

City of Ramsey
Agenda
City Council Work Session
Tuesday, June 24, 2025

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

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

1. **Call to Order**

2. **Topics for Discussion**
 1. Review Gravel Road Elimination Program Funding Options
 2. Consider Request for Proposals - Civil Legal Services
 3. Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority - May be Closed to the Public

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:** 06/24/2025**Primary Strategic Plan Initiative:** Address infrastructure needs.**Information****Title:**

Review Gravel Road Elimination Program Funding Options

Purpose/Background:**Purpose:**

Review funding options for Gravel Road Elimination Program (GREP).

Background:

Since 2004, the Public Works Committee (PWC) has discussed on numerous occasions the potential conversion of public gravel-surfaced roads to bituminous paved streets to allow for more cost-effective maintenance operations and to prevent the need to replace the road grader. In 2004, the city maintained roughly 12 miles of gravel-surfaced roads. About 10.1 miles of these gravel roads have either been paved since, or are proposed to be paved with private developments.

The city currently routinely maintains approximately 1.9 miles of public gravel-surfaced roads. Maintaining these gravel roads during summer months requires using a road grader to remove potholes and “washboards” and restore crowns to the roads so they drain properly. In winter months, the road grader is primarily used to plow snow from gravel roads, though grading the surface may also be required. The city currently owns a 1999 John Deere grader, which is not identified for replacement in the Capital Improvement Program (CIP). If this grader were to be out of service for any length of time, the city would need to rent a replacement temporarily to help maintain our gravel roads.

Attached are copies of recent PWC cases and meeting minutes that address Gravel Road Elimination Program (GREP) estimated costs and funding sources. Also attached to this case is a map showing the locations of the six (6) road segments identified for potential conversion from gravel-surfaced roads to paved streets through the GREP.

Time Frame/Observations/Alternatives:**Timeframe:**

Staff anticipates up to 60 minutes will be required to present and discuss this case and respond to questions.

Observations:

In 2011, the City discussed adopting a GREP but a formal policy was never adopted. Then when the City adopted a Special Assessment Policy in 2014, a statement was included in this policy that requires benefiting property owners to pay for 50-percent of the costs to convert a gravel road to a paved street. A copy of the Special Assessment Policy is attached.

Until a Gravel Road Elimination Policy is developed and funded, staff will continue to explore and promote the elimination of gravel roads as part of City improvement projects and private developments.

Staff are currently working to prepare plans and specifications for the purpose of obtaining bids for all 2026 Pavement Management Program projects before next spring. Staff would therefore not be able to develop one or more GREP projects in-house for construction in 2026 so any projects proposed for 2026 construction would

need to be contracted out.

Alternatives:

Alternative #1:

Provide consensus direction to staff to further explore the following funding sources to fund GREP projects, _____, and to present the information at a future City Council work session.

Alternative #2:

Provide consensus direction to staff to finalize a draft Gravel Road Elimination Policy including detailed estimated project costs for all six gravel road segments, a project prioritization schedule, and a funding program using the following funding sources; _____.

Alternative #3:

Provide other consensus direction to staff as follows; _____.

Funding Source:

Current estimated project costs for converting all six (6) gravel-surfaced roads to streets with bituminous pavement total \$2,250,000. These estimated project costs were developed with the aid of soil boring reports on all segments to identify required subsurface soil corrections.

Potential funding sources for Gravel Road Elimination Program projects include;

- General levy
- Public Improvement Revolving (PIR) funds
- TIF Funds from Districts 1 and 2. Only 2 of the 6 segments are eligible to use TIF funds. TIF funds can only be used within the Cities TIF Development District.
- Bonds
- Assessments
- Stormwater Funds

TIF District maps are attached.

PIR and TIF funds are often used to fund other city improvement projects. If PIR and/or TIF funds are used to fund GREP projects, other improvement projects may not be able to be completed.

Also attached are cash flow projections for relevant funding sources.

PWC members were generally split on the use of bonds, and by consensus were opposed to applying special assessments to GREP projects.

Pavement Management (PM) Funds are not an option as these funds are strictly dedicated to funding pavement overlay and street reconstruction projects and are not applicable to gravel road conversion projects.

Recommendation:

Based on discussions.

Outcome/Action:

Based on discussions.

Attachments

GREP segments and estimated costs
Map of TIF District 1

Map of TIF Districts 14, 16, 17, 18
Special Assessment Policy
cash flows

Form Review

Inbox

Diana Lund

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 06/18/2025

Reviewed By

Diana Lund

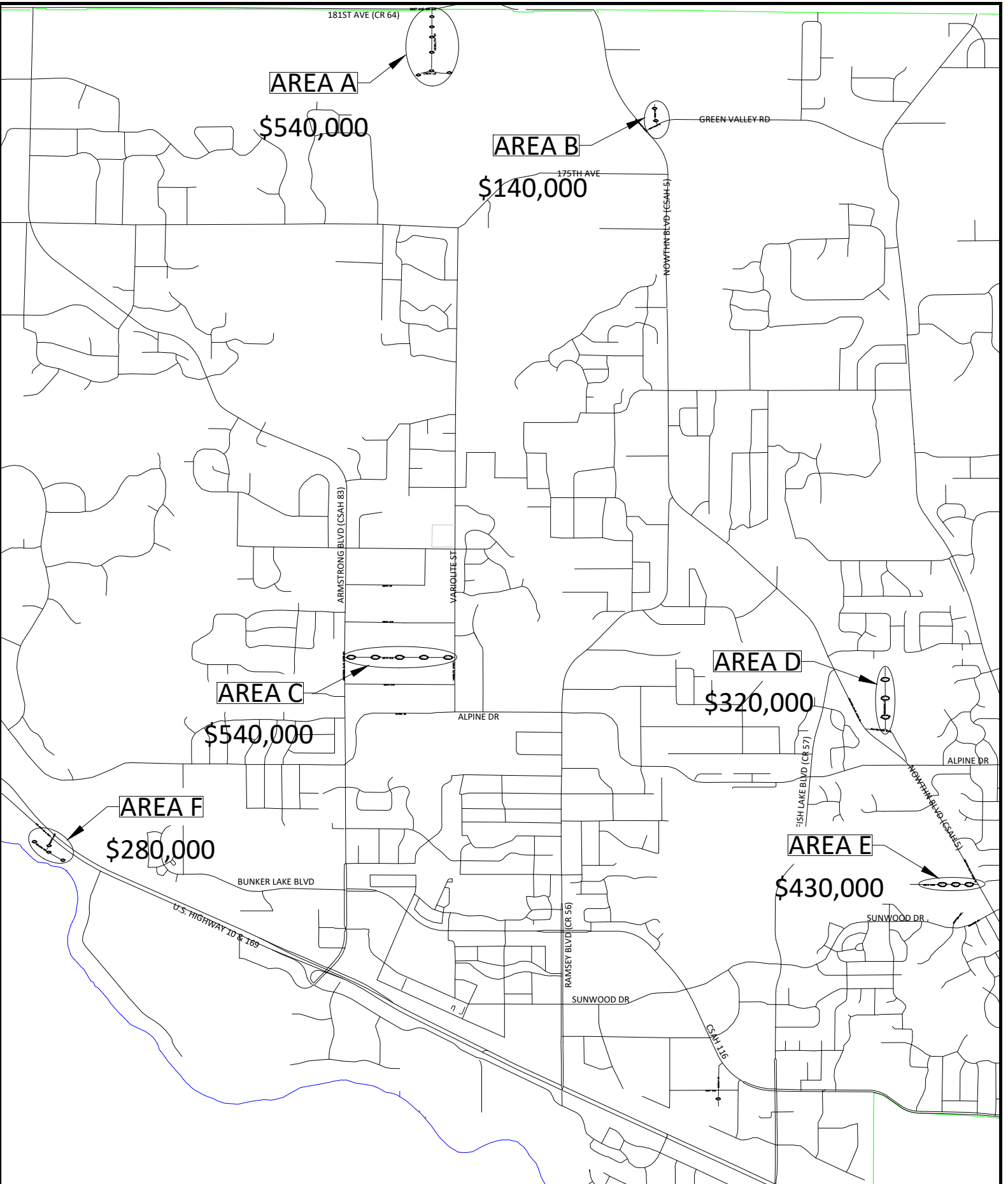
Brian Hagen

Date

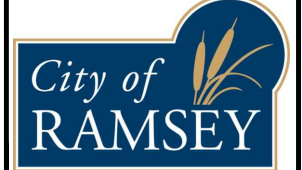
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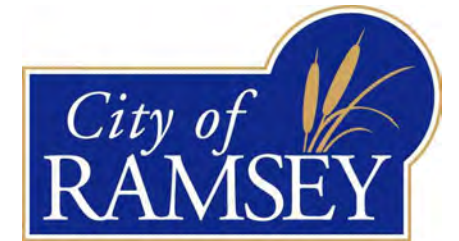
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Started On: 06/11/2025 07:57 AM

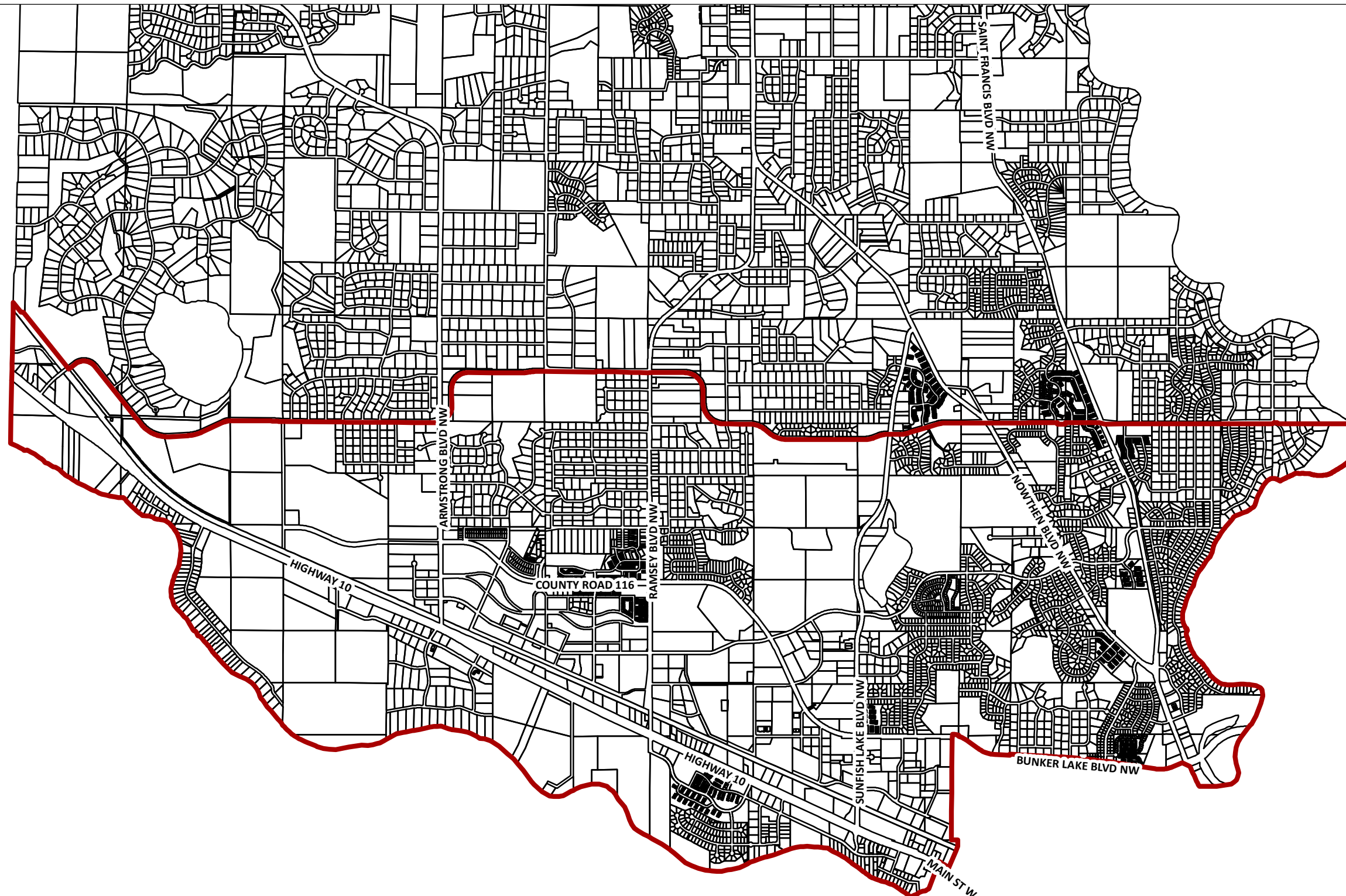


**GRAVEL ROAD ELIMINATION PROGRAM
AREA/SEGMENT LOCATIONS w/
2025 ESTIMATED COSTS**

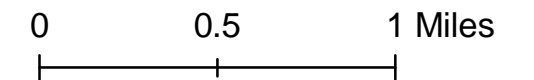




Development District



- Development District #1
- Parcels



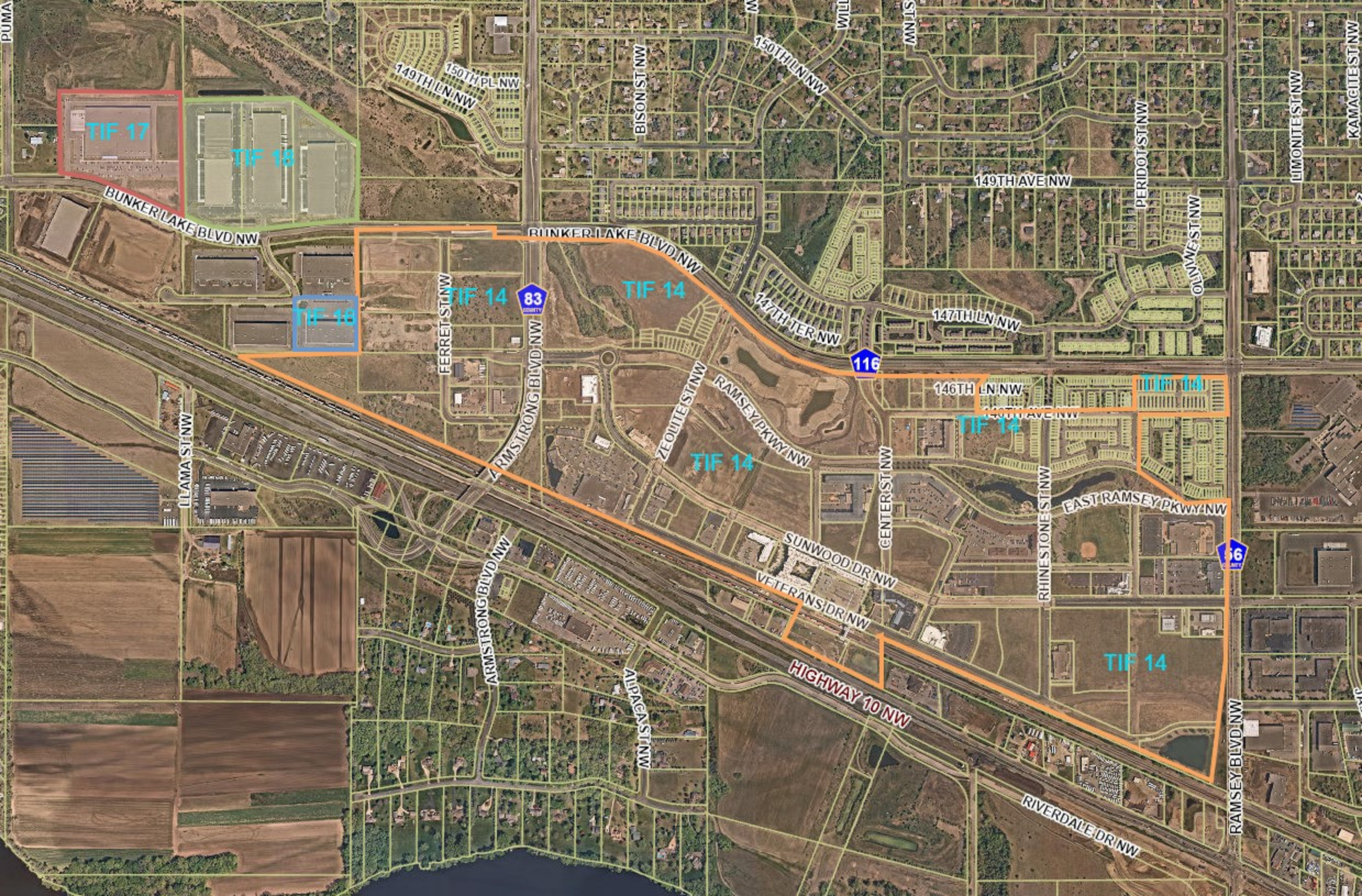
Map Prepared by the City of Ramsey
 Data Source: Anoka County, City of Ramsey
 February 23, 2009
 Lampert Conformal Conic Projection
 I:GIS\Users\Tim\TIF Properties



This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being error-free.

The City does not represent that the GIS data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 427-1410.

The City of Ramsey disclaims any responsibility for or liability for the accuracy of the information at any point of initial contact with a GIS to which the public has general access. The geographic data made available is provided pursuant to Minnesota Statute 466.03, Subd. 21 (2000), and the user of this map acknowledges that the City of Ramsey is immune from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access of the data.



TIF 17

TIF 18

TIF 19

TIF 14

TIF 14

TIF 14

TIF 14

TIF 14

TIF 14

BUNKER LAKE BLVD NW

ARMSTRONG BLVD NW

HIGHWAY 10 NW

FERRET ST NW

ALPACA ST NW

BISON ST NW

150TH LN NW

ZEOLITE ST NW

RAMSEY PKWY NW

SUNWOOD DR NW

VETERANS DR NW

CENTER ST NW

RHINESTONE ST NW

EAST RAMSEY PKWY NW

RIVERDALE DR NW

147TH LN NW

146TH LN NW

145TH AVE NW

149TH AVE NW

149TH LN NW

150TH PL NW

WILLET

MN IS

PERDOT ST NW

100TH WEST ST NW

LIMONITE ST NW

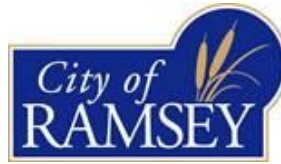
KAMAGITE ST NW

RAMSEY BLVD NW

83 COUNTY

116

16



SPECIAL ASSESSMENTS POLICY AND PROCEDURES FOR PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS

- SECTION 1. General Policy Statement.
- SECTION 2. Improvements and Maintenance Costs Eligible for Special Assessment.
- SECTION 3. Initiation of Public Improvement Projects.
- SECTION 4. Public Improvement Procedures.
- SECTION 5. Financing of Public Improvements.
- SECTION 6. General Assessment Policies.
- SECTION 7. Methods of Assessment.
- SECTION 8. Standards for Public Improvement Projects.
- SECTION 9. Policies of Reassessment.
- SECTION 10. Assessment Computations.
- SECTION 11. Deferment of Assessments.

SECTION 1. GENERAL POLICY STATEMENT.

The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by the City Charter and Minnesota Statutes Chapter 429, which provide that all or a part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past or through a particular parcel is not the controlling factor in determining the amount to be assessed. However, in many cases the method for assigning the value of the benefit received by the improvement, and therefore the amount to be assessed, will focus on calculating the proportionate cost of providing the improvement, provided the cost does not exceed the increase in property market value resulting from the improvement. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether the costs of the project may exceed the special benefits to the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations that may require special consideration and discretion by City staff and the City Council.

SECTION 2. IMPROVEMENTS AND MAINTENANCE COSTS ELIGIBLE FOR SPECIAL ASSESSMENT.

Subd. 1. Public improvements, and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minnesota Statutes, Sections 429.021 and 459.14, subd. 7, that are eligible for special assessment within the City include the following:

1. Streets, sidewalks, pavement, curbs and gutters, including the beautification thereof.
2. Parking lots.
3. Water works systems and appurtenances, within and without the corporate limits.
4. Sanitary sewer and storm sewer systems including appurtenances, within and without the corporate limits.
5. Street boulevard trees.
6. Street lights, street lighting systems and special lighting systems.
7. Steam heating mains.
8. Parks, playgrounds, and recreational facilities, including the purchase of equipment, within or without the corporate limits.
9. Abatement of nuisances, including but not limited to, draining and filling swamps, marshes, and ponds on public and private property.
10. Dikes and other flood control works.
11. Retaining walls and area walls.
12. A pedestrian skyway system upon a petition pursuant to section 429.031, subdivision 3.
13. Underground pedestrian concourses.
14. Public malls, plazas or courtyards.
15. District heating systems.
16. Fire protection systems in existing buildings upon a petition pursuant to section 429.031, subdivision 3.
17. Highway sound barriers.
18. Gas and electric distribution facilities.

Subd. 2. The City is also authorized by ordinance adopted pursuant to Minnesota Statutes Section 429.101 to recover, through special assessment, certain costs, including the following:

1. Snow, ice, or rubbish removal from sidewalks.
2. Weed elimination from streets or private property.
3. Removal or elimination of public health or safety hazards from private property excluding any structure included under the provisions of Minnesota Statutes, sections 463.15 to 463.26.
4. Installation or repair of water service lines, street sprinkling, sweeping, or other dust treatment of streets.
5. The trimming and care of trees and the removal of unsound trees from any street.
6. The treatment and removal of insect infested or diseased trees on private property.
7. The repair of sidewalks and alleys.
8. The operation of a street lighting system.
9. The operation and maintenance of a fire protection or a pedestrian skyway system.

SECTION 3. INITIATION OF PUBLIC IMPROVEMENT PROJECTS.

Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of not less than 50% in frontage of the property abutting the proposed improvement in accordance with the provisions of Section 8.4.2 of the City Charter.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required and is in accordance with the provisions of Chapter 8 of the City Charter.
3. A resolution ordering any improvements initiated by the Council requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements petitioned for by owners of not less than 50% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. The Council may consider the request of a Developer to construct the improvements and assess them.

SECTION 4. PUBLIC IMPROVEMENT PROCEDURE.

The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City. **Applicable state law and City Charter provisions take precedence over the following general procedure.**

1. Staff reviews the petition or Developer's request for submission to Council.
2. Council accepts or rejects the petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners signed the petition. If the petition or request is accepted, Council orders the preparation of a feasibility report.
3. Staff prepares the feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.
4. Council accepts or rejects the feasibility report. If accepted, Council orders a public hearing on the improvements.
5. Staff posts and publishes the hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a).
6. Council conducts a public hearing.
7. Within six (6) months of the hearing date, but no sooner than sixty (60) days after per City Charter § 8.4.1, Council adopts or rejects a resolution ordering the improvement to be constructed and advertisement of bids. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, prepares a bid tabulation, makes a recommendation to City Council for award, and prepares a proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.

8. Council reviews the proposed assessment roll and orders an assessment hearing.
9. Staff publishes a hearing notice and mails notice of the hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061.
10. Council conducts the assessment hearing and adopts, revises, or rejects the resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contracts based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

SECTION 5. FINANCING OF PUBLIC IMPROVEMENTS.

The City encourages public improvement projects when the area benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owners.

Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing assessment is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can cause an undue hardship on the City.

It is the policy of the City to not defer assessments except in cases where hardship to senior citizens 65 years of age or older, or persons retired by virtue of a permanent and total disability, would result. Also, the City Council may elect to defer assessments on undeveloped land for a specified length of time or until the lands are developed. Terms and conditions of any such deferral will be established in the resolution adopting the assessments.

SECTION 6. GENERAL ASSESSMENT POLICIES APPLICABLE TO ALL TYPES OF IMPROVEMENTS.

The cost of any improvement shall be assessed based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. **Project Cost.** The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement (direct costs), plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property (indirect costs). The finance charges include all costs of financing the project. These costs include, but are not limited to, financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.

2. **City Cost.** The “city cost” of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by the improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such “city cost.”
3. **Assessable Cost.** The “assessable cost” of an improvement is equal to the “project cost” minus the “city cost.”
4. **Interest.** The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be equal to the interest rate of the bonds plus 2% (2% above bond rate), rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the U.S. Treasury rate (10-year for 10 year assessment; 15-Year for 15 year assessment) plus 2 percentage points.
5. **Prepayment.** Property owners may pay their assessments in full, interest free, for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel that are to become due in the following year.
6. **Extensions.** Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future extension immediately based on the value of benefit received.
7. **Project Assistance.** If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the “city cost” of the improvement. If the financial assistance received is greater than the “city cost,” the remainder of the aid will be placed in the Public Improvement Revolving Fund to be applied towards other City projects.
8. **Assessable Property.** Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
9. **Individual Benefits.** The City may construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example would be utility service lines running from the main lines to the property.
10. **Benefit Appraisals.** In the event that City staff has doubt as to whether the proposed assessments exceed the special benefits to the property(ies) in question, the City Council may order benefit appraisals or benefit appraisal consultations as deemed necessary to support the proposed assessments. As a general rule, benefit appraisals or benefit appraisal consultations may be ordered when the proposed assessment exceeds \$5,000 for a standard city street

reconstruction project on a residential lot, or \$20,000 per acre for commercial or industrial property.

11. **Condemnation Awards.** A property owner may elect to offset special assessments against condemnation awards. In such case, the property owner must execute an agreement (Net Assessment Agreement) with the City.
12. **Subgrade Corrections.** All costs relative to subgrade soil corrections deemed necessary to construct or reconstruct City streets will be considered a “city cost” and will not be assessed.
13. **Rural to Urban Conversion.** All costs relative to converting an existing rural street section to an urban street section by filling roadside drainage ditches and adding curb and gutter and storm sewer will be considered a “city cost” and will not be assessed.
14. **Oversizing.** All costs relative to oversizing an existing City street by increasing the width of the street and/or the load carrying capacity of the pavement section will be considered a “city cost” and will not be assessed.

SECTION 7. METHODS OF ASSESSMENT.

Subd. 1. General Statement. There are three different methods of assessment: adjusted front footage, area, and per lot. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments along with other applicable assessment criteria.

Subd. 2. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as the preferred methods of assessment in the City.

A. “Adjusted Front Footage” Method of Assessment.

The “adjusted front footage” method of assessment is based on the quotient of the “assessable cost” divided by the total assessable frontage benefiting from the improvement. This method is typically applied to commercial, industrial, and multi-family residential properties. For the purpose of determining the “assessable frontage,” all properties, including those owned by governmental entities, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. ***Rectangular Interior Lots.*** The rectangular lot is defined as having no more than 2 feet of difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot. For rectangular lots whose frontage is greater than its depth, the “odd shaped lot” method shall be used.

2. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets where there is more than 2 feet of difference between the front and rear lot lines, and where the lots frontage is greater than its depth, the “odd shaped lot” method of determining the adjusted front footage shall be used. The adjusted front footage shall be computed by dividing the area of the lot by 12,000 square feet to determine the equivalent number of front footage units in the parcel. The number of units multiplied by 65 feet will give the adjusted front footage.
3. *Corner Lot Adjustment.* For street and trail assessments, the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage. Sanitary sewer and watermain will only be assessed on the short side of a corner lot.
4. *Zonal Assessment.* When the street along the long side of a corner lot is improved, the cost shall be assessed equally to all lots within ½ block in each direction of the street improved. This method may be selected rather than the “corner lot adjustment”.
5. *Double Fronting Lots.* When a lot has frontage on two streets, the lot is subject to assessments for improvements to both streets, consistent with this policy, regardless of the timing of the improvements.

B. “Area” Method of Assessment.

The “area” method of assessment is based on the number of square feet or acres within the boundaries of the appropriate property lines of the parcels benefiting from the project. This method is most often applied to commercial and industrial lots. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot depth for the calculations equal to the benefit received.

All properties included in the benefited area, including those owned by governmental entities, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, and natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. “Per Lot” Method of Assessment.

The “per lot” method of assessment is based on equal assessment of all lots within the benefited area. This method is typically applied to single-family residential lots with similar sizes and configurations. The “assessment per lot” shall be the quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the “lots” or “parcels” all parcels, including those owned by governmental entities, shall be included in such calculations.

SECTION 8. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS.

The following standards are hereby established by the City to provide a uniform guide for improvements within the City.

A. Surface Improvements

Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way, and include, but are not limited to, trees, lighting, sidewalks, trails, signing, street and accessory improvements such as drainage ponds and facilities, parking lots, parks and playgrounds. Surface improvements shall also normally include aggregate or granular base materials for bituminous and concrete pavements.

Policy Statement. Prior to construction or completion of surface improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

When practicable, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete partially completed improvements initiated previously. Concrete or bituminous curbing, or concrete curb and gutter, shall be installed at the same time as street surfacing.

B. Sub-Surface Improvements

Sub-surface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines and appurtenant infrastructure, and electric and gas utilities.

Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains, and laterals. Service lines are those privately owned lines or facilities extending from the main line to the property line.

Policy Statement. Sub-surface improvements shall be made to serve current and projected land use. All installations shall conform to applicable standards established by local, state and/or federal agencies of competent jurisdiction. All installations shall also comply, to the maximum extent feasible, with nationally recognized standards such as those of the American Insurance Association.

Service lines from the lateral or trunk utility to the property line of all planned service locations such as residences or buildings on properties whose owner has requested service shall be installed in conjunction with the construction of the mains.

C. Subgrade Improvements

Subgrade improvements shall normally include such items as subgrade corrections (removing layers/pockets of unsuitable soils and replacing them with aggregate base, select granular material, or other more suitable soils) and installation of geotextile fabrics.

Policy Statement. Prior to construction or completion of subgrade improvements, all utilities and utility service lines (including sanitary sewers, storm sewers, water lines, gas and electric service) shall be installed to all planned service locations such as residences or buildings.

SECTION 9. POLICIES OF REASSESSMENT.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

Policy Statement

The following are the “life expectancies” or “service lives” of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks and Trails – 30 years.
2. Street improvements, including surfacing and curb and gutter – 60 years.
3. Ornamental street lighting – 30 years.
4. Water Mains – 60 years.
5. Sanitary Sewers – 60 years.
6. Storm Sewers – 60 years.

SECTION 10. ASSESSMENT COMPUTATIONS.

The following is the typical city assessment for various specified improvements. The City Council reserves the right to vary from the following computations when conditions warrant. All computations are subject to the criteria set forth in Section 1.

A. Street and Curb and Gutter Improvements

1. **New Construction.** New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front footage method for commercial, industrial and multi-family residential properties, or by the per lot method for single-family residential properties, however other methods including the area method may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs that are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
2. **Reconstruction and Overlays.** Street reconstructions and overlays, including the associated removal and replacement of curb and gutter, are assessed 25% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
3. **Gravel Streets.** Upgrading existing gravel streets by adding pavement, curb and gutter, and storm sewer are assessed 50% to the abutting benefited properties or as otherwise determined by Council ordered benefit appraisals.
4. **Seal Coats.** Sealcoats are not assessed.
5. **Alleys.** Upgrading existing gravel alleys by adding pavement is assessed 50% to all lots abutting on the alley in the block being improved or as otherwise determined by Council ordered benefit appraisals. Reconstructing existing paved alleys is 25% assessed to all lots abutting on the alley or as otherwise determined by Council ordered benefit appraisals.

B. Sidewalks and Trails

1. ***New Construction.*** New sidewalks and trails are not assessed to the abutting property on which the sidewalk is located, but rather are funded 100% by the City. In new subdivisions, the City will require the developer to finance sidewalk and trail improvements rather than assessing the cost.
2. ***Reconstruction.*** Replacement sidewalks are assessed 25% to the abutting property owner and 75% City funded.

C. Storm Sewer Improvements

Storm sewers are assessed on a project-by-project basis. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied to all unplatted property at the time of platting, to re-plats that have not been charged trunk area charges when the land was originally platted, and to re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged). The charges will be set in the annual fee schedule approved by the City Council.

Normally, storm sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing storm sewers is paid for entirely through the Stormwater Utility Fund.

D. Sanitary Sewer Assessments

Assessments for sanitary sewer in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for sanitary sewers in commercial and industrial areas are based upon a standard size of 12-inch mains. Sanitary sewer assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances will be paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area sanitary sewer charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Normally, sanitary sewers are assessed on an area basis (square foot or acres), but in certain situations the per lot method or adjusted front footage method may be utilized at the City Council's discretion.

Lateral benefit from major trunk sewers or interceptors is assessed to the properties benefited by the sewer. Any oversizing cost is assessed as described above.

The replacement of existing sewers is funded entirely by the City through the sewer enterprise funds.

Individual sanitary sewer service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private sanitary services, but do not have mainline sewers adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new mainline sanitary sewer, and 100% of the cost associated with replacing the service lines.

Any existing sanitary sewer service lines found to be defective as part of a project are replaced as part of the project and are assessed to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City sewer during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City sewer if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council. Connecting to City sewer requires a City water connection.

E. Watermain Assessments

Assessments for watermains in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for watermains in commercial and industrial areas are based upon the standard size of 12-inch mains. Watermain assessments must conform to Chapter 8 of the City Charter.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area water charges shall be levied on all un-platted property at the time of platting and on re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule approved by the City Council. Services installed to individual properties shall be fully assessed to the benefiting property.

Normally, watermains are assessed on a per lot basis, but in certain situations the area or adjusted front footage method may be utilized at the City Council's discretion.

The replacement of existing watermains is funded entirely by the City through the water enterprise funds.

Lateral benefit from major trunk watermains is assessed to properties benefited by the watermain. Lateral watermain assessments are based on the costs for an equivalent 8-inch diameter watermain for residential properties and for an equivalent 12-inch diameter watermain for commercial/industrial properties.

Individual water service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing private water services, but do not have

mainline watermains adjacent to, across or abutting their property lines pay 0% of the assessment rate for the new watermain but 100% of the cost associated with replacing their service lines.

Any existing water service lines found to be defective as part of the project, are replaced as part of the project and are assessed directly to the benefiting property as allowed under Chapter 8 of the City Charter.

Property owners electing to connect to City water during street reconstruction projects will receive a credit to offset those costs that would have been incurred by the City to reconstruct the street and boulevard after connecting to City water if the street were not being reconstructed. The amount of the credit will be set in the annual fee schedule approved by the City Council.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations, unless otherwise directed by the City Council. In new subdivisions, the City will require the developer to finance street light improvements rather than assessing the cost.

H. Other Improvements

Based on the City Council's determination, any other eligible improvements may be fully assessed or assessed in part.

SECTION 11. DEFERMENT OF SPECIAL ASSESSMENTS.

Subd. 1. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability, and the City Clerk is hereby authorized to record the deferment of special assessments where all of the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older or retired by virtue of permanent and total disability at the time the assessment is adopted.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his or her principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

Subd. 2. The deferment shall be granted for as long a period of time as the hardship exists and the conditions in subdivision 1 remain true. It shall be the duty of the applicant to notify the City Clerk of any change in his or her status that would affect eligibility for deferment.

Subd. 3. The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty (60) days, the City Clerk shall add thereto interest accruing from the first date the applicant loses eligibility at the rate as defined in section 6.4 and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Subd. 4. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

State Law References(s): Minn. Stat. § 435.193, Senior Citizens or retired & disabled persons hardship special assessment deferral.

*Original Adoption: 12/9/14 by Resolution #14-12-250

*Amended: 1/13/15 by Resolution #15-01-016 – *Section 6 - #4 Interest to reflect interest rate on bonded projects*

PUBLIC IMPROVEMENT REVOLVING [PIR] FUND #9400

| | Actual 2023 | Actual 2024 | Projected 2025 | Projected 2026 | Projected 2027 | Projected 2028 | Projected 2029 | Projected 2030 | Projected 2031 | Projected 2032 |
|---------------------------------------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| FUND BALANCE - Beginning of Year | 5,518,433 | 5,026,067 | 5,011,478 | 3,791,713 | 3,474,973 | 3,290,066 | 3,211,326 | 3,138,799 | 3,064,827 | 2,989,367 |
| REVENUES: | | | | | | | | | | |
| Special Assessments (P&I) & Payoffs | | 12,218 | 4,402 | | | | | | | |
| REIM COR IMPROVEMENT LOAN | 532,280 | 175,000 | | | | | | | | |
| Close Out Fund 437 | | 53,029 | | | | | | | | |
| Rum River Prairie Trail Seg | | | | | | | | | | |
| Covenant Meadows Trail Seg | | 7,700 | | | | | | | | |
| Oppidan-Bunker Lake Blvd Recon Contribution | | | | 191,000 | | | | | | |
| PSD Special Assess for Bunker Lake Blvd | | | | | | | | | | |
| Reim Pothole Patching Arpa Funds | | 100,000 | | | | | | | | |
| Reim Back from Funding for Ralf Prop | | | | | | | | | | |
| Int on Reim 2010 COR Impr Res 11-03-069 | | | | | | | 7,000 | 6,280 | 5,531 | 4,752 |
| Prior 2010 COR Exp Reim | 45,343 | 45,343 | 45,343 | 45,343 | 45,343 | 113,360 | 113,360 | 113,360 | 113,360 | 113,360 |
| General Fund -30% transfer (excess rever | 27,827 | 395,954 | - | - | - | - | - | - | - | - |
| Interest Earnings | 264,751 | 211,932 | 50,115 | 37,917 | 34,750 | 32,901 | 32,113 | 31,388 | 30,648 | 29,894 |
| Total Revenues | 870,201 | 1,001,177 | 99,859 | 274,260 | 80,093 | 146,261 | 152,473 | 151,028 | 149,539 | 148,006 |

EXPENDITURES:

| | | | | | | | | | | |
|-----------------------------------------------------------------|-----------|-----------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Hwy 47 Transportation Study | | | 30,000 | | | | | | | |
| Alpine/Armstrong Roundabout Landscaping | | | | | 40,000 | | | | | |
| County 5 Transportation Study | | | 50,000 | | | | | | | |
| County 83 Transportation Study | | | 35,000 | | | | | | | |
| Hwy 10 road impr-bill time | 14,972 | 109,231 | 50,000 | | | | | | | |
| Hwy 10 & BNSF RR Grade Sep at Ramsey Lak | 375,000 | 250,000 | 375,000 | | | | | | | |
| Hwy 10 & BNSF RR Grade Sep at Sunfish Laki | 375,000 | 250,000 | 375,000 | | | | | | | |
| Pothole Patching | 422,595 | | | | | | | | | |
| Share of Limonite | | 52,954 | | | | | | | | |
| McKinley Street Pavement Ext (From CC Case) | | 95,578 | | | | | | | | |
| MSA Bunkr Lake Blvd (See Oppidan Contrib & Spec Asses to PSD | | | | 391,000 | | | | | | |
| 2025 Neighborhood Overlays | | | | | | | | | | |
| Ramsey Villas Sound Wall | | 58,001 | | | | | | | | |
| Sunwood Drive Roundabout Landscaping | | | 30,000 | | | | | | | |
| Sunwood Drive Concrete Repairs | | | 50,000 | | | | | | | |
| Tree Preservation-Riverdale (Capstone/Pearson project)-10-26-21 | | 110,125 | | | | | | | | |
| Transfers to Other Funds: | | | | | | | | | | |
| General Fund Transfer To | 175,000 | 200,000 | 200,000 | 200,000 | 225,000 | 225,000 | 225,000 | 225,000 | 225,000 | 225,000 |
| Total Expenditures | 1,362,567 | 1,015,765 | 1,319,625 | 591,000 | 265,000 | 225,000 | 225,000 | 225,000 | 225,000 | 225,000 |
| INCREASE (DECREASE) IN CASH | (492,366) | (14,588) | (1,219,766) | (316,740) | (184,907) | (78,739) | (72,527) | (75,972) | (75,461) | (76,994) |
| FUND BALANCE - End of Year | 5,026,067 | 5,011,478 | 3,791,713 | 3,474,973 | 3,290,066 | 3,211,326 | 3,138,799 | 3,064,827 | 2,989,367 | 2,912,373 |

| | | | | | | | | | | |
|---------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Net Contributions for future impr | 4,771,430.66 | 4,749,142.38 | 3,529,376.72 | 3,212,636.85 | 3,027,729.58 | 2,948,990.24 | 2,876,463.50 | 2,802,491.49 | 2,727,030.97 | 2,650,037.09 |
| Remaining Balance TIF Loan Reim Cor Imp Reso #11-03-069 | (175,000.00) | (175,000.00) | (175,000.00) | (175,000.00) | (175,000.00) | (175,000.00) | (157,000.00) | (138,280.00) | (118,811.20) | (98,563.65) |
| Cash Balance | 4,574,142.38 | 4,574,142.38 | 3,354,376.72 | 3,037,636.85 | 2,852,729.58 | 2,773,990.24 | 2,719,463.50 | 2,664,211.49 | 2,608,219.77 | 2,551,473.44 |

TIF Projections District #1-Rivers Bend

| | Actual 2022 | Actual 2023 | Actual 2024 | Projected 2025 | Projected 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 |
|-----------------------------------------------------|----------------|----------------|----------------|-------------------|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Projected Revenue | | | | | | | | | | | | | | |
| POK TIF 1 | | | | | | | | | | | | | | |
| District (2011) | | | | | | | | | | | | | | |
| Balance | 1,145,116 | 1,134,149 | 1,227,027 | 3,699,354 | 3,789,084 | 3,036,172 | 3,132,361 | 3,284,332 | 3,428,944 | 3,570,262 | 3,708,375 | 3,843,050 | 3,974,062 | 4,101,175 |
| Revenues | | | | | | | | | | | | | | |
| TIF Increments | | | | | | | | | | | | | | |
| Rail Stop Internal Loan | | | | | | | | | | | | | | |
| Jam Hops Site (Orig purchased with TIF 1) | 1,669,570 | | | | | | | | | | | | | |
| Interfund Loan on COR roads int pay #1 | 576,995 | | | | | | | | | | | | | |
| Complete Auto (Old Amoco Site purchased with TIF 1) | 51,844 | | | | | | | | | | | | | |
| Transfer from TIF 14 for COR Exp paid prior 2010 | 88,089 | | | | | | | | | | | | | |
| Transfer of int earnings prior to 1997 to HRA | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 | 39,172 |
| Interest Earnings | (9,863) | 54,659 | 46,214 | 5,671 | 6,135 | 18,497 | 18,945 | 15,181 | 15,662 | 16,422 | 17,145 | 17,851 | 18,542 | 19,215 |
| Total Revenue | (9,863) | 99,831 | 2,473,885 | 93,729 | 91,088 | 100,189 | 155,971 | 148,612 | 145,318 | 142,114 | 138,675 | 135,012 | 131,114 | 126,969 |
| Less: | | | | | | | | | | | | | | |
| Administrative Expenses | (1,004) | (953) | (1,557) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) |
| Total Expense | (1,004) | (953) | (1,557) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) |

CIP Project Costs:

Shovel Ready Projects
Zeolite Street-Interfund Loan
Transfer to Pavement Mgmt Fund for Flintwood Hills Recon (TIF Dev District) - \$1,015,920 Proj Est 2025-2034 CIP
Center Street (See also TIF 2)-Interfund Loan
Total CIP Project Costs

| | | | | | | | | | | | | | | |
|------------------------------------------|-------------|-------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Remaining TIF Balance-Fund Balance | 1,134,149 | 1,227,027 | 3,699,354 | 3,789,084 | 3,036,172 | 3,132,361 | 3,284,332 | 3,428,944 | 3,570,262 | 3,708,375 | 3,843,050 | 3,974,062 | 4,101,175 | 4,224,145 |
| (Total Revenue less Total Project Costs) | | | | | | | | | | | | | | |
| Internal Loan Rail Stop | | | | | | | | | | | | | | |
| Internal Loans - COR Roads | | | | | | | | | | | | | | |
| CASH BALANCE AVAILABLE | \$1,134,149 | \$1,227,027 | \$1,952,052 | 1,203,895 | 516,202 | 680,871 | 904,746 | 1,124,897 | 1,305,449 | 1,586,801 | 1,788,875 | 2,011,657 | 2,235,128 | 2,792,491 |

CC Work Session**Meeting Date:** 06/24/2025**Primary Strategic Plan Initiative:** Not Applicable**Information****Title:**

Consider Request for Proposals - Civil Legal Services

Purpose/Background:

In 2021, the City issued a Request for Proposals (RFP) for civil legal services. Following the evaluation process, the City Council selected the firm Holstad & Knaak, PLC and entered into a two-year agreement commencing on November 1, 2021. On October 24, 2023, the City Council approved the renewal of the Civil Legal Services agreement with Holstad & Knaak, PLC for an additional two-year term, beginning November 1, 2023, and expiring October 31, 2025.

City Code Sec. 2-275 - Purchasing alternatives, addresses professional service contracts via a request for proposal (RFP). Within that, it generally states that the city conduct a RFP for legal services every three years. A clause is present that would allow the City Council, at its discretion, to formally extend a current contract upon the recommendation of city staff.

Time Frame/Observations/Alternatives:

The current civil attorney legal services contract, attached, identifies a 60-day notice period should the City Council desire to terminate the contract without cause or not renew. The timeframe to conduct an RFP, hold interviews and ultimately select a final firm would span approximately two and a half months. A tentative timeline would be as follows:

- July 9 - City Council Authorize advertisement for RFP
- August 1 - Submittal deadline for proposals
- August 15th - Complete proposal evaluations
- August 26 or September 9 - City Council interviews (may need a special work session to conduct interviews)
- September 23 - City Council formal approval of firm
- November 1 - Contract begins in correlation to the expiration of the current contract

This would not preclude current City Attorney, Fritz Knaak, from submitting a proposal.

Funding Source:

This process would be handled as part of normal staff duties. Legal fees incurred by the city are paid both through the city's budget and developer reimbursements.

Recommendation:

Staff recommend an RFP process.

Outcome/Action:

Provide clear guidance to staff on the procedures for securing Civil Legal Services following the expiration of the current contract.

Attachments

Current Holstad & Knaak Contract
2021 RFP Legal Services

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 06/18/2025

Reviewed By

Brian Hagen

Date

06/18/2025 03:18 PM

Started On: 06/13/2025 09:32 AM

CONTRACT FOR CIVIL (NON-CRIMINAL) MUNICIPAL LEGAL SERVICES

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

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

LEGAL SERVICES

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

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

ADDITIONAL DUTIES OF ATTORNEY

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

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

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

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

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

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

OTHER

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

COMPENSATION AND EXPENSES

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

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

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

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

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

CITY OF RAMSEY

HOLSTAD & KNAAK PLC

By: _____

By: _____

Mark E. Kuzma, its Mayor

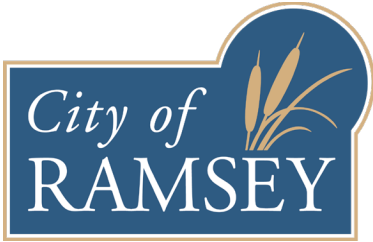
Frederic W. Knaak, Esq.

By: _____

Brian Hagen, City Administrator

Dated: _____

Dated: _____



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

May 26, 2021

Subject: City of Ramsey Legal Services Request for Proposals

Dear Recipient:

The Ramsey City Council is seeking proposals for civil Legal Services. Enclosed is a Request for Proposal (RFP) packet.

I encourage you to submit a proposal per the enclosed guidelines should you be interested in serving the City of Ramsey in the areas of general civil and legal services. If you have any questions regarding the RFP process or the RFP itself, please contact City Administrator Kurtis Ulrich, 763-433-9845 or kulrich@cityoframsey.com.

Thank you in advance for your consideration of the City's Legal Services RFP.

Sincerely,

Colleen Lasher, CMC
Administration Services Director

CITY OF RAMSEY
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR LEGAL SERVICES
MAY 2021

7550 SUNWOOD DRIVE NW
RAMSEY, MN 55303

SCHEDULE

REQUEST FOR QUALIFICATIONS AND PROPOSALS

LEGAL SERVICES

| | |
|----------------------------|-------------------------------|
| Distribute/Advertise RFP's | May 26, 2021 |
| RFP Submittals | Due: July 9, 2021 |
| Staff Committee Evaluation | Completed by: August 6, 2021 |
| City Council Interviews | Completed by: August 17, 2021 |
| City Council Approval | By September 14, 2021 |

CITY OF RAMSEY
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR LEGAL SERVICES
MAY 2021

Introduction

The City of Ramsey is inviting interested law firms with experience representing cities that have a similar complexity in municipal civil matters to submit written proposals to provide City Attorney services. Municipal experience is defined as representing and/or advising cities on issues that are regularly encountered in the course of municipal activities. ***Proposals are requested for Civil Legal Services.*** The City Attorney will be selected by the City Council and will also work closely with the Council, City Administrator and other City Staff.

Background

The City of Ramsey is a Charter City, located in Anoka County, with an estimated present population of 27,000. Ramsey operates under the Council/Administrator form of government and is governed by a City Council comprised of a Mayor and six Council members. The Mayor and two members of Council are elected at-large. Four members of Council are elected to represent Wards. All members are elected to four year terms.

Ramsey provides an extensive array of services including public works, police, fire, parks, planning and zoning, economic development, finance and internal management support functions. The City has 85 full-time employees and 12 part-time employees, and 38 paid-on-call firefighters. The City belongs to a property, liability, and workers' comprehensive insurance pool comprised of numerous cities, which is operated by the League of Minnesota Cities Insurance Trust. The City's Economic Development Authority is appointed by the City Council and operates as an advisory board to the City Council.

This contract for Legal Services is scheduled to start on or about October 1, 2021.

General Instructions

- A. Responses must provide complete information as described in this request. Nine (9) copies shall be submitted by 4:30 p.m. on Friday, July 9, 2021. The proposals shall be marked: City of Ramsey, Legal Services RFP and sent to: City of Ramsey
Attn: Colleen Lasher, Administrative Services Director
7550 Sunwood Drive NW
Ramsey, MN 55303
- B. To ensure fairness and uniformity, firms submitting responses are requested to not contact City Staff or the City Council: Questions about this RFP may be made to **Kurt Ulrich, City Administrator** at kulrich@cityoframsey.com or 763-433-9845, prior to submission deadline.
- C. The City will not reimburse any expenses incurred by the firm submitting responses including, but not limited to, expenses associated with the preparation and submission of the response and attendance at interview(s).

- D. The City reserves the right to reject any and all proposals, to request additional information from any or all Proposers, and to suggest modifications to the terms and conditions or a retainer agreement from that offered by a Proposer.

BASIC SERVICES REQUESTED

Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of “general counsel” work, and shall include, but not necessarily be limited to, the following:

- Routine legal advice, telephone and personal consultations with the City Council, City department heads or authorized representatives.
- Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the City.
- Attendance at regular City Council meetings and special meetings as requested. Regular meetings are held on the second and fourth Tuesday of each month at 7:00 p.m. Include alternate per meeting charge if attendance at regular meetings is not required.
- Attendance at other board, commission and committee meetings, upon request.
- Three (3) business day response time on council and staff inquiries; five (5) business day turnaround on standard document review (contracts, council cases, legal documents).
- Office hours of 1:00 to 4:00 on the first and third Wednesdays of the month and attendance at staff meetings during those hours for Civil Attorney.
- Meetings with City staff, upon request.
- Legal advice and opinions concerning legal matters that affect the City.
- Legal advice and opinions regarding the Minnesota Government Data Practices Act.
- Legal advice and opinions regarding Minnesota election law and matters.
- Legal work pertaining to initial proceedings and defense of the City in certain litigation.
- Legal work pertaining to the water, wastewater, streets, parks, and planning & zoning departments.
- Guidance on City personnel matters and policies, including employee disciplinary and grievance issues, Veterans preference, FLSA, etc.
- Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way vacations, annexations, platting, land development, TIF financing & reporting and tax abatement issues.
- Legal work pertaining to the Economic Development Authority
- Legal work pertaining to the City Charter Commission
- Enforcement of City codes, zoning regulations, and building standards through administrative and judicial actions.
- Monitoring of pending and current state and federal legislation and court decisions, as appropriate.
- Notification of League of Minnesota Cities in legal matters where the League may or will defend the City.

- Coordination of outside legal counsel, as needed and as directed by the City Council.

REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the applicant. **Proposals are requested for Civil Legal Services.**

BACKGROUND

Describe the nature of your practice or your law firm's practice and your qualifications for providing City Attorney services. Include a professional chronology for the individual who will be designated to serve as City Attorney, as well as for others whom you anticipate being involved with providing legal services to the City.

Provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners, and associates of the law firm, including the length of employment for each person and his/her area of specialization.

Provide the following for each person whom you propose to designate as City Attorney and for each person you propose to designate as a deputy or back-up:

- Legal training and number of years of practice, including date of admission to the Minnesota Bar Association, number of years of municipal or other local public section law practice as a full-time local government attorney and/or in a private law office specializing in local government.
- Professional affiliations.
- Knowledge of, and experience with, Minnesota Municipal Law or other public sector experience, and redevelopment law.
- Litigation experience and demonstration of good court track record. Cite examples.
- Knowledge and practice of law relating to land use and planning, environmental law, risk management, redevelopment, general plans, real estate and other related law.
- Experience in the area of contracts and franchises.
- Experience in the area of personnel, disability law rights and obligations, workers' compensation, employee relations and negotiations and employee discrimination claims.
- Experience in the preparation and review of ordinances and resolutions.
- Types of clientele represented and years representing each.
- Office location and accessibility to the City.

If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the

nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

CITY/CITY ATTORNEY RELATIONSHIP

Describe how you would structure the working relationship between the City Attorney and the City Council and Staff.

Describe how you would meet the response time described in the RFP for Council/Staff inquiries and document review.

Describe the systems or mechanisms that would be established for monthly reporting on the status of projects, requests and litigation.

Describe the computer resources currently utilized in your office. The City will require compatibility with Microsoft Word for Windows, as well as the maintenance of Internet service, such that email and files that can be transmitted between City staff and City Attorney. City Attorney will be required to access and utilize the City's LaserFiche document system for research of city archive documents.

CLIENTS/CONFLICT OF INTEREST

List all public clients for whom you or your firm currently provide services under a fee for services basis or on a retainer basis. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts. Identify the process you or your firm utilizes to identify and resolve conflict of interest.

For the person to be designated as City Attorney, list all public clients that person presently represents as city attorney or general counsel, along with the meeting dates and times for each governing body. *(If appointed, the City Attorney shall not accept any client or project, which would knowingly place it in conflict of interest with the services to be provided to the City. If a conflict of interest should develop, the Attorney shall be responsible for taking the necessary steps to comport its representation of the City with the Lawyers Code of Professional Responsibility. The Attorney may be responsible for any additional costs incurred by the City in obtaining legal representation if such representation becomes necessary due to a conflict of interest.)*

COMPENSATION

Provide the pricing schedule you will use to charge the City for providing services as outlined in this Request for Proposal. Describe how the individual or firm intends to provide legal services, either on an hourly rate, or on a monthly retainer, indicate what services are to be provided. It is not the intent of the City to select a firm purely on the basis of compensation, but to negotiate a method of compensation with the successful

firm that best satisfies mutual needs of the City and the firm. In addition, provide the following:

- Define what type(s) of work you would consider to be extra or specialized work that would be billed in addition to basic services.
- State the hourly rates for specialized service.
- State the rate for meeting attendance, if any, whether hourly or otherwise.
- Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference.
- Define the type and unit rates for reimbursement of expenses such as mileage, reproduction of documents, faxed documents and word processing charges.

PROFESSIONAL REFERENCES

Provide five (5) professional references for the individual designated as City Attorney, including addresses and work telephone numbers. References should be currently employed public agency officials or agents.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the candidates will be interviewed by the City Council. Qualifications will be verified and references will be checked. In reviewing proposals, the City will carefully weigh the following:

- Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in municipal government operations.
- Capability to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and to operate in an effective and efficient manner.
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
- Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law field.
- Communication skills.
- Cost of services.
- Location of the firm's office.
- Other qualifications/criteria, as deemed appropriate by the City Council.

The contract will require that the individuals or law firm selected as City Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

The City requires compliance with Equal Opportunity regulations and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state or local regulation and shall certify to such in their proposal.

The City anticipates the original contract will be two (2) years in length.

The City will not provide reimbursement to anyone for any expense incurred that is associated with the preparation and submission of the proposal and attendance at interviews.

SUBMITTAL REQUIREMENTS

Proposal must be received by 4:30 p.m. on Friday, July 9, 2021.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

CC Work Session**Meeting Date:** 06/24/2025**Primary Strategic Plan Initiative:** Strive for high organizational morale and employee retention.**Information****Title:**

Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority - May be Closed to the Public

Purpose/Background:

Mr. Hagen was hired as the City Administrator in 2022. As per Mr. Hagen's Employment Agreement with the City, an annual performance evaluation was conducted.

Mr. Hagen's performance evaluation includes feedback from the City Council, his direct reports and Mr. Hagen himself. The results of the evaluation will be provided at the closed meeting where Mr. Hagen will meet with the full City Council to discuss his performance and receive feedback. At his discretion, Mr. Hagen may choose to open this meeting to the public.

Minnesota Statute 13D.05, Subd. 3a states that "A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting."

Please note that both the performance evaluation and the City Councils' discussion regarding Mr. Hagen's performance is private and may not be discussed outside the closed session.

Time Frame/Observations/Alternatives:

Approximately 30 Minutes

Funding Source:

Not Applicable

Recommendation:

To arrive at a consensus regarding approval of the City Administrator's annual performance review to be formally adopted at the July 8, 2025, City Council meeting.

Outcome/Action:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 06/18/2025

Reviewed By

Brian Hagen

Date

06/18/2025 08:02 AM

Started On: 05/27/2025 12:39 PM

CC Work Session

Meeting Date: 06/24/2025

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 List

Councilmember Topic Requests

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 06/18/2025

Reviewed By

Brian Hagen

Date

06/18/2025 09:26 AM

Started On: 06/17/2025 10:55 AM

| | <u><i>Tentative City Council Future Work Session Topics</i></u> | |
|---------------|------------------------------------------------------------------|--------------------|
| Proposed Date | Topic | Minutes (Estimate) |
| 2025 | | |
| June/July | Consider Accepting Community Art Plan Donation | |
| 7/08 | Budget | |
| 7/22 | Budget | |
| 8/12 | Budget | |
| 8/26 | Budget | |
| 9/09 | Budget | |
| Sept | Discuss Commercial Property Public Utility Connection Program | |
| Sept | Improve the Image of Ramsey Along the Hwy 10 Corridor Discussion | |
| TBD | Animal Ordinance | |
| TBD | Pollpad Update | |
| TBD | Fire Department Staffing | |
| TBD | Subdivision Code | |
| TBD | Hwy 10 Pedestrian Overpass | |
| TBD | City Facility Safety Improvements | |
| TBD | Prevailing Wage Policy – CM: KB, EP | |
| TBD | Veterans Park Discussion – CM: KB, EP | |
| TBD | Quarterly Police & Fire Updates – CM: KB, CR | |
| TBD | Public Safety Deep Dive – CM: KB, CR | |

| | <u><i>Councilmember Initiatives for Future Work Session Topics</i></u> |
|----------------|------------------------------------------------------------------------|
| Proposed by CM | Topic |
| Buscher | Wage Theft Enforcement |
| Heineman | Ramsey Christmas Market |
| Heineman | Waterfront Venue Ideas |