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

The Ramsey City Council conducted a regular meeting on Monday, November 7, 2022, 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 Brian Hagen  
City Engineer/Interim Public Works Director Westby  
Police Chief Jeff Katers  
Planning Manager Todd Larson  
City Attorney Fritz Knaak

**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**

None.

**4. APPROVE AGENDA**

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

A roll call vote was performed:

Councilmember Musgrove            aye  
Councilmember Specht            aye

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

Motion carried.

## 5. CONSENT AGENDA

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

- 5.01: Note the Following Boards, Commissions, and Committee Meeting Minutes:
  - 1) Economic Development Authority Dated September 8, 2022
  - 2) Parks and Recreation Commission September 8, 2022
  - 3) Planning Commission Meeting Minutes Dated September 29, 2022
  - 4) Public Works Committee Dated September 20, 2022
  - 5) Environmental Policy Board Dated September 19, 2022
- 5.02: Consider Request for an Interim Use Permit to Allow Open and Outside Storage on a Portion of the Property Located at 9525 156th Avenue NW (Project No. 22-138); Case of Name Brand Self Storage Ramsey LLC.
- 5.03: Schedule Public Hearing for Adoption of 2023-2032 Capital Improvement Plan
- 5.04: Approve Rental Licenses
- 5.05: Authorization to Hire a Community Development Director
- 5.06: Authorization to Hire a Police Officer Filling a Current Vacancy in the Patrol Division
- 5.07: Adopt Resolution #22-254 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of October 20, 2022 through November 2, 2022.
- 5.08: Adopt Resolution #22-250 Accepting Survey Proposals for 2023 Overlay Improvement Projects
- 5.09: Adopt Resolution #22-251 Accepting Geotechnical and Survey Proposals for Whispering Pines Estates Plat 3 Street Reconstructions, Improvement Project #23-10
- 5.10: Adopt Resolution #22-252 Approving Grading Agreement for Trott Brook Crossing; Case of Twin Cities Land Development (Project #21-130)

A roll call vote was performed:

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

Motion carried.

## **6. PUBLIC HEARING**

### **6.01: Public Hearing: Introduce Ordinance 22-27 Amending Chapter 2 of Ramsey City Code to Modify Abatement and Appeal Procedures**

#### **Presentation**

Planning Manager Larson reviewed the staff report and recommendation to modify City Code concerning the abatement and appeal process. He stated he was happy to answer any questions and that Police Chief Katers was also present for questions.

Mayor Kuzma added that he thinks these are great improvements to the current process.

Councilmember Howell thanked Planning Manager Larson and Staff for their work on this on finding a lower cost alternative for residents who need help.

#### **Public Hearing**

Mayor Kuzma called the public hearing to order at 6:08 p.m.

#### **Citizen Input**

There was none.

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

A roll call vote was performed:

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

Motion carried.

The public hearing was closed at 6:08 p.m.

#### **Council Business**

Motion by Councilmember Howell, seconded by Councilmember Musgrove, to introduce Ordinance #22-27 amending Chapter 2 of Ramsey City Code.

A roll call vote was performed:

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

Motion carried.

Councilmember Musgrove thanked Staff for the work they have done on this item.

## **7. COUNCIL BUSINESS**

### **7.01: Introduce Ordinance #22-28: 2023 Schedule of Rates, Fees and Charges**

City Administrator Hagen reviewed the schedule of rates, fees and charges. He stated there will be a public hearing held on November 22, 2022 and if approved the rates would become effective January 1, 2023.

Councilmember Specht asked about the kennel licenses when having more than three dogs.

City Administrator Hagen explained that City Code does call out scenarios where a kennel license would be needed.

Councilmember Specht asked for the rationale behind the increase in this fee.

City Administrator Hagen stated the Planning Department handles this request.

Planning Manager Larson shared not a lot of these licenses are issued. He stated this helps cover the costs of quality of life costs for the neighbors. He stated this is a one-time fee.

Councilmember Specht said that he would like to see this fee a little lower to get people to actually file for the licenses.

Councilmember Musgrove agreed that the cost is a little high. She asked about the home occupation permit, the escrow, and if this is an annual fee.

Planning Manager Larson stated the process for applying for a home occupation permit is the same as applying for a conditional use permit. He explained the escrow was implemented to cover costs.

He stated this is also a one-time fee. He shared with an escrow, any unused money is returned to the applicant upon completion of the project.

Councilmember Musgrove asked if the information on when the money would be returned is communicated with the applicant.

Planning Manager Larson explained that these applicants just need to give the City a call to let them know when the project is finished.

Mayor Kuzma asked if anyone wanted to weigh in on the kennel license fee that Councilmember Specht expressed concern with.

Councilmember Woestehoff shared that he did some research on this and found that Andover charges the same amount and has an annually reoccurring \$25 fee. He said the increase seems market appropriate.

Councilmember Howell agreed that it is market appropriate but also thinks people will be more compliant at a lower dollar amount. She asked about the home occupation permit and how it compares to surrounding cities.

Planning Manager Larson shared that City Planner McCann was researching this and there was a Planning Commission meeting on December 1 to discuss that. He stated many cities handle this in different ways making it difficult to compare Ramsey to other cities.

Councilmember Howell asked if this includes just level 2 home occupation permits.

Planning Manager Larson said that was correct.

Councilmember Specht asked about the increase in fees for the field usage and how that compares to what Anoka charges.

City Administrator Hagen stated that Interim Parks and Assistant Public Works Director Riverblood shared in a previous work session that Anoka, Ramsey, and Andover mirror what they are doing so that one city is not capitalizing and getting more use out of their fields and that each city is proposing the same amount.

Councilmember Howell stated she is not a supporter of large fees and permits for residents. She shared she will be supporting the introduction of this but most likely will not support it later on.

Motion by Councilmember Musgrove, seconded by Councilmember Woestehoff, to introduce Ordinance #22-28: 2023 schedule of rates, fees, and charges.

Further discussion:

Councilmember Riley said that no one likes fees but this is an attempt to get the time and effort of the Staff paid for. He said it has never been a goal to make money off these increases, it is just to cover Staff time.

A roll call vote was performed:

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

Motion carried.

**7.02: Consider a Sketch Plan and Preliminary Plat for Cedar Acres (Project #22-136); Case of Tom Dehn**

Planning Manager Larson reviewed the proposal and recommendation to approve the preliminary plat for Cedar Acres.

Councilmember Musgrove thanked City Planner McCann and City Engineer/Interim Public Works Director Westby for answering her questions. She wanted to hear recommendations from Staff on the cul-de-sac and water drainage.

City Engineer/Interim Public Works Director Westby stated the proposed cul-de-sac separates two areas that have high water levels, which is higher than the top of the proposed cul-de-sac and the water will sit on top of the pavement. He said they want to make the developer build a culvert that bridges the cul-de-sac from the north to the south side and will equalize the water level in these two areas and to have them raise the pavement to ensure it will not flood.

Councilmember Musgrove asked about the development to the south by Outlot B.

City Engineer/Interim Public Works Director Westby stated this lot is lower than the natural wetland areas and this new project will not have a negative effect on the development by Outlot B.

Motion by Councilmember Riley, seconded by Councilmember Woestehoff, to adopt Resolution #22-233 approving a sketch plan and preliminary plat for Cedar Acres.

A roll call vote was performed:

Councilmember Musgrove	aye
Councilmember Specht	aye
Councilmember Riley	aye

Councilmember Howell                    aye  
Councilmember Woestehoff            aye  
Councilmember Heineman            aye  
Mayor Kuzma                                aye

Motion carried.

**7.03: Adopt Ordinance #22-25 Pertaining to Mobile Food Units**

Planning Manager Larson reviewed the Staff report.

Councilmember Howell stated she thinks the changes simplify the ordinance.

Motion by Councilmember Specht, seconded by Councilmember Howell, to waive the City Charter requirement that the ordinance be read aloud and adopt Ordinance #22-25 modifying City Code pertaining to mobile food units.

Further discussion:

Councilmember Howell thanked Staff for all of their work on making this a much better ordinance.

Motion by Councilmember Specht, seconded by Councilmember Howell, to amend the motion to include the changes shown in the presentation.

A roll call vote was performed:

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

Motion carried.

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

City Administrator Hagen announced upcoming meetings and events.

Mayor Kuzma encouraged everyone to vote in tomorrow's election.

Councilmember Specht encouraged everyone to attend the holiday market at Green Valley Garden Center this Friday.

Councilmember Musgrove reminded everyone that Veteran’s Day was this week and encouraged everyone to thank those who served.

**9. ADJOURNMENT**

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

A roll call vote was performed:

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

Motion carried.

The regular meeting of the City Council adjourned at 7:47 p.m.

Respectfully submitted,

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Brian S. Hagen  
City Administrator

ATTEST:

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Katie M. Schmidt  
City Clerk

Drafted by Ava Rokosz  
*TimeSaver Off Site Secretarial, Inc.*