

**CITY COUNCIL WORK SESSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Ramsey City Council conducted a City Council Work Session on Tuesday, May 10, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Bob Ramsey
Councilmember Randy Backous
Councilmember David Jeffrey
Councilmember Colin McGlone
Councilmember Jason Tossey
Councilmember Jeffrey Wise

Absent: Councilmember David Elvig

Also Present: City Administrator Kurtis Ulrich
Deputy City Administrator Heidi A. Nelson
Senior Planner Tim Gladhill
Fire Chief Dean Kapler
City Attorney Bill Goodrich

CALL TO ORDER

Mayor Ramsey called the City Council Work Session to order at 5:20 p.m.

COUNCIL TOPICS FOR DISCUSSION

1) Contract Service for City of St. Francis for Fire Department Management

City Administrator Ulrich reviewed the staff report.

Fire Chief Kapler stated he would like to discuss needs with each firefighter so he can assist them in the best way.

Councilmember McGlone asked whether a board will be structured such as what is in place with Nowthen.

Fire Chief Kapler answered since this is a short-term solution to stabilize the group, a board will not be structured. He added he will look into it if it becomes a longer-term situation.

Mayor Ramsey pointed out this is a benefit for both sides; they will provide mutual aid for Ramsey, and Ramsey has an interest in keeping their situation stable.

Fire Chief Kapler raised the issue of liability. He said he spoke with the City Attorney regarding this.

Councilmember Backous questioned how the monthly fee was calculated.

Fire Chief Kapler responded it is an estimate. As of now, it looks as though he would work 8 to 10 hours a week.

Discussion took place regarding whether this should be a contracting position, or if Fire Chief Kapler should become an employee of St. Francis. The considerations of sharing an employee and the equipment were discussed. Also discussed was the role liability would play in either situation.

Deputy City Administrator Nelson noted from a personnel perspective, there would have to be a careful watch on doing private work on City time. The lines can be blurred easily.

Councilmember Backous questioned how Ramsey would benefit if Fire Chief Kapler became a part time employee of St. Francis.

City Administrator Ulrich explained the priorities and lines would need to be drawn carefully. This situation could be handled like a Joint Powers Agreement. This arrangement is only good for 6 months. He added that determining when he is an employee of Ramsey, and when he is an employee of St. Francis would need to be identified. He suggested Fire Chief Kapler work as an employee of St. Francis, and then a fee would be paid to the City of Ramsey for the service through the Joint Powers Agreement.

City Attorney Goodrich confirmed that if the City of Ramsey rents out the “rights” of its Fire Chief to another entity, the other entity should pay a stipend. He said he was sure any liability issues could be solved.

Councilmember Jeffrey noted the City of St. Francis should compensate toward the amount of communication devices the Fire Chief needs to carry, since it will increase if he works for St. Francis.

Councilmember Tossey suggested the City of St. Francis pay the Fire Chief for his time, and the City of Ramsey for the use of equipment.

City Administrator Ulrich stated he will draft a policy and bring it to the next Council meeting on May 17. The policy will be a Joint Powers Agreement with the Fire Chief serving as a secondary employee with the City of St. Francis. There will be an overhead agreement for the equipment he uses, and an extra fee for Fire Chief Kapler’s work. The City of Ramsey will get a stipend from the City of St. Francis.

2) Interview Planning Services Consultants for Interview with the City Council

Senior Planner reviewed the staff report.

Landform was the first company to present.

Kendra Lindahl, Project Principal and Planner with Landform reviewed her experience. She introduced Bob Schunicht, Vice President, who will serve as her back up. She noted Steve Sabraski is a designer and would provide graphic support. Mr. Sabraski is working on the design of The COR presently. Since the firm is already working on The COR, they know the City staff and what the needs are, reducing the time spent in learning what another firm would have to input.

Senior Planner Gladhill questioned how she sees her role and how she would assist the City.

Project Principal Lindahl responded the key areas have already been identified, so they would write ordinances and make sure current ordinances are in place. The expectation of the City would be clearly outlined.

Senior Planner Gladhill asked how Project Principal Lindahl would handle any potential conflicts of interest.

Project Principal Lindahl explained there is no conflict of interest. However, she would manage the perception of one by enlisting another developer to work on the project when the time was appropriate.

Lead Planner Ben Gozola with MFRA stated his experience. He introduced Tom Goodrum, Leader of Planning and Pat Smith, Leader in Planning. He explained they have rewritten two full zoning ordinances for the City of Monticello and the City of New Ulm. If there are clear ordinances, procedures and requirements, the work is done more efficiently and the City can accomplish what it had planned. He noted his firm makes ordinances consistent to read and have illustrations so the reader can better understand.

City Planner Gladhill asked what Mr. Gozola sees as facilitating growth, and how they would assist the city in guiding development.

Lead Planner Gozola explained he would like to rewrite the ordinances and make the language very clear so developers know what is expected, and needed.

City Planner Gladhill questioned how they would manage perceived conflict of interest.

Lead Planner Gozola said they would do all they could to deter that.

Tina Goodroad with Bonestroo reviewed her experience. She introduced Phil Carlson who has worked in Ramsey before and indicated their number one goal is to support the staff. She pointed out they are very familiar with Ramsey's Comp Plan and mentioned they will not have private conflict.

Phil Carlson added that Ms. Goodroad would serve as the day-to-day planner and he would serve as backup.

Senior Planner Gladhill questioned how Ms. Goodroad sees the role of Bonestroo with Ramsey and how they would assist in guiding development.

Ms. Goodroad explained they would implement the Comp Plan, which will help facilitate growth. She added that development review would be helpful as well.

Senior Planner Gladhill questioned what potential and perceived conflicts she might see.

Ms. Goodroad explained she does not see that happening as her work is with public entities. She noted if it did arise, there is a private decision within their company which Ramsey could work with.

FUTURE TOPICS FOR DISCUSSION

Deputy City Administrator Nelson reviewed upcoming work session topics.

MAYOR, COUNCIL AND STAFF INPUT

None

ADJOURNMENT

The Work Session of the City Council was adjourned at 6:58 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Chris Moksnes
TimeSaver Off Site Secretarial, Inc.