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

The Ramsey City Council conducted a regular meeting on Tuesday, October 26, 2021, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: City Administrator Kurtis Ulrich  
Planning Technician Brian McCann  
City Engineer Bruce Westby  
Economic Development Manager Sean Sullivan  
Administrative Services Director Colleen Lasher  
Senior Planner Chloe McGuire Brigl  
Communications and Events Coordinator Megan Thorstad

**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**

**2.01: Proclamation Declaring November 27, 2021 as Small Business Saturday in the City of Ramsey**

Mayor Kuzma read in full a Proclamation declaring November 27, 2021 as Small Business Saturday in the City of Ramsey.

**3. CITIZEN INPUT**

Jim and Jesse Gustwhiler, 16651 Quicksilver Street, live near the entrance to Elm Crest Park and described a situation with a neighbor who has equipment and junk cars parked on their property. They are hoping the Council will do something because it is an eye sore as well as posing health hazards to the nearby wetlands.

Councilmember Riley stated he and Councilmember Howell visited the property last night, saw the situation, and found the current state is certainly unacceptable. He stated the City is looking into it and asked when the Council will discuss options for how it will move forward.

City Administrator Ulrich answered that City Engineer Westby has been working on some alternatives as far as routing of the roadway. Staff has also talked about engaging the City Attorney regarding the underlying easements and how, potentially, the rights could be expanded from what they previously had been told and how it might be enforced. He explained that acquisition of the land could be an option for them. From an engineering standpoint, he would defer to City Engineer Westby. He stated staff could bring back some other information and with the new City Attorney starting November 1, 2021, he would recommend sometime after that date.

City Engineer Westby stated they have called in utility locates and had discussions with the property owner on the other end of the road who had questions about utilities. He explained there is an option to possibly reroute the road fully onto City property. If the City were to do that, the old road would need to be removed and utilities relocated with the new road. He stated staff needs to understand what the effort consists of, then an estimate can be prepared for what it would cost and staff could reach out to the current property owner to see what they are asking for the property. At that point, the Council could make a determination. He stated staff hopes to have all the information next week and to bring this back to Council at the first meeting in November.

City Administrator Ulrich proposed to bring it back for discussion on November 9, 2021.

Councilmember Howell referenced the easement and asked City Engineer Westby if it would be possible to determine how far it stands off the road and what the options are for keeping that section clear.

City Engineer Westby confirmed this.

Mayor Kuzma thanked the resident for bringing this to their attention and stated they will be looking into it.

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

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

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Howell	aye
Councilmember Riley	aye
Councilmember Specht	aye
Councilmember Musgrove	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 September 2021 Financial Reports - General Fund and Enterprise Funds
- 5:02: Consider Hiring an IT Support Technician Backfilling a Vacant Position
- 5:03: Consider Hiring an Administrative Assistant Backfilling a Pending Vacancy
- 5:04: Approve the Following Meeting Minutes:
  - 1) City Council Work Session dated 10/12/2021
  - 2) City Council Regular Session dated 10/12/2021
- 5:05: Approve Business Licenses
- 5:06: Approve Rental Licenses
- 5:07: Adopt Resolution #21-310 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 7, 2021 through October 20, 2021
- 5:08: Adopt Resolution #21-293 Authorizing Partial Payment No. 2 to North Valley, Inc. for Improvement Project #21-02, for Tiger Street Reconstruction
- 5:09: Adopt Resolution #21-294 Authorizing Partial Payment No. 2 to North Valley, Inc. from Nowthen, MN for Improvement Project #21-12, 2021 Additional Pavement Overlay Improvement
- 5:10: Adopt Resolution #21-295 Authorizing Final Payment to Northwest Asphalt and Maintenance of Thief River Falls, Minnesota for Improvement Project #21-06, Crack Seal Improvements
- 5:11: Adopt Resolution #21-297 Authorizing Partial Payment #13 to RJM Construction for Improvement Project 20-07 New Public Works Facility
- 5:12: Adopt Resolution # 21- 298 Authorizing Partial Payment No. 3 to North Valley, Inc. for Improvement Project #21-03, for Business Park 95 Street Reconstruction
- 5:13: Adopt Resolution #21-299 Ordering Plans and Specifications for Improvement Project #22-01, Sunwood Drive and Waco Street Reconstruction
- 5:14: Adopt Resolution #21-300 Ordering Plans and Specifications for Improvement Project #22-02, Autumn Heights Street Reconstruction
- 5:15: Adopt Resolution #21-301 Ordering Plans and Specifications for Improvement Project #22-03, 2022 MSA Pavement Overlay Improvements
- 5:16: Adopt Resolution #21-306 Ordering Plans and Specifications for Improvement Project #22-04, 2022 Neighborhood Pavement Overlay Improvements
- 5:17: Adopt Resolution #21-307 Ordering Plans and Specifications for Improvement Project #22-06, Wood Hills 2<sup>nd</sup>-5<sup>th</sup> Street Reconstruction

A roll call vote was performed.

Councilmember Heineman	aye
Councilmember Woestehoff	aye

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

Motion carried.

**6. PUBLIC HEARING**

None.

**7. COUNCIL BUSINESS**

**7.01: Consider Resolution #21-286 to Approve a Private Kennel License for the Property Located at 14941 Limonite St NW (Project 21-137); Case of Brian Niehaus**

Planning Technician McCann gave a summary of the resolution, noting the applicant has three dogs on the property and would like to purchase a fourth dog. Staff is recommending adopting Resolution #21-286 granting a private license to maintain the four dogs indicated on the property. He stated the applicant is online as well.

Councilmember Specht commented that he hoped in the future they wouldn't have to require a kennel license for only four dogs.

Motion by Councilmember Specht, seconded by Councilmember Musgrove to adopt Resolution #21-296 Granting a Private Kennel License to Maintain Four Dogs on the Subject Property.

Further Discussion:

Councilmember Riley asked how this case came to the City's attention.

Planning Technician McCann answered the applicant came forward with this application and it did not go through the Code Enforcement process.

Councilmember Woestehoff noticed that there was a notice of public period to owners within 350 feet and asked if there were any comments.

Planning Technician McCann answered they didn't receive any comments in this case.

Councilmember Howell agreed with Councilmember Specht that the City shouldn't require a kennel license for an R-1 property with four dogs but she will support this because that is the process right now.

Councilmember Musgrove asked if the resident themselves got any feedback from their neighbors.

Planning Technician McCann replied he wasn't aware if the applicant received feedback from any of their neighbors but the applicant is on the call to answer questions.

Brian Niehaus, 14941 Limonite Street NW, stated they have not received comments from any of the neighbors regarding the application.

A roll call vote was performed.

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

Motion carried.

**7.02: Adopt Resolution #21-185 Approving Revised Cost Share Framework for Riverdale Drive and Riverstone South and Authorizing Application to Anoka County Housing and Redevelopment Authority (ACHRA)**

Economic Development Manager Sullivan gave a presentation of the proposed resolution approving a revised cost share framework for Riverdale Drive and Riverstone South and authorizing an application to the ACHRA. During the presentation, he displayed a map of the proposed extension and the Riverstone South Development. He noted a benefit of the project includes increased access and safety to Highway 10. The estimated cost of Riverdale Drive is \$1.7 million. The City has received a grant award for \$612,000 which is included in the cost share framework and the estimated County right-of-way cost has been reduced from \$950,000 to \$283,000.

Economic Development Manager Sullivan stated the City Council approved the Cost Share Framework during the January 26, 2021 Council meeting. At that time, the City agreed to pay for all construction costs associated with the County parcel. The Council directed Staff to secure additional funding sources and to fund the Tree Preservation Credit of \$350,000. Staff continued negotiations and the framework has been adjusted since January. He noted Staff was unable to secure grant funding for the Tree Preservation Credit.

Economic Development Manager Sullivan stated the potential funding sources for this project would be the Anoka County HRA, PIR, MSA, and possibly TIF. The recommendation is ACHRA, although it can not be used for the tree preservation.

Economic Development Manager Sullivan reviewed the proposed Revised Cost Share Framework details. He also reviewed the proposed funding sources for the City contribution stating the estimated City total cost is estimated at \$1,021,286, including \$350,000 toward the tree preservation.

Economic Development Manager Sullivan presented Council with the following alternatives: Alternative 1- Approve the Revised Cost Share Framework including Tree Preservation Credit and Application to ACHRA, Resolution #31-185, which is recommended by the Public Works Committee; Alternative 2- Approve revised Cost Share Framework without the Tree Preservation Credit and Application to ACHRA; Alternative 3- Direct Staff to continue negotiations; and, Alternative 4- Motion for something else.

Councilmember Riley commented that he has been a part of discussions on this with the Public Works Committee, noting this framework has been approved by the Council already. He stated there are a couple of costs that have changed but they offset each other. The difference here is the tree preservation, which the Council also approved, because the City did not get funding for it. He stated the challenge is to find a funding source. He gave credit to Economic Development Manager Sullivan for finding the easiest way for the City to pay it. The bottom line is that the \$110,000 is coming out of the PIR fund. He noted there are a lot of facts and history but it comes down to how the City funds \$350,000.

Mayor Kuzma added they are also saving trees which is a nice bonus to the community as well.

Councilmember Specht commented that he has supported this project from the beginning, it will be a benefit to future residents, and a great addition to the City. He is happy the City will be able to preserve the hundred-year-old trees that are there. He asked for clarification, if they are going to extend the road to Batey Road.

City Engineer Westby answered no, it will only be extended to Bowers.

Councilmember Specht commented that it sounds like both parties are happy with the deal and he supports it.

Motion by Councilmember Riley, seconded by Councilmember Specht, to Adopt Resolution #21-185, Approving the Revised Cost Share Framework for Riverdale Drive and Riverstone South and Authorizing Application to Anoka County Housing and Redevelopment Authority (ACHRA), Alternative #1.

Further Discussion:

Councilmember Musgrove referenced the work that was done on this project, noting the community on Bowers Drive was interested in having more trees as a barrier so she is glad staff found a resolution to that with this development coming in. She stated she will be supporting it.

A roll call vote was performed:

Councilmember Heineman	aye
Councilmember Woestehoff	aye
Councilmember Howell	aye
Councilmember Riley	aye

Councilmember Specht	aye
Councilmember Musgrove	aye
Mayor Kuzma	aye

Motion carried.

**7.03: Adopt Resolution #21-304 Authorizing Assessment Agreement Preparation and Ordering Plans and Specifications for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive**

City Engineer Westby stated this case and the next case are a continuation of the case just considered and approved. He presented on the projects and explained that the case presented by Economic Development Manager Sullivan was the first case they needed approval on the cost share framework so staff can move toward preparing the assessment agreement that will allow the City to capture those funds from developers and work on building the roads. This case is asking for authorization to prepare the assessment agreement. He added the other piece of this case was to authorize the consultant Bolton and Menk to start specifications and plans for the extension of Riverdale Drive.

City Engineer Westby displayed the map of the design and gave background on the project. A timeline would include beginning the assessment agreement with developers and the City Attorney. It will come back to Council before going out for bids, which may occur in July. In August, construction will begin with the work being completed in September 2022 but he hopes the work can be completed faster than that to meet Capstone's proposed schedule for Riverstone South's first phase.

City Engineer Westby stated the cost for the project is estimated at \$1,706,000. Bolton and Menk, Inc. have prepared a proposal to prepare plans and specifications with a not to exceed fee of \$89,024, which is included in the indirect project costs as a part of the total estimate. All project costs will be shared between the funding partners per the approved cost share framework.

City Engineer Westby stated on October 19, 2021 the Public Works Committee unanimously recommended adoption.

Motion by Councilmember Musgrove, seconded by Councilmember Specht, to Adopt Resolution #21-304 Authorizing Assessment Agreement Preparation and Ordering Plans and Specifications for Improvement Project #20-05, Riverdale Drive Extension, Llama Street to Bowers Drive.

A roll call vote was performed:

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

Mayor Kuzma

aye

Motion carried.

**7.04: Adopt Resolution #21-305 Ordering Plans and Specifications for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive**

City Engineer Westby explained this case is the second part of the case just presented and adopted. He stated the intent of this case is to allow bidding the utility improvements separately from the roadway improvement to speed the construction process to help facilitate Capstone's construction schedule.

City Engineer Westby stated the estimated project costs are \$1,234,000. Bolton and Menke, Inc. has submitted a proposal to prepare plans and specifications with a not-to-exceed fee of \$175,205, which is included in the indirect project costs. He noted this is higher than the previous fee because of the addition of a sanitary lift station that is part of this project and takes a lot of associated work and cost. Project costs are proposed with utility enterprise funds which will be paid back with trunk utility fees collected at the time of development. An alternate fee in the amount of \$18,865 is included in the proposal to prepare plans and specifications for a watermain loop between the south and north sides of Highway 10 at Puma Street. This loop is included in the City's Comprehensive Water Supply Plan and is his recommendation to include.

Councilmember Musgrove referenced the lift station and asked if it would only service the Capstone addition or are there other areas it would potentially serve.

City Engineer Westby replied it would serve the broader area, more than Riverstone South. It would also serve the undeveloped farm land and allow them to add land West of there if that land was developed.

Councilmember Musgrove asked if the costs would be brought back to the City through the development cost process.

City Engineer Westby answered, that is correct, through trunk fees that are charged to the developments.

Councilmember Musgrove also asked if the Puma Street estimate would be included.

City Engineer Westby replied it would be good form and appreciated.

Motion by Councilmember Musgrove, seconded by Woestehoff, to Adopt Resolution #21-305 Ordering Plans and Specifications for Improvement Project #22-05, Riverdale Drive Trunk Utility Improvements, Llama Street to Bowers Drive to Include a Watermain Loop Between North and South Sides of Highway 10 in the Area of Puma Street.

A roll call vote was performed:

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

Motion carried.

**7.05: Adopt Resolution #21-302 Authorizing Feasibility for Flashing Yellow Arrow Improvements to Signal System at Sunwood Drive and Ramsey Boulevard/CSAH 56 Intersection**

City Engineer Westby gave background on the resolution stating that on September 22, 2020 during a City Council meeting, a resident came forward and requested a flashing yellow arrow (FYA) be installed at the intersection of Sunwood Drive and Ramsey Boulevard. Another FYA had been installed at an intersection in 2017. He explained the City needs to work with Anoka County when making improvements on County roads. To start the process, the City will be required to hire SEH to complete a feasibility study for modifying the signal and follow the same process with the County that was used in 2017.

City Engineer Westby stated SEH gave a verbal not-to-exceed cost of \$1,800 to complete the feasibility study. If approved, SEH would have to prepare plans and specifications, which would have additional costs that would be determined.

City Engineer Westby noted there are other improvements that the FYA operations at the intersection and traffic volumes may change over time as the improvements are completed. He will ask SEH to add this as a part of the study.

City Engineer Westby stated the proposed funding source would be the Public Improvement Revolving Fund and the estimated average cost for modifying an existing signal system is between \$20,000 and \$50,000.

City Engineer Westby stated on October 19, 2021 the Public Works Committee unanimously supported the recommended improvements. Staff also gave their support.

Councilmember Specht asked for clarification, the City would be paying for the study and if approved, the County would pay for the work.

City Engineer Westby replied that the City would pay for the study, plans and specs, and the improvements. The City would then enter into a joint powers agreement that outlines the responsibilities for maintaining the improvements.

Councilmember Specht asked if the new intersection on Sunwood and Bunker Boulevard would have the flashing yellow arrow as well.

City Engineer Westby confirmed this, noting the hours of operation are yet to be determined. He explained that flashing yellow arrows are not typically operating during peak traffic hours.

Councilmember Musgrove commented that this intersection was brought up by a resident but is known to be a busy one that would benefit from having a flashing yellow arrows added. She noted the Council had discussed other areas that would do well with flashing yellow arrows as well and potentially reviewing one a year to help traffic flow better.

Motion by Councilmember Musgrove, seconded by Heineman, to Adopt Resolution #21-302 Authorizing SEH to Complete the Feasibility Study for Flashing Yellow Arrow Improvements at the Intersection of Sunwood Drive and Ramsey Boulevard/ CSAH 56.

Further Discussion:

Councilmember Howell stated she will not be supporting this because she doesn't know if it is a justified expenditure.

A roll call vote was performed:

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

Motion carried.

**7.06: Adopt Resolution #21-303 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #21-08, Water Treatment Plant Trunk Watermain Improvements**

City Engineer Westby stated the purpose of the case is to consider approving plans and specifications for this project. He noted that on March 9, 2021, the Council adopted Resolution #21-061 awarding a contract to SEH, Inc. to prepare plans and specs for these watermain improvements, which are intended to serve the new water treatment plant that is currently under design and this project needs to be done before other improvements can be done.

City Engineer Westby explained that events have disrupted supply chains for pipes and utilities resulting in long delays and significant increases in pipe costs. He noted plans are done and although prices are high, they are stabilizing. Staff is hopeful that supply issues will be resolved

and prices will come down so staff is recommending to get the plans out for bids to give the contractors more time.

City Engineer Westby gave a projected timeline of bidding the plans for two months, awarding the bid in early January 2022, with a completion date around June of 2023 ahead of the water treatment plant completion and commissioning in the fall of 2023.

City Engineer Westby stated the plans include a base bid and an alternate bid. Sections of the pipe are proposed to be directionally drilled with the base bid and the consultant recommended an alternate bid to directionally drill the entire project because it might be a cheaper option. The original cost estimate was around \$3.4 million, the current estimated costs for the proposed improvements are around \$4.9 million. It is recommended to get bids for both the base bid and the alternate bid. City Engineer Westby stated funding for this project is proposed to come from water enterprise funds, which will be repaid through trunk fees over time.

City Engineer Westby stated on October 19, 2021, the Public Works Committee unanimously recommended City Council approval. Staff also recommends approval.

Councilmember Specht asked if Bunker Lake Boulevard will have to be shut down during this project and what will be the impact on residents that live close by.

City Engineer Westby replied the work is proposed to be done along the edges of the road. They are proposing to directionally drill beneath roads so it will not impact traffic but there will be some traffic control along the edges of the roads for safety. In some instances, if they do open trenching, as they approach Ramsey Boulevard, for instance, there are some utilities on the east side that have to go deeper to get under the existing utilities so they may have to do portable concrete barriers. He stated generally, there should be minimal impact to the traveling public.

Motion by Councilmember Riley, seconded by Councilmember Howell, to Adopt Resolution #21-303 Approving Plans and Specifications and Authorizing Advertisements for Bids for Improvement Project #21-08, Water Treatment Plant Trunk Watermain Improvement.

A roll call vote was performed:

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

Motion carried.

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

City Administrator Ulrich noted the City has scheduled an Open House with the Trout Brook Crossing developer for Thursday, November 4, 2021, at the Lake Itasca Room at the Municipal Center from 5:00-6:30 p.m. He explained this will be an opportunity for the public, Council, and Commission members to hear more about the development and speak to the developer in an informal setting prior the formal meetings coming up.

City Administrator Ulrich stated the next Work Session will be Tuesday, November 9, 2021.

Councilmember Musgrove thanked City Engineer Westby for his work on all the cases tonight, as it was a lot. She expressed her appreciation.

Councilmember Specht extended an invitation to the Big Adventures Academy Open House as it is a new business coming to Ramsey. The Open House is from 4-7 p.m. this Thursday.

## **9. ADJOURNMENT**

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

A roll call vote was performed:

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

Motion carried.

The regular meeting of the City Council adjourned at 8:10 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 Joni Helmeke  
*TimeSaver Off Site Secretarial, Inc.*