

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, March 25, 2025**

**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://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. Old Town Hall Discussion - Next Steps

2. Discuss the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations

3. Regular Meeting Agenda Order

**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:** 03/25/2025**Primary Strategic Plan Initiative:** Create a positive image for residential neighborhoods, business districts and key corridors.**Information****Title:**

Old Town Hall Discussion - Next Steps

**Purpose/Background:**

Council Members Specht and Buscher asked for this item to be brought to City Council Work Session for discussion.

The purpose of this case is to discuss future action for Staff relating to the Old Ramsey Town Hall

**Current Plan/Status**

The Council has not directed staff to pursue renovating and/or re-opening the Old Ramsey Town Hall. Council direction is to continue general maintenance as necessary to ensure it does not deteriorate. The building is secured from elements and pests.

**Next Steps****Consensus by Council to Re-Open Old Town Hall**

Based on previous discussion with the Council the biggest obstacle to finish the renovation of the Old Town Hall is funding. A secondary obstacle is determining how the space could be used. The general consensus of the City Council has been that it would be "nice" to restore and use it but specific funding source has not been able to be identified. Below are some funding sources that the City could try to tap into to complete the renovation/historic preservation of the Old Town Hall that were provided by Council member Buscher and briefly reviewed by Staff. At this point Council consensus is to maintain Status Quo.

**Federal Grants and Programs**

- **National Park Service – Save America’s Treasures (SAT):** A competitive federal grant for preserving nationally significant historic properties. SAT grants range from **\$125,000 up to \$750,000** and require a **dollar-for-dollar non-federal match** ([Save America's Treasures Fact Sheet](#)). Only properties listed on the National Register **at the national level of significance or as National Historic Landmarks** are eligible. Applications open annually (recent rounds in summer with fall deadlines), and funds can cover restoration of historic buildings. *Example:* Taunton, MA secured a **\$250,000 SAT grant** to restore its historic city hall ([Save America's Treasures - Wikipedia](#)).
- **National Trust for Historic Preservation Grants:** The National Trust (a nonprofit) offers multiple grant programs for preservation. Most are **small grants (often \$2,500–\$15,000)** geared toward planning, education, or seed money for preservation projects ([Historic Financial Assistance | Northfield, MN - Official Website](#)) (this Northfield page offers so much information on historic financial assistance grants) ([Find Funding: Grant Programs from the National Trust | National Trust for Historic Preservation](#)). Eligible applicants include nonprofits and public agencies, typically with a required match. Deadlines occur **three times a year (Feb, June, Oct)** for the National Trust Preservation Funds.
- **Other Federal Programs:** The City can also seek federal funding through programs not exclusively for historic preservation:

- *Economic Development Administration (EDA) Grants*: If the Town Hall project will spur economic growth (e.g. as a heritage tourism center or incubator), EDA's Public Works or Economic Adjustment Assistance grants could be a fit. The EDA offers various funding opportunities for redevelopment and infrastructure; eligibility requires demonstrating jobs or economic impact ([Historic Financial Assistance | Northfield, MN - Official Website](#)). *Example*: The EDA has funded historic downtown revitalization projects where reusing a building was part of a broader economic development plan.
- Ramsey can access small grants via the National Park Service's Historic Preservation Fund, administered by the Minnesota SHPO. These typically fund planning, surveys, or bricks-and-mortar on a matching basis (often up to \$25,000). [Historic Preservation Fund \(U.S. National Park Service\)](#)
- *Others*: The **National Endowment for the Humanities (NEH)** or **National Endowment for the Arts (NEA)** occasionally have grants for historic sites used as cultural centers or museums. For instance, NEH's Public Humanities grants might fund exhibits or interpretation if the Town Hall becomes a museum. ([Grants | National Endowment for the Humanities](#)). While these programs have specific scopes, in combination they can cover various aspects of a rehabilitation project.

### State Grants and Programs (Minnesota)

- **Minnesota Historical Society (MNHS) – Historical and Cultural Heritage Grants (Legacy Grants)**: Minnesota's Legacy Amendment (Arts & Cultural Heritage Fund) provides funding for historic preservation through this grant program. **Government units and nonprofits** are eligible to apply ([Minnesota Historical and Cultural Heritage Grants | Minnesota Historical Society](#)). Grants support projects that **preserve Minnesota's history and cultural resources**, including **planning and restoration of historic structures**. There are Small Grants (up to \$10,000, no match required) and Large Grants (over \$10,000, often ranging \$50k–\$300k+). Small grants have multiple deadlines (e.g. January, April, July, October), while large grants typically have two rounds per year (pre-application usually in summer). Projects should relate to a site of historical significance (ideally listed or determined eligible for the National Register or local designation). *We've used previously, but does not mean we cannot again*
- **State Capital Projects Funds**: Although not a grant program per se, it's worth noting that Minnesota's Legislature can fund local historic preservation projects through bonding or special appropriations. Cities sometimes request capital investment from the state for significant projects. *Example*: The historic Chatfield Center for the Arts (a former school) received state bond funds for its renovation. Ramsey could explore advocating for state capital funding in a future legislative session, especially if the Town Hall project has regional significance or is paired with other community development (this would require support from local legislators and is a competitive political process).

### Local and Regional Funding Sources

- **Anoka County Historical Society / Regional Heritage Organizations**: The Anoka County Historical Society (ACHS) itself does not have a large grant program, but it can be a valuable partner. ACHS could help by providing historical research or significance validation for grant applications, and it can sponsor or co-sponsor Legacy grant projects. Additionally, ACHS might receive Legacy funds for county-wide projects and could include the Town Hall in such efforts (for example, a county historic sites preservation initiative)
- **Local Fundraising and City Funding**: Although not external grants, it's worth noting local sources as part of the funding mosaic. Ramsey's budget can contribute, and demonstrating local match money often strengthens grant applications. A local fundraising campaign (soliciting donations from residents, businesses, and alumni of the community) can generate funds and public support. In some Minnesota cities, local businesses and civic groups (Rotary, Lions, etc.) have sponsored specific restoration items (e.g. a restored window or a display in a historic building). While these are not formal grant programs, leveraging community support and city funds can be crucial in matching grants and covering any gaps.

### Private and Nonprofit Funding

- **Private Foundations**: Numerous foundations in Minnesota and the Upper Midwest fund community and historic preservation projects. For example, the **Jeffris Family Foundation** focuses on Midwestern historic preservation and often funds **Historic Structure Reports (HSRs)** and planning for significant buildings in smaller communities ([Jeffris Family Foundation | Dedicated to Midwestern Historic Preservation](#)). A grant from Jeffris could fund detailed architectural studies or restoration plans for the Town Hall. Corporate

philanthropy is another avenue: companies such as **Target**, **Xcel**, or **General Mills** have foundations that give to community initiatives. These grants typically range from \$5,000 up to \$100,000+ depending on the foundation and project impact. To tap these, the City would usually need to apply through a competitive process highlighting the project's community benefit (e.g. education, civic pride, economic vitality).

- **Corporate Grants and Sponsorships:** Local businesses or corporations with a presence in the region might sponsor the renovation. For instance, a construction materials company could donate or underwrite materials, or a bank might provide a community grant as part of its Community Reinvestment Act outreach (BMO). While not as formal or large as federal/state grants, such private-sector contributions can accumulate.
- **Community Nonprofits and Crowdfunding:** Local historical societies (like Friends of Old Ramsey Town Hall, if one were established) or a dedicated Friends group can raise funds privately. They could apply for grants as a nonprofit, which sometimes is advantageous. Additionally, public crowdfunding campaigns have succeeded in supporting small-scale preservation—platforms like GoFundMe or Kickstarter have been used to raise money for town hall restorations by engaging residents and others. While not “grants,” these contributions can then be used by the City as match for grants or specific restoration tasks (e.g. “buy a brick” campaigns where donors finance the masonry repair one brick at a time). *Example:* The City of Peterson, MN (much smaller than Ramsey) raised community donations to restore its 1877 town hall, which then helped leverage a Minnesota Historical Society grant. A similar approach could bolster funding for Old Ramsey Town Hall.

### Tax Credits and Incentives

- **Federal Historic Preservation Tax Credit (HTC):** This program provides a **20% federal income tax credit** on qualified rehabilitation expenditures for historic buildings that produce income (e.g. commercial, rental, or business use). To qualify, the building must be listed on the National Register of Historic Places (or contributing to a National Register district) and the rehabilitation work must meet the Secretary of the Interior's Standards. While a city-owned building doesn't pay taxes, Ramsey could partner with a private entity to take advantage of the credit – for instance, by leasing the restored Town Hall to a business or organization. The private partner could claim the credit, significantly reducing restoration costs. The federal HTC has no set cap per project, and large projects often combine it with other financing. The process involves getting the project approved by the State Historic Preservation Office and NPS. *Examples:* Many Minnesota projects have utilized the 20% federal credit, such as the **Schmidt Brewery redevelopment in St. Paul** and the **NorShor Theatre restoration in Duluth**, both of which leveraged federal HTC equity ([Renewal of state historic tax credit program draws praise, projects | MPR News](#)). If Old Ramsey Town Hall were repurposed (for example, as leased office/event space), an investor could use the HTC to recoup a portion of rehab costs.
- **Minnesota Historic Structure Rehabilitation Tax Credit:** Minnesota offers a **state historic tax credit** equal to 20% of qualified expenses, effectively doubling the incentive for projects that also use the federal credit. This state credit (which can be taken as a grant in lieu of a credit) was temporarily expired but in 2023 the legislature **extended it for eight years** (through 2030) ([Renewal of state historic tax credit program draws praise, projects | MPR News](#)). Like the federal, it requires the property be an income-producing historic resource and follow preservation standards. When combined, a project can get a **40% tax credit** on rehab expenditures, greatly improving project feasibility. *Examples:* Since its inception in 2010, the state credit has aided nearly 200 projects. Notable examples include the **Historic State Theater in Ely** and the **Duluth Armory project**, which rely on the state credit alongside the federal credit. Even though the Town Hall renovation would be a public/non-profit use, the City could explore creative models – for instance, a public-private partnership or transferring ownership to a nonprofit that can utilize the credits via a development deal. Some cities have done this: a nonprofit restores the building using tax credits and then leases it back to the city for public use. This route is complex but potentially very beneficial financially if the project is large enough to attract tax credit investors.
- **Property Tax Abatement or Local Incentives:** Ramsey could consider local incentives such as a **property tax abatement** for a partner developer if one is involved. Minnesota law allows cities to abate property taxes to support community development projects. In the case of the Town Hall, if a private entity invested in the building, the City could abate taxes for a period as a subsidy.
- **Energy Efficiency and Other Niche Incentives:** Upgrading a historic building can qualify for energy rebates or incentives. Programs like **Xcel Energy's Energy Design Assistance** or the federal Investment

Tax Credit for solar panels (30%) could come into play if, say, solar panels or geothermal systems are added to the project. Additionally, **Property Assessed Clean Energy (PACE)** financing is available in many Minnesota counties (including through the St. Paul Port Authority's program). PACE isn't a grant, but it allows the City or a private owner to finance energy improvements and repay via property tax assessments. Using PACE for new HVAC, insulation, or windows in the Town Hall could reduce long-term operating costs and make the project more sustainable.

Staff had a virtual meeting with John Beaty, Minnesota Historical Society, on March 20th to discuss the possibility of Small (\$10,000) and Large (Over 10K to 300K) grants for the project. Generally speaking, John thought that this project was grant-worthy and provided staff additional resources to learn how to apply. Not all costs would be grant-worthy (painting is not eligible for example) but most of the other project costs, flooring, tile, ADA accessibility items are eligible. These grants are competitive and are based the number of applicants, historical significance and local commitment to the project. The fact that the City has spent \$33,497 on items to preserve the building building and a renovation was previously started should help the City's chances of obtaining grant money from MNHS. Although there are many potential sources above, Staff would suggest a more focused approach (using one or two sources, grant applications) if the Council decides to move forward with the renovation.

#### **Proforma / Break-even point**

Recently (2018-2024) the City has spent \$33,497 for general maintenance and preservation of the Old Town Hall. Staff estimates that an additional 123K to 130K will be needed to complete the project. The Old Town Hall has an estimated 778 SF of lease space. It includes a bathroom, main hall and cloak room. Staff consulted with a local real estate agent in 2025 and market rate rent for this building would be in the \$16-18 / SF range with the tenant responsible for the utilities / snowplowing and the City responsible for the property taxes. For the purposes of the break-even analysis, staff used a ~ \$17/SF rate or \$1,100 a month. Staff has put together a number of scenarios with varying grant award amounts to show the timing of a break-even point with a market rate renter. It should be noted that the break-even point includes recouping the \$33,497 previously spent. Simple analysis for an 0K, 30K, 50K, 100K and 125K grants are attached to this case. This analysis shows a 4 to 14 year break-even point if there is a tenant. Staff has not run analysis for a public use as no significant (regular) revenue would be collected or can be determined at this time.

#### **Potential Uses / Parking**

As mentioned previously, the site is challenged for parking with only 5 spaces currently dedicated to the site. The City is allowed to use spaces at the bank when the bank is closed under a current agreement. If the City does that, there likely will be cost with maintenance, which is currently not being paid. Further discussions with the bank have shown a willingness to potentially expand the use of parking on the bank site during bank operation as long as it does not impact bank customers. Suggested uses in the RCP report include a museum, School of the Arts, a Music School, or a business incubator. Other non-public uses could include a boutique, mortgage/title company, accounting business or other businesses that don't have alot of customers at the same time. More public uses, such as park programming or renting the space out for small functions could be a possibility. Staff has recently reached out to Small Town Girl Boutique (previous wanted to lease building in 2021) and they have some interest.

#### **Notification:**

None required

#### **Time Frame/Observations/Alternatives:**

This item was initiated for discussion by Council Members Specht and Buscher. This purpose of the case is to see if the Council has consensus moving forward on the status of the Old Ramsey Town Hall.

Alternatives generally include:

- 1) Do nothing, except for general property maintenance. (current direction)
- 2) Council Direction to provide direction for Staff to obtain more quotes, apply for grants and proceed with historic renovation to bring the building into operation.
- 3) Relocate the building. (it should be noted that the RCP Study did not recommend moving the building.)
- 4) Something else

**Funding Source:**

No funding source has been identified.

Staff is encouraged by the possibility of obtaining grants from the MNHS but amounts are unknown until grants are awarded. A single (large) or series of small grants, could be sought for partial funding.

Full renovation costs funded through EDA funds is not supported by EDA.

**Recommendation:**

There is no recommendation by Staff or the EDA at this time.

**Outcome/Action:**

Consensus by the City Council on next steps for Old Ramsey Town Hall

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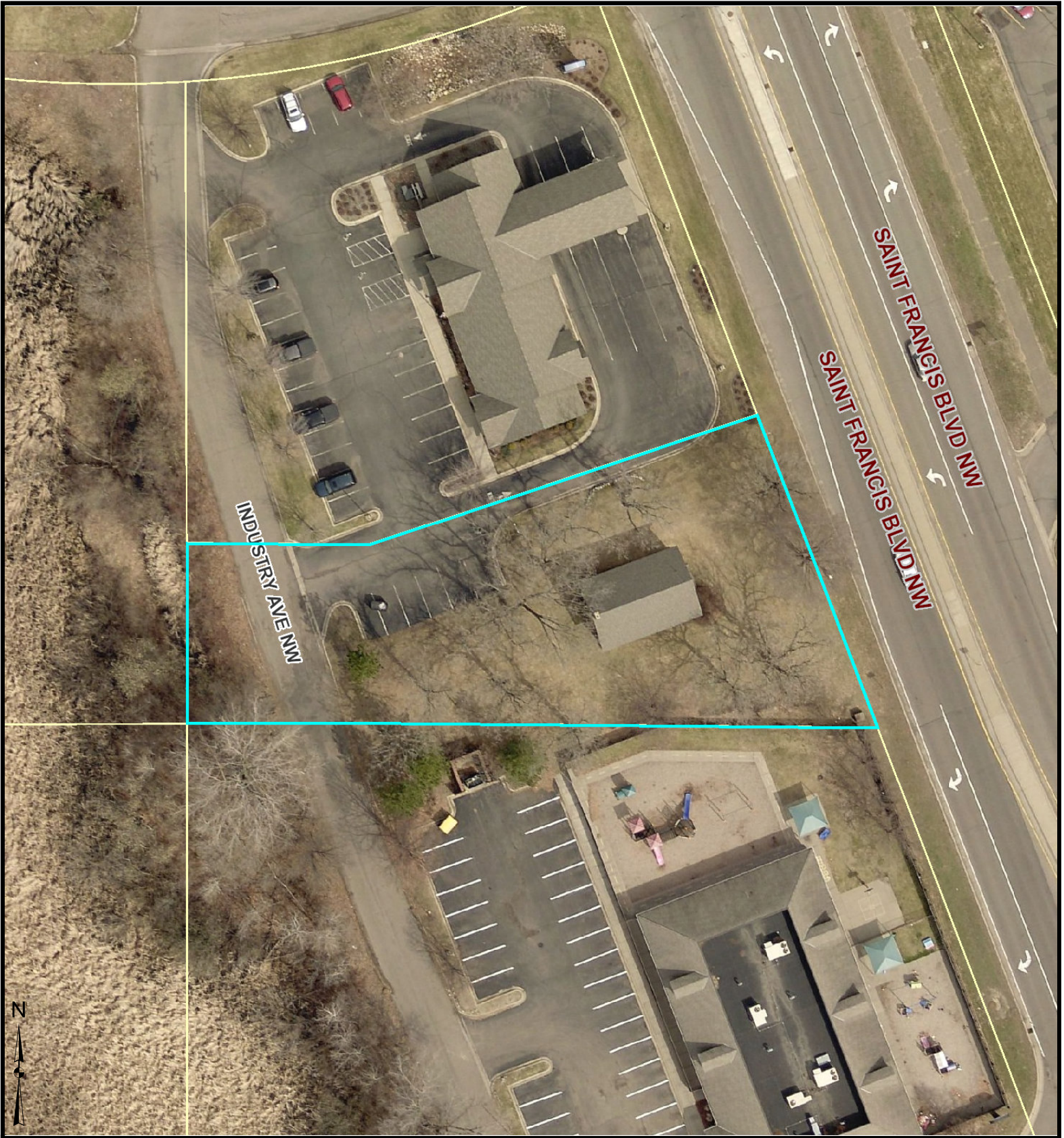
**Attachments**

- Site Location Map
- Simple Break-even Point Analysis
- National Register for Old Town Hall
- Town Hall Photos 7-25-24 (prior to repairs)
- Renovation Quote Summary (Full Renovation)
- DKN Quote
- Town Hall Photos - October 2024 (repairs completed)
- Reciprocal Easement Agreement - Parking
- RCP Town Hall 17A Report
- RCP Town Hall Report 17b

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Brian Hagen	Brian Hagen	03/20/2025 12:52 PM
Form Started By: Sean Sullivan		Started On: 03/18/2025 01:28 PM
Final Approval Date: 03/20/2025		

# Anoka County Parcel Viewer



**Parcel Information:**      Approx. Acres: 0.49  
25-32-25-43-0063      Commissioner: MATT LOOK  
14120 SAINT FRANCIS BLVD NW  
RAMSEY  
MN 55303  
Plat: OLD SCHOOL HOUSE NO. 28 ADDITION

**Owner Information:**  
RAMSEY CITY OF  
7550 SUNWOOD DRIVE  
RAMSEY  
MN  
55303



Old Town Hall Renovation 3.17.25 (No Grants)

Restoration Costs (Details in 2018 RCP Report)  
 Markup / Inflation factor (2021)

20%

**PHASE 1 Climatisation**

	2018 Cost	2024 Cost	Low Quote
Seal Envelope	\$ 600	\$ 720	Sealed but more Work need
Replace Roof & Repair Eaves (Original)	\$ 20,000	\$ -	Work done in 2018
Repair Eaves / Soffits, Replace Door	\$ -	\$ 8,062	Work Done DKN 2024
Replace Stairs	\$ 2,400	\$ 4,800	Not Done (included in future quote)
Window Repair and Paint		\$ 3,256	Work Done DKN 2024
Pest Removal		\$ 2,179	(includes 2021 Pest Removal)
<b>Total Phase 1 (est.)</b>	<b>\$ 23,000</b>	<b>\$ 19,017</b>	
<i>Work Completed to date</i>	<i>\$ 20,000</i>	<i>\$ 13,497</i>	<b>\$ 33,497 (Total spent since 2018)</b>

**Phase 2 Pre-Occupancy Upgrade**

	2018 Cost	2021 Cost	2024 Cost Estimate (remaining repairs)	
Repair and Restore Windows	\$ 1,350	\$ 1,620	\$ -	(Work Completed in 2024)
Repoint Chimney	\$ 1,000	\$ 1,200	\$ 1,500	(TBD)
Install ADA Ramp, Sidewalk, Stairs	\$ 4,850	\$ 5,820	\$ 34,000	
Install Doors, Plumbing, Hvac	\$ 2,600	\$ 3,120	\$ 28,270	(Duct Work, Doors Exc.)
Air Conditioning (not previous included)			\$ 5,500	(estimate)
Restore Wood Floor, Install Tile	\$ 4,500	\$ 5,400	\$ 10,076	
Finish Interior / Misc. Labor / Doors	\$ 3,940	\$ 4,728	\$ 29,500	(Door and Soffits Done)
Overhead / Profit / Management / Permit			\$ 14,786	
<b>Total Phase 2 (estimated)</b>	<b>\$ 18,240</b>	<b>\$ 21,888</b>	<b>\$ 123,632</b>	<b>\$ 129,814 5% Inflation</b>

**Work Already Completed (2018-2024)**

**Total Project Cost Estimate** \$ 33,497  
 \$ 157,129 \$ 163,311 5% inflation

**Lease Revenue (Proposal)**

	Month	Annual	Less Taxes	Maintenance	Net
Year 1	\$ 1,100	\$ 13,200	\$ -	\$ 1,000	\$ 12,200
Year 2	\$ 1,133	\$ 13,596	\$ 3,027	\$ 1,010	\$ 9,559
Year 3	\$ 1,167	\$ 14,004	\$ 3,118	\$ 1,020	\$ 9,866
Year 4	\$ 1,202	\$ 14,424	\$ 3,211	\$ 1,030	\$ 10,182
Year 5	\$ 1,238	\$ 14,857	\$ 3,308	\$ 1,041	\$ 10,508
Year 6	\$ 1,275	\$ 15,302	\$ 3,407	\$ 1,051	\$ 10,844
Year 7	\$ 1,313	\$ 15,761	\$ 3,509	\$ 1,062	\$ 11,191
Year 8	\$ 1,353	\$ 16,234	\$ 3,614	\$ 1,072	\$ 11,548
Year 9	\$ 1,393	\$ 16,721	\$ 3,723	\$ 1,083	\$ 11,916
Year 10	\$ 1,435	\$ 17,223	\$ 3,835	\$ 1,094	\$ 12,295
Year 11	\$ 1,478	\$ 17,740	\$ 3,950	\$ 1,105	\$ 12,686
Year 12	\$ 1,523	\$ 18,272	\$ 4,068	\$ 1,116	\$ 13,088
Year 13	\$ 1,568	\$ 18,820	\$ 4,190	\$ 1,127	\$ 13,503
Year 14	\$ 1,615	\$ 19,385	\$ 4,316	\$ 1,138	\$ 13,931
		<b>\$ 225,539</b>	<b>\$ 47,275</b>	<b>\$ 14,947</b>	<b>\$ 163,317</b>
					<b>Break Even \$ 6</b>

\*Breakeven point sometime in Year 14

**Property Taxes (Commercial / 3A)**

Land Value (*County Assessed Value)	117,400
Building Value (778 SF * \$70/sf)	54,460
<b>Taxable Market Value</b>	<b>171,860</b>
Estimated Taxes / Annual	\$ 3,027
*City Portion	\$ 1,059

Restoration Costs (Details in 2018 RCP Report)  
 Markup / Inflation factor (2021)

20%

**PHASE 1 Climatisation**

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<b>Total Phase 1 (est.)</b>	<b>\$ 23,000</b>	<b>\$ 19,017</b>	
<i>Work Completed to date</i>	<i>\$ 20,000</i>	<i>\$ 13,497</i>	<b>\$ 33,497 (Total spent since 2018)</b>

**Phase 2 Pre-Occupancy Upgrade**

	2018 Cost	2021 Cost	2024 Cost Estimate (remaining repairs)	
Repair and Restore Windows	\$ 1,350	\$ 1,620	\$ -	(Work Completed in 2024)
Repoint Chimney	\$ 1,000	\$ 1,200	\$ 1,500	(TBD)
Install ADA Ramp, Sidewalk, Stairs	\$ 4,850	\$ 5,820	\$ 34,000	
Install Doors, Plumbing, Hvac	\$ 2,600	\$ 3,120	\$ 28,270	(Duct Work, Doors Exc.)
Air Conditioning (not previous included)			\$ 5,500	(estimate)
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Finish Interior / Misc. Labor / Doors	\$ 3,940	\$ 4,728	\$ 29,500	(Door and Soffits Done)
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**Work Already Completed (2018-2024)**

			<b>\$ 33,497</b>	
<b>Total Project Cost Estimate</b>			<b>\$ 157,129</b>	<b>\$ 163,311 5% inflation</b>
<b>Grants (NHS, etc...)</b>				<b>\$ 30,000</b>
				<b>\$ 133,311</b>

**Lease Revenue (Proposal)**

	Month	Annual	Less Taxes	Maintenance	Net
Year 1	\$ 1,100	\$ 13,200	\$ -	\$ 1,000	\$ 12,200
Year 2	\$ 1,133	\$ 13,596	\$ 3,027	\$ 1,010	\$ 9,559
Year 3	\$ 1,167	\$ 14,004	\$ 3,118	\$ 1,020	\$ 9,866
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Year 10	\$ 1,435	\$ 17,223	\$ 3,835	\$ 1,094	\$ 12,295
Year 11	\$ 1,478	\$ 17,740	\$ 3,950	\$ 1,105	\$ 12,686
Year 12	\$ 1,523	\$ 18,272	\$ 4,068	\$ 1,116	\$ 13,088
		<b>\$ 187,335</b>	<b>\$ 38,769</b>	<b>\$ 12,683</b>	<b>\$ 135,883</b>
					<b>\$ 2,572</b>

\*Breakeven point sometime in Year 12

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 Markup / Inflation factor (2021)

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Overhead / Profit / Management / Permit			\$ 14,786	
<b>Total Phase 2 (estimated)</b>	<b>\$ 18,240</b>	<b>\$ 21,888</b>	<b>\$ 123,632</b>	<b>\$ 129,814 5% Inflation</b>

**Work Already Completed (2018-2024)**

			\$ 33,497	
<b>Total Project Cost Estimate</b>			\$ 157,129	\$ 163,311 5% inflation
<b>Grants (NHS, etc...)</b>				\$ 50,000
				\$ 113,311

**Lease Revenue (Proposal)**

	Month	Annual	Less Taxes	Maintenance	Net
Year 1	\$ 1,100	\$ 13,200	\$ -	\$ 1,000	\$ 12,200
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Year 11	\$ 1,478	\$ 17,740	\$ 3,950	\$ 1,105	\$ 12,686
		<b>\$ 169,063</b>	<b>\$ 34,701</b>	<b>\$ 11,567</b>	<b>\$ 122,795</b>
					<b>\$ 9,484</b>

\*Breakeven point sometime in Year 11

**Property Taxes (Commercial / 3A)**

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<b>Taxable Market Value</b>	<b>171,860</b>
Estimated Taxes / Annual	\$ 3,027
*City Portion	\$ 1,059

Restoration Costs (Details in 2018 RCP Report)  
 Markup / Inflation factor (2021) **20%**

**PHASE 1 Climatation**

	<b>2018 Cost</b>	<b>2024 Cost</b>	<b>Low Quote</b>
Seal Envelope	\$ 600	\$ 720	Sealed but more Work need
Replace Roof & Repair Eaves (Original)	\$ 20,000	\$ -	Work done in 2018
Repair Eaves / Soffits, Replace Door	\$ -	\$ 8,062	Work Done DKN 2024
Replace Stairs	\$ 2,400	\$ 4,800	Not Done (included in future quote)
Window Repair and Paint		\$ 3,256	Work Done DKN 2024
Pest Removal		\$ 2,179	(includes 2021 Pest Removal)
<b>Total Phase 1 (est.)</b>	<b>\$ 23,000</b>	<b>\$ 19,017</b>	
<i>Work Completed to date</i>	<i>\$ 20,000</i>	<i>\$ 13,497</i>	<b>\$ 33,497 (Total spent since 2018)</b>

**Phase 2 Pre-Occupancy Upgrade**

	<b>2018 Cost</b>	<b>2021 Cost</b>	<b>2024 Cost Estimate (remaining repairs)</b>	
Repair and Restore Windows	\$ 1,350	\$ 1,620	\$ -	(Work Completed in 2024)
Repoint Chimney	\$ 1,000	\$ 1,200	\$ 1,500	(TBD)
Install ADA Ramp, Sidewalk, Stairs	\$ 4,850	\$ 5,820	\$ 34,000	(Concrete)
Install Doors, Plumbing, Hvac	\$ 2,600	\$ 3,120	\$ 28,270	(Duct Work, Doors Exc.)
Air Conditioning (not previously included)			\$ 5,500	(estimate)
Restore Wood Floor, Install Tile	\$ 4,500	\$ 5,400	\$ 10,076	
Finish Interior / Misc. Labor / Doors	\$ 3,940	\$ 4,728	\$ 29,500	(Door and Soffits Done)
Overhead / Profit / Management / Permit			\$ 14,786	
<b>Total Phase 2 (estimated)</b>	<b>\$ 18,240</b>	<b>\$ 21,888</b>	<b>\$ 123,632</b>	<b>\$ 129,814 5% Inflation</b>

**Work Already Completed (2018-2024)**

			<b>\$ 33,497</b>	
<b>Total Project Cost Estimate</b>			<b>\$ 157,129</b>	<b>\$ 163,311 5% inflation</b>
<b>Grants (NHS, etc...)</b>				<b>\$ 100,000</b>
				<b>\$ 63,311</b>

**Lease Revenue (Proposal)**

	<b>Month</b>	<b>Annual</b>	<b>Less Taxes</b>	<b>Maintenance</b>	<b>Net</b>
Year 1	\$ 1,100	\$ 13,200	\$ -	\$ 1,000	\$ 12,200
Year 2	\$ 1,133	\$ 13,596	\$ 3,027	\$ 1,010	\$ 9,559
Year 3	\$ 1,167	\$ 14,004	\$ 3,118	\$ 1,020	\$ 9,866
Year 4	\$ 1,202	\$ 14,424	\$ 3,211	\$ 1,030	\$ 10,182
Year 5	\$ 1,238	\$ 14,857	\$ 3,308	\$ 1,041	\$ 10,508
Year 6	\$ 1,275	\$ 15,302	\$ 3,407	\$ 1,051	\$ 10,844
		<b>\$ 85,383</b>	<b>\$ 16,071</b>	<b>\$ 6,152</b>	<b>\$ 63,160</b>
					<b>\$ (150)</b>

\*Breakeven point sometime in Year 6

**Property Taxes (Commercial / 3A)**

Land Value (*County Assessed Value)	117,400
Building Value (778 SF * \$70/sf)	54,460
Taxable Market Value	171,860
Estimated Taxes / Annual	\$ 3,027
*City Portion	\$ 1,059

Restoration Costs (Details in 2018 RCP Report)  
 Markup / Inflation factor (2021) **20%**

<b>PHASE 1 Climatisation</b>	<b>2018 Cost</b>	<b>2024 Cost</b>	<b>Low Quote</b>
Seal Envelope	\$ 600	\$ 720	Sealed but more Work need
Replace Roof & Repair Eaves (Original)	\$ 20,000	\$ -	Work done in 2018
Repair Eaves / Soffits, Replace Door	\$ -	\$ 8,062	Work Done DKN 2024
Replace Stairs	\$ 2,400	\$ 4,800	Not Done (included in future quote)
Window Repair and Paint		\$ 3,256	Work Done DKN 2024
Pest Removal		\$ 2,179	(includes 2021 Pest Removal)
<b>Total Phase 1 (est.)</b>	<b>\$ 23,000</b>	<b>\$ 19,017</b>	
<i>Work Completed to date</i>	<i>\$ 20,000</i>	<i>\$ 13,497</i>	<b>\$ 33,497 (Total spent since 2018)</b>

<b>Phase 2 Pre-Occupancy Upgrade</b>	<b>2018 Cost</b>	<b>2021 Cost</b>	<b>2024 Cost Estimate (remaining repairs)</b>	
Repair and Restore Windows	\$ 1,350	\$ 1,620	\$ -	(Work Completed in 2024)
Repoint Chimney	\$ 1,000	\$ 1,200	\$ 1,500	(TBD)
Install ADA Ramp, Sidewalk, Stairs	\$ 4,850	\$ 5,820	\$ 34,000	(Concrete)
Install Doors, Plumbing, Hvac	\$ 2,600	\$ 3,120	\$ 28,270	(Duct Work, Doors Exc.)
Air Conditioning (not previously included)			\$ 5,500	(estimate)
Restore Wood Floor, Install Tile	\$ 4,500	\$ 5,400	\$ 10,076	
Finish Interior / Misc. Labor / Doors	\$ 3,940	\$ 4,728	\$ 29,500	(Door and Soffits Done)
Overhead / Profit / Management / Permit			\$ 14,786	
<b>Total Phase 2 (estimated)</b>	<b>\$ 18,240</b>	<b>\$ 21,888</b>	<b>\$ 123,632</b>	<b>\$ 129,814 5% Inflation</b>

<b>Work Already Completed (2018-2024)</b>		<b>\$ 33,497</b>	
<b>Total Project Cost Estimate</b>		<b>\$ 157,129</b>	<b>\$ 163,311 5% inflation</b>
<b>Grants (NHS, etc...)</b>			<b>\$ 125,000</b>
			<b>\$ 38,311</b>

<b>Lease Revenue (Proposal)</b>	<b>Month</b>	<b>Annual</b>	<b>Less Taxes</b>	<b>Maintenance</b>	<b>Net</b>
Year 1	\$ 1,100	\$ 13,200	\$ -	\$ 1,000	\$ 12,200
Year 2	\$ 1,133	\$ 13,596	\$ 3,027	\$ 1,010	\$ 9,559
Year 3	\$ 1,167	\$ 14,004	\$ 3,118	\$ 1,020	\$ 9,866
Year 4	\$ 1,202	\$ 14,424	\$ 3,211	\$ 1,030	\$ 10,182
		<b>\$ 55,224</b>	<b>\$ 9,356</b>	<b>\$ 4,060</b>	<b>\$ 41,807</b>
					<b>\$ 3,497</b>

\*Breakeven point sometime in Year 4

<b>Property Taxes (Commercial / 3A)</b>	
Land Value (*County Assessed Value)	117,400
Building Value (778 SF * \$70/sf)	54,460
Taxable Market Value	171,860
Estimated Taxes / Annual	\$ 3,027
*City Portion	\$ 1,059

**United States Department of the Interior  
Heritage Conservation and Recreation Service**

**National Register of Historic Places  
Inventory—Nomination Form**

See instructions in *How to Complete National Register Forms*  
Type all entries—complete applicable sections

For HCRS use only

received NOV 06 1979

date entered DEC 27 1979

## 1. Name

historic School District <sup>No.</sup> #28  
and/or common Ramsey Town Hall

## 2. Location

street & number 14100 St. Francis Blvd. N.W. not for publication  
city, town Anoka <sup>mc</sup>  vicinity of congressional district 8th  
state Minnesota code 22 county Anoka code 003

## 3. Classification

Category	Ownership	Status	Present Use	
<input type="checkbox"/> district	<input checked="" type="checkbox"/> public	<input type="checkbox"/> occupied	<input type="checkbox"/> agriculture	<input type="checkbox"/> museum
<input checked="" type="checkbox"/> building(s)	<input type="checkbox"/> private	<input checked="" type="checkbox"/> unoccupied	<input type="checkbox"/> commercial	<input type="checkbox"/> park
<input type="checkbox"/> structure	<input type="checkbox"/> both	<input type="checkbox"/> work in progress	<input type="checkbox"/> educational	<input type="checkbox"/> private residence
<input type="checkbox"/> site	<b>Public Acquisition</b>	<b>Accessible</b>	<input type="checkbox"/> entertainment	<input type="checkbox"/> religious
<input type="checkbox"/> object	<input type="checkbox"/> in process	<input type="checkbox"/> yes: restricted	<input type="checkbox"/> government	<input type="checkbox"/> scientific
	<input type="checkbox"/> being considered	<input type="checkbox"/> yes: unrestricted	<input type="checkbox"/> industrial	<input type="checkbox"/> transportation
		<input type="checkbox"/> no	<input type="checkbox"/> military	<input type="checkbox"/> other: vacant

## 4. Owner of Property

name Anoka County  
street & number Anoka County Courthouse - 325 East Main Street  
city, town Anoka vicinity of state Minnesota

## 5. Location of Legal Description

courthouse, registry of deeds, etc. Anoka County Courthouse  
street & number \_\_\_\_\_  
city, town Anoka state Minnesota

## 6. Representation in Existing Surveys

Statewide Survey of Historic  
title Resources has this property been determined eligible?  yes  no  
date 1978, 1979  federal  state  county  local  
depository for survey records Minnesota Historical Society -- 240 Summit Avenue-Hill House  
city, town St. Paul state Minnesota

## 7. Description

<b>Condition</b>		<b>Check one</b>	<b>Check one</b>
<input type="checkbox"/> excellent	<input type="checkbox"/> deteriorated	<input checked="" type="checkbox"/> unaltered	<input checked="" type="checkbox"/> original site
<input checked="" type="checkbox"/> good	<input type="checkbox"/> ruins	<input type="checkbox"/> altered	<input type="checkbox"/> moved date _____
<input type="checkbox"/> fair	<input type="checkbox"/> unexposed		

### Describe the present and original (if known) physical appearance

The Ramsey Town Hall, constructed in 1892 as a single-room school house, is located on St. Francis Boulevard, two miles north of Anoka.

This simple, rectangular-shaped building is constructed of buff colored brick, presumably manufactured at the Kelsey Brickyard. The low pitched gable roof is covered with asphalt shingles. (It is assumed that wood shingles originally covered the roof.)

The front facade of the building, which faces on St. Francis Boulevard, is composed of a centrally located doorway with flanking windows. The original door frame, which is partially block-in with plywood, was composed of a pair of doors. Decorative brick arches cap the door and windows. This decorative brickwork is repeated around a circular opening directly above the front entry. The north and south facades of the building contain three windows, each capped with decorative segmental brick arches. The west, or rear, facade of the building is composed of an exterior brick chimney flanked by two large windows. These windows, which have been filled-in with asphalt brick, are also capped with decorative segmental brick arches. A concrete belt course, presumably installed to prevent water damage to the building, is not original.

The interior of the building contains an entry hall, one large classroom, two cloak rooms (one cloak room has been converted into a kitchen), and a stairway to a partial basement (originally a small closet). The classroom has a pressed metal ceiling and a number of original chalk boards, now painted yellow. The interior walls of the classroom have been covered with fiber board.

A committee of the Anoka County Historical Society is currently conducting extensive research in preparation for the restoration of the building.

## 8. Significance

Period	Areas of Significance—Check and justify below			
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input type="checkbox"/> community planning	<input type="checkbox"/> landscape architecture	<input type="checkbox"/> religion
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> conservation	<input type="checkbox"/> law	<input type="checkbox"/> science
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> literature	<input type="checkbox"/> sculpture
<input type="checkbox"/> 1600-1699	<input checked="" type="checkbox"/> architecture	<input checked="" type="checkbox"/> education	<input type="checkbox"/> military	<input type="checkbox"/> social/ humanitarian
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> art	<input type="checkbox"/> engineering	<input type="checkbox"/> music	<input type="checkbox"/> theater
<input checked="" type="checkbox"/> 1800-1899	<input type="checkbox"/> commerce	<input type="checkbox"/> exploration/settlement	<input type="checkbox"/> philosophy	<input type="checkbox"/> transportation
<input type="checkbox"/> 1900-	<input type="checkbox"/> communications	<input type="checkbox"/> industry	<input type="checkbox"/> politics/government	<input type="checkbox"/> other (specify)
		<input type="checkbox"/> invention		

**Specific dates** 1892

**Builder/Architect** Unknown

### Statement of Significance (in one paragraph)

The Ramsey Town Hall, constructed in 1892 as School #28 (to replace an earlier frame school house), is significant for its historic association with Anoka County's second major period of public building construction. During the 1880s and 1890s the rapid growth of the county's population outside of the city of Anoka created the need for the construction of rural public buildings such as schools and town halls. Numerous one-room schools, such as this building, were constructed to provide educational needs and to replace earlier less substantial schools. This building represents the best preserved nineteenth century rural public building in Anoka County.

Architecturally, the building represents one of a handful of brick buildings constructed in the county. Its proximity to the Kelsey Brickyard, which manufactured high quality, buff-colored brick from 1880 to 1897, indicates that the school was constructed of Kelsey brick. It is additionally significant for the excellence of its craftsmanship and detailing.

The acquisition of this building by the county, and its imminent restoration by the Anoka County Historical Society, insures its future use by the public.

PLEASE NOTE: The manuscript for this nomination was prepared before the one paragraph limit for significance statements was stipulated.

# 9. Major Bibliographical References

## 10. Geographical Data

**UTM NOT VERIFIED**

Acreeage of nominated property less than 1

Quadrangle name Anoka

Quadrangle scale 7.5

### UMT References

A 

1	5	4	6	8	7	4	0	5	0	0	8	0	1	5
Zone			Easting					Northing						

B 

Zone			Easting					Northing						

C 

Zone			Easting					Northing						

D 

Zone			Easting					Northing						

E 

Zone			Easting					Northing						

F 

Zone			Easting					Northing						

G 

Zone			Easting					Northing						

H 

Zone			Easting					Northing						

### Verbal boundary description and justification

See attached continuation sheet

### List all states and counties for properties overlapping state or county boundaries

state code county code

state code county code

## 11. Form Prepared By

name/title Lynne VanBrocklin Spaeth

organization Minnesota Historical Society

date March 1979

street & number 240 Summit Avenue-Hill House

contact Dennis Gimmestad  
telephone (612) 296-9545

city or town

state

## 12. State Historic Preservation Officer Certification

The evaluated significance of this property within the state is:

national  state  local

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the Heritage Conservation and Recreation Service.

State Historic Preservation Officer signature

Russell W. Fridley

title State Historic Preservation Officer

date

11/1/79

For HCRS use only

I hereby certify that this property is included in the National Register

Sally Goldner  
Keeper of the National Register

date

12/27/79

Attest: Kristin O'Connell

date

12/26/79

Chief of Registration

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

**NATIONAL REGISTER OF HISTORIC PLACES  
INVENTORY -- NOMINATION FORM**

FOR NPS USE ONLY

RECEIVED

NOV 06 1979

DEC 27 1979

DATE ENTERED

School District #28

CONTINUATION SHEET

ITEM NUMBER 10

PAGE 1

Verbal Boundary Description:

Township 32, Range 25, Section 25. Th. pt. of lot 3 & of the SE $\frac{1}{4}$  of SW $\frac{1}{4}$  of Sec. 25-32-25 des. as fol: Com. at the SW cor. of said Lot 3; th. W. on the S. line of the SE $\frac{1}{4}$  of SW $\frac{1}{4}$  5 rods; th. N. 12 rods; th. E. & parallel with the S. line of said SE $\frac{1}{4}$  of SW $\frac{1}{4}$  about 16 rods to the center of the St. Francis Road, so-called th. SE'ly along the center of the St. Francis Road to a pt. where the S. line of said lot 3 crosses said St. Francis Rd. th. W. on the S. line of said Lot 3 to the pt. of beg. Cont. about 204 sq. rods of land.

**United States Department of the Interior  
National Park Service**

**National Register of Historic Places  
Continuation Sheet**

*Corrected  
1/23/89*

Section number \_\_\_\_\_ Page \_\_\_\_\_

**Note: These changes apply to  
School District No. 28 in Anoka  
County, Minnesota.**

*Hist Name*

**REFERENCE NUMBER:** 79001188

**STATE:** MINNESOTA

**COUNTY:** Anoka

*- This makes more sense*

**RESOURCE NAME (HISTORIC):** District School No. 28

**CITY:** Ramsey

**VICINITY OF:**

**ADDRESS:**

**CERTIFICATION DATE:**

**REMOVED DATE:**

**COMMENTS:**

*Nina M. Archabal*

**Nina M. Archabal  
State Historic Preservation Officer**

**JUN 17 1988**

**Date**

Property

*School District No. 28*

79001188

State

*Md (Anoka)*

Working Number

*11-6-79 2696*

**TECHNICAL**

Photos 2

Maps 1

**CONTROL**

**HISTORIAN**

~~Historical references call~~

**ARCHITECTURAL HISTORIAN**

Handsome 1892 school house, now used as Town Hall. Unusual material for county, though brickyard is local. Significant as best preserved 19th century rural school in county + representative of important period of ~~school~~ public building construction.

~~Call then accept~~  
O'Connell  
12/21/79

**ARCHEOLOGIST**

**OTHER**

**HAER**

Inventory \_\_\_\_\_

Review \_\_\_\_\_

**REVIEW UNIT CHIEF**

**BRANCH CHIEF**

**KEEPER**

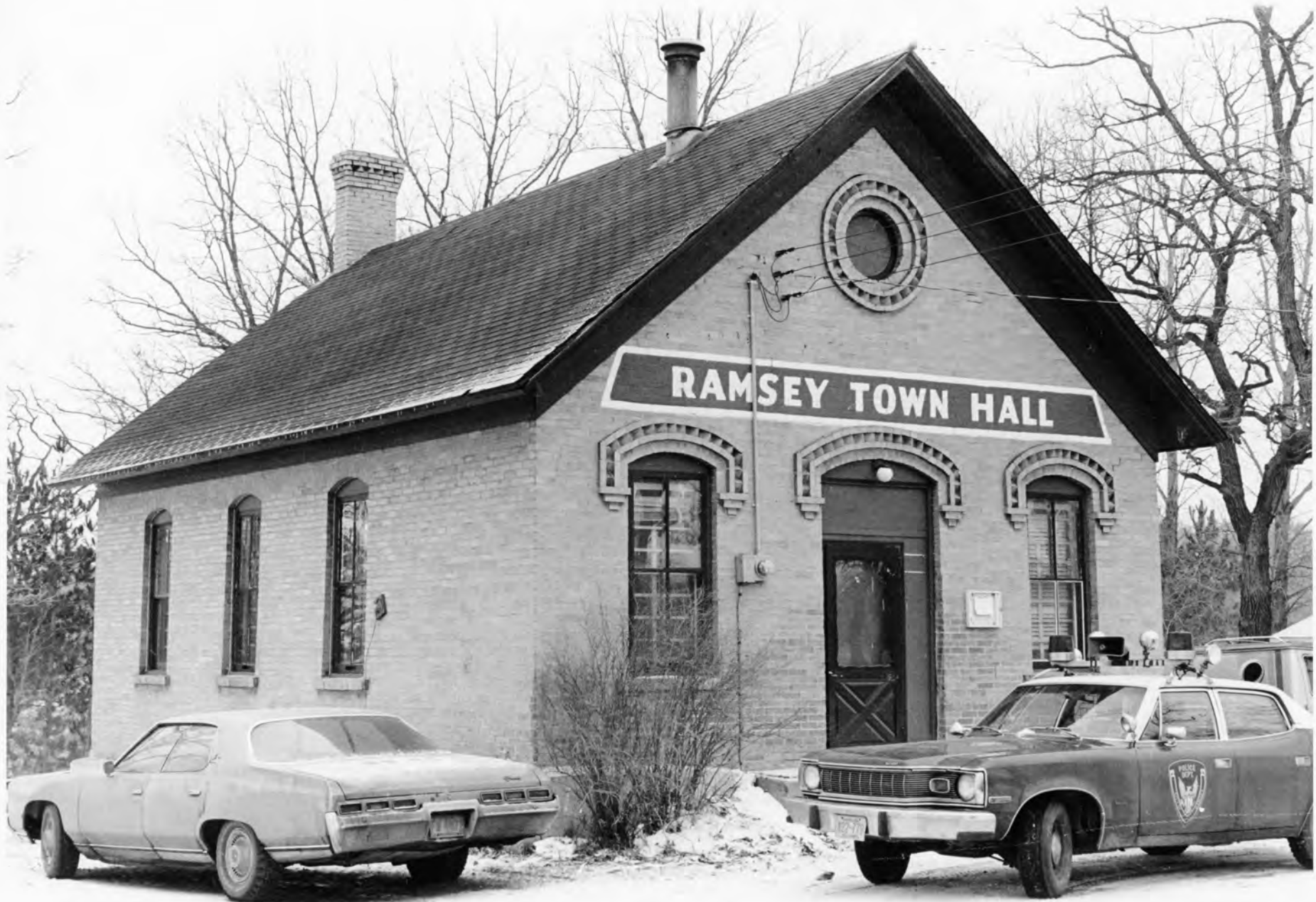
National Register Write-up \_\_\_\_\_

Send-back \_\_\_\_\_

Entered DEC 27 1979

Federal Register Entry 2-3-81

Re-submit \_\_\_\_\_



M.B. 3 - 4A

T 32, R 25, sec. 25, SE/SE/SW

Ramsey Town Hall

School #28, Ramsey Town Hall  
Ramsey MN, Anoka County

Christina Harrison  
1977

NOV 06 1979

Minnesota Historical Society, Bldg. 27,  
Fort Snelling, St. Paul, MN 55102

Looking northwest

#1 of 2

DEC 27 1979

Doc

12/1/77



M.B. - 3 - 5A

T32, R25, sec. 25, SE/SE/SW

Ramsey Town Hall

<sup>District</sup>  
School #28, Ramsey Town Hall  
Ramsey, MN, Anoka County, Minnesota  
Christina Harrison NOV 06 1979  
1977

Minnesota Historical Society, Bldg. 27,  
Fort Snelling, St. Paul, MN 55102

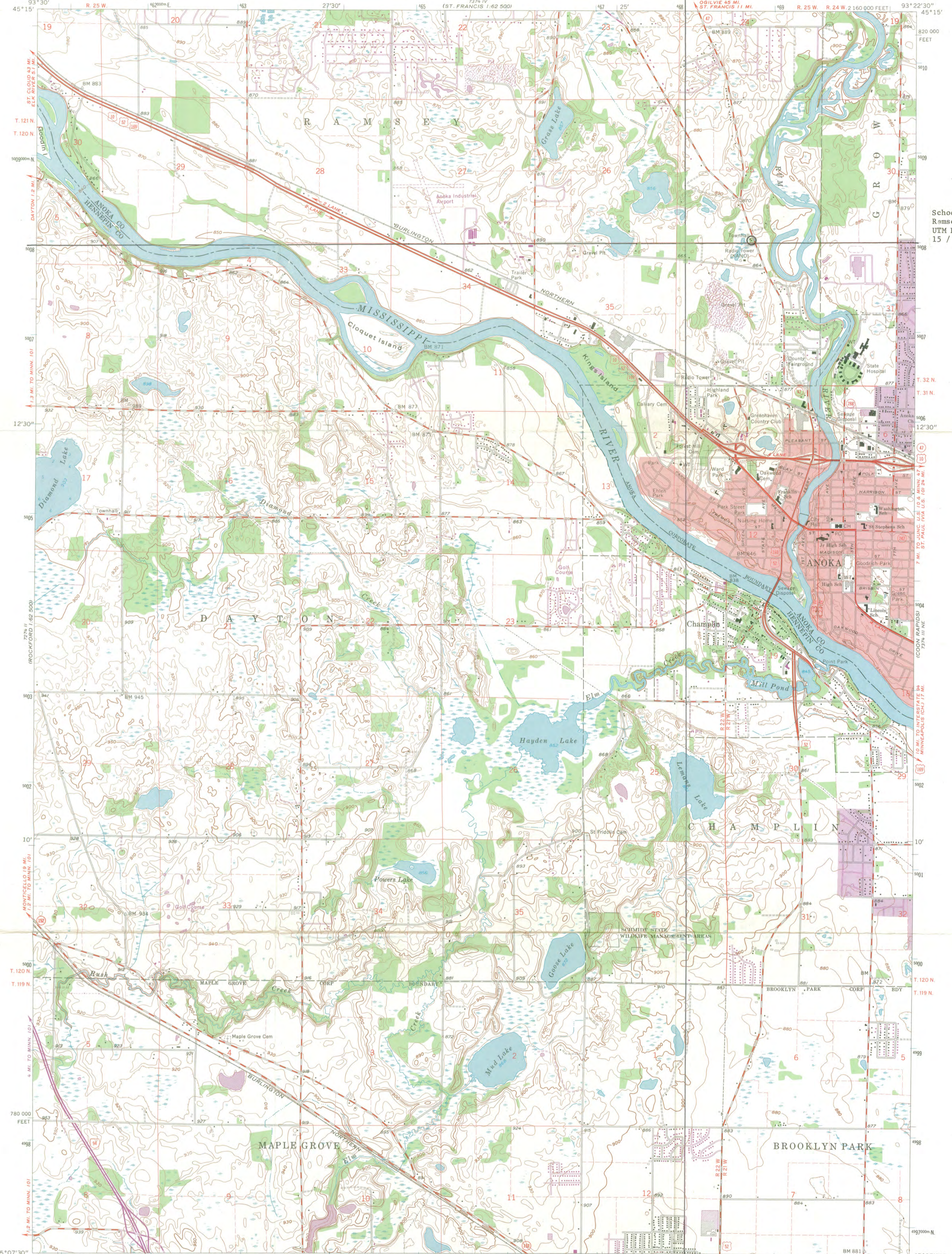
Looking Southeast

#2 of 2

DEC 27 1979

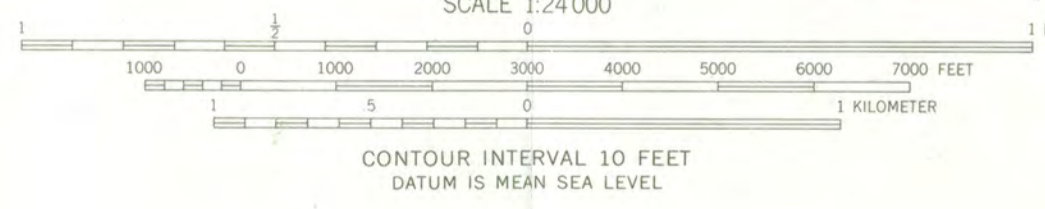
DOE

12/1/72



School District #28  
Ramsey, MN; Anoka County  
UTM References  
15 / 468740 / 5008015

Mapped, edited, and published by the Geological Survey  
Control by USGS, USC&GS, USCE, and Minnesota Geodetic Survey  
Topography by photogrammetric methods from aerial photographs  
taken 1947. Field checked 1955. Revised from aerial  
photographs taken 1966. Field checked 1967  
Hydrography compiled from information furnished by  
Minnesota Department of Conservation  
Polyconic projection. 1927 North American datum  
10,000-foot grid based on Minnesota coordinate system, south zone  
1000-meter Universal Transverse Mercator grid ticks,  
zone 15, shown in blue  
Red tint indicates areas in which only landmark buildings are shown  
Fine red dashed lines indicate selected fence and field lines where  
generally visible on aerial photographs. This information is unchecked



CONTOUR INTERVAL 10 FEET  
DATUM IS MEAN SEA LEVEL

ROAD CLASSIFICATION

Heavy-duty	Light-duty
Medium-duty	Unimproved dirt
Interstate Route	U.S. Route
	State Route

QUADRANGLE LOCATION

THIS MAP COMPLIES WITH NATIONAL MAP ACCURACY STANDARDS  
FOR SALE BY U.S. GEOLOGICAL SURVEY, DENVER, COLORADO 80225, OR WASHINGTON, D.C. 20242  
A FOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST

Revision shown in purple compiled from aerial photographs  
taken 1972. This information not field checked  
Purple tint indicates extension of urban areas

ANOKA, MINN.  
NW/4 ANOKA 15' QUADRANGLE  
N4507.5-W9322.5/7.5  
1967  
PHOTOREVISED 1972  
AMS 7374 III NW-SERIES V872



DEC 27 1979

ENTRIES IN THE NATIONAL REGISTER

STATE MINNESOTA

Date Entered      DEC 27 1979

<u>Name</u>	<u>Location</u>
School District No. 28	Anoka vicinity Anoka County
Ticknor, Heman L., House	Anoka Anoka County

Also Notified

Honorable David Durenberger

Honorable Rudolph Boschwitz  
Honorable James L. Oberstar

State Historic Preservation Officer  
Mr. Russell W. Fridley  
Director  
Minnesota Historical Society  
690 Cedar Street  
St. Paul, Minnesota 55101

NR      Byers/bjr      1/9/80

For further information, please call the National Register at (202) 343-6401.

Old Town Hall Photos – 7-25-2024









## Old Town Hall

## Bid Comparison (Summary)

Company	DKN Construction	Reshetar	RAK
Building Renovation	\$ 88,007	\$ 140,000	\$ 140,215
Sidewalk/Ramp	\$ 34,000	Included above	\$ 38,500
<b>Sub Total</b>	<b>\$ 122,007</b>	<b>\$ 140,000</b>	<b>\$ 178,715</b>

Add On - Tree Removal	NO QUOTE GIVEN	4000	NO QUOTE GIVEN
Add On - Seed Ramp Area	<b>Included above</b>	<b>Included Above</b>	\$ 3,500
Deduct - Ramp to North	\$ 2,000	<b>N/A</b>	<b>N/A</b>

Project Timeline	4-6 weeks once tile and wainscot selected	about 3 months	4-6 months

\*Quotes do not include Sewer and Water Connection Charges, if any

**DKN Construction, LLC**  
 2332 Highway 65  
 Mora, MN 55051 US  
 612-333-3857  
 office@dknconstruction.com  
 www.dknconstruction.com

# Estimate



ADDRESS
City of Ramsey. 14120 St Francis Blvd Ramsey, MN 55303

ESTIMATE #	DATE	
2588	07/08/2024	

**JOB NAME**

Ramsey Town Hall Budget

DESCRIPTION	AMOUNT
Remove existing steps. Install pier footings as needed. Form and pour landing with steps and concrete ramp. Tuckpoint misc. areas as needed. Ramp to be on south side.	34,000.00
Sand and finish with 3 coats of oil base polyurethane: Main room and entry approx 700 sf. Install, sand and finish 3 1/4 douglas fir in entry. Patch approx 8 boards also. * Use old wood if available. New wood will be lighter in color than old wood. * Any additional patching is \$35 per board.	4,976.00
Inclusions:	28,270.00
Extend the broken vent stack up through the roof from the basement (this may require others to open walls to accomplish) Revise existing plumbing rough-in as required and connect to main sewer stack Provide a tank type toilet Provide a wall hung lavatory sink and faucet Provide 6-gallon (120V) electric water heater and hang in basement Provide domestic water piping as required for fixtures and water heater, route water service (water meter by others) Provide waste & piping as required for the fixtures Provide pipe insulation on domestic water piping as required by code Provide furnace discharge plenum Provide ductwork branch main and route through crawl space to floor registers along the perimeter Provide return ductwork main to a large (approximately 30x30) single return grille in large open room near furnace Provide (8) floor grilles Provide bathroom exhaust fan, terminate through building sidewall Provide combustion air & flue piping for furnace Furnace start-up and operation check Mechanical engineering as required for permit Permit and inspection Tools, trucking and supervision	
Clarifications: Building opening by others	

DESCRIPTION	AMOUNT
Ductwork insulation is excluded	
Labor and material to install tile on floor and 4' high on walls.	5,100.00
Hang drywall where needed. Finish tape space	4,000.00
Prep and prime ceiling and walls with oil primer.	12,875.00
Paint ceilings with two coats for Sherwin Williams premium ceiling paint.	
Paint walls with two coats of Sherwin Williams ProMar 200 Paint. Color and sheen to be determined. Windows to also be painted.	
Prep, stain and poly doors, frames, base and wainscoting. Color to be determined.	
Prep and paint exterior soffits and fascia along with exterior windows with two coats of Sherwin Williams Latitude paint. Color and sheen to be determined.	
Misc. material primed poplar for wainscot (budget)	9,500.00
Misc. Labor to install existing doors, wainscot	8,500.00
Dumpster / Disposal	700.00
Building Permit Allowance	1,200.00
Sup-time / Coordination	1,800.00
OH&P	11,086.00
If it is not listed, it is not included.	0.00
No SAC or WAC permitting figured.	
All material pricing is subject to change on quotes as materials pricing and lead times are volatile.	
If the ramp goes to the north - Deduct \$2,000 (tree removal not included)	

Notice of Mechanic's Lien: Minnesota Statutes Section 514.001:

(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Acceptance of Proposal:

The above prices, specifications, and conditions are satisfactory and are hereby accepted.

By signing the acceptance below, you are authorizing DKN to do the work as specified.

**TOTAL**

**\$122,007.00**

Accepted By

Accepted Date

Front Door / Windows / Soffits / West Exposure (repaired)



Window Fixed / Windows Painted / Soffits (repaired)



Inside Facing E (Cleaned)



Coatroom (Cleaned)





- b) "Owner" shall initially mean the Declarants stated above; however, owner shall also mean the successors and assigns of Declarants who become owners of any portion of the Property. If different portions of the Property are owned by different Persons, each Person shall be an Owner and shall all be liable for the performance of all covenants, obligations, and undertakings herein set forth, with respect to the portion of the Property owned by it during such period of ownership.
  - c) "Person" shall mean any individual, partnership, firm, association, corporation, trust, or any other form of business or government entity.
3. **Easements.** There shall hereby exist in favor of each Owner and each Lot for the use by each Owner, its lessees, employees, agents, contractors, customers, guests and invitees, in common with others entitled to use the same, if any, a nonexclusive easement for roadway, utilities and drainage purposes and for ingress and egress and parking lot purposes over and across that part of the property legally described on Exhibit "A" attached hereto and made a part hereof. Said Exhibit "A" has been prepared by KKE Architects at the joint request of Declarants, and is hereby approved by Declarants.
4. **Duration of Easement.** The Easement shall be permanent and perpetual and shall inure to the benefit of and be binding upon all Owners and their respective successors and assigns, and shall run with the land.
5. **Maintenance and Repair.** The Owner of Lot 1 shall construct all of the driveways and parking areas shown on Exhibit "A" in a manner conforming with the plans and specifications prepared by KKE Architects and attached hereto as Exhibit "B". Said improvements shall be completed in a good, workmanlike manner and shall be completed by not later than February 12, 1997, subject to delays beyond the reasonable control of the Owner of Lot 1. The Owner of Lot 1 shall, at its sole cost and expense, maintain and repair said driveways, parking lot and related improvements, including, but not limited to, snow plowing, snow removal, and repair and replacement as necessary for the bituminous surface and curbing (the "Maintenance Costs"); however:

- a) From and after completion of the subject improvements as specified in Exhibit "B", the Owner of Lot 2 shall reimburse the Owner of Lot 1 for 29 percent of the initial construction costs thereof. Said reimbursement shall be due and payable within thirty (30) days after receipt of an invoice from the Owner of Lot 1 for the same; and,
  - b) From and after completion of the improvements as specified in Exhibit "B", the Owner of Lot 2 shall reimburse the Owner of Lot 1 for 29 percent of the maintenance costs on a monthly basis within thirty (30) days after receipt of an invoice from the Owner of said Lot 2 for the same.
6. **No Dedication.** Notwithstanding anything herein to the contrary, the Easement shall not be deemed dedicated to the public or otherwise deemed public land. Notwithstanding that it is a party to this Agreement, Ramsey shall have no obligation and no right, unless otherwise existing independent of this Declaration, under the ordinances, statutes and other laws under which Ramsey operates, to maintain and administer the Easement area, except the Easement area located upon its own lot in a manner consistent with this Agreement. Except as may otherwise be specifically provided herein, no right or privilege of any Owner shall inure to the benefit of any third party Person nor shall any third party Person be deemed to be a beneficiary of any of the provisions contained herein.
7. **Parking Restriction.** Notwithstanding any other provision hereof, the Owner of Lot 2, its lessees, employees, agents, contractors, customers, guests and invitees, understand that the primary purpose of the parking designated on Exhibit "B" which are located upon Lot 1 during the hours of 8:00 a.m. to 6:00 p.m., Monday through Friday (excepting legal holidays) and that during the hours of 8:00 a.m. to 12:00 noon Saturdays are for the operation of the bank facility and shall abide by any reasonable requests from said owners.
8. **Miscellaneous.** The headings used herein are for convenience only and are not to be used in interpreting this Declaration. This Declaration may not be modified, amended or changed orally, but only by an agreement in writing signed by the affected Owners. No Owner shall be deemed to have waived any rights under this Declaration unless such waiver is given in writing, and signed by such Owner. If any provision of this Declaration is invalid or unenforceable, such provision shall

be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be modified, it shall be stricken and all other provisions of this Declaration in all other respects shall remain valid and enforceable.

This Agreement shall be construed in accordance with the laws of the State of Minnesota.

CITY OF RAMSEY, MINNESOTA  
By [Signature]  
Its: Mayor  
By [Signature]  
Its: City Administrator

FIRST STATE BANK OF ISANTI  
By [Signature]  
Its: Executive Vice President

STATE OF MINNESOTA )  
                                  ) ss.  
COUNTY OF ANOKA )

On this 17<sup>th</sup> day of September, 1996, before me, a Notary Public, personally appeared Glen D. Hardin and Ryan R. Schroeder to me personally known, who, being each by me duly sworn did say that they are respectively the Mayor and City Administrator of the City of Ramsey, the Municipal Corporation named in the foregoing instrument, and the seal affixed to said instrument is the corporate seal of said Municipal Corporation, and the said instrument was signed and sealed on behalf of said Municipal Corporation by authority of its City Council and said Glen D. Hardin and Ryan R. Schroeder acknowledge said instrument to be the free act and deed of said Municipal Corporation.

[Signature]  
Notary Public

STATE OF MINNESOTA )  
                                  ) SS.  
COUNTY OF Anoka )



On this 12<sup>th</sup> day of September, 1996, before me a Notary Public, personally appeared Kevin Johnson, the Executive Vice President of First State Bank of Isanti, a corporation under the laws of the State of Minnesota, signed said instrument as a free act on behalf of the Corporation.

[Signature]  
Notary Public



**THIS INSTRUMENT WAS DRAFTED BY:**

**Clark A. Joslin  
JOSLIN & URNESS, P.A.  
Attorneys at Law  
221 NW 2nd Avenue  
Cambridge, MN 55008  
Phone: (612) 689-4101  
Attorney ID No: 52802**

ABSTRACT

DOCUMENT NO. 1243375.0 ABSTRACT

**ANOKA COUNTY MINNESOTA**

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE  
FOR RECORD ON **SEP 30 96**  
AT **5:00 PM** AND WAS DULY RECORDED.  
FEES AND TAXES IN THE AMOUNT OF **\$19.50** PAID.

Receipt # <u>108372</u>	<input type="checkbox"/> Certified Copy
Date/Time: <u>9/30 / 17:00</u>	<input type="checkbox"/> Tax Liens/Releases
Doc. Order <u>1</u> of <u>1</u>	<input type="checkbox"/> Multi-Co Doc Tax Pd
✓ by: Recordability: <u>[Signature]</u>	<input type="checkbox"/> Transfer <input type="checkbox"/> New Desc.
Filing Fees: <u>19.50</u>	<input type="checkbox"/> Division <input type="checkbox"/> GAC
Delqs: _____ Pins: <u>9L</u>	<input type="checkbox"/> Status <input type="checkbox"/> Def. Spec.

RECEIPT NO. **96068372**  
EDWARD M. TRESKA

ANOKA COUNTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

BY JLG  
DEPUTY PROPERTY TAX ADMINISTRATOR/RECORDER/REGISTRAR OF TITLES

# Historic Ramsey Town Hall: Ramsey, MN



## Prepared by

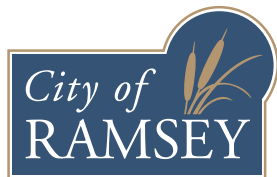
Corinne Deger, Morgan Kuehn, Kate Stanger, and  
Vanessa Walton

Students in ARCH 5672: Historic Building Conservation

Instructor: Todd Grover  
College of Design

## Prepared in Collaboration with

Kurt Ulrich  
City Administrator, City of Ramsey



Building community-university partnerships for sustainability

The project on which this report is based was completed in collaboration with the City of Ramsey as part of the 2017–2018 Resilient Communities Project (RCP) partnership. RCP is a program at the University of Minnesota’s Center for Urban and Regional Affairs (CURA) that connects University faculty and students with Minnesota communities to address strategic projects that advance local resilience and sustainability.

The contents of this report represent the views of the authors, and do not necessarily reflect those of RCP, CURA, the Regents of the University of Minnesota, or the City of Ramsey.



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# HISTORIC RAMSEY TOWN HALL

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RAMSEY, MINNESOTA

Corinne Deger, Morgan Kuehn, Kate Stanger, and Vanessa Walton  
COLLEGE OF DESIGN | UNIVERSITY OF MINNESOTA

# RAMSEY TOWN HALL, Ramsey, Minnesota

## 1. Introduction

The Ramsey Old Town Hall is located in Ramsey, Minnesota. The primary façade faces roughly East.

It is a small wood framed building with a rectangular footprint. The building is clad in Chaska brick, and the roof has asphalt shingles. The building has a first floor composed of a handful of rooms supported by wood floor joists. There is a basement that has a small landing and crawl space under the remainder of the first floor.

There have already been some preservation efforts on the building. There is gypsum board on the wood studs throughout the first level. Many of the probable future occupants of the Ramsey Town hall are small businesses. While the city of Ramsey may add a small homage inside the building to its historic significance, it will not be a focus of the reuse.

Considering these factors, we have decided to make recommendations based upon the Secretary of the Interior's Standards for Rehabilitation.



Figure 1 – Ramsey Town Hall Primary Façade

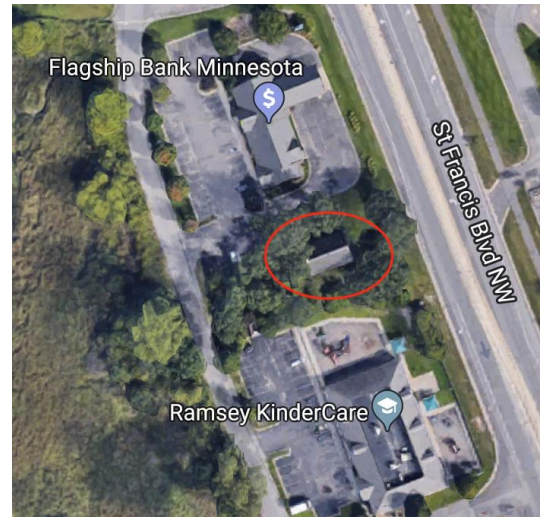


Figure 2 – North Oriented Map

## 2. History

The Ramsey Town Hall was built in 1892 as a one room school house referred to as the District No. 28 School. The brick school was built to replace a smaller wood frame school house. It is currently located at 14100 St. Francis Boulevard NW in Ramsey, Minnesota.

From 1892 until 1946, the building served as a modest rural schoolhouse for students from first to eighth grade. The building was constructed of buff colored bricks that were manufactured at the nearby Kelsey Brickyard. It had decorative segmental arches over the doors and windows, and a wood shingled roof. It had a pair of front doors that opened vertically at the center and were topped by a bell for calling students. Upon entering, there was a coat closet for the girls on the right, a water station and entrance to the basement in the center, and a coat closet for the boys and the archway into the classroom on the left. In the classroom, the teacher's desk was to the right, along the east wall. There was a small closet behind the teacher's desk. Rows of student desks faced the center of the room, chalkboards were on the back, west wall, and a wood burning stove sat in the back northwest corner. The building had plaster walls with wainscoting, a pressed tin ceiling, arched windows, and no electricity or running water.

# RAMSEY TOWN HALL, Ramsey, Minnesota

Today, the building sits between a bank on its north side, a day care center on its south side, and paved roads on the east and west sides. Originally, the schoolhouse sat on a large lot with a swamp and open land in the back, and an ample front yard with two large oak trees. The students used to play with the toads at the swamp, swing from a swing on the oak trees, and get water from the water pump in front of the building.

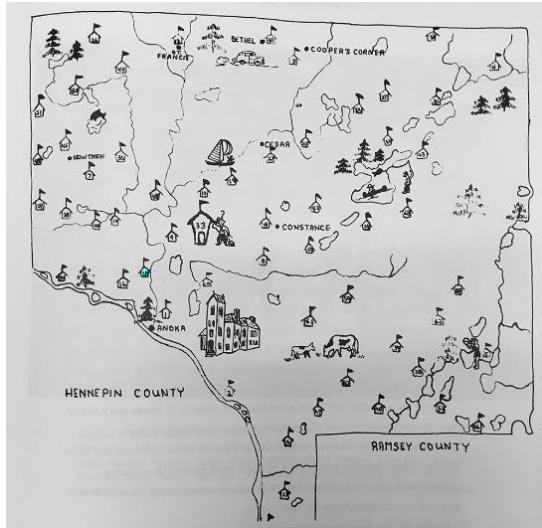


Figure 3 – Anoka Co Schools, No. 28 in Blue

Between 1943 and 1944, a local school father, Mr. Pearson, oversaw what is believed to be the first renovations. At this time, the original plaster above the wainscoting was removed from the walls and replaced with a form of paper board that had vertical strips of wood over the seams.

In 1946, the school closed and was converted into a town hall. Until this time, it was common that schools were used as meeting places for the town board. Additionally, as enrollment decreased, many one room school houses in the area were closing and larger schools were being built. In fact, when District No. 28 School closed, it had an enrollment of roughly nine students.<sup>1</sup>

The conversion to a town hall brought many changes to the building. On the exterior, the front door was replaced, the east, north, and south wall windows were replaced with rectangular windows, the west wall windows were bricked in with asphalt brick, asphalt shingles replaced the wood shingles on the roof, and a concrete belt course was added around the building. On the interior, the girl's

coat room was turned into a small kitchen, the small teacher's closet was removed, the chalk boards were painted yellow, the wood floor was covered with a vinyl flooring, and the paper board was replaced with fiber board. The building served as the Ramsey Town Hall until around 1974 when a new town hall was built.<sup>2</sup>

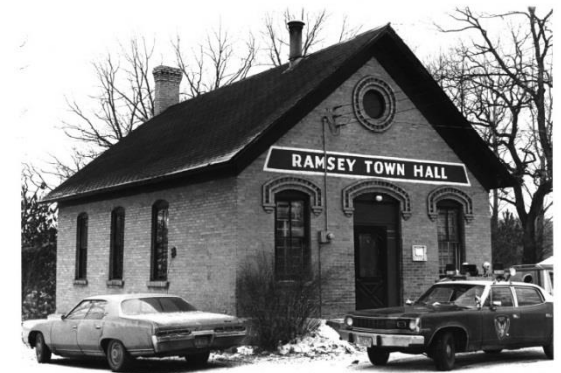


Figure 4 – Ramsey Town Hall 1978

After being listed in the National Register of Historic Places, rehabilitation of the building began. Currently, the building sits vacant and unfinished with several modern updates throughout.

<sup>1</sup> Alan Pearson and Betty Pearson, "Ramsey Town Hall / District No. 28 School," interview by Kate Stanger, November 29, 2017.

<sup>2</sup> Lynne VanBroeklin Spaeth, "School District No. 28," National Register of Historic Places Inventory/Nomination Form, St. Paul, November 6, 1979.

# RAMSEY TOWN HALL, Ramsey, Minnesota

## 3. Exterior

The rectangular building is clad in brick. There is a main entrance with windows on the eastern facade, and windows of various sizes scattered on all other sides.

### Front Entrance

The entrance of the building is fitted with particleboard, which has allowed the use of a standard size door in place of what was likely a door and curved transom window.



Figure 5 – Front Entrance with Particleboard

By the looks of the paint that is left on the brick near top and sides of the particleboard insert, the original wood door and framing was red. The door that is currently present, while functioning, is in poor condition.



Figure 6 – Red Paint on Overhead Framing



Figure 7 – Red Paint on Side Framing

Organic matter from bats is piled on the left side of the front door.

There is damage to the threshold of the front door and beyond the entrance exposing what looks to be part of the wood subfloor of the building.



Figure 8 – Organic Matter near Front Door



Figure 9 – Front Door Threshold

# RAMSEY TOWN HALL, Ramsey, Minnesota

The concrete stoop and steps that lead up to the building have several cracks and are uneven. It appears as if there has been some patching between the steps and the building. There are no hand railings. The building entrance is not currently ADA accessible and the steps are at the wrong rise and run for an entrance.

## Recommendations

Primarily, the pile of organic matter at the entrance of the door should be removed. It poses a health hazard.

The building should be outfitted with the proper door and frame. In our research, we learned that the original door was a French door likely topped with a transom window. We'd suggest that a similar door be installed and painted in the same red that is used in other areas on the exterior of the building.

The current concrete steps should be removed and replaced with a system that is ADA compliant. All steps should have uniform riser heights and uniform tread depths. Risers should be 4 inches (100 mm) high minimum and 7 inches (180 mm) high maximum. Open risers are not allowed. Treads shall be 11 inches (280 mm) deep minimum. The radius of curvature at the leading edge of the tread shall be ½ inch (13 mm) maximum. Handrails shall be provided on both sides of stairs and ramps.

Additionally, slopes on the wheelchair ramp should be at a 1:12 ratio which equals 4.8 degrees slope (one foot of wheelchair ramp for each inch of rise). A minimum of 5' x 5' flat areas unobstructed should be at the top and bottom of the wheelchair ramp with a minimum width of 36 inches of clear space across the ramp.

## Brick

The façade is covered in a yellow Chaska brick veneer. While there have been some repairs to several sections of the facade; there are still a few problem areas. On the front facade, the use of plywood around the door caused gaps in between the plywood and the brick. These gaps gave us an opportunity to get a better look at the wood structure without taking out any bricks.

The North and South brick facades are warping leading us to speculate that the metal ties or other material attaching the veneer to the wood has deteriorated, most likely due to rusting from water exposure. Additionally, because of the accessible gaps, there were leaves and debris in between the wood frame and brick façade.

There is some deterioration of the brick caused by humans. Many of the bricks have carvings and etchings.



Figure 10 – Accessible Gap Behind Brick



Figure 11 – Carvings and Etchings in Brick

# RAMSEY TOWN HALL, Ramsey, Minnesota

Additionally, there are a series of chips in the brick on the South facade that appear to be in a gunshot pattern.



Figure 12 – Gunshot Pattern in Brick

There are multiple areas where there is broken brick. This is most evident on the window sills on the North and South elevations, around the front entrance, and on the chimney on the West elevation. This damage could have been caused by humans, objects hitting the brick, or water damage.



Figure 13 – Broken Brick at Corner

There is also deterioration of the brick that was caused by the environment. There are bricks on all four facades that are experiencing spalling, especially near the entrance of the building. Spalling is caused by water being absorbed into the brick and cracking the front face of the brick when the water freezes, therefore, it is evidence that water is not able to drain properly behind the veneer. The freezing and thawing of water can also crack large parts of the brick off in the locations noted previously.

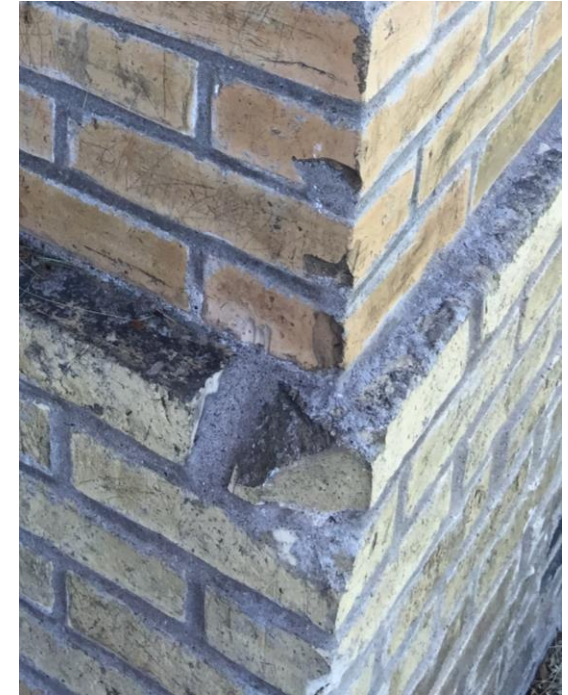


Figure 14 – Environmental Degradation

Figure 15 shows several small holes where a sign may have been hung in the past.



Figure 15 – Holes in Brick from Sign

# RAMSEY TOWN HALL, Ramsey, Minnesota

There are also some metal brackets in the façade; these were where electric lines and some services were connected.



Figure 16 – Metal Brackets in Brick



Figure 17 – Metal Brackets in Brick

There are several sections of the primary façade where it looks like some repointing has taken place, specifically under the window on the right-hand side, where the mortar is a different color, and to the top of the circular window at the top of the structure. Figures 18, 19 and 20 show other areas where repointing was done, including the chimney. The mortar joints where the repointing was done are much more prominent due to the following characteristics: over-grinding during repointing process damaged the brick around the repointed areas, a different color of mortar was used, possibly a different strength of mortar was used, and the size of the mortar joints are larger. The mortar is supposed to be weaker than the brick so that it cracks before the brick can.



Figure 18 – Attempted Repointing

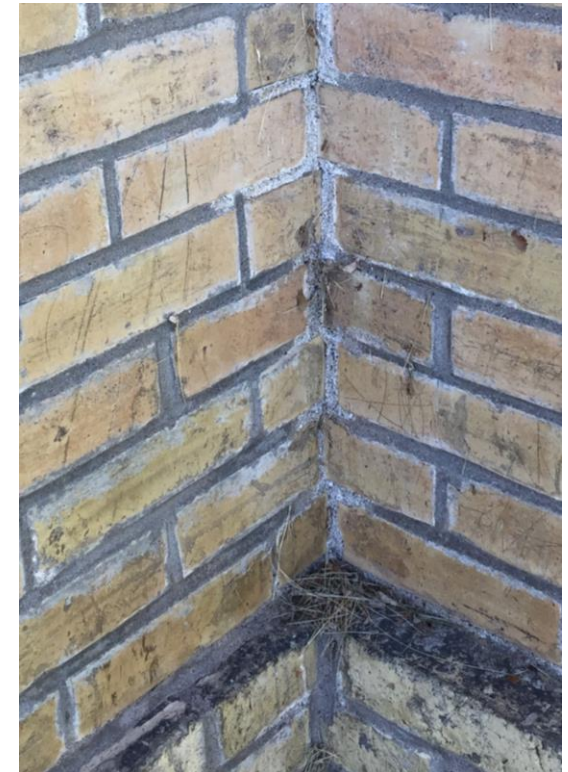


Figure 19 – Attempted Repointing



Figure 20 – Attempted Repointing

# RAMSEY TOWN HALL, Ramsey, Minnesota

There have been some attempts to repair some of the damaged brick in several places. Several of the repairs are closer to the concrete foundation on the Southern elevation. However, rather than replacing the brick that was broken off, concrete or mortar was used to fill in the broken pieces.



Figure 21 – Mortar Replacement to Fill Voids



Figure 22 – Mortar Replacement to Fill Voids

In one location, area of brick that was smeared with mortar on the rear elevation. The concrete curb that is located around the base of the North, South, and West elevations is most likely covering up deteriorated brick.



Figure 23 – Deteriorated Brick with Mortar

There are a couple of bricks that look like they were replaced with a different type of brick. The new bricks don't have the same coloring as the Chaska brick; they have more hints of red than yellow. These replacement bricks look like they have been damaged, which implies that they aren't as strong as the original Chaska brick.

There is a pipe that runs from the basement to the exterior on the North elevation. The area around the pipe was not filled in, so there is currently a hole in the wall that exposes the wood structure.



Figure 23 – Replacement Bricks



Figure 23 – Exterior Pipe Penetration

In addition to cracked brick and mismatched mortar, the chimney is missing a cap.

# RAMSEY TOWN HALL, Ramsey, Minnesota

## Recommendations

Any repointing done going forward must be done in a manner so as not to not grind into the bricks while removing the mortar. The mortar and brick used for any replacements must be of quality strength and grades as the original.<sup>3</sup>

If possible, use Chaska brick when replacing damaged bricks. Bricks could potentially be found at a salvage site, new Chaska bricks could be special ordered and produced, or bricks from the basement that are no longer visible could be used. If Chaska bricks are not available, find a brick of a similar strength, size, porosity, and color. A chimney cap matching the brick should be added.

Carvings in the brick are not currently a problem. Some would argue that leaving them provides a specific aesthetic that is worth keeping. However, spalling and holes should be repaired. The large penetration in the brick around the pipe should be repaired, and sealant should be applied.

The ties holding the brick veneer against the wood structure underneath should be reinforced. This project is priority.

The mortar that is covering the brick should be removed if possible. This process must be done by hand without damaging the brick. Replace the bricks as needed.

## Exterior Windows

There are eleven windows on this building. There are three double hung wood windows on the side elevations with a two-over-two dividing lite orientation, four wood windows on the rear elevation with a single vertical division, and one circular window on the front elevation. The windows have a wood frame and a vinyl side jamb.

The painting around the frame is patchy, and there is caulk missing around the window frames.



Figure 24 – Rear Window



Figure 25 – Side Elevation Window

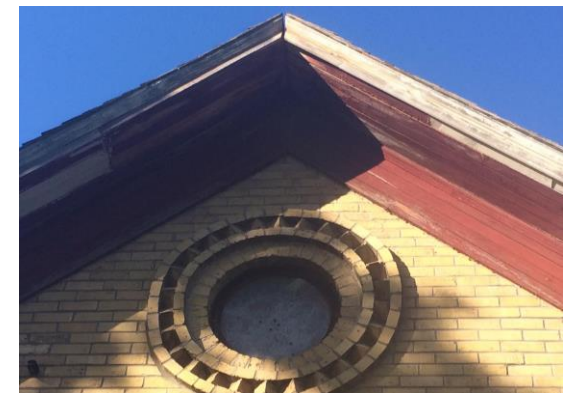


Figure 26 – Circular Front Window



Figure 27 – Paint Chipping on Window Frame

<sup>3</sup> Robert C. Mack, and John P. Spewiek. "Preservation Briefs 2: Repointing Mortar Joints in Historic Masonry Buildings," (Technical Preservation Services, NPS, 1998), <https://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>.

# RAMSEY TOWN HALL, Ramsey, Minnesota

A pane is broken on one of the windows on the rear elevation. It is our understanding that the windows were replaced in 1946, but we do not have any confirmation about other replacements. We have been assuming that the windows were replaced again around 1990 because the existing windows appear to be newer since they are in decent condition. The paint has worn around the frame, which exposes the wood. If the windows were older than 1990, then there would be significant deterioration from the lack of maintenance. We found a tag in that states Marvin Windows is the manufacturer.

The brick around the top of the windows is arched which means that the tops of the windows were potentially curved as well. We could not find a photograph that would confirm this, so further research would be needed. We also could not confirm what kind of glass was in the front circular window. In general, there does not seem to be any major deterioration from mold or insects.

## Recommendations

If replacement of the windows is possible, replacements should have a curved upper sash, and the window divisions should be preserved. The following recommendations should be considered if replacement of the entire window is not possible.

The sashes and other portions of window showing mold should be replaced. The window frames should be painted to match the fascia/soffit. Broken and missing glass, like on the rear elevation, should be replaced with clear glass. The window frames should be secured to the wooden structure, and caulking should be installed around the interior and exterior frame to create a seal.<sup>4</sup>

For the front circular window, the plywood should be removed, and glass should be installed. If another style/pattern of glass is found when doing more research, then replace with what is historically appropriate.

The interior and exterior portions of the window should be cleaned. Harsh chemical cleaners should be avoided. Consult Marvin Windows for a proper cleaning method.

## Roof

The existing roof has asphalt shingles, and the soffit and fascia are solid wood. The original roof has wood shingles. We could not access the roof to determine the condition, but the shingles appear to be in poor condition. Many of the shingles are not flat, meaning water is being shedding improperly.



Figure 28 – Asphalt Shingles

The apex of the roof appears to be split. This could be due to the walls not providing enough support to the roof, so the roof is slowly failing. It could be due to the wood shrinking over time as well. There are pieces of the soffit and fascia that have fallen off, and there are holes in the soffit on the West elevation.

<sup>4</sup> John H. Myers. "Preservation Briefs 9: The Repair of Historic Wooden Windows," (Technical Preservation Services, NPS, 1981), <https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>.

# RAMSEY TOWN HALL, Ramsey, Minnesota

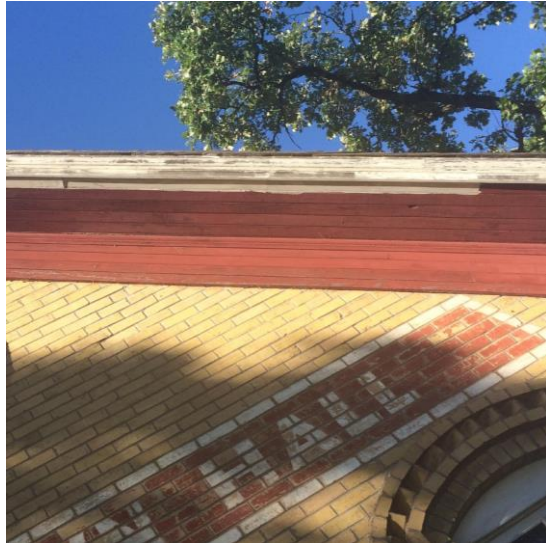


Figure 29 – Wooden Soffit and Fascia

Moss and other vegetation is growing on the roof, especially on the west side near the chimney. This observation supports our assumption that the roof is not shedding water properly. There are not any gutters on the building.

## Recommendations

The roof ridge should be sealed, and a professional should be consulted to determine the cause of the split roof. We believe this could be from a lack of support from the walls since the brick veneer and wood frame are not properly secured to one another, but a professional would confirm.

The soffit and fascia should be repaired with wood similar to the existing. They should then be painted.<sup>5</sup>

Additionally, the roof should be re-shingled, and any holes should be repaired. The new roof material can be asphalt shingles, but wooden shingles would be more appropriate. The roof and chimney must be properly flashed.

## Concrete

There is a concrete curb that runs from the side elevations to the rear elevation. It is not original or historic. It was most likely installed to cover up deteriorated brick in addition to providing structural support to the wall. The settling of the concrete could be cracking the brick behind. There is no sealant between the concrete and the brick. The concrete has major cracks that is allowing water to penetrate the structure.

The concrete is covering up two garden level windows on the North and South elevations. These windows can be seen while standing in the basement.

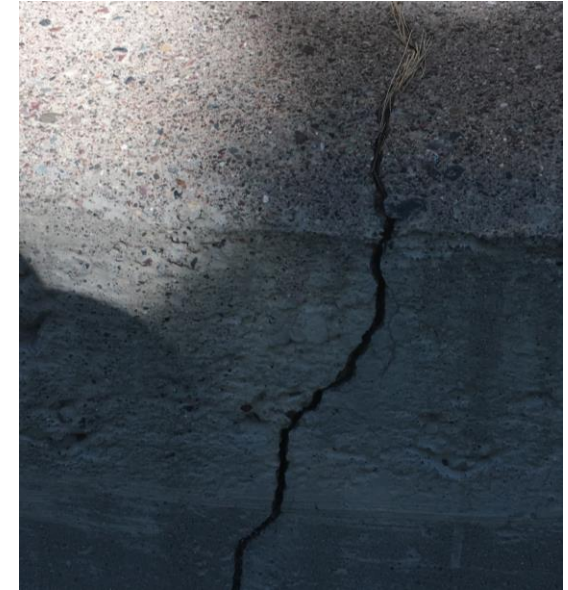


Figure 30 – Concrete Curb Crack



Figure 31 – North Elevation Window

<sup>5</sup> Sarah M. Sweetser. "Roofing for Historic Buildings," (Technical Preservation Services, NPS, 1978), <https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm>

# RAMSEY TOWN HALL, Ramsey, Minnesota



Figure 30 – South Elevation Window

## Recommendations

The cracks in the concrete should be sealed. Additionally, the joint where the bricks meet the concrete should be sealed.

If there are future plans to remove the concrete, the following is recommended. The concrete should be removed carefully as to not damage the garden level window lintels. The brick veneer should be reattached to the wood stud wall, and damaged bricks should be replaced.

We recognize that the use of the concrete was a solution to an issue. However, we strongly recommend that no new concrete is installed, and other solutions are pursued in the future.

## 3. Entry Hall & Main Room

The entry hall is the first room inside the Ramsey Town Hall. It is a small room that contains the stairwell to the basement and leads to the main room. The main room is a large open space just off the entry hall that was formerly the classroom of the original school house. In both room, the conditions of the walls and floors are similar and, therefore, will be addressed together.

### Walls

The original walls were removed and replaced with fiber boards during a previous renovation. The fiber boards have since been replaced with modern gypsum board on the top two thirds of the wall and particle board on the bottom third, presumably to recreate the original wainscoting. There is also a large rectangular hole cut in the gypsum board above the front door. On the interior, the walls appear structurally sound and have no apparent water damage. The gypsum board has been tapped and mudded, but not been treated with a primer.

As evidenced by rodents and loose insulation, the exposed gas line on the west wall of the main room is not sealed or insulated correctly.

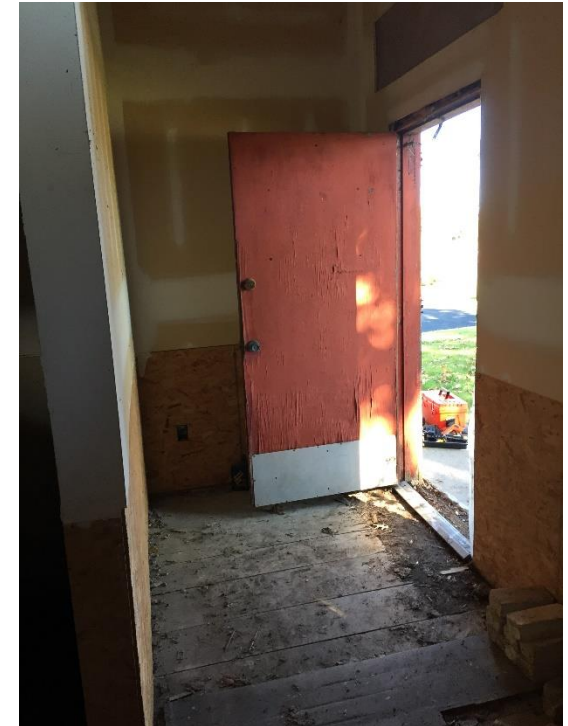


Figure 31 – Entry Hall



Figure 32 – Opening Above Entry

# RAMSEY TOWN HALL, Ramsey, Minnesota



Figure 33 – Main Room, East Wall



Figure 34 – Main Room, Northwest Corner

## Recommendations

Much of the interior integrity has been compromised, since none of the current wall material is original. Therefore, further alterations are not strictly discouraged.

However, effort should be taken to match the original wall design including matching the bottom paneling and applying a paint color that matches the original.

All walls and window interiors should be cleaned of debris and primed before applying paint to ensure a more even application. Preservation Brief 28: Painting Historic Interiors should be consulted when choosing a paint color. Following the brief, it will be best to match the new paint color to the historic wall color, if possible. If the original paint color cannot be determined, a color that is historically appropriate for both the time period and function of the building is recommended.<sup>6</sup>

In the entry hall, the hole above the front door may be exposed as a transom window once a new door has been added. If not, the hole must be patched to match the rest of the wall.

In the main room, the original chalk boards, which are still present on site, should be

incorporated in the adaptive reuse and restored to their original location on the west wall. An expert should be consulted to inspect the gas line.

## Floors

Approximately half of the original wood floor is intact in the entry hall. A section of the original flooring has been removed immediately upon entry. The subfloor that remains has significant damage from exposure to the weather.



Figure 34 – Entry Hall Flooring at Threshold

Throughout the main room, the original wood flooring is intact. Unfortunately, redesign of the interior walls has left holes in the floor. There are holes along the north and south walls for venting to the basement. There is a small amount of water damage on the boards in the doorway to the bathroom.

<sup>6</sup> Sara B. Chase, "Preservation Briefs 28: Painting Historic Interiors," (Technical Preservation Services, NPS, 1992), <https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm>.

# RAMSEY TOWN HALL, Ramsey, Minnesota

Overall, the original flooring in both rooms is very dirty, there are some holes along the wood grain caused by wear and previous renovations, and there is remnant of adhesive from the vinyl flooring.



Figure 35 – Main Room, Holes in Floor



Figure 35 – Bathroom Water Damage



Figure 36 – Holes Along Wood Grain

## Recommendations

Restoration of the existing floor should be based on the Secretary of the Interior's Standards for Rehabilitation. Overall, the floors need to be cleaned and sanded to remove debris and adhesive. According to SOIS, both chemical and physical treatments may be undertaken in the gentlest means possible. If necessary, complementary wood flooring which matches in design, color, texture, and possibly material, should be used to fill in any spaces of missing flooring.<sup>7</sup> Finally, a protective coating should be applied.

In the entry hall, replacement of the front door should help protect the floor from further deterioration due to weather exposure. If not, a more durable flooring choice may appropriate around the threshold, since the original flooring is no longer intact.

In the main room, the minimal water damage should be examined to determine its full extent, otherwise, it is not enough to make the flooring structurally unsound.

## Stairwell

The stairwell is located in the entry hall. The walls and ceiling of the stairwell have been covered in modern gypsum board, however the joints have not been taped or mudded and are starting to pull from the frame. In current condition, the stairs appear sturdy but have no railing.

## Recommendations

The gypsum board should be removed to determine the cause of it pulling from the wall. If no distinguishable cause can be determined, the boards may just need to be taped, mudded, and primed for painting.

The treads of the steps need further examination to determine wear. A railing should be added that meets the building code height of 36 inches above the tread.

<sup>7</sup> W. Brown Morton, Anne E. Grimmer, and Kay D. Weeks, *The Secretary of the Interior's standards for rehabilitation & illustrated guidelines for rehabilitating historic buildings*, Washington, D.C.: U.S. Department of the Interior, National Park Service, Cultural Resources, Preservation Assistance Division, 1992.

# RAMSEY TOWN HALL, Ramsey, Minnesota



Figure 37 – Stairway Ceiling

## 4. Bathroom

The bathroom is situated off the main room and was originally a coat closet, and then was used as a small kitchen.

### Walls

The original walls were removed and replaced with fiber boards during a previous renovation. The fiber boards have since been replaced with modern gypsum board on the east and south walls. Behind the plumbing fixtures on the north wall are moisture resistant gypsum boards. Moisture resistant boards are also located on the bottom section of the west wall.

On the interior, the walls appear structurally sound and have no apparent water damage. The gypsum board has been tapped and mudded, but not been treated with a primer.

### Recommendations

Much of the interior integrity has been compromised, since none of the current wall material is original. Therefore, further alterations are not strictly discouraged. However, effort should be taken to match the original wall design when applying paint.

As with the wall in the entry hall and main room, the walls should be cleaned of debris and primed before applying paint to ensure a more even application. Preservation Brief 28: Painting Historic Interiors should be consulted when choosing a paint color. Following the brief, it will be best to match the new paint color to the historic wall color, if possible. If the original paint color cannot be determined, a color that is historically appropriate for both the time period and function of the building is recommended.<sup>8</sup>

Additionally, since a water-resistant material such as tile is suggested for spaces with water such as bathrooms, tile that is historically appropriate for both the time period and the function of the building is recommended.

### Floors

There are no original floors in the bathroom, there is only a subfloor.

### Recommendations

As with the walls, a water-resistant material is suggested for the floors of bathrooms. Tile that historically appropriate for both the time period and the function of the building is recommended.

### Plumbing

The bathroom is currently fitted with a toilet stack, and hot and cold taps and a drain pipe for a sink.

### Recommendations

The exposed plumbing does not appear to be connected to a running water supply and is therefore not likely to cause water damage. If the plumbing is to be used, an expert should inspect them to ensure they are in working order and that none have burst or are leaking.



Figure 38 – Bathroom Plumbing

<sup>8</sup> Sara B. Chase, "Preservation Briefs 28: Painting Historic Interiors," (Technical Preservation Services, NPS, 1992), <https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm>.

# RAMSEY TOWN HALL, Ramsey, Minnesota

## 5. General Interior

There are three elements present in each of the three rooms. They are ceiling, electrical outlets, and baseboards and trim.

### Ceiling

As of late 1970s, the original pressed tin ceiling was still present throughout the building. Currently, however, the ceiling is a drop ceiling covered with modern gypsum board with four open electrical boxes.

### Recommendations

In order to determine whether or not the original tin ceiling still remains, it is necessary to remove a portion of the current drop ceiling to examine what is above.

If the original ceilings are still intact, they should be cleaned and restored with the gentlest methods as per the Secretary of the Interior's Standards for Rehabilitation.

If any of the original ceiling has been damaged throughout renovation, or if the original ceiling is missing and a replica is desired, the replacement should match in design, color, texture, and material as per the Secretary of the Interior's standards for Rehabilitation.

### Electric Boxes

There are approximately 16 open electrical boxes throughout the first floor of the building. These include electrical outlets, light switches, wall lights, and ceiling lights.

### Recommendations

A licensed electrician should be consulted to inspect the existing electrical boxes. Before work can begin, it is necessary to ensure that the electrical has been installed correctly and to code. After inspection, all boxes should be fitted with plates or light fixtures.

### Baseboards and Trim

Currently, there are no baseboards or trim throughout the building.

### Recommendations

Unfortunately, historical research did not identify the existence or type of the original baseboards and trim. However, historically, such decorative elements would likely have been present, especially in connection with the wainscoting. Because the original design is not known, one that is historically appropriate for both the time period and function of the building is recommended.

Additionally, following the Secretary of the Interior's Standards for Rehabilitation, any new materials should be documented and distinguished from historical elements.<sup>9</sup>



Figure 39 – Main Room, West Wall

<sup>9</sup> Sara B. Chase, "Preservation Briefs 28: Painting Historic Interiors," (Technical Preservation Services, NPS, 1992), <https://www.nps.gov/tps/how-to-preserve/briefs/28-painting-interiors.htm>.

# RAMSEY TOWN HALL, Ramsey, Minnesota

## 6. Basement

The basement is one level below ground. However, the first-floor joists are a few feet above grade. The stairs to the basement are positioned near the middle of the structure, between the entry hall and main room. The stairs lead down to a small landing. A shallow crawl space is under the remaining rectangular footprint of the building.

### Stairs

The staircase down to the basement is made of sawn timber, which is painted yellow. There are two stringers underneath the walking treads. These members are attached with nails. The stair does not appear to be from the original construction.

### Recommendations

The stairs should be investigated by an engineer. When on the stairs, they feel less than stable. If recommended, follow replacement or stabilization guidelines made by the engineer.

The stairs are not historically significant. However, the wood construction retains the character of the building as recommended in Standard 2. If replacement is necessary, a dissimilar assembly should be avoided if possible.

### Masonry Wall

At the base of the stairs, a masonry wall surrounds the landing. A portion of the wall is rounded and is composed of clay masonry. The other portion is composed of concrete masonry. They are connected with a thick grouted joint.

The clay masonry appears to be part of original construction; however, it may have served a different purpose. The wall appears to be stable, and a majority of the masonry units are in excellent condition.

The concrete masonry, which is painted cream, was installed after initial construction. There are a number of vertical cracks in the wall, but the units appear fairly intact.

### Recommendations

The clay masonry portion of the wall is in good condition. The units should be examined with better lighting conditions; however, no major issues were initially discovered that require remediation.

The concrete masonry wall should be examined. Cracks in below-grade structures can cause complications with soil pressures and ground water flow. Sealing and stabilizing the cracks may be the best option.



Figure 40 – Clay Masonry Wall

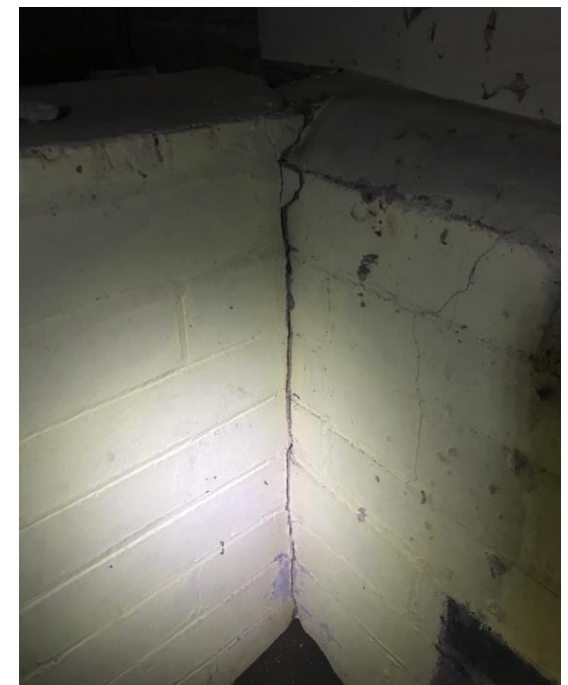


Figure 41 – Concrete Masonry Wall

# RAMSEY TOWN HALL, Ramsey, Minnesota

## Exterior Wall

There are clay masonry walls defining the exterior bounds of the basement. It is the same Chaska brick that covers the exterior façade of the building.

Directly under the upper floor, there appears to be a wooden lath covered with a type of cementitious material. It extends down for about one foot. The extent the cementitious material covers the lath varies throughout.

A window in the wall is visible across the crawl space on the West façade. It appears to be original and is covered from the outside. The original construction may have included a similar window mirrored on the North façade.

## Recommendations

The brick and lath system, which appears to be original, is performing well. There does not appear to be holes or cracks to the exterior elements.

Standard 5 states property characterizing elements should be preserved, making the original window is of interest. Even if reinstallation is not desired, the window should be inspected and removed intact if possible. The hole after window removal can be filled with brick to match the historic.



Figure 42 – Exterior Basement Window



Figure 43 – Wall with Cementitious Material

## Floor Joists

The structure of the upper floor is wooden floor joists supported on the side exterior faces of the building. A large beam that runs down the center of the structure also supports them. The joists appear to be largely original; however, there are some places where replacement sawn lumber has been installed

There is wooden cross bracing between each of the joists. They are attached with nails; however, the cross bracing appears to be disconnected.

## Recommendations

The joists appear to be structurally stable; however, an engineer should conduct an analysis on their capacity in order to provide more insight. Reinforcements may need to be added.

The current lumber floor joist reinforcements and replacements are acceptable. If possible, any future replacements should resemble the historic joists as per Standard 6.

The necessity for the cross bracing should be determined by an engineer. If they are unnecessary, it may be appropriate to remove the bracing from the system as it does not add historic significance.

# RAMSEY TOWN HALL, Ramsey, Minnesota

A few of the floor joists appear to not rest on the intermediate beam. Their natural lower elevation is about one centimeter above the beam. The joists may need to be realigned to provide the intended load path.



Figure 44 – Replacement Floor Joist



Figure 45 – Joist Cross Bracing

## Beams and Supports

The transfer beam supporting the floor joists in the middle of the structure is not original as it is engineered lumber. It is unclear if the initial construction had any beam.

The beam has multiple supports along its length to the soil and masonry below. The supports range in stability from a large post to multiple staked 2x4s. The supports are not securely attached to the transfer beam or soil below.

## Recommendations

The beam appears to be in good condition. While it is not original, it appears to serve an important structural related function. An engineer should verify the capacity of the transfer beam is sufficient for its demand.

The structural supports of the beam are extremely unsafe. They are not code compliant, and they offer very little stability. Large posts should be used for all of the supports. Additionally, the beam should be securely connected to the support, and the support should be securely connected to the soil or masonry base.

Shoring will be needed to provide temporary support during reinforcement or installation. An engineer should be consulted to create a safe plan.



Figure 46 – Intermediate Beam



Figure 47 – Beam Support

# RAMSEY TOWN HALL, Ramsey, Minnesota

## Utilities

There are a variety of utility lines and conduits scattered across the small landing in the basement. It is not clear if they are dormant or active. Some PVC pipes and conduits are draping from the ceiling.

There is also a hole in the exterior wall of the structure that appears to be for plumbing. However, nothing is attached on the inside or outside of the building.

## Recommendations

All of the wires and conduits must be organized and secured. It poses a safety risk to have them in their current configuration.

The hole is not original to the structure. It should either be used to provide modern amenities or taken out. The discontinuity can be easily patched with cementitious material.



Figure 48 – Utilities Hole in Exterior Wall



Figure 49 – Utilities Hole in Exterior Wall

## Crawl Space

More than seventy percent of the basement is composed of crawl space. There is about three to four feet of space between the bottom of the floor joists and the soil. It is filled with what appears to be construction and renovation debris.

## Recommendations

This entire area must be cleared out. The debris, in conjunction with improper utility grounding, poses a fire risk.

Additionally, the building's stability cannot be determined until all structural elements are examined individually. The debris makes this analysis impossible. Once it is cleared, an engineer should evaluate the floor joists and exterior walls in the crawl space.



Figure 50 – Crawl Space with Debris



Figure 51 – Crawl Space with Debris

# RAMSEY TOWN HALL, Ramsey, Minnesota

## 7. High Priority List

### Exterior

1. Reinforce the ties that hold the brick veneer to the wood frame structure underneath. A professional should be brought in to confirm.
2. Remove the organic matter and plywood door. Replace with red French door and transom window.
3. Repour steps to code and make the entrance ADA accessible.
4. Re-shingle the roof.
5. Paint all wood surfaces (i.e. window frames/trim, soffit, fascia)
6. Replace broken glass with clear glass.

### First Floor

1. Replace the door to stop further destruction to the subfloor at the threshold
2. Add baseboards and trim
3. Finish walls: patch holes, prime, paint
4. Add railing to the basement steps

### Basement

1. Clean crawl space and landing area
2. Hire an engineer to investigate all areas discussed above. Follow their structural suggestions
3. Replace and stabilize beam supports
4. Add stair railing for code compliance.
5. Professionals should be consulted to fix the plumbing, gas, electrical, etc.

## 8. Moving the Building

We recommend that the building is not moved to another location. Moving the building will remove both the historic context and the current context. If the building was moved, then the bank located next to the Town Hall would lose its architectural context. The bank's roof, siding, and overall design are very similar to the Town Hall. Also, the building may not survive the move. The building's walls and structure would need to be repaired before it is moved, and the bricks would need to be handled very carefully so they aren't damaged.

The process of moving a building can be very expensive, so we recommend that the money budgeted towards such an endeavor be used to repair/restore other historic buildings in Ramsey, MN.

## 9. Authors

The authors of this report are Corinne Deger, Morgan Kuehn, Kate Stanger, and Vanessa Walton. Guidance was provided from the Historic Building Conservation course instructor, Todd Grover.

The report was prepared in conjunction with the Resilient Communities Project and City of Ramsey on December 15<sup>th</sup>, 2017.

# Sustaining Our Legacy: The Future of Ramsey Town Hall

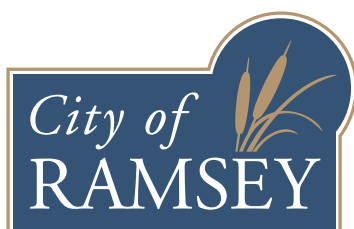


**Prepared by**  
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**Prepared in Collaboration with**  
Kurt Ulrich  
City Administrator  
City of Ramsey



The project on which this report is based was completed in collaboration with the City of Ramsey as part of the 2017–2018 Resilient Communities Project (RCP) partnership. RCP is a program at the University of Minnesota’s Center for Urban and Regional Affairs (CURA) that connects University faculty and students with Minnesota communities to address strategic projects that advance local resilience and sustainability.

The contents of this report represent the views of the authors, and do not necessarily reflect those of RCP, CURA, the Regents of the University of Minnesota, or the City of Ramsey.



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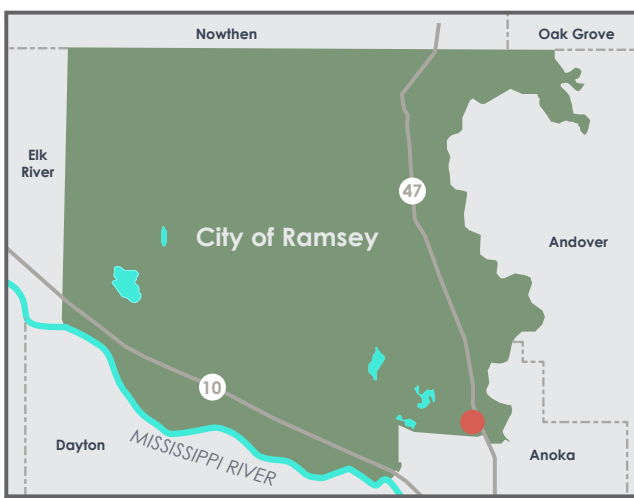
# Sustaining Our Legacy



## The Future of Ramsey Town Hall

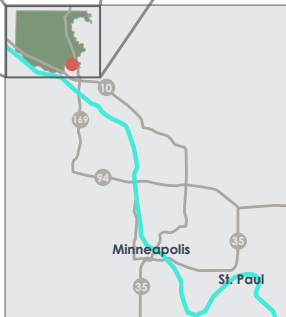


The **Old Ramsey Town Hall/District No. 28 Schoolhouse (OTH)** is the most historically significant structure of the few surviving 19th-century structures in Ramsey. The schoolhouse is located in the far southeastern corner of the city. It currently sits empty, surrounded by modern development and with no plan for its future use. **This project explores the historical and current context of both the building and the site, and presents two alternatives for the future: redevelopment *in situ*, or relocation to The COR (Center of Ramsey).**



### ● SITE OF OLD TOWN HALL

The Town Hall is located at 14150 St. Francis Boulevard NW in Ramsey, Minnesota. Ramsey is in the southwest corner of Anoka County, about half an hour from downtown Minneapolis.



The Old Town Hall, looking northwest, Ramsey, Minnesota (circa 2017)

In the following posters we will explore the **Old Town Hall's place in Ramsey**, evaluate its **context within the city**, and project **future plans for the building**. Our goal is to provide a vision for the Old Town Hall that **promotes a sense of place** in Ramsey while also developing a plan for it to once again **benefit the community**. We will carry out this project in three parts:

	Part I: EXPLORATION	Part II: EVALUATION	Part III: PROJECTION	
STATUS QUO	<p><b>1</b> POSTER NUMBER</p> <p><b>2</b> <b>History of the Area</b> We explore the historical significance of the OTH in the Anoka County area and specifically, in the development of the City of Ramsey.</p> <p><b>2</b> <b>History of the Building</b> We investigate the timeline of the building and its past uses.</p> <p><b>3</b> <b>Historic Preservation Context</b> We recognize prior preservation efforts of the community and their current engagement with and use of the area's existing historical resources.</p>	<p><b>3</b> <b>Historical Significance</b> We assess and determine the building's historical significance.</p> <p><b>4</b> <b>Future Preservation Outreach</b> We recommend city policies that can encourage good stewardship of Ramsey's historic resources.</p> <p><b>5</b> <b>Context and Constraints</b> We evaluate the site and surrounding land use over time. We evaluate issues &amp; opportunities that exist with neighbors.</p> <p><b>6</b> &amp; <b>7</b> <b>Building Condition</b> We evaluate the current condition of the OTH and recommend changes.</p>	<p><b>8</b> &amp; <b>9</b> <b>Retrofit: Redevelopment In Situ</b> We provide possible uses consistent with the building's location, some of which may involve collaborations with surrounding businesses.</p> <p><b>10</b> &amp; <b>11</b> <b>Relocation: Move to New Site</b> We propose sites for relocation. We recommend possible uses that may benefit The COR and acknowledge consequences of relocation.</p> <p><b>11</b> <b>Conclusion</b> We provide recommendations based on our evaluation of the building, the site, and potential future uses.</p>	ALTERNATIVE



The Old Town Hall building is **one of the few remaining links to Ramsey's rural past**. The following posters present an **overview** of its significance, an **investigation** into its current state, and **proposals** for its future use. Our story begins near the banks of the Rum River in 1892.

# Sustaining Our Legacy



## The Future of Ramsey Town Hall

### THE HISTORY OF RAMSEY



Ramsey traces its roots to the middle of the nineteenth century. As a **trading post**, the city enjoyed river- and rail-driven importance for a few decades, after which it settled into a quiet century as a **farming community**. Since suburban development began in the 1970s, the town has emerged as an **outer-ring commuter suburb**.

#### Ramsey Old Town Hall



Plot of undeveloped Oak Savanna, the dominant landscape for the area



1874 Map of Anoka County



1914 Map showing local schoolhouse and church locations



Typical one-room schoolhouse scene New York State, early 1900s



Building in 1977

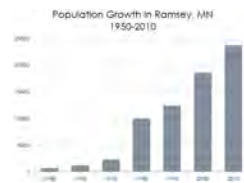


Building in 2017

- 1892** Schoolhouse building built on land owned by Ara E. Pitman.
- 1912** A furnace is installed for heating.
- 1914** The school applies for \$150 in state aid for its 26 students.
- 1937** The school is deeded to the township by Edith Patch, a member of the Pitman family.
- 1945** Last year of classes at the school.
- 1947**
- 1979** The building is listed on the National Register of Historic Places.
- 1996** The Minnesota Historical Society (MHS) awards Ramsey a grant for restoration of the building.
- 2004** The MHS grant is closed out.
- 2012** The city explores relocation options for the building in the context of the COR development and the Northstar Commuter Rail project.

#### City of Ramsey

- pre-1840** The confluence of the Mississippi and Rum Rivers is a well-established neutral zone for the Sioux and Chippewa.
- 1846** Peter and Francis Patoille establish a trading post at this location.
- 1851** First permanent European settlement.
- 1852** The town of Itasca is laid out on sections 19 and 30 in Ramsey, near the trading post.
- 1857** Watertown Township established. Renamed Ramsey after Territorial Governor Alexander Ramsey a year later.
- 1864** The St. Paul & Pacific (StP&P) Railroad reaches Ramsey. In 1890, the StP&P becomes part of James J. Hill's Great Northern Railway.
- 1970** The Census shows 2,360 people live in Ramsey Township.
- 1974** The City of Ramsey is incorporated.
- 1980** The Census shows 10,093 people live in the City of Ramsey, a 327% increase from 1970.
- 2012** Northstar Commuter Rail opens a station in Ramsey, connecting the city to downtown Minneapolis.



Typical Chippewa lodge and Sioux tipis, White Earth Reservation



1851 Township Map



The William Crooks, Minnesota's first locomotive, on the StP&P mainline in 1864



Commercial development along US 10, the main thoroughfare in Ramsey



Northstar Commuter Rail in Ramsey



More than a century and a half has passed since Europeans first settled in what is now Ramsey, MN. The Old Town Hall is a **unique asset that brings that long history into the present**. The following posters will closely examine how Ramsey has tried to preserve the Old Town Hall for the future.

# Sustaining Our Legacy

## The Future of Ramsey Town Hall



### PREVIOUS PRESERVATION IN RAMSEY



In 1977, the newly incorporated City of Ramsey moved its municipal offices to a new building on Nowthen Boulevard. At that time, there was some interest in **restoring the Old Town Hall to its schoolhouse glory**. Based on our archival research, however, it appears that this preservation effort has produced very little success.

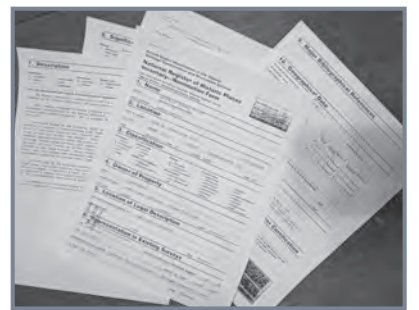
### TIMELINE OF PRESERVATION WORK: What went wrong?



#### INACTION

The Old Town Hall was placed on the National Register of Historic Places in 1980. Fifteen years later, **the city secured a grant** from the Minnesota Historical Society (MHS) for restoration, which it matched with local funds. Work got underway in 1996, but was halted soon after. The matching funds were reallocated and some of the grant money was returned to MHS.

- *The City was not interested in spending grant money.*



Application for National Register, 1979

#### INERTIA

During the 1980s and 1990s, **historically minded residents regularly had their say** in City Council meetings and letters to city hall. Despite this, there does not seem to have been much political interest in doing anything significant with the old building.

- *The City was not interested in working with its citizens.*

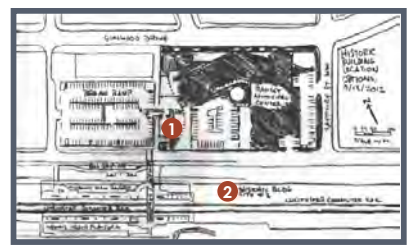


Work sign for most recent restoration, 1996

#### INDIFFERENCE

The arrival of the Northstar Commuter Rail and the COR initiative in 2012 saw plans to **move the building to this exciting transit-oriented development**. This was more problematic than it appeared, as posters 10 and 11 will show.

- *The City was not interested in including the building in its flagship development.*



Proposed siting in the COR, 2012

### All of which leads us to the obvious, unasked question: **WHY NOT JUST KNOCK IT DOWN?**

Over the years, as tepid preservation efforts have come and gone, the obvious question keeps coming back: **Why not demolish the building and be done with it?** Well...

- The building is an irreplaceable **historical asset** in a community that has precious few of them.
- This is perhaps the most **iconic symbol** of Ramsey's **rural heritage**, a heritage of which the city is very proud and protective.
- Although no preservation project is cheap, **demolition costs money**, too, and in the process destroys an asset that could be turned into a **revenue generator** as well as a **source of local pride**.



Enthusiasm for restoring the Old Town Hall has been **intermittent at best over the past forty years**. How could things have gone differently? In the next poster, we look at one way to ensure that historic buildings are respected and preserved.

# Sustaining Our Legacy

## The Future of Ramsey Town Hall

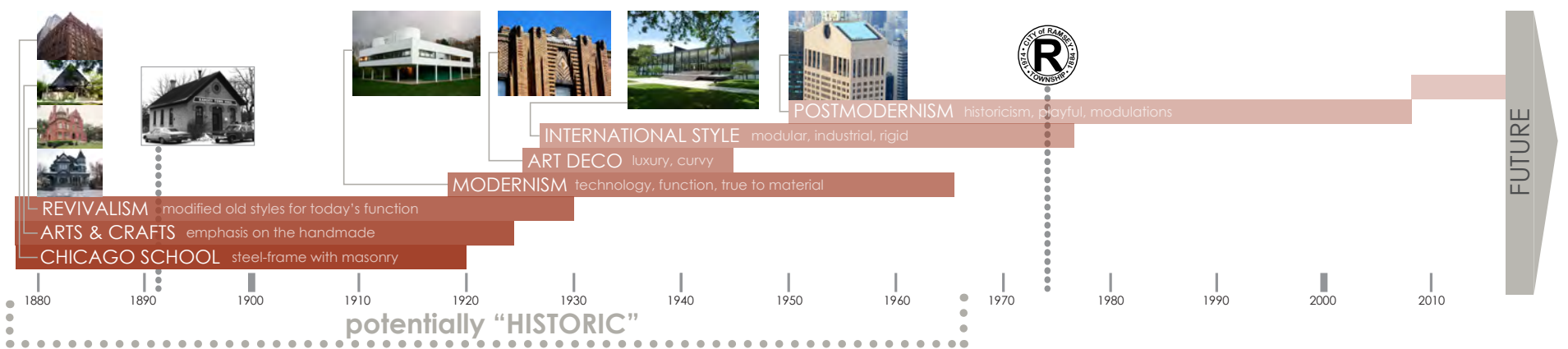


## FUTURE CITY PRESERVATION POLICIES: Local Outreach



Development in Ramsey has primarily taken place since the 1960s. Therefore, many buildings, structures, and landscapes in the city will soon reach **potential "historic" status** as defined by the National Park Service (NPS). We present **steps and recommendations** for the City to make **informed and responsible decisions** about their historic resources. We begin by identifying the ever-changing definition of "historic."

### WHAT IS HISTORIC?



Many people associate "historic" buildings and places with long-ago times, perhaps the nineteenth century or earlier. In reality, though, **the threshold is only fifty years**. Although the Ramsey Schoolhouse is clearly an historic building, within ten years, structures from Ramsey's first wave of development will be historic as well. As Ramsey ages, more and more of the structures from the city's early suburban development will potentially become historic, and it will become important to think about **preserving structures from the more recent past**. Using Ramsey's oldest buildings as a guide, we propose the following first steps.

### THE NATIONAL REGISTER



**What is the NRHP?**  
The National Register is a database of over **80,000 properties of national, regional, and local historical significance**. Nomination is usually done through a state's

Historic Preservation Office. The Ramsey Town Hall's application was submitted by the Minnesota Historical Society.

#### What does this designation mean?

Listing on the Register makes buildings eligible for **federal rehabilitation grants and tax credits**, as well as easements and fire and health safety code alternatives. In addition, the State of Minnesota offers a 20% tax credit that parallels the federal one.

#### Criteria for Evaluation

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and four more elaborate criteria found in the NRHP guidelines.  
<https://www.nps.gov/nr/>

### HISTORIC PRESERVATION 101:

Establishing a City Historic Preservation Commission (HPC)

#### STEP 1 Survey of Existing Resources

Identify buildings, landscapes, districts, etc. that may **qualify for NRHP** according to the NPS. Those that are deemed worthy can apply for placement on the NRHP.

**Local historic designation** may be useful for those that do not qualify for significance nationally.

#### STEP 2 Establish Guidelines

Prepare **design guidelines** for nationally and locally designated historic structures. These will help the city of Ramsey **monitor and provide a standard for any building improvements or alterations, including demolition**.

#### STEP 3 Engage with Community

Creating resources that connect residents to the area's **history** is vital in creating a **sense of place**. The City HPC could advocate for participation in a **Historical Society**, which may be better equipped to host **community events**.

#### Examples of Local HPCs

	Anoka Heritage Preservation Commission	Mankato Historic Preservation Commission
Number of people on HPC	7 people on commission	7 people on commission, including a Blue Earth County Historical Society officer, and a staff liaison from the Mankato Planning Department (not an official member)
Number of meetings	Once a month	Once a month
Guidelines/design manual	Set of design guidelines for their historic district that serves as reference materials. The guidelines also establish general standards for preservation and rehabilitation projects.	Neighborhood design guidelines created the Urban Planning department at a local college. Design manuals are created for different designated historic districts in the city.
How much control do they have?	Any change to City register items comes to the committee for recommendation. The committee makes its recommendation to the City Council, which has the final say.	Proposals for changes to City-designated structures or structures within the historic districts come to the commission for review, even if the building is not historic. The committee makes its recommendation to the City Council, which has the final say.



**A citywide framework for preservation** is an investment in preventing deterioration of the community's architecture. This approach also preserves Ramsey's aesthetic and cultural heritage, while enhancing the community's vitality and encouraging economic growth for the future. As a case in point, the lack of such a framework has contributed to the **deterioration of the schoolhouse and the degradation of its site**. How bad is it? Let's take a look.

# Sustaining Our Legacy

## The Future of Ramsey Town Hall

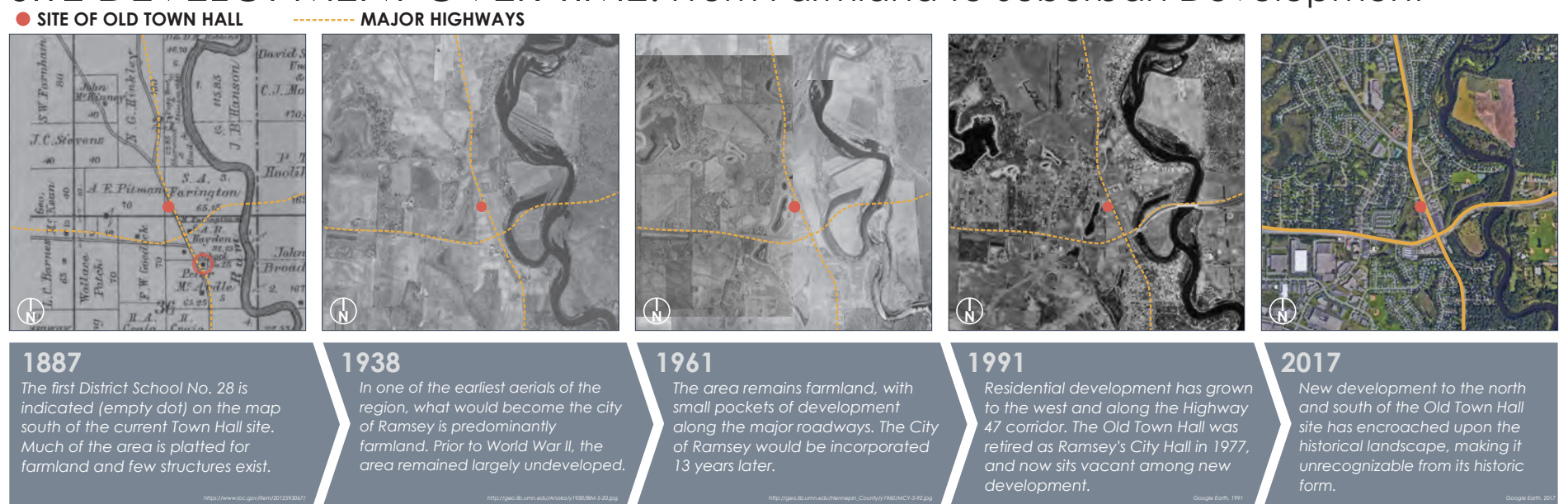


### SITE HISTORY & EXISTING ISSUES



The Old Town Hall building has served Ramsey in multiple ways during its lifetime. As the city has grown, commercial development has sprouted up around the building, **severely limiting redevelopment options**. As one of the last remnants of a predominantly rural beginning, the City looks to **take advantage of its oldest asset**.

### SITE DEVELOPMENT OVER TIME: From Farmland to Suburban Development



### ISSUES & CONCERNS

#### Site Specifics

**Building Height Context**—Surrounding buildings are one story with gable and hip roofs.

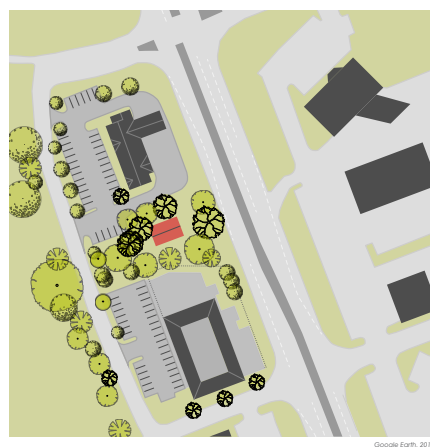
**Zoning**—The site and neighboring buildings are zoned B-1 Business District, with Planned Unit Development across the highway.

**Future Land Use**—The area is planned for commercial use.



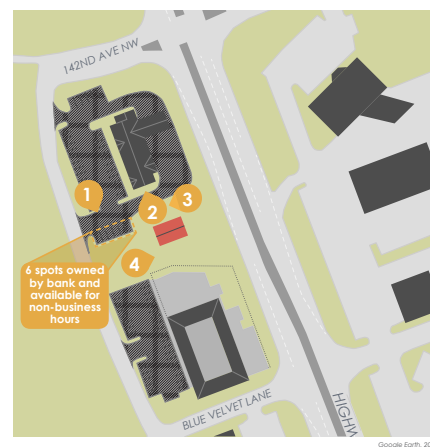
#### Tree Canopy

In the immediate vicinity of the Old Town Hall are multiple **mature hardwood trees**. The 1970s NRHP nomination notes what are now 100-year-old trees on the site. Not only do they provide valuable shading for the Old Town Hall and surrounding buildings, but the trees also contribute greatly to the historic setting.



#### Parking

The lot the building is located on is surrounded on all sides, with businesses to the north and south, a high-traffic roadway to the east, and an expansive wetland to the west. **There is no room for expansion.** The building sits on an incline from the surrounding properties and there is no parking associated with the building.



While the Old Town Hall site has few remnants of its rural past, reusing the building will still be a challenge for any business needing moderate amounts of parking. The **structural and architectural integrity of the building** should be addressed first.

# Sustaining Our Legacy

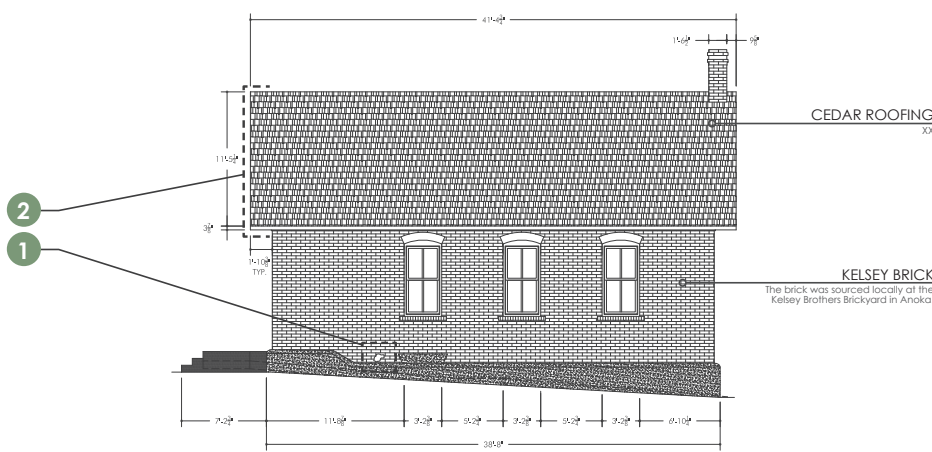
## The Future of Ramsey Town Hall



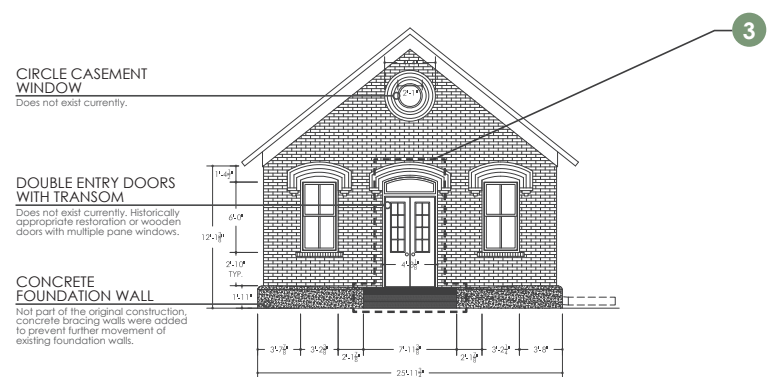
### BUILDING DRAWINGS



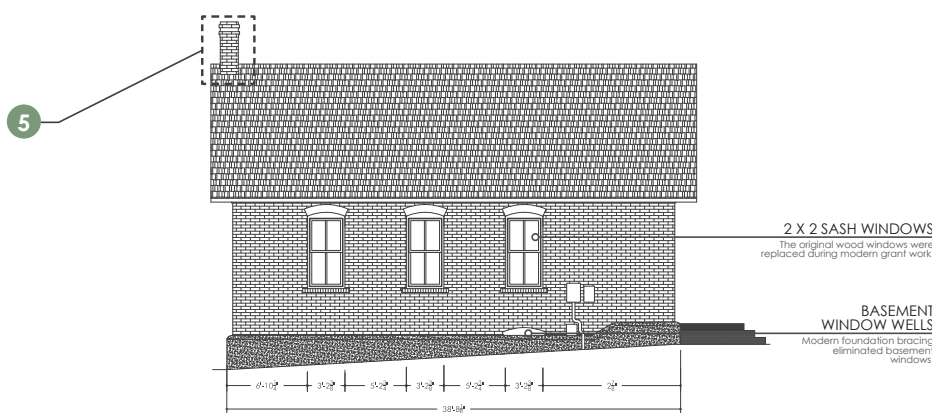
Architectural drawings—such as the ones shown below, which are based on previous renderings—are not only necessary in the construction process, but are also invaluable for **historical documentation of early construction methods** in Minnesota. The Old Ramsey Town Hall is a unique resource in Ramsey, as well as in the larger architectural landscape of Minnesota.



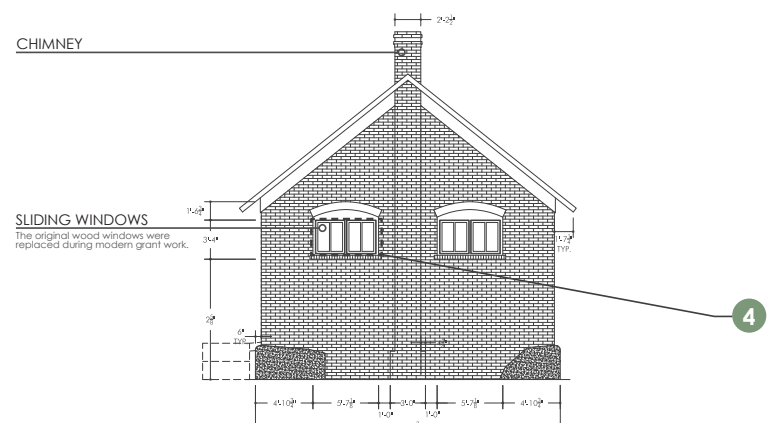
**A NORTH ELEVATION**



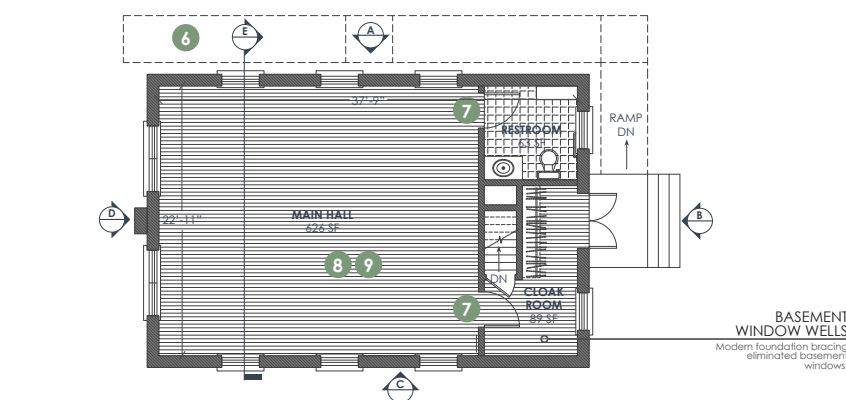
**B EAST ELEVATION**



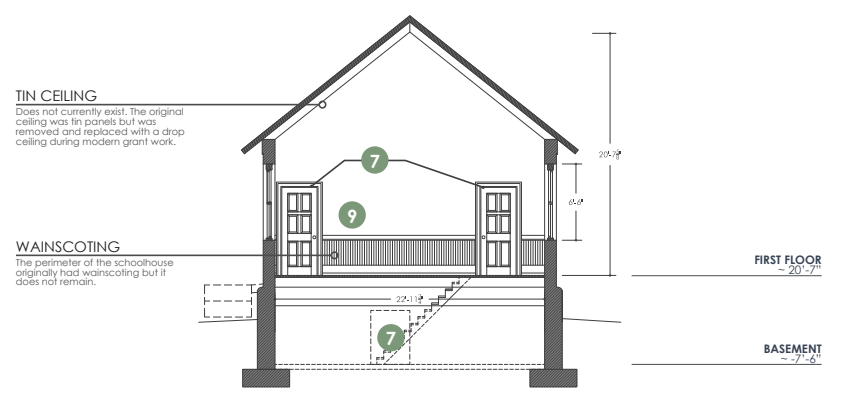
**C SOUTH ELEVATION**



**D WEST ELEVATION**



**FLOOR PLAN**



**E SECTION**

NOTE: NOT FOR CONSTRUCTION, VERIFY ALL DIMENSIONS.



The Old Ramsey Town Hall retains much of its historic character. The brick and timbers used to construct it would have been obtained from the surrounding area, making the building a representation of late 19th century local industry. In the next poster, we propose improvements and restoration work that can strengthen not only the integrity of the structure, but also its future potential.

# Sustaining Our Legacy

## The Future of Ramsey Town Hall



### BUILDING ASSESSMENT & RECOMMENDATIONS



A variety of both **structural and cosmetic work** must be completed to render the Old Ramsey Town Hall building **stable and suitable for occupation**. Here we outline the necessary steps for improving the century-old structure to meet modern **building code requirements** and **Americans with Disabilities Act (ADA) standards**. All work must align with the guidelines set by the **Secretary of the Interior's Standards for Rehabilitation**.

#### PHASE I: Climatization

First and foremost, the Old Town Hall needs to be stabilized to **prevent further damage** to the structure. The repairs outlined here are in need of **immediate attention** to prevent further water infiltration, insect or rodent infestation, and deterioration of historic material.

##### 1 Seal Envelope

**Repair brick** around basement ventilation stack and **replace brick in-kind**. Install proper ventilation stack in preparation for installation of heating and cooling equipment.

ESTIMATED COST: \$600  
<https://www.homeadvisor.com/cost/walls-and-ceiling/repair-brick-work/>



##### 2 Replace Roof & Repair Eaves

Replacing the roof will **prevent any future water infiltration**. The roof should be replaced with wood shingles or shakes. More research could determine the historical profile typical of the time of construction. More insulation could be added to **improve energy efficiency** at the same time.

ESTIMATED COST: \$20,000  
<https://www.homeadvisor.com/cost/roofing/replace-roof.html>



##### 3 Replace Entry Door & Stairs

The existing entry door is water-damaged, and the door surround does not properly join the brick veneer, leaving room for vermin infestation and water infiltration. The door should be replaced with **double swinging doors with a glass transom above**, which is the appropriate historical replacement.

ESTIMATED COST: \$3,700 (doors & transom), \$2,400 (stairs)  
<https://www.homeadvisor.com/cost/doors-to-replace-door.html>  
<https://www.thumbtack.com/building-landscaping/repair-for-historic-outdoors-2132014>



TOTAL COST: \$26,700

All work on the OTH will follow **The Secretary of the Interior's Standards for Rehabilitation**, which pertain to all historic properties listed on or eligible for listing on the NRHP. The Standards are to be "applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility."

#### PHASE II: Pre-Occupancy Upgrade

We recommend that the interior remain as **one large space**, adhering to the historical spatial experience of the building. If partitions within the space must be installed, any alterations or additions should be **reversible** and installed in-kind.

##### 4 Repair & Restore Windows

The windows were replaced during an earlier grant project but could benefit from **new paint and caulk** where brick meets wood. A rear window needs to be replaced.

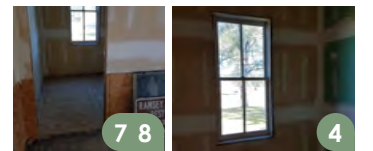
ESTIMATED COST: \$450 (recaulking), \$900 (window)  
<https://www.homeadvisor.com/cost/door-and-window-repair/repair-window.html>



##### 5 Repoint Chimney

The mortar on the chimney is deteriorated and needs to be **repointed**. This will prevent any brick movement and possible spalling.

ESTIMATED COST: \$1,000  
<https://www.dynatrac.com/repair/repair-brick-chimney/>



##### 6 Install ADA Ramp, Sidewalk

**Increasing access** to the building for future tenants is a top priority. The ramp addition will be removable.

ESTIMATED COST: \$4,400 (ramp), \$450 (45' sidewalk)  
<https://www.homeadvisor.com/cost/interior-accessibility/build-a-disability-ramp/>



##### 7 Install doors, plumbing, HVAC

Previous grants were used to purchase **doors and a furnace**. Neither was installed completely. New **plumbing fixtures** need to be purchased and installed.

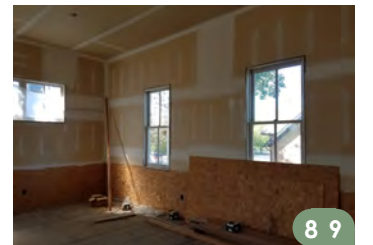
ESTIMATED COST: \$300 (doors), \$600 (plumbing), \$1,700 (HVAC)  
<https://www.homeadvisor.com/cost/interior/replace-door.html>



##### 8 Restore Wood Floor, Install Tile

The original hardwood floor needs an **extensive restoration**. Historically compatible tile should be installed in the restroom.

ESTIMATED COST: \$3,300 (hardwood), \$1,200 (tile)  
<https://www.homeadvisor.com/cost/roofing/replace-wood-flooring.html>  
<https://www.homeadvisor.com/cost/interior/replace-floor.html>



##### 9 Finish Interior

New **wainscoting** (historically appropriate) needs to be installed and the new **sheetrock** needs to be painted.

ESTIMATED COST: \$3,940  
<https://www.homeadvisor.com/cost/interior/replace-rooms.html>

TOTAL COST: \$18,240

TOTAL PROJECT COST: \$44,940



The renovation and restoration tasks are formidable, but **not insurmountable**. The result of these rehabilitation efforts would be a **valuable community asset**, one that reinforces a **connection** to Ramsey's rural roots as embodied in one of the earliest brick buildings in the area. Does Ramsey have the will to do right by the Old Town Hall?

# Sustaining Our Legacy

## The Future of Ramsey Town Hall



RETROFIT

### RETROFIT: OTH REMAINS AT CURRENT LOCATION



Keeping the Old Ramsey Town Hall in its current location has benefits and drawbacks. By remaining where it is, the OTH can **remain on the National Register**, connect Ramsey to its **rural past**, and potentially contribute to a **thriving business community**. However, the location is developed on all sides, leaving no room for expansion or parking.



“Old ideas can sometimes use new buildings. New ideas must use old buildings.”  
—Jane Jacobs,  
author of *The Death and Life of Great American Cities*



“I drive by the Old Town Hall every day, and I think that building is so awesome and I want to see life.”  
—Shannon Potter



“The historical significance of the property is something that we would like to display. History is always something that should be remembered.”  
—Tara Gattner

### PRECEDENTS

Weaver Schoolhouse  
Weaver, MN – Residential



Formerly a one-room schoolhouse serving Weaver and the surrounding area, the building was renovated in 2008 and turned into a private residence.

The adaptive reuse of the building won a Stewardship Award at the Minnesota Preservation Awards for its efforts.

Emy Frenz Arts Guild  
Mankato, MN – Community



A historic local church was renovated and turned into the Emy Frenz Arts Guild. The building serves as the home of a local arts nonprofit,

Twin Rivers Council for the Arts, and provides gallery and rental space for community events.

Anoka State Hospital  
Anoka, MN – Public Housing



Formerly a state mental health campus, the old buildings have been abandoned for years. A plan to begin renovation of the property for adaptive reuse as

housing for homeless veterans began this fall and will continue over a ten-year period.

### BENEFITS



#### Stays on the National Register of Historic Places (NRHP)

By remaining where it is, the building stays on the National Register. This means that the building is eligible for **state and federal grant funding** and **tax benefits** that it would lose access to if moved.

The following resources are available for buildings on the NRHP. Most stipulated work has to follow the Secretary of the Interior's Standards.

- MN Historic Structure Rehabilitation Tax Credit
- Preservation Alliance of MN Heritage Partnership Program
- MN Historical and Cultural Heritage Grants
- Certified Local Government Grants through the Historic Preservation Fund



#### Location

St. Francis Boulevard is a busy arterial road. The building will have **prime access to clients** when the building is re-purposed. The area is zoned for small business developments, keeping the surrounding businesses on a similar scale.



#### Connection to Ramsey's rural roots

The current location is near Ramsey's border with Anoka; the school served families from both communities. Keeping the building here helps explain how early-twentieth-century **rural communities depended on each other**.



#### Save money

With **no relocation costs** to consider, the city will only need to cover the costs of renovation and maintenance.



#### Foster a thriving local business community

Old spaces are key to fostering new creative endeavors in communities. **Nonprofits, startup businesses, and arts communities** all create spaces where creative ideas can grow and flourish. Ramsey has the ability to capitalize on that.

### DRAWBACKS



#### Lack of parking

The site has **no space for added parking**. It is surrounded by businesses on either side and a busy highway to which it has only indirect access. A private driveway and a large wetland further constrain parking options. The lack of parking makes finding a business that would be able to thrive more difficult.



#### Funding constraints

Being on the National Register means there are **constraints on what may be done to the building**. For example, changing the outward appearance of the building would not be permitted. Signage added to the building for business purposes would have to be freestanding and not affect the façade of the building.



#### No room for expansion

The site constraints mean there is **no possibility of expansion or growth**. Any future occupant would be locked into using the building as is.

VS



Taking into account these considerations, there are still **many opportunities for the property to be put to good use**. With a few business proposals **already received by the City**, we will explore possibilities for the property in its current location.

# Sustaining Our Legacy



RETROFIT

## The Future of Ramsey Town Hall

### RETROFIT: OTH REMAINS AT CURRENT LOCATION (continued)



Over the years, there has been interest in **putting the Old Town Hall to use**. Since it was left mid-remodel, it has been sitting there, **lifeless**. We will explore two **business proposals** for **adaptive reuse** of the Old Town Hall, as well as potential use of the space as a **business incubator**. By looking at the proposed **floor plans** for the building, we will evaluate the reuse options and their **effects on the space**.

#### School of the Arts



“It’s not really about me. I just want to see that space used again and I want to bring more artists to Ramsey.”

Shannon Potter’s proposal for reusing the Old Town Hall focuses on bringing a community use back to the building. The location is a main draw for potential **arts instruction programming** and Shannon’s experience as a property manager gives her an ability to manage the building while utilizing the space. Proposed program components include:

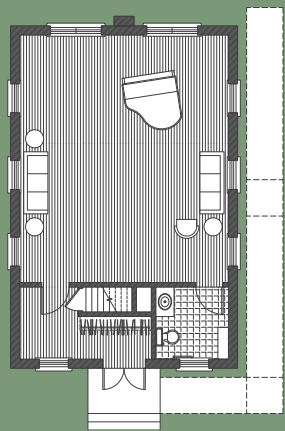
- **Teaching:**
  - Classes for youth
  - Classes for adults
  - Voice lessons
  - Other art classes as possible
- **Flexible teaching artist model**
- **Expanding classes offered as new teachers join**
- **Building reservations for community events**

#### Community Growth

A new business with a focus on bringing artists to the community will help Ramsey’s community and business grow.

#### Property Management

Having the historic property used by a business owner who is also a property manager adds extra understanding to the nature of running a historic property.



+ VS -

#### Unestablished

As a new business, it may be difficult for the School of the Arts to establish itself. The building could end up being empty again if the programming is unable to take off.

#### Unpredictable

The flexibility of the business plan leaves the space utilized during unpredictable hours and by an unpredictable amount of people creating possible complications related to negotiating parking easements.

#### Braven Music Anoka



“We love history and a good story; we think that it is great that the building started out as a school and could again be one!”

Tara Gattner’s proposal for the building is based on expanding the **established music school**. Having reached maximum capacity operating out of their home and limited rental space, the stand-alone Old Town Hall building seemed like the perfect location. Program components include:

- **Teaching:**
  - Music
  - Fine motor skill optimization
  - Personal discipline
  - People skills
  - Team building
- **Currently over 50 students**
- **Music lessons for youth**
- **Experience working with children with disabilities**
- **Giving back to the community**

#### Established Business

Braven has already established a client base and is not a new business just trying to get on its feet.

#### Community Involvement

Braven is an active participant in the community of Anoka, regularly attending community events in order to give back. Bringing that into Ramsey would be a boon to the community.

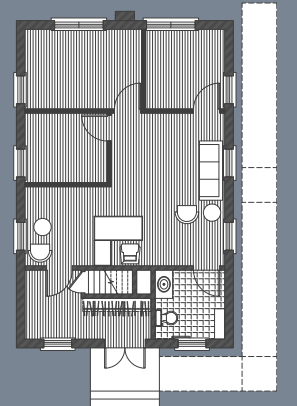
+ VS -

#### Dividing Space

The school needs the building to be divided up into at least 3 private practice rooms. This will involve a great deal of construction. If Braven outgrows this space, these divided rooms may make finding a new use for the property difficult.

#### Sound Proofing

The separate rooms in the music school will need to be soundproof and set for acoustics. This will also add an extra layer of complication to the construction process.



#### Business Incubator



“An incubator would catalyze entrepreneurship in the city of Ramsey and be the cornerstone for creating local goods and services.”

—Matthew Goodwin, Talent and Tenacity

The city’s economic development team and the Resilient Communities Project have been working to create places and services provided by the city of Ramsey aimed to help startup businesses get off the ground. The Old Town Hall building would diversify this by creating a smaller scale space that appeals to new businesses. Components include:

- **Business possibilities:**
  - Small scale start-ups
  - Nonprofits
  - Arts organizations
- **Flexible business model**
- **Discretion of Ramsey**
- **Building can be used for community events**

(To further explore the business incubator option, see the “Talent & Tenacity” posters)

#### Diversification

Brings a new scale option, encouraging development of different types of businesses not already served by the Ramsey Business Incubator.

#### Existing program

Ramsey already has an established business incubator program. This addition simply expands the program.



+ VS -

#### Control

Ramsey will retain control of the building, requiring management and oversight on the part of the City.

#### Turnover

There can be a high turnover rate in any business incubator, leaving the possibility of the space being left empty and underutilized.



There is local interest in putting the Old Town Hall building to use on its **current site** and bringing new life to the area through **adaptive reuse of the building**. However, the City of Ramsey has also considered **moving the building to the Center of Ramsey (The COR)**, the city’s new mixed-use downtown area. In the next set of posters we will explore the relocation of the Old Town Hall.

# Sustaining Our Legacy

## The Future of Ramsey Town Hall



RELOCATION

### RELOCATION: OTH MOVES TO THE CENTER OF RAMSEY



Moving the Old Town Hall to the new Center of Ramsey (COR) also has benefits and drawbacks. The move would showcase Ramsey's **history**, create a **new context** for the building, and provide **flexibility** in placement. However, it would **lose its status on the Historic Register**, risk **reduced structural integrity**, and be **out of scale with its surroundings**.



“Its value lies not in the land it sits on but, rather, in the remembrance of the people of the land it served.”  
—Mike Auspos



“[The house] would have been left to decay in its current plot, but it moved to a gorgeous piece of land where it truly served as the anchor for the site. The move brought new life to the house.”  
—Terry Plyant on How Historic Homes Are Moved

### PRECEDENTS

#### Hubbard House Carriage House

Mankato, MN – Museum



Built in 1880, the carriage house was originally located across the Glenwood Creek from the main house. In 1977, the building was moved to the garden area next to the house to

keep its historical context to the building. **The carriage house serves as a supporting structure for the Hubbard House, which is now used as a museum.** Programming is run by the Blue Earth County Historical Society.

#### Pierre Bottineau House

Maple Grove, MN – Interactive Learning



Built in 1854, the home has been moved at least four times. In 2009, it was moved to its current location in the Elm Creek Park Reserve to

replicate its natural historical setting. **The house is used as an interpretive space run by the Three Rivers Park District.** The park resources benefit the historic home by extending the learning landscape and highlighting the possibilities for adventure.

#### Longfellow House

Minneapolis, MN – Museum



Built in 1907, the house was originally connected to Minnehaha Park. In 1994, during the expansion of the roadway, the building was moved across the highway and reconnected with the park it had been separated from. **The house is currently used as an interpretive center run by the Minneapolis Park Board.**

### BENEFITS



#### New Context

By moving the building into the COR district, Ramsey will be able to create a “then and now” relationship between the Old Town Hall and the new town hall. It will **bring Ramsey’s history into context with its present**.



#### History in the Forefront

As the COR develops, it will become the destination in the city for people to eat, shop, and play. By bringing the building into this exciting new development, Ramsey has the opportunity to put its **history on full display**.



#### Flexibility

The COR location offers **several potential sites** for the OTH to be relocated, allowing the City to **choose the ideal context** for the building in the new development.

VS

### DRAWBACKS



#### Removal from the National Register

If the building is moved, it will lose its status on the National Register and Ramsey will **lose access to funding opportunities** that come with it.



#### Structural Integrity

The Old Town Hall structure is comprised of a **timber frame structure with a brick veneer**. The brick was only secured to the structure with nails in the mortar. These nails have now rusted and **no longer support the one-brick wythe veneer**. Therefore, moving the Old Town Hall is a risky endeavor.



#### Scale

The scale of the COR is much larger than that of the Old Town Hall building. The one-room schoolhouse building could **easily lose prominence**, either standing alone in a large expanse or being surrounded by large developments.



#### Cost

Moving the building will **add extra cost to the process of renovation** and to general maintenance. The building improvements needed in preparation for the move and the distance the building is being moved will both affect the cost. A reliable and reputable firm will be able to do the work in the range of \$50K.

[www.wolfhousemovers.com](http://www.wolfhousemovers.com)



Historic buildings are generally moved to keep them in a setting that **maintains historical context**, either because the new location closely **resembles the original surroundings** or **reunites the buildings with some other historic element**. Considering this and the structural integrity issues involved with relocation, Ramsey has several other options to consider.

# Sustaining Our Legacy

## The Future of Ramsey Town Hall



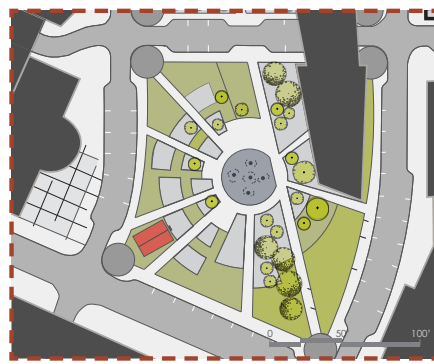
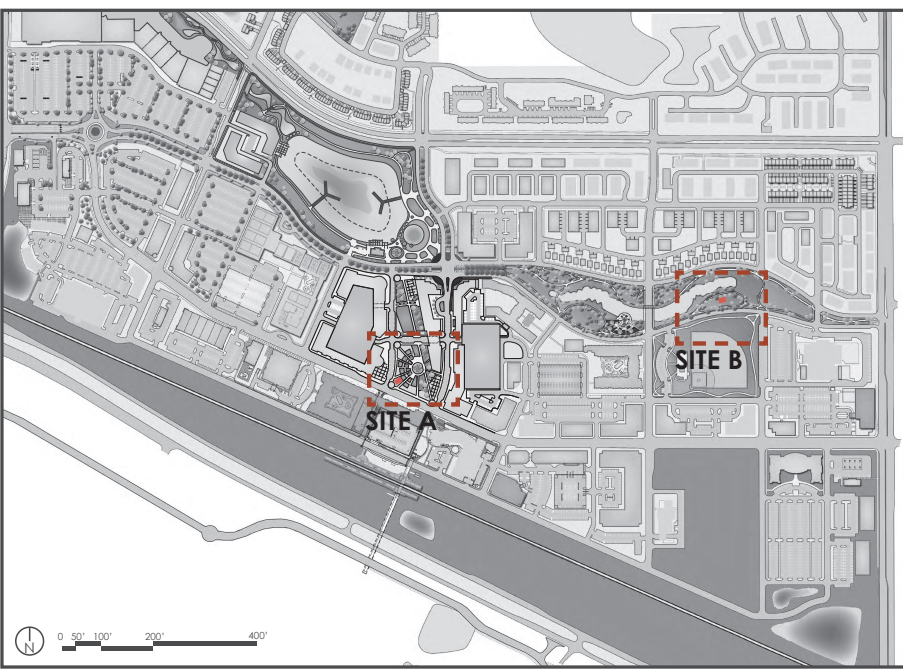
RELOCATION & CONCLUSION

### RELOCATION: OTH MOVES TO CENTER OF RAMSEY (cont'd)



Moving the Old Town Hall to The COR would give the City options for several potential relocations sites. It can be placed in a **“then and now” context in proximity to the current City Hall** or be moved to a **pastoral context to closely mimic its historic surroundings**. There are various options for programming in both contexts: an **entrepreneurial space** like a cafe or retail establishment, or a **museum or interpretive learning center**.

#### PROPOSED SITE LOCATIONS



##### SITE A: “Then and Now”

The schoolhouse will be placed in a “then and now” context with the City Hall, driving home the notion of historical progress.

- + The COR is slated for increased large-scale development in the coming years.
- This scale mismatch will diminish the visibility of the schoolhouse.



##### SITE B: Pastoral

The schoolhouse will be sited on its own, which is important to give the building a proper historical context.

- + Existing in a setting more like its original one, the building will become more of a destination.
- This may make it harder for the public to engage with the building.

#### PROPOSED PROGRAMMATIC USES

##### Cafe

+ Adapts well to space restrictions. Provides a destination for social gathering. Serves the COR and surrounding businesses.

VS

- Produces high traffic in a historic building. Hard on interior of the building. Loses connection to original use of the space. Limits growth.



##### Retail

+ Adapts well to space restrictions. Brings new generation and use to old building. Provides economic draw in the COR.

VS

- High turn-over in new, unestablished retail. Loses connection to original use of building. Limited space limits store options and growth.



##### Interpretive Learning/Museum

+ Fits within the building's original context. Capitalizes on local history. Ties into Ramsey's rural roots. Historical Society involvement.

VS

- Ramsey's historic tourism market may be lacking. The extent of their historic tourism resources is limited.



## CONCLUSION

The Old Town Hall building serves as a **window into Ramsey's history**. It keeps the city connected to its **rural roots** and creates a **sense of place** anchored in the building's historical context and connection to its surroundings. **Keeping the building in its current location** is important to keeping that **context** and **program history**, and **remaining on the National Register**. Beyond that, the structural integrity of the building is such that the possible damage to the building during a move is not worth the **risk**. In its current location the Old Town Hall building can serve as a starting point for Ramsey to create a **local Historic Preservation Commission or Historical Society**. Remaining in place and on the National Register, the Old Town Hall can serve as a **true showpiece** for Ramsey.



**CC Work Session**

**Meeting Date:** 03/25/2025

**Primary Strategic Plan Initiative:**

**Information**

**Title:**

Discuss the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members and Chair Member Term Rotations

**Purpose/Background:**

Councilmembers Riley and Stewart requested this discussion. The purpose is to revisit the policy language which was included in the adopted policy dated February 14, 2023 regarding Chair member term rotations.

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." As a result of this case being brought forward, staff are seeking feedback from the City Council to either keep, remove or revise this section.

A case is on tonight's consent agenda to remove the above-listed language from the policy and to revise the title to "Discuss the Policy for the Recruitment, Application, and Interview Process of Appointing City Board and Commission Members". In the event that unanimous City Council consensus is not achieved to move forward with this action, the consent case may be pulled from the consent agenda and placed under Council Business for consideration, or time would allow for the case to be tabled for further discussion on April 8th.

**Time Frame/Observations/Alternatives:**

Up to 10 minutes.

**Funding Source:**

Not applicable.

**Recommendation:**

Based on discussion.

**Outcome/Action:**

Based on discussion, however, if the consensus of the City Council is to do anything other than to remove said language in full, the case on this evening's consent agenda should be pulled. Staff would then update the language per direction and bring it back to the April 8th meeting.

**Attachments**

Policy

**Form Review**

**Inbox**  
Brian Hagen

**Reviewed By**  
Brian Hagen

**Date**  
03/20/2025 11:42 AM

Form Started By: Colleen Lasher  
Final Approval Date: 03/20/2025

Started On: 03/13/2025 01:14 PM

**POLICY FOR THE RECRUITMENT, APPLICATION,  
AND INTERVIEW 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 a process 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 1<sup>st</sup> 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 1<sup>st</sup> 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 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 and willing 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 as necessary, 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 board or 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 to the 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 effective on 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 of the 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 will be 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 City Council 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 appointments to 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 do with 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 select five 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 the scores 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.

**CC Work Session**

**Meeting Date:** 03/25/2025

**Primary Strategic Plan Initiative:** Not Applicable

**Information**

**Title:**

Regular Meeting Agenda Order

**Purpose/Background:**

At a previous work session, council briefly discussed reorganizing the regular meeting agenda layout. Suggestions included placing the approval of minutes back on the consent agenda, and moving the approval of the agenda immediately following the call to order of the meeting. For background, historically the minute approval was under the consent agenda. In 2024, the consensus was to place the item as a separate item on the agenda. A link to the minutes from that meeting is below.

[June 25, 2024 Council Work Session Minutes](#)

For general information, an agenda may be in any order desired by the City Council. Staff will generally place cases where guests are likely to be present as early in the meeting as possible. The only limitation to Ramsey's agenda comes from a City Charter requirement where citizen input shall be allowed at the beginning of each council meeting. The general order of the agenda as it sits satisfies this requirement.

Attached to this case is an agenda order used currently.

**Notification:**

N/A

**Time Frame/Observations/Alternatives:**

Alternative 1: Provide consensus direction on a new agenda order.

Alternative 2: Leave as is.

**Recommendation:**

Staff has no recommendation, though at a minimum, it is reasonable to move the approval of the agenda immediately following the call to order of the meeting.

**Outcome/Action:**

Provide consensus direction on the regular meeting agenda order.

**Attachments**

Current Agenda Order

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Brian Hagen

Final Approval Date: 03/20/2025

**Reviewed By**

Brian Hagen

**Date**

03/20/2025 02:04 PM

Started On: 03/17/2025 11:43 AM

# DRAFT

**City of Ramsey  
Agenda  
Regular City Council  
Tuesday, April 22, 2025  
7:00 pm  
Council Chambers, 7550 Sunwood Drive NW**

**Remote Attendance available at [www.cityoframsey.com/meetings](http://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**

**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.*

**7. Public Hearing**

**8. Council Business**

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

**10. Adjournment**

**CC Work Session**

**Meeting Date:** 03/25/2025

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

**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

The first attachment 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. The second attachment includes Councilmember initiatives for future work session topics. Those items are up for discussion and, with consensus, will be added to the future topics list.

**Recommendation:**

For Council review - no formal action necessary.

**Outcome/Action:**

For Council review.

**Attachments**

Future Topics.

Councilmember Topic Requests.

**Form Review**

**Inbox**

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 03/20/2025

**Reviewed By**

Brian Hagen

**Date**

03/20/2025 12:36 PM

Started On: 03/18/2025 12:56 PM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
<b>2025</b>		
April 8	Fire Department Staffing	20
April 8	Sign Code Discussion	40
April 22	Sale of Highway 10 RALF Properties	30
April/May	Pollpad Update	
May 27	Discuss format for City Adm. Perf. Evaluation	10
June 10	City Administrator Performance Evaluation	30
June/July	Consider Accepting Community Art Plan Donation	
6/24	Audit	
7/08	Budget	
7/22	Budget	
8/12	Budget	
8/26	Budget	
9/09	Budget	
TBD	Cannabis Licensing - CM: KB, RH	
TBD	Trades Expo - CM: KB, CR	
TBD	Subdivision Code	
TBD	Hwy 10 Pedestrian Overpass	
TBD	City Facility Safety Improvements	
TBD	Veterans Park Discussion	
TBD	Newsletter - Councilmember Corner	
TBD	Quarterly Police & Fire Updates - CM: KB, CR	
TBD	Coffee with a Councilmember Initiative - CM: KB, CR	
TBD	Public Safety Deep Dive - CM: KB, CR	
TBD	Quarterly Updates on Outside Committees - CM: KB, CR	

	<u><i>Councilmember Initiatives for Future Work Session Topics</i></u>
Proposed by CM	Topic
Buscher	Prevailing Wage Policy
Buscher	Wage Theft Enforcement