

**ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, June 14, 2012, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Member John LeTourneau
 Member Colin McGlone
 Member Jim Steffen
 Member Kristine Williams

Members Absent: Member Wayne Skaff
 Member Jeff Wise

Also Present: Kurtis Ulrich, City Administrator
 Patrick Brama, Administrative Analyst
 Tim Gladhill, Senior Planner
 Mike Mulrooney, ACG

1. CALL TO ORDER

Chairperson Riley called the Economic Development Authority meeting to order at 7:34 a.m.

2. APPROVE AGENDA

Motion by Member LeTourneau, seconded by Member Steffen, to approve the agenda.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Steffen, McGlone, and Williams. Voting No: None. Absent: Members Skaff and Wise.

3. APPROVE MINUTES

3.01: Approve Meeting Minutes Dated May 10, 2012

Motion by Member Steffen, seconded by Member LeTourneau, to approve the May 10, 2012, minutes as presented.

Motion carried. Voting Yes: Chairperson Riley, Members Steffen, LeTourneau, McGlone and Williams. Voting No: None. Absent: Members Skaff and Wise.

4. EDA BUSINESS

4.01: Review Contract for Services with ACG

City Administrator Ulrich presented the staff report and indicated they have relied heavily on Mr. Mike Mulrooney, ACG, to assist with critical components such as business retention and future business opportunities. He recommended to continue services on an hourly basis.

Mr. Mulrooney gave a brief summary of the projects he has worked on for the City of Ramsey and his involvement with the business retention and expansion program in the City. He additionally defined the retainer as a more extensive approach rather than hourly, which is reacting to inquires coming into the City. Mr. Mulrooney indicated he is the follow up person once a prospect comes into the City and explained currently there are six fairly solid prospects but the difficulty is the City is rapidly running out of sites that can accommodate. He provided a few examples of these prospects.

Member McGlone expressed concern of hiring a consultant without an RFP.

City Administrator Ulrich stated he will have the budget schedule for the next work session and will provide status regarding a permanent hire for 2013. He added in the interim, with things in flux, a consultant is a good stopgap to have on an hourly basis.

Motion by Member LeTourneau, seconded by Member Williams, to recommend to City Council to continue a per hour charge compensation structure for services from ACG until the monthly cost of services approaches the retainer amount (\$3,750 per month); at which time staff shall bring back this item for EDA consideration.

Further discussion: Member Steffen requested City Administrator Ulrich advise when an amount reaches close to the retainer in any given month.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Williams, McGlone and Steffen. Voting No: None. Absent: Members Skaff and Wise.

4.02: EDA Budget Discussion

City Administrator Ulrich presented the staff report and requested input on moving some staffing costs over to HRA, which would not affect staff capacity. Input is also requested on reserves. He added he can bring back a more formal budget to the July meeting.

The consensus of the EDA was that the position should be added and filled.

Discussion ensued regarding what is the proper amount or target reserve. The reserve is not just cash flow but operational for projects and for economic development opportunities. It was suggested to have a policy to document a clear function. The recommendation was to review historical reserves, annual activity, and how that compares to history as well as to balance and possible future behavior.

City Administrator Ulrich advised he could bring back numbers and a purpose statement for consideration.

4.03: Discussion of 167th Avenue and Highway 47 Commercial Node

Management Analyst Brama presented the staff report regarding the proposed sale of the property at 6013 167th Avenue.

Chair Riley questioned how the City can help facilitate the node. This node is commercial but there has not recently been any commerce.

Discussion ensued regarding the node and possible options to assist this underutilized area. It was noted that this node has always been seen as a retail node and all work so far has been toward that use. It was suggested that perhaps rezoning is in order.

Member LeTourneau stated they have done a number of exercises earlier this year trying to push energy in that direction. He suggested they bring it back to Council to look at possibly returning it to active status.

Member McGlone questioned the best place to put energy, along the highway or in an area like this. He added the market dictates where people make purchases and they have pretty well indicated they are not interested in shopping in this node.

Chair Riley suggested that perhaps the best measure is either outside buyers or outside investors.

City Administrator Ulrich stated the normal market process is that someone looking at it will consider renovations. New owners usually bring new investment.

Informational; no action required.

4.04: Golf Tournament Update

Management Analyst Brama provided an update of the 2012 Golf Tournament. He noted the date change from August 14th to the 21st, which has been approved. He requested input on the seven give away options and a review of the budget.

Chair Riley indicated the budget is the same as every year.

The consensus of the EDA was that the budget was appropriate.

Member McGlone stated he advocated for leaving the decision in staff's hands, for them to get the best deals.

Management Analyst Brama stated if there are further suggestions, to contact him otherwise he will bring forward recommendations at the next meeting.

Management Analyst Brama presented a list of previous nominees as well as largest employers for the City of Ramsey for potential Business of the Year. Selection criteria were reviewed. He requested input on the current nominee list and requested suggestions of any not on the list.

Discussion ensued regarding potential nominees and their contributions to the City. Five employers were eventually chosen and background information was requested on each for further review.

The consensus of the EDA was after receiving the information, members will use the matrix to rate each. Management Analyst Brama will tabulate and present at the next meeting.

4.05: Business Appreciation Breakfast Event

Management Analyst Brama presented an update of the Business Appreciation Breakfast Event. He requested input on date selection and suggestions for a keynote speaker.

Chair Riley stated the event needs to be titled "Business Networking Event." He noted the format has gone well historically.

Discussion ensued regarding a proposed 2012 date. Historical event dates were noted.

The consensus of the EDA was to hold the event the early to mid part of November.

Chair Riley explained that for the last few years, the keynote speaker has been at the State level and thought this year should be different.

Discussion ensued regarding past speakers and their topics. Several areas of consideration were contemplated. Businesses and individuals who have historically come to the event were noted. The question asked was what the speaker can bring collectively to everyone.

The consensus of the EDA was to have a private-type speaker since historically they have been government related.

Management Analyst Brama indicated he would provide a list for review and discussion.

5. MEMBER / STAFF UPDATE

The EDA reviewed the Staff Update.

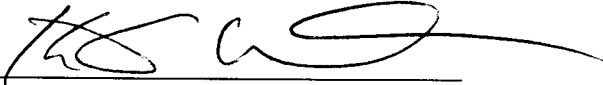
6. ADJOURNMENT

Motion by Member Steffen, seconded by Member LeTourneau, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Riley, Members Steffen, LeTourneau, McGlone, and Williams. Voting No: None. Absent: Members Skaff and Wise

The regular meeting of the Economic Development Authority adjourned at 9:03 a.m.

Respectfully submitted,



Kurtis G. Ulrich
City Administrator

ATTEST:



JoAnn Shaw
Planning Division Secretary

Draft by Cheryl Felix
TimeSaver Off Site Secretarial, Inc.