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

The Ramsey City Council conducted a regular meeting on Tuesday, September 24, 2019, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor John LeTourneau  
Councilmember Nadine Heinrich  
Councilmember Mark Kuzma  
Councilmember Jeff Menth  
Councilmember Debra Musgrove  
Councilmember Chris Riley

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Finance Director Diana Lund  
Police Chief Jeff Katers  
Public Works Superintendent Grant Riemer  
Community Development Director Timothy Gladhill  
City Engineer Bruce Westby  
Communications and Events Coordinator Megan Thorstad

**1. CALL TO ORDER**

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 7:03 p.m., followed by the Pledge of Allegiance led by Mayor LeTourneau.

**2. PRESENTATION**

**2.01: Happy Days Recap**

Communications and Events Coordinator Thorstad provided a recap of the City of Ramsey's annual Happy Days Festival and the different events included in the festival. She thanked those that volunteered their time and services to help make the event successful. She also recognized the generous sponsors that help to make the event successful each year and presented an award of thanks to the businesses present at the meeting. She stated that the Happy Days Committee met the previous week and determined the next event date as Saturday, September 12, 2020.

Councilmember Musgrove acknowledged the hard work of Communications and Events Coordinator Thorstad along with the Happy Days Committee.

Mayor LeTourneau also expressed thanks to Communications and Events Coordinator Thorstad, noting that it was a great day and he enjoyed interacting with so many residents. He stated that it was a great experience to see so many people happy about the community in Ramsey.

### **3. CITIZEN INPUT**

None.

### **4. CONSENT AGENDA**

Mayor LeTourneau noted that the Council has been asked to remove Item 4.08 for future consideration.

Councilmember Musgrove requested to move Item 4.17 to the regular agenda for additional discussion.

Motion by Councilmember Heinrich, seconded by Councilmember Musgrove, to approve the following items on the Consent Agenda as revised to remove Item 4.08 and 4.17:

- 4.01: Receive August 2019 Financial Reports – General Fund and Enterprise Funds
- 4.02: Receive Cash and Investments for Period Ending August 31, 2019
- 4.03: Note the Following Boards and Commissions Meeting Minutes:
  - Planning Commission Meeting Minutes dated August 1, 2019
  - Park and Recreation Commission Meeting Minutes dated August 8, 2019
  - Economic Development Authority Meeting Minutes dated August 8, 2019
  - Environmental Policy Board Meeting Minutes dated August 19, 2019
- 4.04: Approve the following Meeting Minutes:
  - 1) City Council Work Session dated August 27, 2019
  - 2) City Council Regular dated August 27, 2019
  - 3) City Council Special Work Session dated September 3, 2019
  - 4) City Council Work Session dated September 10, 2019
  - 5) City Council Regular Session dated September 10, 2019
- 4.05: Approve Rental Licenses
- 4.06: Approve Licenses
- 4.07: Adopt Resolution #19-239 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of September 5, 2019 through September 18, 2019
- ~~4.08: Adopt Resolution #19-211 Approving Code Enforcement Action Plan at 8700 171<sup>st</sup> Ave NW~~ Item removed for future consideration
- 4.09: Adopt Resolution #19-222 Approving Code Enforcement Action Plan at 6336 Highway 10 NW
- 4.10: Adopt Resolution #19-228 Approving Code Enforcement Action Plan at 17030 Baugh St NW
- 4.11: Adopt Resolution #19-229 Authorizing Partial Payment #3 to Asphalt Surface Technologies for Improvement Project #19-01, Ford Brook Estates Street Reconstruction

- 4.12: Adopt Resolution #19-230 Authorizing Partial Payment #2 to Northern Lines Contracting, Inc. for Improvement Project #18-09, COR Infiltration Basin Improvements
- 4.13: Adopt Resolution #19-231 Authorizing Partial Payment #1 to Omann Contracting Companies, Inc. for Improvement Project #19-03, Wood Pond Hills and Chestnut Ridge Street Reconstruction
- 4.14: Adopt Resolution #19-240 Approving Development Agreement for Suite Living (Project #19-121); Case of Hampton Companies
- 4.15: Adopt Resolution #19-241 Approving a Drainage and Utility Easement Encroachment Agreement between the City of Ramsey and Ramsey Station Apartments, LLC (AEON)
- 4.16: Approve Contract with North Metro Animal Care and Control for Animal Impound Services
- 4.17: ~~Consider Site Selection Options for New Hotel Concept~~ This item was removed from the Consent Agenda to be Considered as Item 7.01A.
- 4.18: Adopt Resolution #19-238 Hiring a Fall Seasonal Public Works Maintenance Worker

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

## **5. APPROVE AGENDA**

City Administrator Ulrich requested that Item 7.04 be moved earlier in the meeting.

Mayor LeTourneau noted that the item removed from the Consent Agenda, 4.17, would follow case 7.01 with case 7.04 to immediately follow.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to approve the agenda as amended.

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

## **6. PUBLIC HEARING**

### **6.01: Adopt Resolution #19-224 Adopting Assessments for Past-Due Charges on Municipal Utility Bills and Current Services Rendered**

#### **Presentation**

Finance Director Lund reviewed the staff report and recommendation to adopt Resolution #19-224 adopting assessments for past-due charges on municipal utility bills (which may include water, sewer, street lighting, recycling, storm water charges, and penalties incurred) and current services rendered.

#### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:18 p.m.

### **Citizen Input**

There was none.

Motion by Councilmember Musgrove, seconded by Councilmember Heinrich, to close the public hearing.

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

The public hearing was closed at 7:18 p.m.

### **Council Business**

Councilmember Musgrove asked how the five percent is determined.

Finance Director Lund explained that the rate of 5.5 percent is the rate set in the City's fee rates and is comparable to neighboring communities.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to Adopt Resolution #19-224 Adopting Assessments for Past-Due Charges on Municipal Utility Bills (Which May Include Water, Sewer, Street Lighting, Recycling, Storm Water Charges and Penalties Incurred) and Current Services Rendered.

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

### **6.02: Public Hearing: Adopt Resolution #19-209 Granting a Conditional Use Permit for Hope Fellowship at 6000 167<sup>th</sup> Avenue NW**

### **Presentation**

Community Development Director Gladhill reviewed the staff report and recommendation of the Planning Commission to approve the request for a Conditional Use Permit to operate a religious institution on the subject property.

### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:22 p.m.

### **Citizen Input**

There was none.

Motion by Councilmember Heinrich, seconded by Councilmember Riley, to close the public hearing.

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

The public hearing was closed at 7:22 p.m.

### **Council Business**

Councilmember Heinrich thanked Hope Fellowship for their partnership in the City and the way they give back to the community.

Motion by Councilmember Heinrich, seconded by Councilmember Kuzma, to Adopt Resolution #19-209 Approving a Conditional Use Permit for Hope Fellowship of Ramsey to Operate a Religious Institution in the B-1 General Business District at 6000 167<sup>th</sup> Avenue NW Based on the Findings of Fact and Declaring the Terms of Same.

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

### **6.03: Public Hearing: Adopt Resolution #19-232 Approving Wellhead Protection Plan Part 2 Amendment**

#### **Presentation**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-232 approving the City of Ramsey's Wellhead Protection Plan Part 2 Amendment, and authorizing submittal to the Minnesota Department of Health by October 6, 2019, following final revisions as approved and directed by the City Council.

John Greer, Barr Engineering, briefly reviewed the information provided in Part 1 of the Wellhead Protection Plan (WHPP), which was amended and approved in January 2019. He explained the elements included in Part 2 of the WHPP. He provided additional details on the potential contaminant source inventory, program goals, and management actions. He identified the next steps which include adoption of the amended WHPP, Part 2 amendments submittal to MDH for final approval, and implementation of the amended WHPP.

#### **Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:37 p.m.

#### **Citizen Input**

There was none.

Motion by Councilmember Riley, seconded by Councilmember Musgrove, to close the public hearing.

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

The public hearing was closed at 7:37 p.m.

### **Council Business**

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-232 Approving Wellhead Protection Plan Part 2 Amendment and authorizing submittal to the Minnesota Department of Health by October 6, 2019, following final revisions as approved and directed by the City Council.

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

## **7. COUNCIL BUSINESS**

### **7.01: Adopt Resolution #19-225 Adopting Proposed 2020 Payable Tax Levies (General, EDA, and Debt Service) and Schedule Public Hearing for December 10, 2019; Adopt Resolution #19-226 Adopting Proposed 2020 General Fund Budget; and Resolution #19-22 Adopting Proposed 2020 EDA Budget**

Finance Director Lund reviewed the staff report and stated that based on the consensus of the City Council at its work session on September 10, 2019, staff recommends authorization of the preliminary levy in the amount of \$12,541,709 with the possibility of reduction prior to City Council adoption of the final levy on December 10, 2019 and to schedule the City of Ramsey's budget/levy public meeting on Tuesday, December 10, 2019 at 7:00 p.m.

Councilmember Riley asked about the decrease in the tax capacity rate.

Finance Director Lund replied that the tax capacity rate for 2019 was 40.354 and is estimated at 39.563 for 2020.

Mayor LeTourneau asked for details on the change to the tax capacity rate.

Finance Director Lund stated that the City is proposing an increase to the levy of six percent and because the tax levy is less than the tax capacity, the tax rate is decreasing.

Councilmember Heinrich stated that she appreciates the work of staff, noting that multiple departments have made decreases to the originally proposed budgets. She commented that six percent is a good start for a preliminary levy but without further reduction she would not support final adoption. She stated that she is comfortable moving forward with this as something that can continue to be decreased.

Councilmember Riley stated that the largest portion of the increase is related to the existing staff contracts and health insurance costs, which were decisions that were committed to prior to the budget process beginning. He stated that the City is doing the best it can with the budget as proposed. He stated that cuts have been made from the originally proposed budget and decreasing to six percent is a good start. He commented that prior surplus funds are also being used to buy down the debt, which he believes is appropriate.

Councilmember Kuzma noted that while there are surplus funds that can be used for roads next year, there is a huge shortfall to address related to roads. He commented that this budget does not include a plan for roads moving forward, which is a concern.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #19-225 Approving the Proposed 2019, Payable 2020 Tax Levy and Schedule Budget Public Meeting.

Further discussion: Councilmember Musgrove expressed appreciation of staff for listening to the concern from the Council and looks forward to additional discussion on how the tax plan could become even better. Mayor LeTourneau noted that tonight's action allows the City to move forward as required by State law to certify this information to the County. He noted that additional discussion can continue to occur related to prioritization of City services.

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

Finance Director Lund noted that the motion only addressed the first action and noted two additional resolutions are needed.

Motion by Councilmember Kuzma to amend his previous motion to include two additional resolutions, seconded by Councilmember Menth, to Adopt Resolution #19-226 Adopting the "Proposed" 2020 City of Ramsey General Fund Operating Budget, and Resolution #19-227 Adopting the "Proposed" 2020 City of Ramsey Economic Development Authority Fund Budget.

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

#### **7.01A: Consider Site Selection Options for New Hotel Concept**

Community Development Director Gladhill reviewed the staff report and noted that the Planning Commission and EDA believe this is a worthy project for this parcel and are generally comfortable with either alternative site selection.

Councilmember Musgrove asked for feedback from the members of the Council on the Planning Commission, related to this project and this site compared to another project that was not looked at as a favorable location. She stated that the retail component is that a restaurant would be included. She asked if this is supposed to be an area focused on retail or whether a hotel would be a desired use.

Community Development Director Gladhill commented that there is not a Council liaison on the Planning Commission. He noted that there are two members of the Council on the Economic Development Authority, which reviews deal structures.

Councilmember Riley noted that he is a member of the EDA and advised that the group reviewed this as a high-level concept and the consensus was to direct staff to continue to pursue the project with no preference between the two sites. He stated that he is also excited that there is another retail component potentially located adjacent to this hotel.

Community Development Director Gladhill stated that similar comments were made from the Planning Commission, although the Commission deferred to the EDA as they viewed it as more of a real estate management aspect. He noted that the Planning Commission was supportive of both options.

Councilmember Kuzma stated that there has been a push for more restaurants in the community and this hotel would have a restaurant and would be a good addition to the community.

Mayor LeTourneau noted that Councilmember Kuzma also serves on the EDA and that is where his input came from.

Councilmember Menth recognized that there are no drawings but asked if there would be an idea on the number of stories or rooms.

Community Development Director Gladhill commented that this would be a four-story building with 60 guest suites with a footprint just under 10,000 square feet.

Councilmember Heinrich asked if staff can elaborate on the developer of the other proposed hotel project, as it was her understanding that the developer is no longer under contract with the landowner and therefore the deal has gone cold.

Community Development Director Gladhill stated that it is the understanding of staff that the original timeline has expired, and the property may not be under contract any longer. He stated that it would be likely that only one hotel would move forward and it appears that this project may be more promising at this time. He noted that the other project was pursuing grant funds that were not awarded. He stated that staff is not spending additional time on the previous project unless additional requests are brought forward.

Councilmember Heinrich stated that it seems that this hotel would be more promising being closer to Highway 10.

Motion by Councilmember Riley, seconded by Councilmember Kuzma, to confirm consensus of the Planning Commission and EDA that the City is generally supportive of both site concepts for further evaluation.

Further discussion: Councilmember Musgrove thanked the Council for its feedback. She stated that she would not be supporting this as she has concerns with a hotel in this location guided for retail, noting that it is not the same appeal to have a restaurant in a hotel rather than as a standalone element. Mayor LeTourneau asked if the zoning for the site would be appropriate for a hotel. Community Development Director Gladhill confirmed that a hotel is a permitted use in this zoning district.

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

**7.04: Adopt Resolution #19-242 Approving Temporary Contracted Inspection Assistance with Rum River Construction Consultants**

Community Development Director Gladhill reviewed the staff report and recommendation to approve a professional services contract with Rum River Construction Consultants to supplement existing contracted inspections with Inspectron, Inc.

Councilmember Riley asked for additional information on the rush to get this completed.

Community Development Director Gladhill stated that footings and foundations become critical prior to the colder weather and ground conditions. He explained that large costs can be added for winter construction if those elements are not in the ground within the proper amount of time.

Motion by Councilmember Musgrove, seconded by Councilmember Riley, to Adopt Resolution #19-242 Approving Professional Services Contract with Rum River Construction Consultants.

Further discussion: Councilmember Riley commented that this is a good use of contracted services rather than requesting to add additional staff for cyclical needs. Mayor LeTourneau noted that ultimately the builder will pay the cost to have these services.

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

**7.02: Adopt Resolution #19-233 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-06, Ramsey Town Center 9<sup>th</sup> Addition Pond Lining Improvements**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-233 approving plans and specifications and authorizing advertisement for bids for Improvement Project #19-06, Ramsey Town Center 9<sup>th</sup> Addition Pond Lining Improvements.

Councilmember Kuzma stated that the Public Works Committee also discussed the option of filling the pond in and asked staff for additional input.

City Engineer Westby confirmed that discussion was held with the developer but there was a much higher cost, about \$25,000 or \$30,000 more to do that and therefore the developer was not interested in pursuing that approach.

Councilmember Menth stated that this is drainage for a development and asked why the City would be paying this cost rather than the developer.

City Engineer Westby stated that this development had approvals in place before the current developer came in and therefore this was not a standard approval process. He explained that if the new developer was required to complete this work the project would not have been viable.

Councilmember Menth stated that this work would be associated with the housing project and therefore was unsure why a financial element would be a part of this consideration.

City Engineer Westby explained that regulations changed between the time the original approvals were gained by the first developer and this last phase that is being completed by a new developer. He stated that this is an additional cost that was not anticipated by the previous developer because of the changed condition. He noted that people are living in that area and the infrastructure is decaying, therefore it would make sense to attempt to facilitate this project moving forward based on the changed condition.

City Administrator Ulrich asked if the developer would have been able to build under the previous standards or whether the builder would need to meet existing approvals.

City Engineer Westby explained that the previous approvals were grandfathered in and therefore staff believes that it is the right thing to do the work as the City, as the developer is not bound to complete that work to meet the current stormwater standards.

City Administrator Ulrich stated that this action will help the City protect its groundwater management area and that is why the action is proposed.

Councilmember Menth stated that this work will have a cost of about \$80,000 or \$90,000 to complete this work. He asked if the cost to fill in would be \$20,000.

City Engineer Westby explained that filling in the ponds would have an additional cost of \$20,000 to \$30,000 above the \$80,000.

Councilmember Menth asked the ongoing maintenance cost and whether it would make more sense to pay that additional amount now to fill in the area and forgo the ongoing maintenance of a pond.

City Engineer Westby recognized that there would be maintenance costs for either option. He confirmed that there would be costs down the road to maintain a pond.

Motion by Councilmember Kuzma, seconded by Councilmember Heinrich, to Adopt Resolution #19-233 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-06, Ramsey Town Center 9<sup>th</sup> Addition Pond Lining Improvements.

Further discussion: Mayor LeTourneau stated that as difficult as it may be to invest in this change, it does appear the City is responsible for this action. He noted that there could be a return on investment as the new homes will bring in additional taxes and the additional residents will help the City continue to grow.

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

**7.03: Adopt Resolution #19-234 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-10 Hedgehog Street Drainage Improvements**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-234 approving plans and specifications and authorizing advertisements for bids for Improvement Project #19-10, Hedgehog Street Drainage Improvements.

Councilmember Heinrich asked for information on the willingness of the property owner to work with the City, specifically on the grading of their backyard.

City Engineer Westby stated that all communication has been positive, and the homeowner wants to see this project completed.

Motion by Councilmember Kuzma, seconded by Councilmember Musgrove, to Adopt Resolution #19-234 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #19-10 Hedgehog Street Drainage Improvements.

Further discussion: Mayor LeTourneau asked when this project would begin, this season or next season. City Engineer Westby noted that the contract would be awarded in November and the hope would be that the grading could be completed this year and turf establishment could occur in the spring. He noted that erosion control measures would be implemented to prevent erosion in the spring when the snow melts.

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

**7.05: Adopt Resolution #19-235 Authorizing Metropolitan Council Water Efficiency Grant Program Application**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #19-235 authorizing an application for up to \$50,000 from the Metropolitan Council Water Efficiency Grant Program.

Councilmember Kuzma stated that there are a number of homes in the City that use wells and asked if this grant program would apply to those homes as well.

City Engineer Westby stated that while it is great to reduce water consumption in all areas, the target would be more for those on municipal water. He confirmed that the program would apply to all residents, whether on municipal water or well water.

Councilmember Musgrove stated that this would appear to be money paid in taxes coming back in the form of grant funds. She asked if there is information available on what the City will pay for its portion, as \$50,000 does not appear to be a lot of money to make a big impact.

City Engineer Westby confirmed that \$50,000 is not a lot of money but it definitely helps. He stated that each city runs its program differently, noting that caps can be put in place on the maximum amount a resident can receive. He noted that the City will be charged with developing its own program. He noted that if the City can swap out 100 appliances, that adds up over time. He advised that if the program can be applied for in the future, the City would continue to make progress.

Councilmember Musgrove commented that residents should be encouraged to do this on their own, rather than relying on this type of program. She asked how residents would be alerted to the program and whether it would be based on a first come, first serve basis.

City Engineer Westby noted that all the member cities that previously participated based their program on a first come, first serve basis in order to expend the funds as quickly as possible. He confirmed that there would be a public education component as well, if the funds are awarded.

Councilmember Musgrove asked the portion of funds that would be required for the City match if the \$50,000 is awarded.

City Engineer Westby explained that there is a 25 percent local match required for each appliance or irrigation audit. He stated that if \$50,000 is awarded, the maximum amount the City would contribute would be \$12,500. He noted that a contribution would also be required from property owners, which would decrease the City's local match.

Councilmember Musgrove asked how the City portion would be funded.

City Engineer Westby replied that because this is water system related the funds would come from the Water Enterprise Fund.

Councilmember Riley stated that the nice element is that if the funds are awarded, the City would be able to decide how the funds would be used and the amount of contribution that would be required from homeowners.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to Adopt Resolution #19-235 Authorizing Metropolitan Council Water Efficiency Grant Program Application.

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

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

City Administrator Ulrich announced upcoming meetings and events.

**9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 9:18 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.*

A recording of this meeting is available for viewing online at [www.qctv.org](http://www.qctv.org)  
<<http://www.qctv.org>>. Recordings are available for 36 months after the date of the meeting.