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

The Ramsey City Council conducted a regular meeting on Tuesday, February 14, 2017, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Sarah Strommen  
Councilmember Jill Johns  
Councilmember Mark Kuzma  
Councilmember John LeTourneau  
Councilmember Chris Riley  
Councilmember Melody Shryock  
Councilmember Kristine Williams

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Police Chief Jeff Katers  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Community Development Director Timothy Gladhill  
City Engineer Bruce Westby  
Asst. City Administrator/Economic Development Manager Patrick Brama

**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 Mayor Strommen.

**2. PRESENTATION**

**2.01: 2017 State of the City Address**

Mayor Strommen presented the 2017 State of the City Address. She stated that 2016 was a year of achievement for Ramsey and the opportunity to shape the future of Ramsey has never been greater. She stated that they have been able to grow the community while providing low-cost government services. She noted that they have been able to welcome seven new businesses and welcome the expansion of five existing businesses. She acknowledged the number of residential homes constructed in 2016. She stated that the City received the Achievement in Financial Reporting Award for the 22<sup>nd</sup> consecutive year. She reviewed items on the Strategic Plan and identified how the City has continued to work to achieve those goals. She commended Ramsey staff and the residents of Northfork and their homeowner's association for working together cooperatively to achieve a great result on the road project within that community. She stated that

the Draw concert series continues to gain momentum and will continue to provide great entertainment throughout this summer. She stated that the Ramsey Police Department continued its proactive and unique approach to community engagement, while other communities struggled. She stated that the department also held its first ever citizens' academy, in which 12 residents took part and graduated from the program. She thanked the residents of Ramsey for supporting the Police Department and to Police Chief Katers and his staff for their efforts in community engagement. She stated that the building department launched e-permits which provided a more efficient workflow and provided residents and developers with 24-hour access to apply for permits. She stated that the City welcomed Fire Chief Kohner to the Fire Department this past April. She stated that 2016 was a year of success and noted that one key task is to develop a success exit strategy for The COR, noting that the Planning Commission and Council have begun those discussions. She stated that Ramsey has a strong identity and The COR should be a reflection of that identity rather than a replacement. She highlighted the connection to the two rivers, connection to the outdoors, and an entrepreneurial spirit. She recognized her colleagues on the City Council and thanked the staff, volunteers, and residents.

### **3. CITIZEN INPUT**

None.

### **4. CONSENT AGENDA**

Motion by Councilmember Shryock, seconded by Councilmember LeTourneau, to approve the following items on the Consent Agenda:

- 4.01: Receive Cash and Investments for Period Ending January 31, 2017
- 4.02: Note the Following Boards and Commissions Meeting Minutes:
  - 1) Planning Commission Work Session Minutes dated December 1, 2016
  - 2) Planning Commission Meeting Minutes dated December 1, 2016
  - 3) Economic Development Authority Meeting Minutes dated December 8, 2016
  - 4) Environmental Policy Board Meeting Minutes dated December 19, 2016
- 4.04: Approve Licenses:
  - Special Events
  - MN State Society Daughters of the American Revolution
- 4.04: Approve the following Meeting Minutes:
  - 1) City Council Work Session dated January 24, 2017
  - 2) City Council Regular dated January 24, 2017
- 4.05: Approve Request to Declare Surplus Property
- 4.06: Approve Renewal of the Master Agreement with OPUS 21 (Utility Billing Provider) for One Year
- 4.07: Adopt Resolution #17-02-046 Approving Cash Disbursements Made and Authorizing Payment of Account Payable Invoicing Received During the Period of January 19, 2017 through February 8, 2017
- 4.08: Adopt Resolution #17-02-041 Calling for a Public Hearing on an Issue of Revenue Bonds by the City of Minneapolis and the Housing and Redevelopment Authority (HRA) of the City of St. Paul on Behalf of Allina Health Systems

- 4.09: Adopt Resolution #17-02-042 Approving a Stormwater Maintenance Agreement for Sunwood Village; Case of CB Ramsey Housing Limited Partnership
- 4:10: Adopt Resolution #17-02-043 Approving an Easement Encroachment for the Installation of a Ground Sign for the Station; Case of DR Horton
- 4.11: Report from the Public Works Committee Meeting:
- 1) Finalize the Landscape Renovation for the Center Median in the Sweet Bay Ridge Development – *Ratify the recommendation of the Public Works Committee to approve of a landscape renovation plan for Sweet Bay Ridge Development center medians.*
  - 2) Request for Rate Change at Electrical Vehicle Charging Station – *Ratify the recommendation of the Public Works Committee to approve the reduction in the electric vehicle charging station’s per/hour pricing from \$1.00/hour to \$.80 cents/hour, but retain the policy of charging for every hour that a vehicle is plugged into the station.*
  - 3) Consider Recommendation to City Council to Accept Draft Feasibility Report for Sunwood Drive Reconstruction, Improvement Project #17-00 – *Ratify the recommendation of the Public Works Committee to accept the recommendations outlined in the draft Feasibility Report for Sunwood Drive Reconstruction, City Improvement Project #17-00.*
  - 4) Consider Recommendation to City Council to Accept Draft Feasibility Report for Alpine Drive Reconstruction, Improvement Project #17-01 – *Ratify the recommendation of the Public Works Committee to accept the recommendations as outlined in the draft Feasibility Report for Alpine Drive Reconstruction, City Improvement Project #17-01.*
  - 5) Consider Recommendation to City Council to Accept Draft Feasibility Report for Rivers Bend Street Reconstruction, Improvement Project #17-02 – *Ratify the recommendation of the Public Works Committee to table the Draft Feasibility Report for Rivers Bend Street Reconstruction, Improvement Project #17-02, for further consideration of construction in 2018 with a nearby street reconstruction project.*

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

## **5. APPROVE AGENDA**

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

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

## **6. PUBLIC HEARING**

### **6.01: Public Hearing to Consider Adoption of Resolution #17-02-044 Accepting Feasibility Report and Ordering Plans and Specifications for Improvement Project #17-00, Sunwood Drive Reconstruction**

City Engineer Westby reviewed the staff report and recommendation to deny adoption of Resolution #17-02-044 at this time, to postpone the public hearing for Improvement Project #17-00, Sunwood Drive Reconstruction, until February 28, 2017, and to revise the Feasibility Report by incorporating the assessment map and roll. He stated that staff has spoken with six out of the seven property owners along Sunwood Drive and they are aware of the desire to postpone the public hearing. He recommended that a benefit appraisal consultation be done and noted that public input would continue to be received until the public hearing on February 28<sup>th</sup>.

Councilmember LeTourneau asked for information on assessable properties, noting that residential properties seem to have a different method.

City Engineer Westby explained that the per lot rate of assessment for residential development uses access to determine assessment while this method of assessment is based upon frontage on the roadway. He confirmed that residential and commercial properties are assessed in different manners.

Motion by Councilmember LeTourneau, seconded by Councilmember Shryock, to deny adoption of Resolution #17-02-044, Accepting Feasibility Report and Ordering Plans and Specifications for Improvement Project #17-00 Sunwood Drive Reconstruction, at this time, to postpone the public hearing for Improvement Project #17-00, Sunwood Drive Reconstruction, until February 28, 2017, and to revise the Feasibility Report by incorporating the assessment map and roll.

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

## **7. COUNCIL BUSINESS**

### **7.01: Consider Adopting Ordinance #17-02 Approving a Zoning Amendment for Woodlands 4<sup>th</sup> Addition (Project #16-102); Case of Lennar Corporation**

Community Development Director Gladhill reviewed the staff report and recommendation of the Planning Commission and staff to adopt the ordinance rezoning the property from R-1 Residential (Rural Developing) to R-1 Residential (MUSA). He noted that the Preliminary Plat was approved on January 24, 2017 but was contingent upon compliance with the staff review letter and upon adoption of the Zoning Amendment.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #17-02 Amending Section 117-90 "Map" of Chapter 117 of the City Code of Ramsey, Minnesota.

A roll call vote was performed by the Recording Secretary:

Councilmember Riley	aye
Councilmember Shryock	aye
Councilmember Williams	aye
Councilmember LeTourneau	aye
Councilmember Johns	aye
Councilmember Kuzma	aye
Mayor Strommen	aye

Motion carried.

### **7.02: Review Policy Document for Pearson Farm; Case of Capstone Homes**

Community Development Director Gladhill reviewed the staff report noting that the purpose of this case is to provide preliminary feedback for a future plat currently known as Pearson Farm. He stated that while this is not an official application at this time, it does merit a policy discussion on several aspects of the proposed subdivision. He noted that the concept has been reviewed by the Planning Commission, Park and Recreation Commission, Environmental Policy Board, and the City Council. He stated that the Planning Commission recommends adoption of the policy document.

Councilmember LeTourneau stated that they have always been proactive in obtaining input from the Commissions and Boards and believed that this is a great opportunity where multiple Commissions have had an overlapping process of input.

Mayor Strommen referenced the environmental impact statement and asked if an EAW would determine whether the EIS is necessary.

Community Development Director Gladhill confirmed that the EAW and EIS have minimum mandatory review thresholds. He stated that while an EAW would be triggered, an EIS may not be triggered. He stated that while it may become apparent during the process that an EIS would be necessary, based off the mandatory thresholds an EIS would not be required.

Mayor Strommen suggested changing the language as it appears to state that an EIS would not be necessary and that item may be necessary as the project moves forward.

Community Development Director Gladhill stated that statement could simply be removed as this is a fluid document.

Mayor Strommen stated that she would like to see continued discussion with what might make sense for parks, given the number of homes in this project.

Councilmember Shryock stated that she has been a long-term supporter of the current parks policy but noted that she would be open to additional options for parks.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to adopt the Policy Document for Pearson Farm as discussed.

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

**7.03: Consider Resolution #17-02-040 Approving a Comprehensive Plan Amendment for the Armstrong West Area**

Community Development Director Gladhill reviewed the staff report and recommendation of the Planning Commission to approve the Comprehensive Plan Amendment.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to adopt Resolution #17-02-0400 Approving a Comprehensive Plan Amendment, Contingent Upon Metropolitan Council Approval, to Change a Land Use Designation on the Subject Property to Medium Density Residential and Business Park.

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

**7.04: Stone Brook Children's Academy Site Selection**

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report and asked for the input of the Council on whether staff should negotiate a purchase agreement with Stone Brook Academy and Childcare Center for Site #1 or continue working with Stone Brook on selecting an alternative site.

Councilmember Johns stated that she still likes the project and it would be a good addition to The COR and as a transition from the apartments to the retail. She stated that she would like to see the road go all the way through and would prefer the road to be public versus private but is more concerned with the connection.

Councilmember Riley stated that the Planning Commission reviewed this case again after the last Council meeting and had a great discussion. He noted that this fits in the zoning, and future development will work around this development. He stated that it is hard to dictate how this connects to the future when they do not know how, what or when that will be. He stated that he is supportive of this request.

Councilmember Williams stated that she has not been supportive of this in the past but is supportive of high quality development. She recommended obtaining as many reciprocal easements as possible to ensure that neighboring development can occur in the future.

Councilmember LeTourneau asked for more information on how this project would create remnants.

Councilmember Williams stated that the remnant parcel that bothers her is to the east. She stated that reciprocal easement will assist in allowing flow to the remnant site to the west.

Councilmember Johns asked the applicant if there is an outside play area on this site and whether there is space within the footprint.

Mr. Johnson stated that the site plan identified 10,000 square feet which allows the projections. He stated that under the State, an outside play area of at least 1,500 square feet is required and noted that they are looking at an outdoor play area of about 2,000 square feet in size. He noted that an indoor multi-purpose room would also be provided.

Councilmember Shryock stated that she continues to be supportive of the request and will support site number one.

Councilmember LeTourneau stated that he also agrees with site one. He stated that the remnant pieces concern him. He stated that he is concerned with the price and believed that thoughtful conversations should occur regarding how the remnant pieces will affect the overall return.

Mayor Strommen agreed and stated that she is glad that the extra time was taken to provide the additional information and understand how the property could work together with the remnants. She echoed the comments from Councilmembers LeTourneau and Williams, noting that the risk needs to be mitigated. She believed that discussion will be needed regarding road access, noting that private roads have historically been a hassle for the City.

Councilmember Kuzma stated that this is a good project; however, the last time this discussion occurred he was not in favor of this site. He noted that he still has some reluctance to this site but noted that he is influenced by the input of the Commissions and therefore will support the request.

Motion by Councilmember LeTourneau, seconded by Councilmember Shryock, to direct staff to negotiate a purchase agreement with Stone Brook Academy and Childcare Center for Site #1.

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

**7.05: Introduce Ordinance #17-05 Approving a Zoning Amendment for Regency Commons (Project No. 16-108); Case of National Self Storage LLC**

Community Development Director Gladhill reviewed the staff report and recommendation of the Planning Commission to introduce Ordinance #17-05 to rezone the subject property to E-1 (Employment District) and B-1 (Business District).

Motion by Councilmember Riley, seconded by Councilmember Johns, to introduce Ordinance #17-05 to adjust zoning district boundaries on the Subject Property to E-1 Employment District and B-1 Business District, contingent upon compliance with the Staff Review Letter.

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

**7.06: Consider Adopting Resolution #17-02-047 Supporting Pollinator Initiatives in the City of Ramsey and Authorizing the Mayor to Sign the Mayors for Monarchs Pledge**

Community Development Director Gladhill reviewed the staff report and advised that the Environmental Policy Board and the Parks and Recreation Commission were supportive of the Mayors for Monarchs program and the EPB was also supportive of a broader pollinator initiative as well.

Parks and Assistant Public Works Superintendent Riverblood stated that both the Park and Recreation Commission and Environmental Policy Board support this action. He noted that he himself is a third-generation beekeeper.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to adopt Resolution #17-02-047 to Support Pollinator Initiatives in the City of Ramsey and to Authorize the Mayor to take the Mayors for Monarchs Pledge on Behalf of the City.

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

**7.07: Consider Request from American Print and Digital for Use of Ramsey EDA Revolving Loan Fund**

Asst. City Administrator/Economic Development Manager Brama reviewed the staff report and noted that the EDA reviewed the case on February 9<sup>th</sup> and was in support of approving the loan agreement. He reviewed the comments of the EDA with are recommended as a part of the approval, should the Council approve the request.

Councilmember Riley stated that the EDA passed the item on a 6-0 vote with one abstention. He stated that the Council has already approved the change to the policy with this project in mind. He stated that the owner appears to be all in on this project as he is willing to put up his residence as collateral as well.

Councilmember Kuzma asked what the owner is putting up for collateral at this point.

Mr. Mulrooney stated that the owner is putting five percent cash equity into the project, noting that 50 percent of the cash financing will be provided by a local lender, 40 percent will be provided by the SBA 504 loan fund, five percent from the EDA RLF loan, and five percent from the borrower. He stated that the RLF loan was created for this type of purpose, noting a similar project that was approved through this program that assisted a local business in expanding and advised that business is still successful in Ramsey. He stated that requests to the program have been low because of the low interest rates that were available but believed that more requests will come forward as rates increase.

Councilmember Kuzma stated that five percent equity is pretty low for the owner.

Mr. Mulrooney provided additional input on the funding process. He stated that the company has a fairly good growth history but there is a funding gap. He stated that this expansion will allow the business to be more competitive and gain the equipment necessary to stay competitive. He stated that the borrower lacks liquidity and the RLF can fulfil its mission of filling the gap in funding.

Councilmember LeTourneau appreciated the questions asked tonight and the input of the EDA. He noted that there is a substantial vetting process to line an applicant up with this funding that is a great tool to allow small businesses to grow in the community, create more jobs and become more successful.

Motion by Councilmember LeTourneau, seconded by Councilmember Riley, to approve the draft loan agreement with American Print & Digital and approve an EDA RLF loan in an amount up to \$72,500 (not to exceed 5% of the project cost), subject to the following: the borrower providing a second mortgage on his residence to secure the loan, the borrower receiving approval of the project loan by the bank and the SBA, and review and approval of the loan agreement by the City Attorney and the CMDC.

Further discussion: Councilmember Kuzma stated that he has concerns that the applicant would be taking on a tremendous amount of debt with the building and machines. He stated that the profit margins would typically be smaller because they work with print brokers and therefore would not support this.

Councilmember LeTourneau stated that he is comforted by the commitment for the business owner to place his residence as collateral to help mitigate the risk and therefore believes this is worthwhile.

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

#### **7.08: Consider Adopting Resolution #17-02-045 to Hire Two Patrol Officers**

Police Chief Katers reviewed the staff report and recommendation to hire Mr. Robert Pullar and Ms. Melissa Stephens as City of Ramsey Police Officers, on or near March 1, 2017 at \$25.06 per hour, which is step one of the wage scale.

Councilmember Kuzma stated that he is excited that they are able to bring two new members to the department to strengthen the office.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to adopt Resolution #17-02-045 to Hire Two Police Officers.

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

**7.09: Consider Adopting Resolution #17-02-048 Approving Final Application to Resilient Communities Project**

Community Development Director Gladhill reviewed the staff report and recommendation for the Council to authorize the final application for the Resilient Communities Program.

Councilmember Shryock stated that this is a great opportunity for the City and the material for the application is all items the Council has seen in the past. She appreciated the work that was put into this.

Motion by Councilmember Shryock, seconded by Councilmember LeTourneau, to adopt Resolution #17-02-048 Authorizing Application to the Resilient Communities Program of the University of Minnesota.

Further discussion: Councilmember Kuzma stated that he is still concerned with the cost over the two years and is not sure that this is the best use of funds. He felt that perhaps the City is creating projects but noted that staff identified a true need for this. He stated that he is not going to support this item as he is leery of the cost.

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

**7.10: Consider Adopting Ordinance #17-03 to Amend Board of Appeals and Adjustment/Official Map – An Ordinance Amending Chapter 2 – Section 2-159 (Duties, Responsibilities, and Objectives) of the Ramsey City Code**

Community Development Director Gladhill reviewed the staff report and recommendation from the Planning Commission to adopt Ordinance #17-03 amending section 2-159 of the City Code to combine the two Boards as outlined.

Motion by Councilmember Johns, seconded by Councilmember Kuzma, to waive the City Charter requirement to read the ordinance aloud and adopt Ordinance #17-03 Amending Section 2-159 (Duties, Responsibilities, and Objectives) of the Ramsey City Code.

A roll call vote was performed by the Recording Secretary:

Councilmember Riley	aye
Councilmember Shryock	aye
Councilmember Williams	aye
Councilmember LeTourneau	aye
Councilmember Johns	aye
Councilmember Kuzma	aye
Mayor Strommen	aye

Motion carried.

**7.11: Consider Approving Work Plan and Budget for Comprehensive Plan Update; Transportation Chapter**

Community Development Director Gladhill reviewed the staff report and recommendation to approve the work plan and budget for the Comprehensive Plan transportation chapter.

Motion by Councilmember LeTourneau, seconded by Councilmember Johns, to approve the work plan and budget for the Comprehensive Plan Transportation Chapter.

Further discussion: Councilmember LeTourneau commented that it is amazing how complicated updating the Comprehensive Plan is and appreciated both the internal and external assistance the City receives.

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

**8. MAYOR, COUNCIL AND STAFF INPUT**

**8.01: Receive Progress Report on The COR Development Plan Update**

Community Development Director Gladhill provided a progress report on The COR Development Plan update.

**8.02: Receive Update on Mississippi River Corridor Critical Area (MRCCA) Revised Rules**

Community Development Director Gladhill provided an update on the newly adopted Revised Rules for the Mississippi River Corridor Critical Area (MRCCA). He stated that the rules have been adopted by the Minnesota Department of Natural Resources and advised that the City must incorporate the revised rules into City Code.

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Shryock noted that the Youth First Community of Promise is planning their Mayor's Prayer Breakfast on March 3<sup>rd</sup>. She noted that tickets are available on their website.

Councilmember Riley stated that one week ago, he spoke with a group of Cub Scouts.

**9. ADJOURNMENT**

Motion by Councilmember LeTourneau, seconded by Councilmember Johns, to adjourn the meeting.

Motion carried.

The regular meeting of the City Council adjourned at 8:40 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Jo Ann M. Thieling  
City Clerk

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*