

**AGENDA
CITY OF RANIER
CITY COUNCIL COMMITTEE OF THE WHOLE
RANIER COMMUNITY BUILDING
TUESDAY OCTOBER 10, 2023 @ 6:30 pm**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

- To approve agenda for tonight's meeting.

BUDGET/ADMINISTRATION

- To recommend approval of minutes of 09/19/2023 regular council meeting. ***(Provided)***
- To recommend approval of September 2023 Claims Lists. ***(Provided)***
- To review account balances and financial statements for General, and Water/Sewer Funds as of 09/30/2023. ***(Provided)***
- To recommend approval of Resolution #2023-06 Requesting Koochiching County to Act as Fiscal Agent for Capital Bonding Grant. ***(Provided)***
- To recommend approving Resolution #2023-10 Adopting Delinquent Accounts to be Assessed to Property Taxes. ***(Provided)***
- To recommend accepting Ranier Recreation Club donation of _____.
- To recommend date for Employee Performance Appraisals.

LIQUOR STORE

- September 2023 Liquor Store Operating Statement. ***(Provided)***
- Liquor Store Manager's report. Jenn Seegert.

BUILDING, STREETS, GROUNDS

- Public Works update. Public Works Supervisor Nick Hagen.

WATER AND SEWER

OTHER BUSINESS

- International Falls Chamber of Commerce – Shannon Arnold. ***(Informational)***
- To review Ordinance #164 Regulating Short-Term Rental Units and written comments. ***(Provided)***

OPEN FORUM

**CITY OF RANIER
CITY COUNCIL
MEETING MINUTES
RANIER COMMUNITY BUILDING
TUESDAY SEPTEMBER 19, 2023 @ 6:30 pm**

Mayor Dennis Wagner called the meeting to order at 6:30 p.m. A quorum was present.

Council Present: Councilmembers Jennifer Lahmayer, Todd Coulombe, Ron Wilcox, JoAnn Kellner
Absent: None
Others present: City Administrator Sherril Gautreaux, Tammy Toratti, KCC-TV-Darcy Sullivan, Berta Wilcox, John Bruggeman, Sue Swendsen

CALL MEETING TO ORDER
PLEDGE OF ALLEGIANCE

- To approve tonight's agenda.

Councilmember Lahmayer made a motion to approve tonight's agenda; seconded by Councilmember Coulombe and carried unanimously.

BUDGET/ADMINISTRATION

- To approve the previous Council Meeting (08/15/2023) minutes.

Councilmember Coulombe made a motion to approve the minutes from the 08/15/2023 Council Meeting; seconded by Councilmember Wilcox and carried unanimously.

- To approve the Claims lists for August 2023.

A motion was made by Councilmember Wilcox; seconded by Councilmember Coulombe and carried unanimously to approve the August 2023 claims lists in the amounts of:

\$19,538.04	for General Fund
\$46,526.92	for Liquor Fund
\$28,794.53	for Water/Sewer Fund
\$ 850.00	for 2012A GO Improvement Bond
\$ 1,494.10	for General Capital Projects

- To accept the Account Balances and Financial Statements as of 08/31/2023.

Councilmember Coulombe made a motion to accept the Profit and Loss statements to date for each fund until next week's meeting; seconded by Councilmember Wilcox and carried unanimously.

- To approve Resolution #2023-07 Proposed 2023 Tax Levy Collectible in 2024

A tax levy of \$275,400 @ a rate of 36.352%.

Councilmember Wilcox made a motion to approve Resolution #2023-07 Proposed 2023 Tax Levy Collectible in 2024; seconded by Councilmember Coulombe and carried unanimously.

- To set a date for Public Meeting to discuss 2024 General Fund budget and 2024 Tax Levy.

December 5th or 11th. @ 6:00 pm Sherril will follow before the end of the month to tell the auditor

Councilmember Coulombe made a motion to set the General Fund Budget and Tax Levy Public Meeting for December 5th @ 6:00 pm; seconded by Councilmember Lahmayer and carried unanimously.

- To approve Resolution #2023-08 Amended 2023 General Fund Budget.

It is recommended to amend the 2023 General Fund Budget to account for unplanned revenue and expenses.

Councilmember Coulombe made a motion to approve Resolution #2023-08 Amending 2023 General Fund Budget; seconded by Councilmember Kellner and carried unanimously.

- To recommend accepting Ranier Recreation Club donation of \$6,000.

Gautreaux will present a spreadsheet of donations and expenditures at the General Fund Budget meeting.

Councilmember Coulombe made a motion to accept Ranier Recreation Club \$6,000 donation; seconded by Councilmember Lahmayer and carried unanimously.

LIQUOR STORE

- August 2023 Liquor Store Operating Statement

The Council reviewed the Operating Statement for the month of August 2023 with a net profit of \$13,476.98 and a 2023 year to date profit of \$63,303.22 compared to August 2022 with a net profit \$11,588.70 and a 2022 year to date profit of \$63,325.99.

Councilmember Coulombe made a motion to accept the August 2023 Liquor Store Operating Statement; seconded by Councilmember Wilcox and carried unanimously.

BUILDINGS, STREETS AND GROUNDS

- Information regarding roads renamed in annexed portions of Ranier

A letter was presented to the Council for review and approval regarding the renaming of the roads in the annexed portions of Ranier. Koochiching County is requiring that all roads owned by Ranier be renamed from "county roads". Roads that are named "county roads" will now be named "town roads". This will not affect CSAH 20 or CSAH 46. The letter will be sent out to residents alerting them of the changes.

Councilmember Coulombe made a motion to send out the letter regarding road name changes; seconded by Councilmember Lahmayer and carried unanimously.

WATER/SEWER

OTHER BUSINESS

- To review draft Ordinance #162 Regulating Short-Term Rental Units

A draft ordinance regulating short-term rental units was presented for review. The draft ordinance was also sent out to property owners operating short term vacation rentals for their review and input. It would be ideal to pass the ordinance by the end of October so that the permitting can begin in January.

Councilmember Coulombe made a motion to table Ordinance #162 Regulating Short-Term Rental Units until October meeting; seconded by Councilmember Lahmayer and carried unanimously.

- House Capital Investment Committee will meet on 09/27/2023 to review of Public Works Maintenance Shop funding request.

The House Capital Investment Committee will give us 5 minutes for a presentation on Wednesday September 27th at Mesabi Range College in Virginia between 5:45 pm and 7:40 pm. Council will

need to decide who from the Ranier team will be delivering the presentation. A listing of the House Capital Investment Committee was provided.

Councilmember Coulombe made a motion to approve Mayor Wagner and Councilmember Lahmayer as the council representatives to present at the meeting; seconded by Councilmember Wilcox and carried unanimously.

OPEN FORUM

Councilmember Coulombe discussed purchasing radar speed signs for CSAH 20. Shop and compare radar signs for 2024 budget.

Councilmember Coulombe made a motion to adjourn the meeting; seconded by Councilmember Lahmayer and carried unanimously.

THE MEET ING ADJOURNED @ 6:55 pm.

CITY OF RANIER
September 2023 General Fund Claims

Crandall's Septic	\$ 660.00	
City of Ranier-H20	\$ 149.40	hall/rink
Erickson's Lawn Care	\$ 120.00	
Friend's Garbage	\$ 424.71	
Frontier Communications	\$ 162.48	hall
Hanft Fride	\$ 796.00	attorney fees for CN vacation issue
Menard's	\$ 33.39	
Marco Copiers	\$ 267.76	
Dennis Wagner	\$ 130.00	Travel expenses
Minnesota Energy Resources Corp	\$ 84.29	Com Bldg & Rink
Minnesota Power	\$ 1,621.72	
MN PEIP	\$ 800.25	health insurance
LMCIT	\$ 239.24	W/C
Sherril Gautreaux	\$ 54.44	cell phone reimb
Edith Jenkinson	\$ 467.23	Travel expenses
Nicholas Hagen	\$ 40.00	cell phone reimb
Minnesota Mayor's Association	\$ 30.00	dues
League of Minnesota Cities	\$ 826.00	dues
M-R Sign Co., Inc	\$ 8,733.62	town road signs
Rainy Lake One Stop	\$ 658.90	
Small Town Tech	\$ 33.00	TECH SUPPORT
Sound North	\$ 34.99	office supplies
The Costin Group	\$ 1,250.00	consultant services
US Bank	\$ 577.40	
USPS	\$ 9.65	
USable Life Insurance	\$ 11.10	life insurance
TOTAL	\$ 18,215.57	

City Of Ranier

September 2023 Liquor Store Claim Breakdown

MERCHANDISE & FREIGHT IN	
Arnies	
Battalion Distributing	\$ 1,051.19
Breakthru Beverage	\$ 764.94
C&L Distributing	\$ 764.70
Coca-Cola Bottling Co	\$ 5,005.50
Dahlheimer Beverage	\$ 914.24
DJ Fish- Giovanni's Pizza	\$ 1,209.75
Johnson Brothers Liquor Co	\$ 2,035.05
Pepsi Beverages	
Southern Glazer's of Minn.	\$ 1,415.81
Vinocopia	
Starkovich Distributing Co Inc	\$ 801.60
TOTAL	\$ 13,962.78
UTILITIES	
City of Ranier H2O	\$ 136.82
Friends Garbage	\$ 359.19
MidContinent Communications	\$ 408.17
Minnesota Power	\$ 860.10
Minnesota Energy	\$ 23.91
TOTAL	\$ 1,788.19
CREDIT CARD/BANK FEES	
RM Payments	\$ 1,064.64
Bremer Bank	\$ 69.13
TOTAL	\$ 1,133.77
STORE SUPPLIES	
Aramark	\$ 330.96
Miner's Inc.	\$ 168.01
Battalion Distributing	\$ 294.30
Range Paper	\$ 781.46
TOTAL	\$ 1,574.73
MISCELLANEOUS	
Brett Eidman	\$ 100.00
Jeff McHarg	\$ 500.00
F&D Meats	\$ 373.91
TOTAL	\$ 973.91
DUES & SUBSCRIPTIONS	
KGHS/KSDM	\$ 500.00
BNG	\$ 200.00
TOTAL	\$ 700.00
REPAIRS & MAINTENANCE	
Ecolab	199.18
US Bank	375.41
ServiceMaster	\$ 1,800.00
TOTAL	\$ 2,374.59
UNION DUES	
Chicago 7 Midwest Regional	\$ 111.32

pig roast

pig roast

pig roast

monthly fee

tv

deducted from ee's pay

City of Ranier
September 2023 Water-Sewer Fund Claims

City of Intl Falls-H2O	\$ 19,972.21
Gopher State	\$ 22.95
Core & Main	\$ 918.94
Menard's	\$ 23.25
Minnesota Power	\$ 29.95
North Kooch Sanitary Sewer District	\$ 1,523.03
TOTAL	\$ 22,490.33

**CITY OF RANIER
CAPITAL PROJECTS FUND
SEPTEMBER 2023**

S.E.H, Engineering	\$ 11,886.70
TOTAL	\$ 11,886.70

pier project - reimbursement #22 LCCMR

Reimbursement from LCCMR

2023 Account Register Balances											
			July	Aug	Sep	Oct	Nov	Dec			
Liquor Fund											
	Drawer Cash		\$ 148,499.78	\$ 164,907.08	\$ 161,874.90						
			\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
	Liquor	Sub total:	\$ 150,999.78	\$ 167,407.08	\$ 164,374.90	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
Capital Projects Reimbursement Fund-Pier Project				\$ (2,246.98)	\$ (14,133.68)						
General Road Improvement Fund			\$ 51,599.00	\$ 51,599.00	\$ 51,599.00						
Street Recon. Fund from 2018ABond			\$ 31,135.69	\$ 28,074.94	\$ 28,074.94						
	Sub total:	\$ 31,135.69	\$ 28,074.94	\$ 28,074.94	\$ 28,074.94	\$ -	\$ -	\$ -	\$ -		
General Fund			\$ 358,404.75	\$ 281,241.88	\$ 345,217.06						
dedicated funds	KEDP EconDevFund		\$ (3,793.06)	\$ (700.06)	\$ (700.06)						
dedicated funds	SCDP		\$ (44,938.50)	\$ (44,938.50)	\$ (44,938.50)						
dedicated funds	ARP FUNDS		\$ (9,500.00)	\$ (9,500.00)	\$ (9,500.00)						
	Petty Cash		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		
	General	Sub total:	\$ 300,273.19	\$ 226,203.32	\$ 290,178.50	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		
Water & Sewer Fund - Pooled Cash			\$ 14,390.09	\$ 7,912.17	\$ 18,414.81						
Water Main CD	Certificate		\$ 36,283.53	\$ 36,283.53	\$ 36,283.53						
Sunset Cove CD	Certificate		\$ 85,179.85	\$ 85,179.85	\$ 85,179.85						
	Water	Sub total:	\$ 135,853.47	\$ 129,375.55	\$ 139,878.19	\$ -	\$ -	\$ -	\$ -		
Sewer Restricted CD	Certificate		\$ 36,283.53	\$ 36,283.53	\$ 36,283.53						
	Sewer	Sub total:	\$ 85,179.85	\$ 85,179.85	\$ 36,283.53	\$ -	\$ -	\$ -	\$ -		
Total:			\$ 703,441.98	\$ 636,240.74	\$ 658,790.06	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00		

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Current Ad Valorem Taxes	250,000.00	167,373.81	(82,626.19)
Delinquent Ad Valorem Taxes	5,000.00	5,518.41	518.41
Total Acct 310	255,000.00	172,892.22	(82,107.78)
Hotel-Motel Tax	37,000.00	15,328.52	(21,671.48)
Total Acct 314	37,000.00	15,328.52	(21,671.48)
Franchise Taxes	1,000.00	1,000.00	0.00
Total Acct 318	1,000.00	1,000.00	0.00
Penalties and Interest on Ad valorem Taxes	0.00	46.81	46.81
Forfeited Tax Sale Apportionments	6,500.00	6,934.65	434.65
Total Acct 319	6,500.00	6,981.46	481.46
Alcoholic Beverages	2,650.00	2,588.00	(62.00)
Total Acct 321	2,650.00	2,588.00	(62.00)
Building Permits (Excludes surcharge)	1,200.00	1,783.25	583.25
Total Acct 322	1,200.00	1,783.25	583.25
FEMA	0.00	68,445.35	68,445.35
Total Acct 331	0.00	68,445.35	68,445.35
Local Government Aid	53,834.00	26,917.00	(26,917.00)
Shade Tree Disease Control Grants	5,000.00	5,000.00	0.00
Minnesota Historical Society	10,000.00	10,000.00	0.00
LCCMR	11,500.00	3,033.75	(8,466.25)
Total Acct 334	80,334.00	44,950.75	(35,383.25)
Co. Small Cities Aid- GNTL	74,000.00	76,135.67	2,135.67
KEDP Aid	11,330.00	11,333.00	3.00
Total Acct 336	85,330.00	87,468.67	2,138.67
City/Town Hall Rent	10,000.00	9,150.00	(850.00)
Total Acct 341	10,000.00	9,150.00	(850.00)
Interest Earning	0.00	215.78	215.78
Refunds and Reimbursements	2,000.00	5,608.10	3,608.10
Ranier Rec Club Donations	45,000.00	44,400.00	(600.00)
Total Acct 362	47,000.00	50,223.88	3,223.88
Total Revenues	526,014.00	460,812.10	(65,201.90)
Other Financing Sources:			
Transfer From Enterprise Fund	20,000.00	0.00	(20,000.00)
Transfer From Governmental Fund	39,246.00	37,377.25	(1,868.75)
Total Acct 392	59,246.00	37,377.25	(21,868.75)
Total Other Financing Sources	59,246.00	37,377.25	(21,868.75)

Disbursements:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Council/Town Board	14,430.00	2,594.60	11,835.40
Total Acct 411	14,430.00	2,594.60	11,835.40
Elections	200.00	0.00	200.00
Clerk	65,584.00	46,353.69	19,230.31
City Clerk-other	10,545.00	11,056.79	(511.79)
Clerk-Employee Benefits	17,215.00	12,440.68	4,774.32
Total Acct 414	93,544.00	69,851.16	23,692.84
Accounting	11,000.00	12,475.03	(1,475.03)
Total Acct 415	11,000.00	12,475.03	(1,475.03)
City/Town Attorney	2,500.00	0.00	2,500.00
Total Acct 416	2,500.00	0.00	2,500.00
Insurance	11,000.00	11,334.76	(334.76)
General Government Buildings and Plant	47,915.00	37,819.20	10,095.80
General Government Buildings and Plant - Wages	44,500.00	30,222.96	14,277.04
General Government Buildings and Plant - Employee Benefits	13,013.00	4,384.23	8,628.77
General Government Buildings - CIP	0.00	0.00	0.00
Total Acct 419	116,428.00	83,761.15	32,666.85
Fire Administration	31,000.00	31,000.00	0.00
Total Acct 422	31,000.00	31,000.00	0.00
Paved Streets	15,000.00	4,223.56	10,776.44
Ice and Snow Removal	38,000.00	36,010.00	1,990.00
Street Lighting	14,000.00	10,867.63	3,132.37
Total Acct 431	67,000.00	51,101.19	15,898.81
Hockey Rink	23,020.00	17,842.29	5,177.71
Total Acct 451	23,020.00	17,842.29	5,177.71
Park Areas	46,125.00	43,787.09	2,337.91
Total Acct 452	46,125.00	43,787.09	2,337.91
Shade Tree Disease Control	5,000.00	5,000.00	0.00
Total Acct 461	5,000.00	5,000.00	0.00
Tourism	35,150.00	15,095.22	20,054.78
Economic Development and Assistance	11,334.00	7,655.14	3,678.86
Total Acct 465	46,484.00	22,750.36	23,733.64
2021A GO Street Reconstruction Refunding Note Fund - Principal	31,000.00	31,000.00	0.00
2021A GO Street Reconstruction Refunding Note - Interest	6,377.00	6,377.25	(0.25)
Principal - Short-Term Debt	17,353.00	15,228.46	2,124.54
Total Acct 471	54,730.00	52,605.71	2,124.29
Interest - Short-Term Debt	3,254.00	2,978.58	275.42
Total Acct 472	3,254.00	2,978.58	275.42
Fiscal Agent's Fees	0.00	166.68	(166.68)
Total Acct 475	0.00	166.68	(166.68)
Total Disbursements	514,515.00	395,913.84	118,601.16

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Other Financing Uses:			
Tax Abatement	14,045.00	9,335.01	4,709.99
Transfer To Governmental Fund	10,000.00	0.00	10,000.00
Special Items	35,200.00	26,110.25	9,089.75
LCCMR-GRANT EXPENDITURE	11,500.00	3,037.82	8,462.18
Total Acct 493	70,745.00	38,483.08	32,261.92
Total Other Financing Uses	70,745.00	38,483.08	32,261.92
Beginning Cash Balance		279,257.19	
Total Receipts and Other Financing Sources		498,189.35	
Total Disbursements and Other Financing Uses		434,396.92	
Cash Balance as of 09/30/2023		343,049.62	

City of Ranier
WATER/SEWER FUND
STATEMENT OF REVENUES AND EXPENSES
YTD 09/30/2023

SCHEDULE 4

Operating Revenues

Water Receipts	200,211.09
Repair/Replacement Escrow	46,489.79
Water Sales & Use Tax	1,661.21
Connection/Reconnection Fees	400.00
Penalties and Forfeited Discounts	236.44
Water Miscellaneous	17,097.91
Delinquent Water	1,760.84
Sewer Receipts	25,996.42
Connection/Reconnection Fees	100.00
Total Operating Revenues	<u>293,953.70</u>

Operating Expenses

Accounting	8,692.53
Water Utilities - Source of Supply	157,892.35
Water Utilities - Maintenance	14,503.40
Water Utilities - Administration and General	10,753.31
Water Utilities - Wages	42,457.55
Water Utilities - Employee Benefits	6,586.50
Water - Miscellaneous Expenses	99.85
Sewer Utilities - Sanitary Sewer Maintenance	150.00
Sewer - North Kooch Sewer District	18,699.18
Sewer Utilities - Sewer Lift Stations	1,760.62
Total Operating Expenses	<u>261,595.29</u>

Operating Income (Loss)

32,358.41

Nonoperating Revenue (Expenses)

Interest Earning	1,283.36
Insurance	(2,820.00)
Fiscal Agent's Fees	(209.71)
Transfer To Governmental Fund	(31,320.00)

Total Nonoperating Revenues (Expenses) (33,066.35)

Net Income (Loss) Before Operating Transfers (707.94)

Transfers From Other Funds 0.00

Transfers To Other Funds 0.00

Net Income (707.94)

City of Ranier
STATEMENT OF INDEBTEDNESS
YTD 09/30/2023

Bonded Indebtedness	Interest Rate	Issue Date	Final Maturity Date	Outstanding Jan 1, 2023	Issued in 2023	Paid in 2023	Outstanding Dec 31, 2023
General Obligation *							
2021A GO STREET RECONSTRUCTION REFUNDING NOTE	1.65	07/15/2021	02/01/2034	\$402,000.00	\$0.00	\$31,000.00	371,000.00
Total General Obligation *				\$402,000.00	\$0.00	\$31,000.00	371,000.00
Special Assessment Bonds							
2012A GO IMPROVEMENT BONDS	1.40	07/01/2012	02/01/2025	\$130,000.00	\$0.00	\$40,000.00	90,000.00
Total Special Assessment Bonds				\$130,000.00	\$0.00	\$40,000.00	90,000.00
General Obligation Revenue Bonds							
2011 GO H2O REVENUE BOND	3.00	12/01/2011	01/01/2051	\$1,044,000.00	\$0.00	\$23,000.00	1,021,000.00
Total General Obligation Revenue Bonds				\$1,044,000.00	\$0.00	\$23,000.00	1,021,000.00
Total Bonded Indebtedness				\$1,576,000.00	\$0.00	\$94,000.00	1,482,000.00
Short Term Debt							
2020 CHEVY SILVERADO 2500 HD	3.30	06/15/2022	06/15/2028	\$48,743.40	\$0.00	\$6,856.96	41,886.44
BobCat T650	3.40	08/15/2018	08/15/2024	\$17,027.24	\$0.00	\$8,371.50	8,655.74
Total Short Term Debt				\$65,770.64	\$0.00	\$15,228.46	50,542.18
Total City Indebtedness				\$1,641,770.64	\$0.00	\$109,228.46	1,532,542.18

Schedule 8 - Investment Activity

For the period : 1/1/2023 To 9/30/2023

Investment Type	Description	Beginning Balance	Date	Deposits	Withdrawals	Ending Balance
CD	SUNSET COVE CD-BORDER STATE BANK	85,029.82	01/01/2023	150.03		85,179.85
			01/06/2023			
			07/03/2023	882.39		86,062.24
	Total			1,032.42	0.00	86,062.24
CD	SEWER CD-BORDER STATE BANK	25,547.77	01/01/2023			
			03/23/2023	44.34		25,592.11
	Total			44.34	0.00	25,592.11
CD	WATER MAINTENANCE CD-BREMER BANK	36,283.53	01/01/2023			
	Total			0.00	0.00	36,283.53
	Total All Investments			1,076.76	0.00	147,937.88

RESOLUTION #2023-06
CITY OF RANIER, KOOCHICHING COUNTY
A RESOLUTION REQUESTING KOOCHICHING COUNTY TO ACT AS FISCAL AGENT
FOR CITY OF RANIER'S CAPITAL BONDING GRANT ADMINISTERED THROUGH
MINNESOTA DEPARTMENT OF NATURAL RESOURCES

WHEREAS, the city of Ranier received \$3,500,000 in capital bonding funds to complete its safe harbor pier project. The grant will be administered through an MNDNR grant; and

WHEREAS, previously, in County Motion 2022/06-19, the Koochiching County Board agreed to act as fiscal agent for the City's \$1,762,000 in LCCMR grants which are reimbursable grants; and

WHEREAS, the Capital Bonding grant is reimbursement based and the city of Ranier is requesting that Koochiching County act as the fiscal agent to front the cash to the vendor pending reimbursement from Minnesota Department of Natural Resources for the Capital Bonding grant (in addition to the LCCMR grant); and

WHEREAS, the city of Ranier will perform its own purchasing services under the Capital Bonding grant, prepare all of the payment vouchers and forward necessary reimbursement paperwork to Koochiching County. The city of Ranier has successful experience in preparing the payment vouchers and has seen timely reimbursement from MNDNR in less than 30 days. The city of Ranier will ensure sustained fiscal integrity and accountability of funds in accordance with the Capital Bonding grant agreement. This includes adherence to the DNR reimbursement manual and the policies and statutes outlined by Office of Grants Management and the Office of the Legislative Auditor; and

WHEREAS, Koochiching County has successful experience in acting as the fiscal agent for other entities' grants; and

NOW THEREFORE BE IT RESOLVED that the city Council of the City of Ranier, hereby respectfully requests that Koochiching County act as the fiscal agent for the city of Ranier in the Capital Bonding grant:

Adopted by the Ranier City Council on October 17, 2023.

Mayor Dennis Wagner

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Ranier City Council on October 17, 2023.

Ranier City Administrator

RESOLUTION NO. 2023-10
RESOLUTION ADOPTING ASSESSMENTS FOR DELINQUENT WATER BILLS

WHEREAS, pursuant to notice duly given as required by Minnesota law, the Ranier City Council has met, heard and passed upon any and all objections to the proposed assessments for delinquent water bills and maintenance of noxious weeds.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Ranier, Koochiching County, Minnesota as follows:

1. The proposed assessments which are listed below and made a part hereof is hereby accepted and shall constitute the assessment against the following properties:

Parcel ID#	Property Address	Acct #	Amount	Reason
98-055-01190	3607 County Road 21	158	\$214.62	Delinquent water
98-054-05140	2149 County Road 116	180	\$147.15	Delinquent water
98-054-03160	2124 County Road 116	375	\$262.10	Delinquent water
98-005-03061	3505 County Road 113	485	\$379.73	Delinquent water
98-005-01031	3505 County Road 130	570	\$143.42	Delinquent water
98-029-00180	3510 County Road 113	468	\$219.65	Delinquent water

2. The City Administrator shall transmit a certified copy of this assessment to the County Auditor to be placed upon the tax list of Koochiching County for the following tax year.

Whereupon said resolution was declared duly passed and adopted this October 17, 2023.

ATTEST:

Sherril Gautreaux
City Administrator

Dennis Wagner
Mayor

Ranier Municipal Liquor Store - Operating Statement

9/30/2023

Sales.....	Bar	\$	35,706.69	
	Store	\$	3,539.19	
	Misc. Taxable	\$	1,842.00	
	Misc. Non-Tax	\$	1,192.67	
	Rec Club Rent	\$	1,376.69	
	Clothing	\$	897.75	
	Gift Card	\$	25.00	
	Cash +/-	\$	8.49	
	Total	\$	44,588.48	
	(Sales Tax)	\$	(3,655.00)	
	Net Sales	\$	40,933.48	
Beginning Inventory.....	\$	40,499.50		
Merch & Freight In.....	\$	13,962.78		
Sub Total	\$	54,462.28		
Ending Inventory (subtract).....	\$	(38,211.71)		
Cost of Goods Sold	\$	16,250.57		
Gross Profit	\$	24,682.91	60.30%	
* Operating Expense (subtract)...	\$	(21,093.61)		
	Net Profit:	\$	3,589.30	8.77%
Previous Months' Net Profit:	\$	63,303.22		
	Year-To-Date Net Profit:	\$	66,892.52	
*Includes:				
Wages	\$	9,584.39		
Medicare - City Share	\$	138.97		
Social Sec.- City Share	\$	594.23		
PERA - City Share	\$	718.83		
Utilities	\$	1,788.19		
Credit Card/Bank Fees.....	\$	1,133.77		
Store Supplies.....	\$	1,574.73		
Dues & Subscriptions.....	\$	700.00		
Miscellaneous.....	\$	973.91		
Repairs & Maintenance.....	\$	2,374.59		
Pro-rated Accounting	\$	559.00		
Pre-paid Insurance.....	\$	953.00		
Operating Expense	Total	\$	21,093.61	

Ranier Municipal Liquor Store - Operating Statement

9/30/2022

Sales.....	Bar	\$	40,368.74	
	Store	\$	3,330.35	
	Misc. Taxable	\$	1,978.12	
	Misc. Non-Tax	\$	1,416.83	
	Rec Club Rent	\$	1,591.45	
	Clothing	\$	268.75	
	Gift Card	\$	200.00	
	Cash +/-	\$	0.81	
	Total	\$	49,155.05	
	(Sales Tax)	\$	(4,064.00)	
	Net Sales	\$	45,091.05	
Beginning Inventory.....	\$	27,651.34		
Merch & Freight In.....	\$	14,154.16		
Sub Total	\$	41,805.50		
Ending Inventory (subtract).....	\$	(27,703.25)		
Cost of Goods Sold	\$	14,102.25		
Gross Profit	\$	30,988.80	68.72%	
* Operating Expense (subtract)...	\$	(20,189.94)		
	Net Profit:	\$	10,798.86	23.95%
Previous Months' Net Profit:	\$	63,325.99		
	Year-To-Date Net Profit:	\$	74,124.85	
*Includes:				
Wages	\$	8,922.05		
Medicare - City Share	\$	129.37		
Social Sec.- City Share	\$	553.17		
PERA - City Share	\$	617.90		
Utilities	\$	1,908.27		
Merchant Credit Card Fees.....	\$	1,170.63		
Store Supplies.....	\$	1,087.72		
Dues & Subscriptions.....	\$	1,550.00		
Miscellaneous.....	\$	561.21		
Repairs & Maintenance.....	\$	2,187.61		
Accounting Pro-rated	\$	702.34		
Pre-paid Insurance.....	\$	799.67		
Operating Expense	Total	\$	20,189.94	

CITY OF RANIER
ORDINANCE #164
DRAFT
REGULATING SHORT TERM RENTAL UNITS

Section 1. Definitions. For the purposes of this ordinance, the following terms have the meanings given.

- a. “Owner” means the property owner of record of the real estate located in the City of Ranier.
- b. “Owner’s Authorized Agent” means a person who has written designation to act on behalf of the Owner and is available 24 hours a day, seven days a week.
- c. “Parcel” means a unit of real property that has been given an identification number maintained by Koochiching County.
- d. “Short-term Rental Unit ” means any individual home, cabin, condominium, or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day time period and is not a bed-and-breakfast, resort, hotel or motel as defined by Minnesota statute.

Section 2. Purpose

The purpose of this Ordinance is to regulate the short-term rental of a permitted dwelling unit so as not to become a nuisance to the surrounding neighborhood, or an influence that fosters blight and deterioration or creating a disincentive for others to reinvest in the community. To continue the allowed use of short-term vacation rental units, but also to mitigate possible adverse impacts to the health, safety, welfare and quality of life to surrounding properties, the City of Ranier establishes this licensing program for the review and approval of short-term rental units.

Section 3. Permit Required

The short-term rental of any dwelling unit, or advertisement of a dwelling unit for short-term rental, shall be prohibited unless a permit authorizing short-term rental has been approved in accordance with this Ordinance.

Section 4. Permit Application Requirements.

Applications for a short-term rental permit will be made by the fee owner or authorized representative of the fee owner of the residence proposed for use as a short-term rental. All applications for a short-term rental will include:

- a. Physical address and parcel identification number of the Short-Term Rental Unit parcel
- b. Contact information for the Owner and the Owner’s Authorized Agent
- c. Site plan identifying the location and number of off-street parking spaces
- d. A plan for garbage disposal
- e. Confirmation of registration with the MN Department of Revenue to collect and remit Sales Tax

- f. Confirmation of compliancy with City of Ranier 3% Lodging Tax Ordinance
- g. Payment of Short-Term Rental Permit fee
- h. Acknowledgement of Ordinance Standards.

Section 5. Owner's Authorized Agent. No short-term rental permits will be issued without designation of an Owner's Authorized Agent, which may be the Owner.

- a. The Owner's Authorized Agent must live and work within 30 miles of the Short-Term Rental Unit.
- b. One person may be the Owner's Authorized Agent for multiple dwelling units.
- c. The Owner's Authorized Agent will have on file with the City a current phone number and address. The Owner's Authorized Agent will be available 24 hours a day during all times that the unit is being rented to respond immediately to complaint or issues relating to the unit.
- d. The Owner's Authorized Agent will be responsible for the activities of the tenant and maintenance and upkeep of the unit and will be authorized to receive any notice of violation of the City ordinances and state laws, to receive orders and to institute remedial action to effect such orders and accept service of process pursuant to law.

Section 6. Performance Standards. The following performance requirements will be adhered to:

- a. The owner will provide adjacent property owners with their contact information and the Owner's Authorized Agent contact information.
- b. No illegal fireworks will be used.
- c. Compliance with city noise ordinances. Quiet hours will be observed between 10:00 pm and 7:00 am and such rules will be posted at the short-term rental unit.
- d. The permittee must keep a list of a transient guest record including name, address, phone number and vehicle license plate information for all guests. The list will be made available to City staff and/or law enforcement upon request.
- e. The name and contact information of the Owner's Authorized Agent will be posted in a conspicuous place in the unit along with the street address of the unit.
- f. A floor plan indicating fire exits and escape routes will be posted in a conspicuous place in the unit.
- g. No signage is allowed on the property depicting it as a short-term unit rental.
- h. All garbage must be kept in proper rubbish containers and emptied on a regular basis.

Section 7. Compliance with Local Ordinances. No owner shall undertake or allow the Short-Term Rental of a dwelling unit to operate in a manner that does not comply with City Land Use Ordinances or other city ordinances.

Section 8. Effect of Short Term Rental Permit Approval

- a. **Effective dates.** Issuance of a Short-Term Rental permit shall be for one-year terms.

- 1) All Short-Term Rental permits issued between January 1st and October 31st of any given calendar year will expire at midnight on December 31st of that same calendar year.
 - 2) Short-Term Rental permits issued between November 1st and December 31st of any calendar year will authorize the use of the property as a Short-Term Rental through December 31st of the following calendar year.
- b. **Non-transferable.** Sale of a property or transfer of ownership rights to a non-permit holder will invalidate an issued Short-Term Rental permit. The new owner must apply for and receive a new Short-Term Rental permit to establish short-term rental rights. Prospective owners wishing to establish short-term rental rights on a property prior to acquisition may apply for a permit jointly with the present property owner.
 - c. **Renewal.** To ensure existing permit holders do not lapse in eligibility, permit holders are encourage to apply for renewal of their permit after November 1st for the following calendar year.
 - d. **Multiple Units on a Parcel.** Each unit on a parcel must be obtain a Short Term Rental Unit Permit.

Section 8. Permit Fees.

- a. **Fees.** In accordance with **Appendix A- Fee Schedule**, a permit may be issued after the permit fees have been paid in full. Appendix A may be amended from time to time without amending this entire ordinance.
- b. **Term; pro rata fee.** Each license shall be issued for a period of one year except that if the application is made during the license year, a license may be issued for a remainder of the year for a pro rata fee, with any unexpired fraction of a month being counted as one month. Every license shall expire on the last day of December.
- c. **Refunds.** No refund of any fee shall be made except as authorized by statute.

Section 9. Number of Short-Term Vacation Rental Permits Allowed.

In order to retain affordable long-term housing in the community, the number of short-term rental units will be capped. No more than 5% of the city household units (as determined by the most current Census, 2020 which is 273 households) may hold Short-Term Rental Permits in the city at one time. Permittees holding a valid permit who are timely re-applying will be considered first in determining the eligible pool of Short-Term Rental Unit Permits for the following year.

Section 10. Suspension and Revocation. Any Short-Term Rental Unit found to be out of compliance with the requirements of this Ordinance shall be subject to permit suspension or revocation in accordance with the following:

- a. **First Offense.** Upon determining that a Short-Term Rental Unit is out of compliance with any provision of this Ordinance, designated City staff will order the Property Owner and/or Owner's Authorized Agent to correct the violation and take any/all appropriate actions necessary to prevent further violations. If the Property Owner disagrees with the order, he or she may appeal the decision to the

- City Council. Said decision will be heard by the City Council at its next regular council meeting.
- b. **Second Offense.** Upon determining that a second offense has occurred within 365 days of an initial offense, the permit will be immediately suspended and directed to the City Council for reinstatement, amendment or revocation
 - c. **Council Review.** The City Council may take action to reinstate, amend, or revoke a Short-Term Rental Unit Permit upon finding that any of the conditions set forth in this Ordinance have been violated twice in any 365-day period. The City will notify the Short-Term Rental Unit Permit holder, in writing, of the violations triggering the review, and the date upon which a public hearing will be provided to the Short-Term Rental Unit Permit holder and to all property owners within 350 feet of the property subject to the permit. Such notice will be mailed to the last known address of the owners at least 10 days prior to the hearing. Following the hearing and subsequent discussion, the City Council may reinstate the permit, make amendments to the permit conditions including but not limited to establishing a maximum occupancy, or revoke the permit by adopting a resolution with finding of fact that include the basis for the revocation.
 - d. **Effect of Revocation.** No person or property owner who has had a permit revoked under this Ordinance will be issued a Short-Term Rental Unit permit for one year from the date of revocation.
 - e. **Enforcement.**
 - 1.) An owner, operator, tenant, or occupant of any building or property in violation of the provisions of this Ordinance may be charged and found guilty of a misdemeanor and may be held responsible for the cost of enforcement in addition to penalties.
 - 2.) The City may exercise all remedies, at law and in equity including Administrative Citations. All unpaid costs, charges and penalties may be certified to the property for collection with the property taxes.

Section 12. General Requirements.

- a. **Severability.** If any clause, section, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance will not be affected.
- b. **Jurisdiction.** The provisions of this Ordinance apply to all areas within the boundaries of the City of Ranier

Section 13. Effective date.

This ordinance becomes effective upon its passage and publication according to law.

This ordinance is subject to amendment by Ranier City Council action.

Passed by the council this _____ Day of _____, 2023.

Signed

Mayor Dennis Wagner

Attest:

City Administrator Sherril Gautreaux

Summary published in the Rainy Lake Gazette on the _____ day of _____, 2023.

SUMMARY OF ORDINANCE NO. 164

AN ORDINANCE REGULATING SHORT-TERM RENTAL UNITS.

The following official summary of Ordinance No 164 has been approved by the city council of Ranier as clearly informing the public of the intent and effect of the ordinance.

The ordinance was enacted to include provisions for:

Permitting the use of parcels as Short-Term Vacation Rental Units
Performance Standards
Permit Application Requirements

Fee schedule

Permit Fee \$ _____

A printed copy of the entire ordinance is available for inspection by any person at the Ranier City Administrator's office or on the city's website @ www.raniermn.govoffice2.com.



CITY OF RANIER
P.O. Box 186, Ranier, MN 56668
218.286.3311
cityofranier@frontiernet.net
www.raniermn.govoffice2.com

SHORT-TERM RENTAL UNIT PERMIT APPLICATION

Property Address and Parcel ID#: _____

Name of Property Owner: _____ Phone#: _____

E-Mail Address of Property Owner: _____

Name of Owner Authorized Agent (if applicable): _____ Phone#: _____

E-Mail Address of Owner Authorized Agent: _____

Property Owner Mailing Address: _____

Site Plan for Off-Street Parking Spaces and # of Spaces: _____ Attach Google Earth Map of Site

Floor Plan with Fire Escape Routes: _____ Attach Plan

Description of Garbage Disposal Plan: _____

MN Sales Tax ID #: _____

City of Ranier Lodging Tax ID # (as assigned by City): _____

STANDARDS: I acknowledge that I will comply with the following:

- ____ Provide adjacent property owners with contact phone #
- ____ Post contact # in a conspicuous place in the Short-Term Rental Unit
- ____ Post fire exits/escape routes in the Short-Term Rental Unit
- ____ Ensure guests are compliant with Ordinance Performance Requirements
- ____ Keep a list of transient guests to be made available to city or law enforcement
- ____ Remain compliant with City of Ranier Lodging Tax Ordinance

Signature of Property Owner

Date

For City Use
Date:
Fee Paid:
City Official Name & Signature:

Re: Fw: STR ORDINANCE

From: Mike Davis (mmartindavis@gmail.com)

To: cityofranier@frontiernet.net

Date: Friday, September 29, 2023 at 01:23 PM CDT

Hello Sherril!

Thank you for the opportunity to provide feedback to your short-term rental ordinance draft. We hope you allow enough time in the approval process to consider all viewpoints and make sure you get this important new home-owning restriction right.

As the owners of 3467 Finstad Lane, the Davis family has been sharing our old family homestead with extended family members, friends and renters since our father, Victor Wilbur Davis, passed away in 2010. He and our mother, Harriet, took over the homestead in 1946, after buying it from our uncle Calvin. I was raised there, along with my brother, Victor Roland, Laurie and Rhonda. Victor Wilbur Davis was the treasurer of Ranier during the 60s and 70s, and my brother and his family still live and own property in the area.

The Davis homestead has been in the family for nearly 100 years. Our grandfather, Victor Wellington Davis, originally built it in the 1920s, we believe—we know he got the deed in 1925. He married our grandmother, Bessie Lapping, in 1921 or '22 and they had five children in that house: Victor Wilbur, Calvin, Betty, Sharon and Roland. All of those kids grew up in Ranier and attended the old Ranier school.

With this much history behind it, the house has been much more than a residence for us. Even as my sisters and I found opportunities elsewhere, we've kept the house as a family retreat. We started listing the house on VRBO in 2016 to defray costs and share its historical location and vintage character with others; VRBO is still the only short-term rental site we use. In 2021, my wife, Phillomena, and I bought the house from the family and intend to keep it as our retirement home.

We hope the Ranier Council appreciates the value short-term rental properties like ours can bring to the community: the preservation of historical buildings, another boost to tourism, and a way for others to experience the "real Ranier." The vast majority of our guests just want to experience Ranier, Rainy Lake and Voyageurs National Park—and they spend their money on local restaurants, bars, gas stations, grocery stores, guides and bait shops. To our knowledge, there have been no complaints from neighbors or anyone else about our guests, who we try to vet as much as we can before accepting their booking requests.

The attached copy of the ordinance contains our feedback as "Sticky Notes." I think you have to download the doc to read the notes. Please call me or Phill if you have any issues with this format. We are also planning to attend at least one of the two council meetings.

Looking forward to a lively discussion!

All the best,
Mike & Phillomena Davis

952.215.4098
952.215.2192

On Mon, Sep 18, 2023 at 9:50 AM cityofranier@frontiernet.net <cityofranier@frontiernet.net> wrote:

Good morning, for your review, please see attached DRAFT Ordinance Regulating Short Term Rental Units. The Ranier Council is reviewing this Ordinance and would like to have comments from the current property owners with Short Term Rental Units.

Could you please review and provide comments to me by October 3rd? I will compile your comments and present to the Council for their October meeting. Please also attend the October 10th or 17th meeting, if you'd like, to present your viewpoints on this DRAFT Ordinance.

Thank you!

Sherril Gautreaux
City Administrator
City of Ranier
PO Box 186
Ranier, MN 56668
218-286-3311
www.raniermn.govoffice2.com

The City of Ranier is an equal opportunity provider and employer. Complaints of discrimination should be sent to: USDA Director, Office of Civil Rights, Washington, DC 20250-9410 or call 866-632-9992.

Draft Ordinance - Short Term Rentals

From: mawk@frontiernet.net (mawk@frontiernet.net)

To: cityofranier@frontiernet.net

Date: Tuesday, October 3, 2023 at 09:37 AM CDT

Good Morning,

Regarding the proposed Draft Ordinance, most importantly, I feel that more time needs to be given for the consideration of not only the current short term rentals but for those who may have interest in future short term rentals.

The local Convention and Visitor's Bureau has requested a county wide ordinance. If that is enacted, would it be necessary for Ranier to have their own ordinance? Wouldn't that be too many layers?

The Ranier Draft Ordinance is considering a 5% cap on short term rentals. Is that based on Ranier Households or total population?

This council and community are on the verge of spending millions on a Safe Harbor to enhance tourism for our Ranier economy. It doesn't add up to cut off potential economic opportunities for Ranier residents who might be interested in having a short term rental home or just a room in their home (Air BnB) to rent to tourists as demand increases from the Safe Harbor Project.

According to the Unified Land Ordinance of Ranier, Ordinance 153, 3.04.1, Ranier Town Center (RTC), Purpose: The purpose of the Ranier Town Center - RTC zoning district is established to provide a mixture of residential and non-residential uses on a neighborhood scale supporting the village center and waterfront.

It makes sense that there would be more short term rentals in the RTC area than the established residential areas, R-1 Residential and R-2 Residential. This needs more time to study the proposed 5% cap.

There is a difference between entire home rentals and someone who lives in their home and wants to rent a room to help with tight budgets - enabling them to remain in their home. This has to be considered.

I understand the need to protect the number homes for Ranier residents, so they are not all lost to tourism. I am all on board with that. However, maybe we need to take a look at future big money development projects for high end condos that would take away from affordable residential new homes, as well.

I am under the impression that any amendments or new ordinances would need at least 60 days and possibly a public hearing? Please advise as I can't find anything totally specific to a draft ordinance.

More time is needed to inform the full population in Ranier. I don't think there are many who understand this draft has been considered. It wouldn't be fair to someone who is considering a room rental (Air BnB in their home) in the future.

In Conclusion:

WE NEED MORE TIME TO STUDY THIS ALL IMPORTANT DRAFT ORDINANCE THAT AFFECTS ANY FUTURE BUSINESS PERSON IN RANIER AND ALSO THE EFFECTS IT WOULD HAVE ON THE SAFE HARBOR PROJECT.
PLEASE ALLOW MORE TIME FOR A MORE DETAILED STUDY.

Thank you,
Mary Ann Kasich
WoodsPort Cottages

Summary of Comments on STR ORDINANCE

Page: 2

 Number: 1 Author: mikedavis Subject: Sticky Note Date: 9/29/2023 10:46:08 AM

To protect the privacy of guests, VRBO doesn't provide addresses and certainly not license plate numbers to hosts. We would have to ask the guests to provide this, and I'm not sure how that would go over. Names, email addresses and phone numbers are provided and would not be a problem. Obviously, if a guest has broken a law, as owners we would provide as much information to law enforcement as we have. But why would "City staff" be able to access this information? Do hotels and resorts have to provide this information to City staff? Do Ranier residents have to provide this information when they have visitors to their homes? The guests who stay in our homes are exactly the same: they are guests in our homes. If they misbehave in any way, I expect to be the first one called. It is up to us, as hosts, to make sure our guests are being considerate to our neighbors and other residents of Ranier and respectful of our rules and regulations. I believe they have done this.



Number: 1 Author: mikedavis Subject: Sticky Note Date: 9/28/2023 2:34:00 PM

5% seems low for a little town near a national park that, based on its new dock proposal, has a stated goal of increasing tourism and visitation to the community.

Number: 1 Author: mikedavis Subject: Sticky Note Date: 9/29/2023 10:51:17 AM

These fines and penalties seem unnecessarily harsh. Losing your license to rent short term seems like more than enough incentive to ensure compliance to this ordinance. The vast majority of short term rental owners, at least on VRBO where our home is listed, are just trying to make a few extra bucks or reduce the costs of owning a vacation home, which they would probably continue to own anyway without sharing. No one is getting rich renting short term around here. The season is just too short and the logistics are brutal. As for us, all of our rental income goes right back into maintaining and upgrading the house itself.

Comments From Amanda Tarr

Comments regarding City of Ranier Ordinance #162 DRAFT of regulating Short Term Rental Units:

Section 1. b

I think this is worded too strongly. No authorized agent will sign off on 24 hours, 7 days a week. Maybe it should be either the owner or the authorized agent, one, will be available. And maybe more specifically about timing, like from check in to check out of a guest.

Section 3.

There should be a grandfathering in of already existing VRBO's in good standing.

Section 5. c.

The wording should be something to the effect of owner or owner's authorized agent will be available.....

Section 5. d.

Change the wording to include owner or owner's authorized agent will be responsible for.....and change the wording to from responsible for activities of the tenant to something like responsible for supplying tenant with acceptable activities on the property and consequences for violations. Being responsible for tenant's activities is way too broad.

Only the owner should be responsible to receive any notice of violation of the city ordinances and state laws, to receive orders and to institute remedial action to effect such orders and accept service of process pursuant to law. These are not functions of agent, and especially not solely.

Section 6. a.

Only the owner's contact information should have to be provided to adjacent neighbors. The owner will always be able to contact authorized agent should the need arise. Potential for harassment of agent and that is not their job, they are not the authorized agent for others to call.

c.

I'm all for compliance with city noise ordinances, as long as the other businesses (Loony's) will be mandated to comply as well. It's kind of hard to tell our renters to be quiet after 10pm when they can't even sleep due to the noise until 1am or later next door.

d. I disagree with the need for address and license plate information needing to be given. Does the Cantilever Hotel have to provide such information? Think if we were a big city, no STR wants all of their information registered with every city they visit. Violation of privacy.

Section 8. d.

If a unit is a duplex, I don't think both units in one building should have to each obtain the permit.

b. I don't see the need for pro rata fees. It's one fee for a year, whether you use the whole year or not.

Section 9.

Define the community that will be used to determine current Census numbers. I think this is more than a straight percentage determination. I think location/proximity/density of area should be taken into consideration. I think I could say that pretty much every guest I have eats and drinks at the Cantilever, the Muni, the Rainy Lake Grill, the Ice Cream Shop, shops at whatever is available, etc. I don't like the wording of permittees holding valid permit and timely re-applying will be considered..... This is too vague and one cannot successfully plan or run a business on this premise.

Section 10. e.

1.) this is subjective and makes no sense. Loony's would be found in violation of the noise ordinance on a weekly basis in the summer, yet no misdemeanor enforcement or penalties have been issued that I know of.

The tenant and the operator or occupant of any building or property in violation of provisions of the STR ordinance should not be charged or found guilty of a misdemeanor. What provisions would an occupant or operator violate that would constitute such punishment? If someone is personally breaking the law, then charge them. If I have a tenant doing something unlawful, then I should not be held responsible for someone I don't know. This all needs to be written differently.

Section 11.

This paragraph will make it very hard for any STR to find an authorized agent. It should be the property owner's burden. And I'm just not sure which violation, from what I have read so far, would constitute 90 days in jail? Or \$500 fine. Revocation and then penalties for unauthorized continuation?

I don't think this is ready for amendments by the October 10th or 17th meetings. I think any public participation meeting should be postponed to the November meetings when a better, more legal/enforceable/fair draft is written up.

**CITY OF RANIER
ORDINANCE #162
DRAFT
REGULATING SHORT TERM RENTAL UNITS**

Section 1. Definitions. For the purposes of this ordinance, the following terms have the meanings given.

- a. **"Owner"** means the property owner of record of the real estate located in the City of Ranier.
- b. **"Owner's Authorized Agent"** means a person who has written designation to act on behalf of the Owner and is available 24 hours a day, seven days a week.
- c. **"Parcel"** means a unit of real property that has been given an identification number maintained by Koochiching County.
- d. **"Short-term Rental Unit"** means any home, cabin, condominium, or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day time period and is not a bed-and-breakfast, resort, hotel or motel as defined by Minnesota statute.

I would like to see the vote on this ordinance be moved to November to allow more time to incorporate comments received and reviewed again.

Section 2. Purpose

The purpose of this Ordinance is to regulate the short-term rental of a permitted dwelling unit so as not to become a nuisance to surrounding neighborhood, or an influence that fosters blight and deterioration or creation a disincentive for others to reinvest in the community. To continue the allowed use of short-term vacation rental units, but also to mitigate possible adverse impacts to the health, safety, welfare and quality of life to surrounding properties, the City of Ranier establishes this licensing program for the review and approval of short-term rental units.

Section 3. Permit Required

The short-term rental of any dwelling unit, or advertisement of a dwelling unit for short-term rental, shall be prohibited unless a permit authorizing short-term rental has been approved in accordance with this Ordinance.

Section 4. Permit Application Requirements.

Applications for a short-term rental permit will be made by the fee owner or authorized representative of the fee owner of the residence proposed for use as a short-term rental. All applications for a short-term rental will include:

- a. Physical address and parcel identification number of the Short-Term Rental Unit parcel
- b. Contact information for the Owner and the Owner's Authorized Agent
- c. Site plan identifying the location and number of off-street parking spaces.
- d. A plan for garbage disposal
- e. Confirmation of registration with the MN Department of Revenue to collect and remit Sales Tax

- f. Confirmation of compliancy with City of Ranier 3% Lodging Tax Ordinance
- g. Payment of Short-Term Rental Permit fee

Section 5. Owner's Authorized Agent. No short-term rental permits will be issued without designation of an Owner's Authorized Agent, which may be the Owner.

- a. The Owner's Authorized Agent must live and work within 30 miles of the Short-Term Rental Unit.
- b. One person may be the Owner's Authorized Agent for multiple dwelling units.
- c. The Owner's Authorized Agent will have on file with the City a current phone number and address. The Owner's Authorized Agent will be available 24 hours a day during all times that the unit is being rented to respond immediately to complaint or issues relating to the unit.
- d. The Owner's Authorized Agent will be responsible for the activities of the tenant and maintenance and upkeep of the unit and will be authorized to receive any notice of violation of the City ordinances and state laws, to receive orders and to institute remedial action to effect such orders and accept service of process pursuant to law.

Owners & agents cannot be held responsible for the activities of the tenant, just as a hotel cannot be held responsible for the actions of destructive or violent guest.

Section 6. Performance Requirements. The following performance requirements will be adhered to:

- a. The owner will provide adjacent property owners with their contact information and the Owner's Authorized Agent contact information;
- b. No illegal fireworks will be used;
- c. Compliance with city noise ordinances. Quiet hours will be observed between 10:00 pm and 7:00 am and such rules will be posted at the short-term rental unit;
- d. The permittee must keep a list of a transient guest record including name, address, phone number and vehicle license plate information for all guests. The list will be made available to City staff and/or law enforcement upon request.
- e. The name and contact information of the Owner's Authorized Agent will be posted in a conspicuous place in the unit along with the street address of the unit.
- f. A floor plan indicating fire exits and escape routes will be posted in a conspicuous place in the unit.
- g. No signage is allowed on the property depicting it as a short-term unit rental.
- h. All garbage must be kept in proper rubbish containers and emptied on a regular basis.

If this is to be included, then compliance with city noise ordinances must be enforced equally with all other hotels, businesses, bars & restaurants.

Section 7. Compliance with Local Ordinances. No owner shall undertake or allow the Short-Term Rental of a dwelling unit to operate in a manner that does not comply with City Land Use Ordinances or other city ordinances.

Section 8. Effect of Short Term Rental Permit Approval

- a. **Effective dates.** Issuance of a Short-Term Rental permit shall be for one-year terms.

- 1) All Short-Term Rental permits issued between January 1st and October 31st of any given calendar year will expire at midnight on December 31st of that same calendar year.
- 2) Short-Term Rental permits issued between November 1st and December 31st of any calendar year will authorize the use of the property as a Short-Term Rental through December 31st of the following calendar year.
- b. **Non-transferable.** Sale of a property or transfer of ownership rights to a non-permit holder will invalidate an issued Short-Term Rental permit. The new owner must apply for and receive a new Short-Term Rental permit to establish short-term rental rights. Prospective owners wishing to establish short-term rental rights on a property prior to acquisition may apply for a permit jointly with the present property owner.
- c. **Renewal.** To ensure existing permit holders can a lapse in eligibility, permit holders are encourage to apply for renewal of their permit after November 1st for the following calendar year.
- d. **Multiple Units on a Parcel.** Each unit on a parcel must be obtain a Short Term Rental Unit Permit.

Section 8. Permit Fees.

- a. **Fees.** In accordance with **Appendix A- Fee Schedule**, a permit may be issued after the permit fees have been paid in full. Appendix A may be amended from time to time without amending this entire ordinance.
- b. **Term; pro rata fee.** Each license shall be issued for a period of one year except that if the application is made during the license year, a license may be issued for a remainder of the year for a pro rata fee, with any unexpired fraction of a month being counted as one month. Every license shall expire on the last day of December.
- c. **Refunds.** No refund of any fee shall be made except as authorized by statute.

Fee schedule is not attached. This needs to be disclosed to ascertain if it's reasonable or an unfair money grab

Section 9. Number of Short-Term Vacation Rental Permits Allowed.

In order to retain affordable long-term housing in the community, the number of short-term rental units will be capped. No more than 5% of the city household units (as determined by the most current Census) may hold Short-Term Rental Permits in the city at one time. Permittees holding a valid permit who are timely re-applying will be considered first in determining the eligible pool of Short-Term Rental Unit Permits for the following year.

This cap appears low, as the # of existing rental units may already be close to exceeding this cap (i.e. all the Lakeview units and all others); which creates the effect of banning all new STRs, and demonstrates the city showing favoritism of hotels over STRs

Section 10. Suspension and Revocation. Any Short-Term Rental Unit found to be out of compliance with the requirements of this Ordinance shall be subject to permit suspension or revocation in accordance with the following:

- a. **First Offense.** Upon determining that a Short-Term Rental Unit is out of compliance with any provision of this Ordinance, designated City staff will order the Property Owner and/or Owner's Authorized Agent to correct the violation and take and/all appropriate actions necessary to prevent further violations. If the Property Owner disagrees with the order, he or she may appeal the decision to the

City Council. Said decision will be heard by the City Council at its next regular council meeting.

- b. **Second Offense.** Upon determining that a second offense has occurred within 365 days of an initial offense, the permit will be immediately suspended and directed to the City Council for reinstatement, amendment or revocation
- c. **Council Review.** The City Council may take action to reinstate, amend, or revoke a Short-Term Rental Unit Permit upon finding that any of the conditions set forth in this Ordinance have been violated twice in any 365-day period. The City will notify the Short-Term Rental Unit Permit holder, in writing, of the violations triggering the review, and the date upon which a public hearing will be provided to the Short-Term Rental Unit Permit holder and to all property owners within 350 feet of the property subject to the permit. Such notice will be mailed to the last known address of the owners at least 10 days prior to the hearing. Following the hearing and subsequent discussion, the City Council may reinstate the permit, make amendments to the permit conditions including but not limited to establishing a maximum occupancy, or revoke the permit by adopting a resolution with finding of fact that include the basis for the revocation.
- d. **Effect of Revocation.** No person or property owner who has had a permit revoked under this Ordinance will be issued a Short-Term Rental Unit permit for one year from the date of revocation.
- e. **Enforcement.**
 - 1.) An owner, operator, tenant, or occupant of any building or property in violation of the provisions of this Ordinance may be charged and found guilty of a misdemeanor and may be held responsible for the cost of enforcement in addition to penalties.
 - 2.) The City may exercise all remedies, at law and in equity including Administrative Citations. All unpaid costs, charges and penalties may be certified to the property for collection with the property taxes.

If this is to be included, then this needs to be enforced equally with other businesses (especially bars) to be valid, i.e. noise ordinance violations

Section 11. Penalty.

Any person violating any provision of this ordinance is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or imprisonment in the county jail for not more than 90 days, or both, plus the cost of prosecution in any cases.

Section 12. General Requirements.

- a. **Severability.** If any clause, section, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance will not be affected.
- b. **Jurisdiction.** The provisions of this Ordinance apply to all areas within the boundaries of the City of Ranier

Section 13. Effective date.

This ordinance becomes effective upon its passage and publication according to law.

This ordinance is subject to amendment by Ranier City Council action.