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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 12, 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 Chris Riley
Councilmember Melody Shryock

Members Absent: None

Also Present: City Administrator Kurtis Ulrich
Fire Chief Matt Kohner
Police Chief Jeff Katers
Parks and Assistant Public Works Superintendent Mark Riverblood
Administrative Services Director Colleen Lasher
Community Development Director Timothy Gladhill
City Engineer Bruce Westby
City Planner Chloe McGuire Brigl
Economic Development Manager Sean Sullivan

1. CALL TO ORDER

Mayor LeTourneau 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 LeTourneau.

2. PRESENTATION

2.01: State of the City Address

Mayor LeTourneau presented the State of the City Address. He expressed appreciation to the members of the Council, City staff and the volunteers that serve on the City's Boards and Commissions. He stated that as the City continues to see growth, it helps to realize its goals. He reviewed the vision and mission of the City, which help the community to steer in the right direction as it continues to grow. He reviewed the objectives of the community, which include financial stability, balancing rural character with urban growth, having a connected community, smart citizen-focused government, and having an effective organization. He reviewed how the City has attempted to meet each of those objectives during the past year and will continue to reach towards those objectives in the future.

3. CITIZEN INPUT

None.

4. CONSENT AGENDA

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

- 4.01: Receive Cash and Investments for Period Ending January 31, 2019
- 4.02: Approve the following Meeting Minutes:
 - 1) City Council Work Session dated January 22, 2019
 - 2) City Council Regular dated January 22, 2019
 - 3) City Council Special Work Session dated January 29, 2019
- 4.03: Approve Licenses
- 4.04: Adopt Resolution #19-045 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of January 17, 2019 through February 6, 2019
- 4.05: Adopt Resolution #19-038 Approving Premise Permit for Anoka Ramsey Athletic Association for Lawful Gambling at McDuff's Eatery and Pub
- 4.06: Adopt Resolution #19-040 Authorizing the Request and Use of HRA Funds for Anoka County Regional Economic Development Activities
- 4.07: Adopt Resolution #19-046 Approving Assignment and Assumption of TIF Agreement for Parkview East Apartments
- 4.08: Adopt Resolution #19-047 Approving the Assignment and Assumption of Tax Increment Financing (TIF) Agreement and Pledge of TIF Note to BLIP II LLC
- 4.09: Adopt Resolution #19-050 Approving an Extension for Code Enforcement Actions at 15653 Juniper Ridge Drive
- 4.10: Adopt Resolution #19-051 Approving Extension of Code Enforcement Actions at 14760 Bowers Drive
- 4.11: Adopt Resolution #19-053 Accepting Permanent Utility Easement on Lot 1, Block 1, LazyDays Addition
- 4.12: Adopt Resolution #19-054 Approving Abatement at 6588 141st Avenue NW (Case of Northern Technologies, Inc.)
- 4.13: Adopt Resolution #19-039 to Hire a Part-Time Community Service Officer

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

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, Kuzma, and Riley. Voting No: None.

6. PUBLIC HEARING

None.

7. COUNCIL BUSINESS

7.01: Adopt Resolution #19-055 to Hire a Building Official

Administrative Services Director Lasher reviewed the staff report and recommendation to hire Mr. Jesse Szykulski as the City's new Building Official, effective on or near March 11, 2019 at step five of the 2019 wage scale, with a credit of three vacation days.

Councilmember Kuzma asked if Mr. Szykulski is a member of the current staff, which would be a promotion, or whether this was an outside candidate.

Administrative Services Director Lasher replied that he is an outside candidate that is highly qualified and comes from another community.

Councilmember Heinrich asked for information on the experience of residents with this position previously contracted out.

Community Development Director Gladhill stated that in 2016 there was a customer service survey completed and the customer service ratings showed that the department needed improvement. He stated with the adjustments to staff and online tools, there was much improvement in the most recent survey results. He stated that the reply from residents was that it was taking too much time to receive a building permit. He stated that when the City was contracting out for that service, there was less control and often that position would turn over without notice to the City. He stated that it is important that this employee work for Ramsey rather than first reporting to another company and secondly to Ramsey.

Councilmember Riley agreed that it is important for this position to be a Ramsey employee.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Adopt Resolution #19-055 to Hire a Building Official.

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

7.02: Adopt Resolution #19-048 Approving Purchase Agreement for Lots 1, 2, and 3, Block 1, COR TWO; Case of RGH Ramsey, LLC (Portions may be closed to the public)

Economic Development Manager Sullivan stated that EDA Chairperson Steffen is a relative of the applicant and therefore abstained from all discussion and voting on this topic when it was considered by the EDA. He reviewed the staff report and recommendation to adopt the

resolution, including the Purchase Agreement, which provides flexibility in the final determination of the site layout, subject to City Attorney approval.

Rob Hardy, developer, stated that his nephew convinced him to come to Ramsey. He believes that Ramsey has reached a tipping point commercially, which will interest many retailers to come into the community.

Councilmember Riley stated that he heard the qualifications of the developer during the EDA meeting and asked the developer to review those for the Council.

Mr. Hardy reviewed his educational background and his experience developing shopping center/strip mall type commercial developments throughout the country.

Mayor LeTourneau asked why Ramsey and why now.

Mr. Hardy stated that typically, commercial development is rooftop driven and he believes that Ramsey has reached that tipping point. He stated that now that the City is up to 30,000 in population, there will be more interest from certain retailers. He hoped that the development would include a drug store such as CVS and perhaps an auto related retailer, such as Auto Zone or O'Reilly's along with two restaurant users. He noted that his layout is conceptual. He stated that it would be critical to have signage along Highway 10 and noted that he did provide a conceptual drawing to staff that would include the four tenant panels along with a welcome to the City of Ramsey panel and a panel that would say The COR. He noted that the signage would be paid for solely by the tenants, including the two Ramsey panels.

Mayor LeTourneau stated that the response is very in line with the vision of the Council, to increase the number of rooftops in order to attract retail development.

Councilmember Riley stated that the right-of-reentry was included in the staff presentation but noted that he did not see that element included in the Purchase Agreement.

Economic Development Manager Sullivan explained that the Purchase Agreement references development of a right-of-reentry and noted that would be completed before the Purchase Agreement is closed.

Councilmember Kuzma referenced the purchase price of \$8 per square foot and asked how that fits into the guide for land sales.

Economic Development Manager Sullivan replied that price falls within the City's deal range and noted that the EDA recommends approval of the Purchase Agreement.

Councilmember Shryock stated that she is excited that this is moving forward and is looking forward to working with the developer on this project.

Motion by Councilmember Shryock, seconded by Councilmember Heinrich, to Adopt Resolution #19-048 Approving Purchase Agreement for Lots 1, 2, and 3, Block 1, COR TWO, subject to the City Attorney approval.

Further discussion: Councilmember Riley stated that this does fall within the City's deal range and City staff has negotiated this purchase price. Mayor LeTourneau stated that this proposed purchase falls within all the guidelines for how the City is managing and moving City owned land into the private sector.

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

7.03: Adopt Resolution #19-049 Accepting Bids and Awarding Contract for Riverdale Drive Trunk Utility Improvements, Improvement Project #18-14

City Engineer Westby reviewed the staff report and recommendation to adopt the resolution accepting bids and awarding a construction contract for the Riverdale Drive Trunk Utility Improvements, Improvement Project #18-14. He noted that this would support the current development and prepare for future development in the area.

Councilmember Musgrove asked if there are concerns with erosion building on the ridge of the water area.

City Engineer Westby stated that there are no concerns as the slope would be restored and turf would be established.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to Adopt Resolution #19-049 Accepting Bids and Awarding Contract for Riverdale Drive Utility Improvements, Improvement Project #18-14.

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

7.04: Adopt Resolution #19-052 Authorizing the Request for a Comprehensive Housing Market Study and Use of Anoka County HRA Funds

City Planner McGuire Brigl reviewed the staff report and recommendation to adopt the resolution authorizing the request for a comprehensive housing market study and use of County HRA Funds.

Councilmember Kuzma asked for the funding from the HRA.

Community Development Director Gladhill stated that staff would be requesting access to HRA funds levied by Anoka County for this study. He explained that the Anoka County HRA was established for housing programs and expanded to include economic development activities. He stated that the City has used the County HRA funds successfully in the past and provided

examples. He stated that as the City continues to receive requests to change guiding and plans, this study will provide the answers on the topics of housing and demographics. He stated that this would be an adequate use of the funds and there is a sufficient balance to support this request.

Councilmember Riley stated that he strives to have the developments in Ramsey market driven and noted that there are two parts which include what the developer wants to build and what the market will support. He stated that this study will provide answers on what the market will support and specifically whether the City has sufficient stock of certain housing products. He stated that he supports this study.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-052 Authorizing the Request for a Comprehensive Housing Market Study and Use of Anoka County HRA funds.

Further discussion: Mayor LeTourneau commented that this would be an appropriate use of the County HRA funds and the value that will be received is worth the cost. He stated that this will be an important tool in ensuring diversity of the housing stock in Ramsey.

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

7.05: Adopt Resolution #19-056 Approving Contract with WSB Associates for General Planning Services

Community Development Director Gladhill reviewed the staff report and recommendation to approve the contract. He noted that direction to extend the contract had already been provided by the Council at the January 22nd Council meeting and this step is to approve the legal document executing that direction.

Councilmember Heinrich asked whether this contract has been extended in the past and for the previous requests for bids that were received.

Community Development Director Gladhill stated that the City entered into the relationship with WSB in 2015 and reviewed other firms that the City has worked with in the past. He stated that the City last checked the market in 2015 and uses the lower level WSB staff members for general planning services. He stated that staff was also able to search out the RFP's of other communities to ensure competitive rates.

Councilmember Musgrove asked how the number of contracted hours per week is decided.

Community Development Director Gladhill stated that he as the Director would make that decision, based off the requirements for certain review timelines as well as the budgeted amount for the year. He stated that the service is funded by permit revenue and there is constant review to ensure that the item remains on budget.

Mayor LeTourneau stated that it is clear that the City knows how to ramp up, but does it also know how to decline hours if needed.

Community Development Director Gladhill confirmed that when there is additional capacity on staff, the consultant use would be declined. He confirmed that the matrix addresses both increases and decreases.

Councilmember Shryock stated that this is a cost-effective tool to help manage the workload and staff time.

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to Adopt Resolution #19-056 Approving Contract with WSB Associates for General Planning Services.

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

8. MAYOR, COUNCIL AND STAFF INPUT

City Administrator Ulrich announced upcoming meetings and events.

9. ADJOURNMENT

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

Motion carried.

The regular meeting of the City Council adjourned at 8:38 p.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Katie M. Schmidt
Administrative Assistant

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.