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

The Ramsey City Council conducted a regular meeting on Tuesday, August 10, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Acting Mayor Chris Riley  
                            Councilmember Ryan Heineman  
                            Councilmember Chelsea Howell  
                            Councilmember Debra Musgrove  
                            Councilmember Dan Specht  
                            Councilmember Matt Woestehoff

Members Absent:     Mayor Mark Kuzma

Also Present:         City Administrator Kurtis Ulrich  
                            Public Works Superintendent Grant Riemer  
                            Senior Planner Chloe McGuire Brigl  
                            Planning Technician Brian McCann

**1.     CALL TO ORDER**

Acting Mayor Riley called the regular meeting of the Ramsey City Council to order at 7:02 p.m., followed by the Pledge of Allegiance led by Acting Mayor Riley.

**2.     PRESENTATION**

None.

**3.     CITIZEN INPUT**

None.

**4.     APPROVE AGENDA**

City Administrator Kurt Ulrich requested the following changes to the Agenda:

- Consent Agenda Item 5.03.1 - July 20, 2021 Special Work Session Minutes to be removed from the Consent Agenda for review by City Staff and added to the August 24, 2021 Regular Meeting Agenda
- Consent Agenda Item 5.6 - Authorization to Purchase Maintenance Equipment, to be moved to Council Business Item 7.2

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

Motion carried. Voting Yes: Acting Mayor Riley, Councilmembers Musgrove, Woestehoff, Heineman, Howell, and Specht. Voting No: None. Absent: Mayor Kuzma.

## 5. CONSENT AGENDA

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

- 5.01: Receive June 2021 Financial Reports – General Fund and Enterprise Funds
- 5.02: Approve the Following Meeting Minutes:
  - 1) City Council Special Work Session Dated 5/18/2021
- 5.03: Approve the Following Meeting Minutes:
  - 1) ~~City Council Special Work Session dated 7/20/2021~~ This item was removed from the Consent Agenda for further review by City Staff, to be added to the August 24, 2021 Regular Meeting Agenda
  - 2) City Council Work Session dated 7/27/2021
  - 3) City Council Regular Session dated 7/27/2021
- 5.04: Approve Business Licenses
- 5.05: Approve Rental Licenses
- 5.06: ~~Authorization to Purchase Maintenance Equipment for the New Public Works Facility~~  
This item was removed from the Consent Agenda and considered as Regular Agenda Item 7.2
- 5.07: Adopt Resolution #21-228 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of July 22, 2021 through August 4, 2021
- 5.08: Adopt Resolution #21-183 Approving an Easement Encroachment Agreement for an attached accessory structure in a drainage and utility easement at 16206 Sapphire St NW; Case of William Cowette (Project 21-119)
- 5.09: Adopt Resolution #21-208 Granting a Conditional Use Permit to Expand an Existing Utility Substation at 9180 Alpine Drive NW (Project No. 21-125)
- 5.10: Adopt Resolution #21-210 Approving Site Plan and Final Plat for Knoll Properties 2<sup>nd</sup> Addition; Case of Anderson Dahlen
- 5.11: Adopt Resolution #21-224 Accepting Geotechnical and Survey Proposals for 2022 Pavement Management Program Projects
- 5.12: Adopt Resolution #21-225 Approving Development Agreement and Releasing Declaration of Covenants for AEC Energy Park and Development Agreement; Case of Anderson Dahlen
- 5.13: Adopt Resolution #21-226 Approving Premise Permit for Anoka Area Hockey Association at Superbowl in Ramsey
- 5.14: Adopt Resolution #21-227 Granting an Easement Encroachment Agreement for 74747 163<sup>rd</sup> Ave NW (Project 21-118); Case of Manuel Cuevas

Motion carried. Voting Yes: Acting Mayor Riley, Councilmembers Musgrove, Heineman, Howell, Specht, and Woestehoff. Voting No: None. Absent: Mayor Kuzma.

## **6. PUBLIC HEARING**

### **6.01: Review Ordinance #21-17 Amending Rental Licensing Requirements to Include Short-Term Rentals**

#### **Presentation**

Senior Planner Chloe McGuire Brigl reviewed an Ordinance to amend Chapter 26 of the City Code to include short-term home rentals for companies like Airbnb and VRBO, which are becoming more popular. She added City Staff have received requests for information from many residents who want to rent out their homes. She noted a rental license of \$25 for a 3-year period is required for homes that are rented out, which is very minimal compared to other nearby communities.

Senior Planner McGuire Brigl stated, for purposes of clarification in the Code, a rental license is required for a short-term rental, as well as an updated rental application. She added tents and yurts are not allowed under State Building Code. She noted this would be a broad and general update to the City Code, and City Staff can look at additional options. She noted the Planning Commission reviewed this issue at their last meeting, and recommended City Council approval of the Ordinance.

Councilmember Heineman asked whether establishing this policy will make it easier for residents to use organizations like Airbnb and VRBO to rent out their homes.

Senior Planner McGuire Brigl confirmed this, adding people call City Hall to ensure that the homes they want to rent are legally licensed.

Councilmember Heineman asked whether a resident who has a yurt or geodome could have it reclassified as a separate structure, and potentially be licensed to rent as a rental.

Senior Planner McGuire Brigl stated City Code allows only one dwelling unit per property, so an additional structure would not be allowed. She added this would include tiny homes or “mother-in-law” suite on an individual property. She noted the Planning Commission requested that City Staff do some additional research on this issue for as a separate case.

Councilmember Specht stated he would support making the process less restrictive and simpler for residents to work with organizations to rent their homes.

Councilmember Musgrove requested clarification regarding rent moratoriums due to Covid-19, and how they might potentially be affected by this proposed Ordinance.

Senior Planner McGuire Brigl stated City Staff had not considered the moratorium in connection with this Ordinance. She added she would consult with the City Attorney. She noted, as the Ordinance relates to short-term rentals of not more than 30 days, the Ordinance would not supersede the State’s moratorium.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to introduce Ordinance #21-17 Amending Rental Licensing Requirements to Explicitly Include Requirements for Short-Term Rentals to Receive a Rental License.

Motion carried. Voting Yes: Acting Mayor Riley, Councilmembers Musgrove, Woestehoff, Heineman, Howell, and Specht. Voting No: None. Absent: Mayor Kuzma.

**6.02: Introduce Ordinance #21-11 Amending Chapter 10 of City Code to Include Requirements for Keeping Cats and Roosters, and to Amend Standards for Agricultural Animals and Beekeeping**

**Presentation**

City Administrator Ulrich stated, based on discussion and feedback over the past few weeks, City Staff is recommending that a public hearing be held, and public comment taken on this issue but that the Ordinance should not be introduced until further review can be done. He added City Staff will revise the Ordinance to reflect comments received from the City Council and the public at the City Council's last meeting. He noted a follow-up review will be scheduled for the City Council's November 9, 2021 meeting.

Planning Technician Brian McCann reviewed the proposed Ordinance related to the keeping of cats and roosters as discussed at the City Council's July 27, 2021 meeting. He added, after receiving public comment, City Staff have revised the Ordinance to include ducks on all properties, similar to chickens, and to include animal family classifications, including mini-cows, and to limit the number of dogs and cats not to exceed 10. He noted a kennel license will still be required for 4 or more dogs.

Planning Technician McCann stated City Staff recommends postponing action on this item for 90 days to provide additional time for City Staff and public input.

**Public Hearing**

Acting Mayor Riley opened the public hearing.

**Citizen Input**

There was none.

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

Motion carried. Voting Yes: Acting Mayor Riley, Councilmembers Musgrove, Woestehoff, Heineman, Howell, and Specht. Voting No: None. Absent: Mayor Kuzma.

**Council Business**

Motion by Councilmember Howell, seconded by Councilmember Heineman, to postpone City Council action on proposed Ordinance #21-11 Amending Chapter 10 of City Code to the City Council's Tuesday, November 9, 2021 Regular Meeting.

Motion carried. Voting Yes: Acting Mayor Riley, Councilmembers Howell, Heineman, Musgrove, Specht, and Woestehoff. Voting No: None. Absent: Mayor Kuzma.

## **7. COUNCIL BUSINESS**

### **7.01: Consider Request for Comprehensive Plan Amendment to Re-Guide PID #20-32-25-44-0003 from High Density Residential (HDR) to Medium Density Residential (MDR) (Project No. 21-122); Case of Lennar**

Senior Planner McGuire Brigl reviewed a request from Lennar for a Comprehensive Plan amendment for a residential subdivision near the Fire Station site. She added the 35-acre site is zoned "split zoning", which is unique for Ramsey. She noted 80-foot-wide lots are proposed on City utilities adjacent to existing residential areas with smaller rural developing lots and high-density residential areas, as well as industrial and commercial uses.

Senior Planner McGuire Brigl stated the Comprehensive Plan guides this area as high-density residential with 8 units per acre. She added, under Met Council guidance, anything over 8 units per acre counts as affordable housing, regardless of whether it is an affordable housing development. She noted the site is adjacent to low-density residential of less than 4 units per acre.

Senior Planner McGuire Brigl stated the applicant is proposing to reduce density from high to medium residential with 4-8 units per acre and an average density of 5.5 units per acre. She added City Staff is supportive of this proposal as it matches the adjacent residential areas and provides a nice buffer. She noted, however, there would be funding impacts.

Senior Planner McGuire Brigl stated the City of Ramsey is a member of the Livable Communities Act (LCA) Program, with funding eligibility, of which the City is the net recipient. She added the City has received \$6 million in project funding over the past 20 years, including \$1 million in 2019 for Riverwalk Village. She noted overall density cannot be reduced, and affordability must be maintained, for the City to maintain its membership in the LCA Program.

Senior Planner McGuire Brigl stated the City passed a Resolution in November 2020 expressing support for and participation in the LCA Program.

Senior Planner McGuire Brigl provided alternatives for City Council consideration. She stated the Comprehensive Plan could be amended through the approval process; funding mechanisms could be changed; or the development could be approved with no changes, which would mean the end of the City's participation in the LCA Program.

Senior Planner McGuire Brigl stated the City Council could approve the Comprehensive Plan amendment but direct City Staff to research alternative sites to re-guide at 8 units per acre. She added there are other potential sites in the City guided for low to medium density. She noted another option would be to direct the applicant to revise the plan to maintain 8 units per acre.

Senior Planner McGuire Brigl stated residents have indicated the importance of developing single family homes.

Acting Mayor Riley asked why the zoning is proposed to be changed so close to existing homes.

Senior Planner McGuire Brigl stated that is the request of the applicant. She added a public hearing will still be required and the issue reviewed by the City Council again.

Councilmember Musgrove asked whether the calculation would change if the proposed 80-foot-wide lots were to be used as a minimum lot size.

Senior Planner McGuire Brigl stated that would not help because the Met Council is looking at the overall site. She added 80-foot-wide lots would be viewed as part of the site as a whole.

Acting Mayor Riley stated he is not in favor of the Met Council telling Ramsey how to develop itself, and he is not concerned with maintaining their density requirements.

Councilmember Musgrove asked what the repercussions could be for the City if LCA Program funding is no longer available.

Senior Planner McGuire Brigl stated the City would no longer be eligible to apply for Met Council grants. She added the \$1 million Riverwalk grant is still in process, and City Staff would work with the Met Council over the next few weeks to determine repercussions for existing funding and potential repayment of funds.

Councilmember Howell stated she agrees with Acting Mayor Riley, and she supports the development if it is a good fit for the community. She added the City should not be inhibited by the Metropolitan Council. She asked whether there would be an option to push this out further so it would not interfere with Riverwalk Village.

Senior Planner McGuire Brigl stated staff would be open to that, but she is unsure whether the applicant would be willing based on their expedited applications.

Councilmember Woestehoff stated the COR is zoned as COR. He asked whether the Met Council considers areas based on residential density as part of that equation.

Senior Planner McGuire Brigl stated that has been the subject of review by City Staff. She added development that is already built counts toward residential density. She noted, if it is vacant and guided COR, the City gets ¼ rate for density, as it could technically be developed as retail, commercial office or residential. She agreed to look into it further.

Councilmember Musgrove asked what costs the developer would incur with regard to potential City impacts related to a potential zoning change.

Senior Planner McGuire Brigl stated, under alternatives 1 or 2, there would be no costs incurred by the developer. She added, under alternative 3, the developer would be required to redraw their

plans to meet minimum density requirements. She noted, based on the Planning Commission's discussion, they will be required to do that anyway.

Councilmember Woestehoff stated there is an issue of access, as the development plans include a long cul-de-sac with only one access point. He asked whether there is an area of opportunity somewhere else in the City that could make up the 28 acres, or whether it needs to be contiguous.

Senior Planner McGuire Brigl stated City Staff believes there are opportunities for development that would add up to 28 acres but did not spend extensive time reviewing vacant parcels. She added it would be an easy switch for the Comprehensive Plan if the land is owned by the City, but potentially more difficult if it is privately owned. She noted it is a possibility, and City Staff can look into it further.

Councilmember Woestehoff stated he would not be in favor of approval or denial at this point. He added he would support having the City Council review this issue further, and table this issue to another meeting to receive more information and data.

Acting Mayor Riley asked whether that will work for the applicant.

Senior Planner McGuire Brigl stated the City has 120 days to respond to any application, so there is time to do due diligence. She added this is a big project and the developer has other issues to work through.

Acting Mayor Riley stated he does not support changing the top portion of the development that is already zoned residential.

Senior Planner McGuire Brigl stated City Staff will move forward with alternative 2, a potential Comprehensive Plan amendment, but also research alternative sites to re-guide at that acreage. She added City Staff will bring this issue back to the City Council for further review at their next meeting.

Councilmember Musgrove stated she would support having a definite time frame, hopefully 2 weeks. She added she supports medium density but would like to learn more about impacts.

Senior Planner McGuire Brigl thanked the City Council for their feedback and comments. She added, to recap, the applicant has requested to re-zone the property, but there is a general consensus of the City Council not to rezone to 65-foot-wide lots adjacent to existing residential property.

## **7.02: Authorization to Purchase Maintenance Equipment for the New Public Works Facility**

Public Works Superintendent Grant Riemer reviewed the proposed purchase of maintenance equipment for the new Public Works shop. He added the items proposed for purchase are a sweeper/scrubber for maintenance and shop areas (\$62,600); and a forklift for lifting storage to a 600-foot-long mezzanine storage area (\$15,000-17,000).

Councilmember Howell asked whether a used sweeper/scrubber could be purchased, which could result in significant savings. Public Works Superintendent Riemer stated City Staff have not looked into that option, but it is a possibility. He added it is a complicated piece of equipment, and he would be wary of purchasing a used item.

Councilmember Heineman asked how many square feet need to be covered, and whether there are sweepers that can be pushed. Public Works Superintendent Riemer stated the main maintenance area is approximately 60,000 square feet, with 35,000 square feet in 4 maintenance shops and a storage area, and the sweeper will also be used for the Fire and Police parking garage. He added it would be a lot of walking, and seated equipment would be preferable.

Acting Mayor Riley stated the City would end up paying higher wages due to the extra time it would take to have employees push the equipment.

Acting Mayor Riley stated approval could include “not to exceed” for the highest acceptable cost, and the stipulation that used equipment should be considered first.

Councilmember Howell stated she would be reluctant to use the term “not to exceed” for the total cost, since it is difficult to estimate the equipment cost at this point. She added some leeway could be given, but still attempt to bring the cost down.

Public Works Superintendent Riemer stated he has not done any research on the availability of used equipment. He asked whether final approval from the City Council would be required before a purchase could be made.

Councilmember Heineman stated an immediate purchase could be authorized if City Staff are able to find a used sweeper for \$40,000 or bring purchase information back to the City Council for review. He added, if a used unit cannot be found, the City Council can consider authorization of the full \$62,000. He noted the forklift cost seems reasonable.

Public Works Superintendent Riemer stated City Staff will see whether there is anything available for \$40,000 as a starting point.

Councilmember Howell requested the amount be increased to \$43,000, based on her research.

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to approve the purchase of a used Tenant M-24 floor sweeper or equivalent up to \$43,000 and not to exceed that amount, and purchase of a used forklift not to exceed \$17,000, contingent on current used market prices.

Further discussion: Acting Mayor Riley stated City Staff should use their discretion if they find a better forklift for \$19,000. Councilmember Heineman stated City Staff should inform the City Council if they are unable to find a used unit.

Motion carried. Voting Yes: Acting Mayor Riley, Councilmembers Howell, Musgrove, Heineman, Specht, and Woestehoff. Voting No: None. Absent: Mayor Kuzma.

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

City Administrator Ulrich stated Game First begins August 13, 2021, and continues the following weekend, with over 280 vendors from across the country and 40,000 attendees. He added the Lions are sponsoring parking at Loral I. Armstrong Delaney Central Park.

City Administrator Ulrich stated a Community Open House is scheduled for Saturday, October 16, 2021, to dedicate the new Public Works facility which is nearing completion.

City Administrator Ulrich stated the Draw Concert Series will continue on Thursday August 12, 2021 at 6:30 p.m. with Rumble Seat, a John Mellencamp tribute band.

City Administrator Ulrich stated Happy Days is scheduled to begin Friday, September 10, and there are still openings for vendors and parade participants. He added interested residents should contact City Staff.

City Administrator Ulrich stated the City Council Work Session, held earlier this evening, will continue immediately following this meeting in the Lake Itasca Room.

Councilmember Musgrove thanked the Police and Fire Departments for their support in hosting neighborhood Night To Unite events on Tuesday, August 10, 2021. She added it was fun visiting the neighborhoods and getting comments and feedback from residents.

## **9. ADJOURNMENT**

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

Motion carried.

The regular meeting of the City Council adjourned at 7:48 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 Mary Mullen  
*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.