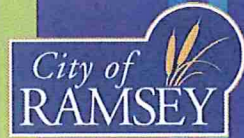


# WEEKLY UPDATE

*Administrator's Report*



December 27, 2012



## *Weekly Calendar of Events*

**Tuesday, January 1, 2013 – City Offices Closed in Observance of New Year's Day**

**Wednesday, January 2, 2013 – Mayor & Councilmembers to City Hall to be issued Oath of Office – anytime throughout the day**

**7:00 p.m. – Thursday, January 3, 2013 – Planning Commission – Council Chambers**

## *Preview of Next Week*

**Happy New Year!** City offices will be closed on Tuesday, January 1, 2013 in observance of New Year's Day. Offices will be open for business at 8:00 a.m., Wednesday, January 2.

**Oath of Office.** The City Clerk will issue the Oath of Office to the new Mayor and Councilmembers on Wednesday, January 2, 2013. Office hours are 8:00 a.m. to 4:30 p.m.; however, if you need an earlier or later time, please let Jo know – she will be able to accommodate whatever time you need.

**January Planning Commission Meeting.** The Planning Commission will meet on Thursday, January 3, at 7:00 p.m. to hold its regular monthly meeting. Cases include the following:

1. Consider Ordinance to Amend City Code Section 117-118 Entitled The COR.
2. Request for Site Plan Review and Conditional Use Permit in The COR TWO/Sunwood Retail Subdivision; Case of McDonalds USA.

## *Council Update*

**Thank you.** Staff wishes to thank Mayor Ramsey and Councilmembers McGlone and Wise for their time and dedication to the City of Ramsey for the past four years.

**Oath of Office – Ceremony.** As you are aware, there will be a cake and coffee reception to welcome the new Mayor and Councilmembers. Mayor and Council – feel free to invite your family and friends for refreshments, followed by the swearing in at the beginning of the 7:00 p.m. Council meeting. There are “photo opportunities” during and after the oath so feel free to have them bring cameras, etc. In the past, some Councilmembers have taken pictures with their families in front of the dais. Your guests are of course welcome to stay for the entire meeting; however, staff will understand and will not have hurt feelings if they choose to leave right after the ceremony☺.

**Reminder: First Council Meetings of the New Year.**

January 8, 2013:

5:30 – 6:30 p.m. - Work Session

6:30 – 7:00 p.m. – Reception in the main lobby for new Council positions

7:00 p.m. – City Council

Immediately following City Council - HRA

**Department Activities:**

**Building Maintenance**

- Miscellaneous bulb and ballast replacement
- Supply ordering
- 2013 insurance cards in all vehicles

**City Clerk**

- Licensing
- Agenda Prep/Weekly Update
- Charter Commission vacancies – working with current members who wish to be reappointed to another term

**Finance**

- Year-end payroll activities (accrual rollovers, system changes, bank change)
- Trial bank reconciliation of Village Bank to determine required ending balance for outstanding checks prior to bank change 1-1-13
- Annual TIF Disbursements per agreements
- Prepare final 2012 bills list for Mayor Sign off
- Make employee benefit changes for 2013
- Reconcile January medical and dental invoices
- Determine Collateralization needs

**Fire**

- Fire Chief is out of the office.

**HR**

- Contacted Board & Commission Members with terms ending on March 31, 2013 and invited them to re-apply
- Consulted with LMC regarding a negotiations issue
- Prepared staff reports
- Initiated and responded to multiple HR activities
- Worked with printer regarding new business cards

## IT

- Computer replacements. Several staff members will be receiving new computers by the end of the week. with at least three more planned for next week. This moves us closer to our goal to have all staff using Windows 7 by Q1 2014, when support for Windows XP will cease.
- Changes are being made behind the scenes to the phone system and website in order to reflect the needs of the future Councilmembers, so they are ready to go for the new year.
- Utility Database and Land use practices: We are currently evaluating these processes to see if there is any way with the help of technology that we can streamline them to make them more efficient. The process is still very preliminary, but we hope to have a solution implemented by the end of Q1 2013.

## Parks

- Cross-county skiing in Ramsey parks? Yes! In addition to informal skiing and x-country trails within city parks, Anoka County Parks' has groomed a series of very nice ski trails in the rolling and wooded, Rum River Central Park. Staff will be organizing a spot or two for the city's web etc. to remind residents of this near-to-home recreational opportunity.
- Both rinks and warming houses opened on time and as scheduled at 3:30 Friday the 21<sup>st</sup> – in time for the school's winter break. The ice conditions are quite good for the first week. **Once again Ramsey is open before Anoka** (*onomatopoeic expression to follow*) hee hee hee – due in part to the City of Ramsey flooding 24 hours per day when freezing conditions permit. Additionally, the numbers of patrons at both facilities (Central and Ramsey Elementary School) continue to exceed 100 skaters each most days.
- Staff continues to sweep and flood every non-holiday weekday (beginning predawn) before the rinks open at 10 AM to build up the base layer of ice, and replace the 'skate-off' with new, shiny *smooth* ice. Progress is also being made at the small neighborhood pleasure rink at Bear Park as well.
- Department of Corrections 'off' the week of December 26<sup>th</sup>.
- Due to several requests for additional lighting at Alpine Park's off-leash area; staff is retrofitting solar walkway lights to be attached to the fence from the dog park gate, into and leading up to the kiosk which also has a solar powered light.

## Planning/Building

- Coordinated preparation for Regular January Planning Commission Meeting and potential Special Planning Commission Meeting
- Refined AUAR Schedule and Working Draft
- Discussed Mississippi Skyway Project Schedule and Work Plan

## Police

- Police Chief is out of the office

## Public Works

- Quiet week weather-wise, chance of light snow Thursday night into Friday morning. Crews have been out sanding residential roads as needed. Other activities include cross training park department personnel on our sign making software and routine vehicle maintenance.

## Utilities

- Several upgrades were completed on the Utility department's computers in the office and laptops in trucks

- All necessary reports and service orders for Opus21 were faxed over to Opus for the upcoming fourth quarter utility billing cycle
- A temporary water meter has been issued to the Residence at the COR site for construction purposes, however as the construction site continues to grow additional water demands have exceeded the limits of the temporary water meter. We are working with them to provide the correct size water meter that will be installed and put into service for the entire site.

**Save the Date:**

- **Annual City of Ramsey Holiday Party**– To be held on Friday, January 4, 2012. Please RSVP to Kathy Schmitz at [kschmitz@ci.ramsey.mn.us](mailto:kschmitz@ci.ramsey.mn.us) or 763-433-9844.
- **Environmental Assessment Release for Proposed Reconstruction of Highway 10, Armstrong Boulevard in Ramsey.** Public Hearing set for January 9, 2012 in Ramsey.
- **Council/Staff Strategic Planning/Organizational Development** – Tuesday, January 15 from 5:00 p.m. to 9:00 p.m. and again Thursday, January 24 from 5:00 p.m. to 9:00 p.m. The sessions will be held in the Lake Itasca Room and dinner will be provided.
- **Anoka Area Chamber of Commerce Casino Royale Gala Dinner Fundraiser** – February 22, 2013 – Greenhaven. More details will follow as the event gets closer.

Have a wonderful holiday week with family and friends.

**Best Wishes for a Happy New Year!**

A handwritten signature in blue ink that reads "Kurt Ulrich" and "for Kurt". The signature is written in a cursive style.

Attachments: None