

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

The Ramsey City Council conducted a City Council Work Session on Tuesday, October 23, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Acting Mayor John LeTourneau  
                            Councilmember Jill Johns  
                            Councilmember Mark Kuzma  
                            Councilmember Chris Riley  
                            Councilmember Melody Shryock

Also Present:           City Administrator Kurtis Ulrich  
                            Finance Director Diana Lund  
                            Fire Chief Matt Kohner  
                            Police Chief Jeff Katers  
                            Parks and Assistant Public Works Superintendent Mark Riverblood  
                            Public Works Superintendent Grant Riemer  
                            Administrative Services Director Colleen Lasher  
                            Community Development Director Timothy Gladhill  
                            City Engineer Bruce Westby

**1.     CALL TO ORDER**

Acting Mayor LeTourneau called the City Council Work Session to order at 5:36 p.m.

**2.     TOPICS FOR DISCUSSION**

**2.01: Budget Work Session: 2019 Capital Equipment and 2019-2028 Capital Improvement Plan (CIP)**

Finance Director Lund reviewed the staff report regarding the 2019 Capital Equipment Plan.

Police Chief Katers provided additional information on the benefit of using LOGIS software and equipment.

Acting Mayor LeTourneau asked if that first step/item for the server is included in the budget.

Finance Director Lund confirmed that the amount of \$737,450 is included in the general fund budget and is offset by the equipment fund.

Councilmember Kuzma asked for details on engineering and whether the documents from engineering are backed up.

Community Development Director Gladhill stated that the development plans are still scanned and stored through Laserfiche and is part of the server space issue as plans are becoming larger. He noted that there are still older plans that would benefit from being scanned in, but there is not available space on the server for those additional files.

Councilmember Kuzma commented that it would be helpful to have additional space to have those older files scanned, which would make information more readily available.

Fire Chief Kohner provided additional details on how it would be helpful to have more information on building plans readily available in the case of fires to determine where certain elements are in buildings or whether there is a clean room in a commercial/industrial building.

Acting Mayor LeTourneau confirmed the consensus of the Council to move forward with the server and backup as it is a necessary item.

Fire Chief Kohner provided additional details on a training tool that will allow fire training where live fire is not practical. He stated that the limitations on live burns are becoming stricter and there are simply not houses available. He stated that this tool would simulate live fires and could be used in any location.

Councilmember Riley asked if any of the members on the joint task force would have that system available to share use.

Fire Chief Kohner replied that no other departments in Anoka County on the task force have that tool available. He noted that he could bring up the topic at an upcoming joint meeting to determine if there would be interest in shared use and cost-sharing.

Acting Mayor LeTourneau stated that this would be a unique tool that would provide necessary experience for training, therefore providing substantial return on the investment.

Fire Chief Kohner agreed noting that currently the department is paying \$1,000 to \$2,000 per training session for participation in a live fire training scenario and that would become a cost savings if the training tool is purchased.

Councilmember Johns asked if Nowthen would be contributing towards the cost.

Fire Chief Kohner replied that Nowthen would not be contributing towards the cost. He stated that the cost of \$15,000 is fairly inexpensive compared to some of the other training and equipment costs.

Acting Mayor LeTourneau confirmed the consensus of the Council to leave this item in the budget with direction to look for additional cost-share possibilities or rental of the equipment to other departments in an attempt to recoup costs.

Councilmember Riley asked for input on why different departments use different models of vehicles.

Public Works Superintendent Riemer stated that the decision is based upon the vendor that obtains the State contract as well as use of the vehicle and location for service.

Police Chief Katers agreed that the State contract plays a factor in the type of vehicles that are purchased as well as the location for servicing.

Finance Director Lund noted that in the near future Ford will only be making the Mustang and therefore she is unsure what will replace the Fords. She noted that it will depend upon which vendor obtains the State contract and that is why the specific vehicle is not identified and it is simply listed for replacement.

Councilmember Riley asked if the retired police vehicles could be used by another department.

Police Chief Katers stated that an assessment is done to determine when a police vehicle should be retired, based on the condition of the vehicle and cost for repair and maintenance. He confirmed that some retired vehicles are passed down to public works. He provided additional input on how the police fleet vehicles are selected.

Councilmember Shryock stated that some items on the list identify a fund while others do not. She asked where funding would come from for those items without a source identified.

Finance Director Lund provided additional details on the funding sources.

Public Works Superintendent Riemer provided details on the sidewalk clearing machine that the department uses that was purchased in 2006 for snow removal. He stated that with one machine it takes three days to clear all the sidewalks, if there is no additional snow during that time. He explained that if it snows within that three-day period, the process starts over beginning with The COR and school. He stated that there are additional residential developments and the second school that is being constructed and therefore it would be helpful to have another sidewalk clearing machine to make the process more efficient.

Councilmember Johns agreed that she does hear comments asking when sidewalks will be cleared.

Acting Mayor LeTourneau confirmed the consensus of the Council to support that purchase.

Finance Director Lund provided details on how the excess revenue over expenditure is allocated each year and additional details on funding.

City Administrator Ulrich stated that the plan would be funded for this year and therefore the discussion on funding could be postponed and would not need to occur tonight.

Councilmember Riley stated that perhaps there would be discussion on using funds that the City already has, such as using the landfill fund. He stated that the thought was always not to use the

landfill fund, but the City will not be responsible for cleaning up that site and therefore perhaps using that fund and other funds would be a good choice.

City Administrator Ulrich stated that a future worksession discussion will focus on the needs for future years and additional discussion on funding mechanisms.

Finance Director Lund reviewed the staff report regarding the 2019-2028 Capital Improvement Plan.

Riverblood provided input on recent discussion from the Park Commission.

Councilmember Kuzma stated that he would want to remove the item from the CIP completely.

Councilmember Riley stated that the comment has been made repeatedly from residents that they would like a community center and therefore he would support a study that would determine feasibility.

Councilmember Shryock stated that she likes keeping the item on the CIP but pushed out to the end to continue to keep the item as a possibility. She stated that keeps the item on the radar should the right opportunity come forward.

Councilmember Johns confirmed that she would also like to keep the community center on the list as residents do want the item and you never know when the opportunity will arise.

Councilmember Kuzma stated that the City has a need for a public works campus far beyond the need for a community center. He stated that with the other buildings that the City currently maintains and needs, he does not see the benefit in wasting time worrying about a community center.

Acting Mayor LeTourneau stated that perhaps prioritization would be a good idea.

Councilmember Johns agreed that a public works campus would come before a community center. She noted that the idea was never to fully fund a community center but to find an opportunity where the City would have a partner in the endeavor.

City Administrator Ulrich stated that placing the item on the last year of the CIP would show the priority. He stated that perhaps there will be a time in the future when a community center would become feasible.

Councilmember Shryock asked if there has ever been a policy that requires the City to have a portion of the money upfront, before bonding for the remainder of the cost of a project.

Finance Director Lund replied that there is not a policy as the City has not completed a number of large projects in the past. She provided details on the public works campus project, including the portion of the cost that would come from bonding and the other funds that would be proposed for use. She provided details on proposed road bonding for the next ten years.

Councilmember Riley commented that he does not believe that a water treatment facility is needed or will be needed in the next ten years and should be removed from the list.

City Administrator Ulrich provided background information on the restrictions that were placed on Ramsey ten years ago by the DNR and the surface water study which was completed as a result. He stated that the City flushes twice per year because of the sediment in the water. He stated that the decision was made in the past that the City would not construct a water treatment facility alone, as it would need to be a regional facility. He stated that there is an agenda item tonight at the regular meeting which will ask the Council to discuss a regional water treatment study.

Councilmember Riley noted that the item on the CIP is for treating the well water, which has never been done.

Acting Mayor LeTourneau confirmed the consensus of the Council to leave the item on the CIP at this time to allow additional discussion.

**2.02: Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol, LELS-Sergeants, and LELS-Captains (Discussion closed to the public)**

Administrative Services Director Lasher recommended that the Council move to closed sessions to continue discussions on the ongoing contract negotiations.

Motion by Councilmember Riley, seconded by Councilmember Shryock, to recess the meeting to Closed Session at 6:40 p.m.

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

The meeting reconvened to Open Session at 6:57 p.m.

Administrative Services Director Lasher stated that the Council and staff discussed union negotiations.

**3. TOPICS FOR FUTURE DISCUSSION**

**3.01: Review Future Topics/ Calendar**

Councilmember Riley stated that he would like to discuss how engineering services are billed to the City for City projects on a future agenda.

**4. MAYOR / COUNCIL / STAFF INPUT**

None.

**5. ADJOURNMENT**

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

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

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

**CITY COUNCIL WORK SESSION (CLOSED PORTION)  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a Closed Session on Tuesday, October 23, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Acting Mayor John LeTourneau  
                          Councilmember Jill Johns  
                          Councilmember Mark Kuzma  
                          Councilmember Chris Riley  
                          Councilmember Melody Shryock

Members Absent:     None

Also Present:        City Administrator Kurtis Ulrich  
                          Administrative Services Director Colleen Lasher  
                          Police Chief Jeff Katers  
                          Public Works Superintendent Grant Riemer

**1.     CALL TO ORDER**

Acting Mayor LeTourneau called the Closed Session of the City Council to order at 6:40 p.m.

**2.     COUNCIL BUSINESS**

**2.01:   Discussion Regarding Union Contract Negotiations for AFSCME, LELS-Patrol,  
          LELS-Sergeants & LELS-Captains**

Administrative Services Director Lasher provided an update on the contract negotiations and the Council provided input.

**3.     ADJOURNMENT**

Motion by Commissioner Kuzma, seconded by Commissioner Johns, to adjourn the Closed Session.

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

The Closed Session was adjourned at 6:57 p.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

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