

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

5:30 pm

Lake Itasca Room, 7550 Sunwood Drive NW

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

1. Call to Order

2. Topics for Discussion

1. Discuss Fire Department Restructure and Staffing
2. Review Proposed Parking Restrictions on One Side of Public Streets in Village of Sunfish Lake
3. Update on Charter Commission Annual Recruitment

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:** 10/14/2025**Primary Strategic Plan Initiative:** Strive for high organizational morale and employee retention.**Information****Title:**

Discuss Fire Department Restructure and Staffing

Purpose/Background:

The current operational structure of the Fire Department divides responsibilities between two positions: the Administrative Captain of Logistics and the Assistant Chief of Operations and Training. With the continued increase in call volume, which has shown double-digit percentage growth in recent years, the department faces escalating demands across multiple areas. This growth impacts not only operational response but also training requirements at the duty crew level, department-wide, and for individual staff development.

Given the ongoing strain and the evolving needs of the department, it is evident that aligning operational and logistical responsibilities under a single position will create greater efficiency and clarity in leadership roles.

Proposal Overview:

Staff proposes reorganizing the Fire Department staff structure to merge operational and logistical duties under one position, while separating training into its own dedicated role. This restructuring will allow for clearer lines of responsibility, reduce overlap, and improve overall departmental effectiveness.

Key Changes:

Create a Deputy Chief of Operations & Logistics position (*eliminating the Administrative Captain of Logistics position*) to oversee both operational and logistical duties which will handle the day-to-day operational aspects of firefighting activities, including the strategic deployment of personnel, equipment, and resources during incidents, while also managing the logistics of maintaining and acquiring necessary supplies to support fire operations effectively.

Create a Deputy Chief of Training position (*eliminating the Assistant Chief of Operations and Training position*) responsible for coordinating and developing fire service and EMS initial orientation and training, continuing education, staff development, on-duty training, officer development and credentialing of firefighter personnel.

The reassignment of duties will lead to an adjustment in pay rates to reflect the change in responsibilities of both positions. This reorganization not only clarifies roles but also positions the department for continued growth and success. See the attached adjusted pay rates.

From a staffing perspective, the current Administrative Captain of Logistics, Mr. Jason Sufka, would become the Deputy Chief of Operations & Logistics and the Assistant Chief of Operations and Training (currently vacant) would become the Deputy Chief of Training. Staff would plan to conduct an internal recruitment for the Deputy Chief of Training, with an external recruitment only conducted if needed. If approved by consensus this evening, this internal recruitment would be conducted as soon as possible.

By realigning responsibilities and clarifying the reporting structure, the Fire Department will be better positioned to meet the increasing demands of our growing community while maintaining high standards of service and safety.

Time Frame/Observations/Alternatives:

Up to 20 minutes.

Recommendation:

Based on discussion.

Outcome/Action:

Based on discussion.

Attachments

Re-classified Wage Scales

Form Review

Inbox

Matt Kohner
Colleen Lasher (Originator)
Brian Hagen
Form Started By: Colleen Lasher
Final Approval Date: 10/09/2025

Reviewed By

Kathy Schmitz
Colleen Lasher
Brian Hagen

Date

10/09/2025 10:35 AM
10/09/2025 12:52 PM
10/09/2025 03:48 PM
Started On: 10/03/2025 02:34 PM

	Step 1 - 80%	Step 2 - 84%	Step 3 - 88%	Step 4 - 92%	Step 5 - 96%	Step 6 - 100%
	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
Administrative Captain of Logistics <i>This position is currently held by Mr. Jason Sufka and is being reclassified to the Deputy Chief of Operations and Logistics</i>	\$ 43.244	\$ 45.406	\$ 47.568	\$ 49.731	\$ 51.893	\$ 54.055
Deputy Chief of Operations & Logistics	\$ 50.928	\$ 53.474	\$ 56.021	\$ 58.567	\$ 61.114	\$ 63.660
<i>This position acts as 2nd in command and provides short term back-up to the Fire Chief.</i>						

Assistant Chief of Operations and Training <i>This position is currently vacant and being reclassified to the Deputy Chief of Training</i>	\$ 46.812	\$ 49.153	\$ 51.493	\$ 53.834	\$ 56.174	\$ 58.515
Deputy Chief of Training	\$ 44.560	\$ 46.788	\$ 49.016	\$ 51.244	\$ 53.472	\$ 55.700

CC Work Session**Meeting Date:** 10/14/2025**Primary Strategic Plan Initiative:** Enhance City's communication through transparency and accountability.**Information****Title:**

Review Proposed Parking Restrictions on One Side of Public Streets in Village of Sunfish Lake

Purpose/Background:**Purpose:**

Review Proposed Parking Restrictions on One Side of Public Streets in the Village of Sunfish Lake.

Background:

On April 22, 2003, the Ramsey City Council adopted Resolution #03-04-095 approving the final plat for the Village of Sunfish Lake residential development. Attached is a copy of the adopted resolution that includes a contingency to comply with the City Staff Review Letter dated April 18, 2003, which specifies required parking restrictions on one side of all 28-foot-wide public streets, on both sides of the 20-foot-wide public street surrounding the green space west of Radium Street, and on both sides of all 24-foot-wide private streets. Copies of the City Staff Review Letter and an excerpt from the February 18, 2003, Public Works Committee meeting minutes addressing this topic are included in the attachment.

As a reminder, the median islands were removed from Radium Street this summer as part of the 2025 Neighborhood Pavement Overlay Improvements project so parking is no longer restricted along this street.

A resident of this neighborhood contacted staff this Spring to request on-street parking restrictions. Staff then researched this topic and found the attached documentation. At that time, staff from several departments met to discuss the benefits of installing no-parking signs along the public streets in this development, which included improving access, response times and operational efficiencies for emergency responders and public works operations, improving access to mailboxes for mail carriers, and improving sight lines for drivers and pedestrians.

Staff then formulated a plan to restrict parking on one or both sides of the public streets throughout the Village of Sunfish Lake development per previous City Council approval and as shown on the attached figure (red lines denote the side of the street where parking is proposed to be prohibited).

On September 16, 2025, Staff discussed the plan to install no-parking signs on public streets in the Village of Sunfish Lake development with the Public Works Committee, and to mail letters to residents informing them of this plan. Staff received confirmation from the Committee that letters should be mailed to all residents in the development. Attached is a copy of the letter with the attached figure enclosed that was mailed to residents on September 24, 2025.

Since the letters were mailed, several residents contacted staff to voice the following concerns with the plan to restrict parking in this development.

- A lack of available on-street parking already exists in the neighborhood, which is especially problematic on holidays and when vendors arrive to provide services.
- Many homeowners have multiple vehicles that cannot all fit in driveways and garages overnight, primarily due to the HOA's outdoor storage restrictions and numerous families having older children at home that drive.
- Vehicles cannot park two-deep in driveways without blocking sidewalks, which impedes pedestrians and snow removal operations.

- The green space within the loop street west of Radium Street is used by many residents as a local Park, so restricting parking on both sides of this street will force people to park in front of homes a distance away, removing available on-street parking spaces for those property owners and their guests.

Staff had planned to call Gopher State One Call on October 9th to ensure utility locators would not begin painting marks on the ground to identify the locations of electric, gas, telecommunications, sewer, and water utility lines until well after all residents had received and reviewed the letter. Public Works crews then planned to start installing sign bases the week of October 13th, with the installation of posts with no-parking signs occurring immediately after.

The Ramsey Police Department then planned to begin enforcing the no-parking signs by issuing written warnings and/or parking citations due to improper parking. When no-parking locations change, Ramsey Police Officers use discretion when enforcing parking violations. In this instance, education through written warnings was planned for a period of 30 days, though citations may have been issued sooner to repeat offenders or as needed to keep the streets clear for emergencies and/or snow removal operations.

It is important to remember that throughout the year parking on either side of any city street is not permitted between 2:00 and 6:00 am. From 2018 to today, Ramsey Police issued 55 citations to vehicles parked on city streets overnight in the Village of Sunfish Lake, and of those citations, approximately half were warnings only.

Time Frame/Observations/Alternatives:

Timeframe:

Staff anticipates up to 20 minutes may be required to present and discuss this case, respond to questions, and receive consensus direction.

Observations:

The Riverstone North and Riverstone South residential developments both have 28-foot-wide public streets and all these streets have signs restricting parking on one side of the street for the same reasons as noted earlier. The parking restrictions on these streets appear to be working well so staff reviewed the signing on these streets and followed the same design guidelines when formulating the signing plan for the Village of Sunfish Lake.

Alternatives:

Alternative #1:

Provide consensus direction to staff to continue with the plan as proposed in the letter mailed to residents on September 24, 2025.

Alternative #2:

Provide consensus direction to staff to install parking restriction signs as follows; _____.

Alternative #3:

Provide consensus direction to staff to not install signs and to mail letters to residents to inform them that parking restriction signs will not be installed.

Funding Source:

Sign fabrication materials have already been purchased but these materials can be used to fabricate signs for use on other city streets.

Recommendation:

Staff recommends proceeding with the plan outlined in the attached letter.

Outcome/Action:

Based on discussions.

Attachments

Resolution 03-04-095 wAtts
No Parking Plan
Letter and Plan

Form Review

Inbox

Brian Hagen

Form Started By: Bruce Westby

Final Approval Date: 10/09/2025

Reviewed By

Brian Hagen

Date

10/09/2025 04:09 PM

Started On: 10/06/2025 04:59 PM

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

RESOLUTION #03-04-095

RESOLUTION GRANTING FINAL PLAT APPROVAL TO VILLAGE OF SUNFISH LAKE SUBDIVISION.

WHEREAS, LTR Land Development, LLC, hereafter referred to as "Developer", properly applied for preliminary plat approval of the following described property located in the City of Ramsey:

That part of Government Lot 3 in Section 26, Township 32, Range 25, Anoka County, Minnesota, lying northerly of the plats of Chestnut Hill 4th Addition and Chestnut Hill 5th Addition, and southerly of the plat of Sunfish Lake Estates.

And that part of Government Lot 2 in Section 26, Township 32, Range 25, Anoka County, Minnesota, lying southerly and southeasterly of the following described line:

Beginning at the point of intersection of the east line of said Government Lot 2 with the center line of Sunwood Drive NW per Document No. 1226775, as recorded at the Anoka County Recorder's Office; thence westerly along said center line to the intersection with the easterly extension of the north line of Sunfish Lake Estates, according to the recorded plat thereof, Anoka County, Minnesota; thence westerly along said northerly line extended to the most easterly corner of said Sunfish Lake Estates; thence southwesterly along the easterly line of said Sunfish Lake Estates to the south line of said Government Lot 2 and there terminating.

- or upon recording -

Lots 1-14, Block 1, Lots 1-13, Block 2, Lots 1-14, Block 3, and Outlots A, B, C, D, E, F, G, H, I, J, K, L, and M., Village of Sunfish Lake, Anoka County, Minnesota.

(Subject Property); and

WHEREAS, on December 6, 2003, the City of Ramsey received an application and sketch plan for Village of Sunfish Lake from LTR Land Development, LLC; and

WHEREAS, the Planning Commission reviewed the sketch plan on January 2, 2003 and recommended proceeding to the preliminary plat stage; and

WHEREAS, the City Council reviewed the sketch plan at a City Council work session on January 21, 2003; and

WHEREAS, on January 6, 2003, the City received an application and preliminary plat for Village of Sunfish Lake from LTR Land Development, LLC and;

WHEREAS, on February 6, 2003, the Ramsey Planning Commission conducted a public hearing regarding the proposed preliminary plat for Village of Sunfish Lake and recommended City Council approval of same contingent upon compliance with the City Staff Review Letter dated November 1, 2002 and certain other conditions; and

WHEREAS, on February 25, 2003, the Ramsey City Council reviewed and approved the proposed preliminary plat Lake contingent on compliance with City staff review letter dated January 31, 2003, revised February 21, 2003, rezoning the land to the PUD, 146th Avenue be connected, the southern trail being eliminated, staff working with the developer on identifying possible trees to be relocated, drainage issues being addressed, a sidewalk along 145th Lane being constructed in lieu of the backyard trail on the southern portion of the property, and trees being protected from oak wilt, and

WHEREAS, on March 24, 2003, the Developer submitted final plat and construction plans for the Village of Sunfish Lake.

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

That the Ramsey City Council hereby grants final plat approval to Village of Sunfish Lake in accordance with relevant City Codes contingent upon compliance with the City Staff Review Letter dated April 18, 2003, the City rezoning the Subject Property to Planned Unit Development, and the Developer entering into a Development Agreement with the City.

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

Mayor Gamec
Councilmember Cook
Councilmember Pearson
Councilmember Elvig
Councilmember Strommen
Councilmember Zimmerman

and the following voted against the same:

None

and the following abstained:

Councilmember Kurak

and the following were absent:

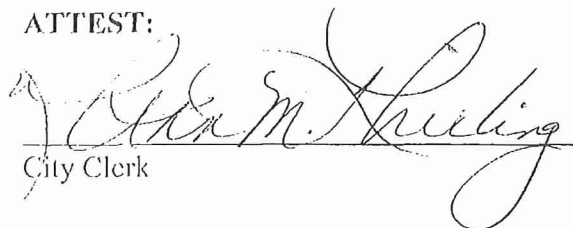
None

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council
this 22nd day of April, 2003.



Mayor

ATTEST:



City Clerk

April 18, 2003

Joseph P. Gisch
LTR Land Development, LLC
2145 Woodlane Dr., Suite 100
Woodbury, MN 55125

Re: Final Plat Review: The Village of Sunfish Lake

Dear Joseph:

We are in receipt of your final plat to develop a plat of single-family and association maintained residential lots in Ramsey. The Final Plat consists of 5 sheets, prepared by Loucks McLagan Associates, entitled Village of Sunfish Lake, and 26 pages of construction plans prepared by Loucks McLagan Associates, dated March 18, 2003 and March 24, 2003. We offer the following comments:

1. **General:** The subject property is approximately 29.07 acres in size and is generally along Sunwood Dr. between Potassium St. and 145th Ave. NW. You are proposing to construct a total of 115 housing units with 79 proposed to be single family lots and 36 as association maintained cottages. The final plat submitted shows the first phase of the development shows 27 single-family units and 14 cottages.
2. **Zoning:** The subject property is zoned R-1 and you are requesting rezoning to a PUD. The City Council will be considering final approval of the zoning the subject property to PUD at its April 22, 2003 meeting.
3. **Streets:** The final plat correctly shows street connections at 146th Ave. and Tungsten Way. The final plat shows right-of-way widths as approved by the City Council on February 25, 2003. The street construction plans shows the correct widths of the streets as approved by the Ramsey City Council on February 25, 2003. The approved road widths are as follows:
 - All public streets shall be 28 feet wide as measured from back of curb to back of curb and shall have parking restricted to one side of the street.
 - The one-way streets around the center green shall be 20 feet wide from back of curb to back of curb and will not allow any on-street parking.
 - The one-way streets on the main north-south road spine entering from Sunwood Dr. shall be 16 feet wide from back of curb to back of curb and will not allow any on-street parking.
 - The one-way private streets in the cottage area shall be 18 feet from back of curb to back of curb with parking only allowed in the designated pull-off parking nodes.
 - The two-way private streets in the cottage area shall be 24 feet wide from back of curb to back of curb and will not allow any on-street parking.

4. **Lot Size and Dimensions:** As part of the preliminary plat and PUD approval, the City Council approved lot sizes smaller than the required 10,800 square feet in size. The final plat shows single-family homes being located on lots ranging from 5,460 to 8,500 square feet consistent with the approved preliminary plat.
5. **Construction Plans for the Sewer, Water, and Streets:** A set of construction plans have been submitted and reviewed by City Staff. A letter requesting modifications to the construction plans was sent to the Developer on April 4, 2003. The most significant comments focused on drainage and utility easements running between lots in two locations. A ten-foot easement was proposed by the Developer, whereas Staff is requiring a minimum easement width of 20 feet. Revised construction plans have not been received by the City at the time this final plat case. It should be noted that correcting the plans in accordance with the comments contained in the April 4, 2003 letter may alter the configuration of the development's infrastructure. Staff will be continuing to work on these issues with the Developer and will give an update on these matters at the City Council meeting.
6. **LRRWMO Permit:** A permit was issued by the Lower Rum River Watershed Management Organization on Thursday, April 17, 2003 for this project. The permit requires that documentation be submitted to show that the reduction in the drainage area of the eastern wetland will not affect its hydrology.
7. **Tree Preservation:** An effort is being made to preserve some of the significant trees along both the eastern and southern boundaries and will result in a reduction of the required landscape planting as discussed above. In addition to the aforementioned trees being preserved, there are roughly twenty-five (25) additional oaks that are being preserved along Sunwood Drive.

Above and beyond the trees that are slated for preservation, there is tremendous potential to preserve a number of young red and white oaks by relocating them with a tree spade. Prior to grading, on site inspections with City Staff to identify possible candidates for relocation will need to take place. Either way, they would certainly bolster the buffering between the existing homes and the new lots. Furthermore, these trees are already accustomed to the site/soil and should recover rather well if properly maintained during and after the transplanting.

An ideal location for some of these trees to be transplanted to would be in the southwestern corner of the development. In this area, around the drainage ponds, the plantings are rather sparse. Thus, relocating some of the young oaks to this area would provide some additional landscaping as well as more buffering for the existing single-family houses.

The City Council will be meeting at 7:00 p.m. on Tuesday, April 22, 2003 at the Ramsey Fire Station No. 2, 15050 Armstrong Blvd. NW, to review your final plat. A copy of the case cover sheet is enclosed. If you have any questions or need additional information, please don't hesitate to call us.

Final Plat: The Village of Sunfish Lake

April 18, 2003

Page 3 of 3

Respectfully,

CITY OF RAMSEY

Patrick Trudgeon, AICP
Principal Planner

Steve Jankowski
City Engineer

cc: Todd Bjerstedt
Todd Allen Homes
545 Eben Court
Stillwater, MN 55082

Chet Harrison
Loucks Associates
7200 Hemlock Lane, Suite 300
Minneapolis, MN 55369

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

The Ramsey Public Works Committee conducted a regular meeting on Tuesday, February 18, 2003 at the Ramsey Fire Station Number I, 15050 Armstrong Boulevard NW, Ramsey, Minnesota.

Members Present: Mayor Thomas Gamec
Councilmember Todd Cook
Councilmember David Elvig
Councilmember Patti Kurak
Councilmember Al Pearson
Councilmember Sara Strommen
Councilmember Gerald Zimmerman

Also Present: City Administrator James E. Norman
Director of Public Works/Fire Chief Dean Kapler
Principal City Engineer Brian Olson
City Engineer Steve Jankowski
Principal Planner Patrick Trudgeon
Street Supervisor Grant Reimer

CALL TO ORDER

Mayor Gamec called the regular meeting of the Public Works Committee to order at 5:44 p.m.

CITIZEN INPUT

None.

APPROVE AGENDA

Principal City Engineer Olson stated that he wanted to update the Committee on the NPDES permit under Committee/Staff input.

COMMITTEE BUSINESS

Case #1: Consider Street Widths in New Subdivisions

City Engineer Jankowski stated that The Village of Sunfish Lake Planned Unit Development (PUD) has proposed street widths, which fall below the City's residential street standards. Discussion of this proposal should begin with a review of the rationale behind the City's current

width standards. Ideally, an urban residential street might provide space for parking on both sides and through traffic in both directions. A typical traffic through lane is generally designed to be 12 feet wide. On street parking lanes varies between 6 to 9 feet. A diagram was presented indicating an ideal cross-section for a residential City street and illustrated a requirement of 42 feet from back of curb to back of curb. Realizing that the ideal section illustrated in Figure A does have adverse environmental and social impacts, the current City standard has sealed back the width demands from this idealized section. They compared that illustration to the current City standards. Reducing three feet from the travel lanes and two feet from the parking lanes is a significant compression over that of the idealized street section. This standard functions satisfactorily because of the fact that parking on both sides of the street is a relatively infrequent event, and free parking lanes give flexibility to the street use. With the proposal by the developer to prohibit parking on one side of each residential street, Staff would be supportive of reducing the street section to 28 feet wide. The difference from current City sections is the elimination of a six-foot parking lane, and an increase in one foot in each traffic lane. The increase in travel lane width is deemed necessary to compensate for the loss of flexibility provided by the second parking lane. During winter months snow is plowed only to the gutter line. Furthermore during snowy periods, high snow banks result in the loss of up to several feet along the pavement edge and vehicles tend to park farther into the street to allow passengers to exit the vehicle. These conditions were observed to some degree during the recent bus trip to Liberty on the Lake in Stillwater. The developer is also proposing to have one-way streets with parking restricted on both sides. This will occur in two locations, on the main entry street and on the eastern street with a large green space separating northbound and southbound traffic. Since all additional lanes have been eliminated, there is no flexibility left in the roadway section. Careful consideration must be given for emergency situations, including snow, disabled vehicles, road repairs, etc. Staff supports a road width of 20 feet, which provides a six-foot area for emergencies. It was noted that all of the sections shown illustrates the use of surmountable curb, which extends one foot beyond the flow line of the gutter. The recommended street section may be further reduced by using straight-back curb in place of surmountable. Since the width of the curb back is six inches for straight-back curb, a one-half foot reduction may take for each curb line replaced with straight-back curb. Staff recommended that the following street reductions be allowed in the Village of Sunfish Lake subdivision. A) two-way streets with parking restricted on one side, 28 feet and B) one way street with parking restricted on one side, 20 feet.

Councilmember Kurak inquired if they had addressed the turning radiuses.

Principal City Engineer Olson replied that the radiuses should be increased up to 25 to 30 feet with the narrow streets.

Councilmember Kurak inquired as to the two different types of curbs that could be used.

City Engineer Jankowski explained that the advantage of a surmountable curb is that driveways don't need to be identified when the curb is installed, but a straight back curb is generally a better curb because it holds more water, but it has to be cut out for driveways.

Mayor Gamec inquired if the Council were to agree with the street changes for the Village of Sunfish Lake development would the narrower streets be permitted for future developments.

Principal City Engineer Olson noted that this is the first time that the City has considered narrowing the streets with parking restrictions being the consideration for doing so.

Mayor Gamec inquired if what was being proposed for street widths was feasible for staff.

City Engineer Jankowski replied yes.

Director of Public Works/Fire Chief Kapler stated that the key is the parking restriction.

Mayor Gamec inquired if there would be an easement or boulevard beyond the curb.

City Engineer Jankowski replied that at this point they are talking about roadway, but they could be flexible on right of way on a case-by-case basis.

Mayor Gamec stated that if there is no easement or right of way the City would probably be replacing numerous sprinkling systems that would be damaged by snow plows.

Councilmember Cook felt that the right of way should be proportionate to the road width.

Principal City Engineer Olson stated that there is usually a 10-foot drainage easement that can be used to accommodate some snow storage but City would not be able to dictate to people that they would not have to fix sprinkling systems. The nice thing with the Village of Sunfish Lake development is the association would be responsible for those repairs.

Mayor Gamec replied that his concern is that the association would require the City to fix it.

Principal City Engineer Olson pointed out that the right of way for the Village of Sunfish Lake development is being proposed at 50 to 60 feet.

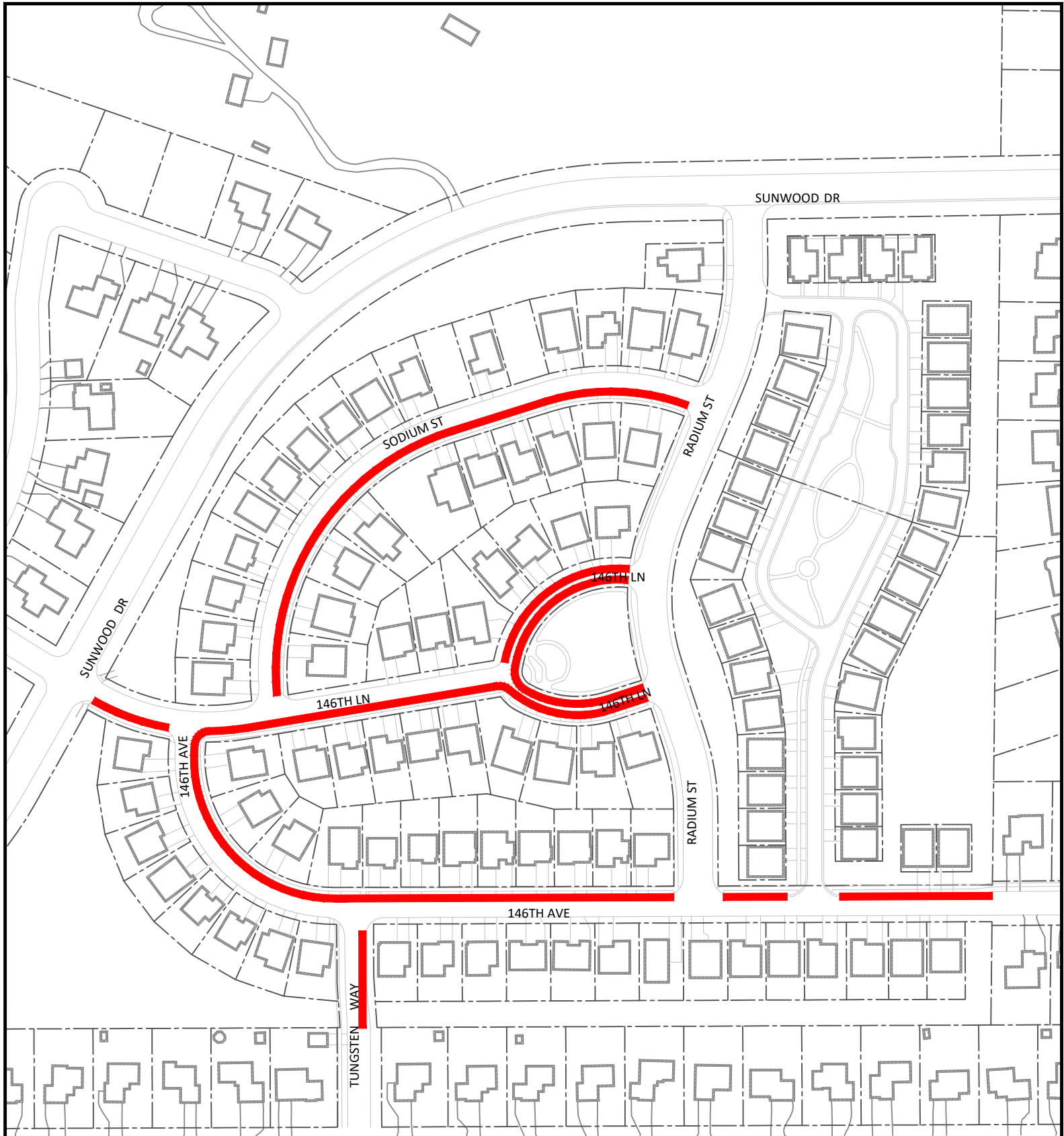
Councilmember Elvig inquired if the City currently had an ordinance identifying who maintains the boulevard between the sidewalk and the road.

City Administrator Norman replied that the boulevard is maintained by the property owner.

Councilmember Kurak suggested that a snow easement be placed a portion of the property to put the property owner on notice that snow storage would occur in that area.

Councilmember Cook recommended that language be added in the development agreement that states that sprinkler heads cannot be placed within the easement.

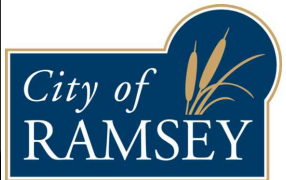
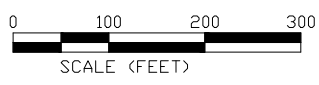
Councilmember Zimmerman stated that he could agree with permitting a narrower street in a Planned Unit Development (PUD) at four units per acre, but at three units acre he felt that they



 NO PARKING ZONE

September 18, 2025

VILLAGE OF SUNFISH LAKE NO PARKING ZONES





7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

September 23, 2025

Dear Village of Sunfish Lake Resident,

First, I want to extend my appreciation for your patience this summer while work was being completed on the streets in your neighborhood. I understand construction can be inconvenient and messy, but I am hopeful you found the end result to be worth the inconvenience and the wait.

The purpose of this letter is to inform you that by request of many of your neighbors, your mail carrier, and the City's first-responders and snowplow drivers, parking will soon be restricted to one side of most public streets in the Village of Sunfish Lake, and will be prohibited on both sides around the community amenity space on the East end of 146th Lane. Enclosed is a figure showing the sides of streets where no-parking zones will be implemented using no-parking signs (see red lines). These parking restrictions are needed since these streets are narrower than typical residential city streets. Parking will be allowed on both sides of Radium Street since this street is wider now that the median island has been removed.

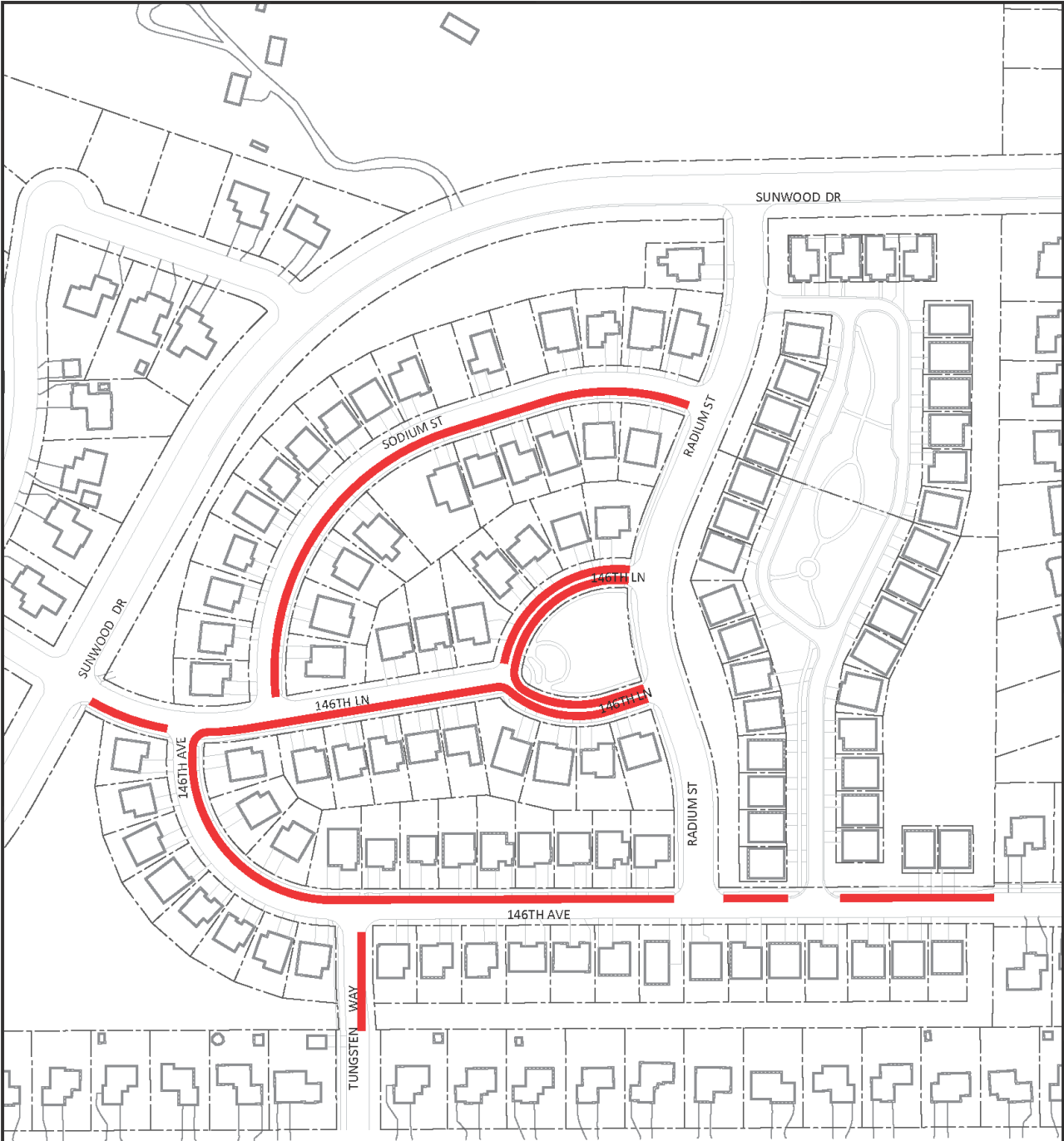
Utility locators will soon start painting marks on the ground to identify the locations of electric, gas, telecommunications, sewer, and water utility lines. City Public Works crews will then install sign bases, followed by posts with no-parking signs. Once no-parking signs are installed per City Ordinance 54-33, the Ramsey Police Department can begin enforcing the signs by issuing written warnings and/or parking citations due to improper parking. When no-parking locations change, Ramsey Police Officers use discretion when enforcing parking violations. In this instance, education through written warnings will be enlisted for 30 days, though citations may be issued sooner to repeat offenders or as needed to keep the streets clear for emergencies and/or snow removal operations. Additionally, it should be noted that per Ramsey City Ordinance 54-38(b), parking on either side of any city street is not permitted between 2:00 and 6:00 am.

These parking restrictions will ensure uninterrupted mail service, allow for faster response times by first-responders, improve driver visibility and pedestrian safety, and allow for more efficient and thorough plowing and sweeping of streets. Please remember, overnight parking is prohibited on all City streets year-round. Feel free to contact me at 763-433-9825 or bwestby@cityoframsey.com with any questions regarding this letter.

Sincerely,

Bruce Westby, City Engineer/Public Works Director

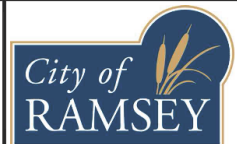
Enclosure: No Parking Zones Figure



 NO PARKING ZONE

September 18, 2025

VILLAGE OF SUNFISH LAKE
NO PARKING ZONES



CC Work Session

Meeting Date: 10/14/2025

Primary Strategic Plan Initiative: Connect the community through parks, trails and recreational programming.

Information

Title:

Update on Charter Commission Annual Recruitment

Purpose/Background:

Background: There are currently four seats on the Charter Commission that are set to expire on December 31, 2025. All four current commissioners have requested to be reappointed. Per the policy, staff will submit the reappointment requests along with any new applicants that have been received in the last 14 months to the Chief Judge of the Tenth Judicial District. Staff will publish a notice of position in the newspaper, Ramsey Resident, as well as advertise electronically with the application deadline of December 1, 2025. The applications and reappointment request will be submitted to the Chief Judge of the Tenth Judicial District by December 15, 2025.

Time Frame/Observations/Alternatives:

Approximatley 5 minutes

Funding Source:

N/A

Recommendation:

N/A

Outcome/Action:

Update only, no action needed.

Attachments

Charter Commission Recruitment Policy

Form Review

Inbox

Brian Hagen

Form Started By: Katie Schmidt

Final Approval Date: 10/09/2025

Reviewed By

Brian Hagen

Date

10/09/2025 04:04 PM

Started On: 10/07/2025 11:33 AM

**POLICY FOR THE RECRUITMENT, APPLICATION AND
JUDGE APPOINTMENT PROCESS FOR THE
CITY OF RAMSEY'S CHARTER COMMISSION**

Authority

The City Council of the City of Ramsey have the authority to establish a policy for the recruitment, application and Judge appointment process for the Charter Commission.

Purpose

To provide for an orderly and fair appointment process, clearly outlining the process for the application, recruitment and appointment of City Charter Commission members by the Chief Judge of the Tenth Judicial District.

Process

The City Clerk or their designee will be responsible for the administration of the recruitment, application and judge appointment process in consultation with the City Council. The City of Ramsey will accept Charter Commission applications at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 via the City website. The timelines/processes below outline the annual and mid-year recruitment and application process.

Calendar Year Terms - Incumbent Application Process

1. By September 15th the City Clerk or designee will notify Charter Commission members with terms ending on December 31 of the current year, reminding them of their upcoming term expiration.
2. The City Clerk or designee will then invite Commission members with expiring terms to complete and submit a brief letter of intent in writing by October 15th, indicating their desire to continue serving.
3. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing by October 15th.
4. By October 31st, the City Clerk will inform the City Council on a work session agenda item, of the number of incumbents willing to continue to serve and number of open seats, outlining the process for posting openings and time frames for advertising.
5. In the event that all incumbents wish to be reappointed, the City Clerk will still conduct the annual recruitment process for potential future vacancies.
6. Incumbent letters of intent will be forwarded to the judge at the same time as new applicants.
7. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the letters of intent to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Calendar Year Terms - New Member Application

1. By October 1st, the City Clerk or designee will prepare a detailed notice of position availability for publication in the November/December issue of the City newsletter, as required by the Charter.
2. By November 1st the City Clerk or designee will prepare a detailed notice of position availability for publication in the City's official newspaper, as required by the Charter.
3. By November 20th, an additional electronic advertising push will occur, announcing the application deadline as the first business day in December.
4. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
5. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Partial Year Terms – New Member Application Process to fill Mid-year Vacancies

When an unexpected vacancy on the Charter Commission occurs, or a member is removed from the Commission the City Clerk or designee will notify the Chair of the Charter Commission and the City Council.

Within two weeks, the City Clerk or their designee will then take one of the following two actions:

- 1) Refer back to the most recent recruitment file to identify candidates for consideration for the current vacancy.
 - a. If a candidate is identified and willing to serve on the Commission, the City Clerk or their designee will forward the application materials and prepare a cover letter to the judge asking the judge to consider the enclosed applications for appointment to the Charter Commission, factoring in the City's Recommendations and Desired Qualifications; or
- 2) Prepare a detailed notice of position availability for publication.
 - a. Once in the City's official newspaper, as required by the Charter.
 - b. Also, in an abundance of caution and in order to meet the requirements of the City Charter and Minnesota Statute 410.05, a small ongoing advertisement will be included in each issue of the newsletter.
 - c. The application deadline will be the first business day of even-numbered months.
 - d. The City Clerk or designee will prepare a cover letter, factoring in the City's Recommendations and Desired Qualifications to transmit with the applications to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.
 - e. Completed applications will be kept on file in the Clerk's Office for fourteen months after the application deadline date.

Advertising

All vacancies will be advertised as follows: City newsletter, City Website (Charter page, In the News and Spotlight), QCTV, the City's official newspaper, Community Sign and Facebook.

City Website

The City Clerk or designee will review and update the Charter Commission web pages to ensure up-to-date and accurate information is posted. The web page should contain a description of the Charter Commission's role and responsibilities links to guiding documents, and membership requirements

Recommendations and Desired Qualifications

1. The City Council wishes to preserve the distinct and separate nature of the Charter Commission.
2. The City Council recommends to the judge that when reviewing applications, the judge looks for candidates that show a holistic and broad depth of knowledge related to the constitution, forms of government, philosophy, political science and to be generally interested in government as it pertains to a Charter Commission.
3. Furthermore, understanding that wisdom and knowledge are not solely possessed by those who have acquired degrees, the city council requests each applicant be evaluated on their own merits and quality of application rather than necessitating the possession of a degree in the aforementioned fields.

Terms & Requirements

1. If state law differs from this policy, state law will prevail
2. There are no limit to the number of terms that can be served
3. Terms are staggered, ending on December 31st of the fourth year in the term
4. Incumbents will be allowed to continue to serve until a successor is appointed as per Minnesota Statute 410.05 Subd. 2
5. Applicant must be a registered voter in the City of Ramsey, must not currently serve on the judiciary and must not be a current City Councilmember
6. Members of the Charter Commission are not eligible for a stipend

Additional Steps

1. The City Clerk or designee will send a response (via automated e-mail when possible) when applications are received notifying the applicant that the application was received, next steps, the proposed timeline and a statement that applications will be kept on file for fourteen months from the application deadline.
2. The City Clerk or designee will verify eligibility (applicant is a registered voter in the City of Ramsey, not currently serving on the judiciary and is not a member of the City Council) and notify the Charter Commission Chair and City Council.
3. Copies of applications will be e-mailed to the City Council within five business days of the closing date. Copies will also be e-mailed to the Charter Commission Chair.

4. The City Clerk or designee shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Chair and City Council. The City Clerk will ask the Charter Commission Chair to contact the new appointee, welcoming them to the Commission, etc.
5. The City Clerk or designee will prepare and administer the acceptance and oath of office to the appointees. The City Clerk or designee will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk or designee will forward the completed acceptance and oath of office to the Charter Commission Chair and City Council via email.
6. The City Clerk or designee will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form
7. The City Clerk or designee will prepare letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for fourteen months from the application deadline, in case of vacancies, or for consideration for appointment to other boards and commissions.
8. If a vacancy occurs during the year, the City Clerk or designee shall consult with the Charter Commission Chair and inform the City Council. The City Clerk will then prepare a letter to notify the Chief Judge of the Tenth Judicial District regarding the vacancy. Resignation letters shall be sent to the Charter Commission Chair, City Council and copied to the City Clerk's office.
9. The process for announcing vacancies will begin as noted above "Partial Year Terms – New Member Application Process to fill Mid-year Vacancies". The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

Date: 6-14-22 Adopted Resolution #22-134 Approving the Charter Commission Recruitment Policy

CC Work Session

Meeting Date: 10/14/2025

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: 10/09/2025

Reviewed By

Brian Hagen

Date

10/09/2025 01:38 PM

Started On: 10/07/2025 12:36 PM

	<u><i>Tentative City Council Future Work Session Topics</i></u>	
Proposed Date	Topic	Minutes (Estimate)
2025		
10/28	Cryptocurrency ordinance presentation	
10/28	Review 2026 Proposed Rates, Fees and Charges	
11/10	Fund Policy/Land Sale Reimbursement Policy	
11/10	CIP	
TBD	Consider Accepting Community Art Plan Donation	
TBD	Active Threat Training	
TBD	Water Treatment Facility Tour	90
TBD	Animal Ordinance	
TBD	Improve the Image of Ramsey Along the Hwy 10 Corridor Discussion	
TBD	Discuss Commercial Property Public Utility Connection Program	
TBD	Pollpad Update	
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	
TBD	Ramsey Christmas Market – CM: RH, DS	
TBD	Waterfront Venue Ideas – CM: RH, DS	

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