

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday July 12, 2011**  
**Immediately following Personnel Committee**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Consider Lease Terms for Dennis Sharp for Properties at 6701 and 6745 Highway 10.
  2. Receive Status Report on Goals from Strategic Planning Session
- 3. Future Topics for Discussion - *See Attached Calendar***
  1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

**CC Work Session**

**2. 1.**

**Meeting Date:** 07/12/2011

**By:** Diana Lund, Finance

---

**Title:**

Consider Lease Terms for Dennis Sharp for Properties at 6701 and 6745 Highway 10.

**Background:**

The city purchased, with RALF funds, the properties at 6701 and 6745 Highway 10 in 2006. Since that date, the city has leased the cold storage portions of these properties to Dennis Sharp companies. Starting in 2008 the city required that the leases be amended to collect a base rent plus each property's pro-rata share of property taxes. Mr. Sharps current leases are through July 31, 2011.

The rents paid by Mr. Sharp the last couple of years are as such:

6701 Highway 10:

Thru July 31, 2010: \$3,266/mo

Thru July 31, 2011: \$2,983.50/mo

6745 Highway 10:

Thru July 31, 2010: \$1,886/mo

Thru July 31, 2011: \$1,820/mo

Mr. Sharp presented his rental concerns to city council at the June 14, 2011 worksession and staff was directed to negotiate with Mr. Sharp.

Staff had sent to Mr. Sharp on June 23 the following proposal:

6701 Hwy 10: \$1.86/sq ft or \$2,845.80/month (Reduces lease rate from current \$1.95/sq foot)

6745 Hwy 10: \$1.97/sq ft or \$1,820.00/month (Holds the current lease rate constant)

Staff met with Mr. Sharp on June 28 to discuss proposal and Mr. Sharp countered with a \$1.45/sq ft on each property.

Mr. Sharp's proposal would calculate as such:

6701 Hwy 10: \$2,218.50/month or \$26,622 annually

6745 Hwy 10: \$1,336.42/month or \$16,037 annually

The city currently pays \$18,672 for property taxes and insurance alone on the 6745 Hwy 10 site, thus \$1.45/sq ft would not suffice, and would lead to a deficit for the City of a minimum of \$2,600 for that property.

The City Council has always had a desire to have parcels remain on the tax roll. For 2011 payable, the city collects approximately \$.358 for every tax dollar paid.

The city's tax portion applicable to the two properties is as follows:

6701 Hwy 10 \$6,090 (35.8% of \$17,012)

6745 Hwy 10 \$5,350 (35.8% of \$14,944)

In the event that the City and Mr. Sharp are unable to agree upon a new lease rate, either party may terminate this lease by giving written notice on or before August 1, 2011. The notice to terminate the lease by either party shall be effective July 31, 2012. Mr. Sharp would be required to pay that current lease rate until the termination. The current lease rate may or may not cover all expenses for 2012.

**Funding Source:**

These properties were purchased with RALF funds and any rental revenue generated is used to cover costs of the property.

**Council Action:**

Based on discussion.

---

**Attachments**

Sharp Leases

**Form Review**

**Inbox**  
Aaron Backman  
Kurt Ulrich

**Reviewed By**  
Aaron Backman  
Kurt Ulrich

**Date**  
07/06/2011 02:10 PM  
07/07/2011 01:12 PM  
Started On: 06/29/2011 02:40 PM

Form Started By: Diana Lund

Final Approval Date: 07/07/2011

Assessed Valuations  
County #'s

6745 Hwy 10	2007	2007-2008		2008-2009		2009-2010		2010-2011	
		2008	% Change	2009	% Change	2010	% Change	2011	% Change
Taxable Mkt Value	704,400	-	27.87%	900,700	27.87%	900,400	-0.03%	884,700	-1.74%
Property Taxes	19,947.88	21,619.44	8.58%	27,782.42	28.51%	29,318.96	5.53%	-	-
								2011	2012
								884,700	857,800

6701 Hwy 10	2007	2007-2008		2008-2009		2009-2010		2010-2011	
		2008	% Change	2009	% Change	2010	% Change	2011	% Change
Exempt Mkt Value	-	657,700	-	379,500	-42.30%	434,500	14.44%	598,000	37.69%
Mini Storage-Mkt Value	-	517,700	-	796,000	53.76%	741,100	-6.90%	500,700	-32.44%
Total Market Value	-	1,175,400	-	1,175,500	-	1,175,400	-	1,098,700	-
Property Taxes	22,012.39	16,249.03	-26.18%	24,713.89	52.09%	24,232.20	-1.95%	-	-
	**All Taxable								
								2011	2012
								598,000	963,300

6701 Hwy 10-Old NAU/Youth First- Contract began 5/1/06 \$1912.50/month

18,620 sq ft-Currently paying \$1.95/sq ft

	\$1912.50/mo 1/1/07-7/31/07	\$1912.50/mo 8-1-07-7/31/08	\$3266/mo 8/1/08-7/31/09	\$3266/mo 8/1/09-7/31/10	\$2983.50/mo 8/1/10-7/31/11	Cumulative
Rent	\$ 13,387.50	\$ 22,950.00	\$ 39,192.00	\$ 39,192.00	\$ 33,802.00	\$ 150,523.50
Expenses	\$ (22,012.39)	\$ (16,249.03)	\$ (24,713.89)	\$ (24,232.20)	\$ (17,012.17)	\$ (104,219.68)
Taxes	\$ (3,345.00)	\$ (3,485.00)	\$ (3,630.00)	\$ (3,782.00)	\$ (2,501.12)	\$ (16,743.12)
Insurance						
Other:						
Prop Mgmt	\$ (4,697.08)	\$ (5,098.01)	\$ (5,036.23)	\$ (800.00)		\$ (15,631.32)
Fire Alarm	\$ (4,000.00)					\$ (4,000.00)
Legal	\$ (637.55)	\$ (144.20)	\$ (357.50)	\$ (209.00)		\$ (1,348.25)
Repairs	\$ (117.50)	\$ (1,015.35)			\$ (956.28)	\$ (2,089.13)
Driveway Rep					\$ (2,560.00)	\$ (2,560.00)
Totals	\$ (21,422.02)	\$ (3,041.59)	\$ 5,454.38	\$ 10,168.80	\$ 12,772.43	\$ 3,932.00
						Net

6745-Midwest Car Care-Contract began 11/1/06 \$1,166.67/month  
 11,060 sq ft - Currently paying \$1.97/sq ft

	\$1166.67/Mo	\$1166.67/Mo	\$1886.00/mo	\$1886.00/mo	\$1886.00/mo	\$1820.00/mo	Cumulative
Rent	\$ 8,166.69	\$ 14,000.04	\$ 22,632.00	\$ 22,632.00	\$ 22,632.00	\$ 21,840.00	\$ 89,270.73
Taxes (48.80%)	\$ (9,734.57)	\$ (10,550.29)	\$ (13,557.82)	\$ (14,306.54)	\$ (14,944.19)	\$ (14,944.19)	\$ (63,093.40)
Insurance (48.8%)	\$ (3,642.43)	\$ (3,321.82)	\$ (3,462.85)	\$ (3,611.20)	\$ (3,611.20)	\$ (3,727.83)	\$ (17,766.13)
Property Mgmt (48.8%)	\$ (2,342.40)	\$ (2,342.40)	\$ (2,230.68)	\$ (2,642.78)	\$ (2,642.78)	\$ (976.00)	\$ (10,534.26)
Repairs (48.8%)	\$ (1,155.04)					\$ (419.68)	\$ (1,574.72)
Legal	\$ (252.35)	\$ (267.80)		\$ (490.60)			\$ (1,010.75)
Totals	\$ (8,960.09)	\$ (2,482.26)	\$ 3,380.65	\$ 1,580.88	\$ 1,772.30		
							Net \$ (4,708.53)

**CC Work Session**

**2. 2.**

**Meeting Date:** 07/12/2011

**By:** Jo Thieling, Administrative Services

---

**Title:**

Receive Status Report on Goals from Strategic Planning Session

**Background:**

As Council is aware, goals are set at the Strategic Planning Session which takes place in the beginning of each year. The goals are reviewed by staff, a point person is assigned to each goal as well as a time line. Staff has updated the status of the goals which is attached for Council review.

**Funding Source:**

N/A

**Council Action:**

Based upon discussion - this is presented for Council information.

---

**Attachments**

Updated Strategic Planning Goals

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

**Reviewed By**

Kurt Ulrich

**Date**

07/07/2011 01:30 PM

Started On: 07/05/2011 02:01 PM

Final Approval Date: 07/07/2011

**Strategic Goal 1: Development/Marketing**

- 1) **Build on outdoors/sportsmen’s market (e.g. stock pond/lake)**
- 2) **Develop Office/Industrial Park west of Armstrong and South of U.S. Highway #10**
- 3) **Game Fair – larger City presence. Get City of Ramsey mentioned in more of advertising**
- 4) **Old Town Hall relocation**
- 5) **Review development fees and standards regarding construction**
- 6) **Construct boat landing at River’s Bend**
- 7) **Coordinate COR marketing and City marketing**
- 8) **Create Master Plan 167<sup>th</sup> Avenue/Highway 47 – plan for redevelopment**
- 9) **Develop community center/indoor sports complex**

Staff Leader: **Heidi Nelson**

ACTION STEPS	TARGET DATE(S)	PERSON RESPONSIBLE	ACTION STATUS
<p>1) <b>Build on outdoors/sportsmen’s market (e.g. stock pond/lake)</b>                      Grading plans/plans for Lake Ramsey – plan for sustaining aquatic life in design</p> <p>Complete Master Plan for west 50, zoning/land use</p> <p>Identify retailers to pursue/sites</p> <p>Identify incentives for development of outdoor/sportsman retailers</p> <p>Coordinate efforts w/DNR –</p>		<p>Development Mgmt (DM) Team</p> <p>DM Team</p> <p>DM Team</p> <p>DM Team</p> <p>DM Team/Parks</p>	<p>Dev Plan 5.02 approved by HRA, location of lake amenity currently under consideration. Blaine Lakes development site visit complete by DM Team.</p> <p>Dev Plan 5.02 approved. Site plans for Sunwood realignment retail currently under consideration. Working with developer on west 50/30 retail center.</p> <p>Exhibitor at ICSC Conference, Buxton update pending, continue to follow-up on leads, contacts from ICSC and local contacts.</p> <p>New TIF district certified for 2012 payable, amendments to district approved in 2011 session. Continued effort to define package/potential incentives.</p> <p>Effort pending timeline on construction of lake amenity.</p>

seek grant funding for fish stocking/habitat creation			
<p>2) Develop Office/Industrial Park west of Armstrong and South of U.S. Highway #10</p> <p>Work w/community partners &amp; other landowners to seek opportunities:</p> <ul style="list-style-type: none"> <li>- Legacy, Paul Klistner, Pearson – networking for expansion/retention</li> </ul> <p>Master Plan S &amp; N of /W of 83 – w/input of stakeholders/landowners</p> <ul style="list-style-type: none"> <li>- Possible role for the EDA</li> </ul> <p>EDMM/EDA – connect NHOIP/Industrial brokers</p> <p>Coordinate w/Connexus/GRE &amp; Fiber infrastructure to serve site for high users</p>	<p>Going to Joint CC/Planning Meeting 6/2/11</p>	<p>Tim Gladhill</p>	<p>Discussed with Planning Commission and City Council at joint meeting. Have a framework of a zoning district. Should have further discussions in regards to further master planning and infrastructure needs/costs.</p> <p>Initial master planning scheduled to be part of zoning amendment to create the new district. Will include open house/community input.</p>
<p>3) Game Fair – larger City presence. Get City of Ramsey mentioned in more of advertising</p> <p>Work cooperatively w/Game Fair to increase representation of Ramsey for Game Fair</p>	<p>April</p>	<p>Kurt Ulrich</p>	<p>This item was brought to the 4/5/2011 Work Session for discussion. Council’s direction was to seek the larger booth space (20 x 20) but to stay with the same costs as 2010. Offer Mr. DeLaney booth space at the Ramsey Business Expo 2011 and Happy Days 2011. Council also asked Staff to talk with Mr. DeLaney about his advertising to make</p>

<p>Larger City presence – COR, Public Safety - possible concurrent City event planning for Game Fair dates.</p> <p>Up promotion of game Fair</p> <ul style="list-style-type: none"> <li>- Community reader board “Game Fair – next right in Ramsey”</li> <li>-</li> </ul>			<p>certain it states the Game Fair is “in the City of Ramsey” not “6 miles west of Anoka”. The City will list the Game Fair on its website.</p>
<p><b>4) Old Town Hall relocation</b></p> <p>Evaluate wants/needs of this project</p> <p>Do site planning for potential site to relocate Old Town Hall to The COR in a park? Rail station?</p> <p>Bring old school bell back to the building</p> <p>Update feasibility for moving the structure</p> <p>Tech School opportunities for restoration</p> <p>Campaign for funds to move – restore</p>	<p>Fall</p>	<p>Heidi &amp; Patrick</p>	<p>Preliminary site planning for location of Old Town Hall in proximity to rail station.</p> <p>Balance of work pending in late summer/fall (Intern project)</p>

Determine use of building – consider integration w/rail station for artistic element			
<p>5) Review development fees and standards regarding construction</p> <p>Research other communities (so that we are less than other communities)</p> <p>Gather input from stakeholders (developers, etc.)</p> <p>Update comp. utility plans</p> <p>Look at alternative financing methods to decrease the upfront burden</p> <p>Research alternative to make construction less costly (plastic water pipes)</p>	<p>Spring study/ Summer report</p>	<p>Planning/Building/ Intern (Patrick)</p> <p>DM Team/Planning &amp; Building</p> <p>CD &amp; PW/Eng</p>	<p>Cost of Development Study underway, preliminary report to be presented to Council in August</p> <p>Builder/developer event pending input on study</p> <p>The next three items will be discussed as a follow-up to outcome of study and any proposed changes to fee structure, financing or construction materials/standards.</p>
<p>6) Construct boat landing at River’s Bend</p> <p>See Mississippi River Task List from last year &amp; eliminate County app. Process</p> <p>Prioritize &amp; fit into CIP</p>			<p>Complete – Reviewed with the City Council. It was determined it is not a priority in that location.</p>
<p>7) Coordinate COR marketing and City marketing</p> <p>Review COR Marketing Plan</p>	<p>Spring- in prep for</p>	<p>DM Team/EDMM</p>	<p>COR Marketing materials updates for ICSC conference. New materials in use. Efforts will be coordinated for Game Fair</p>

<p>and identify any overlap/conflict w/general City marketing for economic development</p> <p>Review general City marketing plan for economic development – identify any overlap/conflict w/COR marketing plan</p> <p>Ensure marketing plans for both The COR &amp; City are coordinated – not in conflict w/each other</p> <p>Review budgets for each effort</p>	<p>ICSC</p> <p>Summer/Fall</p>	<p>EDMM</p> <p>DM Team/EDMM</p> <p>DM Team/EDMM</p>	<p>and EDA Golf Event in late summer. On-going effort to coordinate efforts.</p> <p>On-going effort. Broader city-wide ED marketing materials pending.</p> <p>On-going effort.</p> <p>Will be reviewed as part of the 2012 budgets.</p>
<p><b>8) Create Master Plan 167<sup>th</sup> Avenue/Highway 47 – plan for redevelopment</b></p> <p>Direct the EDA to proceed w/master planning effort for redevelopment of 167/47 &amp; feasibility study for municipal services or alternative sewer services</p> <p>Consider the creation of a redevelopment TIF District to facilitate redevelopment</p>	<p>Summer</p>	<p>EDMM</p> <p>EDMM</p>	<p>Master Planning effort underway with new contract planning services; feasibility study to be considered fall/winter of 11/12</p> <p>Study complete for the creation of a redevelopment district.</p>

<p>Continue to pursue grocery retailer for redevelopment of commercial node</p> <p>Pursue expansion of Rum River Hills to west of 47 w/associated housing</p> <p>Pursue residential builders for additional housing</p>		<p>EDMM</p> <p>EDMM</p> <p>EDMM</p>	<p>The following three steps to proceed once preliminary master planning is underway to engage potential developers/partners.</p>
<p><b>10) Develop community center/indoor sports complex</b></p> <p>Review previous studies/renderings</p> <p>Pursue partnership w/non profit or for-profit partners and PACT Charter School</p> <p>Consider participation in market study w/partners for feasibility of community center</p> <p>Update input from athletic organizations/community groups for gymnasium/pool/meeting space needs</p>		<p>DM Team</p>	<p>Continued discussions with PACT and non-profit re a potential partnership. All of the items to follow will be considered as discussions continue with PACT and non-profit partner.</p>

<p>Tour other community center facilities</p> <p>Consider partnership w/other neighboring city to partner on a project (Nowthen?) (Anoka?)</p> <p>Pursue private entities for development of indoor sports campus</p> <p>Research sites for private/public sports dome</p> <p>Consider utilization of MPCA property</p>			<p>Continue to work with Legacy CA, non-profit partners.</p> <p>July 7<sup>th</sup> meeting with PCA Commissioner.</p>
---	--	--	--

## Strategic Goal 2: Transportation

- 1) Work with County to eliminate hard channeling in Ramsey and revise County policy
- 2) Seek grant funding
- 3) Develop street reconstruction program and policy
- 4) Complete US 10/ County Road 83 interchange design – pursue funding
- 5) Establish position on TH #47 South of Bunker to Highway #10
- 6) Consider creation of a Transportation Taxing District
- 7) Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp

Staff Leader: **Brian Olson**

ACTION STEPS	TARGET DATE(S)	PERSON RESPONSIBLE	ACTION STATUS
1) Work with County to eliminate hard channeling in Ramsey and revise County policy			
Build coalition of neighbors	Spring	Brian Olson	Complete. Cities of Anoka, Andover and Ramsey are meeting with the Anoka County Highway Department.
Compile list of other county access spacing guidelines	Summer	Brian Olson	Complete. Anoka County to meet with other agencies on July 7 to discuss results
Build support w/policy makers	Summer	Brian Olson	See review of current conditions
Review current conditions	Summer	Brian Olson	Met with City Council on April 5, 2011. Intersections or access improvements narrowed to Sunfish lake Boulevard near Sunfish Express and Bunker Lake near Super America.
Meet with property owners	Summer	Brian Olson	Met with property owners on west side and adjacent to Sunfish Lake Boulevard and TH10. City Council on June 5 agreed to fund at least a portion of the construction costs. Awaiting a letter from Anoka County Highway Department that depicts their position on the matter. Property owners agreed to finance

Traffic Study	TBD	Brian Olson	<p>traffic study if construction funding is provided.</p> <p>TH47/116 be led by City of Anoka</p> <p>Not ordered yet</p>
<p><b>2)Seek grant funding</b> Staff member responsible for identifying grant opportunities</p> <p>Coordinating applications</p> <p>Continue follow-up on existing applications</p> <p>Policy makers to focus on lobbying efforts (keep eye on ball)</p>		<p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Kurt Ulrich</p>	<p><b>HSIP grant</b> applied for by the County for the signalization of the intersection of Sunwood Drive and Bunker Lake Boulevard</p> <p><b>TE grant</b> application for West trail connection to Elk River</p> <p>Multiple <b>Safe Routes to School grants</b> applied for - pending</p> <p><b>Transportation for Economic Development grants</b> applied for for Armstrong Boulevard interchange – unsuccessful</p> <p><b>Safety and Mobility grant</b> for Armstrong Boulevard applied for Armstrong interchange – unsuccessful</p> <p><b>TIGER grant</b> being considered by Anoka County for Armstrong signalization</p>
<p><b>3)Develop street reconstruction program and policy</b> Hire citizen consultant</p> <p>Policy board to give “scope of service”</p> <p>Perform random 300 question survey</p> <p>Policy makers provide direction on citizen process</p>	<p>Spring</p> <p>Spring</p> <p>Summer</p> <p>Summer</p>	<p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p>	<p>Completed</p> <p>Completed</p> <p>Complete. Bringing results to City Council on July 19, 2011</p> <p>Provide consensus on July 19, 2011</p>

Policy makers achieve consensus	Fall	Brian Olson	
Who is going to pay?	TBD		
<b>4)Complete US 10/County Road 83 interchange design – pursue funding</b> Environmental “stuff”	Fall	Brian Olson	Environmental process expected to complete in Fall 2011
Finalize preliminary design	2012	Brian Olson	Expected in 2012
Official mapping of area	2012	Brian Olson	Expected in 2012
Property acquisition when do you start?	2012	TBD	RALF funds depleted significantly in 2012 State budget
Consider design/build option	2012	TBD	Depends on the “color of money”
Get money (grants, requests, bonding, others)	Ongoing	Brian Olson	TED SAM grants applied for unsuccessfully
Apply for State and Federal funding	Ongoing	Brian Olson	TED SAM grants applied for unsuccessfully
Review Hanson Blvd financing w/MnDOT and Met Council	Fall	Brian Olson	
Pursue STP designation	2012	Brian Olson	
<b>5)Establish position on TH #47 South of Bunker to Highway #10</b>			Complete

Explain “Ramsey’s issue” to MnDOT/Anoka County/Met Council	Summer	Brian Olson	While participating in the State’s CMSP program, Assistant City Administrator Nelson and PW Director Olson provided verbal and written comments explaining Ramsey’s issue with transportation on TH47 south of Bunker Lake Boulevard.
<b>6)Consider creation of a Transportation Taxing District</b> Develop lobbying objectives/rationale <ul style="list-style-type: none"> <li>- LMC</li> <li>- NMM</li> <li>- - Legislative sponsor</li> <li>- - ID any opposition</li> </ul>			City survey of residents covers possible funding sources.
<b>7)Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp</b> (A) Pursue grants for design  Funding partners (Met Council, etc.)  (B) Feasibility study (Cost)	Summer  Summer  Pending funding	Mark Riverblood  Mark Riverblood  Brian Olson	TE grant application

### Strategic Goal 3: Housing

- 1) Proactively recruit residential development and seek builders input
- 2) Seek feedback from developers re process, regulations, standards & fees - research our fees vs. other cities' fees
- 3) Review City-owned lands and create plan for it

Staff Leader: **Heidi Nelson**

ACTION STEPS	TARGET DATE(S)	PERSON RESPONSIBLE	ACTION STATUS
<p>1) Proactively recruit residential development and seek builders input Decide what type of product is wanted with the market in mind</p> <p>Determine the market</p> <p>Invite builders to open house</p> <p>Questionnaire – loading questions</p>		Comm Dev Staff	<p>Focus to date has been in COR. Will continue to monitor other developments in city for product types</p> <p>Market is currently in single family, rental and senior housing; will continue to monitor and pursue those opportunities</p> <p>Event to be planned in conjunction with cost of development study</p>
<p>2) Seek feedback from developers re process, regulations, standards &amp; fees - research our fees vs. other cities' fees Open house – get input from builders – developers</p> <p>Compare with other cities – how do we compete</p> <p>Questionnaire</p>		Comm Dev staff	<p>Event to be planned in conjunction with cost of development study</p> <p>Cost of development study underway</p>

<p><b>3) Review City-owned lands and create plan for it</b></p> <p>Inventory</p> <p>Value current and future</p> <p>How do we market</p> <p>Sell or give away</p> <p>What to keep</p> <p>Uses potential</p>		<p>Intern project, Planning &amp; Parks</p>	<p>Inventory underway, scheduled for work session in July</p>
---	--	---	---

**Strategic Goal 4: Budget/Finance**

- 1) Review park programming and potential reallocation of parks
- 2) Implement credit cards and online bill pay
- 3) Review & revise Development Management contract and manage COR expenditures
- 4) Develop TIF 14 tracking plan with regard to fiscal disparities impact
- 5) Establish fund reserve policy

Staff Leader: **Diana Lund**

ACTION STEPS	TARGET DATE(S)	PERSON RESPONSIBLE	ACTION STATUS
<p>1)Review park programming and potential reallocation of parks</p> <p>Inventory existing parks &amp; value</p> <p>Categorize as active/passive – dedicated/non-dedicated - heavily used/ or not</p> <p>Document maintenance costs for each park – include equipment/man power, etc.</p> <p>Involvement: (Education of public)</p> <ul style="list-style-type: none"> <li>- Youth organizations</li> <li>- Neighborhood</li> <li>- General public</li> <li>- Survey residents</li> </ul> <p>Potential list of parks to take</p>	<p>Late Spring</p> <p>Late Spring</p> <p>Late Spring</p> <p>June</p>	<p>Mark Riverblood</p> <p>Mark Riverblood</p> <p>Mark Riverblood</p>	<p>Inventory in process by staff – Scheduled for July 19 Work Session.</p>

<p>off-line – who makes decision – seek potential buyers or users (Conservation easement?)</p> <p>List of parks to improve</p> <ul style="list-style-type: none"> <li>- What improvements</li> <li>- Which parks</li> </ul> <p>Park &amp; Recreation Commission</p> <p>City Council</p> <p>Package dedicated parks for legislative approval (collaborate with another city/LMCIT)</p>			
<p><b>2)Implement credit cards and online bill pay</b></p> <p>Contact banks to determine fees</p> <p>Contact other cities for tips/pitfalls</p> <p>Contact LOGIS &amp; Opus 21 to determine interaction w/our system</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Diana</p>	<p>Completed.</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>

Determine services to be covered under credit card <ul style="list-style-type: none"> <li>- Utility bills</li> <li>- Building permits</li> <li>- Fines (PD)</li> <li>- Licensing</li> </ul>	Completed		Completed
Bring to Finance Committee <ul style="list-style-type: none"> <li>- Charge fees back out to residents/builders, etc.</li> <li>- Eat fees</li> </ul>	Completed		Completed
Bring staff & FC recommendation to City Council	Completed		Completed
Communicate ( <i>Ramsey Resident</i> , etc.)	Early Summer (June)		Completed
Coordinate marketing efforts – not duplicate efforts	Early Summer (June)		Completed
<b>3)Review &amp; revise Development Management contract and manage COR expenditures</b> What’s been paid out on contract to date – what have we received	Quarterly	Heidi & Diana	Contract has been revised – past quarter update complete
Receive direction/consensus of Policy Board	Completed		Completed

<p>4)Develop TIF 14 tracking plan with regard to fiscal disparities impact Review at annual report time – August</p> <p>Report to City Council</p> <p>Make determination – fiscal disparities whether inside or outside District</p>	August 2011	<p>Diana/Aaron</p> <p>Diana/Aaron</p>	<p>TIF 14 has not come online as of 2010 reporting</p> <p>After TIF has been generated within COR – could be approximately two years</p>
<p>5)Establish Fund Reserve Policy List each fund</p> <p>Look at projects &amp; funding needs</p> <p>Determine fund balance that would leave a comfortable reserve</p> <p>Establish policy  <ul style="list-style-type: none"> <li>- Finance Committee</li> <li>- City Council</li> </ul> <i>(keeping bond rating in mind)</i> </p>	<p>Summer</p> <p>Summer</p> <p>Summer</p> <p>September</p>	<p>Diana</p> <p>Diana</p> <p>Diana</p> <p>Diana</p>	<p>Need to amend fund policy per new GASB ruling</p>

## **Strategic Goal 5: Policies/Programs/Services**

- 1) **Maintain current service level**
- 2) **Look at pilot programs (e.g. volunteer programs – low maintenance)**
- 3) **Review code enforcement and abatement level of service**
- 4) **Review Dirt Road Elimination Policy (DREP)**
- 5) **Create opportunities for snowmobile, four-wheeler & golf cart use**
- 6) **Review sidewalk plowing policy**

Staff Leader(s): **See Above**

<b>ACTION STEPS</b>	<b>TARGET DATE(S)</b>	<b>PERSON RESPONSIBLE</b>	<b>ACTION STATUS</b>
<p>1) <b>Maintain current service level</b>            Divide into Department</p> <ul style="list-style-type: none"> <li>- Evaluate the level of service</li> <li>- + or – service</li> <li>- Impact of change + or –</li> </ul> <p>Citizen input</p>	July 2011	K. Ulrich	Ongoing activity. Service levels to be addressed with 2012 budget.
<p>2) <b>Look at pilot programs (e.g. volunteer programs – low maintenance)</b>            ID median level of service</p> <p>ID opportunities</p> <p>ID Resources (<i>What activities will they be involved in and level – Leadership role – liability – money</i>)</p> <ul style="list-style-type: none"> <li>- Adopt-A-Program</li> </ul>	October 2011		Program being developed for citizen request management.

<ul style="list-style-type: none"> <li>- Interns</li> <li>- Reserves</li> <li>- ICWC</li> <li>- Seniors</li> <li>- Civic Organizations</li> </ul> <p>Measure results (Consider software to track citizen issues)</p> <p>Business participation programs</p> <p>Schools</p>			
<p><b>3) Review code enforcement and abatement level of service</b>  Reactive vs. proactive</p> <p>Staffing levels – adjust accordingly</p> <p>Allocation of resources (Review &amp; Adjust)</p> <p>Private property rights</p> <p>Zoning issues</p> <ul style="list-style-type: none"> <li>- Lot size</li> <li>- Commercial Property</li> </ul>	<p>August 2011</p>		<p>Staffing has been adjusted based upon available resources. Policy will need to be reviewed relative to recent court rulings.</p>
<p><b>4) Review Dirt Road Elimination Policy (DREP)</b></p>			

<p>12 miles when program began – 3.77 remaining of 174 miles</p> <p>ID money to complete</p> <p>ID savings by doing so</p> <p>City Council review of initiatives/direction</p> <p>Continue as it goes</p> <p>Cost Benefit</p>		<p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p>	<p>Complete</p> <p>Could be completed with Road Reconstruction initiative</p> <p>July PW Committee</p> <p>July PW Committee</p> <p>Chameleon Street being designed</p> <p>TBD</p>
<p>5) Create opportunities for snowmobile, four-wheeler &amp; golf cart use</p> <p>Research and approach clubs and organizations for education, trails, grants, safety guidelines</p> <p><u>Snowmobile</u></p> <ul style="list-style-type: none"> <li>- License Vehicle</li> <li>- Certificate</li> </ul>	<p>A work session to get work direction and clarification would be needed.</p>	<p>Way/Riverblood</p>	<p>Mark Riverblood has looked for grants for trails. He has been unable to locate any. The City has built up in such a way that additional trails and trail connections will be very difficult.</p> <p>Not sure about this one. There are requirements now under State Statutes. City license?</p>

<p><u>4-Wheeler</u></p> <ul style="list-style-type: none"> <li>- Street legal</li> <li>- License vehicle &amp; driver on City streets</li> <li>- Trails &amp; roads</li> </ul> <p><u>Golf Carts</u></p> <ul style="list-style-type: none"> <li>- License vehicle</li> <li>- Street legal/park trails</li> <li>- Review methods for enforcement</li> </ul>			<p>The City could, by ordinance, allow this. The Ordinance would have to follow MSS 169.045. The City would have to designate routes or roadways where this would be allowed. Permitting would have to take place.</p> <p>Same as above. Do they want them on paved trails?</p>
<p>6) <u>Review sidewalk plowing policy</u> Review areas of critical plowing vs. non issue</p> <p>Establish policy on who will maintain</p> <p>Define sidewalks &amp; trails</p> <p>Enforcement – level of service</p> <p>Inventory &amp; map</p> <p>Review impact to sidewalk – policy – do we still add new sidewalks</p>	<p>Spring</p> <p>Spring</p> <p>Spring</p> <p>Spring</p> <p>Spring</p> <p>Summer</p>	<p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p> <p>Brian Olson</p>	<p>Complete</p> <p>CC consensus given on May 10, 2011</p> <p>Complete</p> <p>Complete</p> <p>Complete to be updated with new policy</p> <p>City Council to provide direction</p>

**CC Work Session**

**3. 1.**

**Meeting Date:** 07/12/2011

**By:** Jo Thieling, Administrative Services

---

**Title:**

Review Future Topics/Calendar

**Background:**

Attached to the Weekly Update is the list of future topics and calendar.

**Funding Source:**

N/A

**Council Action:**

For review - no formal action required.

---

**Attachments**

Future Topics/Calendar

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

**Reviewed By**

Jo Thieling

**Date**

07/07/2011 12:34 PM

Started On: 07/07/2011 11:46 AM

Final Approval Date: 07/07/2011

**Work Session Calendar  
2011**

<b>Month</b>	<b>Date</b>	<b>Topics for Discussion</b>
July	19	<ul style="list-style-type: none"> <li>• 2012 Budget (DL)</li> <li>• Update Survey Results (BO)</li> <li>• Review City Land Inventory Data (TG/PB)</li> </ul>
Others on List – including 2011 Strategic Planning Items		<ul style="list-style-type: none"> <li>• Discussion relating to prepaying park dedication – Northfork (TG)</li> <li>• Look at pilot programs (e.g. volunteer programs – low maintenance)</li> <li>• Proactively recruit residential development and seek builders input</li> <li>• Review development fees and standards regarding construction</li> <li>• Develop TIF tracking plan with regard to fiscal disparities impact</li> <li>• Establish fund reserve policy</li> <li>• Review City-owned lands and create plan for it – <i>scheduled for July 12 agenda</i></li> <li>• Review park programming and potential reallocation of parks – <i>scheduled for July 12 agenda – included in Review City owned land . . .</i></li> <li>• Construct boat landing at River’s Bend – <i>was reviewed with Council and determined it was not a priority at this location.</i></li> <li>• Build on outdoors/sportsmen’s market (e.g. stock pond/lake)</li> <li>• Coordinate COR marketing and City marketing</li> <li>• Create Master Plan 167<sup>th</sup> Avenue/Highway 47 – plan for redevelopment – <b>Discuss after Joint Meeting between CC &amp; EDA</b></li> <li>• Develop community center/indoor sports complex</li> <li>• Old Town Hall relocation</li> <li>• Review &amp; revise Development Management contract and manage COR expenditures</li> <li>• Consider creation of a Transportation Taxing District</li> <li>• Seek grant funding for transportation projects and service delivery</li> <li>• Complete US 10/ County Road 83 interchange design – pursue funding</li> <li>• Establish position on TH #47 South of Bunker to Highway #10</li> </ul> <p><b><u>Public Works</u></b></p> <ul style="list-style-type: none"> <li>• Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center ramp</li> <li>• Review Dirt Road Elimination Policy (DREP)</li> <li>• Create opportunities for snowmobile, four-wheeler &amp; golf cart use</li> <li>• Review sidewalk plowing policy</li> </ul>