

TABLE OF CONTENTS

1. CALL TO ORDER 2

2. PRESENTATION..... 2

 2.01: Recognition of Boy Scout Troop #204 2

3. CITIZEN INPUT 2

4. CONSENT AGENDA 3

5. APPROVE AGENDA 4

6. PUBLIC HEARING 4

 6.01: Public Hearing: Plan Modification for TIF District #2 (Open Public Hearing
November 12, 2013 to Continue to November 26, 2013)..... 4

7. COUNCIL BUSINESS..... 5

 7.01: Consideration of Adoption of Ordinances #13-19 and #13-20; Franchise Ordinances
with Anoka Municipal Utility and Connexus Energy..... 5

 7.02: Consider Adoption of Ordinance #13-24 to Amend City Code Relating to the
Business Registration Certificate..... 5

 7.03: Adopt Resolution #13-11-187 Awarding Bids for the Central Park to Alpine Drive
Trail 6

 7.04: Consideration of Alternatives for Replacing Vanadium Street Culvert 7

 7.05: Approve Amended Development Permit with McDonald’s USA, LLC for Lot 2,
Block 1, COR TWO..... 7

 7.06: Report from the Personnel Committee – November 12, 2013..... 8

 7.07: Presentation on Final Design Process for Highway 10 / Armstrong Boulevard
Interchange..... 11

 7.08: Correct and Approve the following Meeting Minutes:..... 11

8. MAYOR, COUNCIL AND STAFF INPUT 12

9. ADJOURNMENT 12

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

The Ramsey City Council conducted a regular meeting on Tuesday, November 12, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen
Councilmember Randy Backous
Councilmember Jill Johns
Councilmember Mark Kuzma
Councilmember John LeTourneau
Councilmember Chris Riley
Councilmember Jason Tossey

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Finance Director Diana Lund
Fire Chief Dean Kapler
Police Chief James Way
Parks and Assistant Public Works Superintendent Mark Riverblood
Public Works Superintendent Grant Riemer
Human Resources Manager Colleen Lasher
Development Services Manager Timothy Gladhill
City Engineer Bruce Westby
Assistant to the City Administrator Patrick Brama
City Attorney Joe Langel

1. CALL TO ORDER

Mayor Strommen called the regular meeting of the Ramsey City Council to order at 7:00 p.m., followed by the Pledge of Allegiance led by Boy Scout Troop #204.

2. PRESENTATION

2.01: Recognition of Boy Scout Troop #204

Mayor Strommen recognized Boy Scout Troop #204 who were in attendance to work on their Citizenship Merit Badge and congratulated the four Eagle Scouts on their accomplishments.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to approve the following items on the Consent Agenda as revised to remove Item 4:03.2).

- 4.01: Receive 2013 Building Division Month End Report: October
- 4.02: Note EDA Meeting Minutes Dated August 8, 2013 – corrections to minutes previously submitted
- 4.03: Approve the following Meeting Minutes:
 - 1) City Council Work Session – October 22, 2013
 - 2) ~~City Council Regular – October 22, 2013~~ This item was removed from the Consent Agenda and considered as Item 7.08.
 - 3) City Council Joint Work Session – October 29, 2013
- 4.04: Approve Receipt of Pedestrian and Bicycle Trail Easement on 15216 Krypton Street NW (Lot 2, Block 2, MEADOW)
- 4.05: Introduce Ordinance #13-25: 2014 Schedule of Rates, Fees, and Charges
- 4.06: Adopt New RFQ Process for Real Estate Broker Services
- 4.07: Adopt Resolution #13-11-193 Approving Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 17, 2013 through November 6, 2013
- 4.08: Adopt Resolution #13-11-190 Adopting the 2014 Parking Ramp Maintenance Budgets and Adopt Resolution #13-11-191 Allocating the Parking Ramp Maintenance Costs per the Adopted 2014 Budget
- 4.09: Adopt Resolution #13-11-184 Authorizing an Application for Tax Base Revitalization Account Grant (Old Municipal Center)
- 4.10: Adopt Resolution #13-11-195 Granting Request for Termination of Development Contract for Ramsey Town Center 3rd Addition
- 4.11: Adopt Resolution #13-11-198 Adopting the Anoka County Multi-Jurisdictional Hazard Mitigation Plan
- 4.12: Adopt Resolution #13-11-196 Granting Request for Allocation Agreement for Ramsey Town Center Addition
- 4.13: Adopt Resolution #13-11-199 to Accept the City Administrator's Performance Evaluation
- 4.14: Report from the Personnel Committee Meeting dated October 15, 2013:
 - 1) Discussion Regarding 2014 Non-union Wages and City Health Insurance Contributions – *Informational; no action needed at this time.*
 - 2) Consider Resolution to Replace the Duties Left by the Fire Marshal – *Informational; no action needed at this time.*
 - 3) Consider Resolution to Accept a Paid-on-call Firefighter's Resignation – *Ratify the recommendation of the Personnel Committee and adopt Resolution #13-11-197 to accept paid-on-call Firefighter Lance Weatherly's resignation and to recruit for this position at a later date.*
- 4.15: Report from the Public Works Committee Meeting dated October 15, 2013:
 - 1) Consider Stop Sign Request for Potassium Street and 143rd Circle – *Ratify the recommendation of the Public Works Committee and deny the request for the*

- installation of a stop sign at the intersection of Potassium Street and 143rd Circle as it does not meet warrants.*
- 2) Clarify Policy for Traffic Control on Modification Intersections – *Ratify the recommendation of the Public Works Committee to clarify Policy for traffic control on modified intersections by approving Alternative #1: Follow the traffic engineer’s plan for development (if available); and, Alternative #2: Staff initiate the traffic study and follow the warrant recommendations in the Manual on Uniform Traffic Control Devices (MUTCD) as a fall back alternative.*

Motion carried. Voting Yes: Mayor Strommen, Councilmembers LeTourneau, Kuzma, Backous, Johns, Riley, and Tossey. Voting No: None.

5. APPROVE AGENDA

Motion by Councilmember Johns, seconded by Councilmember Backous, to approve the agenda as presented.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Johns, Backous, Kuzma, LeTourneau, Riley, and Tossey. Voting No: None.

6. PUBLIC HEARING

6.01: Public Hearing: Plan Modification for TIF District #2 (Open Public Hearing November 12, 2013 to Continue to November 26, 2013)

Mayor Strommen closed the regular portion of the City Council meeting at 7:04 p.m. in order to conduct a public hearing.

Public Hearing

Mayor Strommen called the public hearing to order at 7:04 p.m.

Presentation

Finance Director Lund reviewed the staff report and recommendation to continue the public hearing to November 26, 2013, as the requirement for 30-day prior notice to the Anoka School Board and County Auditor are not yet met.

Citizen Input

There was none.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to continue the public hearing to November 26, 2013, to meet the 30-day requirement rule.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Backous, Kuzma, Johns, LeTourneau, Riley, and Tossey. Voting No: None.

Mayor Strommen called the regular City Council meeting back to order at 7:05 p.m.

7. COUNCIL BUSINESS

7.01: Consideration of Adoption of Ordinances #13-19 and #13-20; Franchise Ordinances with Anoka Municipal Utility and Connexus Energy

City Engineer Westby reviewed the staff report, introduction of Ordinances #13-19 and #13-20 on October 22, 2013, and recommendation for adoption unless the Council requests revisions to one or both of the draft ordinances. City Engineer Westby clarified that if the Council supported instituting franchise fees, it would require adoption of a different ordinance.

The Council acknowledged it had discussed and introduced this ordinance at its last meeting.

Motion by Councilmember Riley, seconded by Councilmember LeTourneau, to waive the City Charter requirement to read the ordinances aloud and adopt Ordinances #13-19 and #13-20; Franchise Ordinances with Anoka Municipal Utility and Connexus Energy, as drafted.

Further discussion: Councilmember Tossey stated he would only support the ordinances if the franchise fee language was removed. City Attorney Langel stated it is not typical for utility companies to operate without an ordinance in place; however, it does occur since this type of ordinance only renews every 20 years. Councilmember Backous stated he will support the ordinance as the discussion and decision on the franchise fee ordinance will occur later and this action is a housekeeping matter.

A roll call vote was performed by the Recording Secretary:

Councilmember Johns	aye
Councilmember Kuzma	aye
Councilmember Tossey	nay
Councilmember Backous	aye
Councilmember LeTourneau	aye
Councilmember Riley	aye
Mayor Strommen	aye

Motion carried.

7.02: Consider Adoption of Ordinance #13-24 to Amend City Code Relating to the Business Registration Certificate

Police Chief Way reviewed the staff report and recommendation to amend City Code to reflect current process for Business Registration Certificate submittal. It was noted this ordinance was introduced on October 22, 2013.

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #13-2 Amending Chapter 26 of the City's Code known as the Licensing Chapter as it relates to Business Registration Certificates.

A roll call vote was performed by the Recording Secretary:

Councilmember Riley	aye
Councilmember Backous	aye
Councilmember Tossey	aye
Councilmember Johns	aye
Councilmember LeTourneau	aye
Councilmember Kuzma	aye
Mayor Strommen	aye

Motion carried.

7.03: Adopt Resolution #13-11-187 Awarding Bids for the Central Park to Alpine Drive Trail

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and presented the tabulation of nine bids received on October 31, 2013, for the construction of the Central Park to Alpine Drive trail. He announced that North Metro Asphalt & Contracting was found to be the low bidder for this project at \$186,141.02.

City Administrator Ulrich stated the bids are favorable and North Metro Asphalt & Contracting is a qualified contractor if properly managed.

Councilmember Tossey stated he supports the project but is not pleased with the bid outcome and believes tax payers should get the best value, which is not always the low bid, as evidenced by this contractor in a past project, so he will oppose this recommendation.

City Attorney Langel advised of the City's legal right to not accept a low bid based on qualification criteria as contained in the bid specifications. He stated the resolution is based on State Statute and at this point, the City does not have many options.

The Council acknowledged the concerns expressed by Councilmember Tossey but that based on legal opinion, it appears the City has no option at this point.

Parks and Assistant Public Works Superintendent Riverblood answered questions of the Council, noting he spoke with the president of North Metro Asphalt & Contracting and expressed the City's concern relating to quality and timeline issues. Staff then met with the contractor's staff member to establish milestones that will be required throughout the project. He explained how Park Trust Fund dollars are collected from new residential developments and can only be used to fund park and trail improvement projects.

The Council thanked Parks and Assistant Public Works Superintendent Riverblood for working to obtain the State grant and being diligent to use existing materials to save the City money on this project. The Council indicated its support for the project with the majority finding staff had incorporated safeguards to assure the project will be completed in a quality and timely manner.

Motion by Councilmember Backous, seconded by Councilmember Johns, to adopt Resolution #13-11-187 Accepting the Bid and Awarding the Contract for the Construction of the Central Park to Alpine Drive Trail to North Metro Asphalt & Contracting.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Backous, Johns, Kuzma, LeTourneau, and Riley. Voting No: Councilmember Tossey.

7.04: Consideration of Alternatives for Replacing Vanadium Street Culvert

City Engineer Westby reviewed the staff report, described the condition of the 40-year-old Corrugated Metal Pipe (CMP) culvert under Vanadium Street, north of Green Valley Road, and options for replacement. He stated staff recommends replacing the existing culvert with 48" CMP pipe, rather than with a 48" Reinforced Concrete Pipe (RCP) or a 48" High Density Polyethylene (HDPE) culvert, as soon as possible. He reviewed the cost differences and advised that if approved, the road would be surfaced with aggregate through the winter months and paved in the spring. City Engineer Westby also recommended the Council approve a new inspection program so future culvert replacement projects can be added to the CIP and budgeted, as needed.

City Administrator Ulrich stated it is important for the City to be more proactive to avoid large unexpected costs for projects of this type so he supports staff's recommendation for an inspection program to better manage the City's infrastructure.

City Engineer Westby stated it is his understanding the City is responsible for making improvements under City streets, even though this is an Anoka County ditch.

Public Works Superintendent Riemer stated there are 15 other culverts of this type in Ramsey and five have already been replaced.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to approve a culvert inspection program and replacement of the existing 48" CMP culvert with a new 48" CMP culvert at a not to exceed price of \$33,655.16.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Backous, Kuzma, Johns, LeTourneau, Riley, and Tossey. Voting No: None.

7.05: Approve Amended Development Permit with McDonald's USA, LLC for Lot 2, Block 1, COR TWO

Development Services Manager Gladhill reviewed the staff report and minor Development Permit revisions requested by McDonald's USA, LLC, noting they are housekeeping in nature.

Motion by Councilmember LeTourneau, seconded by Councilmember Johns, to approve the amended Development Permit with McDonald's USA, LLC for Lot 2, Block 1, COR TWO.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers LeTourneau, Johns, Backous, Kuzma, Riley, and Tossey. Voting No: None.

7.06: Report from the Personnel Committee – November 12, 2013

7.06.1: Consider Resolution to End a Patrol Officer's Probation

Human Resources Manager Lasher presented the recommendation of the Personnel Committee to remove Shannon Schlender from probation and retain her as a regular full-time Patrol Officer effective on November 27, 2013.

Motion by Councilmember Tossey, seconded by Councilmember Kuzma, to adopt Resolution #13-11-188, removing Ms. Shannon Schlender from probation and retaining her as one of the City's full-time regular patrol officers.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Tossey, Kuzma, Backous, Johns, LeTourneau, and Riley. Voting No: None.

7.06.2: Consider Resolution to Hire an Economic Development Manager

Human Resources Manager Lasher described the three-step process used by Springsted to seek an economic development professional to fill this position and indicated the City has made a contingent job offer to Mr. LaFrance subject to City Council approval and authorization to hire. She presented three options for consideration and stated staff recommends the Council authorize hiring Mr. LaFrance as the City's new Economic Development Manager effective November 18, 2013, at \$35.17 per hour (Step 1 of the revised 2013 wage scale) with a credit of five vacation days. The 2014 cost range (including wages, taxes, and benefits) to the City is \$89,862 to \$100,425 and funding would be split between the EDA, HRA, and TIF.

Councilmembers LeTourneau, Johns, and Kuzma spoke in support of hiring Mr. LaFrance based on his high qualifications and need to further economic development and opportunity to Ramsey.

Councilmember Backous stated he had a different criteria set for this position, one that included a high level of experience with TIF and financial vetting. He stated Mr. LaFrance has an impressive resume but does not yet have experience in the areas he was looking for in an Economic Development Manager so he does not support staff's recommendation.

Councilmember Tossey stated he did not support filing this position as it would not result in a change of the real estate market but if hired, hoped Mr. LaFrance would be successful.

Councilmember Riley agreed this position does not make a market in the City of Ramsey but it is an important position because good economic development pays more taxes than residential properties. He stated his intention to support staff's recommendation.

Mayor Strommen stated support to fill this important position to build for the future, make an investment to grow the City's tax base, and ensure the City and its finances are sustainable. She agreed it will not change the market but it will develop relationships with businesses not yet in the City and maintain good relationships with the City's current businesses. Mayor Strommen stated she realized that while many agreed this position was needed, not all agreed with the position's key attributes.

Motion by Councilmember Riley, seconded by Councilmember Johns, to adopt Resolution #13-11-189 to hire Mr. Ted LaFrance as the City's new Economic Development Manager, effective November 18, 2013, at \$35.17 per hour (Step 1 of the revised 2013 wage scale) with a credit of five vacation days.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Riley, Johns, Kuzma, and LeTourneau. Voting No: Councilmembers Backous and Tossey.

7.06.3: Consider Resolution to Replace the Vacant Fire Marshal Position

Human Resources Manager Lasher presented four options to fill the vacancy left by Fire Marshal Matt Kohner and recommendation of the Personnel Committee to authorize staff to recruit to fill the vacancy with a Fire Marshal (Option #2). She noted that the Fire Department did not request additional staffing but only replacement staffing that was already in the budget. Human Resources Manager stated if approved, funding will come from the personnel services line item of the Fire Department budget. The 2014 funding for Mr. Kohner's position as Fire Marshal was set at \$102,988 (wages, taxes, and benefits).

Fire Chief Kapler stated he views this position as the supplier for an essential service in activities such as mandated code enforcement, public education, and a tool for fire fighter safety by providing pre-plan information on the business structures within Ramsey. He presented and described a list of positive paybacks for filling this position. With regard to his October 15, 2013, recommendation for a Deputy Fire Chief, Fire Chief Kapler explained it was based on the focus of the Strategic Planning process on succession planning. He stated the critical activities of the Fire Department can be accomplished with Option #2 (Fire Marshal) but he felt Option #1 (Deputy Fire Chief) would have given the Council more options for a succession decision. Fire Chief Kapler stated since the departure of Fire Marshal Kohner, the duties of the Fire Marshal have not been fulfilled as many activities have been set aside, there has been no public education, and no pre-planning.

City Administrator Ulrich stated support for Option #2, Fire Marshal, based on cost benefit tradeoffs.

The Council debated the benefits and costs of each option as well as staff costs should a Fire Inspector be hired and the position reclassified at the end of 2014.

Councilmembers Kuzma and Johns advocated for Option #2, Fire Marshal, based on the cost benefits, cost savings for not reclassifying the position, and need for 24/7 coverage that is beyond what one full-time position can accomplish.

Councilmember Backous stated this is a difficult decision as one argument from residents is that times are tough, home values are down, but taxes are not going down. He stated he also struggles with the timing of filling this position and felt a Fire Inspector could be used until the economy improves and home values increase.

Councilmember Tossey stated after review of the October 15, 2013, meeting minutes he found the direction of the Personnel Committee was not to return with a position of this magnitude but to vet the opportunity to save money. He agreed it is an issue of timing as there are other needs and he questions whether this is a need at this time. He stated the two full-time Fire Department salaries are well over \$200,000 and while he agrees public safety is a necessity, he cannot support staff's recommendation at this time.

Councilmember Riley stated if the decision is between a Fire Marshal at \$85,000 and Fire Inspector at \$83,000, he thinks it is a waste of time to discuss it.

Councilmember Tossey stated the issue is that the Personnel Committee did not want a salary of this magnitude, not a full-time position, as discussed on October 15, 2013. He spoke in support of the Fire Chief concentrating on Ramsey's needs rather than pursuing a Joint Fire District.

Mayor Strommen stated with the options presented tonight, no one at the Personnel Committee meeting advocated for the contract position and that discussion revolved around the two full-time positions that fulfill the needs of the City. She noted the duties are not being fulfilled at this time and this recruitment will not be at a salary as high as the departing Fire Marshal. She found the pursuit of a Joint Fire District to be core to how fire services will be provided in the future and indicated that without the leadership of Fire Chief Kapler, it would be going no where.

Councilmember Johns supported the comments of Mayor Strommen.

Councilmember Backous agreed with Councilmember Tossey that a Joint Fire District may be cost neutral but is not time neutral as it has taken a lot of the City's resources.

Councilmember Johns asked how long the City has had the Fire Marshal position.

Fire Chief Kapler stated the Fire Marshal position has been in place since 1999 or 2000.

Motion by Councilmember Kuzma, seconded by Councilmember LeTourneau, to adopt Resolution #2013-11-192, authorizing staff to recruit for a full-time Fire Marshal.

Further discussion: Councilmember Backous stated he does not feel comfortable voting on this issue as he was not part of the Personnel Committee discussion and intended to abstain from the vote.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers Kuzma, LeTourneau, Johns, and Riley. Voting No: Councilmember Tossey. Abstaining: Councilmember Backous.

7.07: Presentation on Final Design Process for Highway 10 / Armstrong Boulevard Interchange

Kevin Jullie, Principle with SRF Consulting Group, Inc., introduced the Project Management Team: Craig Hass, Senior Associate with SRF Consulting Group, Inc.; Andrew Witter, Assistant Anoka County Engineer with the Anoka County Highway Department; and, Jason Orcutt, Transportation Planner II with the Anoka County Highway Department. Mr. Jullie displayed a map depicting the project site and described the points of access and preferred alternative, noting the project would separate Armstrong Boulevard traffic from Highway 10 so defining the touch-down points is critical to determine how to best minimize impacts and make it naturally fit. Mr. Jullie stated public informational meetings will be held in December, February, and April to assure transparency. It was noted a funding gap remains but once the construction plan sets are completed, it will be scored favorably as being “shovel ready” towards grant applications. He stated a formal presentation will be made before the Ramsey Council in January of 2014 and assured the Council they are working diligently to move the project forward. Mr. Jullie answered questions of staff and the Council relating to the construction schedule to let bids in the summer with completing the following summer or fall (one and a half construction seasons). He stated Mn/DOT is a project partner involved in design development to find a solution to maintain vehicle and train traffic.

City Administrator Ulrich stated he is supportive of the accelerated time schedule and this project is moving forward.

The Council voiced its support of this project and determination to work during the next legislative session to assure the funding gap is addressed.

Informational; no action required.

7.08: Correct and Approve the following Meeting Minutes:

7.08.1: City Council Regular – October 22, 2013

City Administrator Ulrich requested a correction to Page 5, Case 7.01 motion, to replace the words “public hearing on November 12, 2013” with the words “second reading on November 12, 2013.”

Motion by Councilmember LeTourneau, seconded by Councilmember Johns, to approve the City Council Regular meeting minutes of October 22, 2013, as corrected above.

Motion carried. Voting Yes: Mayor Strommen, Councilmembers LeTourneau, Johns, Backous, Kuzma, Riley, and Tossey. Voting No: None.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich and the Council announced upcoming meetings and events.

9. ADJOURNMENT

Motion by Councilmember Tossey, seconded by Councilmember Backous, to adjourn the meeting.

Motion carried.

The regular meeting of the City Council adjourned at 8:55 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.