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

The Ramsey City Council conducted a regular meeting on Tuesday, May 25, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma  
Councilmember Ryan Heineman – attended remotely  
Councilmember Chelsea Howell  
Councilmember Debra Musgrove  
Councilmember Chris Riley  
Councilmember Dan Specht  
Councilmember Matt Woestehoff

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Deputy City Administrator Timothy Gladhill  
City Planner Chris Anderson  
City Engineer Bruce Westby  
Senior Planner Chloe McGuire Brigl  
Economic Development Manager Sean Sullivan

**1. CALL TO ORDER**

Mayor Kuzma 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 Kuzma.

**2. PRESENTATION**

None.

**3. CITIZEN INPUT**

Mike Schelkoph, 7075 153rd Avenue NW, referenced the rental licenses included on the agenda. He assumed the rentals are single-family homes and asked the safeguards that would be in place to protect homeowners. He noted that he has emailed members of the Council but has not received replies.

Deputy City Administrator Gladhill stated that staff can follow up with the resident to provide details on the rental license process and code enforcement.

Councilmembers Musgrove and Riley and Mayor Kuzma commented that they did not receive emails.

Councilmember Howell stated that she received an email but was unable to reply because the system bounced it back to her.

Councilmember Specht stated that he also received emails about rentals and when he attempted to reply the system stated that the email address was not valid and could not be responded to.

#### **4. APPROVE AGENDA**

Mayor Kuzma noted that Item 5.03 will be moved from the Consent Agenda to be considered as Item 7.05.

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

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Councilmember Riley	aye
Mayor Kuzma	aye

Motion carried.

#### **5. CONSENT AGENDA**

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

- 5.01: Receive Cash and Investments for Period Ending April 30, 2021
- 5.02: Note the Following Boards, Commissions, and Committee Meeting Minutes:
  - Public Works Committee Meeting Minutes dated March 16, 2021
  - Planning Commission Meeting Minutes dated April 8, 2021
  - Economic Development Authority Meeting Minutes dated April 8, 2021
  - Environmental Policy Board Meeting Minutes dated April 19, 2021
- 5.03: ~~Approve Request for Proposals for Civil Legal Services~~ Item removed from Consent Agenda to be considered as Item 7.05
- 5.04: Approve Rental Licenses
- 5.05: Approve the Following Meeting Minutes:
  - 1) City Council Work Session dated April 27, 2021
  - 2) City Council Regular Session dated April 27, 2021
- 5.06: Approve Business Licenses

- 5.07: Adopt Resolution #21-140 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of May 6, 2021 through May 19, 2021
- 5.08: Adopt Resolution #21-098 Approving Abatement of 7111 175<sup>th</sup> Avenue NW (Case of Tracy Phillippi)
- 5.09: Adopt Resolution #21-128 Approving Plans and Specifications for Dolomite Street Demolition, Improvement Project #21-07, and Approving Supplemental Agreement #1 for Riverdale Drive Reconstruction, Improvement Project #21-00
- 5.10: Adopt Resolution #21-137 Authorizing Partial Payment #1 to Kuechle Underground, Inc. of Kimball, Minnesota for Improvement Project #21-00, Riverdale Drive Reconstruction, Feldspar Street to Sunfish Lake Boulevard
- 5.11: Adopt Resolution #21-141 Hiring Seasonal Public Works Maintenance Workers
- 5.12: Adopt Resolution #21-142 Allowing Removal of Berm at 14601 Ramsey Boulevard NW and Adjacent Property; Case of Kinghorn Construction
- 5.13: Adopt Resolution #21-143 Approving Water Treatment Plant Feasibility Study
- 5.14: Adopt Resolution #21-144 Authorizing Partial Payment #8 to RJM Construction for Improvement Project #20-07 New Public Works Facility
- 5.15: Adopt Resolution #21-145 Approving Fourth Amendment to Purchase Agreement for GiGi's Salon and Spa Inc.
- 5.16: Motion to Adopt Resolution #21-146 Approving First Amendment to Purchase Agreement with Java Companies LLC (as presented); Subject to City Attorney review (Portions of meeting may be in closed session)
- 5.17: Adopt Resolution #21-148 Allowing Modified Wall and Considering Maintenance of Wall at O'Reilly Auto Parts
- 5.18: Adopt Resolution #21-149 Authorizing Local Partnership Program Grant Application for Riverdale Drive Extension – Llama Street to Bowers Drive, Improvement Project #20-05
- 5.19: Adopt Resolution #21-150 Approving Water Treatment Plan Request for Proposals and Authorizing Solicitation of Proposals

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Councilmember Riley	aye
Mayor Kuzma	aye

Motion carried.

## 6. PUBLIC HEARING

There were none.

**7. COUNCIL BUSINESS**

**7.01: Introduce Ordinance #21-06 Consolidating all Landscaping Requirements into a Single Section and Amending Landscape Standards in the Employment Districts**

Deputy City Administrator Gladhill reviewed the staff report and recommendation of the Planning Commission and Environmental Policy Board (EPB) to adopt Ordinance #21-06.

Councilmember Musgrove thanked the EPB for their work on this item. She commented that this will reduce the length of the overall Code and asked if each section would refer to this section of the Code for landscaping requirements.

City Planner Anderson provided details on where the language would be included. He noted that staff can also work to determine if a link to landscaping could be included in each district.

Councilmember Musgrove thanked staff for their work on this.

Motion by Councilmember Musgrove, seconded by Councilmember Riley, to introduce Ordinance #21-06 to consolidate all landscaping requirements into a single section and to amend the landscape standards in the Employment Districts.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Councilmember Riley	aye
Mayor Kuzma	aye

Motion carried.

**7.02: Discuss Ordinance Modernizing and Streamlining Land Use Applications**

Deputy City Administrator Gladhill reviewed the staff report and recommendation of the Planning Commission to move forward with these streamlined process improvements.

Councilmember Riley commented that everything sounds like a great idea but asked for more details related to the Conditional Use Permit (CUP).

Deputy City Administrator Gladhill commented that the suggestion was related to oversized accessory buildings and tall interchange signs. He noted that another option could be to make those administrative reviews, but staff is unsure those are at the place where that may be appropriate as public comment is sometimes received.

Councilmember Specht appreciated the work that the Planning Commission and staff do and agreed that this would make sense to speed up the process. He noted that there would still be an appeal process.

Councilmember Musgrove referenced a new development at Xkimo and 47 and asked if, through this process, that would come before the Council.

Deputy City Administrator Gladhill replied that project is a subdivision, which creates new lots and public infrastructure, therefore that would still go before the Planning Commission and Council. He noted that the suggestion would apply to single development where the lot, infrastructure and road is already in place. He stated that multi-family development and development within The COR would still come before the Commission and Council.

Councilmember Musgrove stated that she would still prefer to see those projects come through as a site review. She noted that the Council only has the ability at Site Plan review and Preliminary Plat.

Deputy City Administrator Gladhill commented that a Preliminary Plat would have already occurred in this scenario.

Councilmember Musgrove stated that if this process is adopted, she would still like to see a listing of projects that she can follow along with.

Deputy City Administrator Gladhill noted that there could be discussion to begin a reporting process that would summarize the Planning Commission action and administrative review.

Mayor Kuzma confirmed the consensus of the Council to direct staff to keep working on this process as described.

**7.03: Adopt Resolution #21-139 Accepting Bids and Awarding Contract for Tiger Street Reconstruction, Improvement Project #21-02**

Item postponed for technical delays.

**7.04: Adopt Resolution #21-147 Confirming Vision and Land Use Policy Direction and Economic Development Framework for West Armstrong Retail Area**

Deputy City Administrator Gladhill reviewed the staff report and recommendation of the Planning Commission to approve the policy statements within the staff report with intent for the Planning Commission and City Council to hold a joint worksession in the near future to address the COR.

Senior Planner McGuire Brigl reviewed details related to future land use and related to nonconforming uses.

Councilmember Musgrove commented that one side of Ferrett Street would be industrial while the other would be retail. She stated that she would prefer that entire area to be retail. She asked if that would limit the potential for industrial development.

Senior Planner McGuire Brigl commented that originally the entire area was guided for retail but there was not that much demand for retail. She stated that there is more demand for industrial and this industrial park has nice architectural standards. She stated that the area was guided for industrial in the last Comprehensive Plan.

Deputy City Administrator Gladhill commented that the split between retail and industrial at Ferrett was a result of two years of planning and discussion with the community and related property owners.

Economic Development Manager Sullivan commented that the EDA also reviewed the vision for this area. He stated that within Bunker Lake Industrial Park there are two large tracts of land that remain and will most likely bring in larger buildings. He stated that the City lacks space for smaller users and the land west of Ferrett Street would accommodate industrial users of that size. He stated that the EDA was very supportive of bringing those sized users to Ramsey with land that is available for sewer and water connection. He provided a review of the discussion the EDA had at its last meeting related to this topic. He noted that industrial users bring employees to the community that would frequent businesses during the daytime hours, which in turn attracts more retail and restaurant users. The EDA discussed the policies as it relates to economic development plans and tools and the related consensus was included within the staff report.

Councilmember Specht commented that if the market states there is higher demand for industrial, he would support that vision as it would benefit the tax base of the City and bring in additional shoppers for businesses.

Councilmember Woestehoff asked the size of the existing industrial park buildings.

Economic Development Manager Sullivan commented that the three buildings are about 60,000 square feet each while the Delta ModTech building is about 229,000 square feet. He stated that there is another potential project for the northern 43 acres that would be about 100,000 square feet.

Councilmember Woestehoff stated that he also supports the industrial use for the properties as that smaller size does seem to be missing. He noted that within the existing industrial park there are some destination type uses that also help to attract retail.

Mayor Kuzma commented that additional industrial buildings would also bring higher paying jobs to the community. He noted that those employees would support local businesses on their lunch breaks.

Councilmember Musgrove commented that she appreciates the discussion thus far and would support the division between industrial and retail. She asked if there is a potential to combine lots to create larger sizes and asked if that would defeat the purpose of creating lots for smaller industrial uses.

Deputy City Administrator Gladhill confirmed the consensus of the Council in support of the land use between industrial and retail.

Economic Development Manager Sullivan clarified that his statement related to lot combination was more related to configuration in order to adjust lot lines and provide flexibility rather than creating larger sizes.

Councilmember Riley commented that the streets in this area are terrible and made it to the top of the list for the City a few years ago but because the landowners wanted to sell, they did not believe it was the right time for street repair. He stated that the EDA came to the consensus that in order for these properties to redevelop, the streets and utilities will need to be completed. He stated that he does support the statements from the EDA.

Councilmember Musgrove commented that she does like the proposed use of TIF, EDA, and HRA dollars to improve that infrastructure.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to adopt the following policy statements:

1. The City desires to maintain the current redevelopment and revitalization vision long-term.
2. In order to implement the vision, especially in the interim, the City desires to focus zoning review on those items that are protected by lawful, non-conforming statutes and limit interim uses that are not protected and would further deviate or otherwise detract from the longer-term vision;

And to Adopt Resolution #21-147 Approving West Armstrong Redevelopment Economic Development Framework and direct staff to obtain quotes for design engineering services for an areawide infrastructure and road design and reconstruction plan due to an expiring TIF District.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Councilmember Riley	aye
Mayor Kuzma	aye

Motion carried.

**7.03: Adopt Resolution #21-139 Accepting Bids and Awarding Contract for Tiger Street Reconstruction, Improvement Project #21-02 (Continued)**

City Engineer Westby reviewed the staff report and recommendation to adopt Resolution #21-139 accepting bids and awarding a construction contract for Tiger Street Reconstruction, Improvement Project #21-02, to North Valley, Inc. for the bid amount of \$224,552.19.

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to Adopt Resolution #21-139 Accepting Bids and Awarding Contract for Tiger Street Reconstruction, Improvement Project #21-02.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Councilmember Riley	aye
Mayor Kuzma	aye

Motion carried.

#### **7.05: Approve Request for Proposals for Civil Legal Services**

City Administrator Ulrich reviewed the staff report and recommendation to approve the request for proposals for civil legal services.

Councilmember Howell referenced the methods of advertisement, noting that she has concern with mailing direct solicitations as all City Attorneys in the state are not listed on that site. She stated that advertising on the State Bar Association website would provide equal access to all attorneys that would have the appropriate qualifications.

City Administrator Ulrich confirmed that staff can advertise on the Bar Association along with the other methods.

Councilmember Howell asked if there is a consensus in opposition to direct mailing.

City Administrator Ulrich stated that staff would not be opposed to that. He explained that direct mailing attempts to ensure that firms with relative experience are aware of the opportunity.

Councilmember Musgrove stated that she likes the idea of advertising on the Bar Association website. She stated that using that method along with the others, that should capture the desired audience and would agree that direct mailing is not necessary.

Councilmember Heineman asked if the City usually notifies individuals that have previously worked on projects for RFPs in addition to posting.

City Administrator Ulrich stated that there is not a set procedure. He stated that if the City is aware of a qualified candidate for professional services, typically a mailing may be done for municipal services such as engineering or auditing. He stated that the Bar Association would have a sort feature for membership. He stated that the intent is to receive reply from the most candidates.

Councilmember Riley stated that the direct mailing would be sent to those attorneys that identify themselves as municipal attorneys and therefore would not be targeted to direct firms, but those with the proper qualifications. He stated that the City is not attempting to exclude anyone but obtain the most responses possible. He believed direct mailing would provide a better opportunity for replies.

Councilmember Musgrove asked for clarification as to Councilmember Howell's comment that the direct mailing would be sent to a select group.

City Administrator Ulrich noted on the State Bar Association website there are ways to sort attorneys through different specialties and therefore this would be an attempt to reach those that identify as practicing municipal law. He commented that if direct mailing is excluded, he believed the targeted audience could still be reached.

Mayor Kuzma suggested that perhaps the City move forward with the other methods of advertising and if the desired response is not reached, a direct mailing could be done.

Motion by Councilmember Howell, seconded by Councilmember Specht, to approve the request for proposals for civil legal services.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Councilmember Riley	aye
Mayor Kuzma	aye

Motion carried.

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

City Administrator Ulrich announced upcoming meetings and events.

Councilmember Musgrove thanked staff for the tour of the new public works facility, noting that she is pleased that is coming in under budget. She stated that she attended a meeting related to a potential river crossing and will continue to provide updates.

## 9. ADJOURNMENT

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

Motion carried.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Specht	aye
Councilmember Musgrove	aye
Councilmember Howell	aye
Councilmember Riley	aye
Mayor Kuzma	aye

Motion carried.

The regular meeting of the City Council adjourned at 8:05 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Deputy City Clerk

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.