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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 28, 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  
Public Works Superintendent Grant Riemer  
Administrative Services Director Colleen Lasher  
Economic Development Manager Sean Sullivan  
Deputy City Administrator Timothy Gladhill

**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.

City Administrator Ulrich read a statement related to the COVID-19 pandemic and Local State of Emergency. In declaring this Local State of Emergency, the City of Ramsey has determined that in person meetings and meetings conducted under Minnesota Statutes Section 13D.02 are not practical or prudent because of the declared health pandemic emergency. He provided details on how the meeting is being held telephonically and how members of the public can participate.

**2. PRESENTATION**

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

Fire Chief Kohner presented an update regarding COVID-19. He provided an update on recent directions from the Governor related to testing, which will continue to increase. He provided

statistics on the number of completed tests, confirmed cases, and number of deaths in Minnesota related to COVID-19. He stated that Minnesota continues to remain under the forecasted numbers. He reported that during the recent mask drive, Ramsey Fire Department received 780 masks and has distributed those to facilities within Ramsey. He stated that the Governor will provide an update later this week related to the Stay at Home Order. He stated that the Ramsey Fire Department will receive additional PPE kits.

**3. CITIZEN INPUT**

None.

**4. APPROVE AGENDA**

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

Further discussion: Councilmember Musgrove asked if a change should be made to Consent Agenda Item 5.08 at this time, or whether that should be done under that item. She noted a change to the number of workers within the case that was discussed at the worksession. Public Works Superintendent Riemer replied that one applicant did back out of the offer for employment due to the COVID-19 situation and therefore the City will only be hiring one person during that case. Councilmember Musgrove asked if Case 5.08 could be corrected. Mayor LeTourneau agreed that the Council could recognize that while the City authorized two hires, only one would be completed.

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 Menth stated that Public Works Superintendent Riemer stated during the worksession that he would be interviewing a second person the following week and asked if staff would have the proper approvals for that hiring.

Administrative Services Director Lasher replied that candidate has not yet gone through the preemployment background checks and therefore that candidate will come forward at the next Council meeting for consideration.

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

- 5.01: Receive March 2020 Financial Reports – General Fund and Enterprise Funds
- 5.02: Consider Interim Suspension of Enforcement Actions on Certain Temporary Signs within Public Rights-of-Way as Additional Business Assistance Tool Due to Stay at Home Order
- 5.03: Consider Letter of Support for Sherburne County Project on US Highway 169 in City of Zimmerman
- 5.04: Accept Indemnification and Hold Harmless Agreement with Connexus Energy for the Adopt-a-Flag Program
- 5.05: Approve the following Meeting Minutes:
  - 1) City Council Work Session dated April 14, 2020
  - 2) City Council Regular dated April 14, 2020
- 5.06: Adopt Resolution #20-079 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received during the period of April 10, 2020 through April 22, 2020
- 5.07: Adopt Resolution #20-078 Re-Appointing Board and Commission Members
- 5.08: Adopt Resolution #20-080 Hiring Seasonal Public Works Maintenance Workers
- 5.09: Adopt Resolution #20-081 Approval of Lease of 6701 Hwy 10 to Mille Lacs Motor Sports II
- 5.10: Adopt Resolution #20-083 Authorizing Letter of Support for Ramsey Boulevard/Highway 10 Grade-Separation Improvements Regional Solicitation Application
- 5.11: Adopt Resolution #20-084 Accepting Proposals and Awarding Contract for 2020 Ground Penetrating Radar Pavement Evaluation Improvement Project #20-06

A roll call vote was performed by the City Administrator:

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

Motion carried.

## **6. PUBLIC HEARING**

- 6.01: Public Hearing: Adopt Resolution #20-082 Approving a Business Subsidy, Authorizing Execution of a Tax Increment Finance (TIF) Agreement, Right of Re-Entry Agreement and Terms of an Interfund Loan; Case of Ramsey Hotel Group, LLC Cobblestone Hotels)**

**Public Hearing**

Mayor LeTourneau called the public hearing to order at 7:17 p.m.

**Presentation**

Economic Development Manager Sullivan reviewed the staff report and recommendation of the EDA to approve the Business Subsidy, TIF Development Agreement and the Right of Re-Entry Agreement protecting the City interest in the development property and support the early land sale transaction.

**Citizen Input**

There was none.

Motion by Councilmember Riley, seconded by Councilmember Menth, 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 7:26 p.m.

**Council Business**

Councilmember Riley stated that the EDA has discussed this item. He stated that the City is giving the land away but will be made whole through the TIF process. He noted that there is a claw back provision included through the right-of-reentry, therefore the City is protected. He commented that he is excited for a hotel and restaurant.

Councilmember Menth stated that he does not see a downside as this is a developer that will provide jobs and a desired service in the community.

Motion by Councilmember Musgrove, seconded by Councilmember Kuzma, to Adopt Resolution #20-082 Approving a Business Subsidy and Authorizing Execution of a Development Agreement, Right of Re-Entry Agreement and Approving Terms of an Interfund Loan.

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: Status Update on New Public Works Building Design and Cost Estimates**

Public Works Director Riemer reviewed the staff report and provided an update to the Council on the new Public Works building design and cost estimates.

Andrew Cooper, Ortel, provided background on the design process which began about two months ago and included building programming and design options. He conducted a brief “tour” of the site plan and highlighted the flow that vehicles, staff and the general public will use and provided details on the different proposed spaces within the building. He also provided architectural renderings to better identify the scale of the project and different building materials. He stated that the public works staff has been extremely responsive in providing feedback. He noted that they have been holding bi-weekly meetings and are on schedule to meet some of the established project timelines.

Curtis Sell, RJM Construction, stated that the amount of information on the plans is astounding in this short amount of time. He commended the public works staff and the Ortel team for working cooperatively to get to this point. He provided a general overview of the process that is used to build project budgets. He reviewed the overall budget estimate for the design as proposed of \$18,200,000. He noted that this is an estimate and as they work further into design process, the budget estimate will become more finetuned in anticipation of bid day. He reviewed different line items within the budget as proposed.

Councilmember Kuzma asked if unused contingency funds would come back to the City.

Mr. Sell confirmed that to be true.

Councilmember Menth referenced the wash bay, noting that only one is proposed. He asked how many vehicles can go through the bay in one day.

Mr. Cooper confirmed that there is one wash bay, but it is double length, therefore two vehicles can run through at once. He noted that a vehicle does not have to be removed from a maintenance bay to wash it. He noted that there is an automated undercarriage wash, which will

save on staff time. He stated that handwashing would require 25 to 30 minutes for large vehicles.

Councilmember Menth asked if there would be backup generators.

Mr. Cooper stated that a location is shown on the plan for a backup generator. He stated that the electric system will be designed to accept that generator, while the generator may not be included in the base bid. He explained that electric codes require you to overdesign the generator if you include it on the original design. He stated that the generator can be scaled based on the known energy of the facility when added after the original design.

Councilmember Menth asked about solar panels.

Mr. Cooper replied that solar panels are not a part of the project, but the roof structure would be designed to support that addition in the future.

Councilmember Menth asked the chances that this building would use United States steel.

Mr. Sell replied that would depend on the bidding environment and provided additional details on the local suppliers they use.

Councilmember Menth referenced the cost for lifts and asked for details.

Mr. Cooper replied that there are quite a few lift manufacturers based overseas in Europe. He stated that the provider that provided the quote is locally based and Ortel has worked with them in the past. He stated that the lifts quoted are assembled in America. He commented that it would depend upon the lifting capacity desired. He noted that there are only one or two manufacturers that design over a certain weight.

Councilmember Menth referenced the below grade fuel tanks and asked for additional details.

Mr. Cooper replied that above grade tanks are large for this type of capacity and do not look good, therefore an equal amount of money is spent landscaping. He noted that additional fire protection is required for above ground. He stated that whether above or below ground, all tanks are double wall. He stated that they seldom do above ground tanks for large sizes because there are additional hurdles. He reviewed some of the benefits of the underground tank. He recognized that there are pros and cons to both options, but if one thing can be moved out of the way, it helps with circulation.

Councilmember Riley asked for clarification on some of the more estimated figures in the budget, such as contingency.

Mr. Sell stated that those items were included to protect the budget and ensure that it does not go over budget, such as inclement weather.

Councilmember Riley noted that this budget figure is higher than originally discussed and asked if there were specific items that drove the figure higher.

Mr. Sell explained that the current plan is larger in square footage than the originally budgeted plans from the past in order to accommodate staffing needs and inflation in construction costs. He explained that the design as proposed was designed to support a 30-year buildout. He noted that some costs could be reduced by perhaps using class five rather than paving all the asphalt areas. He noted that there are elements of that nature which could benefit from value engineering.

Mr. Cooper confirmed that this facility is larger than the original BKV study and provided additional details. He explained that the more preventative maintenance that can be performed on the fleet, the more viable the fleet will be long term. He stated that the most effective items are storing the items inside and washing the vehicles, which is why the facility would be designed to support parking those vehicles indoors. He noted that the staffing area is proposed to handle the next 30 years, as is the remainder of the facility. He stated that the amount of vehicle parking shown on the plan will most likely not support the 30-year lifespan but noted that is an element that could be addressed and expanded in the future. He explained that the original design supported parking for 21 large vehicles and has been scaled down to 12.

Councilmember Riley asked for input from Public Works Superintendent Riemer on items that were considered and not included.

Public Works Superintendent Riemer advised that a sanitary washout for the jetter truck, an onsite fill station, and additional parking (the design supports 12 vehicles and the City already has 11 vehicles). He commented that they have narrowed the scope to the level that they could and Ortel has been great in finding efficiencies. He advised of items that could be added in the future, noting that there would be sufficient space on the site for those additions. He stated that perhaps the addition could be bid out as an alternate to determine the cost, as it may be more efficient to complete that action now rather than waiting five years when the costs are higher.

Councilmember Kuzma stated that there are a number of items that are not accounted for in the budget thus far, such as phones and security.

Public Works Superintendent Riemer replied that those items are included in the budget but simply were not reviewed in detail tonight.

Mr. Sell reviewed the detail of those additional items included in the budget.

Mr. Cooper confirmed that the electric infrastructure for items, such as offices and cubicles are included in the base cost.

Mayor LeTourneau reviewed the options provided in the case and asked for input from the Council.

Councilmember Heinrich asked if there is a possibility to reduce the project scope and feasibility in a manner which would still support the needs of staff and the community now and in the future years. She stated that public is not in the public works facility very often and asked for more input on how often public space would be used.

Public Works Superintendent Riemer replied that the proposed design is efficient and would like to stay at that level. He stated that if a reduction was done, the first place would be the workshops, which would push that activity into the parking spaces which is not efficient. He stated that the public space has been designed in the event a public meeting room is needed or polling place is needed. He explained that it is becoming difficult to use churches and schools for voting and this would be another option. He noted that this would also be another option for public meeting space without interfering with the public works operations.

Mayor LeTourneau commented that it would invite the public to interact with the building and having a dual purpose is another element of efficiency.

Councilmember Kuzma stated that on the site tours, Elk River had that option and he found it to be a good use. He stated that he would be interested in option three. He stated that if the City could make this work now with the low interest rates, it could be in the best interest of the City to complete the total project now rather than completing the addition in the future.

Councilmember Menth asked for clarification on the comment that was made that this design would support the current number of vehicles for the City, but that public works will most likely add vehicles in the near future.

Public Works Superintendent Riemer confirmed that in an attempt to lower the cost, this was designed to support 12 vehicles and public works already has 11. He confirmed that additional plow trucks will most likely be added in the near future in order to maintain the eight-hour plowing threshold, depending on development.

Councilmember Menth stated that as much as the City would like to save money and scale down the project, the building should be built to support the needs of the community for at least the next five years.

Councilmember Musgrove stated that she was surprised at the size of the area proposed for public use. She stated that this area should instead be focused on use by public works. She asked the original budget.

Public Works Superintendent Riemer replied that the original BKV estimate was \$15,000,000.

Councilmember Musgrove asked the number of vehicles that would be stored in the older buildings.

Public Works Superintendent Riemer replied that the vehicles would not be parked in that space, noting that the cold storage would be used for storage of other equipment. He recognized that

this is a lot of money, but public works has a lot of equipment. He noted that currently the equipment is spread across locations throughout the city.

Councilmember Musgrove asked the highest priority of staff, whether it would be the addition or salt shed.

Public Works Superintendent Riemer replied that his priority would be the addition.

Mr. Cooper provided background information on salt sheds, noting that in the past some sheds were under designed and therefore the cost to move would be the same as installing a new salt building. He stated that the public space could be utilized by the public but there is not an increase in space to provide that ability. He explained that the design is based on public works being able to hold a meeting for its staff within that space. He noted that the space would be available for public use after the time public works would be done with that space. He confirmed that the primary space would be for public works staff.

Councilmember Musgrove asked what it would cost to have an addition half the size of what is projected and whether that would be sufficient for growth.

Public Works Superintendent Riemer replied that he would project adding four vehicles in the future.

Mr. Cooper replied that space would be designed to accommodate at least three vehicles. He explained that scaling that size down does not scale the cost down at the same ratio because of the mobilization and set costs. He explained that bidding the addition now, the City may benefit from economy of scale.

Councilmember Musgrove commented that it seems to make the most sense to construct the addition now, rather than waiting. She stated that she would agree with Councilmember Kuzma on option three.

Councilmember Specht stated that he wants to be fiscally responsible but also does not want to kick the can further down the road. He commented that while he wants to make sure that the design is not overextravagant, he also wants to ensure that this facility will meet the needs of the community for the next 30 years.

Councilmember Riley and Councilmember Menth confirmed the consensus of exploring option three.

Councilmember Heinrich asked how often public works holds large meets and whether there would be adequate space for that within City Hall. She commented that she would prefer to use that space for vehicle storage or maintenance space if that would be preferred. She stated that she would be interested in hearing about option three, she would lean towards option one.

Mayor LeTourneau stated that he wants to ensure that the project is done right, with a long-term vision and functionality without overbuilding.

Councilmember Riley stated that initially he was not thinking the addition was a good idea but realized that this build out supports the current equipment and not the vehicles planned in the next few years. He stated that the design should focus on the function of public works and agreed with Councilmember Heinrich that he would support that space being used to the best ability of public works.

Councilmember Specht asked how often the group gathers as a large group.

Public Works Superintendent Riemer replied that the group all meets together once a month and also completes training. He noted that currently the group meets in the Lake Itasca room, filling every seat in that room. He noted that the group also meets every morning before work begins, which is split up between the different groups.

Councilmember Menth stated that there are safety meetings, before shift meetings and there should be space to do that within the facility. He commented that the great amenity of allowing public use of the building is letting the public into the space to get more use of their tax dollars and see the space.

City Administrator Ulrich confirmed that staff will move forward with option three, with the direction to potentially optimize the multi-purpose meeting/public space.

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

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Heinrich thanked the Fire Department and Ramsey residents for the success of the mask drive.

## **9. ADJOURNMENT**

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

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 regular meeting of the City Council adjourned at 9:17 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.