+64.66





INSET A - BITUMINOUS ROADWAY

NOT TO SCALE



INSET C - COMMERCIAL BITUMINOUS DRIVEWAY

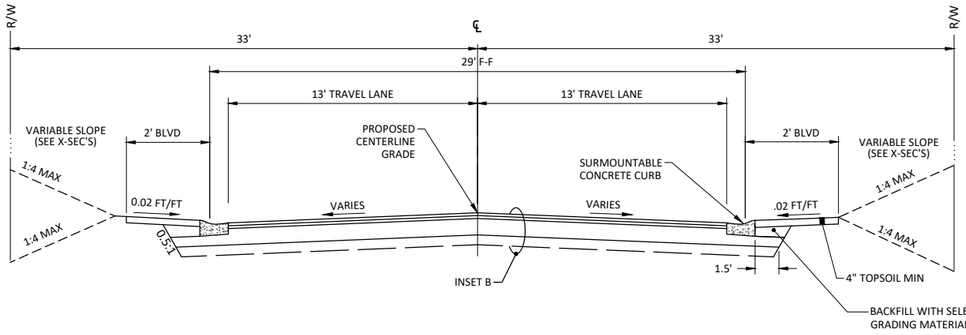
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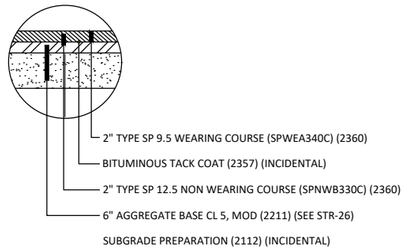
TYPICAL SECTION

NOT TO SCALE

TUNGSTEN STREET NW

STA: 12+51.45 TO STA: 13+50





INSET B - BITUMINOUS ROADWAY

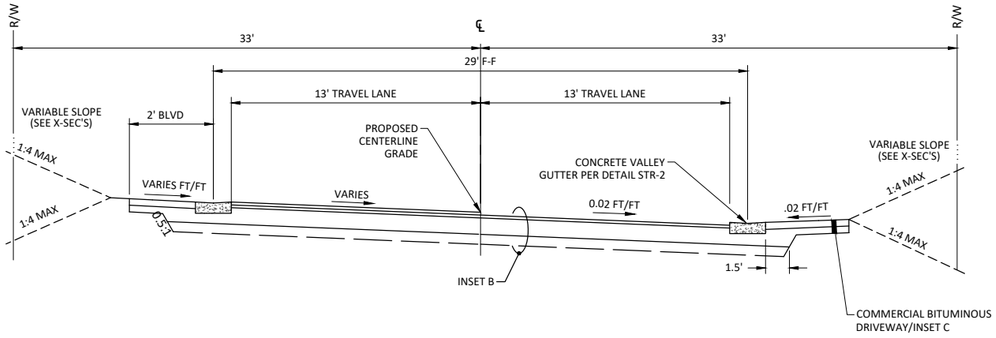
NOT TO SCALE

TYPICAL SECTION

NOT TO SCALE

TUNGSTEN STREET NW

STA: 13+50 TO STA: 14+90



NOTES:

1. CONTRACTOR SHALL VERIFY EXISTING PAVEMENT SECTION PRIOR TO RECLAMATION. RECLAMATION PROCEDURES SHALL NOT START WITHOUT PRIOR APPROVAL FROM ENGINEER.
2. TYPICAL SECTION DOES NOT REPRESENT DIMENSIONS AT INTERSECTIONS. SEE PLAN SHEETS FOR INTERSECTION LAYOUT.

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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ZACHARY F. LINGL, P.E.

LIC. NO. 56344 DATE MM/DD/YYYY

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

City of RAMSEY

DESIGNED	TJP
DRAWN	ZDB
CHECKED	ZFL
CLIENT PROJ. NO.	25-04

NO.	ISSUED FOR	DATE

CITY OF RAMSEY, MINNESOTA

DICKENSON'S MISSISSIPPI ESTATES STREET RECONSTRUCTION

TYPICAL SECTIONS

IP 25-04 Dickenson's Mississippi Estate Street Reconstructions
Street Segment Summary

Subdivision	Street	Segment Description	Length (feet)	Section (Urban / Rural)	2024 PASER	Year Built	Maint. 1	Maint. 2	Maint. 3	Avg HMA (inches)	Avg Agg. Base (inches)	Avg Section (inches)
Dickenson's Mississippi Estate	Tungsten Street	Rivlyn Avenue / Riverdale Drive	393	Urban	4	1990	SC 1996	SC 2003	SC 2013	3.4	n/a*	n/a*
	Rivlyn Avenue	West cul-de-sac / East Edge of Plat	992	Urban	4	1990	SC 1996	SC 2003	SC 2013	2.7	3.7	6.4
Dickenson's Mississippi Estate Total Length			1385	0.262 mi.		* GPR No Base visible, value could not be determined						

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative: Address infrastructure needs.

Title:

Adopt Resolution #25-063, Authorizing partial payment #21 to Magney Construction, Inc. for Improvement Project #21-09; Centralized Water Treatment Plant.

Purpose/Background:

Pay Estimate and Resolution Attached.

Recommendation:

The Resident Project Representative from Advanced Engineering and Environmental Services (AE2S) has inspected the completed work and recommends partial payment #21 to Magney Construction, Inc. of Chanhassen, Minnesota; for said project in the amount of $965,218.38.

Outcome/Action:

Adopt Resolution #25-063, authorizing partial payment #21 to Magney Construction, Inc. of Chanhassen, Minnesota; for said Improvement Project #21-09, Centralizied Water Treatment Plant, in the amount of $965,218.38.

Attachments

Resolution

Pay Estimate

Form Review

Inbox	Reviewed By	Date
Bruce Westby	Bruce Westby	03/20/2025 12:43 PM
Brian Hagen	Brian Hagen	03/20/2025 12:53 PM
Form Started By: Marsha Weidner		Started On: 03/18/2025 07:32 AM
Final Approval Date: 03/20/2025		

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

RESOLUTION #25-063

RESOLUTION AUTHORIZING PARTIAL PAYMENT #21 TO MAGNEY CONSTRUCTION, INC. FOR IMPROVEMENT PROJECT #21-09; CENTRALIZED WATER TREATMENT PLANT

WHEREAS, pursuant to Ramsey City Council Resolution #19-248 adopted October 8, 2019, five (5) proposals were accepted and a professional services contract was awarded to SEH, Inc. for analyzing the City's municipal water supply system source water, developing a water system model, and preparing a preliminary design report for a centralized water treatment plant to ensure that the City's municipal water supply system will continue to provide adequate quantities of safe drinking water into the foreseeable future; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-143 adopted May 25, 2021, the final Feasibility Study dated March 4, 2021, for the centralized water treatment plant was approved; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-150 adopted May 25, 2021, Requests for Proposals for professional engineering services to prepare final plans and specifications, to administer the bid process, and to provide construction administration services for construction of a municipal water treatment plant was approved and the advertising and direct soliciting of said proposal was authorized; and

WHEREAS, pursuant to Ramsey City Council Resolution #21-220 adopted July 27, 2021, Staff was authorized to negotiate a contract with Advanced Engineering and Environmental Services (AE2S) in an amount not to exceed $1,198,600 in response to their professional engineering services proposal, subject to review and approval of the contract by the City Attorney; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-032 adopted January 24, 2023, final plans and specifications as prepared by AE2S were approved and advertisements for bids were authorized for Improvement Project #21-09; and

WHEREAS, pursuant to Ramsey City Council Resolution #23-061 adopted March 28, 2023, the lowest responsible bid of Magney Construction, Inc. was accepted in the amount of $31,528,500, for the Base Bid and Section 01 21 00 Allowances, the Mayor and City Administrator were directed to enter into a construction contract with Magney Construction, Inc., and the Mayor was directed to accept the amendment from AE2S in the amount of $225,100 for additional construction phase services for said improvements for and on behalf of the City of Ramsey; and

WHEREAS, pursuant to Ramsey City Council Resolution #24-059 adopted February 13, 2024, Change Order No. 1 was approved in the amount of $794,153.71 for Improvement Project #21-09, Centralized Water Treatment Plant; and" per the attached pdf.

WHEREAS, as of March 25th, 2025, $19,947,487.70 has been paid to date; and

WHEREAS, the Resident Project Representative from Advanced Engineering and Environmental Services (AE2S) has inspected the completed work and recommends partial payment #21 to Magney Construction, Inc. for said project in the amount of $965,218.38.

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

1) That the City Council hereby authorizes partial payment #21 to Magney Construction, Inc. of Chanhassen, Minnesota, for Improvement Project #21-09, Centralized Water Treatment Plant, in the amount of $965,218.38.

2) That the City Council hereby accepts the project and authorizes the Mayor or City Administrator to sign the release for this payment.

3) That the total amount of this payment is not included in resolutions approving payment of bills for the date of March 25, 2025.

4) That 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 25th day of March, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

Contractor's Application For Payment No. 21

	Application Period: 2/11/2025 - 3/10/2025	Application Date: 3/10/2025
To (Owner): City of Ramsey, MN	From (Contractor): Magney Construction, Inc.	Via (Engineer): Advanced Engineering and Environmental Services, Inc.
Project: Ramsey Water Treatment Plant (IP #21-09)	Contract: All Construction	
Owner's Contract No.:	Contractor's Project No.: 00599	Engineer's Project No.: 05434-2020-002

Application for Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
1	$ 794,153.71	
TOTALS	$794,153.71	$0.00
NET CHANGE BY CHANGE ORDERS	$794,153.71	

1.	**ORIGINAL CONTRACT PRICE**		$31,528,500.00
2.	**Net change by Change Orders**		$794,153.71
3.	**CURRENT CONTRACT PRICE (Line 1 ± 2)**		$32,322,653.71
4.	**TOTAL COMPLETED AND STORED TO DATE (Column F on Schedule of Values)**		$22,013,374.82
5.	**RETAINAGE:**		
	a. 5.0% $21,331,846.82	**Work Completed**	$1,066,592.34
	b. 5% x $681,528.00	**Stored Materials**	$34,076.40
	c. **Total Retainage (Line 5a + Line 5b)**		$1,100,668.74
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$20,912,706.08
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$19,947,487.70
8.	**AMOUNT DUE THIS APPLICATION**		**$965,218.38**
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column H on Schedule of Values + Line 5c above)**		$11,409,947.63

Contractor's Certification

The undersigned Contractor certifies that: (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 Work covered by prior Applications for Payment; (2) title of 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 Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By:	Date:
Kevin V	3/10/2025

Payment of: $965,218.38
(Line 8 or other - attach explanation of other amount)

is recommended by: _____ 3/17/2025
(Engineer) (Date)

Payment of: $965,218.38
(Line 8 or other - attach explanation of other amount)

is approved by: Bruce Loney 3/17/2025
(City of Ramsey, MN) (Date)

Approved by: _____ _____
Funding Agency (if applicable) (Date)

EJCDC No. C-620 (2002 Edition)

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

Schedule of Values

Ramsey Water Treatment Plant

Payment Application No. 21

Date of Application: 3/10/2025

Work completed through: 3/10/2025

Item			C	D	E	F	G	H
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Col D)	Total Completed and Stored to Date (C + D + E)	%	Balance to Finish
01 10 00	Mobilization	$1,250,424.00	$1,099,223.00	$36,970.00	$0.00	$1,136,193.00	91	$114,231.00
01 10 01	General Conditions	$268,800.00	$222,850.00	$11,200.00	$0.00	$234,050.00	87	$34,750.00
01 10 02	Supervision	$384,000.00	$320,000.00	$16,000.00	$0.00	$336,000.00	88	$48,000.00
01 10 03	Bond & Insurance	$425,600.00	$425,600.00	$0.00	$0.00	$425,600.00	100	$0.00
01 21 00	ALLOWANCES							
1	Office Furniture ($50,000)	$50,000.00	$0.00	$0.00	$0.00	$0.00	0	$50,000.00
2	Computer Hardware ($80,000)	$80,000.00	$0.00	$0.00	$0.00	$0.00	0	$80,000.00
3	IT Equipment ($100,000)	$100,000.00	$0.00	$0.00	$0.00	$0.00	0	$100,000.00
4	Security and Access Control Hardware and Equipment ($60,000)	$60,000.00	$0.00	$0.00	$0.00	$0.00	0	$60,000.00
5	Irrigation System ($60,000)	$60,000.00	$0.00	$0.00	$0.00	$0.00	0	$60,000.00
6	General Construction Allowance ($950,000)	$950,000.00	$264,759.49	$74,070.36	$0.00	$338,829.85	36	$611,170.15
03 20 00	Concrete Reinforcement - Building	$1,602,777.00	$1,571,551.57	$11,614.00	$0.00	$1,583,165.57	99	$19,611.43
03 20 00	Concrete Reinforcement - Reservoir	$864,856.00	$863,503.01	$1,352.99	$0.00	$864,856.00	100	$0.00
03 30 00	Cast-in-Place Concrete Work - Site	$108,600.00	$6.00	$0.00	$0.00	$6.00	0	$108,594.00
03 30 00	Cast-in-Place Concrete Work - Building	$3,885,960.00	$3,875,510.00	$2,164.00	$0.00	$3,877,674.00	100	$8,286.00
03 30 00	Cast-in-Place Concrete Work - Reservoir	$1,410,075.00	$1,407,324.00	$0.00	$0.00	$1,407,324.00	100	$2,751.00
03 35 30	Polished Concrete Finish	$6,800.00	$0.00	$0.00	$0.00	$0.00	0	$6,800.00
03 41 00	Structural Precast Concrete	$1,042,796.00	$724,200.00	$0.00	$0.00	$724,200.00	69	$318,596.00
04 22 00	Unit Masonry	$269,000.00	$228,955.00	$40,045.00	$0.00	$269,000.00	100	$0.00
05 12 00	Structural Steel Framing, Misc. Metals, Metal Stairs and Aluminum Railing	$1,990,378.00	$994,786.00	$34,921.00	$0.00	$1,029,707.00	52	$960,671.00
06 00 00	Carpentry	$375,128.00	$171,227.00	$0.00	$0.00	$171,227.00	46	$203,901.00
06 73 00	Fiberglass Reinforced Plastic Grating	$353,707.00	$0.00	$0.00	$0.00	$0.00	0	$353,707.00
07 12 00	Fluid Applied Waterproofing	$78,130.00	$76,695.00	$1,435.00	$0.00	$78,130.00	100	$0.00
07 12 50	Hot Mopped Waterproofing	$7,420.00	$7,420.00	$0.00	$0.00	$7,420.00	100	$0.00
07 17 13	Bentonite Waterproofing	$124,650.00	$124,650.00	$0.00	$0.00	$124,650.00	100	$0.00
07 21 00	Thermal Insulation and Air Barriers	$15,600.00	$0.00	$0.00	$0.00	$0.00	0	$15,600.00
07 23 00	Weather Barrier	$39,800.00	$0.00	$0.00	$0.00	$0.00	0	$39,800.00
07 24 00	Exterior Insulation and Finish System	$67,955.00	$0.00	$0.00	$0.00	$0.00	0	$67,955.00
07 42 15	Architectural Metal Panels	$229,910.00	$13,160.00	$0.00	$0.00	$13,160.00	6	$216,750.00
07 50 10	Concrete Faced Insulated Panels	$15,000.00	$0.00	$0.00	$0.00	$0.00	0	$15,000.00
07 53 23	EPDM Roof System, Flashing & Sheet Metal	$589,225.00	$205,000.00	$0.00	$0.00	$205,000.00	35	$384,225.00
07 92 00	Caulking & Sealants	$37,465.00	$0.00	$0.00	$0.00	$0.00	0	$37,465.00
08 11 13	Doors, Frames & Hardware	$328,136.00	$280,622.00	$0.00	$0.00	$280,622.00	86	$47,514.00
08 31 15	Access Doors	$6,513.00	$5,547.00	$0.00	$0.00	$5,547.00	85	$966.00
08 35 13	Accordion Folding Fire Door	$65,683.00	$0.00	$0.00	$0.00	$0.00	0	$65,683.00

Schedule of Values

Ramsey Water Treatment Plant

Payment Application No. 21

Date of Application: 3/10/2025

Work completed through: 3/10/2025

Item			C	D	E	F	G	H
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Col D)	Total Completed and Stored to Date (C + D + E)	%	Balance to Finish
08 35 16	Heavy Duty Folding Door	$49,985.00	$0.00	$0.00	$0.00	$0.00	0	$49,985.00
08 36 00	Sectional Overhead Doors	$14,900.00	$0.00	$0.00	$0.00	$0.00	0	$14,900.00
08 41 13	Aluminum Framed Entrances and Storefronts/Curtainwall/Glazing	$254,163.00	$0.00	$0.00	$116,429.00	$116,429.00	46	$137,734.00
08 95 00	Translucent Wall Panels	$275,400.00	$0.00	$0.00	$0.00	$0.00	0	$275,400.00
09 20 00	Metal Framing and Gypsum Board	$190,345.00	$22,848.00	$0.00	$0.00	$22,848.00	12	$167,497.00
09 30 00	Tiling	$8,195.00	$0.00	$0.00	$0.00	$0.00	0	$8,195.00
09 51 00	Acoustical Ceilings	$47,000.00	$0.00	$0.00	$0.00	$0.00	0	$47,000.00
09 65 13	Resilient Base and Accessories	$3,000.00	$1,435.00	$0.00	$0.00	$1,435.00	48	$1,565.00
09 68 13	Carpet Tile	$12,299.00	$5,845.00	$0.00	$0.00	$5,845.00	48	$6,454.00
09 90 00	Painting	$846,400.00	$0.00	$0.00	$0.00	$0.00	0	$846,400.00
10 14 16	Plaques/Dimensional Letter Signage and Panel Signage	$16,310.00	$0.00	$0.00	$0.00	$0.00	0	$16,310.00
10 28 00	Toilet Accessories	$708.00	$0.00	$0.00	$0.00	$0.00	0	$708.00
10 44 16	Fire Extinguishers	$1,656.00	$0.00	$0.00	$0.00	$0.00	0	$1,656.00
12 24 13	Roller Window Shades	$1,500.00	$0.00	$0.00	$0.00	$0.00	0	$1,500.00
12 35 30	Architectural Casework	$51,850.00	$0.00	$0.00	$0.00	$0.00	0	$51,850.00
12 35 35	Solid Polymer Fabrications	$15,000.00	$0.00	$0.00	$0.00	$0.00	0	$15,000.00
21 13 13	Wet Pipe Sprinkler System	$65,835.00	$5,250.00	$0.00	$0.00	$5,250.00	8	$60,585.00
22 00 00	Plumbing Install, Rough-in & Finish - Labor	$76,500.00	$59,882.00	$0.00	$0.00	$59,882.00	78	$16,618.00
22 00 01	Plumbing Pipe, Fittings & Fixtures - Material	$270,000.00	$81,880.00	$0.00	$0.00	$81,880.00	30	$188,120.00
22 07 00	Plumbing Insulation	$49,670.00	$0.00	$0.00	$0.00	$0.00	0	$49,670.00
23 00 00	HVAC General Conditions, Permits & Mobilization	$15,200.00	$0.00	$0.00	$0.00	$0.00	0	$15,200.00
23 00 00.01	Testing, Adjusting & Balancing	$5,900.00	$0.00	$0.00	$0.00	$0.00	0	$5,900.00
23 00 00.02	Ductwork Insulation	$29,400.00	$0.00	$0.00	$0.00	$0.00	0	$29,400.00
23 00 00.03	HVAC Controls	$76,000.00	$0.00	$0.00	$0.00	$0.00	0	$76,000.00
23 00 00.04	Refrigerant Piping - Labor	$10,400.00	$0.00	$0.00	$0.00	$0.00	0	$10,400.00
23 00 00.05	Refrigerant Piping - Material	$2,800.00	$0.00	$0.00	$0.00	$0.00	0	$2,800.00
23 00 00.06	Ductwork - Labor	$70,900.00	$0.00	$0.00	$0.00	$0.00	0	$70,900.00
23 00 00.07	Ductwork - Material	$65,100.00	$0.00	$0.00	$0.00	$0.00	0	$65,100.00
23 00 00.08	Louvers and Dampers - Labor	$8,100.00	$0.00	$0.00	$0.00	$0.00	0	$8,100.00
23 00 00.09	Louvers and Dampers - Material	$12,500.00	$0.00	$0.00	$0.00	$0.00	0	$12,500.00
23 00 00.10	VAV and GRD - Labor	$6,800.00	$0.00	$0.00	$0.00	$0.00	0	$6,800.00
23 00 00.11	VAV and GRD - Material	$7,600.00	$0.00	$0.00	$0.00	$0.00	0	$7,600.00
23 00 00.12	HVAC Fans - Labor	$13,800.00	$0.00	$0.00	$0.00	$0.00	0	$13,800.00
23 00 00.13	HVAC Fans - Material	$39,600.00	$0.00	$0.00	$39,600.00	$39,600.00	100	$0.00
23 00 00.14	Gas Unit Heaters - Labor	$14,000.00	$0.00	$0.00	$0.00	$0.00	0	$14,000.00
23 00 00.15	Gas Unit Heaters - Material	$16,200.00	$0.00	$0.00	$0.00	$0.00	0	$16,200.00

Schedule of Values

Ramsey Water Treatment Plant

Payment Application No. 21

Date of Application: 3/10/2025

Work completed through: 3/10/2025

Item			C	D	E	F	G	H
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Col D)	Total Completed and Stored to Date (C + D + E)	%	Balance to Finish
23 00 00.16	Make-Up Air Units - Labor	$5,600.00	$0.00	$0.00	$0.00	$0.00	0	$5,600.00
23 00 00.17	Make-Up Air Units - Material	$76,000.00	$0.00	$0.00	$0.00	$0.00	0	$76,000.00
23 00 00.18	Roof Top Units - Labor	$1,400.00	$0.00	$0.00	$0.00	$0.00	0	$1,400.00
23 00 00.19	Roof Top Units - Material	$50,200.00	$0.00	$0.00	$0.00	$0.00	0	$50,200.00
23 00 00.20	Split System A/C Unit - Labor	$3,000.00	$0.00	$0.00	$0.00	$0.00	0	$3,000.00
23 00 00.21	Split System A/C Unit - Material	$56,400.00	$0.00	$0.00	$0.00	$0.00	0	$56,400.00
23 00 00.22	Dehumidification Units - Labor	$3,500.00	$0.00	$0.00	$0.00	$0.00	0	$3,500.00
23 00 00.23	Dehumidification Units - Material	$37,500.00	$37,500.00	$0.00	$0.00	$37,500.00	100	$0.00
26 00 00	Electrical Mobilization & Permit	$10,000.00	$5,000.00	$0.00	$0.00	$5,000.00	50	$5,000.00
26 00 01	Temporary Power	$30,000.00	$20,000.00	$0.00	$0.00	$20,000.00	67	$10,000.00
26 05 19	Conductors	$222,000.00	$32,600.00	$0.00	$0.00	$32,600.00	15	$189,400.00
26 05 26	Grounding and Bonding	$10,000.00	$0.00	$0.00	$0.00	$0.00	0	$10,000.00
26 05 29	Hangers and Supports	$20,000.00	$3,500.00	$0.00	$0.00	$3,500.00	18	$16,500.00
26 05 33	Raceways and Boxes	$336,600.00	$240,200.00	$7,000.00	$0.00	$247,200.00	73	$89,400.00
26 22 13	Transformers	$20,000.00	$5,000.00	$0.00	$0.00	$5,000.00	25	$15,000.00
26 23 00	Electric Heat	$40,000.00	$20,500.00	$0.00	$0.00	$20,500.00	51	$19,500.00
26 24 11	Electrical Service	$30,000.00	$10,000.00	$0.00	$0.00	$10,000.00	33	$20,000.00
26 24 13	Switchboards	$30,000.00	$5,000.00	$0.00	$0.00	$5,000.00	17	$25,000.00
26 24 15	Transfer Switches	$30,000.00	$5,000.00	$0.00	$0.00	$5,000.00	17	$25,000.00
26 24 16	Panelboards	$30,000.00	$5,000.00	$0.00	$0.00	$5,000.00	17	$25,000.00
26 24 19	Motor Controls	$30,000.00	$5,000.00	$0.00	$0.00	$5,000.00	17	$25,000.00
26 27 26	Wiring Devices	$30,000.00	$5,000.00	$0.00	$0.00	$5,000.00	17	$25,000.00
26 28 16	Enclosed Switches	$20,000.00	$0.00	$0.00	$0.00	$0.00	0	$20,000.00
26 32 13	Engine Generators	$420,400.00	$414,700.00	$0.00	$0.00	$414,700.00	99	$5,700.00
26 51 00	Lighting	$150,000.00	$103,370.00	$0.00	$0.00	$103,370.00	69	$46,630.00
26 90 01	Measuring and Control Instruments/Water Treatment Controls/I & C	$1,506,000.00	$700,000.00	$0.00	$0.00	$700,000.00	46	$806,000.00
28 31 00	Fire Alarm	$50,000.00	$5,000.00	$0.00	$0.00	$5,000.00	10	$45,000.00
27 00 00	Cabling	$25,000.00	$0.00	$0.00	$0.00	$0.00	0	$25,000.00
31 10 00	Site Clearing/ Site Prep/ Erosion Control	$94,700.00	$86,173.00	$0.00	$0.00	$86,173.00	91	$8,527.00
31 20 00	Earth Moving - Excavation	$242,600.00	$239,034.00	$0.00	$0.00	$239,034.00	99	$3,566.00
31 20 01	Earth Moving - Backfill	$267,800.00	$225,746.00	$0.00	$0.00	$225,746.00	84	$42,054.00
31 20 02	Finish Grading	$69,900.00	$0.00	$0.00	$0.00	$0.00	0	$69,900.00
31 23 19	Dewatering	$35,900.00	$35,900.00	$0.00	$0.00	$35,900.00	100	$0.00
32 12 16	Asphalt Paving	$183,097.00	$0.00	$0.00	$0.00	$0.00	0	$183,097.00
32 13 13	Concrete Paving	$59,400.00	$0.00	$0.00	$0.00	$0.00	0	$59,400.00
32 17 13	Plastic Bollard Covers	$1,700.00	$0.00	$0.00	$0.00	$0.00	0	$1,700.00

Schedule of Values

Ramsey Water Treatment Plant

Payment Application No. 21

Date of Application: 3/10/2025

Work completed through: 3/10/2025

Item			C	D	E	F	G	H
Specification Section No.	Description	Scheduled Value	From Previous Application (C+D)	This Period	Materials Presently Stored (not in Col D)	Total Completed and Stored to Date (C + D + E)	%	Balance to Finish
32 31 13	Chain Link Fencing, Gates and Equipment	$207,654.00	$0.00	$0.00	$0.00	$0.00	0	$207,654.00
32 92 00	Turfs and Grasses	$63,500.00	$0.00	$0.00	$0.00	$0.00	0	$63,500.00
32 93 00	Plants	$50,000.00	$0.00	$0.00	$0.00	$0.00	0	$50,000.00
33 11 13	Facility Water Distribution Systems	$727,300.00	$636,067.00	$0.00	$0.00	$636,067.00	87	$91,233.01
33 13 13	Facility Sanitary Sewer Systems	$87,800.00	$87,800.00	$0.00	$0.00	$87,800.00	100	$0.00
33 41 00	Storm Utility Drainage	$124,600.00	$39,709.00	$0.00	$0.00	$39,709.00	32	$84,891.00
33 46 00	Subdrainage	$61,400.00	$61,400.00	$0.00	$0.00	$61,400.00	100	$0.00
40 23 19	Process Pipe & Fittings	$2,202,644.00	$1,684,049.55	$90,408.00	$72,783.00	$1,847,240.55	84	$355,403.46
40 27 87	Process Pipe Supports, Anchors and Sleeves	$139,344.00	$130,428.00	$1,977.00	$0.00	$132,405.00	95	$6,939.00
40 27 89	Process Pipe Specialties	$51,300.00	$0.00	$0.00	$0.00	$0.00	0	$51,300.00
40 27 97	Process Gauges	$5,327.00	$0.00	$0.00	$0.00	$0.00	0	$5,327.00
40 92 00	Process Valves - Plug, Butterfly, Air and Check	$655,400.00	$607,267.00	$5,334.00	$0.00	$612,601.00	93	$42,799.00
40 92 01	Process Valves - Pressure Reducing Valves	$149,439.00	$149,439.00	$0.00	$0.00	$149,439.00	100	$0.00
41 23 14	Overhead Crane Systems	$131,775.00	$33,750.00	$0.00	$0.00	$33,750.00	26	$98,025.00
43 05 10	Disinfection of Water Systems	$24,000.00	$533.00	$0.00	$0.00	$533.00	2	$23,467.00
43 11 16	Gas Handling Blowers	$107,240.00	$106,936.00	$0.00	$0.00	$106,936.00	100	$304.00
43 23 22	Split Case Pumps	$281,247.00	$280,044.00	$0.00	$0.00	$280,044.00	100	$1,203.00
43 32 76	Chlorine Gas Feed Equipment	$129,661.00	$125,000.00	$0.00	$0.00	$125,000.00	96	$4,661.00
43 32 77	Chemical Feed System Pumps	$94,650.00	$90,000.00	$0.00	$0.00	$90,000.00	95	$4,650.00
43 32 78	Chemical Feed System Accessories	$82,275.00	$78,000.00	$0.00	$0.00	$78,000.00	95	$4,275.00
44 42 24	Plate Settlers	$868,280.00	$592,846.00	$0.00	$192,952.00	$785,798.00	91	$82,482.00
46 33 20	Liquid Chemical Storage Tanks	$94,360.00	$79,317.00	$0.00	$0.00	$79,317.00	84	$15,043.00
46 33 33	Polymer Blending and Feed Equipment	$26,940.00	$22,350.00	$0.00	$0.00	$22,350.00	83	$4,590.00
46 43 47	Jet Mixing System	$159,793.00	$139,204.00	$0.00	$0.00	$139,204.00	87	$20,589.00
46 61 00	Filtration Equipment	$984,470.00	$578,205.00	$0.00	$259,764.00	$837,969.00	85	$146,501.00
CO # 01	Change Order No. 01 - MN Prevailing Wage Rates (draft)	$794,153.71	$206,058.8600	$0.00	$0.00	$206,058.86	26	$588,094.85
	Totals	$32,322,653.71	$20,997,355.47	$334,491.35	$681,528.00	$22,013,374.82	68.1%	$10,309,278.89

EJCDC No. C-620 (2002 Edition)
Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative:

Title:

Adopt Resolution #25-066 Appointing Board and Commission Members

Purpose/Background:

The purpose of this case is to appoint and re-appoint members to the City's Boards and Commissions.

The City Council is responsible for appointing board and commission members to the Economic Development Authority (EDA), the Environmental Policy Board (EPB), the Park and Recreation Commission and the Planning Commission. It should be noted that the Mayor, per Minnesota Statute 469.095 has authority over the EDA appointment.

Staff conducted the annual boards and commissions recruitment process as per the attached policy, for terms beginning April 1, 2025. Vacancies were advertised in the Ramsey Resident, the Anoka County Union, on the City's website, on social media and via the City's email notification system.

Board or commission members with terms set to expire on March 31, 2025, were contacted and asked if they desired re-appointment or not. If yes, staff followed the policy to advance them in the process. The City Council reviewed the incumbent member materials and it was the consensus of the City Council to make the following re-appointments to terms beginning April 1, 2025.

Board/Commision	Name	Term
Environmental Policy Board	Nick Burgess	4-year full term
Park and Recreation Commission	Dean Olson	4-year full term
Planning Commission	Cheri Gengler	4-year full term

Five new candidates were interviewed by the City Council. By consensus, the Mayor and City Council recommend the following individuals be appointed to the City's boards and commissions.

Board/Commission	Name	Term
Economic Development Authority	Hannah Karpen	1-year Partial Term
Park and Recreation Commission	Garth Anderson	4-year Full Term
Planning Commission	Jeffrey Lubarski	2-year Partial Term
Planning Commission	Debra Musgrove	4-year Full Term
Planning Commission	Nichole Rudack	2-year Partial Term

Funding Source:

Funding for the City's boards and commissions is included in the 2025 General Fund Budget; therefore, no additional funding is required.

Recommendation:

To appoint and re-appoint board and commission members, effective April 1, 2025.

Outcome/Action:

1) Motion to adopt resolution #25-066 to appoint and re-appoint board and commissioners, as follows:

- Economic Development Authority, Hannah Karpen to a 1-year partial term from 04-01-25 to 03-31-26; and
- Environmental Policy Board, Nick Burgess to a 4-year full term from 04-01-25 to 03-31-29; and
- Park and Recreation Commission: 1) Garth Anderson to a 4-year full term from 04-01-25 to 03-31-29 and, 2) Dean Olson to a 4-year full term from 4-01-25 to 03-31-29; and
- Planning Commission: 1) Cheri Gengler, to a 4-year full term from 04-01-25 to 03-31-29, and 2) Jeffrey Lubarski to a 2-year partial term from 04-01-25 to 03-31-27, and 3) Debra Musgrove to a 4-year full term from 04-01-25 to 03-31-29, and 4) Nichole Rudack to a 2-year partial term 04-01-25 to 03-31-27.

Attachments

Policy

Resolution

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 12:36 PM
Form Started By: Colleen Lasher		Started On: 03/20/2025 08:08 AM
Final Approval Date: 03/20/2025		

POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERIVEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS AND CHAIR MEMBER TERM ROTATIONS

PURPOSE: The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline aprocess for the recruitment, application, and interview process of appointing City board and commission members, as well as to limit Chair terms to two terms in a row.

SCOPE: This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy excludes the Charter Commission application process. For information on the Charter Commission please visit: Charter Commission | Ramsey, MN

PROCESS: The intent of this policy is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

INCUMBENTS

Incumbent reapplication process for odd number term reappointment requests

Incumbents seeking reappointment for the third, fifth, seventh, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of their upcoming term expiration and invite them to attend a voluntary interactive feedback session with the City Council to highlight information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the board or commission. This will also be an opportunity for the City Council to ask additional questions of the incumbent.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

Incumbent reapplication process for even number term reappointment requests

Incumbents seeking reappointment for the second, fourth, sixth, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of the upcoming term expiration. If the incumbent wishes to be reappointed, the incumbent will not be required to interview with the City Council and a brief letter of intent will not be required; however, the chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The general policy for all incumbents will include the following process:

- Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public. This is important in order to secure as many applicants as possible for unexpected or unforeseen mid-recruitment vacancies.
- In one collective process, concurrent with new applicants, the City Council will meet, discuss, and determine whether or not a reappointment will be made.
- If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified. If it is determined that the incumbent will be reappointed, the incumbent will be notified.
- In the event that a commissioner does not wish to be reappointed, staff will be offer them an opportunity to contact member(s) of the City Council to discuss any concerns that they may have.

NON-INCUMBENTS

New member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will prepare a detailed notice for publication in the City's January/February newsletter and in the City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

The application materials will remain open on the City's website year-round. When an application is received, staff will make contact with the applicant to confirm the receipt of the application and advise the applicant of what to expect going forward based on the current recruiting needs of the City.

Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following three actions:

1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified andwilling to serve on the given board or commission, the head of Human Resources will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
2) Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.
3) If options 1 and 2 above are not viable, staff will prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the

next annual recruitment process. Interviews

INTERVIEWS

- Staff will arrange interview times and notify applicants and the City Council of the arrangements.
- If there are more than five applicants per the total number of vacancies to be filled, the City Council will evaluate the applications and select five applicants to be interviewed.
- Interview questions will be determined before the interview based on qualifications identified asnecessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.
- All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.
- The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable boardor commission.
- Interviews will not be televised but will be held in an open meeting.

SELECTION

- Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.
- When vacancies occur on the EDA, the Mayor will make a recommendation for appointment tothe City Council.
- Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effectiveon April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.
- Chair and Vice-chair selections are generally decided by each board or commission in April. The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to the Vice-chair role

NOTIFICATION TO APPLICANTS

After appointments have been approved, the staff will notify all applicants of the results of the process and take the necessary steps to on-board new members.

TERMS

Board and Commission members shall serve four-year terms, with the exception of members ofthe Economic Development Authority serving six-year terms. There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents willbe allowed to continue to serve until a successor is appointed.

STIPENDS FOR MEMBERS OF CITY BOARDS AND COMMISSIONS

Effective July 1, 1996, members of all City boards and commissions are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by CityCouncil resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

SERVICE ON MORE THAN ONE CITY BOARD OR COMMISSION

Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointmentsto multiple Boards or Commission."

REVISIONS

Adopted by the City Council August 13, 1996
Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11,1997.

Revised by the City Council December 11, 2001
Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

- Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they dowith new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council (the evaluation panel) and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and selectfive applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed,may bring to the board or commission in the future

Discussion by the City Council April, 2014 to make the following revisions:

- Omit "Incumbents seeking reappointment will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process
- Omit inviting applicants to a short open house prior to interviews.
- Remove the term "evaluation panel" -- replacing it with the term 'City Council."
- Remove "Reviewing applications -- After the application deadline has passed, the Human Resources Manager will forward all applications to the City Council for scoring. The Human Manager will total thescores and invite the top five scorers to interview."
- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

- Simplified the incumbent reapplication process
- Simplified the process to fill unexpected vacancies due to unforeseen resignations.
- Removed unnecessary Charter Commission language from the updated policy.

Revised by the City Council February 14, 2023

- Changed title of document to include Chair member term rotations.
- Clarify Charter Commission as a separate policy with link.
- Changes to the incumbent reappointment process including language regarding incumbents being considered in one concurrent process with new applicants.
- Language changes related to maintaining a continuous recruitment and processes for receipt of new applications.
- Added footer and format changes.

Councilmember ……..introduced the following resolution and moved for its adoption:

RESOLUTION #25-066

RESOLUTION APPOINTING BOARD AND COMMISSION MEMBERS

WHEREAS, there are open seats on the City's boards and commissions as of April 1, 2025; and

WHEREAS, the vacancies were advertised in the Ramsey Resident, the Anoka County Union, on the City's website, on the City's Facebook, on the Highway 10 sign and via the City's email notification system; and

WHEREAS, the City Council conducted interviews on March 18, 2025; and

WHEREAS, Per Minnesota Statue 469.095, the Mayor appoints members to the Economic Development Authority with approval from the Council; and

WHEREAS, the City Council agreed by consensus to the following re-appointments to the boards and commissions:

Environmental Policy Board	Nick Burgess	4-year full term
Park and Recreation Commission	Dean Olson	4-year full term
Planning Commission	Cheri Gengler	4-year full term

WHEREAS, the City Council agreed by consensus to the following new appointments to the boards and commissions:

Economic Development Authority	Hannah Karpen	1-year partial term
Park and Recreation Commission	Garth Anderson	4-year full term
Planning Commission	Debra Musgrove	4-year full term
Planning Commission	Jeffrey Lubarski	2-year partial term
Planning Commission	Nichole Rudack	2-year partial term

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

1) Motion to adopt resolution #25-066 to appoint and re-appoint board and commissioners, as follows:

   - Economic Dev. Authority, Hannah Karpen to a 1-year partial term from 04-01-25 to 03-31-26
   - Environmental Policy Board, Nick Burgess to a 4-year full term from 04-01-25 to 03-31-29
   - Park and Recreation Commission: Garth Anderson to a 4-year full term from 04-01-25 to 03-31-29 and Dean Olson to a 4-year full term from 4-01-25 to 03-31-29

- Planning Commission: Cheri Gengler, to a 4-year full term from 04-01-25 to 03-31-29 and Jeffrey Lubarski to 2-year partial term from 04-01-25 to 03-31-27 and Debra Musgrove to a 4-year full term from 04-01-25 to 03-31-29 and Nichole Rudack to a 2-year partial term 04-01-25 to 03-31-27

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 25th day of March, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative: Promote economic growth and development.

Title:

Adopt Resolution #25-068 Approving Loan Application for Restaurant Subsidy Program: King Baguette

Purpose/Background:

The purpose of this case is to review the proposed request by King Baguette for financial assistance utilizing the Restaurant Subsidy Program. Staff has received a mostly complete application and is asking the City Council to confirm the business type qualifies for the program by approving the loan. Upon initial review from Staff there are facets of the project that meet the intent of the program but others that are uncertain. Feedback from residents, businesses, visitors, and elected/appointed officials states that attracting more restaurants is a priority for Ramsey. The city has received an application (mostly complete) from King Baguette for financial assistance relating to the 5 units of SAC and WAC Fees for a new restaurant build-out in the vacant building located at 7912 Sunwood Drive NW, Unit 100 in Northstar Marketplace. Staff is asking the Council to confirm this business qualifies for the restaurant subsidy program and it it is supportive of providing SAC and WAC deferral assistance to the project.

King Baguette Background

King Baguette provides a combination of take-out, drive thru and dine-in services focused on the Vietnamese Banh Mi Sandwich, Vietnamese Pho, Boba Tea and Bakery. There is over a 450K investment for the applicant as shown in the application. This is a new restaurant concept for Ramsey and would be a nice alternative to traditional American cuisine. Staff has spoken with Thao Do (co-applicant) regarding the operation of the restaurant. She has indicated that customers will be able to order their food at the counter but will also have wait staff taking orders at tables if they prefer. This combination of ordering does not fully embrace the "Full Service" restaurant style that normally comes to mind; it is more of a hybrid in Staff's opinion but it really is pretty consistent with how many of today's restaurants are operating. Below are a few excerpts from the program. The full policy is attached to this case.

- *A full-service restaurant is defined as one that has washable plates, cups and utensils, wait staff, food served at tables, and whose projected SAC/WAC fees are charged at a rate of X unit per seat.*
- *Eligible applicants are for-profit restaurant businesses considering new, additional or the expansion of existing restaurants in The City of Ramsey. Eligible businesses must devote a majority of their floor space to the restaurant concept. All applicants must be a permitted use in compliance with all laws, zoning ordinances, rules and regulations applicable to the business. The Ramsey EDA will review each application on a case-by-case basis and reserves the right to exclude activities not consistent with the City's Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community.*

The applicant has not provided complete financial information and staff has not worked with a 3rd party (CMDC) to conduct a review of the loan. The applicant is waiting to get feedback to see if it would qualify for the program before moving forward with the cost of underwriting the Loan and UCC Filing that would be required. King Baguette has signed a lease and the Landlord has commenced construction of a demising wall for the space at the cost of the Landlord. King Baguette hopes to open in June. Staff has been working with the restaurant for over a year and thinks they would be a great addition to the community.

Notification:

None required

Time Frame/Observations/Alternatives:

The proposed 453K investment would help bring a 1600 SF with Drive Thru King Baguette concept to Ramsey. The full SAC Charge (Metropolitan Council) is estimated to be $12,425 and the WAC Charge (City of Ramsey) is estimated to be $7,405. These fees total $19,830. King Baguette is requesting a loan of $13,881 (70% of the Total SAC AND WAC Charges) from the Full Service Restaurant Subsidy Program (See attached). As previously mentioned, King Baguette has an executed lease, paid for a building permit (includes the SAC and WAC fees). Approval of an SAC and WAC Loan would require a reimbursement of $13,881, execution of a 5-year forgivable loan and a UCC filing for equipment onsite.

The project will result in approximately 10+ jobs coming to Ramsey with an average wage of $18/hr.

The owner is securing $30,000 in private bank financing, providing an injection of cash and is requesting a city SAC and WAC forgivable loan. The EDA reviewed this request at the March 13th meeting and made a determination that the restaurant qualifies for the SAC and WAC Deferral Program, Based on this recommendation Staff supports approval of a 70%, 0% interest loan, forgivable loan for both the SAC and WAC Fees in the amount of $13,881; subject to satisfactory underwriting by CMDC. The proposed funding sources for the loan would be the City Water Fund (WAC) and the EDA Fund (SAC). The applicant is required to pay $5,949 (30%) for the SAC and WAC charges, underwriting closing costs estimated to be around $1500. The financing of this deal would include a loan agreement, and a UCC filing against collateral owned by the applicant since King Baguette is not the owner of the real estate. The applicant leases the space and a real estate mortgage would not be obtainable in this circumstance. Staff will work with the applicant to gather necessary financial information necessary to complete underwriting of the loan if the Loan is contingently approved by the Council. The Applicant has already provided most financial information/projections needed to complete underwriting but a few more pieces of information are needed.

Loan Approval / Qualification Recommendation

1. Approval of a $13,881 (70%) SAC and WAC loan to King Baguette; contingent on satisfactory underwriting and city attorney review. (EDA Recommendation)
2. Approval of a $_____ (__%) SAC and WAC loan to King Baguette; contingent on satisfactory underwriting and city attorney review.
3. Something Else

Funding Source:

Under the assumption of a 70% SAC and WAC loan of $13,881, the breakdown of funding would be as follows:
$5,183.50 - City Water Fund
$8,697.50 - EDA Fund

The unencumbered EDA fund currently has balance of approximately 1.4M

Recommendation:

The EDA met on March 13, 2025 and unanimously recommended to the City Council for contingent approval of a $13,881 (70%) SAC and WAC loan to King Baguette; contingent on satisfactory underwriting and City Attorney review. (Draft Minutes are attached)

Outcome/Action:

Motion to Adopt Resolution #25-068 Approving Loan Application for Restaurant Subsidy Program: King Baguette

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Attachments

Site Location Map

ACTION - Resolution #25-068
Business Assistance Application
SAC and WAC Breakdown
Restaurant Subsidy Program Policy
Excerpt - Draft EDA Minutes 3-13-25

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 11:21 AM
Form Started By: Sean Sullivan		Started On: 03/13/2025 10:50 AM
Final Approval Date: 03/20/2025		

King Baguette



3/4/2025, 3:01:05 PM

1:1,200

0 55 110 220 ft

0 15 30 60 m

- Multi-units

Sean Sullivan

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

RESOLUTION #25-068

RESOLUTION APPROVING LOAN FROM RESTAURANT SUBSIDY PROGRAM: KING BAGUETTE

WHEREAS, the City of Ramsey, adopted a new Full-Service Restaurant Subsidy Program on February 8, 2021 to help reduce the cost of SAC and WAC charges and to assist in the recruiting of full-service restaurants to Ramsey; and

WHEREAS, King Baguette Inc. submitted an application requesting a, 0% interest, forgivable loan for 70% of the $19,830 in SAC and WAC Charges due for the proposed new restaurant at 7912 Sunwood Drive NW Unit 100 totaling $13,881; and

WHEREAS, the EDA met on March 13, 2025 and determined that the King Baguette Restaurant Project was compliant with the Restaurant Subsidy program and recommended approval of a 70% interest free forgivable loan totaling $13,881 contingent on satisfactory underwriting and city attorney review; and

WHEREAS, King Baguette has already pulled and paid for its building permit for the project, paid the full SAC and WAC Fees and would need to be reimbursed $13,881 dollars as part of the Loan Closing; and

WHEREAS, King Baguette Inc. is Active / in Good Standing with office of the Minnesota Secretary of State as of March 19, 2025.

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

1) That the City Council approves a 0% interest, forgivable $13,881 loan to King Baguette Inc.; subject to satisfactory underwriting by CMDC and City Attorney review.
2) The City Council authorizes the execution of all required loan documents by the Mayor and City Administrator.
3) The $13,881 loan is to be funded from the EDA Cash balance ($8,697.50) and Water Fund ($5,183.50).
4) The City Council authorizes a temporary refund of $13,881 to King Baguette Inc. to be treated as loan proceeds.

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 25th day of March, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

EXHIBIT A

BUSINESS ASSISTANCE APPLICATION

A. APPLICANT INFORMATION

Name of Corporation/Partnership: King Baguette

Address: 7912 Sunwood Dr Nw #100, Ramsey, MN 55303

Primary Contact: Cuong Phan or Thao Do

Address: _____

Phone: 763-232-4418 Fax: _____ E-mail: thaopdo07@gmail.com

Type of business assistance requested (select one):

☐ Tax Abatement ☐ Tax Increment Financing ☐ Revolving Loan Fund ☑ Other

Have you been, or are you currently, involved in any bankruptcy proceedings or lawsuits related to other development projects with which you have been involved? If yes, please provide an explanation.

☐ Yes ☑ No

On a separate sheet, please provide the following:

- Brief description of the corporation/partnership's business, including history, principal product or service, etc**. Attach as Part 1**.
- List names of officers and shareholders/partners with more than five percent (5%) interest in the corporation/partnership. **Attach as Part 2**.
- Brief description of the proposed project. **Attach as Part 3**.
- A *but for* analysis and narrative. **Attach as Part 4**.
- Completed Revolving Loan Fund Application. **Attach as Part 5 if required.**

Attorney Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Contractor Name: Steve Binstock

Address: 15246 Lake Drive Ne, Columbus, MN 55025

Phone: 651-398-2081 Fax: _____ E-mail: sbinstock@trinity-contracting.com

Engineer Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Architect Name: James Berthiaume

Address: 420 Summit Ave, St Paul, MN 55102

Phone: 763-755-0000 Fax: _____ E-mail: james@lampert-arch.com

B. PROJECT INFORMATION

The project will be: (Check all that apply)

- ☐ Industrial: (☐ New Construction ☐ Redevelopment/Rehab ☐ Expansion)
- ☐ Office/research facility: (☐ New Construction ☐ Redevelopment/Rehab ☐ Expansion)
- ☑ Commercial: (☒ New Construction ☐ Redevelopment/Rehab ☐ Expansion)
- ☐ Housing: (☐ New Construction ☐ Redevelopment/Rehab ☐ Expansion)
- ☐ Other _____

The project will be: ☐ Owner Occupied ☑ Leased Space

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

Project Address 7912 Sunwood Dr Nw #100, Ramsey, MN 55303

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

Site Plan Attached: ☑ Yes ☐ No

Current Real Estate Taxes on Project Site: $37,757

Estimated Real Estate Taxes Upon Completion:

Phase I $47,000
Phase II $_____
Phase III $_____
Total $_____

Construction Start Date: March, 2025

Construction Completion Date: June, 2025

If Phased Project: _____ % Completed in _____ years
_____ % Completed in _____ years
_____ % Completed in _____ years

C. PUBLIC PURPOSE OBJECTIVES

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

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

D. SOURCES & USES OF FUNDS

Attach additional information as Part 8

SOURCES	AMOUNT
Bank Loan	$ 40,000.00
Other Loans	$
Owner Equity	$ 200,000.00
Fed Grant/Loan	$
State Grant/Loan	$
Industrial Development Bonds	$
Tax Increment Financing	$
Tax Abatement	$
70% SAC / WAC Loan	$ 13,881
Other	$ 200,000.00
TOTAL	**$** 453,881.00

USES		AMOUNT
Land Acquisition	$	
Site Development	$	
Construction	$	285,000.00
Machinery & Equipment	$	144,051.00
Architectural/Engineering Fees	$	5,000.00
Debt Service Reserve	$	
Contingencies	$	
SAC and WAC Fees (permit)	$	19,830
TOTAL	**$**	453,881.00

Total Amount of business assistance requested from either Revolving Loan Fund, Abatement, Tax Increment Financing or another source: $13,881

E. ADDITIONAL DOCUMENTATION AND CHECKLIST

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

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

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

Applicant Name _____ Date _____

By _____

Its _____

EXHIBIT B

BUSINESS ASSISTANCE REVIEW WORKSHEET

FOR COMMERCIAL/INDUSTRIAL PROJECTS

TO BE COMPLETED BY APPLICANT AND CITY STAFF

A. The project meets which of the following objectives as set forth in Section C of the Business Assistance policy:

- ☐ 1. To encourage redevelopment.
- ☒ 2. To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits.
- ☒ 3. To enhance and/or diversify the City's economic base.
- ☐ 4. To encourage additional unsubsidized private (re)development.
- ☐ 5. To remove blight and/or encourage (re)development of commercial and industrial areas.
- ☐ 6. To accomplish other public policies which may be adopted such as the promotion of quality urban or architectural design, energy conservation, and decreasing capital and/or operating costs of local government.
  - Utilization of architectural and landscaping techniques that will enable the components of the project to blend with the natural environment.
  - Mitigation of project impact on the natural environment.

B. Ratio of Private to Public Investment in Project: **Points:** 5

$ 230,000.00	Private Investment	5:1	5
$ 13,881	Public Investment	4:1	4
> 5:1	**Ratio Private : Public Financing**	3:1	3
		2:1	2
		Less than 2:1	1

C. Job Creation: **Points:** 3

10+	Net *new* jobs (minimum 40 hours per week) or fulltime equivalents	50+	5
		20+	4
		10+	3
		5+	2
		Less than 2	1

D. Wage Level of jobs created: **Points:** 4

Average hourly wage
Of *new* jobs $18

Over $21/hour	5
$18-21/hour	4
$14-17/hour	3
$10-13/hour	2
Under $10/hour	1

E. Ratio Of Business Assistance To New Jobs Created: **Points:** 5

$ 13,881.00 Business assistance requested
15 Number of net *new* jobs created
$ 1,388.00 **of business assist. per net *new* job created**

$5,000 or less	5
$15,000 or less	4
$25,000 or less	3
$50,000 or less	2
Over $75,000	1

F. Project size: **Points:** 1

The project will result in the construction of 1600 square feet

75,000+	5
50,000+	4
25,000+	3
10,000+	2
5,000 or less	1

G. Type of Project: **Points:** 3

	100% Owner Occupied	5
x	Mix Owner Occupied & Investment	3
	Investment Property	1

H. Likelihood that the project will result in unsubsidized, spin-off development: **Points:** 1

	High	5
	Moderate	3
x	Low	1

I.

	5
	3
	4
	5
	1
	3
	1

Sub-Total Points 22 of a possible 35 points.

Bonus Points **Bonus Points:** 0

The project will be 100% *pay-as-you-go* financing.	0
The project is a redevelopment project.	0

Total Points: 22

Overall project analysis:	High	35 points
	Moderate	25 points
	Low	15 points
	Not Eligible	5 points

The business is setting up as a S corporation with Cuong Phan as a CEO, 100% owner. The project is for King Baguette, new restaurant constructions build out. The restaurant provides a combine of takeout and dine-in services. An Asian concept that focuses on Banh Mi Sandwich, Pho, Boba tea and bakery. The projections of business sale for the first year is $400,000.00 to $500,000.00 Second year projections: $500,000.00 - $700,000.00.

King Baguette is located at Northstars Marketplace. It includes other tenants such as Coborns, Carribou Coffee, Subway, Chanticlear Grill Pizza, Acapulco restaurant, LA Nails, etc. The lease is 10 years term.

At King Baguette, we serve delicious and diverse sandwiches that combine the best of French Baguette and Vietnamese flavors, in a casual but upscale atmosphere that you feel like you're dinning in Parisian cafè right here in the heart of twincities.

We offers a variety of fresh, made-to-order Vietnamese banh mi sandwiches, a collection of spring rolls and egg rolls, pho, and popular boba drink menu featuring a variety of delicious flavors of fruit teas, milk teas, boba, matcha, and coffee. In addition, we also offer a collection of freshly baked authentic French patisseries to complement your meal perfectly.

Our foods can be ordered in store, through our online website or via third parties ordering (Doordash, Grubhub, Uber eat, etc). The concept is fast and easy take out or dinning at your convenience. Price is reasonable averagely in the range of $10-$20/order.

Vietnamese Pho, Banh Mi and Boba Tea are well-known by local and become even more popular in the recent years. More and more people come to support the local Vietnamese food business. People at all age love our delicious food/drink items. We believe this concept will be a great hit to the community and stand out amongst the others.

Company website: www.kingbaguette.com (coming soon)

Social Media: Facebook, Instagram, and Tiktok (coming soon)

Catering is also an option once the business is established.

Letter Reference: 241226B3 **Address ID:** 756907 **Payment ID:** 485298

Date of Determination: 12/26/24 **Determination Expiration:** 12/26/26

Greetings!

Please see the determination below.

Project Name: King Baquette
Project Address: 7912 Sunwood Dr
Suite #/Campus: #100
City Name: Ramsey
Applicant: Steve Binstock, Trinity Commercial Contracting

Special Notes: It is the Council's understanding there will be no outdoor seating. If at any time outdoor seating is added, a determination is required and additional SAC may be due.

Charge Calculation:
Food & Drink: 1556 sq. ft. @ 300 sq. ft. / SAC = 5.19

Total Charge: 5.19

Credit Calculation:
Northstar Retail (SAC 8/22)
Retail: 1556 sq. ft. @ 3050 sq. ft. / SAC = 0.51

Total Credit: 0.51

Net SAC: **4.68** **=** **5 SAC Due**

The business information was provided to MCES by the applicant at this time. It is the City's responsibility to substantiate the business use and size at the time of the final inspection. If there is a change in use or size, a redetermination will need to be made. If you have any questions, email me at: Jessica.nye@metc.state.mn.us.

Thank you,

Jessie Nye
Manager, SAC Program

COMMERCIAL PLAN REVIEW FOR CODE COMPLIANCE

GENERAL INFORMATION

A. PROJECT NAME: King Baguette
B. PROJECT LOCATION: 7912 Sunwood Drive
Ramsey, Minnesota

APPLICABLE CODES:

A. RAMSEY ZONING ORDINANCE — Current Edition
B. MINNESOTA STATE BUILDING CODE (MSBC)
– INCLUDING –
C. CHAPTER 1305 – INT'L BUILDING CODE — 2020 Edition
D. CHAPTER 1311 – INT'L EXISTING BUILDING CODE — 2020 Edition
E. CHAPTER 1315 – NATIONAL ELECTRIC CODE — 2023 Edition
F. CHAPTER 1322/23 – INT'L ENERGY CONSERVATION CODE — 2024 Edition
G. CHAPTER 1341 – MN ACCESSIBILITY CODE — 2020 Edition
H. CHAPTER 1346 – INT'L MECHANICAL CODE — 2020 Edition
I. CHAPTER 4714 – MN PLUMBING CODE — 2020 Edition

BUILDING CLASSIFICATION

A. OCCUPANCY GROUPS/ TYPE OF CONST (IBC Chpt 3 & IBC Chpt 6)
1. Restaurant – Group A-2 Less Than 50 Occupants = Group B
– Type of Construction – II-B
– Area – 1,680 s.f.
2. Mixed Occupancy (IBC 508)
– Group B Is A Non-Separated Use From Adjacent Occupancies
3. Incidental Uses (IBC 509)
– None
B. FIRE-RESISTANCE-RATED CONSTRUCTION
1. Fire Walls (IBC 706)
– Not Required –
2. Fire Barriers (IBC 707)
– Not Required –
3. Fire Partitions (IBC 708)
– Not Required –
C. INTERIOR FINISH REQUIREMENTS
1. Minimum Wall And Ceiling Finish Requirement (IBC Table 803.13)

Building Component	Finish Class
Vertical Exits/ Exit Passageways	Class B
Exit Access Corridors/ Other Exit ways	Class C
Rooms and Enclosed Spaces	Class C

AUTOMATIC SPRINKLER REQUIREMENTS

A. AN EXISTING NFPA 13 AUTOMATIC SPRINKLER SYSTEM IS PROVIDED THROUGHOUT THE BUILDING (IBC 903.3.1.1)

MEANS OF EGRESS

A. DESIGN OCCUPANT LOAD (IBC Chpt 1004)
1. Total Occupants = 24 Occupants (See Plan)
B. EXIT/ EXIT ACCESS
1. Number Required (IBC Table 1006.2.1, 1006.3.2) = 2
2. Number of Accessible Required (IBC 1009) = 1
3. Arrangement (IBC 1007)
– Not Less Than 1/3 Overall Diagonal (Sprinklered Building)
4. Travel Distance Maximums
– Exit Access (IBC 1017) = 300'
– Common Path of Egress (IBC 1006.2.1) = 100'
– Dead Ends (IBC 1020.4) = 50'
5. Sizing (The Greater of Two Conflicting Widths Shall Be Used)
– Design Egress Sizing (IBC 1005.3)
Stairways (Occ Load x .3) = N/A
Other Components (Occ Load x .2) = 4.8"
– Stairways (IBC 1011.2) = 36"
– Corridors (IBC 1020.2) = 36"
– Exit Passageways (IBC 1024.2) = 36"
– Exit Doors (IBC 1010.1.1) = 32" Min Clear
48" Max Norm
6. Doors
– Swing (IBC 1010.1.2.1)
Side Hinged Swinging Out At Occupant Load Of 50 Or More
– Landings (IBC 1010.1.6)
Width Not Less Than Width of Door Or Stairway
Length in Direction of Travel Not Less Than 44"
– Thresholds (IBC 1010.1.7)
Max Height = 1/2" – 1:2 Beveled Edge If 1/4"–1/2"
– Door Arrangement (IBC 1010.1.8) 48" + Door Width Apart
– Lock or Latch (IBC 1010.1.9)
Operable From Egress Side Without Use of Knowledge or Keys.
Manually Operated Flush Bolts Permitted on Inactive leaf.
– Panic/ Fire Exit Hardware (IBC 1010.1.10)
Not Required At Exit/Exit Access Doors

NOTE TO ALL DESIGN/BUILD CONTRACTORS AND THEIR SUB-CONTRACTORS:

THE DESIGN/BUILD CONTRACTOR IS RESPONSIBLE FOR REVIEWING ALL MECHANICAL, ELECTRICAL, PLUMBING, FIRE SPRINKLER, OR ANY OTHER DESIGN/BUILD SUB-CONTRACTOR'S DOCUMENTS AS PERTAINING TO THE WORK FOR THIS PROJECT. IT IS THE DESIGN/BUILD SUB-CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE DESIGN/BUILD CONTRACTOR OF ANY CONFLICTS WITH THE ARCHITECTURAL AND STRUCTURAL DOCUMENTS DUE TO SIZES, LOCATIONS, QUANTITIES, ROUGH-IN DIMENSIONS AND CODE INTERPRETATIONS. THE DESIGN/BUILD CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE ARCHITECT IMMEDIATELY OF ANY ARCHITECTURAL REVISIONS REQUIRED DUE TO THE COORDINATION OF EACH DESIGN/BUILD SUB-CONTRACTOR'S DOCUMENTS.

Filename: KING BAGUETTE\KING BAGUETTE-LH1

PLUMBING FIXTURES

A. NUMBER FIXTURES REQUIRED (IBC 2902.1)
1. Based On 24 Occupants – Restaurant Occupancy
– 12 Male Occupants
– 12 Female Occupants

Fixture	Required Men	Required Women	Provided Men	Provided Women	Provided Unisex
Water Closets	0.16	0.16	–	–	1
Urinals	–	–	–	–	–
Lavatories	0.06	0.06	–	–	1
Bathtubs/ Showers	–	–	–	–	–
Drinking Fountains	–		Not Required		
Service Sink	1		1		

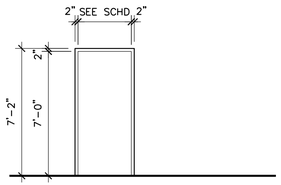
Note: Footnote h. – A Drinking Fountain Shall Not Be Required in Buildings or Tenant Spaces Having An Occupant Load Of Less Than 50

Note: MSBC 2902.2, Exc. #2 – Separate Facilities Shall Not Be Req'd In Tenant Spaces With An Occ. Load Of 25 Or Less

B. LOCATION OF FIXTURES (IBC 2902.3.3)
– Not More Than 1 Story Above Or Below Regular Working Area
– Travel Distance Less Than 500 ft
C. SIGNAGE (IBC 2902.4)
– A Legible Sign For Each Sex Shall Be Provided Near The Entrance To The Toilet Facility

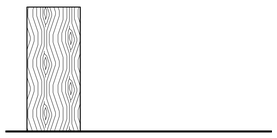
OTHER

A. ACCESSIBILITY
1. Building is Accessible
B. GUARDS (IBC 1015)
1. 42" High Minimum Guards Shall Be Installed Where A Change In Levels Drops 30" Or More.
C. SAFETY GLAZING (IBC 2406)
1. Safety Glazing Shall Be Installed In Hazardous Locations As Specified In IBC 2406.4
D. FIRE ALARM AND DETECTION SYSTEMS
1. Fire Alarm And Detection System Not Required (IBC 907.2)
2. If Required Provide Audible And Visible Alarm Notification Devices (IBC 907.5, NFPA 72)



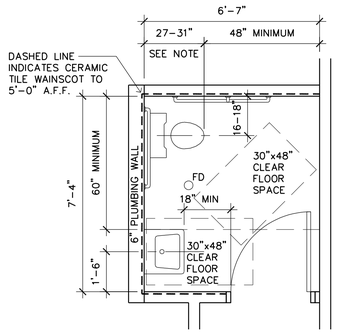
F1 PAINTED HOLLOW METAL

7 LH1 DOOR FRAME TYPES
SCALE: 1/4" = 1'-0"

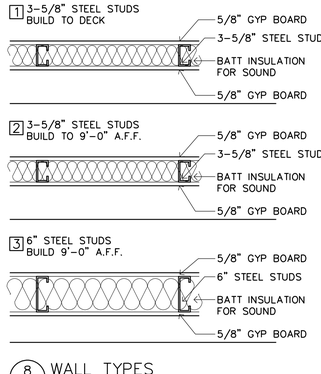


D1 SOLID CORE WOOD STAINED & SEALED

6 LH1 DOOR TYPES
SCALE: 1/4" = 1'-0"



3 LH1 ENLARGED RESTROOM PLAN
SCALE: 3/8" = 1'-0"



8 LH1 WALL TYPES
SCALE: 1" = 1'-0"

GRAB BARS

GRAB BARS SHALL BE 1 1/4"–2" IN DIAMETER. THE SPACE BETWEEN THE GRAB BAR AND THE WALL SHALL BE 1 1/2". A 1 1/2" MINIMUM CLEARANCE SHALL BE PROVIDED BELOW AND AT END OF THE GRAB BAR. A 12" MINIMUM CLEARANCE SHALL BE PROVIDED ABOVE THE GRAB BAR EXCEPT AT SHOWER CONTROLS. GRAB BARS SHALL NOT ROTATE IN THEIR FITTING AND SHALL SUPPORT 250 POUNDS MINIMUM.

FLUSH CONTROLS

FLUSH CONTROLS SHALL BE HAND OPERATED OR AUTOMATIC. HAND OPERATED CONTROLS SHALL COMPLY WITH REQUIREMENTS FOR ACCESSIBLE OPERABLE PARTS. FLUSH CONTROLS SHALL BE LOCATED ON THE OPEN SIDE OF THE WATER CLOSET, EXCEPT IN AMBULATORY ACCESSIBLE COMPARTMENTS WHERE CONTROLS ARE PERMITTED ON EITHER SIDE OF THE WATER CLOSET.

ACCESSORIES

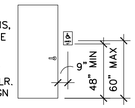
ALL WALL-MOUNTED DISPENSERS, WASTE DISPOSAL CONTAINERS, OR SIMILAR TOILET ACCESSORIES SHALL BE MOUNTED SO THAT THE OPERABLE PORTIONS OF SUCH ACCESSORIES COMPLIES WITH AN UNOBSTRUCTED FRONT OR SIDE REACH. THE MAXIMUM UNOBSTRUCTED REACH RANGE IS BETWEEN 15" AND 48" ABOVE THE FINISHED FLOOR. OBSTRUCTIONS PROTRUDING 20–25 FROM A WALL SHALL LIMIT THE HIGH REACH TO 44" MAXIMUM ABOVE THE FINISHED FLOOR.

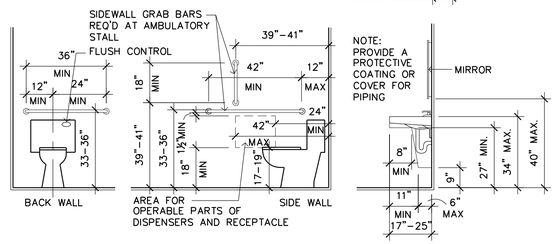
INTERIOR FINISHES

FLOORS IN TOILET, SHOWER, AND BATHING ROOMS ACCESSIBLE TO THE PUBLIC SHALL HAVE A SMOOTH, HARD NON-ABSORBENT SURFACE SUCH AS CERAMIC TILE AND SHALL EXTEND UP THE WALLS AT LEAST 4". (IBC 1209.2.1) WALLS WITHIN 2 FEET OF URINALS AND WATER CLOSETS SHALL HAVE A SMOOTH, HARD NON-ABSORBENT SURFACE, TO 4 FEET A.F.F. (IBC 1209.2.2) SHOWER COMPARTMENT AND BATHTUB WALLS WITH SHOWER HEADS SHALL HAVE A SMOOTH, HARD NON-ABSORBENT SURFACE SUCH AS CERAMIC TILE TO 72" ABOVE THE DRAIN. (IBC 1209.2.3)

SIGNAGE

IDENTIFICATION SIGNAGE SHALL BE PROVIDED AT TOILET ROOMS. THE SIGNAGE SHALL INCLUDE TACTILE LETTERS INDICATING THE NAME OF THE SPACE, THE INT'L SYMBOL OF ACCESSIBILITY, AND BRAILLE CHARACTERS ACCORDING TO CHAPTER 703. MOUNT THE SIGN CENTERED AT 9" FROM THE LATCH SIDE OF THE DOOR AND MOUNT THE SIGN 48"–60" ABOVE THE FIN. FLR. WITH AN 18"X18" CLEAR FLOOR SPACE CENTERED ON THE SIGN





GRAB BARS AND ACCESSIBLE WATER CLOSETS — LAVATORY CLEARANCES

5 LH1 RESTROOM DETAILS AND NOTES
SCALE: 3/8" = 1'-0"

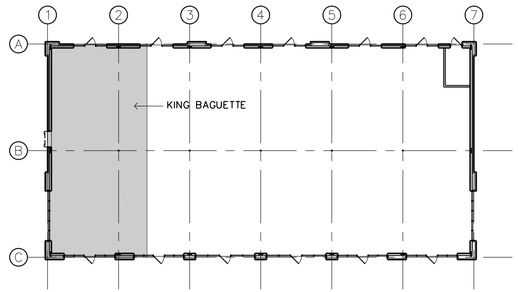
ROOM FINISH SCHEDULE										
RM#	DESCRIPTION	FLOOR	BASE	N.WALL	E.WALL	S.WALL	W.WALL	CLG.	HGHT	REMARKS
101A	DINING AREA	LVT	VINYL	OPEN	PT/GYP	PT/GYP	PT/GYP	OPEN	VARIES	–
101B	ORDER AREA	LVT	VINYL	OPEN	PT/GYP	OPEN	PT/GYP	WOOD	VARIES	–
102	ORDER COUNTER	Q.T.	Q.T.	PT/GYP	PT/GYP	OPEN	PT/GYP	V. ACT	8'–10"	–
103	KITCHEN	Q.T.	Q.T.	FRP	FRP	FRP	FRP	V. ACT	8'–10"	–
104	JANITOR	Q.T.	Q.T.	PT/GYP	PT/GYP	PT/GYP	PT/GYP	V. ACT	8'–10"	4'–0" FRP AT MOP SINK
105	UNISEX	C.T.	C.T.	CT/WST – SEE PLAN FOR LOCATIONS				PT/GYP	9'–0"	–

ABBREVIATIONS:
C.T. = CERAMIC TILE
LVT = LUXURY VINYL TILE
Q.T. = QUARRY TILE
CT/WST = CERAMIC TILE WAINSCOT TO 5'–0" A.F.F.
FRP = FIBER REINFORCED PLASTIC PANELS
PT/GYP = PAINTED GYPSUM BOARD
ACT = ACOUSTICAL CEILING TILE
V. ACT = VINYL BACKED CEILING TILES
WOOD = SUSPENDED WOOD TRELLIS

NOTES
ALL COUNTER TOPS TO BE QUARTZ

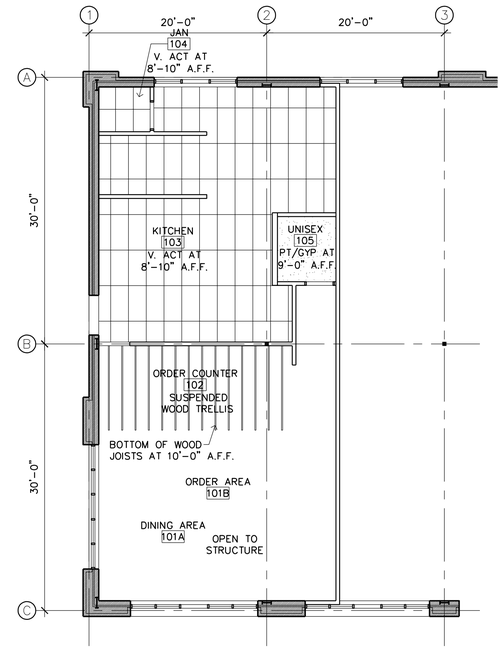
DOOR & FRAME SCHEDULE					
DR #	DOOR SIZE	THICK	DOOR	FRAME	REMARKS
104	3'–0"x7'–0"	1–3/4"	D1	F1	–
105	3'–0"x7'–0"	1–3/4"	D1	F1	–

NOTES:
1. ALL DOOR HARDWARE TO BE SPECIFIED & PROVIDED BY CONTRACTOR
2. ALL EXIT HARDWARE SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. MOUNT HARDWARE BETWEEN 34"–48" (ANSI A117.1–404.2.6)



2 LH1 KEY PLAN
SCALE: 1" = 20'-0"

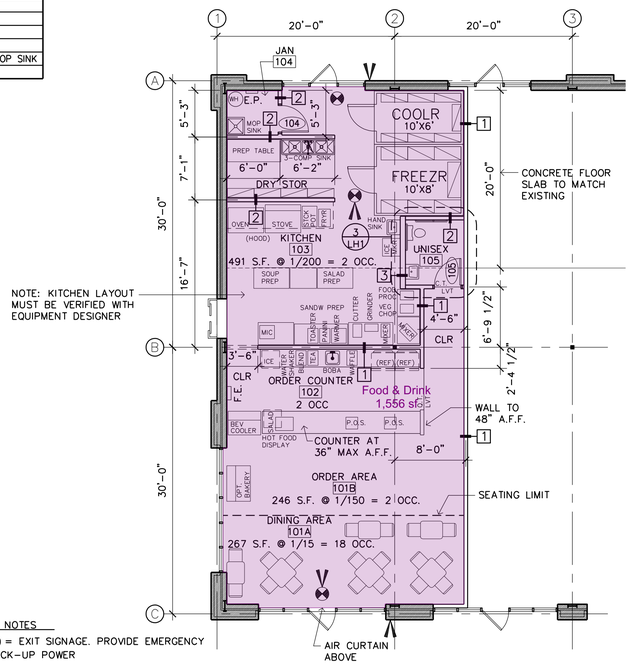
NORTH



PLAN NOTES
1. REFLECTED CEILING PLAN IS FOR APPROXIMATE GRID PLACEMENT ONLY. VERIFY LOCATION OF ALL DIFFUSERS, SPRINKLER HEADS, LIGHTS, ETC. WITH APPROPRIATE DESIGN BUILD CONTRACTOR

4 LH1 REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"

NORTH



NOTE: KITCHEN LAYOUT MUST BE VERIFIED WITH EQUIPMENT DESIGNER

PLAN NOTES
1. = EXIT SIGNAGE. PROVIDE EMERGENCY BACK-UP POWER
2. = EMERGENCY LIGHTING. PROVIDE EMERGENCY BACK-UP POWER AND (1) FOOT CANDLE AT THE WALKING SURFACE.
3. F.E. = FIRE EXTINGUISHER. VERIFY SIZE AND SPACING WITH BUILDING OFFICIAL.
4. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION.

USEABLE AREA – 1,680 S.F.

1 LH1 FLOOR PLAN
SCALE: 1/8" = 1'-0"

NORTH

LAMPERT ARCHITECTS
420 Summit Avenue
St. Paul, MN 55102
Phone:763.755.1211 Fax:763.757.2849
lampert@lampert-arch.com

ARCHITECT CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE
LEONARD LAMPERT
PRINT NAME
13669
LICENSE NO.
12/19/24
DATE

KING BAGUETTE
7912 Sunwood Drive, Ramsey, MN

Copyright 2024
Leonard Lampert Architects Inc.

Project Designer: JAMES B
Drawn By: JRB
Checked By: LL
Revisions

12/3/24	PRELIMINARY
12/18/24	FINAL REVIEW
12/19/24	ISSUE FOR PERMIT

CODE REVIEW FLOOR PLANS DETAILS

Sheet Number

LH1

Project No. 241113-1

Office of the Minnesota Secretary of State
Certificate of Incorporation

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name:	King Baguette Inc.
File Number:	1465851300026
Minnesota Statutes, Chapter:	302A
This certificate has been issued on:	03/26/2024

Steve Simon

Secretary of State
State of Minnesota

Office of the Minnesota Secretary of State

Minnesota Business Corporation/Articles of Incorporation

Minnesota Statutes, Chapter 302A

The individual(s) listed below who is (are each) 18 years of age or older, hereby adopt(s) the following Articles of Incorporation:

ARTICLE 1 - CORPORATE NAME:

King Baguette Inc.

ARTICLE 2 - REGISTERED OFFICE AND AGENT(S), IF ANY AT THAT OFFICE:

Name	Address:
	2503 123RD CT NE 2503 123RD CT NE BLAINE MN 55449 6262 USA

ARTICLE 3 - MAXIMUM SHARES THE CORPORATION MAY ISSUE: **1**

ARTICLE 4 - INCORPORATOR(S):

Name:	Address:
Cuong Q Phan	**2503 123RD CT NE MINNEAPOLIS MN 55449**

DURATION: **PERPETUAL**

If you submit an attachment, it will be incorporated into this document. If the attachment conflicts with the information specifically set forth in this document, this document supersedes the data referenced in the attachment.

By typing my name, I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

SIGNED BY: **Cuong Phan**

MAILING ADDRESS: **None Provided**

EMAIL FOR OFFICIAL NOTICES: **None Provided**

Work Item 1465851300026
Original File Number 1465851300026

STATE OF MINNESOTA
OFFICE OF THE SECRETARY OF STATE
FILED
03/26/2024 11:59 PM

Steve Simon
Secretary of State

SAC and WAC Charge Summary (2025 Rates)

	SAC UNITS	SAC Unit Charge	SAC	WAC unit Charge	WAC	Total
Project total	**5**	$ 2,485	$ 12,425.00	$ 1,481.00	$ 7,405.00	$ 19,830.00
70% Loan			**$ 8,697.50**		**$ 5,183.50**	**$ 13,881.00**
30% King Baguette			$ 3,727.50		$ 2,221.50	$ 5,949.00

APPROVED 2/8/21

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

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

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

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

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

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

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

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

ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, March 13, 2025, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:	Chairperson Scott Wiyninger Member Rachal Johnson Member Brittany Lindahl Member William MacLennan Member Chris Riley Member Shanna Stewart
Members Absent:	None
Also Present:	Sean Sullivan, Economic Development Manager

Draft

1. CALL TO ORDER

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

4. EDA BUSINESS

4.01: Consider Loan Application for Restaurant Subsidy Program: King Baguette

Economic Development Manager Sullivan presented the staff report.

Chairperson Wiyninger invited the restaurant owner to speak.

Thao Do, King Baguette, commented that Economic Development Manager Sullivan has been great to work with throughout this process. She recognized the growth in Ramsey and the lack of restaurant choices offered in this market. She stated that this is a new concept, bringing Vietnamese food to Ramsey. She stated that her husband has worked in Ramsey for 14 years, at Diamond Graphics, and their home is only 14 miles from this location. She provided additional information on the food that will be offered, noting that she will add items as they go and explaining that they will offer breakfast, lunch, and dinner.

Member Stewart asked for more information on the customer experience.

Mrs. Do stated that they would like to provide the most convenient service for the customer, offering quick drive-thru service, to go orders at the counter, as well as service at the tables with servers.

Economic Development Manager Sullivan stated that this location is a little over 1,600 square feet and asked if the business plan envisions expansion and growth.

Mrs. Do replied that originally, she desired 2,000 square feet, but in negotiation for the space they decided on 1,600 square feet for now with the option to expand.

Chairperson Wiyninger stated that he feels a little torn on this as this concept is not fully a full-service restaurant, but it does speak to the spirit of what is desired in the community to have more options for food service. He stated that he would feel comfortable with the 50 percent SAC and WAC Loan option.

Member Johnson stated that she feels that this concept is the way restaurants are today when people are more on the go. She stated that people often order food to go or have it delivered. She stated that this location would still offer sit-down service and also incorporates a drive-thru. She stated that this concept adds more options for consumers, which is a great thing and therefore she can support the 70 percent option.

Member Stewart stated that she would agree that while the case may not hit all the boxes, there is a desire to potentially expand in the future. She stated that she could support 55 percent option.

Member MacLennan asked the hours of operation.

Mrs. Do replied that she would be open seven days per week and would be open from 9 a.m. to 8 p.m.

Member MacLennan stated that perhaps the drive-thru makes up for the smaller seating area as they will be able to service more people with both options. He stated that a ten-year lease is a big commitment, which is good for Ramsey. He stated that he could support either option.

Motion by Member Johnson, seconded by Member Lindahl, to recommend to City Council for contingent approval of a $13,881 (70%) SAC and WAC loan to King Baguette; subject to underwriting, project qualification, and City Attorney review.

Further discussion: Member Riley stated that EDA has been called on to do what it can to bring in restaurants. He recognized that this is a policy to be interpreted by the EDA and while this request may not hit all the requirements, he believed that it is close and is an amenity desired by the community, therefore he will be supporting this.

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

Draft

6. ADJOURNMENT

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

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

The regular meeting of the Economic Development Authority adjourned at 8:21 a.m.

Respectfully submitted,

_____
Sean Sullivan
Economic Development Manager

ATTEST:

_____
Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Draft

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative:

Title:

~~Adopt resolution #25-069 to Update the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations~~ - **Please Note: this case was removed from the Consent Agenda and moved to the Regular Agenda as item #8.3**

Purpose/Background:

The purpose of this case is to consider updating the policy for the Recruitment Application and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations to eliminate restrictions on the number of consecutive Chair member terms. This matter was discussed this evening during the City Council work session and was brought forward at the request of two Councilmembers.

As per the attached policy, page three of the policy, under "selection", bullet number 4, states "Chair and Vice-chair selections are generally decided by each board or commission in April. The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to the Vice-chair role."

A draft red-line policy is attached showing potential revisions related to this matter.

Funding Source:

Not Applicable.

Recommendation:

Based on discussion.

Outcome/Action:

Adopt resolution #25-069 updating the Policy for the Recruitment, Application and Interview Process for Appointing City Board and Commission Members and removing content within the policy addressing chair member term rotations.

Attachments

Draft Policy

Resolution

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 11:44 AM
Form Started By: Colleen Lasher		Started On: 03/13/2025 01:41 PM
Final Approval Date: 03/20/2025		

POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERIVEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS

PURPOSE: The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline aprocess for the recruitment, application, and interview process of appointing City board and commission members, as well as to limit Chair terms to two terms in a row.

SCOPE: This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy excludes the Charter Commission application process. For information on the Charter Commission please visit: Charter Commission | Ramsey, MN

PROCESS: The intent of this policy is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

INCUMBENTS

Incumbent reapplication process for odd number term reappointment requests

Incumbents seeking reappointment for the third, fifth, seventh, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of their upcoming term expiration and invite them to attend a voluntary interactive feedback session with the City Council to highlight information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the board or commission. This will also be an opportunity for the City Council to ask additional questions of the incumbent.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

Incumbent reapplication process for even number term reappointment requests

Incumbents seeking reappointment for the second, fourth, sixth, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of the upcoming term expiration. If the incumbent wishes to be reappointed, the incumbent will not be required to interview with the City Council and a brief letter of intent will not be required; however, the chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The general policy for all incumbents will include the following process:

DRAFT POLICY

- Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public. This is important in order to secure as many applicants as possible for unexpected or unforeseen mid-recruitment vacancies.
- In one collective process, concurrent with new applicants, the City Council will meet, discuss, and determine whether or not a reappointment will be made.
- If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified. If it is determined that the incumbent will be reappointed, the incumbent will be notified.
- In the event that a commissioner does not wish to be reappointed, staff will be offer them an opportunity to contact member(s) of the City Council to discuss any concerns that they may have.

NON-INCUMBENTS

New member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will prepare a detailed notice for publication in the City's January/February newsletter and in the City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

The application materials will remain open on the City's website year-round. When an application is received, staff will make contact with the applicant to confirm the receipt of the application and advise the applicant of what to expect going forward based on the current recruiting needs of the City.

Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following three actions:

1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified andwilling to serve on the given board or commission, the head of Human Resources will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
2) Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.
3) If options 1 and 2 above are not viable, staff will prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the next annual recruitment process. Interviews

DRAFT POLICY

INTERVIEWS

- Staff will arrange interview times and notify applicants and the City Council of the arrangements.
- If there are more than five applicants per the total number of vacancies to be filled, the City Council will evaluate the applications and select five applicants to be interviewed.
- Interview questions will be determined before the interview based on qualifications identified asnecessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.
- All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.
- The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable boardor commission.
- Interviews will not be televised but will be held in an open meeting.

SELECTION

- Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.
- When vacancies occur on the EDA, the Mayor will make a recommendation for appointment tothe City Council.
- Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effectiveon April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.

NOTIFICATION TO APPLICANTS

After appointments have been approved, the staff will notify all applicants of the results of the process and take the necessary steps to on-board new members.

TERMS

Board and Commission members shall serve four-year terms, with the exception of members ofthe Economic Development Authority serving six-year terms. There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents willbe allowed to continue to serve until a successor is appointed.

STIPENDS FOR MEMBERS OF CITY BOARDS AND COMMISSIONS

Effective July 1, 1996, members of all City boards and commissions are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by CityCouncil resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

DRAFT POLICY

Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

SERVICE ON MORE THAN ONE CITY BOARD OR COMMISSION

Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointmentsto multiple Boards or Commission."

DRAFT POLICY

REVISIONS

Adopted by the City Council August 13, 1996
Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11,1997.

Revised by the City Council December 11, 2001
Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

- Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they dowith new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council (the evaluation panel) and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and selectfive applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed,may bring to the board or commission in the future

Discussion by the City Council April, 2014 to make the following revisions:

- Omit "Incumbents seeking reappointment will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process
- Omit inviting applicants to a short open house prior to interviews.
- Remove the term "evaluation panel" -- replacing it with the term 'City Council."
- Remove "Reviewing applications -- After the application deadline has passed, the Human Resources Manager will forward all applications to the City Council for scoring. The Human Manager will total thescores and invite the top five scorers to interview."
- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

- Simplified the incumbent reapplication process
- Simplified the process to fill unexpected vacancies due to unforeseen resignations.
- Removed unnecessary Charter Commission language from the updated policy.

Revised by the City Council February 14, 2023

- Changed title of document to include Chair member term rotations.
- Clarify Charter Commission as a separate policy with link.
- Changes to the incumbent reappointment process including language regarding incumbents being considered in one concurrent process with new applicants.
- Language changes related to maintaining a continuous recruitment and processes for receipt of new applications.
- Added footer and format changes.

DRAFT POLICY

Revised by the City Council March 25, 2025

- Removed content related to Chair member term rotations and update title.

DRAFT POLICY

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #25-069

RESOLUTION UPDATING THE RECRUITMENT, APPLICATION AND INTERVIEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS AND CHAIR MEMBER TERM ROTATIONS

WHEREAS, in February 2023, the Policy for the Recruitment, Application and Interview Process of Appointing City Board and Commission Members was adopted to include "and Chair Member Term Rotations" within the title and the content of the policy; and

WHEREAS, the City Council directs staff to revise the title of the policy to remove "and Chair Member Term Rotations", updating the title to "Policy for the Recruitment, Application and Interview Process of Appointing City Board and Commission Members"; and

WHEREAS, the content within the policy addressing Chair member terms shall be removed.

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

1) The City of Ramsey approves updating the Policy for the Recruitment, Application and Interview Process for Appointing City Board and Commission Members and removing content within the policy addressing chair member term rotations.

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 25th day of March, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative: Promote economic growth and development.

Title:

Adopt Ordinance #25-04 Northstar Truck & RV Parking - Rezoning and Site Plan Review - 15861 Jarvis St. NW

Purpose/Background:

The City Council introduced the rezoning ordinance on March 11. The Elk River City Council approved the conditional use permit on March 17, 2025.

Site Location

The site is located along the east side of Jarvis Street, immediately north of the BNSF railroad. The property is split with the western portion located in Elk River and Sherburne County and the eastern portion in Ramsey and Anoka County. The east side is adjacent to the Links at Northfork golf course with single-family residential property to the north. Access to the site is on the Elk River side of the property.

Property Use and Zoning

The applicant's business is leasing out parking spaces for semi-tucks, trailers, RVs, boats, and some construction equipment. Many of his clients are independent truckers who cannot store their trucks at home. Generally, a client drives his or her personal vehicle to the site, parks, and then takes the truck out for work. At the end of the route, the truck driver returns, parks the truck, gets into the personal vehicle, and goes home. Several trucks are also owned by area businesses as overflow parking for their sites. There are no buildings on the site. Parking for recreational vehicles (RVs) and boats will also be allowed, though parking of these vehicles will likely be for longer periods or seasonally.

This type of use would be considered somewhere between a storage yard and a parking lot. Ramsey City Code does not have a category to accurately describe this business use. Elk River does have a zoning district that allows for this type of use by conditional use permit. Ramsey staff were not comfortable bringing forward modifications to the existing I-1 Light Industrial district as that has implications for other I-1 properties. Instead, Ramsey staff are proposing solution to rezone the property to Planned Unit Development (PUD) to accommodate this use to match up with the applicable parts of Elk River's Zoning Code to have a uniform set of rules. A PUD offers custom-tailored regulations for unique sites that cannot otherwise be achieved by standard zoning while conforming to the Comprehensive Plan (which is guided Business Park).

It should be noted that the business is currently operating without the necessary approvals. Staff from both cities have been working with the applicant on a path to bring the property into compliance with both Ramsey and Elk River Zoning and Maintenance Codes. Use of the property started over a year ago and was discovered via a code enforcement complaint. There are several damaged and inoperable vehicles on the site, some piles of debris, miscellaneous storage, all of which are not allowed by either City's Codes. Additionally, there are several vehicles that are being stored on the site that are owned by car dealers and salvagers. The applicant has been cleaning up the property, including working with the Fire Department by burning the old farmhouse and outbuildings. New problem vehicles have been appearing after others are removed from the site, so the business owners will need to monitor their site constantly.

Site Plan

The site plan shows a large bituminous-paved parking lot across the site. Along the city/county border, a concrete stripe will be set so that anything requiring a jurisdictional designation (i.e., prosecution of a vehicle theft) can be clearly determined. The parking lot will have concrete curb and gutter to direct storm water to management

basins and infiltration trenches.

The parking lot is enclosed by an existing decorative extruded aluminum fence with a screening mesh along the Jarvis Street and BNSF sides. The plans propose a six-foot privacy fence along the property line with the residential property to the north. No fence is shown along the golf course side of the property nor is there a gate to the site, so the site is not considered secure. Should the applicant add a gate, the Fire Departments for both communities will require a lock box for their access.

Grading and Drainage

The site is generally flat. The applicant is proposing to lightly grade the site for drainage with storm water collecting in a basin at the south end of the site or a storm water trench along the southeastern portion of the site. Storm water management of this site is reviewed by the Lower Rum River WMO.

Off the eastern property line on Links at Northfork property is a large berm. The applicant has reached out to golf course management to add trees to this berm for additional screening and to fulfill the landscaping requirements of the site. Some of the plans indicate modifying the berm and adding a retaining wall. Golf course management has indicated that they will consent to the landscaping, but not the grading and wall. Additional modifications to the grading plan along the eastern property line are likely necessary, but would not substantially impact the site design.

Landscaping and Screening

From the EPB's January 15, 2025, meeting, it was noted that the submittal does include a Landscape Plan for the project. While there is a request to rezone the Subject Property to a PUD, which has no specific standards, the proposed use is most similar to that of an industrial use, and therefore, the minimum required plantings are to be determined using the canopy cover formula. As submitted, the Landscape Plan needs to be revised to include at least another 27,370 square feet of canopy cover. If, for example, the Applicant were to add a species such as American Elm, Bur Oak, and/or White Oak, this could be accomplished with as few as seven (7) additional trees. All the plantings along the eastern boundary are shown to be on the adjacent golf course property (on top of the existing berm). Staff has informed the Applicant that they need to provide the city with a copy of the written authorization from the adjacent property owner for the plantings to be on the golf course property.

The Landscape Plan does include a sixty (60) foot wide bufferyard along the northern property boundary, which abuts an existing residential property. Within the bufferyard, the Applicant is proposing a combination of deciduous overstory trees (Red Maple), evergreen trees (Green Giant Arborvitae), and a six (6) foot tall wooden privacy fence. Typically, a bufferyard would need to be landscaped with an additional thirty percent (30%) of the required plantings. However, the inclusion of the privacy fence reduces the amount of required plantings in the bufferyard by fifty percent (50%). Thus, an additional 6,320 square feet of canopy cover is needed and again, depending on the species chosen, could be accomplished with as few as two (2) additional trees.

City Code does provide standards for parking lot landscaping (one tree for every ten parking stalls). However, neither Ramsey nor Elk River Staff consider this to be a typical parking lot. This, in essence, simply serves as a storage area for larger vehicles. The landscape requirements for parking lots are intended to ensure there is some shade available for customers and/or employees (they are parking for shorter periods of time) and to create some visual relief. The users of this site will be parking their vehicle and essentially storing it on the Subject Property for longer periods of time. Additionally, it is worth noting that the plantings along the eastern boundary are directly adjacent to the easternmost row of stalls and thus, will provide some shade for those areas.

Lighting

The applicant has provided a draft lighting plan. The plan shows areas where additional lighting is possible with the addition of freestanding light poles. The northern portion of the site is limited to a 20-foot mounting height (due to the adjacent residential use) with the majority of the site having a 30-foot height. Given the nature of the use, larger and wider drive aisle and deeper parking spaces for the trucks and trailers make pole placement challenging. With some modification, all of the parking areas should be able to meet Ramsey's 1.0 fc parking lot requirement. Many areas of the large drive aisles will be dimmer due to longer distances from light poles, but should be able to achieve the 0.5 fc exterior storage area requirement.

Notification:

Staff mailed public hearing notices to property owners within 350 feet of the side on the Anoka County side. Elk River staff sent notices in their community. A Ramsey "proposed development" sign was placed on the property along Jarvis Street. A public hearing notice was published in the January 17 Anoka Union Herald Newspaper.

Time Frame/Observations/Alternatives:

Alternatives to Consider:

1. Introduce the PUD Ordinance as recommended by the Planning Commission.
2. Introduce the PUD Ordinance with any modifications that the City Council sees appropriate.
3. Deny the Ordinance and resume Code Enforcement actions.

Anticipated Remaining Schedule:

~~March 11 - Ramsey City Council Rezoning Ordinance Introduction~~
~~March 17 - Elk River City Council Conditional Use Permit Adoption~~
March 25 - Ramsey City Council Rezoning Ordinance Adoption and Site Plan Review Resolution Adoption
TBD - Ramsey City Council Development Agreement

Funding Source:

All costs associated with processing this application are the responsibility of the applicant.

Recommendation:

At its meeting on January 23, the Ramsey Planning Commission recommended approval of the PUD and associated site plan, contingent upon staff's review comments.

The Elk River Planning Commission unanimously recommended approval of the project, a conditional use permit process per their City Code, at its meeting on February 25. At that meeting, the applicant expressed interest in a small office/storage/security building for the site. It was noted that it would be on the Elk River side. Their City Council approved the CUP on March 17, 2025.

Outcome/Action:

Motion to Adopt Ordinance #25-04 Rezoning Property From I-1 to PUD at 15861 Jarvis Street Northwest.
Roll Call Vote

-and-

Motion to Adopt Resolution #25-028 Approving Site Plan Review for Northstar Truck and RV Parking at 15861 Jarvis Street Northwest.
Voice Vote

Attachments

Location Map
Narrative
Plans
Draft Lighting Plan
Photos (2025-01-14)
Ordinance #25-04
Resolution #25-028
Elk River Planning Commission Minutes 2025-01-28

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 11:13 AM
Form Started By: Todd Larson		Started On: 03/12/2025 03:56 PM
Final Approval Date: 03/20/2025		

Northstar Truck &RV Parking LLC

18-32-25-33-0002

15861 Jarvis St Ramsey, MN 55303

Zoning Amendment/ Site Plan Review



Print Date: September 16, 2024

0 0.02 0.04 0.07 0.11 0.14 mi

ZC 24-03 Narrative

NorthStar Truck & RV Parking LLC is seeking a PUD to provide outdoor storage for semi-trucks, trailers, recreational vehicles, buses, boats, containers, container chassis, heavy equipment, light equipment and personal vehicles.

The subject parcel is part of a larger parcel divided between two cities with approximately 6.75 acres of additional land in Ramsey. The city review will only be for the 3.83 portion located in the city limits.

The site is fenced with a gate that will be accessible via a code, providing clients with 24-hour access to the site. The owner will be the only employee working on the property.

Parking

80 storage stalls are available, and the surface currently consists of Class 5 material but will be covered with asphalt in the near future.

Fencing

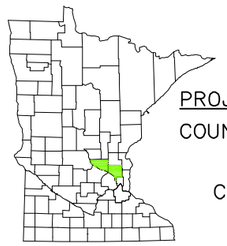
There is existing decorative fencing along the railroad tracks and Jarvis Street.

There will be no building on the Elk River property.

NORTHSTAR TRUCK AND RV PARKING

15861 JARVIS ST. NW, RAMSEY, MN 55330 - ANOKA COUNTY
PID 75-013-4405 SHERBURNE COUNTY

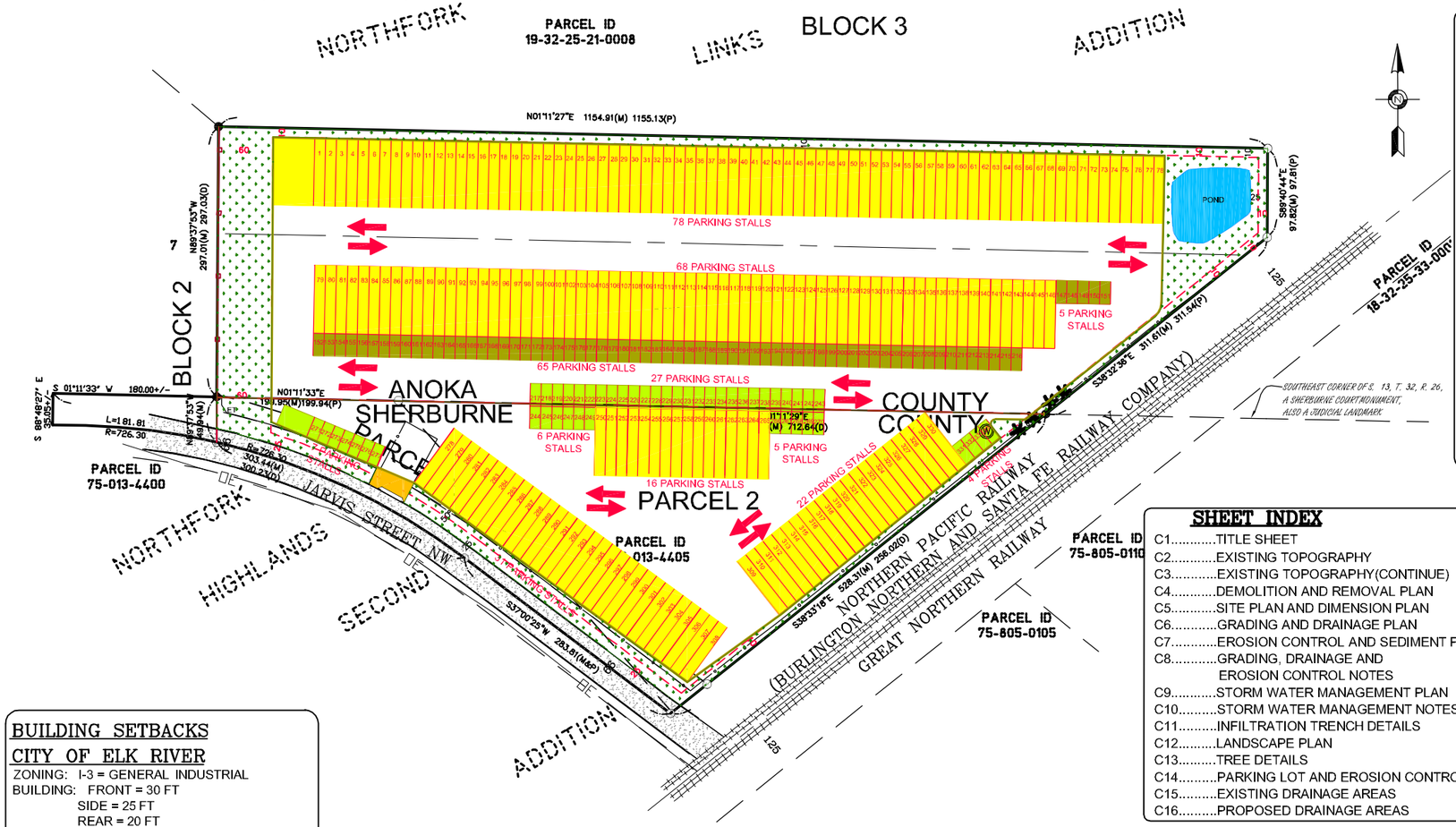
CIVIL DESIGN PLANS FOR:
PROPOSED CONSTRUCTION PARKING LOT,
SITE, EROSION,GRADING, DRAINAGE PLANS, STORM WATER MANAGEMENT,



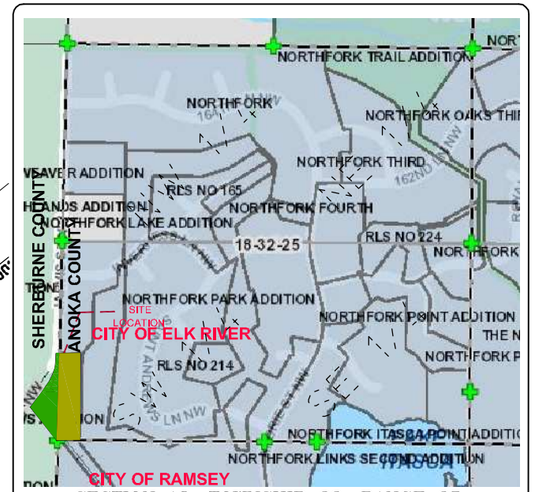
PROJECT LOCATION
COUNTIES: ANOKA & SHERBURNE
CITY: ELK RIVER & RAMSEY

SCALE IN FEET
0 150 300

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Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166



VICINITY MAP



SECTION 18, TOWNSHIP 32, RANGE 25

CONTACTS

OWNER
NIKOLAY BABKIN
NORTHSTAR TRUCK
AND RV PARKING LLC
(763) 913-6874
northstarparkingmn@gmail.com

GENERAL CONTRACTOR
NIKOLAY BABKIN
NORTHSTAR TRUCK
AND RV PARKING LLC
(763) 913-6874
9961 TROY LANE NORTH
MAPLE GROVE, MN 55311
northstarparkingmn@gmail.com

PLANNING MANANGER
CITY OF RAMSEY
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7550 SUNWOOD DR. NW.,
RAMSEY, MN 55303
(763) 433-9821
tlarson@ci.ramsey.mn.us

SENIOR PLANNER
CITY OF RAMSEY
CHRIS ANDERSON
7550 SUNWOOD DRIVE NW
RAMSEY, MN 55303
(763) 433-9817
canderson@cityoframsey.com

PLANNING DEPARTMENT
CITY OF ELK RIVER
ZACK CARLTON
COMMUNITY DEVELOPMENT
DIRECTOR
13065 ORONO PARKWAY
ELK RIVER, MN 55330
(763) 635-1035

PUBLIC WORKS DIRECTOR
/CHIEF ENGINEER
CITY OF ELK RIVER
JUSTIN FEMRITE
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(763) 635-1000

SENIOR PLANNER
CITY OF ELK RIVER
CHRIS LEESEBERG
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ELK RIVER, MN 55330
(763) 635-1033
cleeseberg@elkrivermn.gov

ENGINEER / SURVEYOR
VLADIMIR SIVRIVER
ENGINEERING DESIGN &
SURVEYING, INC.
6480 WAYZATA BLVD.
MINNEAPOLIS, MN 55426
PHONE (763) 545-2800
FAX (763) 545-2801
info@edsmn.com

BUILDING SETBACKS CITY OF ELK RIVER

ZONING: I-3 = GENERAL INDUSTRIAL
BUILDING: FRONT = 30 FT
SIDE = 25 FT
REAR = 20 FT
PARKING: FRONT = 25 FT (STREET)
SIDE = 10 FT
REAR = 10 FT
PROPOSED ZONING: PUD= PLANNED UNIT DEVELOPMENT

BUILDING SETBACKS CITY OF RAMSEY

ZONING: I-1 = LIGHT INDUSTRIAL DISTRICT
BUILDING: FRONT = 35 FT
SIDE = 25 FT
REAR = 25 FT
PARKING: NORTH SIDE = 35 FT,
LANDSCAPE BUFFER = 60 FT
FRONT = N/A
REAR = N/A
PROPOSED ZONING: PUD= PLANNED UNIT DEVELOPMENT

PROJECT BENCHMARK

ELEVATION = 891.26 (NAVD 88)
MNDOT DISK "RUSTIC".

PROPOSED PARKING

TRUCK PARKING STALLS	75X12	217
REGULAR PARKING STALLS	25X12	119
TOTAL PARKING STALLS		334

NOTES

1. PUD ZONING REQUIRES ALL VEHICLES / TRAILERS BE OPERABLE AND CURRENTLY LICENSED.
2. FIRE WILL REQUIRE A GATE KEY SWITCH FROM THE KNOX COMPANY (HTTPS://WWW.KNOXBOX.COM/PRODUCTS) THAT WILL ALLOW THE FIRE DEPARTMENT TO ACCESS PROPERTY IN THE CASE OF AN EMERGENCY. MSFC 506.1 WHERE REQUIRED. WHERE ACCESS TO OR WITHIN A STRUCTURE OR AN AREA IS UNDULY DIFFICULT BECAUSE OF SECURED OPENINGS OR WHERE IMMEDIATE ACCESS IS NECESSARY FOR LIFE-SAVING OR FIRE-FIGHTING PURPOSES, THE FIRE CODE OFFICIAL IS AUTHORIZED TO REQUIRE A KEY BOX TO BE INSTALLED IN AN APPROVED LOCATION. THE KEY BOX SHALL BE OF AN APPROVED TYPE AND SHALL CONTAIN KEYS TO GAIN NECESSARY ACCESS AS REQUIRED BY THE FIRE CODE OFFICIAL.

SHEET INDEX

C1.....TITLE SHEET
C2.....EXISTING TOPOGRAPHY
C3.....EXISTING TOPOGRAPHY(CONTINUE)
C4.....DEMOLITION AND REMOVAL PLAN
C5.....SITE PLAN AND DIMENSION PLAN
C6.....GRADING AND DRAINAGE PLAN
C7.....EROSION CONTROL AND SEDIMENT PLAN
C8.....GRADING, DRAINAGE AND EROSION CONTROL NOTES
C9.....STORM WATER MANAGEMENT PLAN
C10.....STORM WATER MANAGEMENT NOTES
C11.....INFILTRATION TRENCH DETAILS
C12.....LANDSCAPE PLAN
C13.....TREE DETAILS
C14.....PARKING LOT AND EROSION CONTROL DETAILS
C15.....EXISTING DRAINAGE AREAS
C16.....PROPOSED DRAINAGE AREAS

LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
- DENOTES BOUNDARY LINE
- DENOTES LOT LINE
- DENOTES SETBACK LINE
- DENOTES RAILROAD LINE
- x999.99 DENOTES EXISTING SPOT ELEVATION
- DENOTES CONCRETE SURFACE
- 999 DENOTES EXISTING CONTOUR LINE
- FFE DENOTES FINISH FLOOR ELEVATION
- DENOTES BITUMINOUS SURFACE
- DENOTES TREE LINE
- DENOTES STEEL FENCE
- OE DENOTES OVERHEAD ELECTRIC
- DENOTES ELECTRIC POWER POLE
- (M) DENOTES MEASURED DISTANCE
- (P) DENOTES PLATTED DISTANCE
- (S) DENOTES SANITARY MANHOLE
- EM DENOTES ELECTRIC METER
- DENOTES DRAINAGE FLOW
- ET DENOTES ELECTRIC TRANSFORMER
- (W) DENOTES WATER WELL
- DENOTES SHRUB

PROPOSED LEGEND

- DENOTES PROPOSED BITUMINOUS SURFACE
- DENOTES PROPOSED CONCRETE AND CURB
- DENOTES PROPOSED PARKING STALLS 75X12
- DENOTES PROPOSED PARKING STALLS 25X12
- DENOTES PROPOSED CONCRETE 1 FOOT CURB
- DENOTES PROPOSED GRASS BUFFER
- DENOTES PROPOSED 1 FOOT GUTTER
- DENOTES PROPOSED TRAFFIC FLOW
- DENOTES PROPOSED POND
- DENOTES PROPOSED 6 FT HEIGHT OPAQUE FENCE

ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 12/31/2024

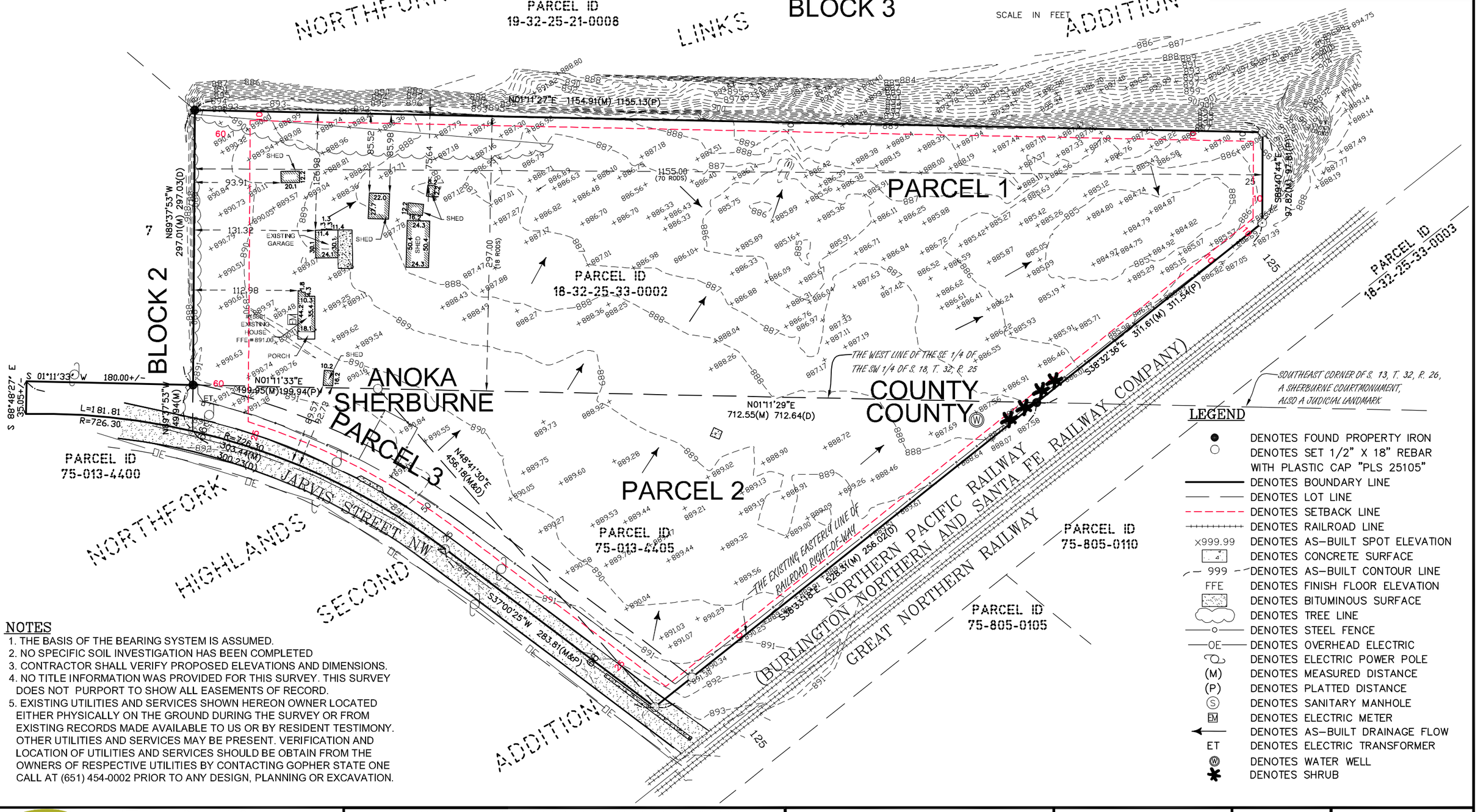
VLADIMIR SIVRIVER P.E.. NO. 25105

TITLE SHEET	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C1

EXISTING TOPOGRAPHY for NICK BABKIN

Call 48 Hours before digging
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Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166

0 100 200
SCALE IN FEET



NOTES

1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED
3. CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS AND DIMENSIONS.
4. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
5. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.

LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
- DENOTES BOUNDARY LINE
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- DENOTES AS-BUILT DRAINAGE FLOW
- ET DENOTES ELECTRIC TRANSFORMER
- (W) DENOTES WATER WELL
- DENOTES SHRUB

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ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

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Vlad Sivriver DATED: 12/13/2024

VLADIMIR SIVRIVER L.S. NO. 25105

JOB NAME: NICK BABKIN	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C2

EXISTING TOPOGRAPHY (CONTINUE)

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EXIBIT A

LEGAL DESCRIPTION OF LAND

Parcel I:
That part or the South 70 rods or the West 18 rods or the Southwest Quarter of the Southwest Quarter of Section 18, Township 32, Range 25, Anoka County, Minnesota, lying North of the railroad right-of-way).
(Real Estate ID. No. 18-32-25-33-0002)

AND

Parcel 2:
That part of the Southeast Quarter or the Southeast Quarter of Section 13, Township 32, Range 26, Sherburne County, Minnesota, described as follows:

Beginning on the East line or said Section, 2.56 chains North or the Southeast corner thereof and at a point where said line is crossed by the Easterly line of the right-of-way of the St. Paul, Minneapolis & Manitoba Railway Company; thence North on section line 11.39 chains to center of road from State Road to Quarter post in said section line; thence South 47-1/2 degrees West to said Easterly line of said right-or-way; thence South 30 degrees East along said right-of-way to beginning.
(Real Estate ID No. 75-011-2300)

EXIBIT B

E-3 EMPLOYMENT (BUSINESS PARK) PROPERTY

That part of South 1,155.00 feet of West 297.00 feet of the Southwest Quarter of the Southwest Quarter of Section 18, Township 32, Range 25, lying North of Railroad Right-of-Way, Excluding Road, Subject to Easement of Record, Anoka County, Minnesota, according to the recorded plat thereof.

EXISTING HARDCOVER

EXISTING HOUSE	880 SQ. FT.
EXISTING GARAGE	729 SQ. FT.
EXISTING SHEDS	2,542 SQ. FT.
EXISTING CONCRETE SURFACE	1,223 SQ. FT.
EXISTING BITUMINOUS SURFACE	7,839 SQ. FT.
TOTAL IMPERVIOUS AREA	13,213 SQ. FT.
TOTAL LOT AREA	480,470 SQ. FT.
EXISTING HARDCOVER	2.8 %

REFERENCE BENCHMARK

ELEVATION = 891.26 (NAVD 88) MNDOT DISK "RUSTIC".

BUILDING SETBACKS CITY OF RAMSEY

ZONING: I-1 = LIGHT INDUSTRIAL DISTRICT
BUILDING: FRONT = 35 FT
SIDE = 25 FT
REAR = 25 FT
PARKING: NORTH SIDE = 40 FT.
FRONT = N/A
REAR = N/A

BUILDING SETBACKS CITY OF ELK RIVER

ZONING: I-3 = GENERAL INDUSTRIAL
BUILDING: FRONT = 30 FT
SIDE = 25 FT
REAR = 20 FT
PARKING: FRONT = 25 FT (STREET)
SIDE = 10 FT
REAR = 10 FT

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Vlad Sivriver DATED: 12/13/2024
VLADIMIR SIVRIVER L.S. NO. 25105

JOB NAME: NICK BABKIN	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C3

REMOVAL AND DEMOLITION PLAN

0 100 200

SCALE IN FEET

NORTHFORK LINKS ADDITION

PARCEL ID 19-32-25-21-0008

BLOCK 3

PARCEL 1

PARCEL ID 18-32-25-33-0002

PARCEL 2

PARCEL 3

BLOCK 2

NORTHFORK HIGHLANDS SECOND ADDITION

ANOKA SHERBURNE COUNTY

JARVIS STREET NW

PARCEL ID 75-013-4400

PARCEL ID 75-013-4405

PARCEL ID 75-805-0110

PARCEL ID 75-805-0105

PARCEL ID 18-32-25-33-0003

(BURLINGTON NORTHERN PACIFIC RAILWAY COMPANY)

GREAT NORTHERN RAILWAY

SOUTHEAST CORNER OF S. 13, T. 32, R. 26, A SHERBURNE COURTMONUMENT, ALSO A JUDICIAL LANDMARK

THE WEST LINE OF THE SE 1/4 OF THE SW 1/4 OF S. 18, T. 32, R. 25

THE EXISTING EASTERLY LINE OF RAILROAD RIGHT-OF-WAY

N01°11'27"E 1154.91(M) 1155.13(P)

1155.00 (70 RODS)

297.00 (18 RODS)

N89°37'53"W 297.03(M) 297.03(D)

S89°40'44"E 97.82(M) 97.81(P)

N01°11'33"E 199.95(M) 199.94(P)

S 01°11'33" W 180.00+/-

S 88°48'27" E 35.65+/-

L=181.81 R=726.30

R=726.30 303.44(M) 300.23(D)

N48°41'30"E 456.18(M&D)

S37°00'25"W 283.81(M&P)

S38°33'18"E 528.31(M) 256.02(D)

S38°32'36"E 311.61(M) 311.54(P)

N01°11'29"E 712.55(M) 712.64(D)

EXISTING WELL SHALL BE CAPPED

REMOVE SHED

REMOVE EXISTING GARAGE

REMOVE EXISTING SHED

REMOVE ELEC. METER

REMOVE CONCRETE SURFACE

REMOVE EXISTING HOUSE FFE=891.00

REMOVE PORCH

REMOVE CONCRETE SURFACE

EXISTING HARDCOVER

EXISTING HOUSE	880 SQ. FT.
EXISTING GARAGE	729 SQ. FT.
EXISTING SHEDS	2,542 SQ. FT.
EXISTING CONCRETE SURFACE	1,223 SQ. FT.
EXISTING BITUMINOUS SURFACE	7,839 SQ. FT.
TOTAL IMPERVIOUS AREA	13,213 SQ. FT.
TOTAL LOT AREA	480,470 SQ. FT.
EXISTING HARDCOVER	2.8 %

PROJECT BENCHMARK

ELEVATION = 891.26 (NAVD 88)
MNDOT DISK "RUSTIC".

LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
- DENOTES BOUNDARY LINE
- DENOTES LOT LINE
- DENOTES SETBACK LINE
- DENOTES RAILROAD LINE
- x999.99 DENOTES EXISTING SPOT ELEVATION
- DENOTES CONCRETE SURFACE
- 999 DENOTES EXISTING CONTOUR LINE
- FFE DENOTES FINISH FLOOR ELEVATION
- DENOTES BITUMINOUS SURFACE
- DENOTES TREE LINE
- DENOTES STEEL FENCE
- OE DENOTES OVERHEAD ELECTRIC
- DENOTES ELECTRIC POWER POLE
- (M) DENOTES MEASURED DISTANCE
- (P) DENOTES PLATTED DISTANCE
- (S) DENOTES SANITARY MANHOLE
- EM DENOTES ELECTRIC METER
- DENOTES DRAINAGE FLOW
- ET DENOTES ELECTRIC TRANSFORMER
- (W) DENOTES WATER WELL
- DENOTES SHRUB

ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 12/31/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

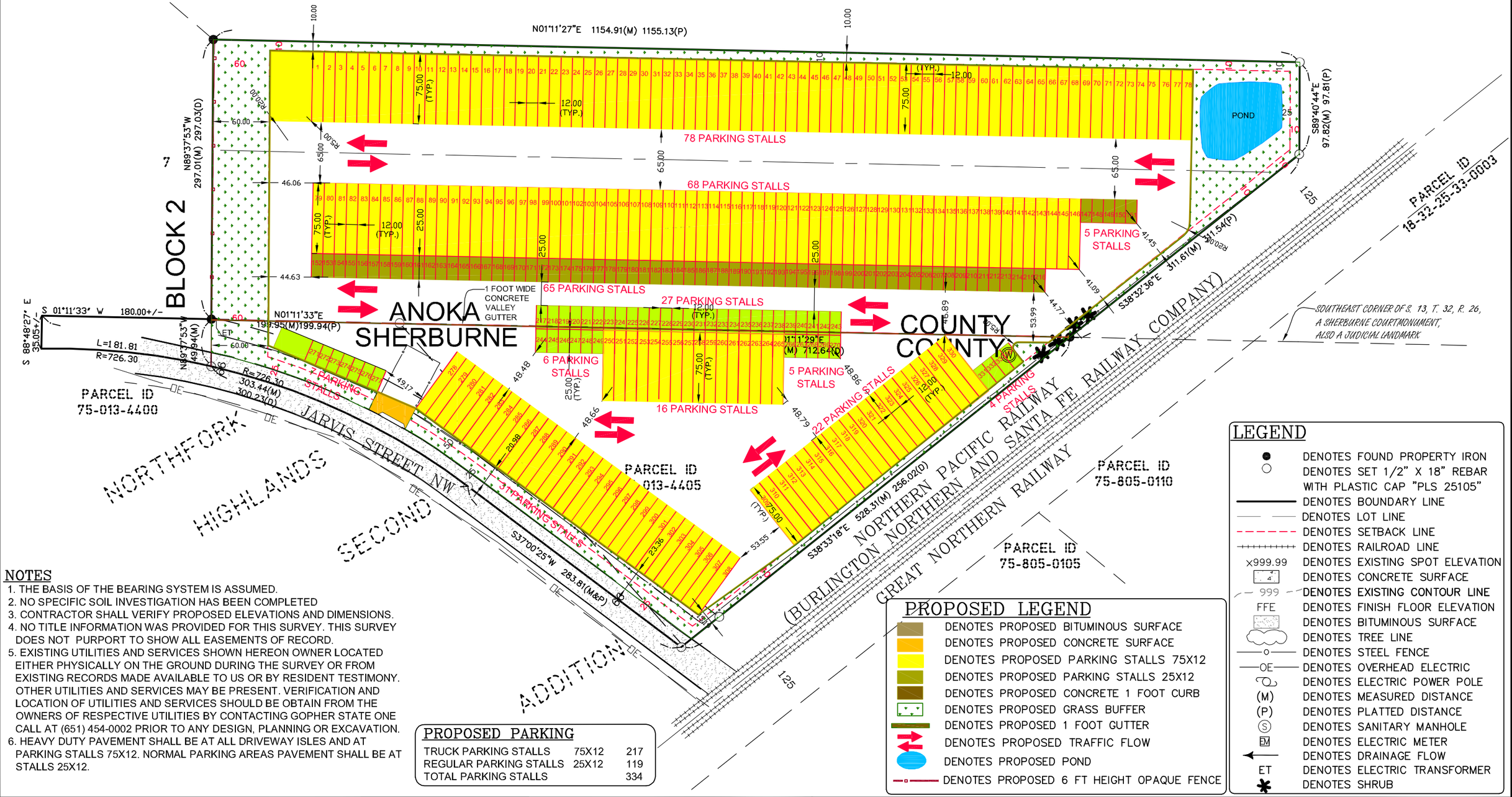
REMOVAL AND DEMOLITION PLAN	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C4

SITE AND DIMENSION PLAN

TRUCK PARKING LAYOUT

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166

0 100 200
SCALE IN FEET



NOTES

1. THE BASIS OF THE BEARING SYSTEM IS ASSUMED.
2. NO SPECIFIC SOIL INVESTIGATION HAS BEEN COMPLETED
3. CONTRACTOR SHALL VERIFY PROPOSED ELEVATIONS AND DIMENSIONS.
4. NO TITLE INFORMATION WAS PROVIDED FOR THIS SURVEY. THIS SURVEY DOES NOT PURPORT TO SHOW ALL EASEMENTS OF RECORD.
5. EXISTING UTILITIES AND SERVICES SHOWN HEREON OWNER LOCATED EITHER PHYSICALLY ON THE GROUND DURING THE SURVEY OR FROM EXISTING RECORDS MADE AVAILABLE TO US OR BY RESIDENT TESTIMONY. OTHER UTILITIES AND SERVICES MAY BE PRESENT. VERIFICATION AND LOCATION OF UTILITIES AND SERVICES SHOULD BE OBTAIN FROM THE OWNERS OF RESPECTIVE UTILITIES BY CONTACTING GOPHER STATE ONE CALL AT (651) 454-0002 PRIOR TO ANY DESIGN, PLANNING OR EXCAVATION.
6. HEAVY DUTY PAVEMENT SHALL BE AT ALL DRIVEWAY ISLES AND AT PARKING STALLS 75X12. NORMAL PARKING AREAS PAVEMENT SHALL BE AT STALLS 25X12.

PROPOSED PARKING

TRUCK PARKING STALLS	75X12	217
REGULAR PARKING STALLS	25X12	119
TOTAL PARKING STALLS		334

LEGEND

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- Ⓢ DENOTES SANITARY MANHOLE
- EM DENOTES ELECTRIC METER
- DENOTES DRAINAGE FLOW
- ET DENOTES ELECTRIC TRANSFORMER
- DENOTES SHRUB

PROPOSED LEGEND

- DENOTES PROPOSED BITUMINOUS SURFACE
- DENOTES PROPOSED CONCRETE SURFACE
- DENOTES PROPOSED PARKING STALLS 75X12
- DENOTES PROPOSED PARKING STALLS 25X12
- DENOTES PROPOSED CONCRETE 1 FOOT CURB
- DENOTES PROPOSED GRASS BUFFER
- DENOTES PROPOSED 1 FOOT GUTTER
- DENOTES PROPOSED TRAFFIC FLOW
- DENOTES PROPOSED POND
- DENOTES PROPOSED 6 FT HEIGHT OPAQUE FENCE

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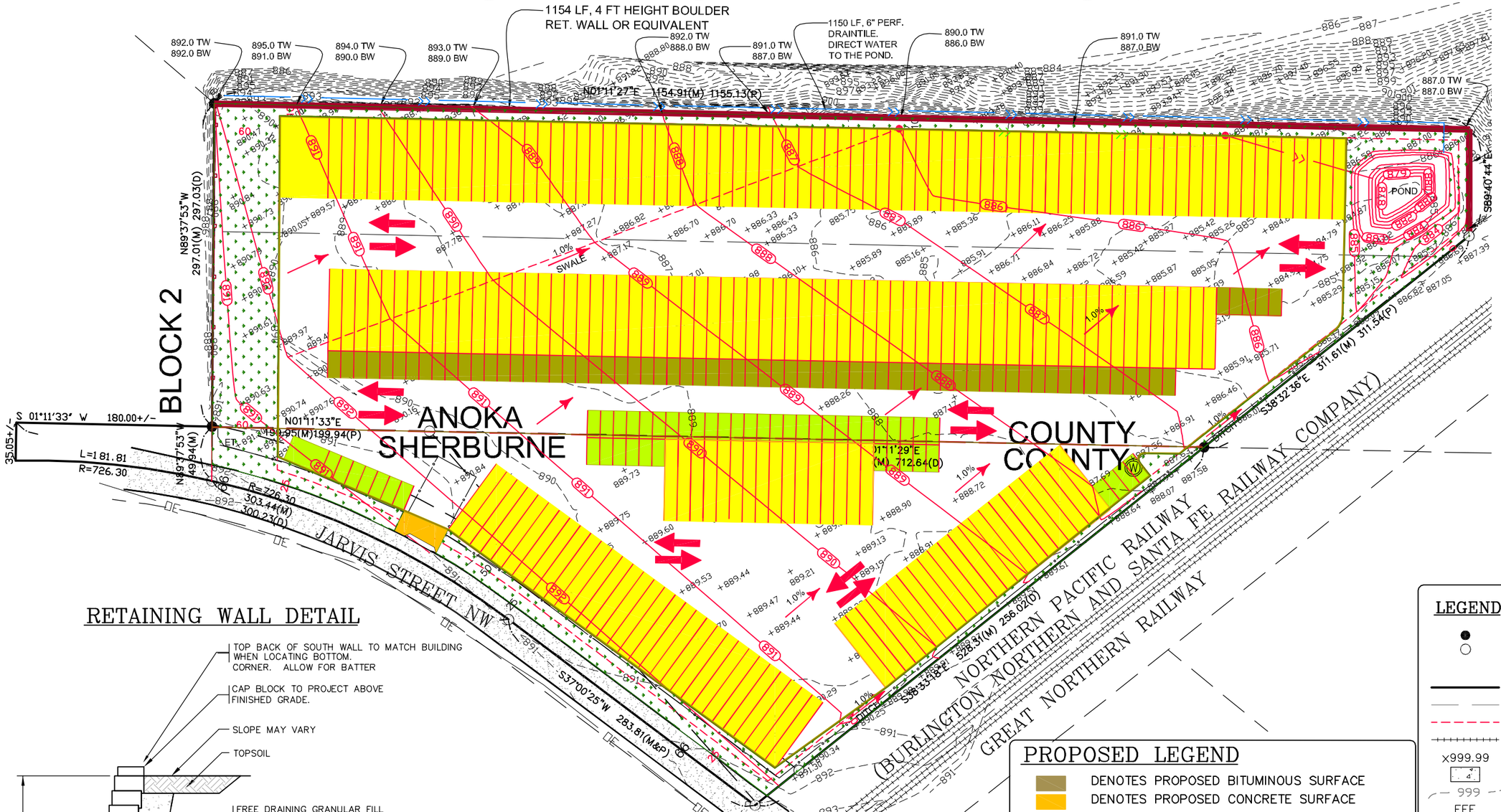
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Vlad Sivriver DATED: 12/31/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

SITE AND DIMENSION PLAN	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C5

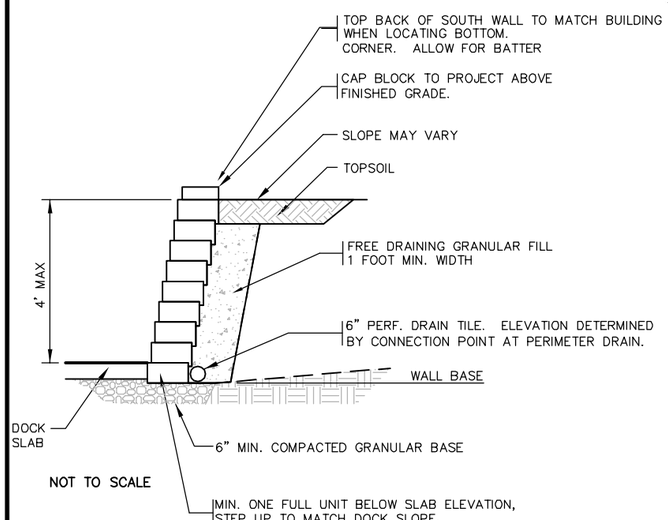
GRADING AND DRAINAGE PLAN



PROJECT BENCHMARK

ELEVATION = 891.26 (NAVD 88)
MNDOT DISK "RUSTIC".

RETAINING WALL DETAIL



NOTES

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PROPOSED LEGEND

- DENOTES PROPOSED BITUMINOUS SURFACE
- DENOTES PROPOSED CONCRETE SURFACE
- DENOTES PROPOSED PARKING STALLS 75X12
- DENOTES PROPOSED PARKING STALLS 25X12
- DENOTES PROPOSED CONCRETE 1 FOOT CURB
- DENOTES PROPOSED GRASS BUFFER
- (999) DENOTES PROPOSED CONTOUR
- x999.99 DENOTES PROPOSED GRADING SPOT ELEVATION
- DENOTES PROPOSED RETAINING WALL
- DENOTES PROPOSED 1 FOOT GUTTER
- DENOTES PROPOSED TRAFFIC FLOW
- DENOTES PROPOSED DRAINAGE FLOW
- DENOTES PROPOSED 6 FT HEIGHT OPAQUE FENCE

LEGEND

- DENOTES FOUND PROPERTY IRON
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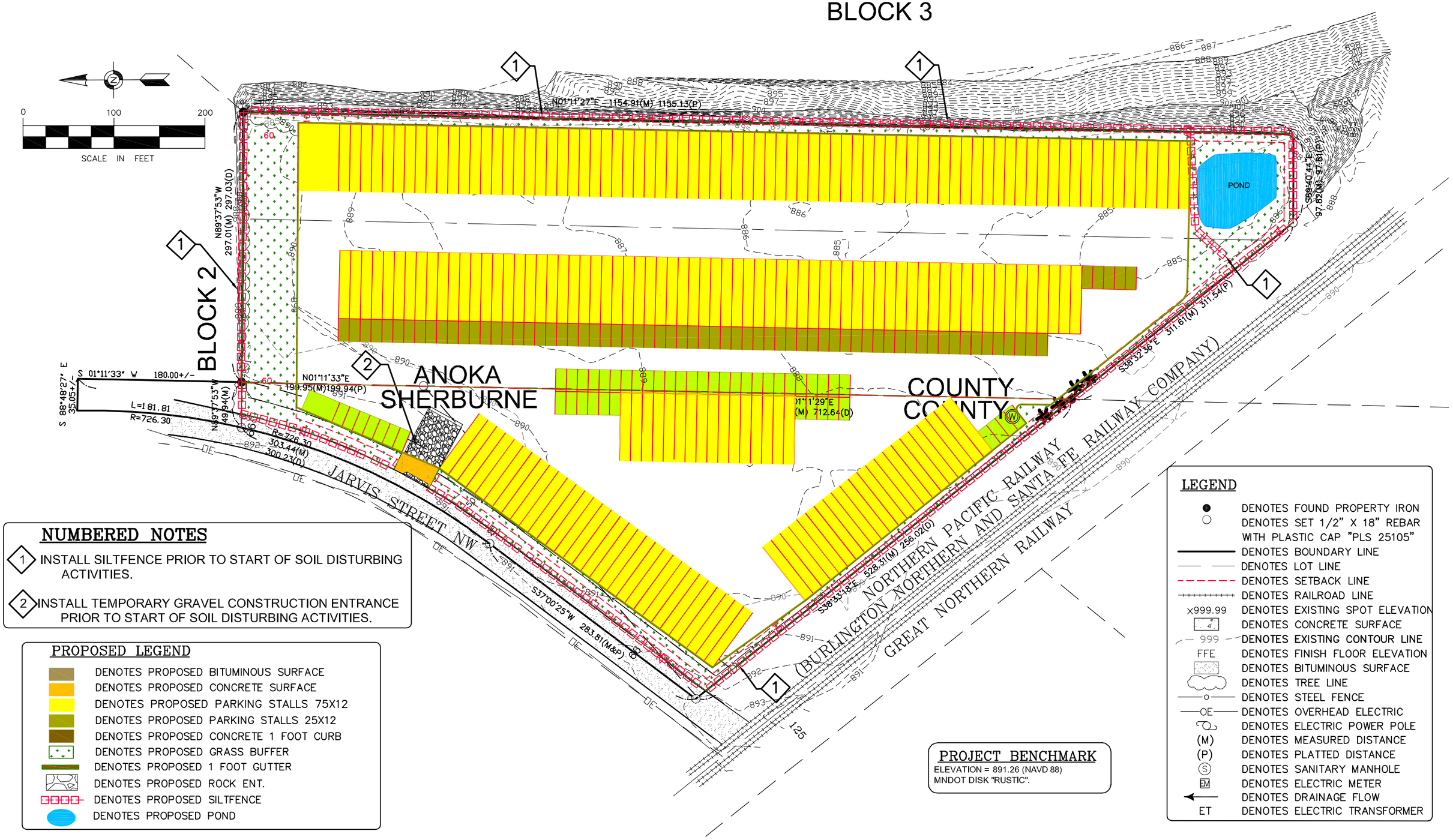
Vlad Sivriver DATED: 12/31/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

GRADING AND DRAINAGE PLAN	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C6

EROSION CONTROL AND SEDIMENT PLAN

BLOCK 3



NUMBERED NOTES

1. INSTALL SILTFENCE PRIOR TO START OF SOIL DISTURBING ACTIVITIES.
2. INSTALL TEMPORARY GRAVEL CONSTRUCTION ENTRANCE PRIOR TO START OF SOIL DISTURBING ACTIVITIES.

PROPOSED LEGEND

- DENOTES PROPOSED BITUMINOUS SURFACE
- DENOTES PROPOSED CONCRETE SURFACE
- DENOTES PROPOSED PARKING STALLS 75X12
- DENOTES PROPOSED PARKING STALLS 25X12
- DENOTES PROPOSED CONCRETE 1 FOOT CURB
- DENOTES PROPOSED GRASS BUFFER
- DENOTES PROPOSED 1 FOOT GUTTER
- DENOTES PROPOSED ROCK ENT.
- DENOTES PROPOSED SILTFENCE
- DENOTES PROPOSED POND

PROJECT BENCHMARK

ELEVATION = 891.26 (NAVD 88)
MNDOT DISK "RUSTIC".

LEGEND

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Vlad Sivriver DATED: 12/31/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

EROSION CONTROL AND SEDIMENT PLAN	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C7

GRADING, DRAINAGE AND EROSION CONTROL NOTES

GRADING NOTES

1. CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO START OF SITE GRADING. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS.
2. SUITABLE GRADING MATERIAL SHALL CONSIST OF ALL SOIL ENCOUNTERED ON THE SITE WITH EXCEPTION OF TOPSOIL DEBRIS. ORGANIC MATERIAL AND OTHER UNSTABLE MATERIAL. STOCKPILE TOPSOIL AND GRANULAR FILL AT LOCATIONS DIRECTED BY CONTRACTOR.
3. SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF THE EXISTING PAVEMENT.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
5. GRADES SHOWN ARE FINISHED GRADES, CONTRACTOR SHALL ROUGH GRADE TO SUBGRADE ELEVATION.
6. ALL EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ANY ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OFF THE CONSTRUCTION SITE.
8. COMPLETION OF SITE GRADING OPERATIONS SHALL RESULT IN ALL AREAS BEING GRADED TO 'PLAN SUBGRADE ELEVATION'. THE PARKING LOT AND DRIVEWAY AREAS SHALL BE DETERMINED BY REFERRING TO THE SITE PLAN AND PAVEMENT SECTION DETAILS FOR LOCATION AND LIMITS OF BITUMINOUS PAVEMENT SECTIONS.
9. THE MINIMUM GRADED SLOPE FROM EDGE OF BUILDING SHALL BE 6 INCHES IN 10 FEET.
10. FINISHED GROUND AND SOD ELEVATION ADJACENT TO BUILDING SHALL BE 6" BELOW FLOOR ELEVATION. SLOPE GROUND AWAY FROM BUILDING A MINIMUM OF 6" IN 10 FEET BEYOND 10 FEET REFER TO PLAN GRADES.
11. CONTRACTOR IS RESPONSIBLE FOR GRADING AND SLOPING THE FINISHED GROUND SURFACE TO PROVIDE SMOOTH & UNIFORM SLOPES. WHICH PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDINGS AND PREVENT PONDING IN LOWER AREAS. CONTACT ENGINEER IF FIELD ADJUSTMENTS TO GRADING PLANS ARE REQUIRED.
12. CONTRACTOR SHALL REMOVE ONLY THOSE TREES MARKED IN THE FIELD VERIFY WITH ENGINEER PRIOR TO REMOVAL.
13. ALL GRADING SHALL BE ACCORDING TO MnDOT 2105.
14. EXISTING CURB CUTS SHALL BE REMOVED AND REPLACED WITH CURB AND GUTTER PER CITY STANDARD DETAILS (AND SPECIFICATIONS) .

GRADING, TURF ESTABLISHMENT & EROSION CONTROL SPECIFICATIONS

TURF ESTABLISHMENT

ALL TURF ESTABLISHMENT SHALL BE ACCORDING TO MnDOT 2575 AND SHALL TAKE PLACE WITHIN 14 DAYS OF THE COMPLETED GRADING OPERATION.

TOPSOIL

CONTRACTOR SHALL STRIP, STOCKPILE AND RE-SPREAD SUFFICIENT TOPSOIL TO PROVIDE A MINIMUM 4 INCH DEPTH (COMPACTED) TO ALL DISTURBED AREAS, TO BE SODDED OR SEEDED. (FOR TOPSOIL REQUIREMENTS SEE DETAIL ERO-6 ON SHEET C14.)

SOD

SOD SHALL BE ACCORDING TO MnDOT 3878.

SEEDING

AREAS IN BUFFERS AND ADJACENT TO OR IN WET AREAS MnDOT SEED MIX 33-261 (STORMWATER POND) AT 35 LBS PER ACRE.
DRY AREAS MnDOT SEED MIX 35-221 (DRY PRAIRIE GENERAL) AT 40 LBS PER ACRE.

MAINTENANCE SHALL BE IN ACCORDANCE TO THE MnDOT SEEDING MANUAL.

MULCHING

APPLY UNIFORM COVERING OF EROSION CONTROL BLANKET SUCH IS RAMY TURF FUTERRA.

FERTILIZER

TYPE 20-0-10 AT 400# PER ACRE.

GRADING

ALL GRADING SHALL BE ACCORDING TO MnDOT 2105.

SEDIMENT & EROSION CONTROL NOTES

1. CONTRACTOR IS RESPONSIBLE FOR THE CLEANLINESS OF THE SITE AND THE MAINTENANCE OF THE EROSION AND SEDIMENT CONTROLS.

2. THE STREET WILL BE SWEPT CLEAN BEFORE THE END OF EACH DAY OF ACTIVE CONSTRUCTION, WHEN SEDIMENT IS TRACKED INTO THE STREET.

3. AREAS WITH SLOPES GREATER THAN 3 TO 1 AND AREAS NEXT TO WETLANDS/WATERBODIES GRADED OR EXPOSED DURING CONSTRUCTION SHALL BE PROTECTED WITH TEMPORARY VEGETATION, MULCHING, OR OTHER MEANS AS SOON AS PRACTICAL.

4. ALL EXPOSED SOIL AREAS WILL BE STABILIZED AS SOON AS PRACTICAL. UNWORKED SOILS THAT REMAIN EXPOSED AND NOT IN USE FOR LONGER THAN 7 DAYS WILL BE COVERED WITH TEMPORARY SEED (GRASS, OATS, OR WHEAT).

5. NO CONCRETE WASHOUT SHALL OCCUR ON SITE UNLESS IT IS DONE WITH AN APPROVED MINNESOTA POLLUTION CONTROL AGENCY (MPCA) DEVICE OR STANDARD.

6. STOCKPILES SHALL BE SURROUNDED WITH ADEQUATE PERIMETER CONTROL TO PREVENT SEDIMENTATION AND EROSION.

7. INLET PROTECTION FOR ALL STORM SEWER INLETS DOWNSTREAM OF THE SITE WITHIN ONE BLOCK OR AS DIRECTED BY THE CITY.

8. SITE SHALL BE KEPT CLEAN AT ALL TIMES AND REFUSE PROPERLY CONTROLLED.

9. TEMPORARY PUMPING SHALL NOT BE PERMITTED WITHOUT THE USE OF AN APPROVED MINNESOTA POLLUTION CONTROL AGENCY (MPCA) DEVICE OR STANDARD.

10. SOIL COMPACTION SHALL BE MINIMIZED; AREAS OF COMPACTED SOIL WILL BE REMOVED OR LOOSENED VIA TILLING TO A DEPTH OF NO LESS THAN 6-INCHES.

11. THE CONTRACTOR SHALL INSPECT ON A WEEKLY BASIS AND AFTER ANY RAINFALL GREATER THAN 1" ALL EROSION CONTROL DEVICES AND MAKE ANY REPAIRS IMMEDIATELY. AN INSPECTION LOG SHALL BE KEPT ON SITE DETAILING THESE INSPECTIONS AND REPAIRS PERFORMED.

GENERAL NOTES

1. SEE SWMP NOTES ON SHEET C10 FOR FURTHER SWMP REQUIREMENTS, IN CASE OF CONFLICT BETWEEN THIS PLAN AND SWMP NOTES, THE SWMP NOTES SHALL OVERRULE.
2. ALL EROSION CONTROL MEASURES MUST BE INSTALLED AT THE INITIAL STAGES OF CONSTRUCTION AND MAINTAINED UNTIL ALL AREAS ALTERED HAVE BEEN RESTORED.
3. ALL REAR YARD AREAS OF LOTS AT SETBACK LINE ARE TO BE MULCHED AND SEEDED WITHIN 7 DAYS OF GRADING BY GRADING CONTRACTOR. ALL AREAS BETWEEN THE CURB AND SETBACK LINE ARE TO BE MULCHED AND SEEDED WITHIN 7 DAYS OF PRIVATE UTILITY INSTALLATION BY THE UTILITY CONTRACTOR.
4. STREET SWEEPING MUST BE UNDERTAKEN ON AN AS-NEEDED BASIS.
5. PERFORM SEEDING FOR FINAL STABILIZATION OF DISTURBED AREA AS FOLLOWS:
   a. REPLACE TOPSOIL TO PROVIDE A UNIFORM THICKNESS. LOOSEN TOPSOIL TO MINIMUM DEPTH OF 3".
   b. APPLY COMMERCIAL GRADE SLOW RELEASE FERTILIZER PER 1,000 SQUARE FEET.
   c. INCORPORATE FERTILIZER INTO SOIL BY USE OF HARROW OR OTHER MEANS TO PLACE FERTILIZER BELOW GROUND LEVEL.

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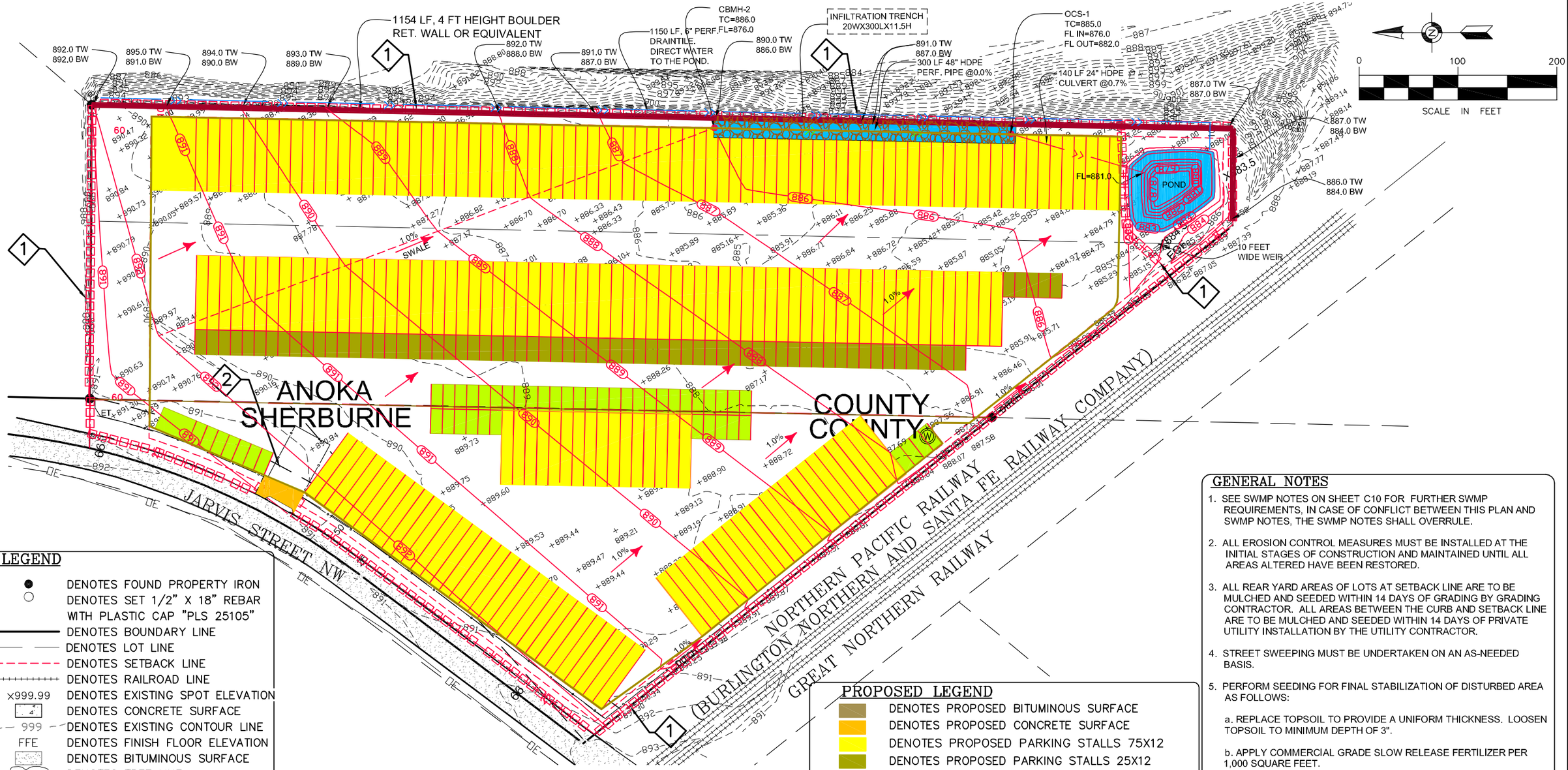
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Vlad Sivriver DATED: 12/31/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

GRADING, DRAINAGE AND EROSION CONTROL NOTES	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C8

STORMWATER MANAGEMENT PLAN



LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
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- (P) DENOTES PLATTED DISTANCE
- Ⓢ DENOTES SANITARY MANHOLE
- EM DENOTES ELECTRIC METER
- DENOTES DRAINAGE FLOW
- ET DENOTES ELECTRIC TRANSFORMER

NUMBERED NOTES

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2. INSTALL TEMPORARY GRAVEL CONSTRUCTION ENTRANCE PRIOR TO START OF SOIL DISTURBING ACTIVITIES.

PROPOSED LEGEND

- DENOTES PROPOSED BITUMINOUS SURFACE
- DENOTES PROPOSED CONCRETE SURFACE
- DENOTES PROPOSED PARKING STALLS 75X12
- DENOTES PROPOSED PARKING STALLS 25X12
- DENOTES PROPOSED CONCRETE 1 FOOT CURB
- DENOTES PROPOSED ROCK ENT.
- DENOTES PROPOSED SILTFENCE
- 999 DENOTES PROPOSED CONTOUR
- ×999.99 DENOTES GRADING SPOT ELEVATION
- DENOTES PROPOSED RETAINING WALL
- DENOTES PROPOSED 1 FOOT GUTTER
- DENOTES PROPOSED INFILTRATION TRENCH
- DENOTES PROPOSED POND
- DENOTES PROPOSED DRAINAGE FLOW

GENERAL NOTES

1. SEE SWMP NOTES ON SHEET C10 FOR FURTHER SWMP REQUIREMENTS, IN CASE OF CONFLICT BETWEEN THIS PLAN AND SWMP NOTES, THE SWMP NOTES SHALL OVERRULE.
2. ALL EROSION CONTROL MEASURES MUST BE INSTALLED AT THE INITIAL STAGES OF CONSTRUCTION AND MAINTAINED UNTIL ALL AREAS ALTERED HAVE BEEN RESTORED.
3. ALL REAR YARD AREAS OF LOTS AT SETBACK LINE ARE TO BE MULCHED AND SEEDED WITHIN 14 DAYS OF GRADING BY GRADING CONTRACTOR. ALL AREAS BETWEEN THE CURB AND SETBACK LINE ARE TO BE MULCHED AND SEEDED WITHIN 14 DAYS OF PRIVATE UTILITY INSTALLATION BY THE UTILITY CONTRACTOR.
4. STREET SWEEPING MUST BE UNDERTAKEN ON AN AS-NEEDED BASIS.
5. PERFORM SEEDING FOR FINAL STABILIZATION OF DISTURBED AREA AS FOLLOWS:

   a. REPLACE TOPSOIL TO PROVIDE A UNIFORM THICKNESS. LOOSEN TOPSOIL TO MINIMUM DEPTH OF 3".

   b. APPLY COMMERCIAL GRADE SLOW RELEASE FERTILIZER PER 1,000 SQUARE FEET.

   c. INCORPORATE FERTILIZER INTO SOIL BY USE OF HARROW OR OTHER MEANS TO PLACE FERTILIZER BELOW GROUND LEVEL.

   d. APPLY Mn/DOT SEED MIXTURE 190 AT RATE OF 100 POUNDS PER ACRE WITH BRILLION TYPE SEEDER OR OTHER MEANS TO COVER SEED WITH $\frac{1}{3}$" TO $\frac{3}{4}$" OF SOIL.

   e. APPLY UNIFORM COVERING OF EROSION CONTROL BLANKET SUCH IS RAMY TURF FUTERRA.

   f. ANCHOR MULCH TO DEPTH OF 2" TO 3" WITH DISC ANCHOR OR OTHER MEANS IMMEDIATELY AFTER SEEDING.

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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 12/31/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

STORMWATER MANAGEMENT PLAN	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23–146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS–15	CHECKED BY: VS	SHEET NO. C9

STORMWATER MANAGAMENT NOTES

Storm Water Management Plan
The work described to implement the following Storm Water Management Plan (SWMP) shall be considered part of the Contract Documents and shall be performed by the Contractor. The work to install and maintain the Best Management Practices (BMP's) to prevent erosion and provide sediment control shall be in accordance with Permit No. MN R10000f and shall include, but are not necessarily be limited to, the requirements contained herein.

1. Construction Activity Information

Project Name: PARKING LOT CONSTRUCTION
Project Address/Location: Section-Township-Range = 18-032-25 AND 75-013-4405
City/Township: City of ELK RIVER State: MN Zip Code: 55330
County Parcel ID Number(s): 11-029-22-24-0029
All cities where construction will occur: City of ELK RIVER
All townships where construction will occur: Not Applicable
All counties where construction will occur: SHERBURNE COUNTY
Project Size (number of acres to be disturbed): 11.03
Project Type: _Residential X Commercial/Industrial
_ Road Construction _ Other (describe)

Cumulative Impervious Surface:
Existing area of impervious surface to nearest quarter acre: 0.25
Post construction area of impervious surface to nearest quarter acre: 10.75
Receiving Waters:

Name of Water Body	Type	Appendix A Special Water?
Mississippi and Crow River		Yes

4, 600 ft (0.87 mi.) from intersection of Mississippi and Crow River to the subject property.

Dates of Construction
Estimated Construction Start Date: APRIL, 2025
Estimated Completion Date: NOVEMBER, 2025

Contact Information
Owner of Project Site: NICK BABKIN
Business/Firm Name: NORTHSTAR TRUCK & RV PARKING LLC
Federal Tax ID Number: available as needed
State -Tax ID Number: available as needed
Contact Person: NICK BABKIN
Title: OWNER
Name: NICK BABKIN
Phone: 763-913-6874
Mailing Address: 15861 JARVIS STREET NW.
City: ELK RIVER
State: MN Zip Code: 55330

Contractor (Party who will oversee implementation of the SWMP. May be same party as Owner above): NICK BABKIN
Business/Firm Name: NORTHSTAR TRUCK & RV PARKING LLC
Federal Tax 10 Number- available as needed
State Tax ID Number- available as needed
Contact Person: NICK BABKIN
Title: Owner
Name: NICK BABKIN
Phone: 763-913-6874
Mailing Address: 9961 TROY LANE NORTH
City: MAPLE GROVE
State: MN Zip Code: 55311

General Construction Project Information

Description of the construction activity (what will be built, general time/ins., etc.).

PARKING LOT CONSTRUCTION. The construction activities will include grading operations for the construction of surface drainage and utilities. Roof drain sewer construction, exposed soil stabilization, and bituminous paving will follow grading operations.

2. General Site Information

Description of the location and type of all temporary and permanent erosion prevention and sediment control BMP's to be used, including the timing for installation and procedures used to establish additional temporary BMP 's as necessary.

Contractor shall install and maintain the temporary and permanent erosion prevention and sediment control BMP's as shown on the accompanying drawing and as described heroin. The timing shall be in accordance with the Construction Activity Sequence below and In accordance with sound and proactive construction scheduling and practices.

Accompanying this SWMP Is a site plan that Includes the following features:

* Existing and proposed grades, including dividing lines and direction of flow for all pre- and post-construction stormwater runoff drainage areas located within the project limits.
* Locations of Impervious surfaces and soil types.
* Locations of areas not to be disturbed.
* Method(s) to be used for final stabilization of al exposed soil areas.

Description of stormwater mitigation measures required as the result of an environmental, archaeological, or other required local, state, or federal review of the project:

Not applicable to this project.

Description of the type and locations of BMP's appropriate for this site and sufficient to comply with all applicable requirements of the TMDL implementation plan and identification of the receiving water and of the areas of project site discharging to an impaired water that has an approved TMDL implementation plan that contains requirements for construction Stormwater discharges:

Not applicable to this project.

Selection of Permanent Stormwater Management System

Will the project create a new cumulative impervious surface greater than or equal to one acre? _ Yes _ No X

If yes, a water quality volume of 1/2 inch of runoff from this area must be treated before leaving the site or entering surface waters (1 inch of runoff from this area if discharging to special waters).

Method(s) to be used to treat runoff from the new impervious surfaces created by the project:
__ Wet sedimentation basin _X_Infiltration/Filtration basin/POND EXISTING
__ Regional ponds __Combination of practices

Description of treatment method(s) to be used, including design information for each method:

Existing pond will be used to collect water fromo the roof.

Description of why It Is not feasible to meet the treatment requirement for water quality volume. This can Include proximity to bedrock or road projects where the lack of right-of-way precludes the Installation of any permanent stormwater management practices. Description of what other treatment, such as grassed swales, smaller ponds, or grit chambers, will be implemented to treat runoff prior to discharge to surface waters:

Not Applicable

Description of how a proposed alternative method to treat runoff from new impervious surfaces will achieve approximately 80% removal of total suspended solids on an annual average basis:

Not Applicable

3. Erosion Prevention Practices

Description of construction phasing, vegetative buffer strips, horizontal slope grading, and other construction practices to be used to minimize erosion:

Stage the soil disturbing activities to minimize the amount of disturbed soil prior to stabilization. Disturbed areas will be considered stabilized when covered with materials such as anchored mulch, staked sod, riprap, wood fiber blanket, or other materials that prevent erosion from occurring. Grass seeding alone will not be considered stabilization.

Disturb only those areas where proposed contours and elevations are shown to differ from the existing and where removals and other operations are noted. Special areas of the project site that are not to be disturbed by construction activity are noted on the plan.

Description of temporary erosion protection or permanent cover to be used for exposed positive slopes within 200 lineal feet of a surface water (stream, lake, pond, marsh, wetland, reservoir spring, river, storm water basin, storm water drainage system, waterways, water courses, and irrigation systems whether surface water is natural or artificial, public or private with maximum time an exposed soil area can remain exposed when the area is not actively being worked:

Provide year round stabilization to the above mentioned areas In accordance with the following table:

Steepness of slope (H:V)	Maximum Exposure Duration When Area Is Not Actively Worked
Greater than 3:1	7 Days
3:1 through 10:1	14 Days
Less than 10:1	21 Days

Description of practices to be used to stabilize the normal wetted perimeter of drainage or diversion ditches within 200 lineal feet of the property edge or point of discharge to a surface water within 24 hours of connecting the ditch to the surface water:

Install seed, fertilizer, and disc-anchored mulch or temporary wood fiber blanket In ditches and swales within 24 hours of connecting the ditch or swale to the surface water where shown on the plan in accordance with the details.

Description of other erosion prevention practices to be used:

Install the specified energy dissipation method, such as riprap and geotextile fabric, at pipe outlets within 24 hours of installation. Permanently seed disturbed areas prior to end of seeding dates specified by MnDOT.

Inspections send weekly and $\frac{1}{2}$" rainfall event inspections records to City Inspector.

4. Sediment Control Practices

Description of sediment control practices to be used to minimize sediments from entering surface waters, including curb and gutter systems and storm drain inlets:

Permanent sediment control practices to be used on this project consist of sedimentation basins. Temporary sediment control practices to be used are silt fence, culvert Inlet protection, storm sewer Inlet protection, stone pad exits, ditch checks, and, If necessary, street sweeping.

5. Dewatering and Basin Draining

If the project includes dewatering or basin draining, describe the BMP's to be used to prevent the discharge from adversely affecting the receiving waters and downstream landowners.

N/A

6. Additional BMP's for Special Waters and Discharges to Wetlands

This project does not discharge stormwater directly to a Special Water. This project does not discharge stormwater directly to wetlands, exept roof drain 6" PVC.

7. Construction Activity Sequence

In addition to performing and sequencing the tasks associated with implementing this SWMP as described herein and shown on the plan, the Contractor shall perform construction activities In accordance with the following sequence:

(1) Install silt fence along property line of project site where shown on plan and when property line Is down gradient and within 100 feet of areas to have disturbed soil and where property line Is within 20 feet of soil disturbing and other construction activities.
(2) Install silt fence along edge of wetlands and at other locations shown on the plan.
(3) Install stone exit pads where shown on plan and at other locations where vehicles and equipment will leave the site onto paved and gravel surfaces.
(4) Construct storm water ponds and related piping and control structures as shown on the project plans. Install and maintain temporary erosion prevention measures as shown on the plan.
(5) Install silt fence along bottom of storm water pond inslopes and where shown on the plan.
(6) Install trunk sanitary sewer.
(7) Complete earthwork activities. Install and maintain sediment control measures such as ditch checks and stormwater inlet protection.
(8) Complete utility construction. Install and maintain sediment control measures such as inlet protection as work proceeds.
(9) Remove silt deposits from site, remove silt deposits from stormwater basins.
(10) Provide soil stabilization to disturbed areas by preparing topsoil, seeding, fertilizing, mulching, anchoring mulch in accordance with plans and specifications.
(11)Remove perimeter silt fence, other silt fence, check dams, and other sediment control measures upon achieving final stabilization and Owner submits the Notice of Termination.

8. Inspections and Maintenance

Description of procedures to be taken to routinely inspect the construction site:

Contractor shall Inspect erosion prevention and sediment control BMP's to ensure integrity and effectiveness. Repair, replace, or supplement non-functional BMP's to provide continually functional BMP's. Contractor shall Inspect the entire construction site a minimum of once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 Inches In 24 hours. Inspections shall Include stabilized areas, erosion prevention and sediment control BMP's, and infiltration areas. Specific tasks associated with the inspection and maintenance of the BMP's include the following:

* Maintain and retain at the construction site written records of the Inspections and maintenance performed. Records of each inspection and maintenance activity shall Include: Date and time of Inspection/maintenance activity; Name of person(s) Performing the activity; Finding of Inspection; Recommended corrective actions; Corrective actions taken; and Date and amount of rainfall events greater than 0.5 Inches In 24 hours.
* Repair, replace, or supplement silt fences that become nonfunctional or accumulate sediment to the level of 1/3 the silt fence height or more within 24 hours of discovery or as soon as conditions allow access.
* Drain temporary and permanent sediment basins and remove sediment when the volume of sediment collected reaches 1/2 the permanent storage volume within 72 hours of discovery or as soon as conditions allow access.
* Inspect surface waters, drainage ditches, and stormwater conveyance systems for evidence of sediment deposited by erosion. Remove deltas and deposited sediment and restabilize areas where sediment removal results in exposed soil within seven (7) days of discovery unless precluded by legal, regulatory, or physical constraints. Removal and stabilization shall be completed within seven (7) days of obtaining access. The NPDES/SDS permit holder Is responsible for contacting the local, regional, state, and federal authorities and receiving the applicable permits prior to performing this work.
* Inspect construction site vehicle exit locations for evidence of sediment being tracked off-site onto paved surfaces. Remove tracked sediment from off-site paved surfaces within 24 hours of discovery.
* Inspect perimeter of construction site. Remove off-site accumulations of sediment In a manner and at a frequency to minimize off-site impacts.

9. Pollution Prevention Management Measures

Contractor shall Implement the following pollution prevention management measures on the site:

* Solid Waste: Collect and properly dispose of sediment, asphalt and concrete millings, floating debris, paper, plastic, fabrics, construction and demolition debris, and other wastes in accordance with MPCA disposal requirements.
* Hazardous Materials: Properly store, provide required secondary containment, and dispose of oil products, fuels, paint products, and other hazardous substances to prevent spills, leaks, and other discharges in accordance with MPCA regulations. Provide restricted access storage areas to prevent unauthorized access and vandalism.
* Equipment Washing: Restrict external washing of trucks and other construction equipment to a defined area of site. Contain runoff and properly dispose of waste. Engine degreasing is prohibited on the property.
* Spill prevention: Park construction equipment and store potentially hazardous materials in a designated area located as far as practicable from potential environmentally sensitive areas. Construct impoundment dike and take other measures required to contain spilled material. Remove and dispose of contaminated soil, vegetation, and other materials and perform other mitigation measures as required in accordance with MPCA regulations.
* Sanitary and Septic Waste: Provide and maintain temporary facilities in accordance with MPCA and Minnesota Department of Health regulations.

10. Final Stabilization

Contractor shall achieve final stabilization of the construction site by achieving the following:

* Soil disturbing activities have been completed and soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent over the entire pervious surface area or other equivalent means to prevent soil failure under erosive conditions.
* Temporary synthetic and structural erosion prevention and sediment control BMP's are removed.
* Sediment is removed from permanent sedimentation basins to return basins to the design capacity, removed from stormwater conveyance systems, and is stabilized or removed from the site.

11. Notice of Termination

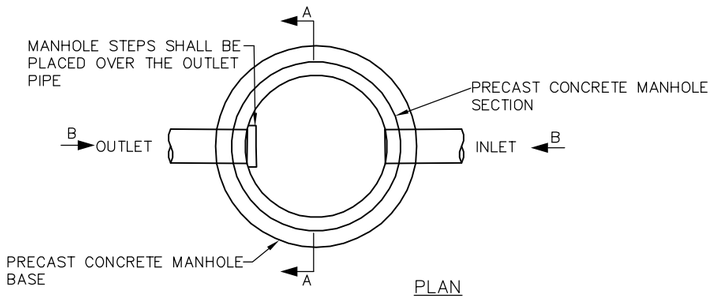
Contractor shall notify Owner Immediately upon achieving Final Stabilization. Owner must submit the Notice of Termination within 30 days after Final Stabilization or within 30 days of another owner assuming control according to Part II.B.5. over all areas of the site that have not undergone Final Stabilization.

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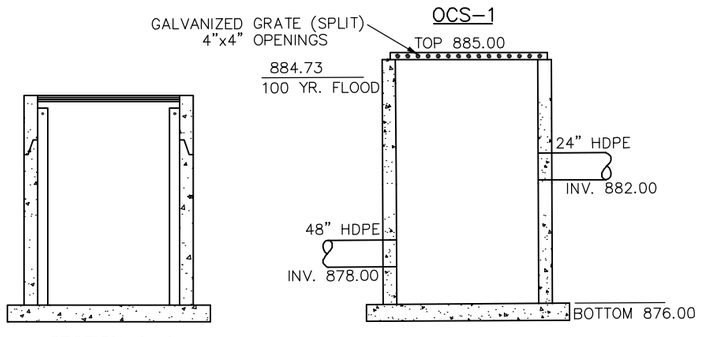
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VLADIMIR SIVRIVER P.E.. NO. 25105

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LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C10

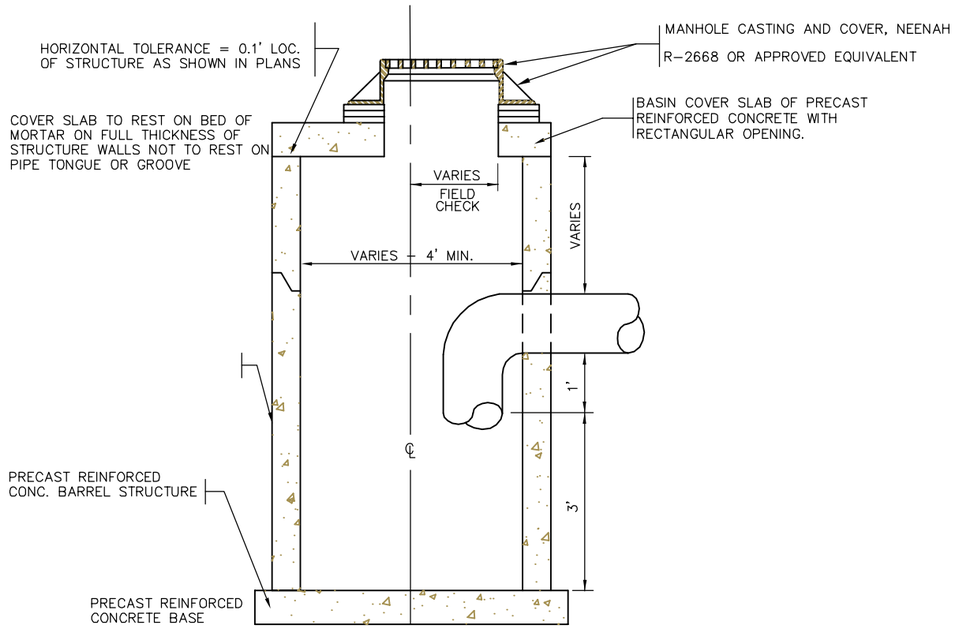
INFILTRATION TRENCH DETAILS



PLAN

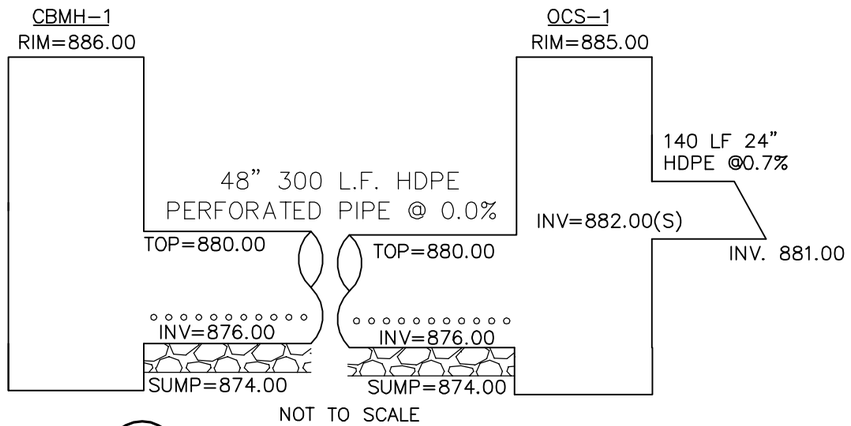


1 C8 OUTLET CONTROL STRUCTURE
NOT TO SCALE

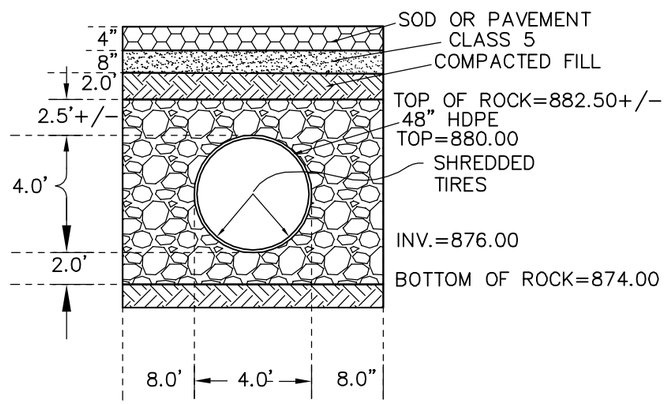


SECTIONAL VIEW

2 C8 SUMP CATCH BASIN
NOT TO SCALE



3 C8 INFILTRATION TRENCH PROFILE
NOT TO SCALE



NOT TO SCALE

4 C8 INFILTRATION TRENCH DETAIL

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LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS–15	CHECKED BY: VS	SHEET NO. C11

LANDSCAPE PLAN



0 100 200

SCALE IN FEET

PROPOSED LEGEND

- DENOTES PROPOSED BITUMINOUS SURFACE
- DENOTES PROPOSED CONCRETE SURFACE
- DENOTES PROPOSED PARKING STALLS 75X12
- DENOTES PROPOSED PARKING STALLS 25X12
- DENOTES PROPOSED CONCRETE 1 FOOT CURB
- DENOTES PROPOSED GRASS (SHALL BE SEEDED)
- DENOTES PROPOSED 1 FOOT GUTTER
- DENOTES PROPOSED POND

PROPOSED LEGEND TREES, BUSHES, SHRUBS

DENOTES GREEN GIANT ARBORVITAE TREE	– 19
DENOTES MEDORA JUNIPER THUJA	– 46
DENOTES BRANDON ARBORVITAE SHRUBS	– 8
DENOTES SMOOTH HYDRANGEA BUSHES	– 6
DENOTES RIVER BIRCH	– 10
DENOTES RED MAPLE	– 16
% DECIDUOUS	30%

PLANTING REQUIREMENTS (CITY OF RAMSEY)

PLANTING TYPE	REQUIREMENTS	LF/NO. STALLS	QUANTITY
TREES (NORTH)	ONE TREE PER 50 LINEAL FEET OF SITE PERIMETER	297	6
TREES (EAST)	ONE TREE PER 50 LINEAL FEET OF SITE PERIMETER	1155	23
SHRUB (NORTH)	ONE SHRUB PER 30 LINEAL FEET OF SITE PERIMETER	297	10
SHRUB (EAST)	ONE SHRUB PER 30 LINEAL FEET OF SITE PERIMETER	1155	38
TREES	ONE TREE PER EVERY 10 PARKING SPACES	243	25
TREES TOTAL			54
SHRUB TOTAL			48
SHRUB /TREE TOTAL			102

PARKING LOT LANDSCAPING REQUIREMENTS (CITY OF RAMSEY)

ALL PARKING LOTS ARE REQUIRED TO PROVIDE INTERNAL AND/OR ADJACENT OVERSTORY TREE PLANTINGS IN AN EFFORT TO SHADE PARKING SURFACES AND PROVIDE VISUAL RELIEF. THE PLANTING SCHEDULE IS ESTABLISHED TO PROVIDE AN ACCEPTABLE NUMBER OF PLANTINGS THAT MAY BE PLANTED IN REGULAR SYMMETRICAL PATTERNS OR IRREGULAR CLUSTERS OR GROUPINGS. PLANTINGS ARE REQUIRED AT THE FOLLOWING MINIMUM SCHEDULE AND ARE CREDITED TOWARD THE MINIMUM PLANTING REQUIREMENTS FOR THE DISTRICT:

1.ONE TREE PER EVERY TEN PARKING SPACES.

2.EVERY OVERSTORY TREE PLANTING SHALL BE PROVIDED WITH A PLANTING AREA OF AT LEAST 162 SQUARE FEET (EQUIVALENT OF A NINE FOOT BY 18 FOOT PARKING STALL).

3.ACCEPTABLE GROUND COVER MATERIALS INCLUDE SOD, MULCH, AND OTHER NATURAL GROUND COVER. LANDSCAPING ROCK AND PLASTIC UNDERLAYMENT IS PROHIBITED IN PLANTING ISLANDS.

BUFFERYARDS (CITY OF RAMSEY)

BUFFERYARDS HELP TO ACHIEVE SCREENING BETWEEN DIFFERING USES WITH VARIED INTENSITIES AND IMPACTS THAT ARE NOT ALWAYS COMPLEMENTARY WHEN ADJACENT TO ONE ANOTHER. WHEN A BUFFERYARD IS REQUIRED, THE YARD SPACE AND PLANTING REQUIREMENTS ARE NOT TO BE REDUCED FOR OTHER PURPOSES SUCH AS FUTURE PARKING AND DRIVEWAYS, BUILDING EXPANSIONS, OR OTHER ACTIVITIES THAT ARE NOT IN KEEPING WITH THE PURPOSES OF BUFFERING AND SCREENING.

1. BUFFERYARDS ARE INTENDED TO PROVIDE ADDITIONAL SCREENING OF BUSINESSES THAT ARE ADJACENT TO RESIDENTIAL AREAS. THE FOLLOWING TABLE DETAILS THE WIDTH OF THE BUFFERYARD ALONG THE COMMON ADJACENT PROPERTY LINE. AN ADDITIONAL INCREASE OF LANDSCAPE PLANTINGS IS REQUIRED IN THE BUFFERYARD. THE TABLE BELOW OUTLINES THE MINIMUM REQUIRED ADDITIONAL PLANTINGS, EXPRESSED AS A PERCENTAGE OF THE TOTAL REQUIRED SITE LANDSCAPING (THE PERCENTAGE IS APPLIED TO THE TOTAL NUMBER OF TREES AND SHRUBS FOR THE PROPOSED DEVELOPMENT).

2. AS AN ALTERNATIVE METHOD FOR SCREENING WITHIN THE BUFFERYARD, FENCES THAT ARE 100 PERCENT OPAQUE MAY BE USED TO MITIGATE THE IMPACTS OF BUSINESSES THAT ARE ADJACENT TO RESIDENTIAL AREAS. WHEN A FENCE IS USED FOR SCREENING PURPOSES, THE BUFFERYARD PLANTING REQUIREMENTS MAY BE REDUCED BY 50 PERCENT FROM THE STATED MINIMUM REQUIREMENT.

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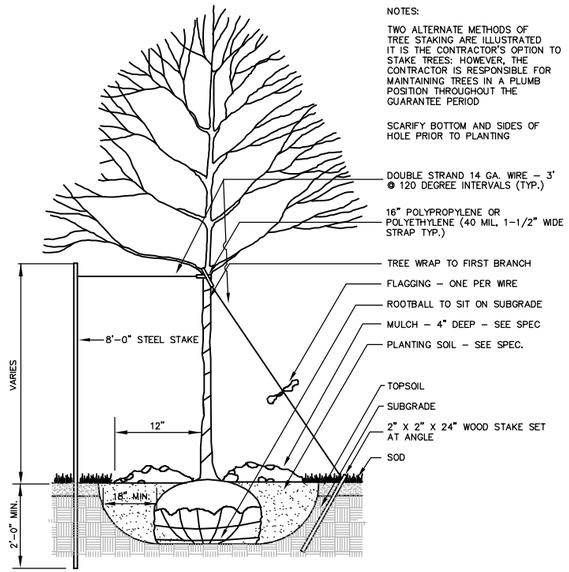
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Vlad Sivriver DATED: 12/31/2024

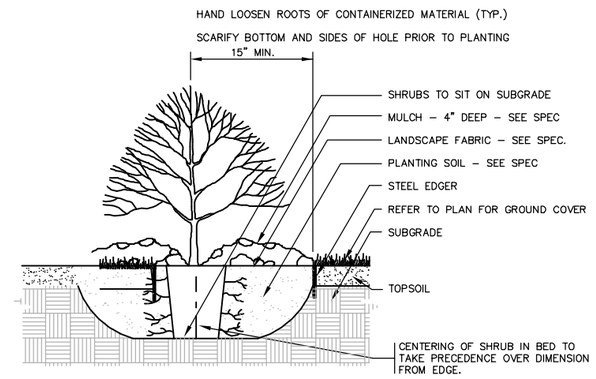
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LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS–15	CHECKED BY: VS	SHEET NO. C12

TREE DETAILS



DECIDUOUS TREE
NOT TO SCALE



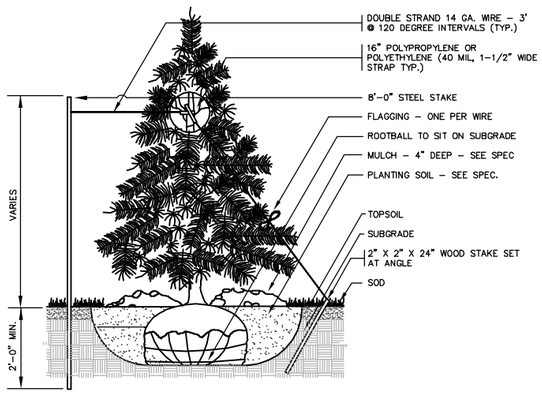
SHRUB WITH STEEL EDGER
NOT TO SCALE

NOTES:

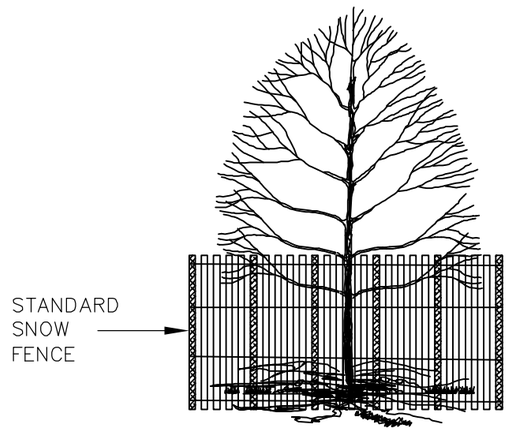
CONIFER TO HAVE SHREDDED HARDWOOD MULCH UNLESS NOTED OTHERWISE. NO MULCH TO BE IN CONTACT WITH TRUNK.

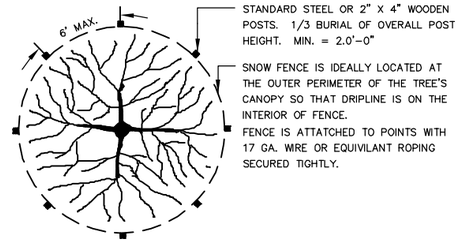
SCARIFY BOTTOM AND SIDES OF HOLE PRIOR TO PLANTING.

TWO ALTERNATE METHODS OF TREE STAKING ARE ILLISTRATED, IT IS THE CONTRACTOR'S OPTION TO STAKE TREES; HOWEVER, THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING TREES IN A PLUMB POSITION THROUGHOUT THE GUARANTEE PERIOD.



CONIFEROUS TREE
NOT TO SCALE





PLAN
NO SCALE

TREE FENCING
NOT TO SCALE

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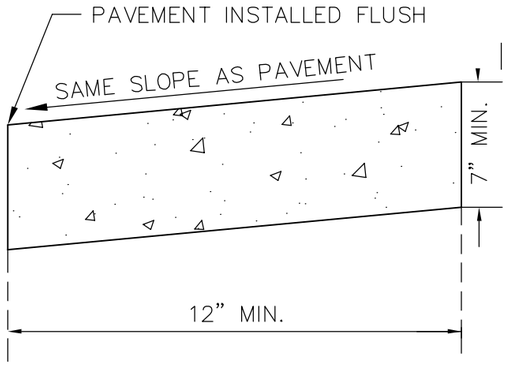
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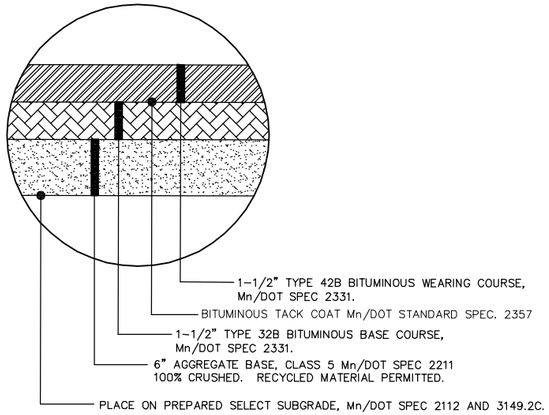
PARKING LOT AND EROSION CONTROL DETAILS



NOT TO SCALE

CONCRETE GUTTER

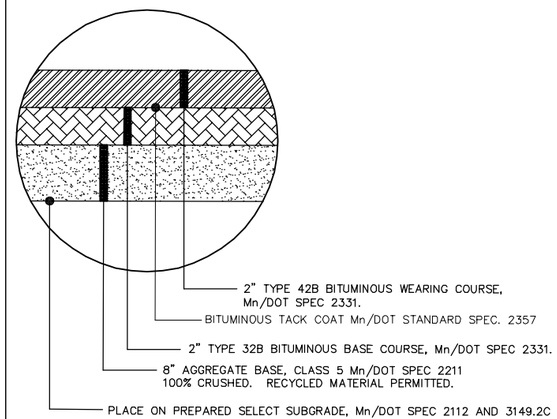
DETAIL DRAWING EDS-1



NOT TO SCALE

TYPICAL SECTION FOR NORMAL TRAFFIC AND PARKING AREAS

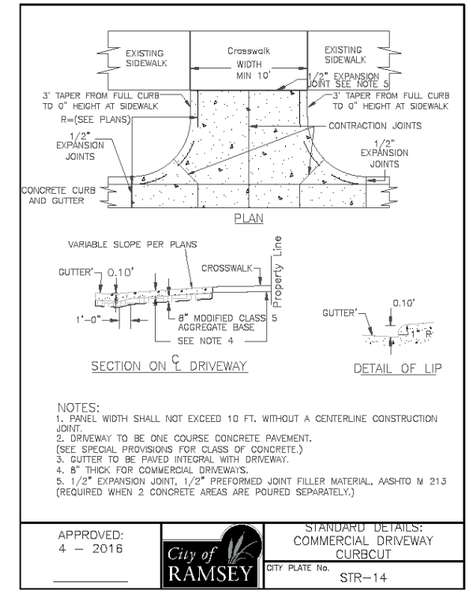
DETAIL DRAWING EDS-2



NOT TO SCALE

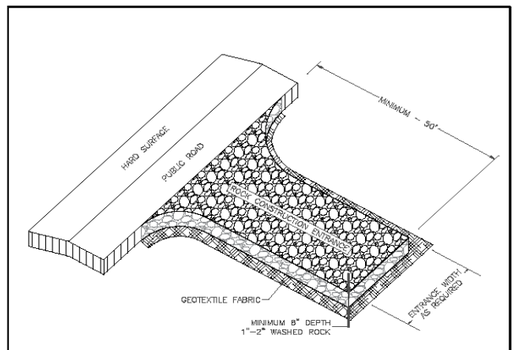
TYPICAL SECTION FOR HEAVY DUTY TRAFFIC AREAS

DETAIL DRAWING EDS-3



TYPICAL COMMERCIAL DRIVEWAY CURBCUT

DETAIL DRAWING STR-14



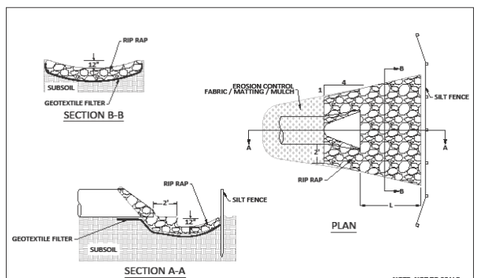
NOTE:
1. MINIMUM CONSTRUCTION ENTRANCE WIDTH EQUAL TO PROPOSED ROADWAY WIDTH.
2. WIDTH OF RADIUS AS REQUIRED TO ENSURE VEHICLES DO NOT TRACK ONTO PUBLIC ROAD.
3. MAINTAINENCE AS REQUIRED TO PREVENT TRACKING ONTO PUBLIC ROADS. THIS MAY REQUIRE TOP DRESSING WITH ADDITIONAL ROCK OR REMOVAL AND REINSTALLATION OF THE ENTRANCE AS NEEDED.

NOT TO SCALE

APPROVED: 1 – 2016
City of RAMSEY
STANDARD DETAILS: ROCK CONSTRUCTION ENTRANCE
CITY PLATE No. ERO–5

ROCK CONSTRUCTION ENTRANCE

DETAIL DRAWING ERO-5



NOTE: NOT TO SCALE

NOTES:
1. ON SLOPES 4:1 OR GREATER, ANCHOR OR STRAIGHT DISKED STRAW MULCH, SEEDED NETTING, GABRIC, OR MATTING SUCH AS EXCELSIOR SHALL BE USED TO STABILIZE DISTURBED SOILS. THESE EXPOSED SOILS MUST BE STABILIZED IMMEDIATELY AFTER GRADING OF SOIL IS COMPLETE.
2. A SKIRTING OF EROSION CONTROL FABRIC OR MULCH MUST BE USED TO PROTECT OUTLETS AS ILLUSTRATED REGARDLESS OF SLOPE.
3. RIP RAP IS CLASS III PLACED 18" THICK.
4. FOR PIPE GREATER THAN 48" DIAMETER OR 58" SPAN, QUANTITY OF GEOTEXTILE FABRIC AND RIP RAP WILL BE HANDLED IN A CASE BY CASE MANNER.
5. GEOTEXTILE FABRIC SHALL COVER THE BOTTOM AND SIDES OF THE AREA EXCAVATED FOR THE RIP RAP MATERIAL.

RIP RAP AT RCP OUTLETS

DIA. OF PIPE (IN.)	L (FT.)	GEOTEXTILE FABRIC (SY)	18" DEPTH RIP RAP (CU. YD)
12	8	19.8	4.4
15	8	20.8	4.8
18	10	25.6	6.4
21	10	27.4	7.1
24	12	33.4	9.2
27	12	35.2	9.9
30	14	41.6	12.3
36	16	50.3	15.8
42	18	57.8	18.7
48	20	66.5	22.2

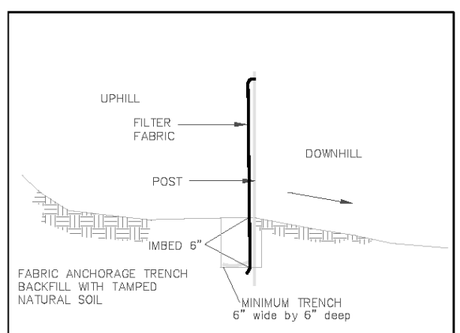
RIP RAP AT RCP-A OUTLETS

SPAN OF PIPE (IN.)	L (FT.)	GEOTEXTILE FABRIC (SY)	18" DEPTH RIP RAP (CU. YD)
22	10	25.6	8.1
28	12	33.2	8.5
36	14	41.5	11.2
43	16	50.5	14.3
51	18	57.5	16.9
58	20	65.2	19.8

APPROVED: 9 – 2016
City of RAMSEY
STANDARD DETAILS: RIP–RAP
CITY PLATE No. ERO–3

RIP–RAP

DETAIL DRAWING ERO-3



SILT FENCE DETAIL
NO SCALE

APPROVED: 1 – 2016
City of RAMSEY
STANDARD DETAILS: SILT FENCE
CITY PLATE No. ERO–1

SILT FENCE

DETAIL DRAWING ERO-1

Notes:
1. INSTALLATION OF 4" OF TOPSOIL REQUIRED ACROSS ALL DISTURBED AREAS.
2. TOPSOIL IS DEFINED AS BLACK DIRT COMPOSED OF UNCONSOLIDATED MATERIAL, LARGELY UNDECOMPOSED ORGANIC MATTER WHICH IS SUITABLE FOUNDATION FOR VEGETATIVE GROWTH.
3. THE COMPOSITION OF TOPSOIL SHOULD CONTAIN NO MORE THAN THIRTY-FIVE PERCENT (35%) SAND CONTENT.

APPROVED: 7 – 2019
City of RAMSEY
STANDARD DETAILS: TOPSOIL REQUIREMENTS
CITY PLATE No. ERO–6

TOPSOIL REQUIREMENTS

DETAIL DRAWING STR-14

ENGINEERING DESIGN & SURVEYING
6480 Wayzata Blvd. Minneapolis, MN 55426
OFFICE: (763) 545-2800 FAX: (763) 545-2801
EMAIL: info@edsmn.com WEBSITE: http://edsmn.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 12/31/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

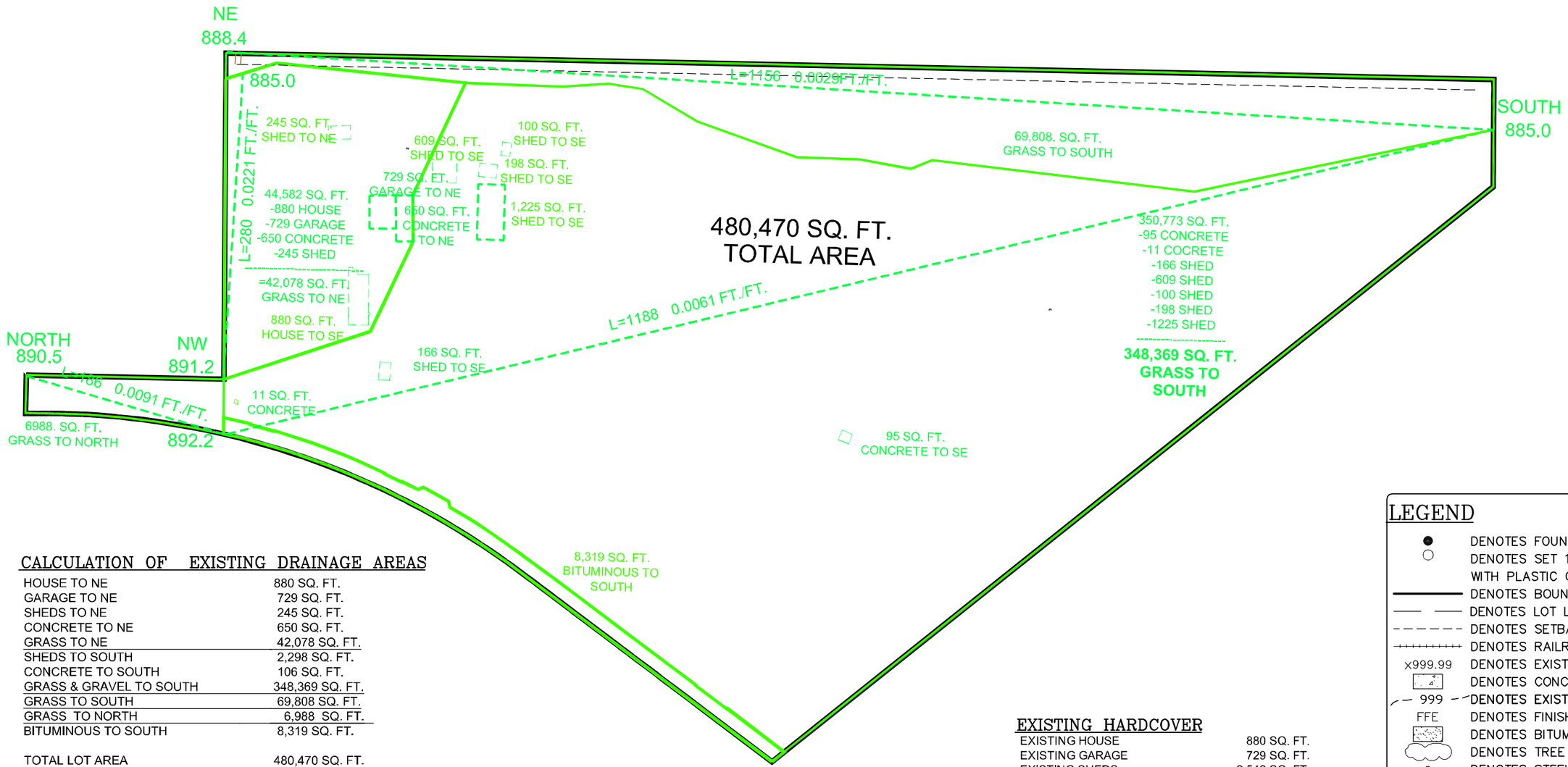
PARKING LOT AND EROSION CONTROL DETAILS	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23–146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS–15	CHECKED BY: VS	SHEET NO. C14

EXISTING DRAINAGE AREAS

0 100 200

SCALE IN FEET

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166



CALCULATION OF EXISTING DRAINAGE AREAS

HOUSE TO NE	880 SQ. FT.
GARAGE TO NE	729 SQ. FT.
SHEDS TO NE	245 SQ. FT.
CONCRETE TO NE	650 SQ. FT.
GRASS TO NE	42,078 SQ. FT.
SHEDS TO SOUTH	2,298 SQ. FT.
CONCRETE TO SOUTH	106 SQ. FT.
GRASS & GRAVEL TO SOUTH	348,369 SQ. FT.
GRASS TO SOUTH	69,808 SQ. FT.
GRASS TO NORTH	6,988 SQ. FT.
BITUMINOUS TO SOUTH	8,319 SQ. FT.
TOTAL LOT AREA	480,470 SQ. FT.
DOUBLE CHECK DRAINAGE AREA	480,470 SQ FT

EXISTING HARDCOVER

EXISTING HOUSE	880 SQ. FT.
EXISTING GARAGE	729 SQ. FT.
EXISTING SHEDS	2,542 SQ. FT.
EXISTING CONCRETE SURFACE	1,223 SQ. FT.
EXISTING BITUMINOUS SURFACE	7,839 SQ. FT.
TOTAL IMPERVIOUS AREA	13,213 SQ. FT.
TOTAL LOT AREA	480,470 SQ. FT.
EXISTING HARDCOVER	2.8 %

PROJECT BENCHMARK

ELEVATION = 891.26 (NAVD 88)
MNDOT DISK "RUSTIC".

LEGEND

●	DENOTES FOUND PROPERTY IRON
○	DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
———	DENOTES BOUNDARY LINE
—— ——	DENOTES LOT LINE
- - - - - -	DENOTES SETBACK LINE
+++++++++++	DENOTES RAILROAD LINE
x999.99	DENOTES EXISTING SPOT ELEVATION
	DENOTES CONCRETE SURFACE
999	DENOTES EXISTING CONTOUR LINE
FFE	DENOTES FINISH FLOOR ELEVATION
	DENOTES BITUMINOUS SURFACE
	DENOTES TREE LINE
—o—	DENOTES STEEL FENCE
—OE—	DENOTES OVERHEAD ELECTRIC
	DENOTES ELECTRIC POWER POLE
(M)	DENOTES MEASURED DISTANCE
(P)	DENOTES PLATTED DISTANCE
Ⓢ	DENOTES SANITARY MANHOLE
EM	DENOTES ELECTRIC METER
←—	DENOTES DRAINAGE FLOW
ET	DENOTES ELECTRIC TRANSFORMER

EDS
ENGINEERING DESIGN & SURVEYING
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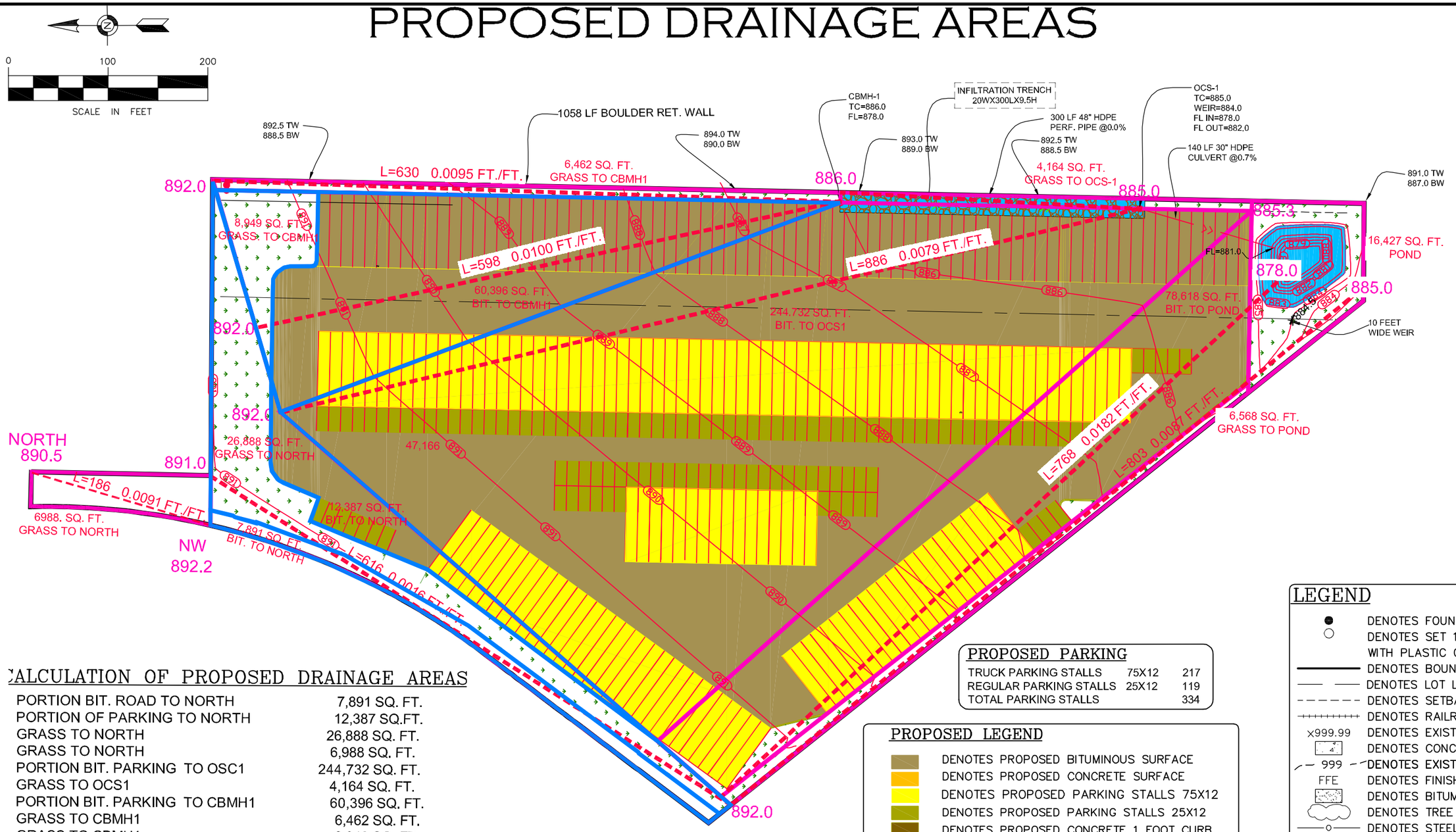
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Vlad Sivriver DATED: 12/13/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

EXISTING DRAINAGE AREAS	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C15

PROPOSED DRAINAGE AREAS



CALCULATION OF PROPOSED DRAINAGE AREAS

PORTION BIT. ROAD TO NORTH	7,891 SQ. FT.
PORTION OF PARKING TO NORTH	12,387 SQ.FT.
GRASS TO NORTH	26,888 SQ. FT.
GRASS TO NORTH	6,988 SQ. FT.
PORTION BIT. PARKING TO OSC1	244,732 SQ. FT.
GRASS TO OCS1	4,164 SQ. FT.
PORTION BIT. PARKING TO CBMH1	60,396 SQ. FT.
GRASS TO CBMH1	6,462 SQ. FT.
GRASS TO CBMH1	8,949 SQ. FT.
PORTION BIT. PARKING TO POND	78,618 SQ. FT.
GRASS TO POND	6,568 SQ. FT.
POND	16,427 SQ. FT.
DRAINAGE AREA	480,470 SQ. FT.
TOTAL LOT AREA	480,470 SQ. FT.

PROPOSED PARKING

TRUCK PARKING STALLS	75X12	217
REGULAR PARKING STALLS	25X12	119
TOTAL PARKING STALLS		334

PROPOSED LEGEND

- DENOTES PROPOSED BITUMINOUS SURFACE
- DENOTES PROPOSED CONCRETE SURFACE
- DENOTES PROPOSED PARKING STALLS 75X12
- DENOTES PROPOSED PARKING STALLS 25X12
- DENOTES PROPOSED CONCRETE 1 FOOT CURB
- DENOTES PROPOSED GRASS BUFFER
- DENOTES PROPOSED 1 FOOT GUTTER
- DENOTES PROPOSED TRAFFIC FLOW
- DENOTES PROPOSED RETAINING WALL
- DENOTES PROPOSED POND
- 999 DENOTES PROPOSED CONTOUR
- ×999.99 DENOTES PROPOSED GRADING SPOT ELEVATION

LEGEND

- DENOTES FOUND PROPERTY IRON
- DENOTES SET 1/2" X 18" REBAR WITH PLASTIC CAP "PLS 25105"
- DENOTES BOUNDARY LINE
- DENOTES LOT LINE
- DENOTES SETBACK LINE
- DENOTES RAILROAD LINE
- ×999.99 DENOTES EXISTING SPOT ELEVATION
- DENOTES CONCRETE SURFACE
- 999 DENOTES EXISTING CONTOUR LINE
- FFE DENOTES FINISH FLOOR ELEVATION
- DENOTES BITUMINOUS SURFACE
- DENOTES TREE LINE
- DENOTES STEEL FENCE
- OE DENOTES OVERHEAD ELECTRIC
- DENOTES ELECTRIC POWER POLE
- (M) DENOTES MEASURED DISTANCE
- (P) DENOTES PLATTED DISTANCE
- S DENOTES SANITARY MANHOLE
- EM DENOTES ELECTRIC METER
- DENOTES DRAINAGE FLOW
- ET DENOTES ELECTRIC TRANSFORMER

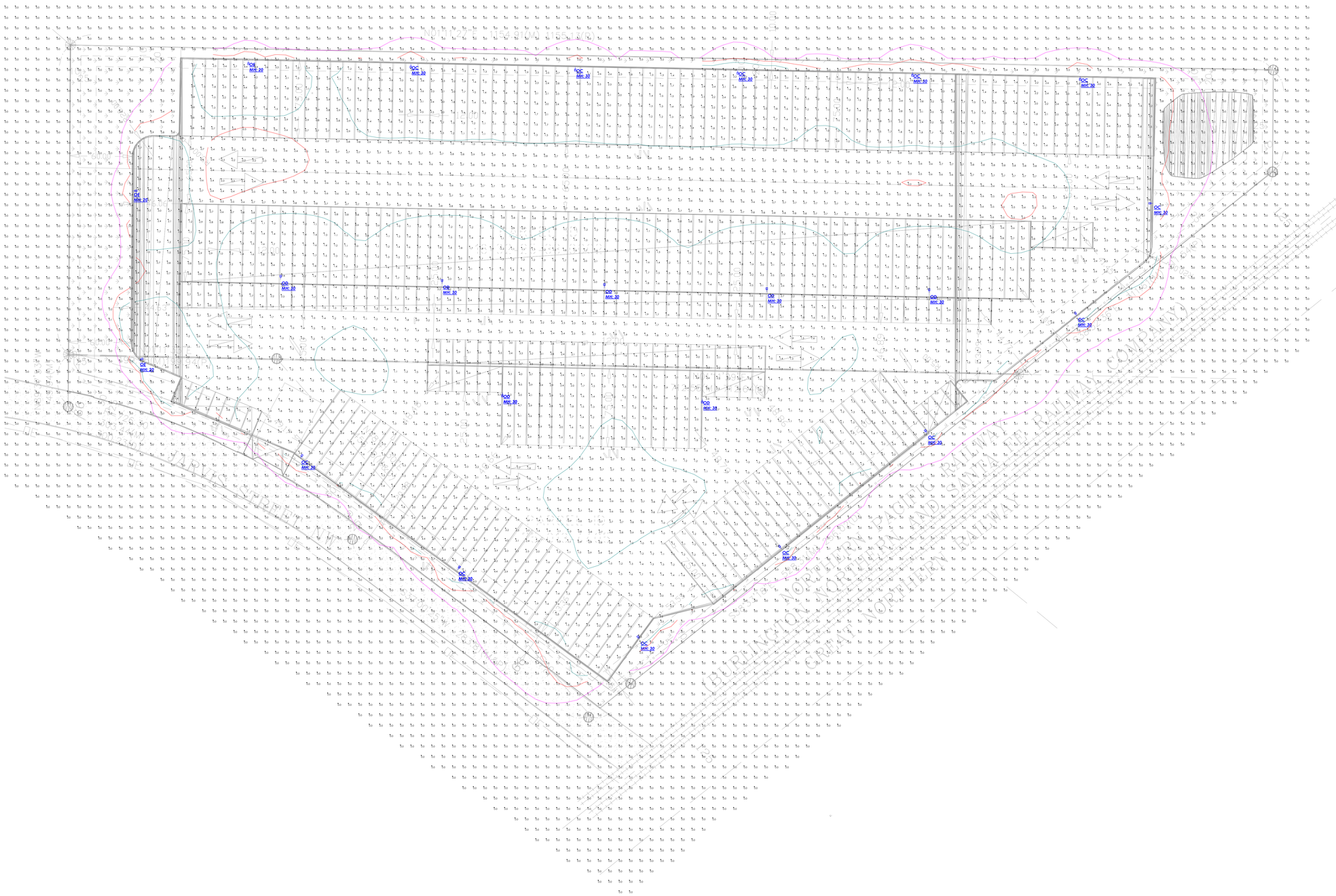
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Vlad Sivriver DATED: 12/13/2024

VLADIMIR SIVRIVER P.E.. NO. 25105

PROPOSED DRAINAGE AREAS	FIELD WORK DATE: 09/26/2023	DRAWN BY: IS	PROJECT NO.: 23-146
LOCATION: 15861 JARVIS STREET NORTHWEST RAMSEY, MN 55330	FIELD BOOK NO.: EDS-15	CHECKED BY: VS	SHEET NO. C16



Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
PARKING	Illuminance	Fc	1.62	8.3	0.2	8.10	41.50
SITE	Illuminance	Fc	0.07	3.8	0.0	N.A.	N.A.

Luminaire Schedule								
Symbol	Qty	Label	Manufacturer	Description	Arrangement	Lum. Lumens	Lum. Watts	LLF
	13	OC	COOPER LIGHTING SOLUTIONS - LUMARK (FORMERLY EATON)	PRV-XL-PA4B-740-U-T4W-HSS (28' POLE WITH 2' BASE)	Single	28286	303	0.900
	8	OD	COOPER LIGHTING SOLUTIONS - LUMARK (FORMERLY EATON)	PRV-XL-PA4B-740-U-5WQ (30' POLE WITH 2' BASE)	Single	40868	303	0.900
	3	OE	COOPER LIGHTING SOLUTIONS - LUMARK (FORMERLY EATON)	PRV-XL-PA3A-740-U-T4W-HSS (18' POLE WITH 2' BASE)	Single	17617	172	0.900

1. Standard Reflectance of 80/50/20 unless noted otherwise
2. Not a Construction Document, for Design purposes only
3. Standard indoor calc points @ 30" A.F.F. unless noted otherwise
4. Standard outdoor calc points @ Grade unless noted otherwise
5. Egress calc points @ 0" A.F.F.
6. Mlazgar Associates assumes no responsibility for installed light levels due to field conditions, etc.

MLAZGAR ASSOCIATES
16350 W. GLENDALE DR.
NEW BERLIN, WI 53151
(p) 414-943-1915
(f) 952-943-8088
www.mlazgar.com

MLAZGAR ASSOCIATES

#	Date	Comments

Revisions

RLMA Project #: 164682
Drawn By: EP
Date: 12/13/2024

Scale: 1" = 40'

PHOTOMETRIC SITE PLAN

NORTHSTAR PARKING
ELK RIVER, MN

Northstar Truck & RV Parking

Staff photos taken January 14, 2025



Photo 1. The site is behind the fence. Residential property is wooded.



Photo 2. The entryway off Jarvis St.



Photo 3. Looking northward from the entryway highlighting the fence.



Photo 4. Inside looking east at the berm on the Links at Northfork property.



Photo 5. Looking southeast at the berm.



Phot 6. Trailers and miscellaneous items.



Photo 7. Looking southeast with the railroad on the right.



Photo 8. The middle of the site with trucks, cars, and junk vehicles.



Photo 9. Looking north at the adjacent residential property

.

ORDINANCE #25-04

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE REZONING PROPERTY FROM I-1 to PUD AT 15861 JARVIS STREET NW

The City Council of the City of Ramsey does hereby ordain:

WHEREAS, Northstar Truck and RV Parking LLC owns land in the cities of Ramsey and Elk River described as:

Parcel 1 (Ramsey):
That part of the South 1155 feet of the West 297 feet of the Southwest Quarter of the Southwest Quarter of Section 18, Township 32, Range 25, Anoka County, Minnesota, lying North of the railroad right-of-way, excluding road, subject to easement of record.

Parcel 2 (Elk River):
That part of the Southeast Quarter of the Southeast Quarter of Section 13, Township 32, Range 26, Sherburne County, Minnesota, described as follows:
Beginning on the East line or said Section, 2.56 chains North or the Southeast corner thereof and at a point where said line is crossed by the Easterly line of the right-of-way of the St. Paul, Minneapolis & Manitoba Railway Company; thence North on section line 11.39 chains to center of road from State Road to Quarter post in said section line; thence South 47-1/2 degrees West to said Easterly line of said right-or-way; thence South 30 degrees East along said right-of-way to beginning.

Collectively, "Subject Properties;" and

WHEREAS, the Subject Properties cross the municipal and county borders; and

WHEREAS, the Subject Properties are guided Industrial in the Elk River 2040 Comprehensive Plan and Business Park in the Ramsey 2040 Comprehensive Plan;

WHEREAS, the property owner's business is consistent with each city's Comprehensive Plans, yet inconsistent with the current zoning classification in the city of Ramsey; and

WHEREAS, both Cities agree that it is in the best interest to have consistent land use regulations for the Subject Properties; and

WHEREAS, the City of Elk River is regulating the proposed use through a Conditional Use Permit in accordance with the City's Zoning Code.

Section 1. Authority.

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

Section 2. Zoning Map Amendment.

Pursuant to Section 106-245 Zoning Map Amendment and Article VII – Planned Unit Developments of Ramsey City Code, Parcel 1 of the Subject Properties is hereby rezoned from I-1 Light Industrial to PUD Planned Unit Development.

Section 3. Uses within the Planned Unit Development

3.1 The use of the Subject Property shall only be in conformance with uses described within this PUD and the City of Elk River's conditional use permit.

3.2 Use of the Subject Property is a business use for parking of the following:

a. Semi-trucks, semi-trailers, and other delivery trucks;
b. Recreational vehicles, campers, motorhomes, and fifth-wheel trailers;
c. Boats;
d. Construction equipment such as backhoes, dump trucks, and the like; and
e. Personal vehicles related to a vehicle in a., b., c., or d. above.

3.3 The use of this property may not be used for any vehicles owned by a business holding a state dealer's license or any inoperable or unlicensed vehicle,

3.4 Outdoor storage of any products, materials, supplies, or debris is not permitted, except for snow removal equipment and supplies for the site in conformance with the applicable municipality's regulations.

3.5 Vehicle Wrecking Yards and Salvage Yards, as defined by the Zoning Code, shall not be permitted.

Section 4. Site Development Standards

4.1 The site plan, grading and drainage plans, and landscape plan shall conform to the plan set dated ____ as prepared by Engineering Design & Surveying (EDS) and approved by each municipality's City Engineer and the Lower Rum River WMO prior to construction.

4.2 All subsequent modifications to the site improvements must be in conformance with each municipality's regulations.

Section 5. Site Performance Standards

5.1 All vehicles, trailers, and boats must be properly licensed and operable.

5.2 In the event a gate is installed, access to the property must include key boxes for both Elk River and Ramsey Fire Departments.

5.3 A concrete stripe must be maintained along the city/county border in order to clarify any relevant jurisdictional issues.

5.4 In the event either parcel is owned separately, each parcel will need to conform to each jurisdiction's ordinance and codes individually, including, but not limited to, setbacks, screening, curing, and landscaping.

Section 6. Memorialization.

Ramsey City Code Section 106-739 is amended to add "Northstar Truck and RV Parking" and this ordinance number to the list of approved Planned Units of Record.

Section 7. Summary

The following official summary of Ordinance #25-04 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 #25-04 rezones property from I-1 to PUD and sets forth standards on the uses and site improvements thereon. The property is addressed 15861 Jarvis St. NW with Anoka County Parcel ID of 18-32-25-33-0002."

Section 8. Effective Date

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

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

_____
Ryan Heineman, Mayor

ATTEST:

_____
Katie Schmidt, City Clerk

Introduction date: March 11, 2025
Posting dates:
Adoption date:
Publication date:
Effective date:

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

RESOLUTION #25-028

A RESOLUTION APPROVING A SITE PLAN REVIEW FOR NORTHSTAR TRUCK AND RV PARKING AT 15861 JARVIS STREET NORTHWEST

WHEREAS, The City of Ramsey received an application from Northstar Truck and RV Parking (the "**Applicant**") requesting a Planned Unit Development with a Site Plan Review approval on the property legally described as follows:

> *That part of the South 1155 feet of the West 297 feet of the Southwest Quarter of the Southwest Quarter of Section 18, Township 32, Range 25, Anoka County, Minnesota, lying North of the railroad right-of-way, excluding road, subject to easement of record.*
>
> (the "**Subject Property**").

WHEREAS, the **Subject Property** is zoned PUD, Planned Unit Development, which is a specialized zoning designation, and guided for business park uses in the 2040 Comprehensive Plan; and

WHEREAS, all principal uses within the PUD zoning district require a formal Site Plan Review from Planning Commission and City Council; and

WHEREAS, the **Applicant** appeared before the Planning Commission for a public hearing on January 23, 2025, that said public hearing was properly advertised; and

WHEREAS, the Planning Commission reviewed the Site Plan at their regular meeting on January 23, 2025, and recommended approval; 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 Site Plan for Northstar Truck and RV Parking 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 and provide the necessary sureties guaranteeing the work will be done according to plan and completed on or before November 1, 2025, as agreed upon by the Applicant.

3. That the **Applicant** shall update plans based on Staff comments as noted in ProjectDox.

4. That the **Applicant** shall secure all other necessary permits from other applicable agencies, including the City of Elk River and the Lower Rum River WMO, and provide a copy of said permits to the City.

5. If a gate is to be added from the Jarvis Street NW entrance, fire department lock boxes for both the Ramsey and Elk River Fire Departments are required.

6. Landscaping on the adjacent golf course property must receive written permission.

7. All site improvements must be made according to plans prepared by EDS and approved by the City Engineer.

9. This Site Plan Review resolution is contingent upon rezoning of the Subject Property from I-1 to PUD and adhere to all requirements and conditions of the Planned Unit Development.

Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, January 28, 2025

Members Present:	Commissioner Dennis Booth, Commissioner James Zahler, Commissioner Dornan Bland, Commissioner Anthony Kaba, Commissioner Eric Johnson, Chair Perry Beise
Members Absent:	Commissioner Robert Rydberg
Staff Present:	Senior Planner Chris Leeseberg, and Sr. Administrative Assistant/Recording Secretary Jennifer Green

1. CALL MEETING TO ORDER
Pursuant to due call and notice thereof, the meeting was called to order at 6:30 PM.

2. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

3. CONSIDER AGENDA
Moved by Commissioner Johnson and seconded by Commissioner Booth to approve the agenda. Motion Carried 6-0.

4. CONSIDER MINUTES
Moved by Commissioner Johnson and seconded by Commissioner Booth to approve the following consent items as presented. Motion carried 6-0.

4.1 Draft Minutes - December 17, 2024

5. PUBLIC HEARINGS

5.1 Zone Change: General Industrial (I-3) to Planned Unit Development (PUD), PID 75-00013-4405, Northstar Trucking & RV Parking LLC

Mr. Leeseberg presented the staff report and indicated the application for a zone change is no longer required to be considered, since the use the applicant is proposing is already allowed in the I-3 zoning district.

5.2 Conditional Use Permit Amendment: Bus, Motor Vehicle, and Implement Storage, Maintenance and Repair, PID 75-00013-4405 - Northstar Trucking & RV Parking LLC

Mr. Leeseberg presented the staff report. He distributed a handout of updated conditions to consider. He requested the Planning Commission provide staff input on a new request by the applicant for a

DRAFT

temporary guard shack. He also requested the commission provide input to staff on businesses that are already operating and not in compliance with city ordinances, and to recommend a timeline to complete all required conditions.

Chair Beise opened the public hearing.

Nikolya Vladyka, no address given, stated he felt this project was dragging on too long but did understand there were two cities involved. He stated due to the city of Ramsey changing their mind and their lack of communication, he had not received the requested paperwork. He stated his concern regarding Condition 12, which states no repairs or maintenance on site, as they would now like to build a drive-thru building/repair shop on the property, but they were not sure where to locate the building, and unsure if the building could straddle both properties/cities.

Chair Beise stated the request for tonight's meeting doesn't indicate there will be a building on the Elk River parcel. He stated if they recommend approval tonight, it will not include a building.

Commissioner Johnson asked the applicant if his intent was to construct a building to repair vehicles.

Mr. Vladyka stated that was their intent but unsure where it would be located. He stated there were questions about who gets paid the taxes on the building, which public safety agency would respond to emergencies on the properties, electricity, etc. He stated he wants to meet with the city of Ramsey to either move the building entirely onto the Ramsey parcel or partially on both. He stated he is still waiting for paperwork from the city of Ramsey.

Commissioner Johnson noted Condition 2, which states all vehicles stored on the property need to be licensed and operable, which conflicts with this new intention of having a shop to repair vehicles.

Commissioner Booth asked Mr. Vladyka if the Planning Commission should delay action on their request.

Mr. Vladyka requested to continue this application for two more weeks to figure out what is going on with the city of Ramsey and determine the best location for the proposed building.

Chair Beise stated the Planning Commission would continue the request to the next Planning Commission meeting, which is February 25.

Commissioner Booth asked Mr. Vladyka if they have a building design and plans to submit to the city.

Mr. Vladyka stated they do have preliminary blueprints and where they want the building positioned on the properties.

There being no one else available to speak, Chair Beise closed the public hearing.

Mr. Leeseberg indicated the applicant could waive the 60-Day Rule to allow the timeline to be extended. Mr. Vladyka agreed on the record to waive the 60-Day Rule. Staff will follow up with this request in writing from the applicant.

Mr. Leeseberg stated Condition 2 – unlicensed and inoperable vehicles being allowed on the property - is allowed but was not part of the initial request and staff will have to review this additional request. Mr.

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Leeseberg indicated the building straddling two properties will be a logistical nightmare and access to the building can only come from the Elk River side if the building is located on the Ramsey side.

Commissioner Johnson stated he is comfortable with the conditions as outlined as long as there is no junk stored and they remove the condition of inoperable vehicles if a building is built.

Mr. Leeseberg asked for the Planning Commission's preference regarding Condition 7, driving and parking areas. He stated Elk River's ordinance allows Class 5, but Ramsey requires bituminous pavement. The commission discussed having the more restrictive requirement to maintain consistency and be cooperative with the city of Ramsey's requirements.

Commissioner Booth asked if the commission should discuss the temporary guard shack.

Mr. Leeseberg explained the applicant is requesting a guard shack to aid in operating the entrance gate. The Planning Commission was supportive of a temporary guard shack until a building is constructed.

Commissioner Dornan suggested a sunset date for the guard shack.

Moved by Commissioner Johnson and seconded by Commissioner Zahler to postpone the Conditional Use Permit Amendment request by Northstar Trucking & RV Parking, LLC, to February 25, 2025.

Motion Carried 6-0.

5.3 Conditional Use Permit Amendment: Outdoor Storage, 12777 Meadowvale Road NW, Elk River WinLectric

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There was no one present to speak.

Moved by Commissioner Johnson and seconded by Commissioner Booth to postpone the public hearing to the February 25, 2025, Planning Commission meeting. Motion Carried 6-0.

5.4 Conditional Use Permit Amendment: Recycling Processing Center, 16501 Highway 10, B&E Recycling Station

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one to speak, Chair Beise closed the public hearing.

Commissioner Dornan asked questions about the storage trailers and wondered if those would be used temporarily while a structure was built.

Mr. Leeseberg stated that at the staff level, there are no concerns with the storage containers as they are allowed by ordinance, but he was not sure of their intended use.

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Commissioner Johnson thought he understood that whatever was being recycled was being held in the storage containers until it was processed and recycled.

Adam Eastman, the applicant, at 16501 Highway 10 – stated the storage containers will hold items until they are recycled. A 3-sided building might be utilized for boats, etc. as Sherburne County doesn't want things kept on the ground, so it would be to prevent fluids from soaking into the ground. He stated they are close to outgrowing the building but couldn't answer if it was a benefit to using a connex as cold storage to keep costs down or to avoid the cost of constructing a new building.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend approval of the Conditional Use Permit amending the previous approvals for a Recycling Processing Center (CU 95-02) for B&E Recycling Station with the following conditions to satisfy the standards set forth in Section 30-654:

1. **The applicant must apply for and receive all county required permits and licenses prior to expanding the requested scope of operations.**
2. **The area identified as a holding pond must be repaired as the site has been re-graded as a parking area. The repair work must be designed by a licensed professional.**
3. **There shall be no storage of recyclable materials or waste outside of the building or fenced in area.**
4. **All non-recyclable materials must be removed from the site by May 1, 2025.**
5. **All vehicles or materials stored on site, and not approved as part of CU 03-26, must be removed by May 1, 2025.**
6. **The disassembling or salvaging of parts from vehicles or machinery is prohibited.**
7. **Any new structures must be designed by a licensed architect and permitted through the building department.**
8. **Business owner must submit an annual waste activity report to the MPCA by March 1st of every year.**
9. **The applicant shall submit an updated drainage plan, prepared by a qualified professional, showing that the facility is designed to prevent surface water drainage through recyclable materials, to control dispersion of the recyclable materials and residuals by wind, to contain any spills or releases that could harm human health or the environment, to provide for the storage of recyclable materials so as to protect the recyclability of the materials, and to provide for the storage and removal of residuals.**
10. **Storage of all waste and recyclable materials must comply with all county, state, and federal regulations.**
11. **All recyclable materials must be removed from the facility within three years after the date of receipt.**
12. **The owner of the facility must inspect the site at least every 30-days for malfunctions, deterioration, or discharges that may result in the release of pollutants to the environment. Records of these inspections may be requested by city or county staff.**
13. **The owner or operator must prepare and maintain a contingency action plan addressing actions for a potential fire, spill, or release.**

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Motion Carried 6-0.

5.5 Land Use Amendment, Zone Change, and Ordinance Amendment: Specht Family Farm Residential Development (PUD), 16330 US Highway 10, Capstone Homes

Mr. Leeseberg presented the staff report.

Commissioner Booth asked if the city ever authorized 29' wide streets in any prior plats.

Mr. Leeseberg stated the city has allowed narrower streets, but those streets are privately maintained.

Commissioner Johnson asked if this Capstone project would be association maintained.

Mr. Leeseberg stated it will not be association maintained and noted the city engineer stated city streets need to meet city standards of 34'.

Matt Barker and **Stephen Bona** of Capstone Homes, along with **Brian Krystofiak** from Carlson McCain, provided a presentation outlining the proposed development. Mr. Barker discussed a traffic study that they completed, the Mississippi River Trail, creating a buffer between the development and Kelley Farm, and the berm at the entrance of the development. He also discussed the proposed 29' street width and explained how they felt it works in other cities such as Otsego and Ramsey. He pointed out the curving streets and boulevard trees can have traffic-calming benefits.

Chair Beise opened the public hearing.

David Kelliher, Vice President of the Minnesota Historical Society, spoke and introduced **Alyssa Olson,** Site Manager of the Oliver H Kelley Farm, and **Ben Leonard,** Senior Vice President of Historic Sites Network and Operations for the Minnesota Historical Society, and stated they met with Capstone reps to learn more about the project and to share the importance of the farm with them. Mr. Kelliher posed the following questions and concerns:
1) They appreciated the efforts by the city and Capstone to improve access to Highway 10, noting how dangerous it was taking a left turn into and out of the farm. They were excited about a future interchange and asked if there was anything they could do to join that coalition to let them know.
2) They are interested in knowing more about the trail and what it looks like.
3) Regarding the boundary between the farm and Capstone they look forward to vegetative screening on both wooded and non-wooded.
4) They asked for visual simulations to see what this development might look like from all corners of the property.
Mr. Kelliher stated they are looking forward to collaborating on the EAW and appreciate the opportunity to partner with the city and Capstone and also make sure their needs are met.

Nathan Krakau, Otsego, stated he has friends that live in Capstone homes and feels they are good builders. He asked about having 9 or 10 overflow parking lots scattered in the development to prevent cars parking in the street, and if that would allow emergency trucks and ambulances to travel along the roadway to get to residents.

There being no one else to speak, Chair Beise closed the public hearing.

Commissioner Booth asked if there were any other development projects where the developer has

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built 29' streets.

Mr. Krystofiak stated he has seen a fair number of 29' street widths being constructed by Capstone and others, and that is the standard for the city of Blaine. He stated it slows traffic down and lessens impervious surfaces. He stated a number of communities are going to this standard.

Chair Beise commented that it seems fairly tight to get emergency vehicles down the road with cars parked on both sides.

Commissioner Booth commented, especially in a cul-de-sac. He stated he had concerns about multiple emergency vehicles in a cul-de-sac.

Commissioner Johnson asked if, in other private developments with 29' street widths, has the city restricted parking on one side?

Mr. Leeseberg indicated the city has. Quite often they were in townhome developments with narrower roads, privately maintained and not built to city standards. He reiterated the city engineer's recommendation to remain with the current street width standard of 34', for various reasons such as vehicle and public safety traffic, snow removal, etc.

Commissioner Johnson would like to know the city engineer's perspective in supporting 34' versus 29'. He feels it's cluttered and does suggest parking is restricted to one side of the street.

Mr. Barker stated Capstone was fine for allowing additional time to review these applications to allow the Planning Commission to continue the street width discussion. He stated the city of Otsego has a 29-foot standard and they can show them how that works with EMS and snow removal. He stated Blaine also has a 29' standard and Ramsey just approved a development with 29' standard road width and almost 550 homes in the Riverstone communities.

Commissioner Johnson asked which developments have 29’ roads with narrower lot sizes and Liberty (50' wide lots) homes.

Mr. Barker stated the Harvest Run community in Otsego is probably the closest to how this proposal feels.

Commissioner Dornan asked which development would be a fair replication with trees in the boulevard.

Mr. Barker stated the boulevard trees in Ramsey's Riverstone development would be a fair replication and offered to meet on site if commissioners would so choose.

Commissioner Booth had concerns with cul-de-sac standards.

Mr. Krystofiak stated the cul-de-sac would be sized to city standards.

Commissioner Dornan asked questions about density in the Liberty area and concerns with parking. He stated the narrower driveways seems counter-intuitive and by taking away parking on the home's driveway forces more street parking.

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Mr. Barker stated the Liberty product parking area width of 16' is their standard. He stated this wasn't a reduction in parking in the driveway.

Commissioner Dornan felt the smaller road and driveway width could create more street parking concerns.

Mr. Barker stated the Liberty design provided for 1500-2800 sq. ft. homes with 3-4 bedrooms.

Mr. Leeseberg explained parking stall standards in public parking lots in Elk River are 9 feet, to give an idea for driveway parking widths.

Commissioner Zahler stated he likes the idea of the Liberty homes due to the housing market being tight especially on the low end of pricing, offering another housing stock, so maybe putting up with smaller streets makes for a trade-off.

Chair Beise and Commissioner Johnson stated they like the proposed development design and layout, but do have concerns with the 29' road width.

Commissioner Johnson stated the city has approved narrower roads only when they are private/association maintained. He wondered if by approving these, will those developments come back and ask the city to take over maintenance. He stated he is in favor of coming up with creative solutions.

Commissioner Dornan wondered if we would be setting precedence for future developments and the volume of traffic would be higher in the Liberty housing area. He stated they are getting away from the standard without having an explanation and justification for changing the standards.

It was the consensus of the Planning Commission to get a better feel for the lot and road widths by visiting area developments by Capstone. It was the consensus of the Planning Commission to request reasoning directly from the city engineer for supporting city standards of 34' width streets and opposing 29' width streets.

Steve Bono - Capstone - explained they have seen over the years that many cities did have the larger street widths and now are slowly changing to a narrower street, and a big part of that is the safety aspect. He feels the wider street creates a bigger impervious surface and faster traffic on a street. He stated for example, the city of Ramsey had the wider streets, and they approved the 29' street width after a lot of discussion about the safety aspects. After a few years, they felt it worked and phase 2 is now being constructed. He stated the city of Otsego has now changed their standard and it works for them also. The cost of a home is also a factor and the Liberty model is as affordable as Capstone can get at $360,000 - $440,000 which is still an expensive home.

Mr. Barker stated he would continue discussions with the city engineer. He noted the main roadway arteries are 34' wide and the residential home arteries are 29' wide.

David Kelliher requested a fence between their property and the homes right up against the forested section.

Marilyn Nathe Specht, 9180 Collins Drive, Ramsey, shared her concerns about the number of homes being proposed and discussed her experiences and beauty on the farm. She wanted the city and

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the developer to understand the importance of preserving the heritage of the land for its habitat and create a park for all to enjoy.

Moved by Commissioner Johnson and seconded by Commissioner Booth to postpone action of the request by Capstone Homes for a Land Use Amendment updating the city's Comprehensive Plan to align with the proposed residential and commercial areas until the February 25, 2025, Planning Commission meeting.

Motion carried 6-0.

Moved by Commissioner Johnson and seconded by Commissioner Kaba to postpone action of the request by Capstone Homes for an ordinance amendment to establish a residential Planned Unit Development until the February 25, 2025, Planning Commission meeting.

Motion Carried 6-0.

Moved by Commissioner Johnson and seconded by Commissioner Kaba to postpone action of the request by Capstone Homes for a zone change amending the city's zoning map to designate parcels for Highway Commercial and Planned Unit Development (PUD) uses until the February 25, 2025, Planning Commission meeting.

Motion Carried 6-0.

6. GENERAL BUSINESS
There was no general business to discuss.

7. COUNCIL LIAISON UPDATES
Councilmember Jennifer Wagner introduced herself and stated she would share each Planning Commission meeting dialog to allow the City Countil to make informed decisions, and stated she appreciated their conversations.

8. MOTION TO ADJOURN REGULAR MEETING
Peter Specht stated he is in support of the Capstone project.

Moved by Commissioner Booth and seconded by Commissioner Kaba to adjourn the meeting. Motion Carried 6-0.

The meeting adjourned at 8:12 p.m.

Minutes prepared by Jennifer Green.

_____ _____

Perry Beise, Chair Tina Allard, City Clerk

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Meeting of the Planning Commission
Held at the Elk River City Hall
Tuesday, February 25, 2025

Members Present: Commissioner Robert Rydberg, Commissioner Dennis Booth, Commissioner James Zahler, Commissioner Anthony Kaba, Commissioner Eric Johnson, Chair Perry Beise

Members Absent: Commissioner Dornan Bland

Staff Present: Community Development Director Zack Carlton, Senior Planner Chris Leeseberg, and Sr. Administrative Assistant/Recording Secretary Jennifer Green

1. CALL MEETING TO ORDER

Pursuant to due call and notice thereof, the meeting was called to order at 6:37 p.m.

2. CONSIDER AGENDA

Moved by Commissioner Booth and seconded by Commissioner Johnson to approve the agenda. Motion carried 6-0.

3. CONSIDER MINUTES

Moved by Commissioner Booth and seconded by Commissioner Johnson to approve the following consent item. Motion carried 6-0.

3.1 Draft Minutes - January 28, 2025

4. PUBLIC HEARINGS

4.1 Conditional Use Permit Amendment: Outdoor Storage of Semis (tractor and/or trailer), motor vehicles, recreational vehicles, trailers, boats, light and heavy equipment, and vehicle storage, and shipping containers, PID 75-00013-4405, Northstar Trucking & RV Parking LLC

Mr. Leeseberg presented the staff report. He noted that since last month's meeting, the applicant has stated they are no longer interested in constructing a building to perform vehicle repairs. The applicant does still wish to have a guard shack at the Elk River property entrance to monitor site access. Staff does have concerns about the shack being a place for an employee to sleep. The applicant would like the shack to include office space and security devices. The applicant states that the 5x5 size is too small and suggested something like a job site trailer as a temporary solution until a permanent structure is built. Mr. Leeseberg stated the permanent structure will be required to meet the I3 building standards and code. He asked the Planning Commission to provide feedback on their preference for the use of a temporary guard shack or a permanent structure to provide site monitoring and office space. Mr. Leeseberg also requested feedback on a completion date for Conditions 1, 7, 9, 10, 11, 16, 18, and 19.

Chair Beise opened the public hearing.

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Nikolay Vladyka, 11824 Winnetka Avenue N., Champlin - representing the applicant, stated the need for the temporary guard shack is for whomever is on shift, and they will leave after their shift. He expressed the need for security equipment to monitor the activities on the property, as he had guaranteed their customers a safe place to store their property. The temporary shack would be removed after a permanent structure is built at the entrance of the site. The structure would also provide a place for dropboxes and various inventory to operate the site, along with office space. Mr. Vladyka apologized to the city of Ramsey that he had not informed them of their desire to construct a security/office structure and he will continue discussions with the city of Ramsey.

Chair Beise asked for a timeframe for them to build a permanent structure.

Mr. Vladyka stated the parking lot will be paved first and wants to be finished building the permanent structure before next winter.

Chair Beise asked Mr. Vladyka if they could have the permanent structure completed by November 1, 2025.

Mr. Vladyka stated they absolutely could have it completed by then.

Mr. Leeseberg clarified that there is no existing building on the property and that staff have no concerns about a construction timeline of a permanent building, but it's something the applicant can complete within the next 2 years. The pressing requirements to be completed prior to a CUP approval would be curbing, asphalt, landscaping, and lighting, those typically in place prior to a CUP being recorded.

Commissioner Booth asked if an amendment to the conditions would be needed.

Commissioner Johnson stated there was a note that a permanent building would have to adhere to the I3 building standards.

Mr. Leeseberg stated he was seeking direction from the Planning Commission if a temporary structure should have a sunset date before a permanent structure is built, and it sounds like a permanent structure is what the applicant is proposing.

Commissioner Booth wondered if Condition 14 could be removed from the list of conditions.

Chair Beise asked if the applicant needed a temporary guard shack structure.

Mr. Vladyka stated he is asking for a temporary structure while a permanent one is being built.

Commissioner Booth stated that Condition 14 could be amended to state a temporary guard shack be removed by November 1, 2025 .

There being no one else to speak, Chair Beise closed the public hearing.

Commissioner Johnson stated he was comfortable with a permanent structure as long as it followed the proper codes, and a temporary one was fine until the permanent structure is built.

Mr. Leeseberg asked to discuss Condition 23.

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It was the consensus of the commission to amend Condition 23 to add those items be completed by November 1, 2025.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend approval of the Conditional Use Permit request by Northstar Trucking & RV Parking LL with the following conditions to satisfy the standards set forth in Section 30-654:

1. **Schedule a site visit with the Building Official and Fire Marshal to review and complete any required code updates.**
2. **The outdoor storage shall be allowed for only the following vehicles:**
    a. **Properly licensed, registered, and operable.**
    b. **Semi-trucks, semi-trailers, and other delivery trucks;**
    c. **Recreational vehicles, campers, motorhomes, and fifth-wheel trailers;**
    d. **Boats;**
    e. **Enclosed shipping containers; and**
    f. **Cars and trucks.**
3. **Vehicle Wrecking Yards and Salvage Yards, as defined by the City of Ramsey, and Salvage Yards, as defined by the City of Elk River shall not be permitted.**
4. **Outdoor storage of any products, equipment, materials, supplies, or debris is not permitted, except for snow removal equipment and supplies for the site in conformance with the applicable municipality's regulations.**
5. **Motor vehicle, trailer, and boat sales is prohibited.**
6. **Car dealer overflow parking is prohibited.**
7. **All driving and parking areas shall be paved with an approved surface (bituminous, Class 5, or concrete).**
8. **Drive lanes need to maintain a minimum 24-foot width throughout the site.**
9. **All driving areas and outdoor storage/parking areas shall be bounded by B612 concrete curb and gutter.**
10. **The B612 concrete curb and gutter shall be installed on the east side of the fence along Jarvis Street and 10 feet from the remaining property lines.**
11. **Site lighting shall comply with Section 30-937.**
12. **There shall be no repair or maintenance of any vehicles, trailers, or boats on the site.**
13. **The idling of a truck tractor or other business equipment in excess of 15 minutes is prohibited from April 16 through October 31, and idling in excess of 30 minutes is prohibited from November 1 through April 15.**
14. **A guard shack no larger than 25 sq.ft. shall be allowed near the entrance gate <u>until November 1, 2025</u>. Location to be approved by city staff.**
15. **In the event a gate is installed, access to the property must include key boxes for both Elk River and Ramsey Fire Departments.**
16. **A reinforced concrete strip, a minimum one (1) foot wide and centered on the property line, must be maintained along the city/county border in order to clarify any relevant jurisdictional issues.**
17. **In the event either parcel is owned separately, or one municipality revokes their approval, each parcel will need to conform to each jurisdiction's ordinance and codes individually, including, but not limited to, stormwater ponds, setbacks, screening, curbing, and landscaping.**

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18. **Update submitted plans as needed to demonstrate compliance with state and local stormwater management requirements across both parcels/jurisdictions.**
19. **Submit documentation showing compliance with all Minnesota Pollution Control standards.**
20. **An amendment to this Conditional Use Permit will be required for future expansions/additions not shown on the city site plan dated February 25, 2025.**
21. **Conditional Use Permit, case number CU 23-16, shall become void.**
22. **Approvals from the city of Ramsey shall be recorded and copies provided.**
23. **Conditions #1, 7, 9, 10, 11, 16, 18, and 19 shall be completed by November 1, 2025.**
24. **A 6-foot tall, 100% opaque privacy fence shall be installed along the north property lines.**

Motion Carried 6-0.

4.2 Conditional Use Permit Amendment: Outdoor Storage, 12777 Meadowvale Rd. NW, Elk River WinLectric

Mr. Leeseberg presented the staff report.

Chair Beise opened the public hearing. There being no one present to speak, Chair Beise closed the public hearing.

Moved by Commissioner Johnson and seconded by Commissioner Booth to recommend approval of an amendment to Conditional Use Permit CU 22-11 extending the conditions' deadline until July 1, 2025, and adding a condition that all areas utilized for outdoor storage be completely screened from view from all public rights-of-way.
Motion Carried 6-0.

4.3 Preliminary Plat and Ordinance Amendment (PUD): The Villas at Fillmore Third Addition, PID 75-00931-0030, Riverside Development

Mr. Carlton presented the staff report.

Chair Beise opened the public hearing.

Bruce Goetz, 10160 179th Ave. NW**,** lives to the west of the proposed development, and wanted to ensure an easement currently in place remain.

Marlon Glines, 9989 145th Ave Becker, explained the homeowners association it will be the same as the first and second addition. , easement to the north,

Mark Hopps, 10045 177th Ave NW, stated he was mislead by the developer and asked the city to put pressure on the developer to increase the distance from his home and the proposed development.

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CC Regular Session

Meeting Date: 03/25/2025

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

Title:

Introduce Ordinance #25-06 Amending Chapter 26: Rental Residential Dwelling Units

Purpose/Background:

At the Council's work session on November 12, the City Council discussed concerns with various inspections aspects of the Rental Housing Licensing and Inspections program. At the regular meeting that night, the Council introduced an ordinance to remove the Crime Free Housing component of the program. Staff stated that we would come back with a separate action to for the inspections portion of the program so not to hold up the property owners' and managers' concerns about finding a Crime Free class to take. That ordinance was adopted on November 26. In the subsequent months, the Council and staff have been working on a draft policy regarding the Rental Inspection program.

In front of the Council tonight are both the policy and an ordinance. The ordinance amends Chapter 26 pertaining to the Rental Inspections requirements for the sections pertaining to background checks, terminology correction ("manager" instead of "agent"), and some remaining references to the former Crime-Free Housing Program that was terminated in late 2024. It also contains a provision authorizing the Council to adopt a policy document concerning inspections.

After review of City Code, it was determined that a policy document would be more appropriate to address Council concerns surrounding the tenant's right to privacy and how rental inspections are conducted. Attached is the proposed policy that the Council has been working on for the past five months. A policy is adopted by resolution (one trip to Council) versus a change in City Code that is adopted by ordinance (two trips to Council). The policy document will be formally acted upon after the Ordinance is adopted authorizing such a policy.

State Law does authorize communities to have rental inspections programs surrounding maintenance of the structure and unit while balancing a tenant's right to privacy. State Statute 504B.211 is attached to this report. Ramsey's Rental Housing Licensing and Inspections program is modeled after Coon Rapids' and several other communities' successful programs. The program was initially unanimously approved by the City Council on September 12, 2023.

Notification:

None required.

Recommendation:

Staff recommends introducing Ordinance #25-06.

Outcome/Action:

Motion to Introduce Ordinance #25-06 Amending Chapter 26: Rental Residential Dwelling Units.

Roll Call Vote

Note: The Inspections Policy will be considered after the adoption of Ordinance #25-06 on April 8. Feedback on the attached draft is welcomed tonight.

Attachments

Ordinance #25-06
Proposed Policy
State Statute 504B.211

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 11:47 AM
Form Started By: Todd Larson		Started On: 03/13/2025 02:32 PM
Final Approval Date: 03/20/2025		

ORDINANCE #25-06

CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA

AN ORDINANCE AMENDING CHAPTER 26 LICENSES, PERMITS AND MISCELLANEOUS BUSINESS REGULATIONS, ARTICLE XIV, RENTAL RESIDENTIAL DWELLING UNITS

The City of Ramsey Ordains:

Underlined text is inserted into City Code.
~~Strikethrough~~ text is deleted from City Code.

SECTION 1. AUTHORITY

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

SECTION 2. AMENDMENTS TO CHAPTER 26, ARTICLE XIV (RENTAL RESIDENTIAL DWELLING UNITS).

The following portions of Chapter 26, Article XIV are amended as follows:

Sec. 26-614. Purpose.

It is the purpose of this chapter to protect the public health and safety of citizens of the city by adopting a rental dwelling licensing, inspection and maintenance program that corrects substandard conditions, maintains a standard for existing and newly constructed rental dwellings, and promotes neighborhood stability in the city. The operation of rental properties is a business enterprise that includes certain responsibilities for the licensee and tenant. Licensees are responsible to take such reasonable steps as are necessary to ensure that the renters who occupy such rental units, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances and annoyances, and free from unreasonable fears about safety of persons and property.

(Ord. No. 23-16, 9-12-2023)

Ord. No. 23-16 renumbered the former § 26-614 as § 26-615.

Sec. 26-615. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Apartment means a community, complex or building having a common owner and containing at least one rental dwelling unit.

City means the City of Ramsey.

City approved inspector's report or *inspection report* means a rental dwelling inspection report prepared and signed by the city's rental housing inspector or inspector contracted by the city to conduct an inspection and provide a report to the city.

City administrator means the city administrator of the City of Ramsey, or designee.

Dwelling means a building or one or more portions of a building occupied or intended to be occupied for residential purposes of a continued nature.

Let for occupancy or to *let* or to *rent* means to permit possession or occupancy of a dwelling or rental dwelling unit by a person who is not the legal owner of record thereof, pursuant to the terms of a written or unwritten lease.

Manager means any person who has charge, care or control of a dwelling that is required to be licensed under this chapter.

Operate means to charge a rental charge, fee or other form of monetary or non-monetary compensation for the use of a rental dwelling unit.

Occupant means any person occupying, living, or sleeping or having possession of a space within any dwelling.

Owner or *licensee* means any person having a legal or equitable interest in a dwelling that is required to be licensed under this chapter as recorded in the official state, county or city records as holding title to the property or otherwise having control of the property.

Person may be an individual, corporation, firm, association, company, partnership, organization or any other group acting as a unit.

Rental dwelling means any dwelling used for residential occupancy by one or more persons who are not the owner or a member of the owner's immediate family.

Rental dwelling license means a certificate issued by the city administrator or designee after the rental dwelling or rental dwelling unit has passed a rental dwelling inspection.

Rental dwelling unit means any room or rooms, or space, in any rental dwelling designed or used for residential occupancy by one or more persons who are not the owner or the owner's qualifying relative. Qualifying relative is defined as: parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece. This relationship may be either by blood or by marriage.

Short term rental (STR) means a dwelling unit, offered to the public in exchange for money, goods or services, on a nightly or weekly basis for not more than 30 consecutive days.

Tenant means any person occupying a dwelling unit or having possession of a space within a dwelling unit who pays, in any manner, for the right to occupy such space or who has a leasehold right to occupy the dwelling unit.

(Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Secs. 26-616—26-644. Reserved.

DIVISION 2. LICENSE

Sec. 26-645. License required.

No person shall operate a rental dwelling building or unit without first having obtained a license to do so from the city.

(1) A rental license is required for all rentals, including short term rentals (STRs).

(2) Tents, campers, trailers, yurts, and similar may not be rented out or used as residences. Only those places of residence with active certificates of occupancy (CO) for habitation may be rented. Property owners may not let or rent land for camping unless locating in a properly zoned and designated campground in accordance with City Code.

(3) Exceptions.

a. These rental licensing requirements do not apply to residential property that has been sold on a contract for deed so long as the purchaser (vendee) occupies the property and the sale document used to memorialize the sale is a Minnesota uniform conveyancing blank and is recorded with the Anoka County Recorder's office and a copy is provided to the city upon request.

b. These rental licensing requirements do not apply to residential property that is occupied by the owner or the owner's qualifying relative and two or fewer tenants where the owner and the tenants share all living space within the dwelling.

c. Rental licensing fees ~~and conversion fees~~ do not apply to a dwelling owned by a member of the United States armed services who is on active duty and the property is rented to another person during the time of active duty. The owner must provide the city with a copy of the owner's military orders and must occupy the property when not on active duty as the owner's primary residence.

(4) As a condition of the license, the licensee must, as a continuing obligation, conduct criminal background checks and credit history checks on all prospective tenants and maintain a current roster of tenants and other persons who have a lawful right to occupy the rental dwelling or rental dwelling units. The licensee must designate the name of the person or persons who will have possession of the roster and must promptly notify the city administrator of any change in the identity, address or telephone numbers of the designee. The roster must be available for inspection by city officials upon request. If a person under investigation by the city claims a lawful right to occupy a rental dwelling unit or be present on the rental property, the city administrator or designee may request to inspect the lease for the unit in which the person claims to reside. Upon such request, the licensee shall provide the lease for inspection.

(5) Written tenant application and lease agreement required. The licensee must screen all potential tenants using a written tenant application. The licensee must use a written lease agreement for all tenants. ~~The licensee must have all tenants execute a Minnesota Crime Free Housing Lease Addendum~~. The written tenant application must include sufficient information so that the licensee can conduct appropriate criminal background and credit checks on prospective tenants. The written tenant application and written lease agreement ~~and the Minnesota Crime Free Housing Lease Addendum for each tenant~~ must be part of the licensee's files. Upon request the licensee must show proof, satisfactory to the city, that the licensee is maintaining the documents required by this section. Failure to use, maintain, or provide these documents to the city upon request is a violation of this chapter.

(Code 1978, § 7.15, subd. 1; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Sec. 26-646. Application.

(a) Application for an initial or renewal license shall be made by the owner of rental units or by the owner's legally constituted ~~agent~~ manager to the city on forms provided by the city. Applications shall include, at a minimum:

(1) Name, address, telephone number, and email address~~, and date of birth~~ of the dwelling owner, principal partners if a partnership, or corporate officers if a corporation.

(2) Name, address, telephone number, email address, and date of birth of the manager ~~designated local agent~~, if any.

(3) Local address of the dwelling.

(4) Number of buildings.

(5) Number of dwelling units within each building.

~~(6) Description of procedure through which tenant inquiries and complaints are to be processed.~~

(7) Whether the rental license is for a multifamily building, single-family dwelling, or short term rental.

(8) Photocopy of a current state issued driver's license or current identification card to verify owner or manager ~~agent~~ resides within 75 miles of city.

(b) Every person holding a license shall give notice in writing to the city, within ten business days after any change to any of the required information.

(c) Application for license renewal shall be filed at least 30 days prior to the license expiration date. An initial or renewal license shall not be issued until the city has determined that the premises are in conformance with all state and local laws and ordinances, except as otherwise required by this article.

(d) A criminal background investigation will be conducted on the non-owner manager listed on the application. If the dwelling is managed ~~owned~~ by more than one individual the city may request additional information from the license applicant regarding all ~~owners~~ managers in accordance with State Law. ~~If the dwelling is owned by a business entity the city may request additional information regarding all officers, managers, or directors, and may conduct additional background investigations as it deems necessary. The applicant shall pay a background investigation fee for each background investigation conducted.~~ The applicant shall obtain any necessary signature on a release provided by the city authorizing the city to conduct the investigation.

(e) Criminal background investigations are not required for renewal applications and no background investigation fee shall be required; however, ~~the police department or other city staff may conduct a background investigation at its sole discretion~~ an owner may request an updated criminal background investigation on the manager.

(Code 1978, § 7.15, subd. 4; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Sec. 26-647. Fees.

(a) License fees shall be established by ordinance. All required fees shall accompany an initial or renewal application. A delinquency penalty of five percent of the license fee shall be charged for each day of operation without a valid license up to 90 days. Thereafter, the city may take appropriate action to prevent the continued use of the affected dwelling unit in accordance with state and local laws and ordinances.

(b) A licensee shall not be entitled to a refund of any license fee upon revocation or suspension.

(c) A reinspection fee, established from time to time, by the city council shall be charged for each reinspection required to follow-up for any inspection. Reinspection fees shall be payable at time of reinspection and no renewal license shall be issued unless all inspection fees are paid.

(d) Repealed.

(e) Reinstatement fee. A residential dwelling or dwelling unit in which the license has been suspended or revoked must pay a reinstatement fee according to the city fee schedule to reinstate the license.

(Code 1978, § 7.15, subd. 3; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-648. Expiration of license.

Licenses shall be issued every year and shall expire on the anniversary date of the license. License fees will be established by the city council, and determined by the city's fee schedule.

(Code 1978, § 7.15, subd. 2; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-649. Local manager ~~agent~~.

(a) No license shall be issued or renewed if the owner does not reside within 75 miles of the rental dwelling units unless such owner designates in writing the name and contact information (verified by driver's license or identification card) of a local manager ~~agent~~ who resides within 75 miles of the rental units, who is responsible for the maintenance upkeep of the building, and who is legally constituted and empowered to receive service of notice of violation of the provisions of this Code, to receive orders, to institute remedial action to effect such orders, and to accept all service of process pursuant to law. The city shall be notified in writing of any change of local manager ~~agent~~. No P.O. Boxes will be accepted without a current owner address.

(b) Licensees are responsible for acts or omissions of their managers ~~or local agents~~ as it pertains to the rental dwelling.

(Code 1978, § 7.15, subd. 6; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-650. Inspection.

(a) *Inspections.* The city administrator or designee is authorized to make inspections reasonably necessary to enforce this chapter. All authorized inspectors have the authority to enter any rental dwelling or rental dwelling unit at all reasonable times. Pursuant to Minnesota Statutes, Section 504B.211, the licensee is responsible for scheduling the inspection and notifying any existing tenant of the inspection. The licensee must provide access to the requesting city official at the date and time of the scheduled inspection. Failure to provide access for any reason may result in a re-inspection fee, in addition to any other sanctions imposed for noncompliance

(b) *Application inspections.* By submitting an application for an initial or renewal license, the applicant agrees to submit the rental property to an inspection, subject to reasonable notice from the city.

(c) *Compliance inspections.* In the event the city receives or obtains information indicating a possible violation of City Code on the premises of a rental dwelling unit, the city may seek access to the property for the purpose of a compliance inspection. If the property owner, manager ~~agent~~ or tenant refuses entry to the property or dwelling, the city may purse any remedy at law, including an administrative search warrant.

(d) *Access by occupant.* Each occupant of a rental dwelling or rental dwelling unit shall give the licensee, manager, or authorized city official access to any part of such rental dwelling or rental dwelling unit at reasonable times for the purpose of inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this chapter.

(e) *Inspections Policy*. The City Council shall adopt a policy outlining procedures for conducting inspections of rental dwelling units.

(Code 1978, § 7.15, subd. 7; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-651. Issuance.

All rental licenses may be approved administratively unless the city administrator determines there may be grounds for denial. When it is determined there is grounds for denial, the city administrator must present findings to the city council for review at which point the city council may approve or deny the rental license.

(Code 1978, § 7.15, subd. 5; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

Sec. 26-652. Posting license and notifications for public hearings.

(a) Every licensee of a residential rental facility containing three or more dwelling units, or a short-term rental (STR), shall cause to be conspicuously posted in the main entryway or other conspicuous location therein the current license for the dwelling. Every licensee of a single occupancy facility shall provide to the occupant of the dwelling unit, a certified copy of the current license for the dwelling.

(b) The licensee must, as a continuing obligation of the license, provide written notice to tenants or in the alternative, post the written notice in the lobby or common area of the rental dwelling for any public hearing notice received by the licensee that pertains to the rental dwelling, the rental dwelling unit, the property on which the rental dwelling is located or any adjacent rights of way.

(Code 1978, § 7.15, subd. 8; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 21-17, § 2, 8-24-2021; Ord. No. 23-16, 9-12-2023)

Sec. 26-653. License not transferable.

No license shall be transferable to another person or to another rental dwelling or rental dwelling unit. Every person holding a license shall give notice in writing to the city within ten business days after having legally transferred or otherwise disposed of the legal control of any licensed rental dwelling. Such notice shall include the name and address of the person succeeding to the ownership or control of such rental dwelling or dwellings. The successor shall apply to the city for a new rental license.

(Code 1978, § 7.15, subd. 9; Ord. No. 03-26, 8-25-2003; Ord. No. 10-13, § 2, 9-28-2010; Ord. No. 16-09, § 2, 10-25-2016; Ord. No. 23-16, 9-12-2023)

DIVISION 3. Repealed.

DIVISION 4. PENALTIES

Sec. 26-655. License denial, suspension, or revocation.

(a) *Grounds for denial, suspension or revocation.* The city administrator may temporarily suspend, deny or not renew a license and the city council may revoke or suspend a license for any of the following reasons that shall also constitute a violation of this chapter:

(1) The property does not conform to City of Ramsey Zoning Code;

(2) The property does not comply with a health, building, maintenance, or other provisions of the City Code or state law;

(3) The licensee has failed to pay the license fee, inspection fees, the investigation fee, or a fine that has been imposed;

(4) The licensee has made fraudulent statements, misrepresentations, or false statements in the application or investigation or in any information required by this chapter;

(5) Conviction of a background check of a non-owner manager to a crime as defined in Minn. Stats. § 299C.67, subd.2, as may be amended from time to time; or any crime related to the business licensed and failure to show, by competent evidence, rehabilitation and present fitness to perform the duties of the business;

(6) Operating or allowing the rental property to be used in such a manner as to constitute a breach of the peace, a menace to the health, safety, and welfare of the public, or a disturbance of the peace or comfort of the residents of the city, upon recommendation of the chief of police;

(7) Actions unauthorized or beyond the scope of the license granted;

(8) The licensee's rental license to operate a rental dwelling in another jurisdiction has been denied, revoked, or suspended;

(9) Failure to schedule and/or allow rental or building inspections of the licensed premises, for the purpose of ensuring compliance with rental licensing requirements, City Code requirements, state building codes, or other applicable state or federal law;

(10) Failure to continuously comply with all conditions required as precedent to the approval of the license;

(11) Real estate or personal property taxes have become delinquent and the property owner and the licensee are the same person or entity, or have any common ownership where they are a different person or entity;

(12) Violation of any regulation or provision of the City Code applicable to the activity for which the license has been granted, or any regulation or state or federal law that may be applicable;

(13) Repealed.

(14) Repealed.

(15) Other good cause as determined by the city council after conducting a public hearing.

The city council may revoke a license or suspend a license for a set period of time or until violations of City Code, or state or federal law are corrected and, in addition, impose a civil penalty for each violation or impose a combination of these sanctions.

(b) *Temporary suspension.* The city administrator may temporarily suspend a license pending a hearing on the suspension or revocation when, in its judgment, the public health, safety, and welfare is endangered by the continuance of the licensed activity.

(c) *Notice.* Before the suspension or revocation of the rental license, the city must provide written notice informing the licensee of the right to a hearing. The notice must provide at least 30 calendar days' notice of the time and place of the hearing and must state the grounds for the proposed suspension or

revocation of the license. The notice may be served upon the licensee personally, by leaving the notice at the licensed premises with the designated manager, or by certified mail to the address listed on the license application.

(d) *Hearing.* A hearing will be conducted before the city council at a public meeting. The licensee shall have the right to be represented by counsel, the right to respond to the charged violations, and the right to present evidence through witnesses. The rules of evidence do not apply to the hearing and the city council may rely on all evidence it determines to be reasonably credible. The determination to suspend or revoke the license shall be made upon a preponderance of the evidence. It is not necessary that criminal charges be brought in order to support a suspension or revocation of a license violation nor does the dismissal or acquittal of such a criminal charge operate as a bar to suspension or revocation.

(e) *Final decision.* Following the hearing, the city council may revoke or suspend the license for all or any part of the licensed premises, may stay the revocation or suspension upon such terms and conditions as it deems reasonable and necessary to accomplish the purposes of this chapter, or grant or continue the license. The decision by the city council following a hearing is final. Upon a decision to suspend a license, no new application from the current licensee for the same rental dwelling will be accepted for a period of time specified in the council's decision, not exceeding one year. A decision to revoke a license will result in no new application being accepted from the same licensee for a minimum of one year.

(f) *Appeal of decision to deny or not renew license.* If the city administrator denies or does not renew a license, the licensee shall be notified in writing, specifying the reasons for denying or not renewing the license. If the licensee corrects the conditions leading to the denial or non-renewal within 14 days, the city administrator shall issue the license. A licensee whose license has been denied or not renewed by the city may appeal the decision by filing with the city administrator a written notice of appeal within ten days of receiving notice of the city's decision. The hearing will be conducted pursuant to City Code.

(g) *Notification to tenants.* Upon denial, suspension, revocation or other enforcement action of a license, the city will notify all affected tenants of the action against the license. If the license is revoked or suspended the licensee may not let, rent or allow to be occupied any vacant dwelling units, or dwelling units that become vacant during the revocation or suspension period.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-656. Minimum penalties.

The following are minimum penalties for a licensee's failure to comply with applicable federal law, state law, City Code or the requirements of this chapter relating to the license. These penalties do not prohibit the city from any other sanctions listed in City Code or by state or federal law.

(1) Property owners, tenants and/or occupants can be held accountable for violations as deemed necessary by the city administrator or designee.

(2) Appeals shall be heard in accordance to the procedures set forth in City Code.

(3) The city council at any time, may determine the level and order of penalties, or may impose penalties exceeding those below based on the history of compliance and the severity of the violation up to a maximum of $10,000.00 per violation.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-657. Administration and maintenance standards.

The city has adopted standards for all properties, to include rental properties. In regards to this Code, all rental properties must be maintained in accordance to all local, state and federal laws including but not limited to, the Minnesota State Fire Code, Building Code, and Accessibility Code. The city has adopted the International Property Maintenance Code (IPMC), referenced in article V, Property Maintenance Code; section 105-142, adopting the 2021 International Property Maintenance Code as published by the International Code Council, Inc.

(1) It is the responsibility of the licensee to assure that every rental dwelling and rental dwelling unit is maintained in compliance with all city ordinances, state law, and federal laws. A violation of City Code, state law, or federal law, constitutes a public nuisance and may be abated under the provisions of the City Code or IPMC.

(2) Snow and ice removal. Rental dwellings containing four or more dwelling units must remove snow and ice and remediate hazardous conditions from all walkways, sidewalks, steps and parking areas within 72 hours of a snowfall.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-658. Reserved.

Sec. 26-659. Falsely reporting violations.

No person shall report a violation of this chapter knowing or having reason to know that the report is false with the intent to affect the licensing status or inspection schedule of the rental dwelling.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-660. Violations.

In addition to any other sanctions or administrative penalties imposed, any violation of this chapter shall constitute a misdemeanor offense, punishable as defined by state law. Each day of violation constitutes a separate offense.

(Ord. No. 23-16, 9-12-2023)

Sec. 26-661. No warranty by city.

By enacting and undertaking to enforce this chapter, neither the city nor its city council, agents or employees warrant or guaranty the safety, fitness or suitability of any rental dwelling or rental dwelling unit in the city. Licensees and occupants should take appropriate steps to protect their interests, health, safety and welfare.

(Ord. No. 23-16, 9-12-2023)

SECTION 4. SUMMARY

The following official summary of Ordinance #25-06 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 #25-06 repeals and modifies various portions of Chapters 26, Article XIV, pertaining to Rental Residential Dwelling Units."

SECTION 5. EFFECTIVE DATE

This ordinance becomes effective 30 days after its passage and publication.

PASSED by the City Council of the City of Ramsey, Minnesota the 8th day of April, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

Introduction date: March 25, 2025
Posting dates:
Adoption date:
Publication date:
Effective date:

City of Ramsey
Rental Inspections Procedures Policy
Adopted April 8, 2025

The purpose of this policy is to create uniform and fair rental licensing inspections procedures while safeguarding privacy for Ramsey residents living in rental housing units.

A. Licensing and Inspections Rationale

1. For the tenants. Ramsey residents living in rental housing do not have the legal ability to make improvements to the property and structure in which they live. The rental licensing inspection program will assist our residents in obtaining minimum standards for their living environment. In some instances, tenants do not feel comfortable reporting maintenance problems with their property managers out of fear of retaliation or being billed for repairs. They may also be unaware of when something is not working properly.

2. For the property owners. Investment property owners generally want to provide good quality housing for tenants. In the event a tenant is causing damage to property, the rental licensing inspection program will offer an outside verification and documentation of property conditions to aid in ensuring lease requirements are being met. The regular inspection cycle will also help identify minor issues before they escalate into major repairs, potentially saving property owners money in the long run. Many insurance companies offer discounts to investment property owners when their properties are regularly inspected.

3. For the neighbors. A rental licensing inspection program gives neighbors assurances that rental properties will meet minimum standards and have reasonable comply-by dates should a correction be needed.

4. For the whole community. Blighted and substandard properties detract from the overall value of a community and therefore the reputation the community has in the region. A rental licensing inspection program will help keep Ramsey looking good and being a place people want to live and do business.

B. Responsibilities

1. Tenants should report all maintenance issues with the property manager immediately prior to making a complaint with the Rental Inspector.

2. Property managers should be attentive to the needs of the tenants.

C. Definitions

1. Definitions for terms listed within this policy shall be found in City Code Section 26-615 (Definitions, Residential Rental Dwelling Units).

2. For purposes of this policy, the term "property manager" shall be used as defined and to include the owner(s), maintenance person, caretaker, or any individual who accompanies the rental inspector on a rental inspection.

D. License Application

1. License Term – 12 months from the date of license approval.

2. Renewals – Renewal forms will be sent out 45 days prior to expiration. Renewal applications are due prior to the expiration date of the initial license. The renewed license expires one year from the expiration date of the initial license, regardless of when the renewal application is submitted.

3. Background Checks – Background checks in accordance with State Law will be conducted by the Police Department. The Community Development Department will collect the information as part of the application forms. Once a complete application is made, the background check portion (signature page and photocopy of identification) will be separated from the application packet and given to the Police Department for the background check and it will be kept with the Police Department in accordance with data retention laws. The Police Department will report back to the Inspector "pass" or "not pass." All information discovered during the background check remains private with the Police Department subject to data practices laws. At the time of license renewal, property owners may request a new background check on their property managers.

4. Tax information – Tax identification numbers (corporate or social security numbers) shall be collected and annually reported in accordance with State Law. For individuals who own rental property (not corporations, LLCs, business entities, etc.) who provide social security numbers, that data is stored securely in accordance with State Law.

E. Renewal Application – The renewal application will ask if anything previously submitted has changed. If nothing has changed from the previous initial application or renewal application, the property owner will certify a statement stating such. If any portion of the application has changed (property manager, business address, or the like) the appropriate portion(s) of the application packet shall be provided. A change in business ownership name or entity will be considered a new application.

F. Scheduling Inspections

1. Frequency of Inspection

i. New licenses – Must be scheduled for within three months of license application.

ii. Established licenses –

(1) Every three years for properties where minimal minor corrections (such as smoke detector batteries, repairs requiring a building, electrical, or plumbing permit, etc.) were needed at the last inspection; or

(2) Annually for properties with several or major corrections (such as water damage, fungal matter, electrical, severely ripped carpeting, egress window issues, illegal activity, etc.) needed at the last inspection.

(3) Annually or bi-annually for any property on a 3-year cycle if requested by the property owner.

(4) Apartment buildings on a three-year cycle will be inspected annually with approximately one-third of its units inspected. To the fullest extent possible, the units will be divided methodically: by floor (i.e., first floor one year, second floor the next year, and the third floor the year after) or by verticality (units #_01 through #_20 year one, units #_21 through #_40 year two, and units #_41 through #_60 year three); or even/odd (if on a 2-year cycle or a two-story building with fewer than 60 units). Common areas will be inspected annually—if possible, in conjunction with the annual Fire inspection. Units will not be chosen at random in that could result in uneven inspection scheduling or an appearance of targeting certain units.

(5) A property can move from an annual schedule to a less frequent inspection schedule after an inspection demonstrating no or minimal corrections needed.

2. Inspection Scheduling – Property owners will be asked their preferred dates and times for inspections. The inspector will ask if a single-family/townhome unit is occupied or vacant. Scheduling preference is for tenant turnover period with single-family/townhomes. It is acknowledged that property managers may want an inspection report prior to tenant move-out in order to properly schedule his/her maintenance work during the turnover period. It is the responsibility of the property owner to coordinate scheduling with the tenant.

3. Times of inspections. Inspections will be conducted during normal City Hall business hours and dates. Evening and weekend scheduling will only be made as a last resort, subject to supervisor approval. The Rental Inspector will notify the on-duty Police Department sergeant before going on an after-hours inspection of the timeframe and location of the inspection(s) and then check-in via email or phone call once the inspection is completed. No inspections will be conducted on observed holidays.

4. Inspector lunch break – A property manager can request inspections for multiple properties to be conducted back-to-back. The Rental Inspector will be able to suspend the inspections, after finishing a rental dwelling unit, to take a lunch break at a reasonable time.

5. Notice to Property Manager by City. The property manager will be given the opportunity at any time to schedule an inspection. The offer to schedule will first be made during the time of initial application/renewal, but scheduling an inspection at this time is not required. The Inspector will provide an email reminder 30 days prior to when an inspection is needed—within three months of the initial application or on the annual cycle as noted above in Section E. If the property manager does not contact the Inspector with a desired inspection time two weeks before an inspection is due, an inspection will be scheduled and the property manager notified.

6. Notice to Tenants by Property Manager. The property manager is required to provide the tenant with at least 24-hours' notice as required by State Law. It is encouraged that the property manager provides additional notice as a courtesy.

7. Notice to Tenants by City. If the appointment was made at least one week in advance of the inspection and if the unit is occupied, the Inspector will send via US Mail an informational letter to the unit. For inspections scheduled less than one week in advance, every attempt will be made to contact the tenant with the assistance of the property manager. The informational letter will contain:

    i. The date and time of the appointment;

    ii. The checklist of what the inspection will cover;

    iii. A request that animals be caged, removed from the unit, or physically under leash by the pet owner;

    iv. The website address of the Attorney General's Landlords' and Tenants' Rights and Responsibilities publication;

    v. A request any rescheduling be made at least one business day prior to the scheduled inspection. If the tenant has given official notice to vacate the unit, the tenant can request the inspection is instead conducted after moveout has occurred;

    vi. A notice that the tenant does not need to be present for the inspection to occur, but any unaccompanied minor children cannot be home;

    vii. A notice that the tenant is welcome to accompany the Inspector throughout the inspection.

    viii. A notice that photos of items requiring correction may be taken.

8. Complaint Inspection requested by Tenant. A tenant may request an inspection due to an unresolved maintenance issue or an emergency situation. The Inspector will ask if the tenant has already discussed the issue with the property manager. If the tenant has not first contacted the property manager about the issue, the Inspector will advise the tenant that must be done first and take no further action. If the tenant has contacted the property manager, but is not getting resolve on the issue, the Inspector will contact the property manager in an attempt to discuss the issue over the phone. The Inspector will respond to the tenant and conduct a limited inspection based on the tenant's complaint with or without the property manager present. The complaint-based inspection will not replace the required annual inspection unless the property manager is present and the tenant agrees to it.

9. Complaint Inspection by other party – If a Code Enforcement complaint on a rental property comes from a neighbor or other party, the Rental Inspector and Property Maintenance Specialist shall discuss the property and either will handle the complaint. Factors determining the assigning of responsibility can include results from a previous rental inspection, established relationship with the property manager, or if the complaint is a repeat violation.

10. Referral from Police or Fire Departments. During response to a 9-1-1 call, a responding police officers or firefighters may notice what they feel are questionable property conditions. The Rental Inspector will discuss the concern with the officer or firefighter before contacting the property manager and/or tenant as the situation warrants.

G. Conducting Inspections

1. Property manager present

   i. No-Show – if the property manager fails to show to a scheduled appointment, or more than 15 minutes late, the inspection time will be considered one of the inspections included in the license fee.

   ii. The property manager must accompany the Inspector throughout the entire unit. If the property manager refuses to accompany the inspector, it shall be considered a no-show. This requirement is so that the property manager can see firsthand any violations discovered in the inspection as well as hold each other accountable for being in someone's home.

2. Access to the rental dwelling unit

   i. The Rental Inspector will knock on the door or ring the doorbell and introduce him/herself upon the tenant answering. City-issued identification will be clearly visible and shown.

   ii. Refused access by tenant – The Inspector will first ask if the tenant has a better time/date to conduct the inspection within 30 days. If the tenant still refuses to allow access, the Inspector will ask the property manager if the tenant is scheduled to move out within 60 days, then the inspection will occur at turnover. The property manager will attempt to work with the tenant per Minn. Stat. §504B.211, subd. 3(4).

   iii. If the tenant is not home or there is no answer, the property manager, not the Rental Inspector, will unlock the door. Upon opening the door, the Inspector will announce loudly "City Inspector, anybody home?"

3. Tenant can accompany – The Rental Inspector will allow the tenant to accompany the inspection and the Inspector can provide educational opportunities as appropriate.

   i. If only a minor is at home – The inspector and property manager will not enter the rental dwelling unit. No inspection will be conducted and the inspection will be rescheduled after the property manager has contacted the adult resident for scheduling confirmation.

4. If the tenant is not home – The inspection will occur with the property manager present.

5. Basis for inspection. – The rental inspection shall be based in the International Property Maintenance Code (IPMC) that was adopted by the City Council in 2021 by Ordinance #21-13 and authorized by Minn. Stat. §504B.211, Subd. 3(4). The City has a checklist (Appendix A) that is provided to the property owner and tenant prior to the inspection. This checklist is available on the City's website. The Rental Inspector will inspect all rooms of a rental dwelling unit.

6. Garages

   i. Single-family/Townhomes – Primary attached or detached garages will be inspected.

ii. Apartments – Enclosed garages, parking structures, and underground parking will be inspected annually as a part of the common areas.

7. Other Detached Accessory Structures – Interiors shall only be inspected if the structure(s) are intended for use by the tenant. Exteriors shall be inspected regardless of user.

8. Property/Grounds. The inspection shall include a walk around the structure to see exterior yard conditions such as long grass and weeds, dumping, junk vehicles, illegal parking, and the like. Winter conditions can limit or prevent this from occurring, therefore inspection scheduling preference to single-family homes will be during late spring, summer, and early fall. If the inspection is done during winter months, a recent (within 6-months) aerial photo may be used for discussion purposes, but not for enforcement action.

9. Places where an inspection will not occur:

    i. Cupboards/cabinets - An inspector will not open any cupboard or drawer, except electrical panels, cabinets under sinks so that plumbing can be inspected, and cabinets above stoves/microwaves to inspect venting.

    ii. Furniture, dressers, chests, nightstands, medicine cabinets, etc.

    iii. Under beds or furniture.

    iv. Any boxes, totes, cases, suitcases, etc.

    v. In closets, the inspector will only inspect the floors and ceilings for evidence of water leaks or insect infestation if seen from outside. Well rooms and utility closets are not considered closets and will be inspected as any other room. A tenant may request the Rental Inspector to inspect other closets.

    vi. The Rental Inspector will not climb, stand, or sit on any piece of furniture.

    vii. For safety, the Rental Inspector will not climb or stand on a roof, however, any portion of the roof that is visible from a safe location can be inspected. Rooftop HVAC units on apartment buildings will be inspected.

10. Photography. Photos may only be taken by the Inspector for items needing correction. The subject of the photo shall be prominent with any additional area as needed to identify location within the rental unit. The photo shall not, to the fullest extent practicable, include any personal belongings, people, or other evidence to the address. Photos will not be taken of the inside of any closet. The tenant may request a copy of any photos taken.

11. Plain Sight Doctrine – Evidence of Crime. An inspector, while in the performance of their official duties, may happen upon evidence of felony or gross misdemeanor level illegal activity in the unit. The inspector will discretely (if the tenant is present) tell the property manager of the situation and they will end the inspection and leave the unit. The inspector will contact the Police Department immediately to discuss the issue and wait outside of the unit for further instructions.

12. Pets. All pets shall be secured by the tenant prior to conducting the inspection. If the property manager is familiar with the pet, the property manager may (with consent of the tenant) secure the pet. Gentle and docile pets may, at the Inspector's discretion, be unsecured during the inspection. Refusal or the inability to secure pets will result in the cancellation of the inspection.

H. Report of Inspection Findings

1. Report to Property Owner. The property manager will receive an inspection result statement via email within two business days of the inspection along with the timeframes and procedures for any required corrections.

2. Report to Tenant. Upon leaving an inspection, the Inspector will leave a card noting that an inspection was conducted; the Inspector's name, phone number, and email address; and indicate if any follow-up corrections and inspections will be required (generally). The tenant may contact the inspector after two business days to obtain a copy of the same inspection result statement, including any photos, that is provided to the property manager.

I. Follow-Up Inspections

1. Types of corrections requiring follow-up inspections

i. Timeframes for follow-up or reinspection

(1) 60 days – most violations

(2) 7 days – smoke/CO detectors, water heater repair

(3) 1 day – no heat, no water or make arrangements for the tenant to stay in a hotel.

(4) Deadlines may be extended with supporting reasoning prior to the deadline.

2. Corrections requiring building permits/inspections – if a building inspector is required to finalize a permit for a new water heater, plumbing, deck repair, etc., that will constitute the reinspection upon passing the building inspection.

3. Follow-up photos or videos. The Rental Inspector may offer the submission of a photo or video showing the violation being corrected in lieu of an inspection at the discretion of the Rental Inspector based on the needed correction. Should the photo not provide adequate information showing the violation corrected, the Rental Inspector may schedule a follow-up inspection.

4. Follow-up documentation. The Rental Inspector my accept a receipt or report of a plumber, pest control, exterminator, arborist, or the like stating the work that was conducted and the address for corrections where building permits are not required in lieu of a follow-up inspection.

5. Reinspection Fees – the first inspection and the first re-inspection (follow-up) are included in the rental license fee. Additional re-inspections are subject to the fee set forth in the annual fee schedule.

6. Violation fines – failure to correct any issue within four re-inspections or 90 days shall be subject to administrative fines or citations per the procedures set forth in Chapter 2.

J. Appeals of Inspection Results. The landlord may appeal the inspection results of the Rental Inspector to the City's Building Official within 5 business days of the issuance of the inspection report. The Building Official must review the appeal and provide a written response within X days.

K. License Suspension and Revocation – per City Code Chapter 26.

L. Violations of this policy are subject to disciplinary action per the City Personnel Policy or collective bargaining unit.

504B.211 RESIDENTIAL TENANT'S RIGHT TO PRIVACY.

Subdivision 1. **Definitions.** For purposes of this section, "landlord" has the meaning defined in section 504B.001, subdivision 7, and also includes the landlord's agent or other person acting under the landlord's direction and control.

Subd. 2. **Entry by landlord.** Except as provided in subdivision 4, a landlord may enter the premises rented by a residential tenant only for a reasonable business purpose and after making a good faith effort to give the residential tenant reasonable notice under the circumstances of not less than 24 hours in advance of the intent to enter. A residential tenant may permit a landlord to enter the rented premises with less than 24 hours notice if desired. The notice must specify a time or anticipated window of time of entry and the landlord may only enter between the hours of 8:00 a.m. and 8:00 p.m. unless the landlord and tenant agree to an earlier or later time. A residential tenant may not waive and the landlord may not require the residential tenant to waive the residential tenant's right to prior notice of entry under this section as a condition of entering into or maintaining the lease.

Subd. 3. **Reasonable purpose.** For purposes of subdivision 2, a reasonable business purpose includes, but is not limited to:

(1) showing the unit to prospective residential tenants during the notice period before the lease terminates or after the current residential tenant has given notice to move to the landlord or the landlord's agent;

(2) showing the unit to a prospective buyer or to an insurance representative;

(3) performing maintenance work;

(4) allowing inspections by state, county, or city officials charged in the enforcement of health, housing, building, fire prevention, or housing maintenance codes;

(5) the residential tenant is causing a disturbance within the unit;

(6) the landlord has a reasonable belief that the residential tenant is violating the lease within the residential tenant's unit;

(7) prearranged housekeeping work in senior housing where 80 percent or more of the residential tenants are age 55 or older;

(8) the landlord has a reasonable belief that the unit is being occupied by an individual without a legal right to occupy it; or

(9) the residential tenant has vacated the unit.

Subd. 4. **Exception to notice requirement.** Notwithstanding subdivision 2, a landlord may enter the premises rented by a residential tenant to inspect or take appropriate action without prior notice to the residential tenant if the landlord reasonably suspects that:

(1) immediate entry is necessary to prevent injury to persons or property because of conditions relating to maintenance, building security, or law enforcement;

(2) immediate entry is necessary to determine a residential tenant's safety; or

(3) immediate entry is necessary in order to comply with local ordinances regarding unlawful activity occurring within the residential tenant's premises.

Subd. 5. **Entry without residential tenant's presence.** If the landlord enters when the residential tenant is not present and prior notice has not been given, the landlord shall disclose the entry by placing a written disclosure of the entry in a conspicuous place in the premises.

Subd. 6. **Penalty.** If a landlord violates this section, the residential tenant is entitled to a penalty which may include a rent reduction up to full rescission of the lease, recovery of any damage deposit less any amount retained under section 504B.178, and up to a $500 civil penalty for each violation and reasonable attorney fees. A residential tenant may follow the procedures in sections 504B.381, 504B.385, and 504B.395 to 504B.471 to enforce the provisions of this section. A violation of this section by the landlord is a violation of section 504B.161.

Subd. 7. **Exemption.** This section does not apply to residential tenants and landlords of manufactured home parks as defined in section 327C.015.

History: *1999 c 199 art 1 s 23; 2020 c 83 art 1 s 84; 2022 c 55 art 2 s 3; 2023 c 52 art 19 s 87,88*

CC Regular Session

Meeting Date: 03/25/2025

Primary Strategic Plan Initiative:

Title:

Adopt resolution #25-069 to Update the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations - **Please Note: this case was moved from the Consent Agenda item #6.9 to the Regular Agenda as item #8.3.**

Purpose/Background:

The purpose of this case is to consider updating the policy for the Recruitment Application and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations to eliminate restrictions on the number of consecutive Chair member terms. This matter was discussed this evening during the City Council work session and was brought forward at the request of two Councilmembers.

As per the attached policy, page three of the policy, under "selection", bullet number 4, states "Chair and Vice-chair selections are generally decided by each board or commission in April. The City Council desires to offer members the opportunity to grow their experience on the commission; therefore, following a maximum of two consecutive terms as Chair of the respective commission, a new Chair will be selected. The outgoing Chair may be appointed to the Vice-chair role."

A draft red-line policy is attached showing potential revisions related to this matter.

Funding Source:

Not Applicable.

Recommendation:

Based on discussion.

Outcome/Action:

Adopt resolution #25-069 updating the Policy for the Recruitment, Application and Interview Process for Appointing City Board and Commission Members and removing content within the policy addressing chair member term rotations.

Attachments

Draft Policy

Resolution

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 11:44 AM
Form Started By: Colleen Lasher		Started On: 03/13/2025 01:41 PM
Final Approval Date: 03/26/2025		

POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERIVEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS

PURPOSE: The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline aprocess for the recruitment, application, and interview process of appointing City board and commission members, as well as to limit Chair terms to two terms in a row.

SCOPE: This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and the Planning Commission. This policy excludes the Charter Commission application process. For information on the Charter Commission please visit: Charter Commission | Ramsey, MN

PROCESS: The intent of this policy is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

INCUMBENTS

Incumbent reapplication process for odd number term reappointment requests

Incumbents seeking reappointment for the third, fifth, seventh, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of their upcoming term expiration and invite them to attend a voluntary interactive feedback session with the City Council to highlight information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the board or commission. This will also be an opportunity for the City Council to ask additional questions of the incumbent.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

Incumbent reapplication process for even number term reappointment requests

Incumbents seeking reappointment for the second, fourth, sixth, etc. term, the following policy applies: Annually, staff will notify commission members by December 1st reminding them of the upcoming term expiration. If the incumbent wishes to be reappointed, the incumbent will not be required to interview with the City Council and a brief letter of intent will not be required; however, the chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

The general policy for all incumbents will include the following process:

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- Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public. This is important in order to secure as many applicants as possible for unexpected or unforeseen mid-recruitment vacancies.
- In one collective process, concurrent with new applicants, the City Council will meet, discuss, and determine whether or not a reappointment will be made.
- If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified. If it is determined that the incumbent will be reappointed, the incumbent will be notified.
- In the event that a commissioner does not wish to be reappointed, staff will be offer them an opportunity to contact member(s) of the City Council to discuss any concerns that they may have.

NON-INCUMBENTS

New member application process

Annually, prior to the normal ending date of boards and commissions terms, staff will prepare a detailed notice for publication in the City's January/February newsletter and in the City's official newspaper, as required by the Charter. The notice will publicize that applications are being accepted for boards and commissions, including the Economic Development Authority, Environmental Policy Board, Park and Recreation Commission and Planning Commission. The notice will provide language stating that applications will be considered by the City Council for current openings and future vacancies occurring in the next annual recruitment cycle. The notice will provide an application closing date of the last Friday in February.

The application materials will remain open on the City's website year-round. When an application is received, staff will make contact with the applicant to confirm the receipt of the application and advise the applicant of what to expect going forward based on the current recruiting needs of the City.

Unexpected Vacancy Process

Periodically, when an unexpected vacancy on a board or commission occurs, the board or commission staff liaison will notify the head of human resources, who will take one of the following three actions:

1) Refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified andwilling to serve on the given board or commission, the head of Human Resources will consult with the City Administrator and act according to the City Administrator's direction; if applicable, a resolution appointing the new member will be presented to the City Council.
2) Refer to new applicants' applications that have been received through the continuous posting period, but not yet interviewed by the City Council and schedule mid-year interviews for the current vacancy.
3) If options 1 and 2 above are not viable, staff will prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the next annual recruitment process. Interviews

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INTERVIEWS

- Staff will arrange interview times and notify applicants and the City Council of the arrangements.
- If there are more than five applicants per the total number of vacancies to be filled, the City Council will evaluate the applications and select five applicants to be interviewed.
- Interview questions will be determined before the interview based on qualifications identified asnecessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.
- All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.
- The City Council will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable boardor commission.
- Interviews will not be televised but will be held in an open meeting.

SELECTION

- Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.
- When vacancies occur on the EDA, the Mayor will make a recommendation for appointment tothe City Council.
- Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new appointments or reappointments to regular terms on a City board or commission will be effectiveon April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.

NOTIFICATION TO APPLICANTS

After appointments have been approved, the staff will notify all applicants of the results of the process and take the necessary steps to on-board new members.

TERMS

Board and Commission members shall serve four-year terms, with the exception of members ofthe Economic Development Authority serving six-year terms. There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents willbe allowed to continue to serve until a successor is appointed.

STIPENDS FOR MEMBERS OF CITY BOARDS AND COMMISSIONS

Effective July 1, 1996, members of all City boards and commissions are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by CityCouncil resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

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Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

SERVICE ON MORE THAN ONE CITY BOARD OR COMMISSION

Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointmentsto multiple Boards or Commission."

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REVISIONS

Adopted by the City Council August 13, 1996
Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11,1997.

Revised by the City Council December 11, 2001
Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

- Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they dowith new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council (the evaluation panel) and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and selectfive applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed,may bring to the board or commission in the future

Discussion by the City Council April, 2014 to make the following revisions:

- Omit "Incumbents seeking reappointment will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process
- Omit inviting applicants to a short open house prior to interviews.
- Remove the term "evaluation panel" -- replacing it with the term 'City Council."
- Remove "Reviewing applications -- After the application deadline has passed, the Human Resources Manager will forward all applications to the City Council for scoring. The Human Manager will total thescores and invite the top five scorers to interview."
- Omit several unnecessary headings / improved formatting.
- Omit the Charter Commission from the policy.

Revised by the City Council June 28, 2016

- Simplified the incumbent reapplication process
- Simplified the process to fill unexpected vacancies due to unforeseen resignations.
- Removed unnecessary Charter Commission language from the updated policy.

Revised by the City Council February 14, 2023

- Changed title of document to include Chair member term rotations.
- Clarify Charter Commission as a separate policy with link.
- Changes to the incumbent reappointment process including language regarding incumbents being considered in one concurrent process with new applicants.
- Language changes related to maintaining a continuous recruitment and processes for receipt of new applications.
- Added footer and format changes.

DRAFT POLICY

Revised by the City Council March 25, 2025

- Removed content related to Chair member term rotations and update title.

DRAFT POLICY

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #25-069

RESOLUTION UPDATING THE RECRUITMENT, APPLICATION AND INTERVIEW PROCESS OF APPOINTING CITY BOARD AND COMMISSION MEMBERS AND CHAIR MEMBER TERM ROTATIONS

WHEREAS, in February 2023, the Policy for the Recruitment, Application and Interview Process of Appointing City Board and Commission Members was adopted to include "and Chair Member Term Rotations" within the title and the content of the policy; and

WHEREAS, the City Council directs staff to revise the title of the policy to remove "and Chair Member Term Rotations", updating the title to "Policy for the Recruitment, Application and Interview Process of Appointing City Board and Commission Members"; and

WHEREAS, the content within the policy addressing Chair member terms shall be removed.

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

1) The City of Ramsey approves updating the Policy for the Recruitment, Application and Interview Process for Appointing City Board and Commission Members and removing content within the policy addressing chair member term rotations.

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 25th day of March, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

CC Regular Session

Meeting Date: 03/25/2025

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

Title:

Legislative Update

Purpose/Background:

The 2025 Minnesota Legislative Session began on January 14, 2025 and will adjourn on May 19, 2025. Annually, Ramsey adopts Legislative Priorities which provides staff direction to advocate for these priorities to lawmakers. Below is a summary of bills that have been introduced specific to Ramsey. Other bills not specific to Ramsey, but which may be of interest are also provided.

SF1314/HF1036 City of Ramsey special tax increment financing authority modifications

This bill amends past special legislation related to TIF District 14. The language clarifies that the city will be allowed to repay expenses from future tax proceeds so long as interfund loan requirements are met by December 31, 2025 for projects that are identified in the original 2010 Legislation. These projects include the city's share of the costs necessary to provide for the construction of the Northstar Transit Station and related infrastructure, including structured parking, a pedestrian overpass, and roadway improvements, (2) the cost of land acquired by the city or the housing and development authority in and for the city of Ramsey within the district prior to the establishment of the district, and (3) the cost of public improvements installed within the tax increment financing district prior to the establishment of the district.

- Senator Ann Rest, Tax Committee Chair, supports this bill due to the provisions being included in the Senate's Omnibus Tax Bill in 2024. Unfortunately, in 2024 the language was removed from the final Omnibus Tax Bill.
- SF1314 was heard in the Tax Committee on March 12, 2025. The bill was laid over for possible inclusion in the omnibus bill.

SF1981/HFXXXX Ramsey sales and use tax exemption for certain construction materials modification

This bill amends 2023 approval related to the Water Treatment Plant project. In 2023, language only included the Water Treatment Plant and not the trunk watermain improvements.

- Senator Ann Rest, Tax Committee Chair, supports this bill due to the provisions being included in the Senate's Omnibus Tax Bill in 2024. Unfortunately, in 2024 the language was removed from the final Omnibus Tax Bill.
- SF1981 is scheduled for a hearing on March 26, 2025 in the Tax Committee. Staff will attend the hearing to testify.

SF1467/HFXXXX City of Ramsey clean water infrastructure bond issuance and appropriation

This bill requests $6.8 million in state bonding appropriations for the Water Treatment Plant and Trunk Watermain improvements.

- The city received $3.2 million in state bonding funds of our requested $10 million. Indications in 2023 were the remaining balance would be considered in 2024. A request in 2024 for $6.8 million was introduced, but not approved.
- As part of the 2025 Legislative Priorities, the City dropped the request due to the completion of the project in 2025.
- Senator Bahr introduced the 2025 bill following efforts in the two prior years.
- Staff will advocate for the request based on any success in obtaining additional funding will aid in reducing future user fee increases.

SFXXXX/HFXXXX City of Ramsey pedestrian overpass over Highway 10 and Highway 169

Senator John Hoffman has contacted staff regarding a potential additional funding source in 2025 for the Highway 10 Pedestrian Overpass.

- The project is estimated to be $7.5 million in construction costs. Staff are entertaining an option to prepare an alternative bid to construct the project as a covered overpass. This would eliminate the need for snow removal during the winter months.
- The City was awarded $3.75 million in 2024 through transportation funds. The funds may be used for plan design, construction observation and construction costs.
- Staff also plan to submit for funding on this project through the Congressional Directed Spending. This would provide federal dollars towards the project.
    - One application has been submitted to Congressman Tom Emmer
    - Additional applications will be submitted as application windows open.
- The goal is to fully fund this project with outside funding sources.

Metro Mobility Service Area Expansion to Ramsey
Senator Bahr has indicated special legislation is not required. With funding for the service coming from the metro county sales tax, any expansion to the service area is now a budgetary discussion. Staff will monitor discussions and advocate for the expansion to necessary parties.

SF0037/HF0269 Discontinuation of the Northstar Commuter Rail

- HF0269 has passed out of committee.
- 02/26/25 the bill received its second reading in the house.
- SF0037 has been introduced and referred to Senate Transportation Committee.

Housing Bills
There are four sets of bills introduced and receiving hearings. The City of Ramsey, along with many other cities, are expressing opposition to the bills as they remove local zoning authority. This comes in the form of requiring cities to allow uncompatible uses within zoning districts or the ability to collect public input. Attached to the case is the letter sent by Ramsey opposing these bills and others that may be considered that restrict local zoning authority. The current bills are as follows:

- SF2229/HF1987 - Minnesota Starter Home Act
- SF2231/HF2140 - More Homes Right Places Act
- SF2286/HF2018 - Transforming Main Street Act
- SF1268/HF1309 - People Over Parking Act

Recommendation:

N/A

Outcome/Action:

This case is for informational purposes only. Staff are available to answer any questions, but do not plan to review each item in detail.

Attachments

Ramsey Letter Opposing Housing Legislation
2025 Legislative Priorities

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	03/20/2025 02:06 PM
Form Started By: Brian Hagen		Started On: 03/20/2025 01:28 PM
Final Approval Date: 03/20/2025		

City of RAMSEY

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March 14, 2025

Governor Tim Walz
130 State Capitol
75 Rev Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Re: Retention of City Zoning Authority

Dear Governor Walz,

We, the City Council representatives of Ramsey, Minnesota are writing to you to convey our support and commitment ensuring every individual and family can find their home and hope it is within Minnesota. We do want to share our deepest concerns at what we see as the exceptionally ill-advised and harmful efforts presently circulating in the legislature that seek to eliminate or reduce the role of cities in zoning decisions.

We are the level of government that most impacts our citizens. We are the first level of government that protects the health and safety of Minnesotan, as well as their property and the livability of their communities. While we appreciate the efforts being made to address the housing crisis, we also believe the proposed legislation being considered does not align with the unique needs and challenges faced by local communities across the state.

We always have taken seriously our role in community planning. Our zoning codes and enforcement practices serve as models not only for other communities in our own state, but across the country. If passed in any form, the current proposed legislation will cause grievance and undue hardship for our cities by changing local control on setbacks, limiting parking requirements, mandating types of housing on residential lots, authorizing subdivision of residential lots, mandating local minimum densities, controlling replacement of affordable housing while simultaneously commandeering the use of private property and removing both the public and elected officials from the review process among many other detrimental items in the legislation.

The special interest groups, not answerable to any communities in the state, are seeking to reap unrestricted profits for themselves while ignoring the financial impact and potential danger their projects and their efforts will have on the citizens of a given community. This legislation does nothing to guarantee or increase affordable housing but may in fact increase the unaffordability and unattainability of home ownership by mandating and prioritizing efficiency over affordability.

For example, the City of Ramsey, which has actively sought and built hundreds of multifamily units, and has always been keenly aware of the need for affordable housing, engaged in careful planning and marketing for a rapidly developing COR area (Center of Ramsey downtown) for the soon-to-be upgraded Highway 10 in the City. An increase in the development of commercial properties in this area will greatly broaden the tax base in this city now as it has elsewhere. Many of these properties have been provided with available sewer and water.

If some of the provisions we have seen circulating in the legislature were to come to pass, the City would be unable to prevent a multi-family developer to build on any or all of those sites. Not only would there no longer be a requirement for careful traffic studies to anticipate traffic and safety issues, but the resulting development would increase traffic levels as well as service calls for things like police and fire without creating sufficient tax revenue to offset those increase costs and infrastructure expansions. Worse, in some parts of the city where those services are not yet available, they could require the city to provide them without paying those costs.

This legislation would appear to be a case study of special interests and uninformed reformers seeking to impose a harmful outcome for most citizens in the cities we represent. Serving as stewards of our respective communities, we firmly believe in transparency throughout every aspect of the public process and that it is important to ensure that every resident has a meaningful opportunity to contribute to decisions made by their government. Limiting public hearings not only restricts the voices of constituents but removes the ability of public comment to affect positive change to development proposals that benefit both the proposed development and the existing community surrounding new development.

Our concerns about legislative bills HF 1987/SF 2229, HF 2140/SF 2231, HF 2018/SF 2286, HF 2013 and SF 1268 stem from our commitment to safety, environmental preservation, and stable communities for current and future generations. We strongly believe further pursuit of this legislation, or any modification thereof is detrimental to building resilient, safe, and thriving communities.

We would very much like to invite the members of the legislation prior to considering these measures to visit our communities and see how well citizens with effective and active zoning and planning histories and practices operate to the benefit of all Minnesotan.

On behalf of the City Council and Ramsey Residents,

Ryan Heineman,
Mayor

Cc: Sen. Calvin K. Bahr, Rep. Harry Niska

2025 City of Ramsey Legislative Priorities

<u>Local Priority</u>: Sales and Use Tax Exemptions for Water Treatment Plant Trunk Watermain Improvements

During the 2023 legislative session, state sales and use tax exemptions were approved for the purchase of materials for the new Water Treatment Plant. Unfortunately, sales and use tax exemptions were not approved for the necessary Trunk Watermain improvements. The City sought after legislative approval in 2024 for state sales and use tax exemptions for the necessary Trunk Watermain improvements. We had success with the request in the form of budget impact from the State's perspective. When working through the request in 2024, we learned the full financial liability to the State's budget was included in the estimates that were provided in 2023 for both the physical plant and the trunk water lines. Unfortunately, at the end of session in 2024 our request was removed from the omnibus bill along with many other tax related requests from other entities.

- In 2023, sales and use tax exemptions were approved for the Water Treatment Plant.
- The City will work with legislators to amend the approved language to authorize applying sales and use tax exemptions to the necessary Trunk Watermain improvements. Given the project completion timeline of Summer 2025, this will be our last year to make this request.

<u>Local Priority: Tax Increment Financing District 14 (TIF 14, The COR)</u>

Language in the original 2010 legislation included, but did not limit to, the city's share of the costs necessary to provide for the construction of the Northstar Transit Station and related infrastructure as eligible expenditures. This included structured parking, a pedestrian overpass and roadway improvements. State Statute requires interfund loan resolutions when a city borrows funds to a district for improvements with plans to repay itself back through future tax increment. However, these expenses were funded without the required interfund loan resolutions pursuant to the TIF statute. Special legislation did not exempt the City from the interfund loan requirement.

- The City will work with legislators to amend the special TIF 14 legislation to exempt the interfund loan requirement. Thus, creating the potential repayment of such interfund loans through TIF 14 revenue through 2040.

<u>Local Priority</u>: Funding for continued study of Ramsey/Dayton Mississippi River bridge project

The feasibility study for a new Mississippi River bridge was completed in 2021 with funds allocated by the 2020 legislature. Staff will work with local legislators to secure the funding for the next step in pursuit of this project. These next steps may include establishing a location of the crossing, in which will be used when developing parcels impacted by a future river crossing. It should be noted, the City of Dayton recognizes the likelihood of a future crossing and are developing a master plan to incorporate such crossing in the future. Other entities also support this project in a way to reduce traffic impact through their communities. The North Metro

Mayors Association has historically identified this project on their Legislative Priorities, and will serve as a resource to advocate for the project on behalf of its membership.

Local Priority: Metro Mobility Service Area

- Introduce legislation that will add Ramsey to the service area for Metro Mobility.
- Over the years some residents have expressed an interest in getting door-to-door Metro Mobility Service in Ramsey.
- City residents annually pay $352,000 to the Metro Transit Taxing District that the City was required to enter when the NorthStar Station was completed.
- Inclusion in the Metro Mobility service area requires a state statute and was last extended to the City of Lakeville in 2019. The cost of the service is covered by the state.
- Fall of 2024 conversations with Metropolitan Transportation Services indicated the request would not be viewed as unreasonable by them. They noted that services are currently in the City of Anoka, therefore extending services to an adjacent city is more reasonable than creating a satellite service area. With funding for metropolitan transportation shifting to the State's operating budget, no additional property taxes would be levied to Ramsey properties for the expanded service.

Local Priority: Closed landfill legislation to allow economic development

- Staff will work with the PCA and local legislators to determine what, if any, legislation will allow closed landfill property to be put back on the tax role for private development opportunities.

State-wide Policy Priority: Exemption of residential gardens from water emergency restrictions

Staff will work with legislators to research possible legislation to ensure that, in the event the governor declares by executive order a critical water deficiency, pursuant to Minnesota Statutes section 103G.291 implementing mandatory emergency water conservation measures and mandatory restrictions upon nonessential water use is enforced and outdoor irrigation is prohibited, that gardens created by Minnesota residents for the cultivation of vegetables, fruits, herbs and flowers for food and medicinal purposes will not be subject to water restrictions, nor shall they be limited to reclaimed water.

State-wide Policy Priority: Statewide licensure of massage therapy

Support legislation that seeks to adopt a state license requirement for massage therapists. Lack of a statewide license for massage therapists has hampered law enforcement's ability to regulate illegal activities across municipal boundaries related to this profession.

State-wide Policy Priority: Local Government Aid (LGA)

Local Government Aid for Ramsey has fluctuated (see chart below) from a high of $396,382 in 2001, to the current level of $0 in 2017 and beyond. The basic formula was changed in 2014 and some level of LGA was restored for the next three years (approximately $100,000 per year), however the same formula has now resulted in the elimination of all LGA for Ramsey and similar developing suburbs.

FY 2000 - $359,771
FY 2001 - $396,382
FY 2002 - $303,894
FY 2003 through 2013 - $0
FY2014 - $91,381
FY 2015 - $110,352
FY 2016 - $111,311
FY 2017 through 2023 - $0

Background*:*
Support legislation that revises the LGA formula and recognizes the needs of developing suburbs, restoring LGA to developing suburbs for long-term capital needs.

- No changes were made to the LGA funding formula in 2022.
- The City should consider working with legislators to determine if there is an opportunity to revise the LGA formula in the future to provide greater resources to developing suburbs.
- A couple of LGA bills were introduced in 2021 that may have impacted Ramsey, but failed

to become law:

- LGA adjusted for unpaid local assistance costs HF 1052/SF 749 (Rep. Jim Nash, R-Waconia, and Sen. Bill Weber, R-Luverne) would have allowed cities that have not been reimbursed by another city for local assistance costs to submit an application for reimbursement through a reduction in the LGA of the recipient city.
- LGA minimum distribution HF 1096/SF 1238 (Rep. Jerry Hertaus, R-Greenfield, and Sen. David Osmek, R-Mound) would have provided for a minimum per capita LGA amount for all cities that otherwise would receive no LGA, and increased the LGA appropriation to cover the additional amount.

- During the 2022 session, discussions occurred regarding updating the LGA formula. Based on a draft formula, Ramsey would have received funds.
- The most recent LGA adjustments left Ramsey with $0 LGA contributions.

<u>State-wide Policy Priority</u>: Metropolitan Council Committee Membership

Support legislation that seeks to adjust Metropolitan Council Committee membership qualifications and membership determination. Currently there are 16 geographical Council Districts and one chair. Members are comprised of a representative who resides in the district they represent, with the chair serving at large. All members are interviewed by a nominating committee created by the governor, and the final appointment is determined by the governor.