

City of Ramsey
Agenda
City Council Work Session
Tuesday, January 14, 2025

5:30 pm

Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.

Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. Call to Order

2. Topics for Discussion

1. Review of CorTrust Bank Site Plan and Acquisition of Property in the COR
2. Discuss Council Organization
3. 2025 Legislative Priorities

3. Topics for Future Discussion

1. Review Future Topics/Calendar

4. Mayor/Council/Staff Input

5. Adjournment*

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

CC Work Session**Meeting Date:** 01/14/2025**Primary Strategic Plan Initiative:** Promote economic growth and development.**Information****Title:**

Review of CorTrust Bank Site Plan and Acquisition of Property in the COR

Purpose/Background:

The purpose of this case is to review the proposed site plan and location of the proposed bank project by CorTrust for a future purchase agreement.

This item was not initiated by City Staff. CorTrust Bank approached staff and asked if this was something that the City Council could reconsider.

Dean Suchy from CorTrust will be in attendance to discuss his project. He has provided a letter of interest in pursuing the acquisition and construction of a bank building on the NE corner of Sunwood Drive and Zeolite Street. dated December 31, 2024. What Mr. Suchy is really looking for is Council support for the proposed bank branch building with drive-thrus at the proposed location in the COR.

On July 11, 2023, the property was rezoned to COR-2b which permitted the bank use, but the Site Plan recommended for approval from the Planning Commission was not approved by the past Council (voted down 4-3) for a number of reasons outlined in the attached minutes. The proposed Zeolite Street driveway entrances/exits shown on the site would line up with the access constructed by the Hilton Home2 Suites. The proposed building architecture meets/exceeds COR zoning standards and will look sharp on the corner. A copy of the staff report from the July 11, 2023, CC meeting is attached as historical reference for this case. COR-2b zoning requires a Conditional Use Permit to accommodate the drive-thrus which would run concurrently with the Site Plan and Plat. The new project proposed is generally the same as what was brought forward previously. The project site has room for a second building to the north that could be constructed at a later date. (see attached). If the City Council is supportive of the project, Staff is suggesting a Right of Re-Entry Agreement for construction of the CorTrust bank only, not the second building which has been a common practice in the COR for developments with multiple buildings. (Take 5 Oil Change, Chipotle)

Over a year has lapsed since this item was reviewed by the City Council, so it can be brought back to the City Council for consideration without the need for a council member that voted to reject the previously submitted site plan bringing it forward. Mr. Suchy understands that the Council has four new members and wants to see if there is support from the new Council so he can be comfortable moving forward with a full site plan submittal and all of the costs associated with it. Mr Suchy has communicated to Staff that CorTrust Bank previously invested at least \$75,000 into the previous project submittal.

Staff and Mr. Suchy will be present for questions.

Notification:

Not required

Time Frame/Observations/Alternatives:

Over a year has passed since the Site Plan was reviewed by the City Council, so this it can brought back to the City Council for consideration without the need for a council member that voted to reject the previously submitted site plan bringing it forward. Mr. Suchy understands that the Council has four new members and wants to see if there is support from the new Council so he can be comfortable moving forward with a full site plan submittal and all of the costs associated with it.

It is also understood that there could be some minor modifications/suggestions that are included in the normal Site Plan Review process.

Alternatives include:

- 1) Consensus by the Council supporting the proposed project
- 2) Consensus by the Council not supporting the proposed project
- 3) Something else

Funding Source:

This is being handled as part of normal staff duties.

Recommendation:

Staff is generally supportive of the proposed project at the proposed location. Staff asked CorTrust if they would entertain other sites in the COR but CorTrust really likes this one and it gives them the functionality and visibility they are looking for.

Outcome/Action:

Communication to Mr. Dean Suchy on the level of City Council support for the proposed project.

Attachments

- Site Location Map
- Letter of Interest
- Site Plan - Bank Only
- Site Plan Bank and Future Building
- Building Architecture
- 7-11-23 CC Staff Report
- 7-11-23 CC Meeting Minutes

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Kathy Schmitz	01/09/2025 03:48 PM
Form Started By: Sean Sullivan		Started On: 01/02/2025 02:19 PM
Final Approval Date: 01/09/2025		

Site Location Map - COR Trust Bank



Parcel Information:

Approx. Acres:
Commissioner:

Owner Information:

Plat:



Sean Sullivan

1:2,400

Date: 1/3/2025

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



1300 Babcock Blvd E

Delano, MN 55328

December 31, 2024

City of Ramsey

Attn: Sean Sullivan, Economic Development Manager

7550 Sunwood Dr. NW

Ramsey, MN 55303

Sean:

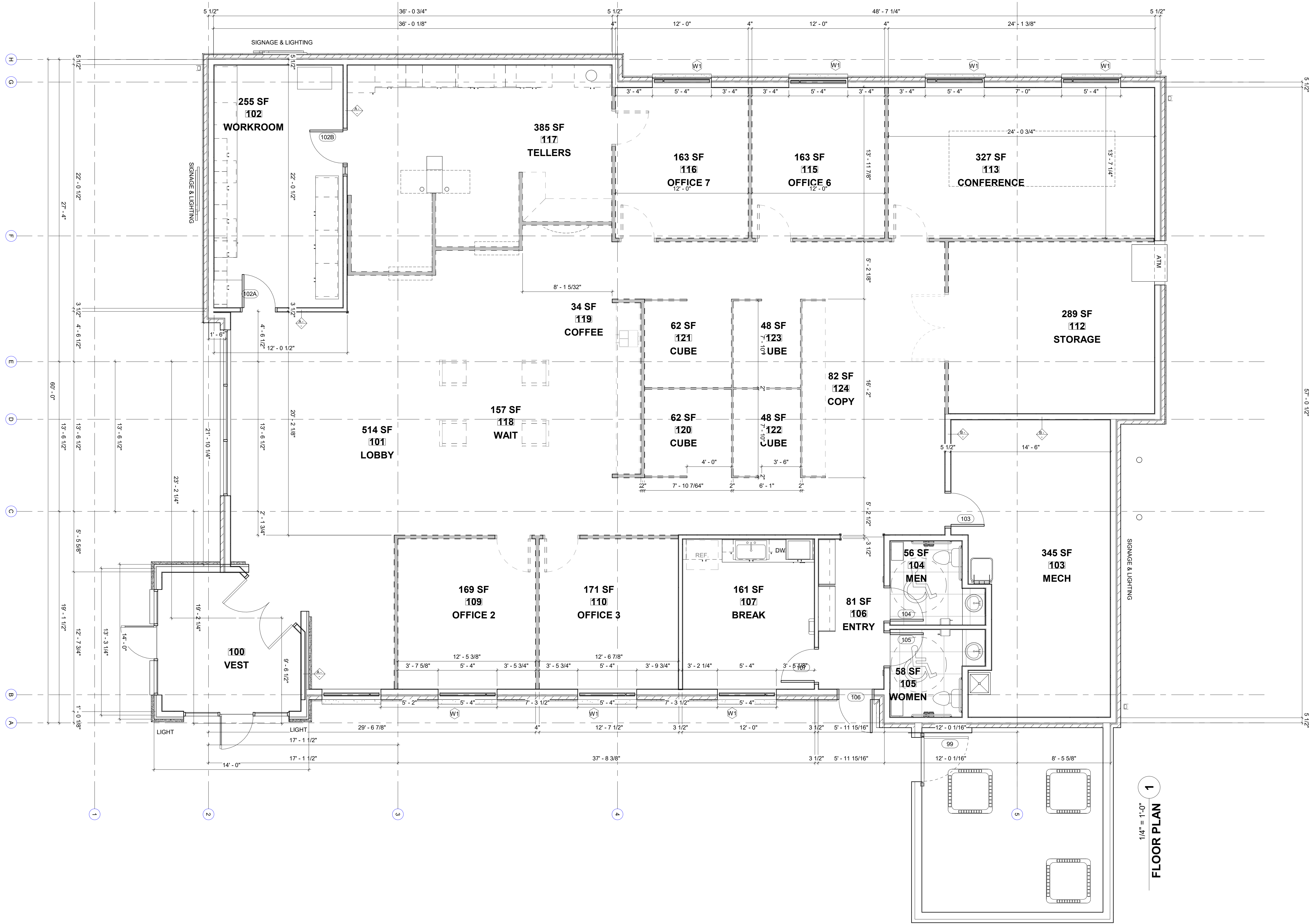
CorTrust Bank is interested in pursuing the acquisition and construction of a Bank building at the corner of Sunwood Dr. NW and Zeolite St. NW, as previously presented to the City of Ramsey in 2023. If you have any questions regarding this matter, please feel free to call me at (763) 972-4219.

Sincerely,

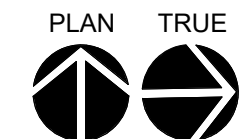
A handwritten signature in blue ink, appearing to read "Dean Suchy".

Dean Suchy

Market President



1/4" = 1'-0"
FLOOR PLAN 1



GENERAL FLOOR PLAN NOTES

- A. INTERIOR & EXTERIOR DIMENSIONS ARE TO FACE OF STUD, U.N.O.
- B. SEE SHEET A7.1 FOR WALL TYPE LEGEND
- C. SEE SHEET A7.1 FOR DOOR SCHEDULE

Revision Schedule

No.	Description	Date

Drawn By: SW
 Checked By: SW
 Date: 06/23/2023

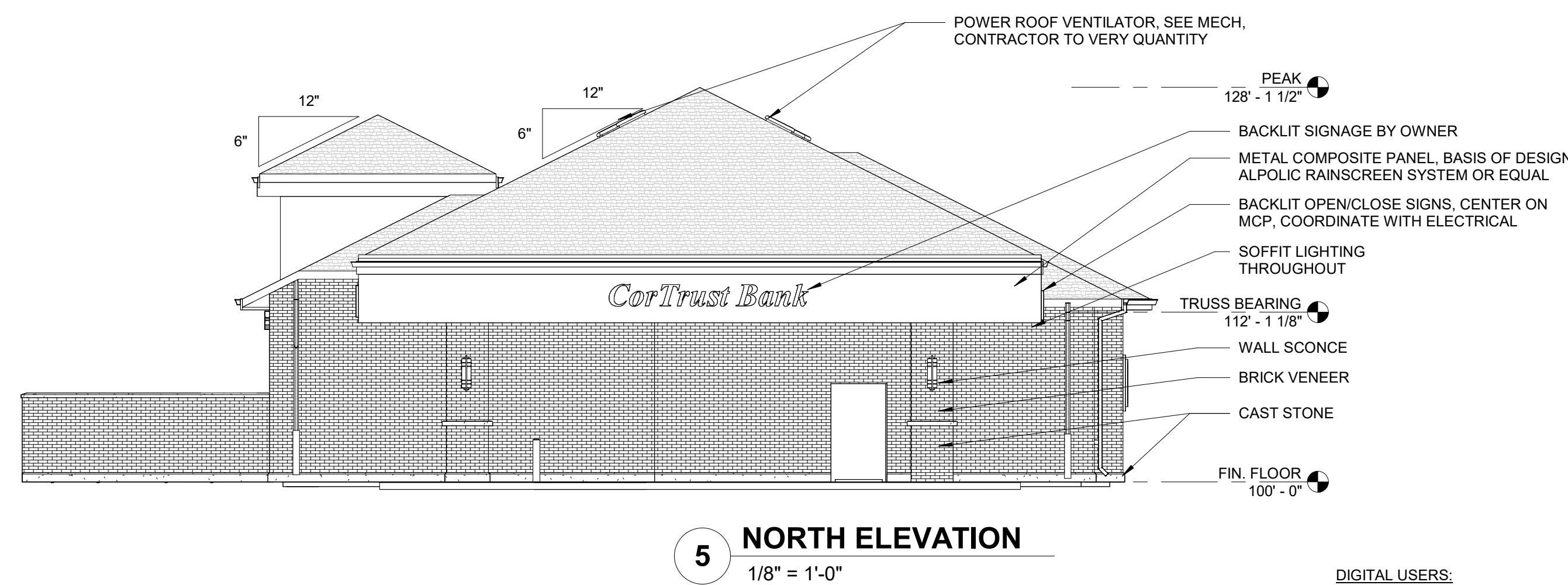
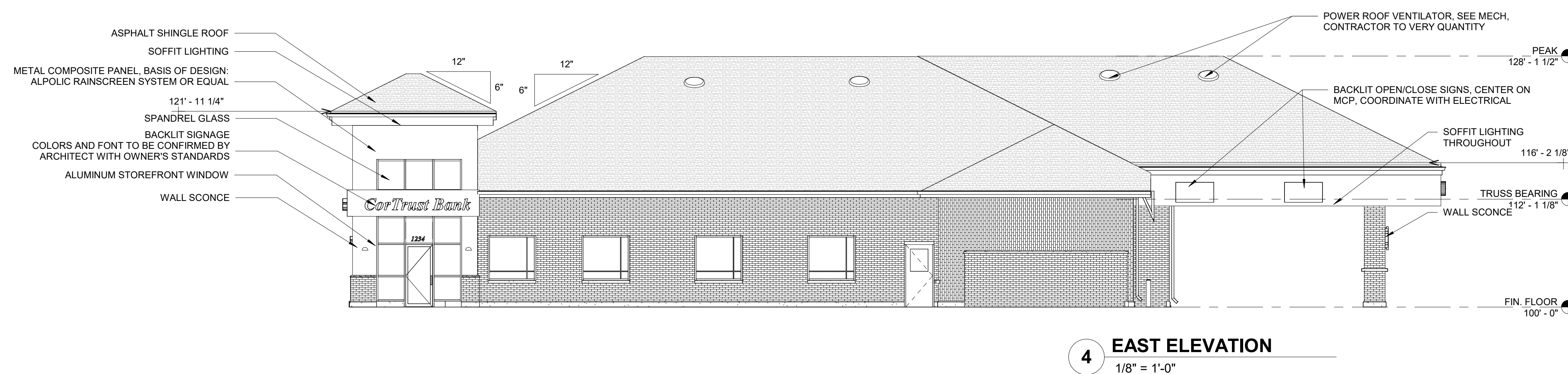
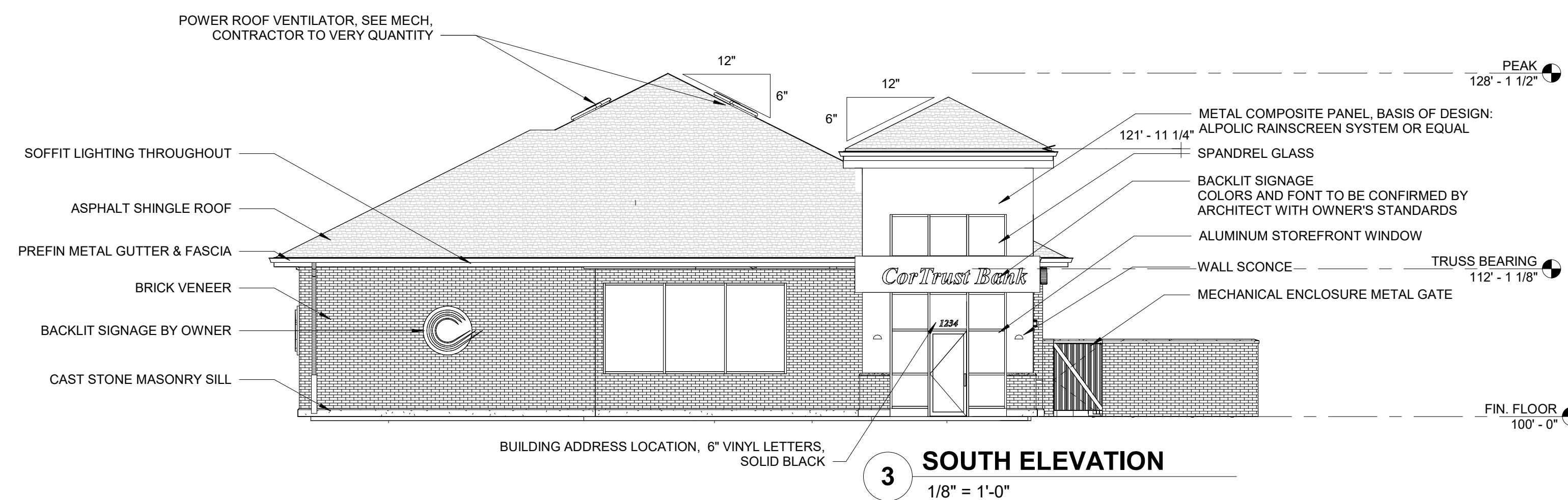
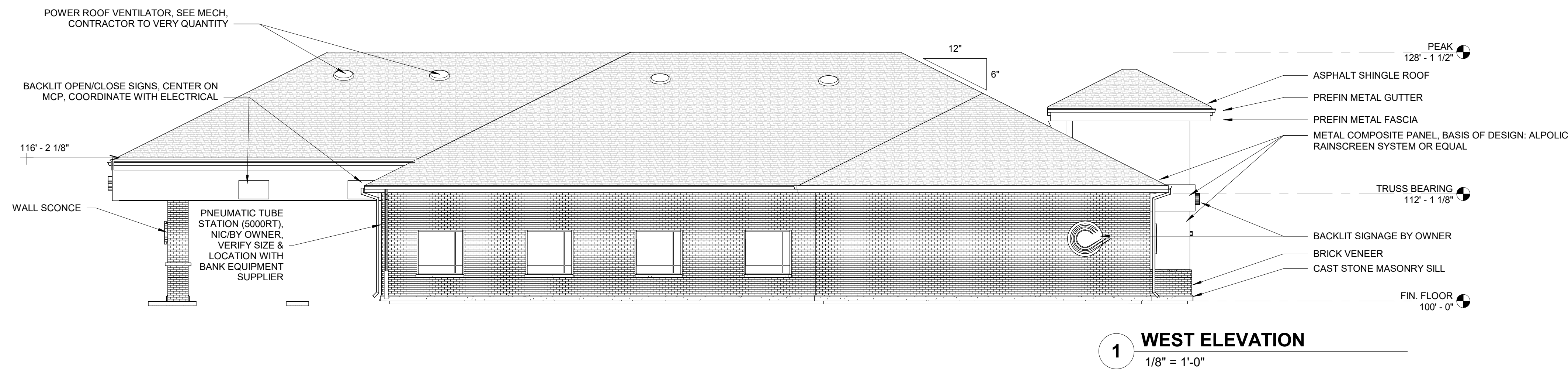
6/23/2023 8:55:32 AM | THESE DRAWINGS ARE A COPYRIGHT 2021 DOCUMENT. THESE DRAWINGS SHALL NOT BE REPRODUCED, COPIED OR USED IN ANY WAY WITHOUT THE WRITTEN PERMISSION OF PUETZ DESIGN + BUILD

Revision Schedule

No.	Description	Date

Drawn By: SW
Checked By: SW
Date: 06/23/2023

A3.0





1 3D VIEW



2 3D VIEW



3 3D VIEW

Revision Schedule

No.	Description	Date

Drawn By: SW
Checked By: SW
Date: 06/23/2023

Meeting Date: 07/11/2023

By: Todd Larson, Community Development

Information

Title:

CorTrust Bank - Rezoning, Plat, and Site Plan Review at the northeast corner of Sunwood Drive and Zeolite Street NW.

Purpose/Background:

The applicant, CorTrust Bank, has been working with the City's Economic Development staff on the purchase of a 1.24-acre site at the northeast corner of Sunwood Drive and Zeolite Street NW for the construction of a new bank branch. The site will be subdivided from the existing 11.72-acre parcel. The site is zoned COR-2a. The proposed bank will have two drive-thru lanes. The COR-2a district limits uses to one drive-thru lane, so a re-zoning to the COR-2b district, where two drive-thru lanes are allowed, is proposed. A Site Plan Review is required for the site.

The Planning Commission unanimously recommended approval of the project at its meeting on May 25. The City Council will consider this project over three meetings--the first was the preliminary plat and the introduction of the rezoning ordinance on June 13. The second meeting, tonight, consists of the adoption of the rezoning ordinance, final plat, the site plan review, and the cross-access and maintenance agreement. The development agreement will be placed on a future agenda once the cost estimates for site improvements are provided.

Notification:

Properties within 700 feet of the existing parcel were mailed public hearing notices. A public hearing notice was published in the May 12, 2023, Anoka Union Herald Newspaper. A notice of land use application sign was placed at the northeast corner of Sunwood Drive and Zeolite Street.

Observations/Alternatives:

Building Design

The one-story brick building will have several large windows on the prominent entryway at the southeast corner of the building. Several other windows will be located on the south, east, and west sides of the building. A drive-thru canopy is located on the north side of the building. The canopy is integrated into the hip roof of the building. The entryway in the southeast portion of the building will have architectural metal panels, brick, and glass with the upper portion being spandrel glass.

COR-2 has a requirement that the building has at least 40 percent of the lot frontage. The lot has 173.50 feet of frontage along Sunwood Drive. The building will have 60 feet of frontage (34.6 percent). A decorative screen wall, similar to other walls along Sunwood Drive, will be 28 feet in width screening the parking lot drive aisle. Between the building and the screen wall, 50.7 percent of the lot will have a hardscape frontage.

A discrepancy in the plans was discovered late in the previous review cycle before the Planning Commission meeting. The architectural plans and the civil plans have been updated to show only two drive-thru lanes with a bypass lane.

Access and Parking

Vehicular access to the site, initially, will be from Zeolite Street along the north side of the site via a shared access drive directly across from the approved location for the Home2Sutes driveway. This access drive is being set up to be extended eastward to provide shared access to the sites to the east and north. This shared private roadway is likely to have a connection to Sunwood Drive midway between Yolite Street and Zeolite Street and possibly to

Yolite Street and/or future Ramsey Parkway. A cross-access and maintenance agreement is required, will be prepared by the City Attorney, and recorded with the plat.

For a building this size, 17 parking spaces are required at the rate of one space per 300 square feet of building area. Twenty spaces are provided in the lot which is adequate for the bank's needs based on the bank's other locations. It is anticipated that staff and some customers will use the parking lot while many customers will find the on-street parking available on Sunwood Drive very convenient. About six parallel parking spaces are adjacent to the site. The Fire Department has requested a "no parking here to corner" sign be placed near the intersection to provide adequate sight lines and turning radius for the fire trucks.

The drive-thru lanes on the immediate north side of the building will have an exit-only driveway to Zeolite Street.

Zeolite Street

Zeolite Street is currently constructed as a temporary roadway. It will be reconstructed in 2024 to urban standards with sidewalks, curbing, and boulevard trees. The design of the roadway is not completed, though it is anticipated that the roadway will be raised slightly to accommodate storm water drainage. The placement of the driveways will accommodate changes in elevation easily. In the meantime, the Engineering Department noted that temporary culverts may be necessary under both driveways.

Pedestrian Connections

The building is being constructed with a front door in a corner vestibule onto Sunwood Drive. The vestibule will also have a door facing east to the parking lot. A direct sidewalk connection is provided to the sidewalk along Sunwood Drive. The applicant will construct its portion of the Sunwood Drive sidewalk and streetscape with construction of the building. Due to the building having its elevation 1.5 feet above the street elevation, a couple steps are needed. An ADA-compliant ramp will be located just to the east, closer to the parking lot. The landscaped planting beds along Sunwood Drive are being designed to line up with the building's walkways.

Landscaping and Screening

The applicant provided a landscape plan that generally meets the landscape requirements. The Environmental Policy Board (EPB) reviewed the plans at its meeting on May 15. The plans do include a tree inventory. There are 27 trees on the roughly 1.25 acres that the bank would be constructed. There are two red cedars, one box elder, and the rest are Siberian elms, which are an invasive species. All trees within this 1.24-acre site are proposed to be removed. As the vast majority of them are invasive, they would be excluded from the removal threshold. Thus, based on the proposed landscaping, the project will satisfy the tree preservation standards via reforestation on site. Staff has requested a bit more information regarding the tree inventory and preservation plan, but nothing of any great significance.

The Landscape Plan is generally acceptable with the corrections noted on the plan sheets. Staff is working with the Applicant to lengthen the eastern most planter bed along Sunwood Drive so it matches the beds east of Zeolite Street (south side of Sunwood Drive). Additionally, Zeolite Street will be reconstructed (a City project) in 2024, so it does not make sense to have boulevard trees installed until after the road project is complete. Based on the linear footage along Zeolite Street (about 270 feet), eight boulevard trees would be required (spaced at 35 feet on center). Similar to the hotel project, which is just across Zeolite Street from the Subject Property, Staff is recommending collecting a boulevard tree fee through the Development Agreement that can be used to purchase and install these trees in accordance with the COR Design Framework as part of the City's road construction project. There are other minor corrections needed on the Landscape Plan as noted on the attached plan sheets.

Lighting

The applicant provided a lighting plan with photometrics showing adequate amounts of light over the parking lot and pedestrian areas. The plan shows 25-foot poles. It is recommended that the poles be reduced to 15- to 20-feet in height to be in line with the proposed lighting standards of the Zoning Code update and to be more proportional with the 28-foot building height. The lights under the drive-thru canopy appear to have a dropped lens. Current Code prohibits off-site views of light sources therefore a side shield may be necessary.

Utilities

Municipal water and sanitary sewer are available to the site. Storm water management is provided through a regional basin in the southeast corner of the COR. The applicant will contribute the equivalent cost of constructing its own basin to the regional basin.

Waste Management

The bank does not anticipate creating a lot of waste. Trash receptacles will be placed within the mechanical enclosure along the east side of the building or within the building.

Rezoning

The site is Zoned COR-2a which allows for this use and only one drive-thru lane. COR-2b is located across the street to the west (the Home2Suites site) where two drive-thru lanes are allowed. The applicant is requesting that the boundary between the two subdistricts be shifted to accommodate this site design.

Plat

The proposed plat of Affinity at the COR 2nd Addition creates one buildable parcel for the bank and the balance of the site as an outlots reserved for future re-platting as other developments are identified. Standard development fees and park dedication are required on the new lot.

Future Use Potential

At the City Council meeting on June 13, concerns were raised about the large green space between the two driveways to Zeolite Street. Staff and the applicant's engineer looked at the space and estimated a small office or retail building of up to 3,200 square feet could be placed in that area, fronting Zeolite Street, with a small parking lot behind it to the east. A concept plan is attached to this report. The applicant has stated that they are not interested in pursuing another use at that site at this time, though the potential remains for it to happen.

Alternatives

1. Approve the proposal as recommended by staff and the Planning Commission.
2. Approve the proposal with any modifications that the City Council sees appropriate.
3. Deny the proposal based on certain findings.

Funding Source:

All costs associated with this project are the responsibility of the applicant. Standard park dedication and development fees will be collected with the plat.

Recommendation:

The Planning Commission recommended approval of the project as recommended by staff.

Action:

Three separate actions are required:

1. Motion to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #23-12

Roll Call Vote:

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

-and-

2. Motion to adopt Resolution #23-151 Approving Final Plat and Reciprocal Ingress/Egress Easement for "Affinity at the COR 2nd Addition;"

-and-

3. Motion to adopt Resolution #23-152A approving Site Plan Review for a bank at 7849 Sunwood Drive NW.

Attachments

Location Map
Architectural Plans
Civil Plans (part 1)
Civil Plans (part 2)
Landscape Plan
Lighting Plan
Final Plat
Concept Retail/Office Building
Reciprocal Ingress/Egress Easement Agreement
ACTION - Ordinance #23-12
ACTION - Resolution #23-151
ACTION - Resolution #23-152A
Unresolved Changemarks
COR Framework Subareas

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	07/06/2023 11:21 AM
Form Started By: Todd Larson		Started On: 06/27/2023 10:33 AM
Final Approval Date: 07/06/2023		

Establishment for Junjie Liu at Serenity Path Massage LLC dba Serene Path Massage located at 7962 Sunwood Dr NW. Suite 100, Ramsey MN 55303.

Further discussion:

Councilmember Howell apologized to Mr. Liu and shared that she hopes he will get the items that meet the City's requirements. She wished Mr. Liu luck.

Mr. Liu's translator stated that Mr. Liu will do more research into this.

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

7.01: CorTrust Bank - Rezoning, Plat, and Site Plan Review at the northeast corner of Sunwood Drive and Zeolite Street NW.

Planning Manager Larson reviewed the Staff report in regard to the rezoning, plat, and site plan review for CorTrust Bank. He shared Staff's recommendation of approval.

Councilmember Woestehoff asked how many square feet the bank is proposed to be.

Planning Manager Larson explained that it will be just over 5000 square feet.

Councilmember Woestehoff stated that he would like for the bank to switch spots and be on the north end of the site and having the area on Sunwood available for other larger developments. He asked if the applicant would consider aligning with that choice.

Economic Development Manager Sullivan stated that the applicant has expressed a vision of having the building right off of the main corridor on Sunwood. He stated that he asked them if they would consider moving to the back of the site but this was a deterrent for the applicant.

Councilmember Musgrove asked about the thought process of having three lanes in this area rather than just two.

Planning Manager Larson explained that they are not sure what this driveway will serve. He stated that it is likely going to be a mixed use or multi-family development to the north and retail and office use to the south that would cause a lot of traffic. He noted that Zeolite had a fair amount of traffic even with nothing on the road and once development occurs they expect a lot more traffic in this area.

Councilmember Musgrove shared her thoughts to remove the left turn lane from this area so that there would be less traffic trying to make it across the busy street.

Planning Manager Larson noted that though three lanes are shown, one lane is inbound, the middle lane is a through lane, and one is a right turn lane.

Councilmember Musgrove agrees with the dedicated right turn lane. She asked if this could be changed in the future to not allow left turns if it does not work for public safety.

Planning Manager Larson stated that this would be very difficult to do as there is no way to physically stop someone from making a left turn. He stated that they could design an intersection called a three corner turn where they could make left turns from Zeolite into this site but it does not allow for left turns out of the site.

Councilmember Woestehoff agreed with Councilmember Musgrove and shared that this is one of the reasons why COR-2a reduced the number of drive-thru lanes that are allowable in the subdistrict. He stated that by allowing the multiple drive-thru lanes they are potentially creating more problems in this potentially busy area. He noted that he is not a huge supporter of this plan.

Councilmember Specht stated that it would be beneficial to have the developers come forward to a Council meeting to find out their appetite for moving the bank. He acknowledged the other concerns shared by Councilmembers Musgrove and Woestehoff. He noted that this discussion may be worth tabling to see if there are other appetites for this area.

Councilmember Howell concurred with the other Councilmembers. She stated that this is not an optimal project for the site based on other spaces in the area. She stated that she will not be in support of this project.

Councilmember Riley stated that this is a good business although there may be other places that it may fit better. He stated that this is the kind of business that will bring people to the COR. He noted that they have already given the bank their initial approval and it would seem disingenuous to pull back. He stated that he will be in support of this.

Councilmember Woestehoff discussed Village Bank and that there is a vacant lot adjacent to this parcel. He asked if banks are drivers for neighboring businesses to develop nearby.

Economic Development Manager Sullivan explained that he is not sure if banks in general are drivers for other businesses. He noted that having a bank in the COR is important as it provides a stable financial presence.

Motion by Councilmember Riley, seconded by Mayor Kuzma, to waive the Charter requirement to read the ordinance aloud and adopt Ordinance #23-12.

A roll call vote was performed:

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

CC Work Session

Meeting Date: 01/14/2025

Primary Strategic Plan Initiative: Not Applicable

Information

Title:

Discuss Council Organization

Purpose/Background:

Purpose: The purpose of this report is to determine the committees, boards, authorities or other groups to which Councilmembers will be appointed. Also to be determined are the appointments for the official newspaper, approval of the annual contract with TimeSavers Off-Site Secretarial Service (TOSS), and appointment of legal services.

Background: Each year, Councilmembers are appointed to serve on different committees, boards, authorities or other groups. Attached is a list of the committees as well as a description of what they are and when they meet. Staff will make note of the final selections to be adopted by Council at their meeting later this evening.

The Chair and Vice-Chair positions for each committee will be appointed at the committee level. It should be noted that each board and commission has a staff liaison, as well as Councilmember(s) liaison.

As a reminder, the City's Code states the following with regard to Ex-officio members. The City Council may appoint, by majority vote, a Councilmember or City staff person as ex-officio members of any board or commission privileged to speak on any matter without a vote, and the ex-officio members shall provide a liaison between the board or commission and City Council. The City Council members appointed to the EDA are voting members.

Attached is the resolution that is on the Agenda this evening for formal adoption. Please note: The highlighted 2025 appointments are open for discussion. The appointments discussed will be incorporated into the resolution before tonight's meeting. Last year, it was discussed to remove the Highway 10 Committee appointments; the committee did not meet in 2024 and there are not any meetings currently scheduled. The QCTV Communications Commission historically has had a city administrator and Councilmember from each member city sit on the board. In 2023, two Councilmembers had an interest in serving on the board, so the city administrator has not been a member for the past two years. QCTV has requested that membership remain consistent from city to city and include the city administrator and one Councilmember moving forward. New in 2025 will be membership to the Twin Cities Gateway Board. The city is automatically given one seat on the board each year, with additional seats based on revenue generated through lodging taxes collected. If the City were to receive additional seats on the board, by-laws for the group determine where that person should be chosen from (i.e. hotel representative, connected community member). Other cities for this board have appointed Councilmembers and staff.

The organizational resolution includes declaring the City's official newspaper. At the time of this writing, the City has received one proposal from Adams Publishing Group - the Anoka County UnionHerald. Such proposal is attached to this case. The Anoka County UnionHerald has historically served as the City's official newspaper and currently provides the most regular coverage of the City.

Also included for Council review and approval is the Addendum to the Recording Secretary Service Agreement between the City of Ramsey and TimeSaver Off Site Secretarial (TOSS) that extends the expiration date to December 31, 2025 (attached). The addendum shows a less than 3.50 percent increase in the base rate. Approval of the contract with TOSS is part of the resolution.

Appointing legal services is another part of the Organization Resolution. The most recent agreement with the City's Civil Attorney, Frederic Knaak of Holstad & Knaak, PLC is effective November 1, 2023, through October 31, 2025. The monthly fee is \$4,150.00. Any time over the 10 hours included in the monthly fee is billed at a single rate of \$150.00 per hour. The firm of Eckberg Lammers was contracted for prosecution services; the current agreement is effective through December 31, 2027.

Time Frame/Observations/Alternatives:

Approximately 15 minutes

Funding Source:

N/A

Recommendation:

Based on Council direction.

Outcome/Action:

To receive clear direction from the Council with regard to the appointments to committees, boards, authorities and other groups, designation of the official newspaper, the addendum to the Recording Secretary Service Agreement and appointments for legal services.

Attachments

TOSS Agreement
Newspaper Request
Holstad & Knaak Contract
Eckberg Lammers Contract
Committee Descriptions
Draft Resolution #25-001

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 01/02/2025

Reviewed By

Brian Hagen

Date

01/02/2025 11:52 AM

Started On: 12/02/2024 02:46 PM

TimeSaver Off Site Secretarial, Inc.

OCT 17 2024

October 14, 2024

Ms. Katie Schmidt, Administrative Assistant
City of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303

Dear Katie,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2025. The unit rates reflect an increase of \$1.50 per hour and 50 cents per page. The base rate reflects an increase of less than 3.5%.

Kristin Wirth, our CFO, is stepping in to replace Allen, who will retire on December 31, 2024.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2025.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,



Carla Wirth
Owner

Enclosure: Recording Secretary Service Agreement
Return envelope

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2024

By and between TimeSaver Off Site Secretarial, Inc. and the City of Ramsey, 7550 Sunwood Drive, Ramsey, MN 55303.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2023, shall be extended under the same terms and conditions to December 31, 2025.
2. TOSS CHARGES: TOSS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
 - a. Base Rate: One Hundred Seventy-Two and 00/100 dollars (\$172.00) for any meeting up to one (1) hour (billable time) plus Forty and 50/100 dollars (\$40.50) for each thirty (30) minutes following the first one (1) hour; **or**
 - b. Unit Rate: Fifty-Three and 25/00 dollars (\$53.25) for the first hour of meeting time and Thirty-Five and 50/100 dollars (\$35.50) for every hour after the first hour plus Sixteen and 00/100 dollars (\$16.00) for each page of draft minutes for submission to the City of Ramsey for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January ____, 2025

CITY OF RAMSEY

By: _____
Brian S. Hagen

Its: _____
City Administrator

October 14, 2024

TIMESAVER OFF SITE SECRETARIAL, INC.

By: Kristin Wirth
Kristin Wirth

Its: _____
CFO



November 25, 2024

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

Dear Ms. Schmidt,

It is with great pleasure that we ask to serve as the official newspaper for the City of Ramsey in 2025. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the **Anoka County UnionHerald**. The legal publication rate for the **Anoka County UnionHerald** as of January 1, 2024, will be \$11 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper.

All public notices published in the Anoka County UnionHerald will be posted to abcnewspapers.com and the Minnesota Newspaper Association websites at no additional charge. The notices are available for the public to view at no cost.

We have appreciated your business over the past years and hope that we can be of service to you in 2025 as a credible, weekly community news source. If you have any questions, please feel free to call me at 763-691-6001 or email me at publicnotice@apgecm.com. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Tonya Orbeck'.

Tonya Orbeck
Legal Notice Department Manager

CONTRACT FOR CIVIL (NON-CRIMINAL) MUNICIPAL LEGAL SERVICES

THIS AGREEMENT is made between and entered by the CITY OF RAMSEY, MINNESOTA, a Minnesota Statutory City (hereinafter, "the City") and HOLSTAD & KNAAK, PLC, a law firm organized as a professional association under the laws of the State of Minnesota (hereinafter, "the Attorney")

Upon formal appointment of the Attorney by the City Council and for the promised consideration as outlined below, the Attorney shall provide the following legal services to the City:

LEGAL SERVICES

1. Attend City Council meetings and other City Board, Authority, Commission or Committee meetings as requested by the City Council or City Administrator.
2. Draft and/or review ordinances, resolutions, and correspondence, as requested. Review City Council agendas and meeting minutes, as requested.
3. Advise the Mayor, Council Members, City Administrator, Department Heads and other City staff on City legal matters.
4. Prepare and/or review municipal contracts, such as contracts for public improvements, joint powers agreements, construction, and purchase of equipment.
5. Review of the Municipal Code on a regular basis and provide assistance in the drafting of any needed modifications or amendments.
6. Represent the City in matters related to the enforcement of City building and zoning codes in injunctive and other civil proceedings, except in instances where such representation is provided in the City's insurance contract and third-party representation is obtained. In such instances it will remain the Attorney's duty to closely monitor and cooperate as needed in such representation.
7. Research and submit legal options on municipal or other legal matters, as requested by the City Council or the City Administrator.
8. Meet with the City Council, City Administration, Department Heads and City Staff as needed to review Council and Commission Agenda items and the status of all legal matters before the City. The Attorney and City Administrator will establish any necessary schedule if and when it is determined that regular meetings will be necessary for this purpose.
9. Provide legal briefings or presentations regarding new or proposed legislation affecting the City's operation and activities.
10. Provide advice and training on open meeting law, data practice law and requirements, parliamentary procedure, record retention and privacy issues, including HIPPA.
11. Represent, as needed, the City in employment related issues, labor negotiations, arbitration, administrative hearings and in litigation involving those same issues.
12. Interpret and advise with respect to municipal employment matters including, but not limited to PERA, labor agreements, personnel policy, FMLA and Veterans Preference.

13. Defend City in litigation, except in those cases where the City's insurance company is required to provide defense, including, but not limited to: a) human rights claims; b) condemnation; c) permits and administrative actions; and d) labor and employment proceedings in which legal representation of the city is either advisable or required.
14. Represent the City in uninsured claims and other insurance matters.
15. In coordination with any separately retained Bond Counsel, review financing, special assessments, bonds and insurance requirements required by or for City Contracts or activities.
16. Represent the City in the acquisition of properties for public improvements, easements, and parks.
17. Represent the City in condemnation proceedings for public improvement projects.
18. Represent the City in workers' compensation matters.
19. Initiate litigation on behalf of the City as requested by the City Council.
20. Interpret and advise the City on questions related to zoning or land use issues, impact fees and legal uses.
21. On direction of the Administrator, prepare and/or review the following:
 - a) Conditional and Special Use Permits
 - b) Vacation of Rights of Way Applications, supporting documentation and Resolutions
 - c) Special Assessments
 - d) Planned Unit Developments
 - e) Development Agreements
 - f) Subdivision and Zoning Requests
 - g) Development Agreement Drafts
22. The foregoing, expressly enumerated services, while intended to be extensive, is not intended to be all inclusive, and services provided shall also include those additional matters that may be considered customary and usual in the provision of legal services by a City attorney under customs and laws of the State of Minnesota.

ADDITIONAL DUTIES OF ATTORNEY

1. The Attorney shall not subcontract out or assign any interest in this contract to any third party without the prior written consent of the City.
2. Frederic W. Knaak shall be the principal attorney on all matters involving the representation of the City and shall be expressly, professionally, and individually responsible for all facets of that representation.

3. The Attorney shall maintain professional liability insurance coverage at all times during its representation of the City in the amount of \$2,000,000 aggregate claims, and \$2,000,000 individual claims.

4. It is understood by the Attorney and the City that this contract shall run for two years after the appointment of the Attorney, at which time it may only be renewed upon express agreement of the City and the Attorney. Notwithstanding the intended term, it is expressly understood that the Attorney's tenure as City Attorney is at the pleasure of the City Council and that the appointment of the City Attorney may be terminated at any time with or without any cause. In the event of a termination for other-than-cause prior to the two-year term, to the extent feasible, the City shall provide 60 days notice of its intention to terminate or not renew this contract.

5. On or about December 31 of each year, for the duration of this Agreement, the City Attorney and City Administrator may mutually evaluate the usage of legal services during the prior year of this Agreement in order to evaluate usage of legal services during the prior year of the Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.

6. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the Attorney because of this Agreement and the resulting Attorney-Client relations is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implement such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of the Attorney to provide access to public data to the public for inspection or otherwise if the public data are available from the City.

7. Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.

OTHER

1. The City expressly reserves its right to hire independent counsel on matters it determines requires an attorney with more expertise or expertise in a particular field. In such a situation, the City shall remain responsible to the Attorney for the monthly fee provided under this agreement along with any billings not related to the matter for which special counsel was retained. The City shall only be responsible to the Attorney for extra expenses in relation to the matter for which special counsel is retained if the City names the Attorney as co-counsel in the matter or otherwise requests the Attorney's participation.
2. The effective date of this Agreement shall be November 1, 2023.

COMPENSATION AND EXPENSES

1. Payment under this contract shall be in the form of a single, monthly fee of four-thousand one hundred and fifty/00 (\$4,150.00). That payment is intended to be for all of the foregoing services, including up to 10 hours of time billed on litigation matters, such as condemnation matters or

arbitrations. This rate does not include filing or similar fees required in representing the City in litigation matters. These incidental fees shall be paid by the City as incurred.

2. If it appears that more than ten hours of time shall be required on litigation matters, the Attorney shall notify the City in writing of that expectation. Any time over the 10 hours included in the monthly fee shall be billed at a single rate of \$150.00 per hour.

3. In the event of an unexpected or unusual cost, no expense or cost shall be billed to the City without first obtaining an authorization from the city in writing. Such an expense, as an example, might be a necessary deposition or transcript, or a very large volume of printing (in excess of 2000 pages in any given month.)

IN WITNESS WHEREOF, the CITY and the ATTORNEY have executed this Agreement and it is effective on the latest date affixed hereto.

CITY OF RAMSEY

HOLSTAD & KNAAK PLC

By: _____

By: _____

Mark E. Kuzma, its Mayor

Frederic W. Knaak, Esq.

By: _____

Brian Hagen, City Administrator

Dated: _____

Dated: _____

▼ AGREEMENT FOR CRIMINAL PROSECUTION SERVICES

This Agreement, entered into between the City of Ramsey, a Minnesota Municipal Corporation (City) and the Law Firm of Eckberg Lammers, P.C., (Criminal Prosecution Attorney) as of January 1, 2023 provides as follows:

ARTICLE I: **BACKGROUND: FINDINGS**

- 1.1 Authority. The appointment and removal of the Criminal Prosecution Attorney are made by the City Council.
- 1.2 Council Determination. At a duly called regular meeting of the City Council it was determined that the law firm of Eckberg Lammers, P.C. be engaged as Criminal Prosecution Attorney, with Joseph Van Thomme of that firm serving as chief prosecutor for the City. This agreement between the firm and the City sets forth the terms and conditions of the engagement.

ARTICLE II: **TERMS AND CONDITIONS**

- 2.1 Consideration. In consideration of the mutual promises and conditions contained in this Agreement, the City and the Criminal Prosecution Attorney agree to the terms and conditions as set forth herein.
- 2.2. Criminal Prosecution Attorney Appointment. The City appoints the firm of Eckberg Lammers, P.C. as Criminal Prosecution Attorney, with Joseph Van Thomme acting as primary chief prosecutor for the City.
- 2.3 Usual and Customary Criminal Prosecution Services. The Criminal Prosecution Attorney agrees to perform all usual and customary criminal prosecution services for the City in accordance with the terms of this Agreement, including, but not limited to the following primary responsibilities for the criminal prosecution services:

General Responsibilities:

Represent and prosecute all criminal law matters within the City's jurisdiction, included but not limited to scheduling, and attending all necessary hearings, trials, arraignments, and post-conviction hearing as required, coordinating officer and witness appearances, reviewing all criminal cases presented for purposes of prosecution, determine technical compliance with criminal code and other state statutes, writing complaints, making recommendations to the Court for alternatives to prosecution where appropriate, act as a resource to the Police Department in the development of criminal cases, and provide training sessions for Police and other City staff as needed.

Provide timely pursuit of disposition of criminal case in advance of actual Court cases to avoid unnecessary officer Court time.

Process and prosecute forfeiture cases on behalf of the Police Department.

The Criminal Prosecution Attorney is required to be knowledgeable in a variety of legal areas, including but not limited to:

- * Criminal Prosecution
- * Trial Activity
- * General Municipal Laws
- * City Code Issues related to criminal prosecution
- * General State and Federal Laws relating to prosecution matters
- * General Government Data Practices related to rules of discovery and criminal prosecution

The Criminal Prosecution services that are required by the City and covered by a fixed retainer fee include, but are not limited to, the following areas:

1. Meetings and/or telephone conversations with and advising City Administrator and Police Chief, police officers and other authorized staff on general criminal legal matters.
2. Research and submission of legal opinions on criminal legal matters requested by the City Administrator, Police Chief or other authorized staff, availability to answer staff questions by telephone.
3. Legal consultation and general support for City Administrator and Police Chief and other authorized staff on general criminal legal matters.
4. Provide a high level of customer service by responding in a prompt matter.
5. Prosecute all petty misdemeanor, misdemeanor and statutorily delegated gross misdemeanor offense committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including, but not limited to, traffic violations, DUI cases, and City Code violations that are prosecuted criminally.
6. Provide advice, consultation and training where required to the City's Police Department and to all other departments of the City in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
7. Prepare criminal complaints where facts warrant.
8. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
9. Prepare appropriate pre-trial notices as required.
10. Seek such additional investigation as required.
11. Negotiate and enter plea bargains where deemed advisable.
12. Represent the City at all pre-trial motions.
13. Perform all legal research and prepare briefs when required.

14. Try all jury and court cases as necessitated.
15. Review ordinances for criminal prosecution as requested.
16. Render written opinions to law enforcement on criminal prosecution matters where requested, including interpretation of statutes, ordinances, rules and regulations.
17. Ensure proper notifications and preparation of police officers and staff for trial.
18. Assist in resolving criminal prosecution matters not resulting in litigation.
19. Assist the City and law enforcement in efficient disposition of DUI-related forfeitures arising from cases handled by the Criminal Prosecution Attorney.
20. Examine, evaluate and provide representation for all appeals to the Appellate Courts.

As part of the firm's comprehensive flat fee prosecution services, no charges are ever imposed for phone calls. The firm encourages police officers and staff to contact any of our prosecuting attorneys. If a phone call evolves into a project or work item, that item shall be covered by the flat fee retainer agreement. The firm has found its law enforcement clients welcome this approach, as it provides for unfettered legal advice without imposing financial pressure on the given department.

2.4 Compensation for Criminal Prosecution Services. For Criminal Prosecution Services for the years 2023 - 2027, the City agrees to compensate the Criminal Prosecution Attorney as follows:

	2023	2024	2025	2026	2027
Retainer Fee*	\$75,028	\$77, 278	\$79,596	\$81,983	\$84,442
Hourly Attorney *	\$250	\$250	\$250	\$250	\$250

* Retainer Fee: Annual Amount to be paid in 12 equal installments.

* Hourly Attorney: The hourly rates for all attorneys will be the same and shall only apply to matters not related to or covered by this agreement. Such fees will be specifically agreed to by the City prior to any undertaking of legal services by the Criminal Prosecution Attorney.

2.5 Compensation for Expenses. The City will compensate the Criminal Prosecution Attorney for the following actual and necessary expenses incurred by the Criminal Prosecution Attorney on behalf of the City:

The Criminal Prosecution Attorney passes through the following charges to the City at cost:

- * Process Server Fees
- * Court Filing Fees
- * Document Recording and Closing Fees
- * Court Reporter Transcription Fees

- 2.6 Billing Statements. Billings by the Criminal Prosecution Attorney to the City for services will be on a monthly basis, except as may otherwise be agreed upon by the parties. The billing statement shall be of sufficient detail to adequately inform the City concerning the services performed and the nature and extent of costs and disbursements. The statement shall also contain a summary that shows the total fees, charges and disbursements.
- 2.7 Term of Agreement. The term of this Agreement shall be for five years. The rates specified in this Agreement will remain in effect for the term of this Agreement.
- 2.8 Chief Prosecutor. It is the intention of the parties and it is hereby agreed by the Criminal Prosecution Attorney, the term "Chief Prosecutor" as used herein means and refers to Joseph Van Thomme, who will supervise and be responsible to the City for the criminal prosecution services provided.
- 2.9 Entire Agreement. This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire Agreement between the City and the Criminal Prosecution Attorney, and supersedes any other written or oral agreements between the City and the Criminal Prosecution Attorney. This Agreement can only be modified in writing signed by the City and the Criminal Prosecution Attorney.
- 2.10 Termination. This Agreement may be terminated by the City at any time or by the Criminal Prosecution Attorney upon 60 days written notice.
- 2.11 Conflict of Interest. The Criminal Prosecution Attorney shall use best efforts to meet all professional obligations to avoid conflict of interest and appearances of impropriety in representation of the City. In the event of a conflict, the Criminal Prosecution Attorney shall arrange for suitable alternative legal representation. It is the intent of the Criminal Prosecution Attorney to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.
- 2.12 Agreement Not Assignable. Except as provided in Paragraph 2.11 of this Agreement relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.
- 2.13 Agreement Not Exclusive. The City retains the right to hire other legal representatives for specific legal matters.
- 2.14 Independent Contractor Status. All services provided by the Criminal Prosecution Attorney pursuant to this Agreement shall be provided by the Criminal Prosecution Attorney as an independent contractor and not as an employee of the City for the purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
- 2.15 Work Product. All records, information, materials and other work product prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City.
- 2.16 Insurance and Indemnification. Criminal Prosecution Attorney agrees to maintain a valid policy of Professional Liability Insurance for the duration of this Agreement. The value of

the policy shall not be less than the cap of municipal tort liability as established by Minnesota Statutes. Criminal Prosecution Attorney further agrees to defend, indemnify, and hold harmless the City, its agents and employees against all causes of actions against the City or any of its agents or employees that arise from or as a result of the Criminal Prosecution Attorney's negligent actions or advice under the terms of this Agreement.

2.17 Data Practices Act Compliance. Data provided to the Criminal Prosecution Attorney under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

2.18 Choices of Law and Venue. This Agreement shall be governed by the construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the State or Federal Courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their proper officers and representatives as the day and year first above written.

CITY OF RAMSEY

Dated: _____

Mayor

Dated: _____

City Administrator

Dated: _____

Joseph Van Thomme
Criminal Prosecuting Attorney

COMMITTEES, AUTHORITIES, BOARDS, COMMISSIONS
(Descriptions and Meeting Schedules)

One Year Appointments

Environmental Policy Board (EPB) (Appointments 1 Plus Alt) The EPB will promote environmental awareness and conservation practices by citizens by advising the City Council on policy issues, review of new development proposals, communication and education. The EPB meets on the 3rd Monday of each month at 6:30 p.m. in the Council Chambers at the Municipal Center. *Liaison/Ex-Officio to Commissions*

Highway 10 Committee (Appointments 3) This is a committee of three City Councilmembers that addresses issues of concern to Highway 10, including legislative initiatives, grant requests, and attending the Anoka County Highway 10 Working Group meetings (early morning 7:30 a.m.). Meetings are scheduled as needed. *There were no meetings held in 2024 and there are no meetings currently scheduled.*

Park and Recreation Commission (Appointments 1 Plus Alt) The primary objective of the Park and Recreation Commission is to monitor and reflect the attitudes and concerns of the citizens of Ramsey relative to the park system and recreation programs, and to advise the City Council of citizen attitudes and policy matters relevant to the park and recreation function in Ramsey. The Park and Rec. Commission meets on the 2nd Thursday of each month at 6:30 p.m. in the Council Chambers at the Municipal Center or at various Ramsey parks. *Liaison/Ex-Officio to Commissions*

Planning Commission (Appointments 1 Plus Alt) The primary objective of the Planning Commission is to advise the City Council on land use concerns. In addition, the Planning Commission shall serve as the planning agency and shall have the powers and duties given such agencies by state statute. The Planning Commission meets on the 1st Thursday of each month at 7 p.m. in the Council Chambers at the Municipal Center. *Liaison/Ex-Officio to Commissions*

Public Works Committee (Appointments 3 Plus Alt) This Committee considers and advises the City Council on matters concerning public infrastructure, including roadway improvements and maintenance operations, traffic control modification requests, storm water management, and public utility improvements and needs. The Committee meets the 3rd Tuesday of each month at 5:30 p.m. in the Lake Itasca Room at the Ramsey Municipal Center. *Committee of the Council*

**EDA Appointments Coincide with Council Terms (A vacancy is created in the membership of the commission when a city councilmember of the authority ends councilmembership.)*

Economic Development Authority (EDA) (Appointments 2 Plus Alt) The primary objective of the EDA is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey. The EDA meets the second Thursday of each month, beginning at 7:30 a.m., in the Council Chambers at the Municipal Center. *Voting Member*

Twin Cities Gateway Board (1 Appointment, Staff or Council)

The board is a destination management organization that promotes its member cities. The mission is to inspire visitors to discover the vibrant Twin Cities Gateway communities to

enhance economic growth and vitality. It is responsible for promoting meetings and conventions, sports, events, family leisure travel, hotels, restaurants, and attractions 365 days a year. The board meets **quarterly (March, June, September and December) on the third Tuesday at 11am.** Meeting location varies throughout member cities. **Board Member**

Two-Year Appointments

Anoka County Joint Law Enforcement (JLEC) (Appointments 1 Plus Alt) (This is a 2-year appointment.) The JLEC is an innovative governing body that was created in Anoka County to collaboratively and efficiently work on public safety issues through the entire county. The JLEC was created in 1970. This group is chaired by the County Attorney and is made up of elected officials from each jurisdiction, and the Chief/Sheriff of each jurisdiction. The Fire Protection Council also has a representative on the JLEC. This Board **meets quarterly – the 4th Wednesday of the month at 2:00 p.m.** The meeting locations vary.

Anoka County Fire Protection Council (ACFPC) (Appointments 1 Plus Alt) (This is a 2-year appointment) The ACFPC operates as an independent Joint Powers Arrangement between multiple jurisdictions in Anoka County. The purpose of the ACFPC is to join together to improve the efficiency and effectiveness of fire and emergency services to the public within the geographic service area of the member jurisdictions, to cooperatively address its member's long term needs for fire-fighting and emergency equipment, fire records data systems and fire-fighter and EMS training. The ACFPC **meets quarterly in the months of January, April, July, and October, at approximately 7:00 p.m.** at a rotating location in one of the members' jurisdictions.

Fire Relief Association (Appointments set by Bylaws) The objective of the Fire Relief Association is to provide service pensions and ancillary benefits to members and beneficiaries of the City of Ramsey Fire Department. The Board has nine members, six General Trustees elected from membership and three Municipal Trustees. Per the bylaws the three Municipal Trustees are the Fire Chief, Finance Director and the Mayor. **The meeting schedule for the Fire Relief Association is TBD.**

Lower Rum River Watershed Management Organization (LRRWMO) (Appointments 1 Plus Alt) (This is a 2-year appointment.) LRRWMO is a joint powers special purpose unit of government including the cities of Ramsey, Anoka and portions of Andover. The organization seeks to protect and improve lakes, rivers, streams, groundwater, and other water resources across municipal boundaries. The LRRWMO **meets the 3rd Thursday of the month beginning at 8:00 a.m.,** at Anoka City Hall (Committee Room) 2015 South 1st Avenue, Anoka.

Quad Cities Cable Commission (QCTV) (Appointments 1 Plus Alt) (This is a 2-year appointment.) QCTV strives to connect our communities through local cable TV programming valued by residents. The four member cities include Andover, Anoka, Champlin and Ramsey. The Committee **meets bi-monthly on the 3rd Thursday of at 11:00 a.m.** in the Council Chambers at Anoka City Hall, 2015 – 1st Avenue, Anoka as a governing board for this joint powers organization. **Meeting Months: January, March, May, July, September and November.**

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #25-001

RESOLUTION FOR 2025 COUNCIL ORGANIZATION

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

- 1) That the City of Ramsey's official newspaper is the Anoka County UnionHerald; official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published; and
- 2) That the City of Ramsey's Legal Services are provided as follows: a) General Legal Counsel: Holstad and Knaak, PLC; b) Prosecution Counsel: Ekberg Lammers, PC and c) Bond Counsel/TIF: Taft Stettinius & Hollister, LLP; and
- 3) That the City of Ramsey's recording secretarial service is TimeSaver Off-Site Secretary Services (TOSS); and
- 4) That the following one-year terms are as follows: Acting Mayor, Environmental Policy Board, Highway 10 Committee, Park and Recreation Commission, Planning Commission, Public Works Committee and Twin Cities Gateway Board.

	<u>2024 Appt.</u>	<u>2025 Appt.</u>
a) Acting Mayor	Chris Riley	Michael Olson
b) Environmental Policy Board	Matt Woestehoff Chelsee Howell (Alt)	Michael Olson Eric Peters (Alt)
c) Highway 10 Committee	Mark Kuzma Dan Specht Chris Riley Brian Hagen	 Brian Hagen
d) Park and Recreation Commission	Debra Musgrove Chris Riley (Alt)	Kirsten Buscher Shanna Stewart (Alt)
e) Planning Commission	Matt Woestehoff Michael Olson (Alt)	Eric Peters Michael Olson (Alt)
f) Public Works Committee	Debra Musgrove Chelsee Howell Michael Olson Chris Riley (Alt)	Chris Riley Eric Peters Dan Specht Michael Olson (Alt)

a) Economic Development Authority

Chris Riley
Shanna Stewart
Michael Olson (Alt)

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 14th day of January, 2025.

Mayor

ATTEST:

City Clerk

CC Work Session

Meeting Date: 01/14/2025

Primary Strategic Plan Initiative: Not Applicable

Information

Title:

2025 Legislative Priorities

Purpose/Background:

Attached to the case is a draft 2025 Legislative Priorities list. This list consists of past priorities where the City has sought approval at the state level. The list includes both requests benefiting only the city and points of interest that impact entities statewide.

Recommendation:

Provide consensus direction on the final priority list. Staff will then begin to work with lawmakers to have bills drafted for consideration.

Outcome/Action:

Provide consensus direction on the final list of priorities. Staff will finalize and place it on the consent agenda for the January 28th meeting.

Attachments

DRAFT 2025 Legislative Priorities

Form Review

Inbox

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 01/03/2025

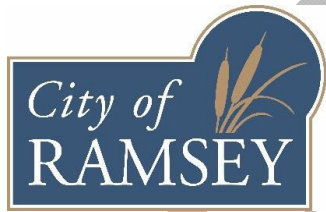
Reviewed By

Brian Hagen

Date

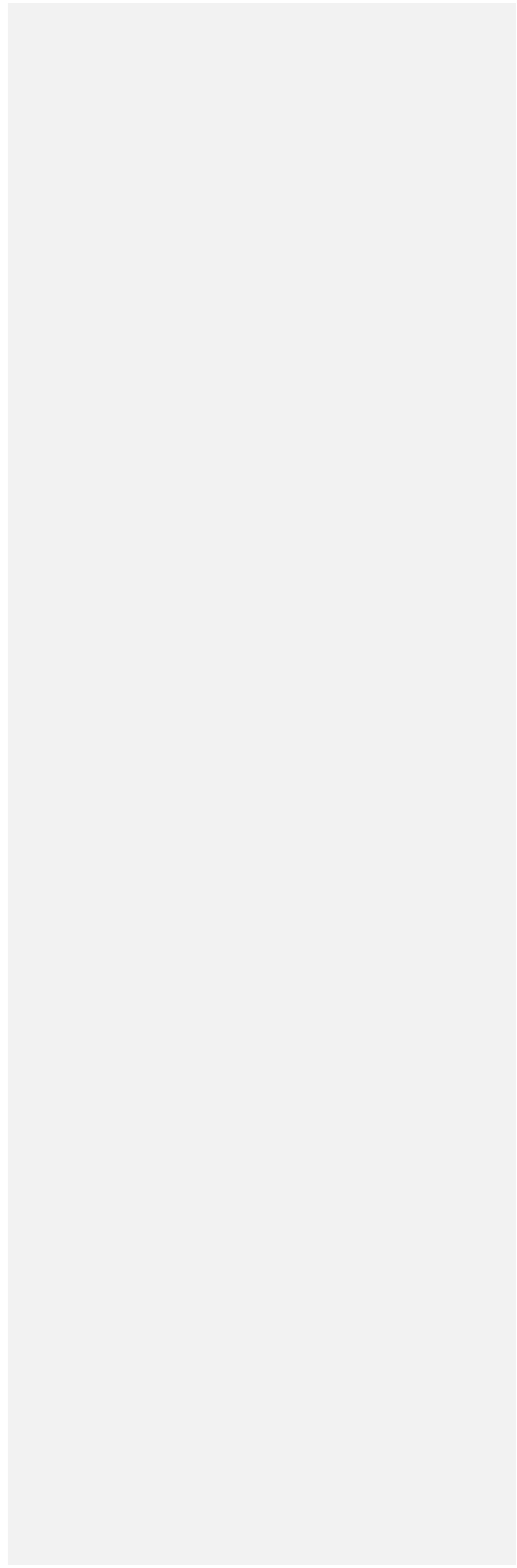
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2025 City of Ramsey Legislative Priorities

DRAFT



Local Priority: 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.

Local Priority: State Funding for Water Treatment Plant Trunk Watermain Improvements

During the 2022 and 2023 legislative sessions, the City of Ramsey requested \$10M in state bond funds for construction of a Water Treatment Plant to address a public health need. In 2019, the Minnesota Department of Health informed the City that its water supply contained unsafe levels of manganese. In 2021, the City completed a feasibility study that recommended constructing a Water Treatment Plant to address this public health need. In 2023, the City began constructing a \$42M Water Treatment Plant. During the 2023 legislative session, \$3.2M was awarded for the Water Treatment Plant. The City respectfully requests the remaining \$6.8M be awarded in 2024 to help fully fund construction of the Water Treatment Plant by 2025, as well as the necessary Trunk Watermain improvements that will be constructed in 2024.

- In 2023, Ramsey received \$3.2M in state bond funds for the Water Treatment Plant.
- The City unsuccessfully requested an additional \$6.8 million in state bond funds in 2024 to fully fund the Water Treatment Plant, as well as the necessary Trunk Watermain improvements.
- The City will work with legislators to amend the approved language to authorize applying awarded funds to the necessary Trunk Watermain improvements.

Local Priority: Tax Increment Financing District 14 (TIF 14, The COR)

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

Commented [BH1]: Consider removing this request due to project completion in 2025, and the low success in recent years of State approved funding towards municipal projects of this nature.

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.

Local Priority: 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: Employee Sick and Safe Time (ESST)

In 2023 the State of Minnesota passed legislation requiring employers to provide employees sick and safe time (ESST). The law provides employees who meet a certain threshold of hours worked within a year to earn paid sick and safe time. The law does regulate acceptable uses for the time, but generally these eligible uses are more flexible than the city's existing sick leave policy. The City of Ramsey had existing leave benefits within policy prior to the new legislation that encompassed sick time, vacation, funeral leave, etc. The existing policies allowed many of the employees to earn more paid leave throughout the year than the new law requires. Ramsey believes the new law is challenging to administer along side existing paid leave policies due to the record keeping and the definition of an employee. Furthermore, small businesses within the community have expressed concerned about the cost of the new law when implementing it into their business operations.

- The City will monitor discussions by legislators and support amendments to the law that redefines an employee. The City would support the removal of temporary or seasonal positions and paid on call positions from being eligible to earn the paid leave under the ESST law.
- The City would support and amendment to the law that exempts small businesses from being required to follow the legislation.

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: Amend remote open meeting law requirement (MS13D.02) that requires notification of a remote place accessible to the public

Support legislation that will simplify the remote meeting process for local elected bodies, such as, the requirement that all remote locations be advertised and accessible to the public.

Commented [BH2]: Consider removing this. This law was created in 2023, and then amended in 2024. There is likely little chance of revisions occurring, and the City has updated policies to comply.

Commented [BH3]: Consider removing this request. We are able to comply with current laws without difficulty. However, staff could always encourage simplification if discussions are occurring at the legislative level.

State-wide Policy Priority: Lift hospital moratorium

Support legislation that seeks to increase the availability of hospital beds and allow a free-market for hospital construction.

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
FY 2014 - \$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.

State-wide Policy Priority: 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.

DRAFT

CC Work Session

Meeting Date: 01/14/2025

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

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

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

Recommendation:

For Council review - no formal action necessary.

Outcome/Action:

For Council review.

Attachments

Future Topics List

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 01/02/2025

Reviewed By

Brian Hagen

Date

01/02/2025 11:53 AM

Started On: 12/31/2024 10:43 AM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
2025		
1/28	Receive Recommendation from the Charter	15
1/28	Verizon Monopole Lease	15
1/28	Rental Licensing Inspections Draft Policy	45
2/11	Community Art Plan	30
2/11	Discuss Council and B/C Remote Meetings Policy - Staff	15
2/11	Review procedure/policy/best practice for introduction of resolutions/proclamations – Staff	20
TBD	Subdivision Code	
TBD	Hwy 10 Pedestrian Overpass	
TBD	City Facility Safety Improvements	