

TABLE OF CONTENTS

1. CALL TO ORDER ..... 2

2. PRESENTATION..... 2

3. CITIZEN INPUT ..... 2

4. APPROVE AGENDA ..... 3

5. CONSENT AGENDA ..... 3

6. PUBLIC HEARING ..... 4

6.01: Public Hearing: Adopt Resolution #24-167 Vacating a Drainage Easement at 15890 Xenon St. NW ..... 4

6.02: Public Hearing: Adopt Resolution #24-176 and #24-177 Vacating Drainage and Utility Easements and Approving a Final Plat and Stormwater Maintenance Agreement for Diamond Graphics at 14350 Azurite St NW (Project No. 24-111); Case of Diamond Graphics5

6.03: Public Hearing: Adopt Resolution #24-182 Vacating Part of a Drainage and Utility Easement at 7990 Sunwood Dr. NW; Case of Take 5 Oil Change..... 6

7. COUNCIL BUSINESS..... 6

7.01: Adopt Resolution #24-180 Accepting Bids and Awarding Contract for Improvement Project #22-17, Ramsey Villas North Sound Wall Improvements ..... 6

7.02: Adopt Resolution #24-166, Approving a Conditional Use Permit for a Motor Fuel Station at 7990 Sunwood Dr NW. (Take 5 Oil Change) ..... 7

7.03: Adopt Resolutions #24-169 and #24-170 Approving a Final Plat and Site Plan for "Skyline on Sunwood" for a mixed use building at 7545 Sunwood Drive NW (PSD LLC). .... 8

7.04: Adopt Resolution #24-181 Accepting Quotes and Awarding Contract for Improvement Project #24-56, Lift Station No. 1 Permanent Generator ..... 8

7.05: Adopt Resolution #24-185 Approving Change Order #2 for Halls Dover Acres Street Reconstructions, Improvement Project #24-02 ..... 9

7.06: Introduce Ordinance #24-10: Zoning Code Updates ..... 10

8. MAYOR, COUNCIL AND STAFF INPUT ..... 12

9. ADJOURNMENT..... 12

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

The Ramsey City Council conducted a regular meeting on Tuesday, July 9, 2024, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Mayor Mark Kuzma  
Councilmember Chelsee Howell  
Councilmember Debra Musgrove  
Councilmember Michael Olson  
Councilmember Chris Riley  
Councilmember Dan Specht  
Councilmember Matt Woestehoff

Members Absent: None

Also Present: City Administrator Brian Hagen  
City Engineer/Public Works Director Bruce Westby  
Planning Manager Todd Larson  
City Attorney Fritz Knaak (attended remotely)  
Assistant City Engineer Joe Feriancek

**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**

**3. CITIZEN INPUT**

Roxanne Tersteeg, 6263 Rivlyn Avenue, came forward and shared that she is one of the homeowners on Rivlyn who had their basement flooded with sewer water after the line was hit. She came back to give an update from the last time she addressed the Council two weeks ago. She noted that the Council seemed very eager at the last meeting to help her and other affected homeowners with this issue. She shared that since the last meeting, she suffered a heart attack which caused her to have to reschedule a meeting that had been set with Ames. She explained that Ames told her that they would not be rescheduling this meeting as they did not deem it necessary. She noted that the meeting was finally rescheduled at the last minute for today with a representative from Ames as well as their insurance company, Arch Insurance. She said she left this meeting feeling optimistic and on a faster track to get their home taken care of. She added that she hopes that by the next time she comes forward to give the Council an update, that she is finally back in her home.

Councilmember Musgrove thanked City Administrator Hagen for all the work he has done behind the scenes working on this.

The Council thanked Ms. Tersteeg for updating the Council on the progress of getting her home taken care of after the incident.

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

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

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

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

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

- 5.01: Receive May 2024 Finance Reports - General Fund, EDA, and Enterprise Funds
- 5.02: Note the following Boards, Commissions and Meeting Minutes:
  - Planning Commission Meeting Minutes Dated May 23, 2024.
  - Environmental Policy Board Meeting Minutes Dated March 18, 2024.
  - Economic Development Authority Meeting Minutes Dated April 11, 2024.
  - Public Works Committee Meeting Minutes Dated May 21, 2024.
- 5.03: Approve the following Meeting Minutes:
  - 1) City Council Special Work Session dated June 20, 2024
  - 2) City Council Work Session dated June 25, 2024
  - 3) City Council Regular Session dated June 25, 2024
- 5.04: Approve the City Administrator's Annual Performance Evaluation
- 5.05: Approve Business License Applications
- 5.06: Authorization to Hire Public Works Streets Maintenance Workers
- 5.07: Authorization to Approve a Promotion in the Building Division
- 5.08: Adopt Resolution #24-187 Approving Cash Disbursements Made and Authorizing Payment of Accounts Payable Invoicing Received During the Period of June 20, 2024 through July 3, 2024.
- 5.09: Adopt Resolution #24-124 Approving Change Order No. 20 for Ramsey Gateway Highway 10 Improvements, Improvement Project #20-11
- 5.10: Adopt Resolution #24-157 Approving a Comprehensive Plan text amendment pertaining to Mixed Use
- 5.11: Adopt Resolution #24-178 Approving Plans and Specifications and Authorizing Advertisement for Bids for 2024 MSA Pavement Overlay Improvements, Improvement Project #24-06
- 5.12: Adopt Resolution #24-179 Approving Purchase Agreement with Oak Terrace Estates, LLC

5:13: Adopt Resolution #24-183 Appointing Election Judges for the Primary Election on August 13, 2024.

5:14: Adopt Resolution #24-184 to Appoint Environmental Policy Board Members

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

## **6. PUBLIC HEARING**

### **6.01: Public Hearing: Adopt Resolution #24-167 Vacating a Drainage Easement at 15890 Xenon St. NW**

#### **Presentation**

Planning Manager Larson reviewed the Staff report in regard to the easement vacation request for 15890 Xenon Street Northwest.

Councilmember Musgrove asked if the easement will follow the shaded area on the map.

Planning Manager Larson said yes and explained that the dark shaded area on the map is where the easement would remain.

Councilmember Musgrove asked if there will be concerns with water drainage in this area.

Planning Manager Larson explained that everything has been fine for the duration of the time that the current homeowner has lived in the house as this is a higher area.

#### **Public Hearing**

Mayor Kuzma called the public hearing to order at 7:09 p.m.

#### **Citizen Input**

There was none.

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

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

The public hearing was closed at 7:10 p.m.

#### **Council Business**

Motion by Councilmember Woestehoff, seconded by Councilmember Howell, to adopt Resolution #24-167 vacating a drainage easement at 15890 Xenon Street NW.

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

**6.02: Public Hearing: Adopt Resolution #24-176 and #24-177 Vacating Drainage and Utility Easements and Approving a Final Plat and Stormwater Maintenance Agreement for Diamond Graphics at 14350 Azurite St NW (Project No. 24-111); Case of Diamond Graphics**

**Presentation**

Planning Manager Larson reviewed the Staff report concerning the drainage and utility easement request, final plat approval, and stormwater maintenance agreement for Diamond Graphics at 14350 Azurite Street Northwest.

**Public Hearing**

Mayor Kuzma called the public hearing to order at 7:12 p.m.

**Citizen Input**

There was none.

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

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

The public hearing was closed at 7:13 p.m.

**Council Business**

Motion by Councilmember Howell, seconded by Councilmember Specht, to adopt Resolution #24-176 vacating all existing drainage and utility easements on the Subject Property and to adopt Resolution #24-177 approving the Final Plat and Stormwater Maintenance Agreement for Sunfish Lake Business Park Fifth Addition.

Further discussion:

Councilmember Specht shared that he is very excited to see a Ramsey business growing and expanding.

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

**6.03: Public Hearing: Adopt Resolution #24-182 Vacating Part of a Drainage and Utility Easement at 7990 Sunwood Dr. NW; Case of Take 5 Oil Change**

**Presentation**

Planning Manager Larson reviewed the Staff report in regard to a drainage and utility easement request for Take 5 Oil Change at 7990 Sunwood Drive Northwest.

**Public Hearing**

Mayor Kuzma called the public hearing to order at 7:15 p.m.

**Citizen Input**

There was none.

Motion by Councilmember Specht, seconded by Councilmember Olson, to close the public hearing.

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

The public hearing was closed at 7:16 p.m.

**Council Business**

Motion by Councilmember Specht, seconded by Councilmember Woestehoff, to adopt Resolution #24-182 Vacating Part of a Drainage and Utility Easement at 7990 Sunwood Dr. NW.

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

**7. COUNCIL BUSINESS**

**7.01: Adopt Resolution #24-180 Accepting Bids and Awarding Contract for Improvement Project #22-17, Ramsey Villas North Sound Wall Improvements**

City Engineer/Public Works Director Westby reviewed the Staff report concerning the Sound Wall improvements for the Ramsey Villas North. He shared the low bid came from Reshetar Systems, Inc. in the amount of \$58,001.28.

Councilmember Musgrove thanked Councilmembers Riley and Woestehoff who were on the Public Works Committee with her while the discussion of this project began. She also thanked Councilmembers Howell and Olson who are currently on the Public Works Committee for continuing to work on this. She said she is okay with this case not being able to be brought back to Public Works as it has been a long time in the works. She thanked Staff for all of their work on this and getting this project to move forward. She thanked the homeowners in this area for being patient, kind, and diligent throughout the course of this project.

Motion by Councilmember Musgrove, seconded by Councilmember Howell, to adopt Resolution #24-180 accepting bids and awarding a construction contract to Reshetar Systems, Inc. in the amount of \$58,001.28 for Improvement Project #22-17, Ramsey Villas North Sound Wall Improvements.

Further discussion:

Councilmember Specht thanked Councilmember Musgrove for all of her work in advocating for this project.

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

**7.02: Adopt Resolution #24-166, Approving a Conditional Use Permit for a Motor Fuel Station at 7990 Sunwood Dr NW. (Take 5 Oil Change)**

Planning Manager Larson reviewed the Staff report in regard to the Conditional Use Permit requested by Take 5 Oil Change at 7990 Sunwood Drive Northwest. He shared the Planning Commission's recommendation of approval.

Councilmember Musgrove asked if the proposed sign will actually read 'OIL CHANGE - STAY IN YOUR CAR' or if it will be reworded.

Tim Eaton, 15706 Highland Heights Drive, Minnetonka, the developer, came forward and shared that the signs will read 'OIL CHANGE - STAY IN YOUR CAR' as it is a part of the Take 5 motto.

Councilmember Howell shared that after this was presented to them for the first time, she went and visited a Take 5 facility and she loved her experience and is excited to have one in the City.

Motion by Councilmember Howell, seconded by Councilmember Olson, to adopt Resolution #24-166, Approving a Conditional Use Permit for a Motor Fuel Station at 7990 Sunwood Dr NW.

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

**7.03: Adopt Resolutions #24-169 and #24-170 Approving a Final Plat and Site Plan for "Skyline on Sunwood" for a mixed use building at 7545 Sunwood Drive NW (PSD LLC).**

Planning Manager Larson reviewed the Staff report concerning the final plat and site plan review for the Skyline on Sunwood mixed use building at 7545 Sunwood Drive Northwest. He shared the Planning Commission's recommendation of approval.

Councilmember Musgrove asked where they propose the retail workers to park while at work.

Planning Manager Larson explained that the main parking lot for this building is sized to accommodate all residents and employees.

Councilmember Specht shared that he will not be supporting additional apartments in the City as residents are not happy with the number of apartment buildings in the City. He noted that he did like the retail component.

Motion by Councilmember Woesthoff, seconded by Councilmember Riley, to adopt Resolution #24-169 approving a final plat for "Skyline on Sunwood." and to adopt Resolution #24-170 approving a Site Plan Review for a mixed-use building at 7545 Sunwood Drive Northwest.

Further discussion:

Councilmember Musgrove asked how this works with the Met Council numbers and allowing them to have larger lots in the rural areas.

Planning Manager Larson said that this helps a lot with allowing them to have larger lots in the rural areas. He added that the Planning Commission will have a public hearing at their meeting in a few weeks to officially lower the density range from three to four units per acre.

Councilmember Howell asked if this development was allowed in this area.

Planning Manager Larson said yes.

Motion carried. Voting Yes: Mayor Kuzma, Councilmembers Woestehoff, Riley, Howell, Musgrove, and Olson. Voting No: Specht.

**7.04: Adopt Resolution #24-181 Accepting Quotes and Awarding Contract for Improvement Project #24-56, Lift Station No. 1 Permanent Generator**

City Engineer/Public Works Director Westby reviewed the Staff report in regard to the need for a permanent generator for Lift Station No. 1. He shared the low bid came from Design Electric, Inc. in the amount of \$127,857.00.

Councilmember Specht asked if this station would serve Rivlyn Avenue.

City Engineer/Public Works Director Westby said yes.

Councilmember Woestehoff asked if this will be a large generator. He also asked if the generator will make a lot of noise when it has to turn on and if it would be close enough to residents to affect them.

City Engineer/Public Works Director Westby explained that it would be approximately three and a half by five feet squared. He added that they do not anticipate noise being an issue.

Motion by Councilmember Specht, seconded by Councilmember Woestehoff, to adopt Resolution #24-181 accepting quotes and awarding a construction contract to Design Electric, Inc. in the amount of \$127,857.00 for Improvement Project #24-56, Lift Station No. 1 Permanent Generator.

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

**7.05: Adopt Resolution #24-185 Approving Change Order #2 for Halls Dover Acres Street Reconstructions, Improvement Project #24-02**

Assistant City Engineer Feriancek reviewed the Staff report concerning the change order for the Halls Dover Acres street reconstruction project.

Mayor Kuzma asked where the additional funding for this project will be coming from.

Assistant City Engineer Feriancek said this would come from water utility funds.

Councilmember Specht asked if this is the right thing to do longer term or if this construction is even needed for the current development.

Assistant City Engineer Feriancek explained that the six inch watermain line will only serve the properties that are currently in the cul-de-sac. He said that the six inch is good for the short term; however, an eight or 12 inch line would be more efficient.

Councilmember Musgrove asked if the change order is to have the line going straight down Sunfish, not down Nowthen.

Assistant City Engineer Feriancek shared that they would connect the line to Sodium Way and continue down Sunfish to connect again to Sodium Street.

Councilmember Woestehoff asked if it is worth pausing this change order now and working on it as part of the overlay project next year.

Assistant City Engineer Feriancek explained that based on the numbers that they would currently be paying for the watermain, it would be cost effective to make the connection now.

Motion by Councilmember Musgrove, seconded by Councilmember Specht, to adopt Resolution #24-185 approving Change Order #2 for Halls Dover Acres Street Reconstructions, Improvement Project #24-02.

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

#### **7.06: Introduce Ordinance #24-10: Zoning Code Updates**

Planning Manager Larson reviewed the Staff report in regard to the proposed zoning code updates.

Councilmember Howell asked about the termination of home occupation permits. She shared concern with the changes made that it could put type II home occupation permits in jeopardy in the future if it does not fit with the City's Comprehensive Plan.

Planning Manager Larson noted that they will need to adjust this section as home occupations used to be a subset of interim use permits. He said they will fix this to reflect home occupation permits only.

Councilmember Musgrove asked if the table under the lighting section is Staff's response to Planning Commissioner Van Scoy's concerns with what lighting standard to use in a parking lot.

Planning Manager Larson explained that they use shorter light poles within 200 feet of a residential use. He noted that businesses can use the taller light poles.

Councilmember Musgrove asked if Staff is in support of this language.

Planning Manager Larson said yes.

Councilmember Musgrove asked about the change about the five foot property line setback.

Planning Manager Larson explained that when Staff was putting together this ordinance, they received two variance request applications for constructing driveways closer than the five foot requirement. He noted that they discussed with the Planning Commission if this is something that they wanted to bring to the Council to look at allowing driveways to go all of the way to the property line. He added that there are some cities that allow homeowners to pave all the way up to their property line. He said the Planning Commission did not want to change this; however, they would be open to reviewing any variance requests for any unique situations that may pop up.

Councilmember Musgrove asked about zoning administration approval and who this was. She shared that the Planning Commission was told that anyone in the Community Development Department would be a zoning administrator. She noted that it was her understanding that the department head would have some input in this for consistency and transparency.

Planning Manager Larson noted that this has been in the code for a long time. He explained that there is an appeals process in place in Chapter 2.

Councilmember Musgrove said she has concerns with the zoning administrator not being one person but rather anyone in Community Development.

Councilmember Woestehoff shared that the zoning administrator is defined as the Community Development Department in Section 106-105.

Councilmember Olson said this could be cleared up by replacing the word ‘the’ with ‘a’ when referring to the zoning administrators.

Councilmember Howell asked if when someone’s request is denied if they are given an informational sheet of the appeals process or if it is just verbally conveyed.

Planning Manager Larson explained that they do not have a whole lot of these issues where applications are denied so they do not often go through the process of explaining the options available.

Councilmember Howell shared that having some information like this would help meet some of the concerns while still maintaining the flexibility that the Planning Department needs.

Councilmember Musgrove agreed.

Councilmember Specht agreed as well as he has heard from many residents that this can be a confusing process.

Planning Manager Larson explained that when Code Enforcement Officer Swalchick gets to a point where there is a formal written violation letter, in the letter he sends out there is a section about appealing the violation. He noted that they could take this same language and put together some information for denied applications.

Mayor Kuzma asked Planning Manager Larson to put something together to be brought back to the Council for approval.

Motion by Councilmember Woestehoff, seconded by Councilmember Musgrove, to introduce Ordinance #24-10 amending various sections of Chapter 106 - Zoning Code with changes to Section 106-236 as well as changing ‘the zoning administrator’ to ‘a zoning administrator’.

A roll call vote was performed:

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

Motion carried.

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

City Administrator Hagen announced upcoming meetings and events.

Councilmember Specht encouraged everyone to stop by the Municipal Center South Parking Lot for Smoking J's BBQ tomorrow July 10.

## **9. ADJOURNMENT**

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

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

Motion carried.

The regular meeting of the City Council adjourned at 8:20 p.m.

Respectfully submitted,

---

Brian S. Hagen  
City Administrator

ATTEST:

---

Katie M. Schmidt  
City Clerk

Drafted by Ava Major  
*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.