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

The Ramsey City Council conducted a regular meeting on Tuesday, January 22, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau
Councilmember Nadine Heinrich
Councilmember Mark Kuzma
Councilmember Debra Musgrove
Councilmember Melody Shryock

Members Absent: Councilmember Chris Riley

Also Present: City Administrator Kurtis Ulrich
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 Planner Chris Anderson
City Engineer Bruce Westby

1. CALL TO ORDER

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:02 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

2. PRESENTATION

None.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

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

- 4.01: Receive December 2018 Financial Reports – General Fund and Enterprise Funds
- 4.02: Receive Cash and Investments for Period Ending December 31, 2018

- 4.03: Note the Following Boards and Commissions Meeting Minutes:
- Park and Recreation Meeting Minutes dated November 8, 2018
 - Planning Commission Meeting Minutes dated December 6, 2018
 - Economic Development Authority Meeting Minutes dated December 6, 2018
 - Environmental Policy Board Meeting Minutes dated December 10, 2018
- 4.04: Approve the following Meeting Minutes:
- 1) City Council Work Session dated January 8, 2019
 - 2) City Council Regular dated January 8, 2019
- 4.05: Approve Licenses
- 4.06: Adopt Resolution #19-027 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 3, 2019 through January 16, 2019
- 4.07: Adopt Resolution #19-026 Approving an Encroachment Agreement for a Shed within a Drainage and Utility Easement at 15261 Barium Street NW (Project No. 18-132); Case of Alan and Susan Gustafson
- 4.08: Adopt Resolution #19-028 Authorizing Final Payment to Douglas-Kerr Underground, LLC for Improvement Project #16-20; Riverdale Drive Extension from Traprock Street to Ramsey Boulevard
- 4.09: Adopt Resolution #19-029 Approving an Extension for Building Removal and Code Enforcement Actions at 9539 Highway 10 NW
- 4.10: Adopt Resolution #19-030 Authorizing Final Payment to Park Construction Company for Improvement Project #16-54; Mississippi River Trail – Phase III
- 4.11: Adopt Resolution #19-031 Regarding the Support of a Job Creation Fund Application in Connection with Vision Ease LP
- 4.12: Adopt Resolution #19-033 Designating an Interim Building Official
- 4.13: Adopt Resolution #19-034 Clarifying Definition of Complaint Based Code Enforcement
- 4.14: Adopt Resolution #19-035 Recognizing Former Councilmember Jill Johns for her Service to the City of Ramsey

Motion carried. Voting Yes: Mayor LeTourneau, Councilmembers Kuzma, Shryock, Heinrich, and Musgrove. Voting No: None. Absent: Councilmember Riley.

5. APPROVE AGENDA

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

Motion carried. Voting Yes: Mayor LeTourneau, Councilmembers Shryock, Musgrove, Heinrich, and Kuzma. Voting No: None. Absent: Councilmember Riley.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Ordinance #19-01 Rezoning the Property at 6316 Riverdale Drive NW from R-1 Residential (MUSA) to E-1 Employment

City Planner Anderson reviewed the staff report and recommendation to adopt Ordinance #19-01 rezoning the subject property from R-1 Residential (MUSA) to E-1 Employment. The City Council has already approved a Conditional Use Permit for outdoor storage as the principal use of the subject property (contingent upon adoption of the ordinance) and the Planning Commission has granted a variance for a reduced setback for the outdoor storage from residential properties. This is a transitional parcel between the two zoning districts and does not appear to be a desirable location for a residential home.

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #19-01 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 Shryock	aye
Councilmember Riley	absent
Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Musgrove	aye
Mayor LeTourneau	aye

Motion carried.

7.02: Review Concept for Commercial Horse Farm Located at 17209 Saint Francis Blvd. NW; Case of Dale Wills

City Planner Anderson reviewed the staff report. He noted that the Planning Commission also reviewed this concept plan at their regular January meeting. Questions arose regarding the size of the manure composting area, the size of the pasture area, as well as whether any employees would be living on the subject property. Additionally, concerns were noted about the amount of traffic coming through an existing residential neighborhood and the potential loss of existing trees. He stated that the potential buyer is looking for any feedback from the City on this concept before proceeding with the purchase of the subject property.

Dale Wills, 2176 157th Lane in Andover, stated that the current landowner is also present tonight. He stated that there was a community meeting and Planning Commission meeting at which time a lot of questions were answered from the neighbors and input was received to improve the plan. He stated that his family would like to relocate to Ramsey and would like to be able to conduct horse therapy, which would focus on benefiting those aged 14 to 25. He stated that there is a lot of data that there are great benefits for certain ailments (anxiety and autism) in using horses for therapeutic purposes. He stated that they have seen the benefit to their own children and would

like to make that available to a larger audience of people. He stated that young people could come in, individually, to work with a horse trainer to help that individual build a relationship with the horse that helps to translate into building other skills that assist in mental health. He stated that the people seeking the treatment sessions would receive their session in return for volunteer work on the site. He stated that the process could grow to hold shows periodically, which would allow those that have gained skills to display for family members. He reviewed some of the concerns that were brought up at the public meeting, which included manure management, traffic management, the protection of Ford Brook and Trott Brook, and the number of horses. He provided details on the manure management plan that they would have. He stated that one of the resources that draws him to the property is Ford Brook and his intention would be to protect that feature and hopefully provide improvement. He acknowledged that there would be additional traffic in the neighborhood but hoped to minimize the impact to neighbors. He stated that they would anticipate around 35 horses for the operation. He stated that his goal is to receive feedback to determine if there are improvements that they can make to their plan and whether the Council would support the plan moving forward.

Councilmember Heinrich stated that this is an exciting plan and the site plan seems to take into account the concerns of manure management that were brought up by the neighboring residents. She stated that although there would be additional traffic, a traditional residential development on this property would most likely bring in more traffic. She stated that she has seen the business model of horse therapy to be very successful with youth experiencing mental health concerns and autism.

Councilmember Kuzma stated that he is excited to see this move forward and believes that this would be a great addition to the community.

Councilmember Shryock echoed the comments of support. She stated that looking at the general site plan, perhaps the applicant could develop a circular driveway connection from Potassium to Sodium that would allow for traffic to have multiple access points for times when there are larger events.

Councilmember Musgrove stated that she also is excited about this option, noting that she grew up on a farm and agrees that there are benefits for youth. She asked where parking would occur for events.

Mr. Wills replied that the small parking area would be used for the instructors and individuals participating in sessions. He stated that the intent for events would be for parking to occur along the edges of the driveway. He noted that a pasture could also be opened and mowed to allow for additional parking for events.

Mayor LeTourneau stated that this seems to be a very compatible use for the area and allows the community to follow the goal of embracing the rural character of the community in some areas while continuing to provide urban services in other areas.

Mr. Wills stated that the staff has been wonderful to work with throughout this project and another project that he has worked on in Ramsey.

7.03: Adopt Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker

Administrative Services Director Lasher reviewed the staff report and recommendation to reclassify the current Parks Maintenance Worker, Terry Byron, to Parks Lead Worker, at Step 4 of the Lead Parks Maintenance Worker wage scale, effective January 23, 2019.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker.

Further discussion: Councilmember Musgrove stated that she and Councilmember Heinrich were not a part of the previous budget discussions. She asked for additional information on the costs mentioned. Administrative Services Director Lasher stated that \$4052 is the total cost to the budget for this year. Councilmember Musgrove stated that she does not feel that she has the background information on the budget discussion and asked the purpose of this lead position moving forward after two years. Administrative Services Director Lasher explained that the employees in the parks department have been picking up the slack, but this promotion should happen to properly classify the position based on the duties being performed. Mayor LeTourneau stated that the City sets up classifications to better set the expectations of each position and the duties that employee is responsible for. He stated that this employee has been completing the duties without receiving the proper classification and therefore this is a housekeeping type activity to realign the employee with the proper classification. Councilmember Musgrove asked if the employee has been doing these duties exclusively or whether additional employees were assisting as well. Administrative Services Director Lasher stated that this employee has primarily been performing these duties. She stated that other parks employees were able to get a taste for the duties. She stated that the employee would continue to complete his current duties along with the lead duties. Mayor LeTourneau stated that the Council previously had this discussion and the decision was made to postpone the decision. He explained that there has been additional demand on the parks department and therefore this reclassification is now needed to provide stabilization. Administrative Services Director Lasher agreed that the parks department is very lean on staffing and it is very necessary and appropriate at this time. Mayor LeTourneau stated that during the 2018 budget discussion this element was discussed to be added in 2019.

Motion failed. Voting Yes: Mayor LeTourneau, Councilmembers Kuzma, and Shryock. Voting No: Councilmembers Heinrich and Shryock. Absent: Councilmember Riley.

City Administrator Ulrich stated that any vote tonight needs four affirmative votes to pass and therefore this motion would not pass.

Public Works Superintendent Riemer stated that in the past the supervisor had stated that he could handle both positions and that is why the decision for the lead position was postponed. He stated that the duties of the supervisor then included management of seasonal employees in both

the summer and winter months. He explained that since that time, the supervisor has needed help and the employee that is proposed for reclassification has stepped up to handle the management of the seasonal employees which allows the supervisor to focus on the larger projects and other duties. He noted that this reclassification would simply provide the appropriate compensation to the employee already performing the lead duties.

Councilmember Musgrove stated that there would be no change in the number of employees; this would be a change in status to increase salary.

Administrative Services Director Lasher stated that is somewhat correct but explained that the City has not been properly handling the situation. She stated that she is worried that if the City does not make the classification correct, there could be problems with the union contract. She stated that this position is required to come in outside of regular office hours to manage seasonal employees. She explained that this was placed on hold a few years ago and is now overdo. She agreed that there could be a liability in not making this reclassification.

City Administrator Ulrich stated that this could be tested by the union as the person could be seen to be doing a job for which they are not being compensated for.

Councilmember Heinrich stated that she is not in support of adding a new position but agreed that she wants to ensure that the employees are being compensated for the work that they are doing.

Motion by Councilmember Heinrich, seconded by Councilmember Kuzma, to reconsider Adopting Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker.

Motion carried. Voting Yes: Mayor LeTourneau, Councilmembers Heinrich, Kuzma, and Shryock. Voting No: Councilmember Musgrove. Absent: Councilmember Riley.

Administrative Services Director Lasher reiterated that this is not adding a new position and would simply be properly compensating the employee for the duties they are performing.

Councilmember Musgrove stated that she agrees that staff should be properly paid for their duties but does not feel that the Council should be pressured to vote in a certain manner in order to be in compliance with the union.

Councilmember Shryock stated that when the decision was made to wait on this position it was based on the fact that they wanted to wait to see if the position was needed.

Administrative Services Director Lasher agreed that was part of the process. She stated that four parks maintenance workers were considered for the position and therefore time was also allotted to determine whom would be best to fill the position.

Councilmember Shryock stated that because the employee has been doing the job for some time, in some organizations there are instances when backpay is offered. She stated that the City is

fortunate that is not a part of the request and would support bringing the compensation up to match the duties performed.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-036 to Approve Reclassifying a Parks Maintenance Worker to Lead Parks Maintenance Worker.

Motion carried. Voting Yes: Mayor LeTourneau, Councilmembers Kuzma, Shryock, and Heinrich. Voting No: Councilmember Musgrove. Absent: Councilmember Riley.

7.04: Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts

Community Development Director Gladhill reviewed the staff report and recommendation to 1) continue to contract with WSB Associates for Planning Division support for a period of three years, a new contract will be forwarded to a future Council date for consideration; 2) continue to contract with Inspectron, Inc. for Building Inspection Division support for a period of one year, the existing contract has a built in extension that can be canceled with appropriate notice; and 3) continue to contract with Tokle Inspections for Electrical Code Administration for a period of three years, the existing contract has a built in extension that can be canceled with appropriate notice.

Councilmember Kuzma asked if extending the contract for three years would hold the current rates for three years.

Community Development Director Gladhill stated that if a rate change was proposed in the future, that would come forward to the Council for consideration.

Councilmember Heinrich stated that she is not comfortable with the three-year extension without RFPs. She stated that gauging the market is something she believes is important and therefore would support an extension of one year.

Councilmember Shryock stated that when there is an agency you work well with, that consistency is important and therefore she would support the extension of three years, with a one-year extension for Inspectron. She noted that if there is concern in the future, the City would have the ability to cancel the contract.

Councilmember Musgrove stated that she likes the proposals as presented. She asked if an RFP could be requested during the extension period.

Community Development Director Gladhill confirmed that if the City decided to reevaluate during the three-year period, that would be allowed. He stated that if the cancellation process is followed there would be no liability, noting that the notice required is 30 to 60 days.

Councilmember Heinrich asked and received confirmation that this would not be an ideal time for the RFP process because it would align with the busy construction season.

Mayor LeTourneau stated that this process has worked very well for many years, noting that this process is cost and time efficient. He stated that the City consistently finds the rates within the market range through this process, without having to go through the lengthy RFP process. He referenced the subjective measures that are not included, including the institutional knowledge that these consultants have gained through their relationship in working with the City. He stated that changing consultants results in a loss of that institutional knowledge. He stated that there are also costs and staff time required to go through an RFP process and causes disruption in the planning department, focusing their efforts on that rather than the planning and development cases. He stated that he would also support the extension of three years.

Councilmember Kuzma referenced the graph showing fluctuation throughout the years. He stated that the City is working well with the consultants and the institutional knowledge is key in having a streamlined process.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts, selecting option one.

Motion carried. Voting Yes: Mayor LeTourneau, Councilmembers Kuzma, Shryock, and Musgrove. Voting No: Councilmember Heinrich. Absent: Councilmember Riley.

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Heinrich announced an event she is hosting with the Learning Lodge and Behave Your Best with a topic on how to get your child to listen. She stated that the event will take place from 9 a.m. to 11 a.m. on Saturday, January 26th at the Learning Lodge.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:19 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.