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

The Ramsey City Council conducted a regular meeting on Tuesday, April 23, 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  
Police Chief Jeff Katers  
Public Works Superintendent Grant Riemer  
Parks and Assistant Public Works Superintendent Mark Riverblood  
Administrative Services Director Colleen Lasher  
City Clerk Jo Ann Thieling  
Community Development Director Timothy Gladhill  
City Engineer Bruce Westby  
Economic Development Manager Sean Sullivan

**1. CALL TO ORDER**

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:04 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

**2. PRESENTATION**

**2.01: Oath of Office – Patrol Officer**

Police Chief Katers stated that Arron Pipenhagen is the newest addition to the department, and they are pleased to have him. He provided background information on Officer Pipenhagen including his education and experience. He also introduced the newest CSO of the Police Department.

Mayor LeTourneau administered the Oath of Office to new Patrol Officer Aaron Pipenhagen.

**2.02: Recognize Councilmember Melody Shryock for her Service to the City of Ramsey**

Mayor LeTourneau recognized Councilmember Shryock for her years of service to the City of Ramsey. He noted that she began her service on the City Council in January 2015 and continued through April of 2019. She also served on the Public Works Committee, the Highway 10 Committee, and Youth First. He noted that prior to joining the Council, Councilmember Shryock also served on the Park & Recreation Commission, beginning in 2002. He thanked her for her contributions to the City of Ramsey.

### **3. CITIZEN INPUT**

None.

### **4. CONSENT AGENDA**

Mayor LeTourneau noted that the Council has requested to remove Item 4.04 (Adopt Resolution #19-096 Approving the Code Enforcement Action Plan for 15415 Saint Francis Blvd NW) from the Consent Agenda.

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

- 4.01: Receive March 2019 Financial Reports – General Fund and Enterprise Funds
- 4.02: Receive Cash and Investments for Period Ending March 31, 2019
- 4.03: Note the Following Boards and Commissions Meeting Minutes:
  - Planning Commission Meeting Minutes dated March 7, 2019
  - Park and Recreation Meeting Minutes dated March 14, 2019
  - Environmental Policy Board Meeting Minutes dated March 18, 2019
- ~~4.04: Adopt Resolution #19-096 Approving the Code Enforcement Action Plan for 15415 Saint Francis Blvd NW~~
- 4.05: Approve the following Meeting Minutes:
  - 1) City Council Special Work Session dated April 3, 2019
  - 2) City Council Work Session dated April 9, 2019
  - 3) City Council Regular Session dated April 9, 2019
- 4.06: Approve Licenses
- 4.07: Adopt Resolution #19-092 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of April 4, 2019 through April 17, 2019
- 4.08: Adopt Resolution #19-076 Approving the Final Plat and Development Agreement for Hauck Addition (Project No. 19-105); Case of Jill Arnold
- 4.09: Adopt Resolution #19-095 Authorizing the Sale of Lot 25, Block 1, Harvest Estates; Case of Meadow Creek Builders, Inc.
- 4.10: Adopt Resolution #19-097 Authorizing Partial Payment to Kuechle Underground, Inc., for Improvement Project #18-14, Riverdale Drive Trunk Utility Improvement
- 4.11: Adopt Resolution #19-104 Accepting Resignation of the Ward 3 Councilmember, Declaring a Vacancy in the Office of Councilmember Ward 3 and Calling for a Special Election to Fill the Vacancy

4.12: Adopt Resolution #19-105 Recognizing Councilmember Melody Shryock for her Service to the City of Ramsey

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

## **5. APPROVE AGENDA**

Mayor LeTourneau requested to swap items 7.02 (Adopt Resolution #19-093 Approving Revised Purchase Agreements for Land Exchange Related to COR Infiltration Pond Project; Case of PSD LLC) and 7.04 (Consider Funding Options for Clean Up Project for River Walk Village; Case of Village Bank) on tonight's agenda.

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

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

## **6. PUBLIC HEARING**

### **6.01: Public Hearing: Adopt Ordinance #19-08 Vacating Underlying Easements for Harvest Estates 2<sup>nd</sup> Addition**

#### **Presentation**

Community Development Director Gladhill reviewed the staff report and recommendation to vacate the underlying drainage and utility easements, which will be replaced with new easements at the time the final plat is recorded. This is a standard step in all plats where preexisting drainage and utility easements are present. The Final Plat is approved at this time.

#### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:15 p.m.

#### **Citizen Input**

There was none.

Mayor LeTourneau closed the public hearing at 7:15 p.m.

#### **Council Business**

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #19-08 Vacating Underlying Drainage and Utility Easements Related to Harvest Estates 2<sup>nd</sup> Addition.

A roll call vote was performed by the Recording Secretary:

Councilmember Musgrove	aye
Councilmember Shryock	aye
Councilmember Riley	aye
Councilmember Kuzma	aye
Councilmember Heinrich	aye
Mayor LeTourneau	aye

Motion carried.

## **7. COUNCIL BUSINESS**

### **7.01: Adopt Ordinance #19-07 Authorizing the City of Ramsey to Sell One (1) Parcel of Real Property**

Economic Development Manager Sullivan reviewed the staff report and recommendation to adopt Ordinance #19-07.

Motion by Councilmember Kuzma, seconded by Councilmember Musgrove, to waive the City Charter requirement to read the ordinance aloud and Adopt Ordinance #19-07 Authorizing the City of Ramsey to Sell/Convey One (1) Parcel of Real Property.

A roll call vote was performed by the Recording Secretary:

Councilmember Musgrove	aye
Councilmember Shryock	aye
Councilmember Riley	aye
Councilmember Kuzma	aye
Councilmember Heinrich	aye
Mayor LeTourneau	aye

Motion carried.

### **7.02: Consider Funding Options for Clean Up Project for River Walk Village; Case of Village Bank (Previously Item 7.04)**

- **Adopt Resolution #19-101 Authorizing Application for Metropolitan Council Tax Base Revitalization Account Grant**
- **Adopt Resolution #19-102 Authorizing Application for Local Match for Minnesota Department of Employment and Economic Development (DEED) Grant**

Community Development Director Gladhill reviewed the staff report and recommendation that the construction debris be removed from the site in any scenario. Furthermore, staff believes that the current cost share proposal is reasonable, and the most feasible option available. That being

said, the City is not obligated to support the applications, nor provide a local match. Without assistance, it is unlikely that the project will move forward, and most development projects proposed will have little success moving forward.

Councilmember Heinrich asked for details on the Anoka County Housing Redevelopment Authority (ACHRA) funds and how they could be used.

Community Development Director Gladhill noted that those funds can be used for a wide variety of uses and provided background information on the fund. He also provided background information on how the City has used the fund in the past.

Councilmember Riley referenced the comment by staff that perhaps the developer pays the engineering and design costs of \$74,048 with the City paying the remaining balance of approximately \$42,294. He noted that he could possibly support that option.

Councilmember Kuzma asked if the Council could commit tonight without committing to the cost-share.

Community Development Director Gladhill noted that the intention was that if the City moves forward, it would not be committing City funds but would instead request the ACHRA funds for the City portion of the match, should that be necessary.

Councilmember Shryock referenced the typical lot sale estimate and the estimated per lot development costs projected. She stated that if the grants are received, the local match about of about \$116,000 could be split between 12 lots to equate \$9,600 per lot. She stated that she does not have a problem with the City funding a portion of the match cost-share but would like to see the County and perhaps the State partner as well because of the proximity to the Mississippi River. She noted that she also prefers 12 lots over 14 lots.

Motion by Councilmember Musgrove, seconded by Councilmember Kuzma, to Adopt Resolution #19-101 Authorizing Application for the Tax Base Revitalization Account and Adopt Resolution #19-102 Authorizing the Application and Committing Local Match for the Minnesota Department of Employment and Economic Development Contamination Cleanup Grant.

Further discussion: Councilmember Riley asked if the motion would include the City funding the whole local match. Councilmember Musgrove stated that she would support the developer paying a portion of the cost-share and the City using ACHRA funds. Councilmember Musgrove stated that it was her understanding that this action is allowing the grant process to move forward. Community Development Director Gladhill confirmed that the resolutions authorize application to the two grant applications, which indicate the local match amount. He explained that the final mechanics can be worked out as part of the application. He stated that if the project were to be awarded, the grant agreement would come back for approval with the local match dollars identified. Councilmember Riley stated that he would not support the motion as stated. Councilmember Shryock stated that she agrees with Councilmember Riley and would like to see mention of the ACHRA funds being used if that is the intention. She believed that the funds should be identified from the beginning. Mayor LeTourneau asked if there is still flexibility to

determine the mix of the local match after the motion is adopted tonight. Community Development Director Gladhill stated that there would be additional time for negotiation on the local match. He stated that it appears that in order for some members of the Council to become comfortable with the motion, the motion perhaps would need to be amended to include the language using the ACHRA fund. Community Development Director Gladhill stated that there was mention that perhaps the developer pay the design and engineering costs and the City pay the remaining match balance but that has not been commented on from the developer. Don Kveton, Village Bank, stated that he was not planning and is not planning to pay the design and engineering costs. He noted that the bank has already lost \$700,000 to date. He believed that this is the best outcome for the property and will be the last attempt from Village Bank. He explained that even if the lots are sold at the proposed estimate, the bank will still lose over \$250,000 on the project. He stated that they are attempting to cleanup the site and be done with the property while improving the existing neighborhood.

Motion by Councilmember Musgrove, seconded by Councilmember Kuzma, to amend the motion to Adopt Resolution #19-101 Authorizing Application for the Tax Base Revitalization Account and Adopt Resolution #19-102 Authorizing the Application and Committing Local Match for the Minnesota Department of Employment and Economic Development Contamination Cleanup Grant, identifying the City portion of the local match to be funded from the Anoka County Housing Redevelopment Authority Fund.

Further discussion: Councilmember Riley stated that he would like to see a match from the developer as well and therefore would not support this action. Councilmember Shryock asked if the motion would intend that the City's portion of the match be funded through the ACHRA, which leaves room for further negotiation or contribution from other entities. Community Development Director Gladhill stated that there can still be additional negotiation between the developer and entities for the local match prior to grant award.

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

**7.03: Adopt Resolution #19-094 Approving Purchase Agreement for North 9.3 Acres of Lot 1, Block 1, Bury and Carlson Addition; Case of Knoll Properties LLC (Portions may be closed to the public)**

Economic Development Manager Sullivan reviewed the staff report and recommendation of the EDA to adopt Resolution #19-094 approving the purchase agreement for the north 9.3 acres of Lot 1, Block 1, Bury and Carlson Addition; Case of Knoll Properties, LLC; subject to City Attorney review and approval.

Councilmember Riley stated that the EDA reviewed this case and the group recommended unanimous approval as this is a great success story of a local business that continues to grow and expand in the community. He noted that this sale of City owned property is within the deal range.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Adopt Resolution #19-094 Approving Purchase Agreement for North 9.3 Acres of Lot 1, Block 1, Bury and Carlson Addition; Case of Knoll Properties, LLC; subject to City Attorney review and approval.

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

**7.04: Adopt Resolution #19-093 Approving Revised Purchase Agreements for Land Exchange Related to COR Infiltration Pond Project; Case of PSD LLC (Previously Item 7.02)**

Economic Development Manager Sullivan reviewed the staff report and recommendation to adopt Resolution #19-093 approving the revised purchase agreement for land exchange; Case of PSD LLC, subject to review by the City Attorney as to legal form. He noted that the Planning Commission has reviewed a concept site layout and is generally comfortable moving forward with official site plan review.

Councilmember Musgrove referenced the 18-month term for building and asked if that is the standard or a deviation from the standard building requirement.

Economic Development Manager Sullivan stated that from a retail nature, it can take longer to obtain tenants. Other similar Purchase Agreements for retail have included 18 months. He noted that the applicant plans to move ahead with construction this year.

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to Adopt Resolution #19-093 Approving Amendment to Purchase Agreements for Land Exchange; Case of PSD LLC; subject to City Attorney approval.

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

**7.05: Pearson Park Construction Development Update – and Authorize a 5% Project Budget Extension**

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and recommendation to approve the budget increase by \$13,765 for Pearson Park's construction.

Councilmember Heinrich stated that this sounds like an exciting project for the City and the children of the community. She stated that she likes the idea of natural elements for the sign. She asked for details on the previous sign plans. She referenced signage used in other City parks and stated that she tends to lean towards the Elmcrest sign as that has weathered better over time.

Park and Assistant Public Works Superintendent Riverblood stated that originally there was not a sign proposed for the initial development and was instead proposing a promotional brochure. He noted that the sign panels would be UV resistant. He stated that the capital improvement budget has a monument sign proposed for both Elmcrest and The Draw.

Councilmember Heinrich stated that she is very comfortable with a sign of that nature, with a cost of \$5,000 but noted that the budget increase proposed is for \$13,765. She stated that she is not as comfortable supporting the higher amount and would prefer to support just the sign.

Councilmember Shryock asked for details on how park dedication funds work and how those funds can be used.

Park and Assistant Public Works Superintendent Riverblood provided details on how park dedication funds can be used.

Councilmember Shryock received confirmation that because the funds proposed are park dedication fees, they would need to be used for parks.

Motion by Councilmember Shryock, seconded by Councilmember Kuzma, to acknowledge the park's construction status and approve a \$13,765 park development increase, funded by the Riverstone subdivision's Park Dedication fees.

Further discussion: Councilmember Musgrove asked for details on what is included in the total budget request compared to the \$5,000 sign amount. Park and Assistant Public Works Superintendent stated that the total budget request includes the sign request along with additional contingency funds. He explained that as a project wraps up there are some smaller items that appear and would be helpful and therefore the additional budget extension would provide additional flexibility.

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

#### **7.06: Policy Regarding Remote Attendance and Participation in Council and Commission Meetings**

City Administrator Ulrich reviewed the staff report and recommendation to approve the Policy Regarding Remote Attendance and Participation in Council and Commission Meetings. He noted that upon adoption, staff will notify QCTV to proceed with the necessary improvements to the system.

Councilmember Riley stated that the expectation would be that everyone attends, to the greatest extent of his or her abilities, and noted that is included in the language of the policy. He explained that if someone is unable to attend this policy would allow the person to still attend and participate in a meeting.

Councilmember Heinrich asked if the County and/or the State uses a similar policy.

City Administrator Ulrich replied that this is allowed by statute and that is what the policy is based upon. He noted that there are other municipalities that have similar policies in place but was unsure if the County has a policy in place.

Councilmember Musgrove asked if this policy would obligate a member not able to attend to attend remotely. She explained that if she is unable to attend in person, she most likely would not be able to attend remotely.

City Administrator Ulrich confirmed that the policy would not obligate someone unable to attend in person to attend remotely, but would simply provide that option. He explained that perhaps someone is traveling and still wanted to participate remotely.

Motion by Councilmember Riley, seconded by Councilmember Shryock, to approve the Policy Regarding Remote Attendance and Participation in Council and Commission Meetings.

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

#### **7.07: Adopt Resolution #19-091 Hiring Seasonal Public Works Maintenance Workers and Temporary Interns**

Administrative Services Director Lasher reviewed the staff report and recommendation to hire the following seasonal public works maintenance workers: James Kroll, effective April 29, 2019 and Jerry Hutchinson, effective April 24, 2019; and to hire the following temporary interns: Administrative Intern Jay Elmquist, effective May 13, 2019, and Planning Intern Elliot Mohler, effective May 20, 2019.

Councilmember Musgrove stated that this case includes a request for four hires. She noted that in reviewing previous requests, the hiring requests are broken into single hires.

Administrative Services Director Lasher explained that the City Council must authorize hires and fires. She explained that during the seasonal hiring of summer seasonal employees and interns, it is a complicated process and staff likes to bring forward the requests as soon as possible. She reviewed the number of cases that were brought forward in 2018 and explained that the purpose of combining the cases provides efficiency. She stated that this is the practice that the City has followed for some time.

Councilmember Heinrich stated that she has asked that this case be moved to the regular agenda, versus the consent agenda, to provide additional transparency. She stated that she is concerned with grouping the hires together. She stated that she would be comfortable approving the seasonal public works workers but would not support the administrative or planning interns.

Councilmember Shryock asked why the intern positions are concerning. She explained that the intern positions are similar to seasonal employees in that they are temporary employees that do not incur benefits.

Councilmember Heinrich stated that the public works department has a sufficient need for the seasonal workers. She stated that when reviewing the job descriptions for the administrative and

planning interns there seems to be a fair amount of overlap in the duties that the current staff members complete.

Mayor LeTourneau asked for additional input on the concern behind transparency as he was unsure, he understood the context.

Councilmember Heinrich stated that when a case is reviewed, there is additional information provided by staff, compared to a case included on the consent agenda.

Mayor LeTourneau asked staff for additional input on the topic of transparency. He stated that the residents are given many opportunities to be aware of the topic. He stated that bringing items off the consent agenda and onto the regular agenda creates additional work and essentially costs the residents more in the long run, should this continue to be a trend.

Administrative Services Director Lasher stated that her role in human resources for the City began in 2004 and since that time, all seasonal and temporary hires have been on the consent agenda. She stated that details are available in full text on the agenda, noting that residents can click on the item to view full detail. She agreed that it would add more to her responsibilities should the item continue to be moved off the consent agenda.

Councilmember Shryock stated that based on her experience with the seasonal worker and intern process, she continues to support the way the City has done this. She believed that packaging the positions together for approval makes sense to increase efficiency. She stated that many municipalities use interns during the busier season of the year, which is why they are used seasonally. She explained that interns are often college students that are able to share their knowledge with the City while gaining additional knowledge from the City. She believed that the City should continue to provide that opportunity to students while alleviating staff of some of their duties.

Mayor LeTourneau stated that the City is a customer-based organization, noting that the residents are the customers, and the use of interns has been positive.

Councilmember Kuzma agreed that he has seen positive experiences with use of the interns, which is valuable for the City and the interns.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-091 Hiring Seasonal Public Works Maintenance Workers and Temporary Interns.

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

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

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Shryock thanked everyone for their support, noting that it has been a great honor to work with all the distinguished members of the Council and staff.

**9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 8:50 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.*