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

The Ramsey City Council conducted a regular meeting on Tuesday, March 28, 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  
Finance Director Diana Lund  
Fire Chief Matt Kohner  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Public Works Superintendent Grant Riemer  
Human Resources Manager Colleen Lasher  
Community Development Director Timothy Gladhill  
City Engineer Bruce Westby  
City Planner Chris Anderson  
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 7:02 p.m., and led in the Pledge of Allegiance led by Mayor Strommen.

**2. PRESENTATION**

**2.01: Presentation to PACT Pantherettes Dance Team and Anoka High School Twisters Dance Team**

Mayor Strommen invited the PACT Pantherettes dance team to come forward. She presented Erin Kruesi, Head Coach, with a Certificate of Achievement from the City.

Erin Kruesi, Head Coach, thanked the City for recognizing the wonderful achievement the girls have received. She reviewed some of the team's recent achievements. She stated that it is great

to coach and be involved in this community. She stated that they are the only charter school in Minnesota to have a dance team.

Mayor Strommen invited the Anoka High School Twisters dance team to come forward. She presented the team with a Certificate of Achievement from the City.

A representative from the team stated that they are extremely proud of the team. She stated that they set a goal to make it to the State finals and although they did not win, it was the furthest that the team has ever made it. She thanked the team for their hard work this season.

Mayor Strommen stated that in her opinion, recognizing the achievements of people within the community, especially young people, is one of the best parts of the job of the Council.

## **2.02: Presentation of Fire Department 2016 Annual Report**

Fire Chief Kohner presented a brief overview of the 2016 Fire Department Annual Report, noting that the full report was provided within the Council packet. He stated that the department is staffed with 53 paid on-call firefighters and a full-time Chief, Assistant Chief, and Fire Marshall. He stated that the department was able to meet and accomplish all of the goals and objectives outlined within the 2016 report and provided a summary of those goals and objectives. He reviewed highlights of accomplishments and notable events including the opening of fire station 2, technology updates and the receipt of \$17,100 in grant funds. He reviewed the emergency response information including the average response time, type of incidents responded to, and the percentage of calls received from the different areas of the city. He reviewed the different types of calls the department responds to and whether those calls are residential or commercial calls. He stated that the department works together through auto-aid and mutual aid efforts, noting that Ramsey came to aid 16 times in 2016 and received aid seven times during the year. He reviewed the organizational chart and recognized retirements, resignations, and new hires. He provided information on training, including weekly training sessions.

Mayor Strommen thanked Fire Chief Kohner for his report, noting that the report provides a summary of important information the department has done during the past year. She also commended Fire Chief Kohner for his work since his hire, noting that he had done a great job succeeding the previous chief.

## **3. CITIZEN INPUT**

Dominic Kanaventi, 13943 Ironstone Terrace NW, stated that he is present with his colleagues from the American Civil Liberties Union. He stated that they would like to introduce themselves as the organization has recently discussed the best ways to work together with other groups in the community. He stated that there have been problems throughout the country with individuals that have not been well behaved; using the example of a family that had to leave a community because they felt that they were being pushed out of the community. He stated that his organization is attempting to ensure that does not happen in Ramsey. He stated that he has a letter which has been emailed to Mayor Strommen, and copied to City Administrator Ulrich and

Police Chief Katers, and hoped that the organization could have a meeting in the future with those three individuals.

Mayor Strommen confirmed that they did receive the information, noting that, if needed, a work session could be scheduled with the City Council. She agreed that Ramsey would like to be a welcoming community and thanked him for his comments.

#### **4. CONSENT AGENDA**

Motion by Councilmember Riley, seconded by Councilmember Williams, to approve the following items on the Consent Agenda:

- 4.01: Receive February 2017 Financial Reports – General Fund and Enterprise Funds
- 4.02: Approve the following Meeting Minutes:
  - 1) City Council Work Session dated March 14, 2017
  - 2) City Council Regular dated March 14, 2017
- 4.03: Approve Pro Power Sports Lease Re-Assignment Agreement
- 4.04: Adopt Resolution #17-03-072 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 9, 2017 through March 22, 2017
- 4.05: Adopt Resolution #17-03-073 Recognizing the PACT Charter School Pantherettes Dance Team and #17-03-074 Recognizing the Anoka High School Twisters Dance Team
- 4.06: Adopt Resolution #17-03-070 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund
- 4.07: Adopt Resolution #17-03-075 Authorizing Partial Payment to DRC, Inc. and Approving Change Order #1 for Ramsey Municipal Complex Site Demolition
- 4.08: Adopt Resolution #17-03-076 Approving Assessment Agreement for Repair of Failed SSTS (Subsurface Sewage Treatment System) 16400 Uranimite St. NW: Case of Kathy Charette

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

#### **5. APPROVE AGENDA**

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

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

#### **6. PUBLIC HEARING**

None.

## **7. COUNCIL BUSINESS**

### **7.01: Consider Adopting Resolution #17-03-064 Approving a Private Kennel License for the Property Located at 16825 Nutria St NW; Case of Mayra and Jeffrey Lindquist**

City Planner Anderson reviewed the staff report and recommendation to adopt Resolution #17-03-064 approving a Private Kennel License for the subject property. He stated that there have been no complaints regarding nuisance issues, such as barking dogs or dogs running at large. He stated that the dogs appear to have a well-maintained kennel area outside the home that is almost 50 feet from the nearest property boundary and, other than the need to obtain a Private Kennel License, it appears that the dogs are being maintained in compliance with City Code Chapter 10.

Motion by Councilmember LeTourneau, seconded by Councilmember Kuzma, to Adopt Resolution #17-03-064 Approving a Private Kennel License on a Residential Property Generally Known as 16825 Nutria Street NW.

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

### **7.02: Consider Adoption of Resolution #17-03-063 Approving a Beekeeping License for the Property Located at 17201 St. Francis Blvd NW; Case of Tim & Corrin O'Shaugnessy**

City Planner Anderson reviewed the staff report and recommendation to adopt Resolution #17-03-063 approving a Beekeeping License for the subject property. He stated that the request appears to comply with all standards outlined in City Code Section 10-1(f) and additionally there have been no objections raised regarding the request.

Councilmember Johns stated that she is excited with this application as there was a beekeeper in that area in the past that she used to purchase honey from.

Motion by Councilmember Johns, seconded by Councilmember LeTourneau, to adopt Resolution #17-03-063 Approving a Beekeeping License on a Residential Property Generally Known as 17201 St. Francis Boulevard NW.

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

### **7.03: Consider Adopting Resolution #17-03-071 Approving the EPB's 2017-2019 Work Plan**

City Planner Anderson reviewed the staff report and recommendation to adopt Resolution #17-03-071 approving the EPB's 2017-2019 Work Plan. He stated that the proposed Work Plan includes the topics identified by the EPB that were presented to City Council at a joint meeting in February. He stated that at the direction of the EPB, the Work Plan was slightly adjusted to cover 2017-2019 to ensure sufficient time to complete the items. He stated that the Work Plan

would be revisited at least once per year and could be adjusted as items are completed and other topics become relevant.

Councilmember LeTourneau thanked the EPB for their willingness to work with the Council during the past two years of transition as the role of the Board has changed and believed that the development of this Work Plan is further evidence that the group is moving in the right direction.

Motion by Councilmember LeTourneau, seconded by Councilmember Johns, to adopt Resolution #17-03-071 Approving the Environmental Policy Board's 2017-2019 Work Plan.

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

**7.04: Consider Adopting Resolution #17-03-068 to Hire a Part-Time Building Maintenance Worker**

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to move ahead with hiring Mr. Randall Heaton as a part-time Building Maintenance Worker, effective on or near April 12, 2017, at \$17.65 per hour, which is step 1 of the 2017 wage scale.

Councilmember Riley stated that although he is usually reluctant to hire additional employees, he believed that this would be a good addition because this shows that the public spaces are being used more by the public and this position will have a direct benefit to the community.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to adopt Resolution #17-03-068 to Hire a Part-Time Building Maintenance Worker.

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

**7.05: Consider Adopting Resolution #17-03-067 to Hire a Part-Time Economic Development Administrative Assistant**

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to move ahead with hiring Ms. Katie Schmidt as part-time Economic Development Administrative Assistant, effective on or near April 12, 2017, at \$20.16 per hour which is step 1 of the 2017 wage scale.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to adopt Resolution #17-03-067 to Hire a Part-Time Economic Development Administrative Assistant.

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

**7.06: Consider Adopting Resolution #17-03-066 Appointing and Re-Appointing Board and Commission Members**

Human Resources Manager Lasher reviewed the staff report and recommendation to appoint Mr. Glen Hardin to a six-year term on the Economic Development Authority; Ms. Jane Covart to a four year term on the Environmental Policy Board; Mr. Russel Bayer to a four year term on the Park and Recreation Commission; Ms. Jennifer Leistico to a four year term on the Park and Recreation Commission; Mr. Charles Tchuinkwa to a two year partial term on the Park and Recreation Commission; Ms. Cheri Gengler to a four year term on the Planning Commission; and Cindy Nosan to a one year partial term on the Planning Commission.

Councilmember LeTourneau asked why the additional applicant was not being appointed to the position on the Planning Commission that would become vacant in 2018.

Human Resources Manager Lasher stated that it was her understanding that this was the direction the Council provided but noted that she could amend the action as desired.

Councilmember Johns agreed that the desire of the Council was to set that appointment to begin in 2018, which would allow that applicant to get up to speed during the next year so that he would be ready to go when his term begins in 2018.

City Administrator Ulrich stated that it was planned to be brought back as a separate case to appoint that applicant to the Comprehensive Steering Committee immediately and then to the Planning Commission effective April 1, 2018.

Mayor Strommen agreed that would be a good addition to the motion tonight.

Motion by Councilmember LeTourneau, seconded by Councilmember Johns, to adopt Resolution #17-03-066 Appointing and Re-Appointing Board and Commission Members as amended.

Further discussion: Councilmember LeTourneau stated that it was not an error that Human Resources Manager Lasher made or misunderstood and thanked her for allowing the Council to make the addition to the motion. Mayor Strommen noted the new process the Council has adopted to have Board and Commission members come to a Council meeting for a ceremonial swearing in after they have been sworn in on their Board or Commission. Human Resources Manager Lasher confirmed that the applicants have been made aware of the ceremonial swearing in at the Council meeting on April 11<sup>th</sup>.

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

**7.07: Consider the Establishment of a Youth Liaison to the Park and Recreation Commission**

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and recommendation to establish a Youth Liaison to the Park and Recreation Commission.

Councilmember Kuzma asked if there is a process in place to appoint a youth member.

Parks and Assistant Public Works Superintendent Riverblood stated that there is not a process in place at this time but noted that they would begin with a press release and perhaps the application would involve the submission of an essay.

Mayor Strommen stated that she loves this idea and is a great opportunity to engage the youth and bring in a fresh perspective. She stated that she also liked that this will be a pilot program and could be an opportunity to add this type of position on other Boards and Commissions.

Motion by Councilmember Kuzma, seconded by Councilmember Johns, to authorize staff to proceed with the establishment of a Youth Liaison to the Park and Recreation Commission.

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

**7.08: Consider Approval of Resolution #17-03-059 Authorizing a MN DNR Grant Application from the Local Trail Connections Program for a Segment of the Trott Brook Trail**

Mayor Strommen recused herself from the discussion because of her employment position with the Minnesota Department of Natural Resources.

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and recommendation from the Park and Recreation Commission and staff to submit a grant proposal for the Local Trail Connection Program, consistent with the narrative in the case and the draft budget.

Councilmember Johns stated that she is very excited as this would provide some very necessary connections. She stated that this is a great opportunity and supports applying for the grant funds.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to adopt Resolution #17-03-059 Supporting a Trail Grant Application for a Trail and Boardwalk Project Completing the Trott Brook Trail Between Nowthen Boulevard and Variolite Street.

Motion carried. Voting Yes: Acting Mayor LeTourneau, Councilmembers Johns, Shryock, Kuzma, Riley, and Williams. Voting No: None. Mayor Strommen abstained from voting due to conflict of interest – her employment with the DNR

Mayor Strommen rejoined the Council.

**7.09: Review Format and Content for April 10<sup>th</sup> Comprehensive Plan Update Workshop (Transportation Plan; Parks and Recreation Plan)**

Community Development Director Gladhill reviewed the staff report and provided information on the materials to be presented at the April 10<sup>th</sup> Comprehensive Plan Community Workshop.

Councilmember Johns commended staff for their efforts as she believes that this update process is moving in the right direction and meaningful input is being received through the public workshops.

**7.10: Consider Authorizing Work Plan for the Park System Components of the Comprehensive Plan and City-Wide Parks Master Plan**

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and recommendation from the Park and Recreation Commission and staff to approve the Work Plan utilizing the consulting services of Bruce Jacobson and LHB at a not-to-exceed amount of \$50,000.

Councilmember Riley asked why the recommendation is to work with the consultant and firm specified rather than going out for RFP.

Parks and Assistant Public Works Superintendent Riverblood noted that the consultant has worked with staff in the development of the plans for The COR and on other development planning projects for the parks system. He noted that staff has a great working relationship with the consultant and he has a lot of knowledge on the City. He noted that the consultant is knowledgeable of the other consultants and firms out in the market and recommended LHB. He noted that LHB has a long history in the State of Minnesota on this type of project and has great success with citizen involvement as well.

Councilmember Kuzma stated that the City was recently approved to work with students from the University of Minnesota and noted that this might be a great opportunity for the students to provide assistance. He asked why that program is not being utilized in attempt to avoid spending additional funds on consulting services.

Parks and Assistant Public Works Superintendent Riverblood noted that the city-wide Parks Master Plan is a very specific park planning tool that will need expert consulting services. He noted that while there may be some aspects that the students with the Resilient Communities Program can assist with, this plan will need that expertise.

Community Development Director Gladhill noted that while the two services may be complimentary, there was never an intent for the Resilient Communities Program to completely eliminate the need for consulting services but more to supplement. He noted that there are 17 projects identified for the program to assist with.

Councilmember Williams stated that while she agrees that this will be a comprehensive plan that will be important for the City to develop, she was unsure that she could support choosing this

consultant and firm without knowing more about the expertise available through other consultants as well.

Parks and Assistant Public Works Superintendent Riverblood stated that although he would like to move forward on this in conjunction with the work being done on the Comprehensive Plan update, the approval is not necessarily time sensitive. He noted that going out for RFQ could result in a low bidder atmosphere and that does not necessarily provide the product desired by the City. He noted that through that type of process you often receive a cookie cutter response and plan provided rather than tools and plans specific to the community and the budgeting desires.

Mayor Strommen agreed that through the RFQ process you often get a cookie cutter response and therefore would prefer this method of choosing professionals that the staff has experience with and can address the unique aspects of the community. She stated that she appreciates working with consultants that can address the unique elements and amenities the community has.

Councilmember Johns stated that as a prior member of the Park and Recreation Commission, she can speak to the need for this type of plan. She noted that without the long-term plan, things simply do not get accomplished. She stated that the City has also worked with Mr. Jacobson in the past and would support using his services as he provides high quality work.

Community Development Director Gladhill noted that the cost of \$50,000 is very average for this type of consulting services and noted that while the City could probably obtain a lower price quote, they would most likely then receive a cookie cutter type plan rather than a plan tailored to the needs and desires of the community.

Councilmember LeTourneau stated that there has been a lot of talk about the desire for a community center and asked if this would identify that type of element.

Parks and Assistant Public Works Superintendent Riverblood stated that while this plan would focus more on parks and trails, they would hope to hear input from the community during this process as well and could potentially address. He stated that the community center element could be a good use of the Resilient Communities Program, noting that the students could assist in gathering a plethora of information that will help determine how other community centers function and are funded.

Councilmember Shryock stated that as another past member of the Park and Recreation Commission, she can also speak to the need for a master plan for that group to assist in long-term needs and the ability to plan and accomplish those items. She also believed that it would be a huge benefit to work with a consultant that has knowledge of the community that could assist in providing a plan fit to the unique amenities and natural resources of Ramsey. She noted that she was excited to see this process moving forward as there has long been a need for this master plan.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to approve the 2017 Work Plan utilizing the consulting services of Bruce Jacobson and LHB at a not-to-exceed amount of \$50,000 for park planning.

Further discussion: Councilmember Williams stated that by expressing her concerns she was hoping to hear the input that the specific consultant would provide a direct benefit and that the price was a good value. She thanked staff and the Council for their input and noted that she felt that she could now support the request. Councilmember Kuzma stated that he still believes that this would be a good utilization of the Resilient Communities Program and therefore would be opposing the action.

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

### **7.11: Review Preliminary Feedback from Highway 10 Summit and Discuss Corridor Improvement Plan Next Steps**

Community Development Director Gladhill reviewed the staff report, providing an update from the Highway 10 Summit held on March 16<sup>th</sup> with a portion of the corridor business community. He also reviewed the next steps and discussed how the project can fit within the upcoming Resilient Communities Project with the University of Minnesota.

Councilmember Shryock stated that she found the meeting very informative and helpful to hear the input of the business owners and noted that the follow up process will be important to obtain more specific input from the business owners. She stated that she looks forward to this process of working together with residents and businesses to create great relationships in the corridor.

Mayor Strommen agreed that the follow up would be important and noted that on the one on one follow up visits, she would suggest including a Councilmember for the meetings. She stated that would allow the Council to hear the comments and input and would also show that the Council is interested in being involved.

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

### **8.01: Update on Purchase of Former Sunfish Lake Gas Station**

Assistant City Administrator/Economic Development Manager Brama reviewed the staff report and provided an update on the purchase of the former Sunfish Lake gas station; specifically, the “findings” from the underground storage tank (UST) removal and the Phase II environmental site assessment (ESA).

City Administrator Ulrich announced upcoming meetings and events.

Mayor Strommen noted that the Arbor Society has awarded Ramsey as Tree City USA for 2016 and commended City Planner Anderson for his work in that area. She advised of an upcoming

meeting for elected officials through the Metropolitan Council Environmental Services Department.

**9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 8:43 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.*