

City of Ramsey
Agenda
Personnel Committee
Tuesday March 13, 2012

5:00 p.m.
Trott Brook Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Consider a Resolution to Accept the Resignation of the Deputy City Administrator/Community Development Director & Direct Staff to Prepare a Plan to Address the Job Duties Left Vacant
 2. Consider a Resolution to Offer a Voluntary Early Separation Program
 3. Consider a Resolution to Appoint Board and Commission Members
 4. Consider a Resolution to Accept the Resignation of the Economic Development/Marketing Manager and Direct Staff to Prepare a Plan to Address Job Duties Left Vacant
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 03/13/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Accept the Resignation of the Deputy City Administrator/Community Development Director & Direct Staff to Prepare a Plan to Address the Job Duties Left Vacant

Background:

Ms. Heidi Nelson, the Deputy City Administrator/Community Development Director submitted a letter of resignation on February 27, 2012. Ms. Nelson has been with the city of Ramsey for just over 10 years and has been integrally involved in the city's operations, including serving as interim City Administrator in 2006, as well as serving as the the Housing and Redevelopment Authority Executive Director for the past three years. Ms. Nelson accepted a position with the city of Wayzata as the City Manager; her last day with the city of Ramsey is April 10, 2012.

Notification:

Ms. Nelson's position is currently responsible for the following Duties (the full job description is attached):

- A. Assist the City Administrator in overseeing operations including organizational and facilities planning.
- B. Supervise and oversee Administrative Services and Community Development staff.
- C. Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and the City Council.
- D. Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.
- E. Prepare, implement and monitor annual department budgets and work plans.
- F. Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.
- G. Oversee community festival.

In addition, to the above mentioned duties, Ms. Nelson also performs duties as the Executive Director of the Housing and Redevelopment Authority (HRA). The HRA by-laws are attached.

Recommendation:

To accept Ms. Nelson's resignation and direct staff to prepare a plan to address the job duties left vacant by her resignation.

Funding Source:

There is no funding requirement at this time. The previous funding for Ms. Nelson's position is as follows:

\$23,522 from TIF (20%)

\$70,566 from HRA (60%)

\$11,761 from the General Fund under Community Development (10%)

\$25,314 from the General Fund under Administrative Services (10%)

\$131,163 annually (salary plus benefits)

Council Action:

Motion to approve resolution 12-03-XXX confirming the recommendation of the Personnel Committee to accept Ms. Nelson's resignation and to direct staff to prepare a plan to address the job duties left vacant by the resignation.

Attachments

Job Description

Resolution

HRA By-laws

Resignation Letter

Form Review

Inbox	Reviewed By	Date
Heidi Nelson	Colleen Lasher	03/08/2012 11:44 AM
Colleen Lasher (Originator)	Colleen Lasher	03/08/2012 11:52 AM
Heidi Nelson	Heidi Nelson	03/08/2012 11:55 AM
Kurt Ulrich	Kurt Ulrich	03/08/2012 03:52 PM
Form Started By: Colleen Lasher		Started On: 03/05/2012 08:19 AM
	Final Approval Date: 03/08/2012	

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Deputy City Administrator /
Director of Community Development

DEPARTMENT: Administration

**POSITION TITLE OF
IMMEDIATE SUPERIOR:** City Administrator

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION:

The primary objectives of this position include assisting the City Administrator in the overall administration of City affairs and, at the direction of the City Administrator, providing support to the City Council. Responsibilities will also include supervision of the Administrative Services and Community Development staff, organizational and facilities planning, overseeing and evaluating community development programs, marketing and development of the COR and future developments. In addition, this position also provides budget preparation, strategic goal setting, coordination of public relations activities, implementation of the City's technology plan, and responding to public inquiries as needed.

This position oversees Community Development and Administrative Services functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Assist the City Administrator in overseeing operations including organizational and facilities planning.
- B. Supervise and oversee Administrative Services and Community Development staff.
- C. Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and the City Council.
- D. Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.
- E. Prepare, implement and monitor annual department budgets and work plans.
- F. Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.

- G. Oversee community festival.
- H. Perform a wide range of tasks at the verbal or written direction of the City Administrator or City Council.

TASKS RELATED TO SPECIFIC RESPONSIBILITIES:

A. Assist the City Administrator in overseeing operations including organizational and facilities planning.

- 1. Monitor daily, routine operations of the City and intervene to solve problems when necessary.
- 2. Act as City Administrator in the City Administrator's absence.
- 3. Handle inquiries related to City operation as needed.

B. Supervise Administrative Services and Community Development staff.

- 1. Supervise, advise and coordinate interdepartmental activities and relations.
- 2. Supervise and oversee the functions of the Human Resources Representative, the IT Manager, the Economic Development and Marketing Manager, the Deputy City Clerk, the Permit Technician, the Senior Planner, and the Planning/Admin Intern.
- 3. Oversee the Building Division's contracted Building Official/Inspector(s) and functions.
- 4. Ensure timely completion of both routine and special projects.
- 5. Define and assign responsibilities, allocate resources and coordinate the activities of department staff to meet objectives efficiently and effectively and ensure maximum utilization of all assigned staff.
- 6. Direct the activities of individuals and groups toward the accomplishment of meaningful objectives using leadership and employee development strategies while adapting approach to different situations.
- 7. Define and communicate performance standards and evaluate employee performance.
- 8. Evaluate work procedures, processes and schedules for efficiency and effectiveness and initiate redesign as needed.
- 9. Assist managers in the development and implementation of major initiatives.

C. Develop, market, and oversee current and future economic and community development programs and services pursuant to policy direction from the City Administrator and City Council.

- 1. Direct and manage all operations and functions related to community and economic development.
- 2. Supervise the development review process.
- 3. Assist staff in interpreting and applying City code requirements to cases which do not fit the norm.
- 4. Oversee enforcement activities related to zoning and building.
- 5. Coordinate and oversee development and maintenance of up-to-date information for development prospect, e.g. land availability, area demographics, markets, taxes and financing options.
- 6. Negotiate with developers regarding desired development and available assistance.
- 7. Assist in design of effective assistance packages for expanding and new businesses.

8. Administer contract for Economic Development consulting services.
9. Ensure that all development is in accordance with the City's Comprehensive Plan and land use ordinances.
10. Ensure that reporting and records related to development are done accurately, thoroughly, on-time and retained in an orderly, accessible manner.
11. Network, meet, follow-up and maintain contact with prospective developers/business prospects.
12. Review development agreements.
13. Coordinate with Public Works on transportation enhancements.

D. Represent the City at meetings and in working with various governmental and community agencies, boards and task forces, and other organizations.

1. Serve as point of contact and liaison for a variety of organizations including, but not limited to, LOGIS/SAC, League of MN Cities, Anoka County, school districts, surrounding communities, Happy Days Committee, QCTV, the Crisis Response Plan, Chamber of Commerce, and the AMM.
2. Attend meetings, handle telephone calls, or other logistics related to involvement in these organizations.
3. Represent City on various boards, commissions, task forces, intergovernmental and joint powers groups.
4. Maintain extensive contact with existing City businesses and prospective commercial and industrial developers, and other agencies concerned with economic and community development.
5. Develop and maintain effective working relationships with representatives of other jurisdictions, agencies and organizations.

E. Prepare, implement and monitor annual department budgets and work plans pursuant to policy direction from the City Administrator and City Council.

1. Assist divisions with development of short and long range budget goals related to growth management, land use, housing, transportation, parks, trails and open spaces, public facilities, solid waste and recycling, and economic development.
2. Review, revise, approve, and monitor division work plans and budgets.
3. Monitor and evaluate performance of economic development consultant and effectiveness of economic development strategies.
4. Monitor expenditures in all divisions to ensure activities are performed within budget.
5. Oversee grant writing activities that supplement City funds.
6. Review and make recommendations in the areas of elections, facilities, equipment, personnel, and administration.
7. Review and update capital improvements budget annually.
8. Monitor department budgets on an ongoing basis.

F. Direct, coordinate, receive and respond to public inquiries/relations concerning areas of responsibility and those not related to specific City departments.

1. Oversee the City's "Responsible Authority" for Data Practices requests and provide appropriate information to staff, Council, and residents.
2. Prepare news releases.
3. Prepare *Ramsey Resident* newsletter.
4. Serve as staff liaison for community festival.

G. Oversee the Community Festival.

1. Supervise staff responsible for coordinating the event.
2. Provide direction with regard to use of resources and community involvement
3. Review and oversee budget for event(s)

H. Perform a wide range of tasks (within the ability and resources of the Deputy City Administrator / Director of Community Development) at the verbal or written direction of the City Administrator.

MINIMUM QUALIFICATIONS:

- A. Bachelor's Degree in Public Administration, Industrial Relations, or a closely related field. Master's Degree is preferred.
- B. Two years supervisory experience and/or two years as a Department Head.
- C. Seven years experience in municipal government.
- D. Experience in personnel administration.
- E. Ability to communicate effectively and tactfully in written and oral form. (English)
- F. Ability to establish and maintain effective working relationships with contractors, public officials, staff and public.
- G. Ability to resolve conflicts with public or within work place.
- H. Ability to use independent judgement
- I. Ability to perform essential position functions under the working conditions as described.
- J. Valid unrestricted class D state driver's license with a good driving record.

Created June 26, 2009
Updated January 2012

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	_____	_____	_____X_____	_____
2. Sitting	_____X_____	_____	_____	_____
3. Walking	_____	_____X_____	_____	_____
4. Lifting	_____	_____	_____X_____	_____
5. Pushing/Pulling	_____	_____	_____X_____	_____
6. Carrying	_____	_____	_____X_____	_____

7. Climbing	_____	_____	_____	<u> X </u>
8. Kneeling (bending leg at knee and resting on knee)	_____	_____	_____	<u> X </u>
9. Crawling (moving about on hands and knees)	_____	_____	_____	<u> X </u>
10. Crouching (bending at knees)	_____	_____	<u> X </u>	_____
11. Bending at waist	_____	_____	<u> X </u>	_____
12. Reaching (extending hands and arms in any direction)	_____	_____	<u> X </u>	_____
13. Handling objects (grasping, turning or otherwise using hands or hand)	_____	<u> X </u>	_____	_____
14. Repetitive hand motion	<u> X </u>	_____	_____	_____
15. Use of arm muscles over extended periods	_____	_____	_____	<u> X </u>
16. Use of leg muscles over extended periods	_____	_____	_____	<u> X </u>
17. Overhead work (over shoulder height)	_____	_____	_____	<u> X </u>
18. Stationary desk or bench work with neck bent forward	<u> X </u>	_____	_____	_____

Are the following weights lifted? If yes, describe.

0 - 10 pounds _____

What object(s) are lifted:

Manuals, books, files.

11 - 24 pounds X

25 - 34 pounds _____

From what height to what height?

35 - 50 pounds _____

 1 to 3 feet.

51 - 74 pounds _____

75 - 100 pounds _____

Are the following weights carried? If yes, describe.

How far are these weights carried?

- 0 - 10 pounds _____
- 11 - 24 pounds X
- 25 - 34 pounds _____
- 35 - 50 pounds _____
- 51 - 74 pounds _____
- 75 - 100 pounds _____

 1 foot to 100 feet.

Job requires:

- | | | |
|---|-------------------|------------------|
| Working outdoors? | <u> </u> Yes | <u> X </u> No |
| Working indoors? | <u> X </u> Yes | <u> </u> No |
| Operating forklifts, dangerous machinery or vehicles? | <u> </u> Yes | <u> X </u> No |
| Supervising other employees? | <u> X </u> Yes | <u> </u> No |
| Working with chemicals? | <u> </u> Yes | <u> X </u> No |
| Working near fumes/vapors? | <u> </u> Yes | <u> X </u> No |

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

Resolution to Accept the Resignation of the Deputy City Administrator/Community Development Director and to Direct Staff to Prepare a Plan to Address Job Duties Left Vacant

WHEREAS, Ms. Heidi Nelson, the Deputy City Administrator/Community Development Director submitted a letter of resignation on February 27, 2012; and

WHEREAS, Ms. Nelson has been with the city of Ramsey for just over 10 years and has been integrally involved in the city's operations, including serving as interim City Administrator, as well as serving as the current the Housing and Redevelopment Authority Executive Director; and

WHEREAS, Ms. Heidi Nelson's last day with the city of Ramsey is April 10, 2012; and

WHEREAS, staff; recommends accepting Ms. Nelson's resignation and seeks direction to from the City Council for staff to prepare a plan to address the job duties left vacant by the resignation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) Accept Ms. Heidi Nelson's resignation as the Deputy City Administrator/Community Development Director; and
- 2) Direct staff to prepare a plan to address the job duties left vacant by the resignation.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27th day of March 2012.

Commissioner Ramsey introduced the following resolution and moved for its adoption:

RESOLUTION # HRA-11-05-004

A RESOLUTION AMENDING THE BY-LAWS FOR THE RAMSEY HOUSING AND REDEVELOPMENT AUTHORITY (HRA) UNDER MINNESOTA STATUTES CHAPTER 469.

WHEREAS, on March 9, 2009, the Ramsey City Council adopted Resolution #05-03-072 to establish a Housing and Redevelopment Authority (HRA), in and for the City of Ramsey; and

WHEREAS, pursuant to Minnesota Statutes 469, on March 9, 2009, the HRA for the City of Ramsey adopted Resolution #HRA-09-03-002 to establish by-laws by which it shall be governed; and

WHEREAS, Resolution #HRA-09-03-009 established a seven-commissioner board consisting of the seven City Councilmembers; and

WHEREAS, on May 17, 2011, the HRA for the City of Ramsey reviewed the current by-laws and provided the Executive Director with direction for amendments to the by-laws.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY, IN AND FOR THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, that the following by-laws are hereby adopted:

Article 1 - The Authority

- Section 1 - Name: Housing and Redevelopment Authority in and for the City of Ramsey, Minnesota.
- Section 2 - Office, Meeting Place: The office of the Authority shall reside at the Ramsey Municipal Center, or such place as the Authority determines by Resolution. Regular and Special Meetings of the Board of Commissioners shall be open to the public and shall be held at the Ramsey Municipal Center or such other location as the Authority determines by Resolution.
- Section 3 - Powers: The Authority shall have and exercise functions and rights pursuant to the Resolution creating the Authority and those described in Minnesota Statutes 469.001 to 469.047.

Article 2- Commissioners

- Section 1 - Authority: The business of the Authority shall be managed by, or under the authority of, the Board of Commissioners, except as otherwise permitted by statute.
- Section 2 - Number, Qualification, and Term of Office: There shall be seven (7) commissioners, all of whom will be members of the Ramsey City Council. The HRA members will serve a term equal to the Commissioner's City Council term.

- Section 3 - Vacancies: Vacancies of city council member(s) appointed to the Board of Commissioners occurring by reason of death, resignation, removal, or disqualification shall be filled in accordance with Chapters 2 and 4 of the Ramsey City Charter.
- Section 4 – Certificate of Appointment; Filing: Commissioners shall hold office until their successors have been appointed and qualified. A certificate of appointment of each commissioner shall be filed with the city clerk and a certified copy shall be transmitted to the Commissioner of Employment and Economic Development. A certificate shall be conclusive evidence of appointment.

Article 3 - Officers

- Section 1 - Officers: The officers of the Authority shall be elected from among the Commissioners. The officers shall consist of a Chairperson, Vice Chairperson and a Secretary-Treasurer. A Commissioner may not hold more than one of the aforementioned offices at the same time.
- Section 2 - Chairperson: If present, the Chairperson shall preside over all meetings of the Board of Commissioners. The Chairperson shall sign all contracts, deeds and other instruments and documents made by the Authority unless otherwise directed by a majority of the Board.
- Section 3 - Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and in the case of death or resignation of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson until such time as the Board elects a new Chairperson.
- Section 4 - Secretary-Treasurer: The Secretary-Treasurer shall keep the minutes of all meetings, maintain all records of the Authority, and have care and custody of all funds and keep regular books of account of the Authority. The Secretary-Treasurer shall also perform all other duties of the Secretary-Treasurer and shall preside over the Board in the absence of the Chairperson and Vice-Chairperson. The Secretary-Treasurer, upon approval of the majority of the Board by Resolution, may delegate the responsibilities of Treasurer and Secretary to qualified City staff members or consultants.
- Section 5 - Execution of Instruments and Documents: All deeds, contracts, Development Agreements, bonds, and instruments and documents of every kind authorized by the Board shall be signed by the Chairperson and the Executive Director on behalf of, and in the name of, the Authority.
- Section 6 - Additional Duties: The Officers of the Authority shall perform such other duties as may from time to time be required by the Board of the bylaws or rules and regulations of the Authority.
- Section 7 - Election/Appointment: The Chairperson, Vice-Chairperson, and Secretary-Treasurer shall be elected annually from among the Commissioners of the Authority. They shall hold office for one year or until their successors are elected and qualified.
- Section 8 - Vacancies: Should the office of Chairperson, Vice-Chairperson, and/or Secretary-Treasurer become vacant, the Board shall elect a successor from among its members at the next Regular or Special Meeting. Such election shall only be for the unexpired term of the office.

Article 4 – Personnel

- Section 1 – Executive Director: The Ramsey City Administrator shall designate an Executive Director of the Authority with the approval of the Board of Commissioners. The Executive Director shall supervise the administration of the Authority’s business under the direction of the Board of Commissioners. As an assistant to the Secretary/Treasurer, the Executive Director shall insure both proper records and finances of the Authority are maintained. The Executive Director (or designee) shall act as Secretary of the meeting of the Board of Commissioners and shall keep a record of proceedings of the Authority. The Executive Director (or designee) shall be responsible for the maintenance of financial records of the Authority in accordance with applicable laws. The Executive Director shall perform all other duties as required by the position and as assigned by the Board of Commissioners.
- Section 2 – Additional Personnel: The Board of Commissioners may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board of Commissioners, subject to applicable laws. The Board of Commissioners may also use the services of City staff, as needed, to carry out powers, duties, and functions.

Article 5 – Meetings

- Section 1 – Regular Meetings: Meetings shall be held on the second and fourth Tuesdays of the month at the Ramsey Municipal Center, unless the date is a legal holiday, in which case the Board shall have the authority to reschedule by simple motion. In the event that the date/time/meeting place of a particular meeting must be changed, the Executive Director may make the change by notifying all Commissioners in accordance with the procedures for a special meeting.
- Section 2 – Special Meetings: Special meetings may be called by the Chair, four (4) members of the Board of Commissioners, or the Executive Director for the purpose of transacting any business designated in the call. The call for a special meeting must be delivered to all of the Commissioners at least two (2) days prior to the meeting and posted at Ramsey City Hall at least three (3) days prior to the meeting. The call and posting must designate the time/date/meeting place and purpose of the special meeting. At a special meeting, no business may be considered other than as designated in the call, except that if all Commissioners in office are present at a special meeting, then any business may be transacted at such special meeting by a unanimous vote.
- Section 3 – Work Sessions: Work Sessions may be held on an as needed basis.

Article 6 – Quorum

- Section 1 – Quorum: Four Commissioners constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is in attendance at a regular meeting or properly scheduled special meeting, then action may be taken by the Board of Commissioners upon a vote of a majority of the Commissioners present.

Article 7 – Order of Business

- Section 1 – Order of Business: At the regular meetings of the Board of Commissioners, the following shall be the Order of Business to be conducted:

Call to Order
Approval of Minutes of the Previous Meeting
Open Forum
HRA Business
Executive Director’s Report
Commissioner Comments
Adjournment

All resolutions, motions, and actions shall be in writing and copied into the minutes of the proceedings of the Board of Commissioners.

Article 8 – Manner of Voting

- Section 1 – Manner of Voting: The voting on all questions coming before the Board of Commissioners shall be by the Chairperson calling for yeas and nays on the questions. The decisions shall be entered into the minutes of each meeting. The Chairperson and all members shall be entitled to vote at every meeting of the Board of Commissioners. In the event that any Commissioner shall have a personal interest of any kind in a matter before the Board of Commissioners, as determined by the Ramsey City Attorney, the Commissioner shall be disqualified from voting upon the matter and the Secretary shall record in the Minutes that vote was not cast by said Commissioner.

Article 9 – Amendments

- Section 1 – Amendments: The By-Laws of the Board of Commissioners shall be amended only by resolution at a meeting with all Commissioners in office in attendance and with the approval of at least a majority of the Commissioners.

Article 10 – Fiscal Year

- Section 1 – Fiscal Year: The fiscal year of the Authority shall coincide with the fiscal year of the City of Ramsey, Minnesota.

Article 11 – Effective Date

- Section 1 – Effective Date: These amended by-laws shall become effective and implemented as of May 17, 2011.

The motion for the adoption of the foregoing resolution was duly seconded by Chairperson Jeffrey, upon vote being taken thereon, the following voted in favor thereof:

Chairperson Jeffrey
Commissioner Ramsey
Commissioner Backous
Commissioner Elvig
Commissioner McGlone
Commissioner Tossey
Commissioner Wise

and the following voted against the same:

None

and the following abstained:

None

and the following were absent:

None

whereupon said resolution was declared duly passed and adopted by the Housing and Redevelopment Authority Board of Commissioners this the 17th day of May, 2011.

Chairperson

ATTEST:

HRA Executive Director

February 27, 2012

Mayor Ramsey
Members of the City Council
Kurt Ulrich, City Administrator
City of Ramsey
7550 Sunwood Drive NW
Ramsey MN 55303

Dear Mayor, Councilmembers and Kurt,

This letter shall serve as my resignation as Deputy City Administrator/Director of Community Development for the City of Ramsey. I have accepted the position of City Manager for the City of Wayzata. My last day of employment with the City of Ramsey will be Tuesday, April 10, 2012.

The opportunity to serve this community for the past 10 years has been my good fortune. We have accomplished great things as a team and I am proud to have been a part of it; thank you. I have made many good friends with Ramsey's fine residents and business owners; this is a wonderful community. Thank you for your support over the years of my professional goals and development, and for the opportunity to pursue great things for this community.

I wish the City of Ramsey continued success and prosperity.

Best Regards,


Heidi A. Nelson

Personnel Committee

Meeting Date: 03/13/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Offer a Voluntary Early Separation Program

Background:

Due to budget concerns, the city of Ramsey may desire to establish a voluntary early separation program in order to reduce salary expenses and to meet business needs in tough economic times. Staff analyzed several program design options and has determined the following program to be the most cost-effective. If approved, the program would be strictly voluntary and open only to those City employees who meet the requirements listed below:

- Must be a regular employee of the City with a minimum of 10 years of regular service AND:
 - o Who is at least age 55 years and eligible for a full or reduced PERA Coordinated Plan annuity; or
 - o Who is at least age 50 years and eligible for a full or reduced PERA Police and Fire Plan annuity; or
 - o Meet the above age requirement for your PERA plan and are receiving PERA disability benefits.

Employees must submit a letter of interest to Human Resources by May 31, 2012. Employees must agree to leave employment with the city no sooner than June 30, 2012 and no later than December 1, 2012.

Observations:

If a voluntary early separation program were to be established, based on the City’s 2012 personnel budget, the following table demonstrates possible estimated savings by participation levels:

*2012 Annual Budget Costs
\$1,264,832
for 15 eligible employees*

	<u>Annual Budget</u>	<u>Pay-out</u>	<u>**Annual Savings 1st year.</u>	<u>**Annual Savings Sub. Years</u>
100% Participation	\$1,264,832	\$306,254	\$958,578	\$1,264,832
75% Participation	\$948,624	\$229,691	\$718,933	\$948,624
50% Participation	\$632,416	\$153,127	\$479,289	\$632,416
25% Participation	\$316,208	\$76,564	\$239,644	\$316,208
10% Participation	\$126,483	\$30,625	\$95,858	\$126,483

Scenario is based on a minimum of 10 years of service and PERA eligibility at the full or reduced rate and subject to union agreements.

Costs for eligible employees not currently on the City health plan have been calculated at the \$290 monthly benefit which is paid by the City to employees hired prior to 2001 for waiving health insurance.

***Assumes no rehire or contracted service expenses*

The numbers listed above were derived from the guidelines listed below, as proposed by the League of Minnesota Cities, as well as Anoka County; subject to City Council authorization.

- 10+ years of service at time of termination (includes cumulative total for non-consecutive service and/or pro-rated part-time service)
 - o The City will provide the terminating employee, a payout of \$10,000. For each additional full year of service above 10 years, an employee will receive an additional \$500 for each year of service, to a total maximum of \$22,500 (35 years of service) and,

o The cash equivalent of nine (9) months of the city's contribution towards the employee's selected health premium in effect at the time the incentive program is adopted, or the cash equivalent of 9 months of the \$290 waiving benefits.

If authorized, all employees approved for this program would continue to receive the normal separation benefits available through current labor agreements or the non-represented vacation and sick leave program.

Note: If too many employees were to choose to retire from one department and it created a hardship for the department to operate, employees may be required to stagger their retirement date as determined by their department.

Recommendation:

Motion to approve the Personnel Committees recommendation to offer a voluntary early separation program.

Funding Source:

Funding required to offer this voluntary early separation program would come from the 2012 general fund and would result in a overall net saving for the year.

Council Action:

Motion to approve resolution 12-03-XXX confirming the recommendation of the Personnel Committees to offer a voluntary early separation program.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

03/08/2012 04:51 PM

Form Started By: Colleen Lasher

Started On: 03/05/2012 08:20 AM

Final Approval Date: 03/08/2012

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

Resolution to Offer a Voluntary Early Separation Program.

WHEREAS, the city of Ramsey may desire to establish a voluntary early separation program in order to reduce salary expenses and to meet business needs in tough economic times; and

WHEREAS, staff analyzed several program design options and has determined the following program to be the most cost-effective:

Employees with 10+ years of service at time of termination (includes cumulative total for non-consecutive service and/or pro-rated part-time service) shall receive:

1) The City will provide the terminating employee, a payout of \$10,000. For each additional full year of service above 10 years, an employee will receive an additional \$500 for each year of service, to a total maximum of \$22,500 (35 years of service) and,

2) The cash equivalent of nine (9) months of the city's contribution towards the employee's selected health premium in effect at the time the incentive program is adopted, or the cash equivalent of 9 months of the \$290 waiving benefits.

WHEREAS, if approved, the program would be strictly voluntary and open only to those City employees who meet the requirements listed below:

1) Must be a regular employee of the City with a minimum of 10 years of regular service AND:

A) Who is at least age 55 years and eligible for a full or reduced PERA Coordinated Plan annuity; or

B) Who is at least age 50 years and eligible for a full or reduced PERA Police and Fire Plan annuity; or

C) Meet the above age requirement for your PERA plan and are receiving PERA disability benefits; and

WHEREAS, Employees must submit a letter of interest to Human Resources by May 31, 2012. Employees must agree to leave employment with the city no sooner than June 30, 2012 and no later than December 1, 2012

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

Offer eligible employees the following early separation benefit:

1) The City will provide the terminating employee, a payout of \$10,000. For each additional full year of service above 10 years, an employee will receive an additional \$500 for each year of service, to a total maximum of \$22,500 (35 years of service) and,

2) The cash equivalent of nine (9) months of the city's contribution towards the employee's selected health premium in effect at the time the incentive program is adopted, or the cash equivalent of 9 months of the \$290 waiving benefits.

Subject to employees submitting a letter of interest to Human Resources by May 31, 2012; as well as employees agreeing to leave employment with the city no sooner than June 30, 2012 and no later than December 1, 2012

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27th day of March 2012.

Personnel Committee

Meeting Date: 03/13/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Appoint Board and Commission Members

Background:

In November 2011, staff began the annual recruitment and selection process to fill seats on the EDA, EPB, Park and Recreation Commission and the Planning Commission which are set to expire March 31, 2012. All vacancies were advertised in the Ramsey Resident, the Anoka County Union, the City's website, on QCTV, in the January utility billing statements, and via the city's email notification system.

On March 6, 2012, the City Council conducted 17 interviews to fill eight vacancies. Incumbents seeking reappointment and new applicants were considered in one collective recruitment, interview and selection process. In addition, on Thursday morning, March 8th a telephone interview was conducted to conclude the interview process.

Recommendation:

It was the consensus of the City Council that the following individuals would be appointed to the board or commission indicated:

Wayne Skaff	Economic Dev. Authority	April 1, 2012 to March 31, 2018	6 Years
Robert Bentz	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Hiatt	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Larry Lewis	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Tom Stodola	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Valentine	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Richard Chubb	Park and Rec. Commission	April 1, 2012 to March 31, 2016	4 Years
Rob Schiller	Planning Commission	April 1, 2012 to March 31, 2016	4 Years

Funding Source:

Funding for Board and commission members are paid a stipend of \$25 per meeting. These funds are included in the 2012 General Fund Budget; therefore, there are no additional budgetary implications associated with making the recommended appointments.

Council Action:

Adopt resolution #12-03-XXX to appoint the following board and commission members:

Wayne Skaff	Economic Dev. Authority	April 1, 2012 to March 31, 2018	6 Years
Robert Bentz	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Hiatt	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Larry Lewis	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Tom Stodola	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Valentine	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Richard Chubb	Park and Rec. Commission	April 1, 2012 to March 31, 2016	4 Years
Rob Schiller	Planning Commission	April 1, 2012 to March 31, 2016	4 Years

Attachments

Resolution

Form Review

Inbox
Heidi Nelson
Kurt Ulrich

Reviewed By
Heidi Nelson
Kurt Ulrich

Date
03/08/2012 05:49 PM
03/08/2012 05:53 PM
Started On: 03/05/2012 08:23 AM

Final Approval Date: 03/08/2012

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

**CONSIDER A RESOLUTION APPOINTING
BOARD AND COMMISSION MEMBERS**

WHEREAS, there will be eight open seats on the City's boards and commissions as of April 1, 2012; and

WHEREAS, all vacancies were advertised in the Ramsey Resident, the Anoka County Union, on the City's website, QCTV, in the January utility billing statements, and via the city's email notification system.; and

WHEREAS, at its March 6, 2012 work session, the City Council agreed by consensus to the following appointments.

Wayne Skaff	Economic Dev. Authority	April 1, 2012 to March 31, 2018	6 Years
Robert Bentz	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Hiatt	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Larry Lewis	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Tom Stodola	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Valentine	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Richard Chubb	Park and Rec. Commission	April 1, 2012 to March 31, 2016	4 Years
Rob Schiller	Planning Commission	April 1, 2012 to March 31, 2016	4 Years

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

That the City Council of the City of Ramsey makes the following appointments:

Wayne Skaff	Economic Dev. Authority	April 1, 2012 to March 31, 2018	6 Years
Robert Bentz	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Hiatt	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years

Larry Lewis	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Tom Stodola	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Michael Valentine	Environmental Policy Board	April 1, 2012 to March 31, 2016	4 Years
Richard Chubb	Park and Rec. Commission	April 1, 2012 to March 31, 2016	4 Years
Rob Schiller	Planning Commission	April 1, 2012 to March 31, 2016	4 Years

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27 day of March 2012.

Personnel Committee

4. 4.

Meeting Date: 03/13/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Accept the Resignation of the Economic Development/Marketing Manager and Direct Staff to Prepare a Plan to Address Job Duties Left Vacant

Background:

Mr. Aaron Backman, Economic Development and Marketing Manager submitted a letter of resignation on March 6, 2012. Mr. Backman has been with the city of Ramsey for since November 2010. He also serves as the staff liason to the Economic Development Authoirty (EDA). Mr. Backman accepted a position with the city of Windom as the Executive Director of the Economic Development Authority; his last day with the city of Ramsey is March 23, 2012.

Notification:

Mr. Backman's position is currently responsible for the following Duties (the full job description is attached)

- A) Economic Development Authority (EDA) Manager
- B) Economic Development & Marketing Events
- C) Business Retention and Relationship Management
- D) TIF and Job Creation Reporting/Tracking
- E) Right of Way Acquisition Program Management (Met Council RALF Program)
- F) Communications and General Information
- G) Perform a wide range of other tasks (within the ability and resources of the Economic Development/Marketing Manager) at the verbal or written direction of the Deputy City Administrator/Community Development Director

Recommendation:

To accept Mr. Backman's resignation and direct staff to prepare a plan to address the job duties left vacant by his resignation.

Funding Source:

There is no funding requirement at this time. The previous funding for Mr. Backman's position is as follows:

24,642 TIF (25%)

59,038 EDA (60%)

14,714 General Fund Community Development (15%)

\$98,394 annually (salary plus benefits)

Council Action:

Motion to approve resolution 12-03-XXX confirming the recommendation of the Personnel Committee to accept Mr Aaron Backman's resignation and to direct staff to prepare a plan to address the job duties left vacant by the resignation.

Attachments

Job Description

Ltr of Resignation

Resolution

Form Review

Inbox
Heidi Nelson
Kurt Ulrich

Reviewed By
Heidi Nelson
Kurt Ulrich

Date
03/08/2012 05:50 PM
03/08/2012 05:56 PM
Started On: 03/08/2012 11:57 AM

Form Started By: Colleen Lasher

Final Approval Date: 03/08/2012

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Economic Development/Marketing Manager

DEPARTMENT: Community Development

POSITION TITLE OF IMMEDIATE SUPERVISOR: Deputy City Administrator/
Director of Community Development

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION:

This position manages all aspects of the City's economic development and redevelopment activities by designing and implementing economic development plans, programs, marketing and services for both commercial and industrial businesses via a variety of complex and routine professional, technical and administrative functions.

RESPONSIBILITIES:

- A) Economic Development Authority (EDA) Manager**
- B) Economic Development & Marketing Events**
- C) Business Retention and Relationship Management**
- D) TIF and Job Creation Reporting/Tracking**
- E) Right of Way Acquisition Program Management (Met Council RALF Program)**
- F) Communications and General Information**
- G) Perform a wide range of other tasks (within the ability and resources of the Economic Development/Marketing Manager) at the verbal or written direction of the Deputy City Administrator/Community Development Director**

TASKS RELATED TO RESPONSIBILITIES:

- A) Economic Development Authority (EDA) Manager**
 - Manage all business of the EDA to include the following:
 - Provide professional and technical advice and support the work of the EDA
 - Prepare monthly EDA agendas & cases, and follow-up on direction given
 - Administer EDA Website and update listings as brokers provide new information, verify listings periodically, update MNPRO site and listing information as needed
 - Develop annual work plan and goals
 - Perform cash flow analysis for prospective businesses locating in the City
 - Work with Economic Development Consultant on business contracts and prepare business relocation proposals for businesses including use of financial assistance and other incentives
 - Plan and coordinate various annual community EDA events and act on initiatives established

- Review of blighted properties for possible purchase from willing sellers for redevelopment
- Develop strategies for working with other appropriate commissions and task forces

B) Economic Development & Marketing Events

- Coordinate ongoing COR (downtown development) Marketing and meetings with potential developers, retailers, and office users for sites in the COR as a part of the Development Management Team
- Coordinate economic development marketing and promotional activities aimed at attracting new development and investments
- Prepare business update article for the Chamber (twice annually)
- Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.
- Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business
- Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources
- Develop short and long range economic development and redevelopment plans
- Coordinate Business Expo (Annually in the Spring)
- Coordinate Business Appreciation Day (Annually the third Tuesday in August)
- Coordinate Business Networking Meeting (Annually in the Fall)
- Coordinate activities with other departments, agencies, local groups and others as needed

C) Business Retention and Relationship Management

- Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business
- Develop and/or revise and manage economic development incentive programs for recruitment, expansion, and retention of industry and commerce projects
- Manage established and emerging projects
- Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project
- Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business expansion
- Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City
- Attend local business networking meetings to provide updates on development and opportunities in the city
- Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.
- Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the

City at real estate closings.

D) TIF and Job Creation Reporting/Tracking

- Prepare annual TIF reporting of expenditures for previous year and complete compliance requirements for all TIF districts
- Coordinate and complete annual business subsidy reports to the State of Minnesota
- Create and implement new COR TIF District and manage resources for districts set to decertify in next five years
- Manage escrow accounts for past industrial projects
- Prepare MBAF reporting (due annually April 1) on job creation from subsidies awarded

E) Right of Way Acquisition Program Management (Met Council RALF Program

- Coordinate appraisal process on RALF projects
- Oversee Property Management of RALF properties
- Manage lease agreements and marketing activities, as well as maintain property files
- Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes

F) Communications and General Information

- Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps
- Respond to citizen inquiries about local economic development activities and opportunities
- Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects
- Prepare and maintain information on utilities, taxes, zoning, transportation, community services, financing tools, etc.
- Monitor local, state and federal legislation and regulations relating to economic development
- Utilize Starlite System through Anoka County to obtain property information
- Update and verify Current Business List to serve as a contact list for the Business Expo and the Business Appreciation day event
- Develop and research economic development trends and present recommendations to the City Administrator, EDA, and the City Council
- Prepare and present cases for projects to City Council as needed
- Gather, interpret, and prepare data for studies, reports and recommendations
- Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals of the City

G. Perform a wide range of other tasks (within the ability and resources of the Economic Development/Marketing Manager) at the verbal or written direction of the Deputy City Administrator/Community Development Director.

KNOWLEDGE, SKILLS AND ABILITIES

- (A) Knowledge of business retention programs and economic development and redevelopment principles
- (B) Knowledge of municipal zoning and infrastructure and planning programs and processes
- (C) Knowledge of public relations and marketing programs/initiatives related to economic development
- (D) Considerable knowledge of tax increment financing law and TIF district administration and the Minnesota property tax system
- (E) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, EDA, City Council, and the general public
- (F) Ability to establish effective working relationships
- (G) Ability to perform work and manage projects in a timely and thorough manner
- (H) Ability to demonstrate initiative and excellent problem solving skills
- (I) Ability to effectively handle a wide variety of city projects and problems in an effective and professional manner
- (J) Ability to maintain a positive image of the city through effective handling of problems and sound coordination of multi-department programs
- (K) Ability to anticipate communication needs of public, Council and staff and effectively act to meet those needs
- (L) Skill in the operation of job-related equipment
- (M) Ability to develop a project management schedule for carrying out assigned tasks and meet the schedule in a timely manner.

MINIMUM QUALIFICATIONS

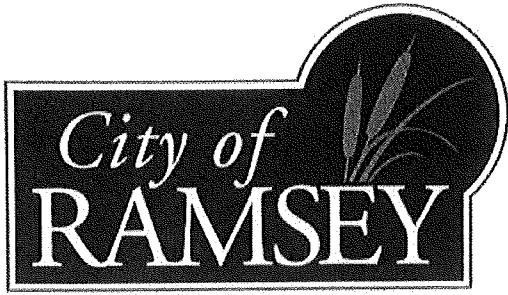
- At least 18 years of age
- Bachelor's degree in Urban Planning, Land Use Planning, Marketing, Public Administration, or a closely related field
- Progressively responsible project management experience
- Municipal planning/development experience
- Five years professional experience in the private/public sector with leading/managing development and marketing initiatives within a community or a experience relating to economic development
- Proficiency using computers – word processing, spreadsheet programs, GIS
- Excellent written and verbal communication skills
- Valid unrestricted class D state driver's license with a good driving record

DESIRABLE QUALIFICATIONS

- Private sector development experience
- Masters degree in Urban Planning or closely related field
- National Development Council-Economic Dev. Finance Professional Certification
- Two years supervisory experience

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting	X			
3. Walking			X	
4. Lifting			X	
5. Pushing/Pulling			X	
6. Carrying			X	
7. Climbing				X
8. Kneeling (bending leg at knee and resting on knee)				X
9. Crawling (moving about on hands and knees)				X
10. Crouching (bending at knees)			X	
11. Bending at waist			X	
12. Reaching (extending hands and arms in any direction)		X		
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion	X			
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods			X	

- | | | | | |
|--|----------------------|----------------------|-------|---------------------------------------|
| | _____ | | | |
| 17. Overhead work (over shoulder height) | _____ | _____ | _____ | _____ <u>X</u> _____ |
| 18. Stationary desk or bench work with neck bent forward | _____ <u>X</u> _____ | _____ | _____ | _____ |
| 19. Driving City vehicle or personal vehicle? | | _____ <u>X</u> _____ | Yes | Driving is an occasional requirement. |



7550 Sunwood Drive NW • Ramsey, Minnesota 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.ci.ramsey.mn.us

March 6, 2012

Kurt Ulrich
City Administrator
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Kurt,

This letter is being written to inform you that I am resigning as the Economic Development/Marketing Manager for the City of Ramsey effective March 23, 2012. I have accepted the position of Executive Director of the Economic Development Authority of Windom and will begin work there the last week of March.

Thank you for giving me the opportunity to work for the City of Ramsey. I particularly enjoyed interacting with the local businesses and the EDA members. Among the highlights for me were assisting MultiSource Manufacturing in its expansion to Ramsey, working on a new sitdown restaurant, The Falls Café, relocating RM Golf Carts and Independent Auto Service, and putting together the 2011 Business Expo in a new location and the Business Appreciation event.

Sincerely,

Aaron A. Backman
Economic Development/
Marketing Manager

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

Resolution to Accept the Resignation of the Economic Development and Marketing Manager and to Direct Staff to Prepare a Plan to Address Job Duties Left Vacant

WHEREAS, Mr. Aaron Backman, the Economic Development and Marketing Manager submitted a letter of resignation on March 6, 2012; and

WHEREAS, Mr. Backman also serves as the staff liaison to the Economic Development Authority (EDA); and

WHEREAS, Mr. Backman accepted a position with the city of Windom as the Executive Director of the Economic Development Authority; his last day with the city of Ramsey is March 23, 2012; and

WHEREAS, staff recommends accepting Mr. Backman's resignation and seeks direction to from the City Council for staff to prepare a plan to address the job duties left vacant by the resignation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) Accept Mr. Backman's resignation as the Economic Development and Marketing Manager; and
- 2) Direct staff to prepare a plan to address the job duties left vacant by the resignation.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 27th day of March 2012.