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

The Ramsey City Council conducted a regular meeting on Tuesday, March 24, 2020, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota. Meeting by telephone or other electronic means in accordance with Minnesota Statute 13D.021.

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

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Fire Chief Matt Kohner  
Police Chief Jeff Katers  
Deputy City Administrator Timothy Gladhill  
City Engineer Bruce Westby  
Parks and Assistant Public Works Superintendent Mark Riverblood

**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: Receive an Update Regarding COVID-19**

Mayor LeTourneau provided an update regarding the COVID-19 declaration of emergency, noting that it has been found that in person meetings are not necessary and therefore meetings will be conducted electronically/telephonically. He provided details on how the public can watch the meeting and provide comments.

Fire Chief Kohner stated that Ramsey is in a good position with the current health crisis as the emergency management plan has a number of plans put in place for different situations. He stated that the City is following the orders and recommendations from the Minnesota Department of Health and CDC, as well as local State agencies. He stated that Ramsey continues to do its part to contain the spread of the virus by the closure of public buildings, park facilities, and

cancellation of public events. He provided details on COVID-19, noting that it spreads by close contact with others and the best practices are to maintain social distancing and hygiene practices. He stated that there is no change to the level of service provided by police and fire. He stated that up to date information is posted on the City website.

Deputy City Administrator Gladhill stated that the City continues to field calls from the business community, specifically related to essential and non-essential categories and closures. He reviewed some of the administrative measures that the City has implemented to assist the business community during this time. He stated that the City cannot define essential businesses until an order is provided by the Governor. He advised of additional resources that staff can link businesses with to provide assistance during this time. He noted that staff hopes to have a website available the following day listing Ramsey businesses that are still providing delivery/takeout service during this time.

**3. CITIZEN INPUT**

None.

**4. APPROVE AGENDA**

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to approve the agenda as presented.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

**5. CONSENT AGENDA**

Councilmember Musgrove requested to remove Item 5.06 from the Consent Agenda to be considered on the regular agenda.

Motion by Councilmember Musgrove, seconded by Councilmember Menth, to approve the following items on the Consent Agenda as amended, removing Item 5.06:

- 5.01: Approve the following Meeting Minutes:
- 1) City Council Work Session dated March 10, 2020
  - 2) City Council Regular dated March 10, 2020

- 5.02: Approve Business Licenses
- 5.03: Approve Rental Licenses
- 5.04: Adopt Resolution #20-61 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of March 5, 2020 through March 18, 2020
- 5.05: Adopt Resolution #20-054 Approving the Transfer of Excess General Fund Revenues to the Equipment Revolving Fund, Facilities Construction Fund, Capital Maintenance Fund and Public Improvement Revolving (PIR) Fund
- 5.06: ~~Adopt Resolution #20-044 Accepting Feasibility Report for Amended 2020 Overlay Improvements, Improvement Project #20-02A~~ This item was removed from the Consent Agenda to be considered as Item 7.03
- 5.07: Adopt Resolution #20-056 Approving Riverstone Preliminary Plat Extension
- 5.08: Adopt Resolution #20-057 Approving First Amendment to Purchase Agreement for Part of Outlot A, Stone Brook Academy; Case of Cobblestone Hotel Development, LLC
- 5.09: Adopt Resolution #20-063 Denying a Massage Establishment and Massage Therapy License
- 5.10: Adopt Resolution #20-065 Approving Cost Share Framework for Riverdale Drive Improvement Project
- 5.11: Adopt Resolution #20-059 Confirming Acceptable Location for Driveway on Lot 2, Block 1, Hauck Addition
- 5.12: Adopt Resolution #20-053 to Hire Temporary Non-Benefit Eligible AFSCME Public Works Maintenance Workers
- 5.13: Adopt Resolution #20-064 to Authorize an Adjustment to the Hourly Wages for Temporary Seasonal Employees Working in the Public Works Department

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

## 6. PUBLIC HEARING

### 6.01: Public Hearing – Adopt Resolution #20-043A Accepting Feasibility Report and Ordering Plans and Specifications for Puma Street Improvements, Improvement Project #20-04

#### Presentation

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #20-043A accepting the Feasibility Report and ordering plans and specifications for Puma Street Improvements, Improvement Project #20-04 to support future development in the area.

Mayor LeTourneau noted that representatives from Paxmar and Capstone are attending the meeting tonight virtually.

**Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:38 p.m.

**Citizen Input**

There was none.

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

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

The public hearing was closed at 7:39 p.m.

**Council Business**

Councilmember Riley stated that the Council has discussed this project in detail, including review and a recommendation from the Public Works Committee.

Motion by Councilmember Riley, seconded by Councilmember Menth, to Adopt Resolution #20-043A Accepting Feasibility Report and Ordering Plans and Specifications for Puma Street Improvements, Improvement Project #20-04.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Menth	aye

Councilmember Heinrich aye  
Councilmember Kuzma aye  
Councilmember Specht aye  
Councilmember Musgrove aye

Motion carried.

**6.02: Adopt Resolution #20-042 Postponing the Public Hearing for a Conditional Use Permit for a Ground Sign and Wall Signage at 7800 Sunwood Drive NW**

**Presentation**

Deputy City Administrator Gladhill reviewed the staff report and recommendation to postpone this case.

Motion by Councilmember Heinrich, seconded by Councilmember Specht, to Adopt Resolution #20-042 Postponing the Public Hearing for a Conditional Use Permit to Allow Both a Ground Sign and Wall Signage on the Property Located at 7800 Sunwood Drive NW and Declaring Terms of Same.

Further discussion: Councilmember Musgrove asked staff what is to be expected going forward. Deputy City Administrator Gladhill explained that staff will work with the applicant to determine if the case could be postponed further or if an alternative method of gathering public input would be utilized. Councilmember Musgrove asked if there is an expected timeframe. Deputy City Administrator Gladhill stated that staff would anticipate bringing this back on April 14<sup>th</sup>. Councilmember Specht asked if the applicant is okay waiting. Deputy City Administrator Gladhill confirmed that staff reached out to both this applicant and the next applicant to ensure they would be okay waiting.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau aye  
Councilmember Riley aye  
Councilmember Menth aye  
Councilmember Heinrich aye  
Councilmember Kuzma aye  
Councilmember Specht aye  
Councilmember Musgrove aye

Motion carried.

**6.03: Adopt Resolution #20-027 Postponing the Public Hearing for a Conditional Use Permit for an Oversized Ground Sign at 7990 Sunwood Dr NW**

**Presentation**

Deputy City Administrator Gladhill reviewed the staff report and recommendation to postpone this case.

Motion by Councilmember Riley, seconded by Councilmember Heinrich, to Adopt Resolution #20-027 Postponing the Public Hearing for a Conditional Use Permit to Allow an Oversized Ground Sign on the Property Located at 7990 Sunwood Drive NW and Declaring Terms of Same.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

## **7. COUNCIL BUSINESS**

### **7.01: Adopt Ordinance #20-03 Vacating Drainage and Utility Easement Related to Riverstone 4<sup>th</sup> Addition**

Deputy City Administrator Gladhill reviewed the staff report and recommendation of the Planning Commission to approve this project. Staff recommends the vacation of drainage and utility easements related to Riverstone 4<sup>th</sup> Addition in order to execute the recommendation of the Planning Commission.

Motion by Councilmember Specht, seconded by Councilmember Riley, to waive the Charter requirement to read the ordinance aloud and Adopt Ordinance #20-03 Vacating Underlying Drainage and Utility Easements Related to Riverstone 4<sup>th</sup> Addition.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

## **7.02: Approve Center Street Area Capital Improvement Planning**

Parks and Assistant Public Works Superintendent Riverblood reviewed the staff report and recommendation from staff and the Public Works Committee to proceed and approve the planning activity outlined in the case.

Councilmember Heinrich referenced pump house three and asked the cost associated with that cost. She asked for details on the current exterior façade.

Park and Assistant Public Works Superintendent Riverblood confirmed that the planning cost of the façade would be funded through the Municipal Water Enterprise Fund. He stated that the current exterior is painted cement block. He stated that this design work would provide the City with the design plans and estimated cost. He stated that staff is mindful of the requirements for private development in this area and the civic architecture in this area should also follow those requirements.

Councilmember Heinrich asked why all of these projects are being compiled into the same case.

Parks and Assistant Public Works Superintendent Riverblood explained that some of the projects are time sensitive, due to private development that has occurred adjacent, and provided additional details.

Councilmember Riley stated that about one year ago, the Public Works Committee reviewed a similar case but with a larger scope. He stated that the Committee at that time stated that it did not want to move forward ahead of current progress. He explained that this is a smaller scope and would propose to catch up with the development that has occurred around these areas. He explained that the pump house was constructed in a basic manner and the area around that has developed, therefore it is time for the City to step up to match the required architectural design requirements for The COR.

Councilmember Heinrich stated that she has concerns with the municipal plaza element, specifically pursuing certain amenities such as outdoor furniture. She also has reservations about a public restroom. She stated that she is not comfortable moving all of these things forward at this time.

Mayor LeTourneau asked the level of planning anticipated.

Parks and Assistant Public Works Superintendent Riverblood stated that the mention of furniture could include benches and other streetscape elements. He stated that while those elements do not have to be included, he would recommend they be included to provide an accurate cost estimate for the time the project is actually considered in the future. He confirmed that this is simply planning, and the actual elements of the project can be included or not included at the time the project is reviewed.

Mayor LeTourneau asked for information on the recommendation to potentially include a public restroom.

Parks and Public Works Superintendent Riverblood stated that staff is not stating that the public restroom would move forward ultimately but believed that element should be evaluated for future review because of the pedestrian activity and programming within that area of The COR.

Mayor LeTourneau stated that there is a public restroom adjacent to The Draw Park, which is used extensively. He recognized that including this element in the planning phase does not mean it needs to go forward.

Councilmember Kuzma stated that this is a planning document and the City cannot move forward without a plan. He stated that this would provide cost estimates that are needed by the City.

Motion by Councilmember Kuzma, seconded by Councilmember Riley, to approve \$11,800 for Center Street area capital improvement planning.

Further discussion: Councilmember Musgrove stated that this includes many elements and is unsure that it makes sense to bundle them together. She asked if the sidewalks could be completed separate from the remainder of the project elements. Parks and Public Works Superintendent Riverblood replied that the sidewalk element could be completed separately. Councilmember Musgrove stated that she noticed additional items included in the original case which are not included at this time. Parks and Assistant Public Works Superintendent Riverblood explained that the original case included additional elements in an attempt to gain potential grant funds. He confirmed that the scope of the case was lessened since that time. Councilmember Musgrove stated that she has reservations on this project. She asked if there would be several options to review, once the plans are completed. She asked if the port-a-potty services would still be needed for larger events, if the bathrooms are constructed. Parks and Assistant Public Works Superintendent Riverblood confirmed that all elements would be itemized with the estimated costs, therefore the Council could select the options it wants to move forward on in the future. He stated that if the public restrooms are constructed, port-a-potty rental would still occur to a lesser extent for larger events. Councilmember Musgrove stated that she will not be supporting this proposal as she would like the elements to be further separated. Councilmember Heinrich stated that she is not opposed to the restroom idea in the future, as that could be a value, but did not think the City was in that position. She stated that she has concerns with using Water Utility Funds for some of these elements, when those funds could be used for the Public Works Campus and/or water treatment facility. She stated that she will not be supporting this action. Councilmember Specht stated that he recognizes that this is a planning phase and is supportive of this moving forward, with the understanding that additional review and discussion would occur prior to any of these elements moving forward past the design stage.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Menth	aye
Councilmember Heinrich	nay

Councilmember Kuzma        aye  
Councilmember Specht       aye  
Councilmember Musgrove    nay

Motion carried.

**7.03: Adopt Resolution #20-044 Accepting Feasibility Report for Amended 2020 Overlay Improvements, Improvement Project #20-02A**

Councilmember Musgrove stated that her intent was to remove Case 5.04 from the Consent Agenda and therefore does not have any concerns with this case.

Mayor LeTourneau noted that item was already approved on the Consent Agenda and therefore asked staff for direction.

City Administrator Ulrich recommended that the Council vote on this item because it was removed from the Consent Agenda.

Motion by Councilmember Kuzma, seconded by Councilmember Menth, to Adopt Resolution #20-044 Accepting Feasibility Report for Amended 2020 Overlay Improvements, Improvement Project #20-02A.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau            aye  
Councilmember Riley        aye  
Councilmember Menth        aye  
Councilmember Heinrich    aye  
Councilmember Kuzma        aye  
Councilmember Specht       aye  
Councilmember Musgrove    aye

Motion carried.

Mayor LeTourneau asked staff for direction on how the discussion could occur on the Item Councilmember Musgrove intended to remove from the Consent Agenda but has since been approved as part of the Consent Agenda as Item 5.04.

Councilmember Musgrove stated that she actually had a question about Item 5.05. She stated that she desired to speak to the fact that there was a surplus in the budget and believed that it would have been a good idea to allocate some of that funding towards roads. She recognized that the item has been approved and therefore that may not be a possibility at this time.

Mayor LeTourneau stated that it appears that Councilmember Musgrove is in acceptance that the item has been approved and would perhaps like to open up a policy discussion on how the funds could be allocated differently in the future.

Councilmember Musgrove stated that Ramsey continues to do a good job in budgeting, which results in a surplus of City funds that are allocated using the City's policy. She stated that she believes that this could be a good opportunity to include road funding in the allocation.

City Administrator Ulrich explained that the Consent Agenda was approved with a unanimous vote. He explained that a Councilmember could make a motion to rescind the approval of the Consent Agenda, if desired. He noted that this could be a good topic to discuss the fund allocation policy at a future worksession.

Mayor LeTourneau confirmed the consensus of the Council to keep the action as it was taken and move forward. It was confirmed that this will come forward to a future worksession for additional discussion.

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

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Specht thanked Matt Look, the volunteers, and the company that came together to distribute free hand sanitizer to the communities in this area.

Councilmember Musgrove stated that the Minnesota DNR eagle cam is up for residents with children home that may be looking for something to do at home.

## **9. ADJOURNMENT**

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

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	absent (lost connection)
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Kuzma	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

The regular meeting of the City Council adjourned at 8:52 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.*

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.