

City of Ramsey
Agenda
City Council Work Session
Tuesday January 8, 2013
5:30 pm
Lake Itasca Room 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
- 3. Future Topics for Discussion - *A list of future topics will be brought forward following the Council/Staff Strategic Planning Session(s)***
 1. Review Council Organizational Resolution
 2. Consider Feasibility Report for Riverdale Drive Extension
 3. Approve Consultant Proposal for Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment
 4. Schedule Joint Meeting with the Lower Rum River Watershed Management Organization and Member Cities
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session**3. 1.****Meeting Date:** 01/08/2013**By:** Jo Thieling, Administrative Services

Title:

Review Council Organizational Resolution

Background:

Each year, Councilmembers are appointed to serve on different committees such as Personnel, Finance, Public Works, etc. Councilmembers were asked to select their preferences for committees and Mayor Strommen has recommended appointments for 2013 for Council review. The appointments do not include offices such as chair and vice-chair, etc. at this time. That action will be completed by each committee. The draft resolution is attached for Council review and discussion.

It should be noted that the organization resolution includes declaring the City's official newspaper as well. In past years, the City has received a request to be considered only from the *Anoka County Union*. This year, staff received a request for same from the *Anoka County Record*. The City's Charter talks about designating an official newspaper. Charter Chapter 12 – Section 12.1 Official Publication states as follows: The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by state statutes and this charter is to be so published, as well as such other matters as the council may deem it in the public interest to have published in this manner. Minnesota State Statutes further outlines designation of a newspaper for official publications and I have attached those Statutes for your information as well. The Statutes refers to circulation. The *Record* states its circulation is 90 percent via website at no charge. The *Union* has a circulation of 3,500 of which 1,562 is delivered to the 55303 ZIP Code, however, there is no way of distinguishing the number of those households which are Ramsey residences and which are Anoka residences. They also offer their newspaper free on-line and staff has been told that they logged 42,200 unique monthly visitors on their site. The *Union* is a weekly newspaper - the *Record* is a bi-weekly. Staff is concerned about the bi-weekly publication because of statutory and charter publication requirements. The difference between paper circulation is *Anoka County Union* - 3,500 - *Anoka County Record* - 423. Staff is including reports/information from both the *Union* and the *Record*.

Along with the appointments and the designation of the official newspaper, staff is also asking Council to approve TimeSavers Off Site Secretarial Service (TOSS) to handle all the minute-taking needs. The rates submitted reflect an increase of less than 2.25 percent. TOSS has not increased rates since 2008; therefore, this increase, if averaged, is less than a .57 percent increase per year.

Appointing legal services is also a part of the Organization Resolution. The current contract for the legal services of Randall & Goodrich was approved in 2010, and extended to June 2013; therefore, prior to that date an RFP process may be completed. As per City policy established in 2007, professional service contracts are reviewed every three years.

The organizational resolution has been placed on the regular Council Agenda for adoption this evening under the Case titled 2013 Council Organization. If any changes in appointments are recommended following discussion at this work session, those changes shall be pointed out during the discussion of the case, prior to adoption of the resolution and the resolution will be amended prior to execution.

Funding Source:

N/A

Council Action:

Review recommendations for Council Committee appointments and recommend the City Council adopt the Organizational Resolution on the January 8, 2013 Council Agenda.

Attachments

Anoka County Union Bid

Anoka County Union Info

Bid and Info Anoka County Record

SS Referencing Legal Newspapers

#13-01-009 Organization Resolution

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/03/2013 03:54 PM
Jo Thieling (Originator)	Jo Thieling	01/03/2013 04:03 PM
Form Started By: Jo Thieling		Started On: 01/02/2013
	Final Approval Date: 01/03/2013	

**ABC Newspaper and
Anoka County Shopper**

Division of ECM Publishers, Inc

ABC NEWSPAPERS
ANOKA COUNTY UNION • BLAINE/SPRING LAKE PARK LIFE • COON RAPIDS HERALD

Shopper
ANOKA COUNTY
Serving Most of Anoka County & Beyond

4101 Coon Rapids Blvd., Coon Rapids, MN 55433

P. O. Box 99, Anoka, MN 55303

November 28, 2012

Jo Thieling
City Clerk
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Jo:

It is with great pleasure that we ask to serve as the official newspaper for the City of Ramsey in 2013. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County Union. The legal publication rate for the Anoka County Union as of January 1, 2013, will be \$10.75 per column inch. The rate for electronically submitted legal publications will be \$10.25 per column inch. You may want to note that this rate remains unchanged from prior years. As a newspaper published in the County of Anoka, we meet the requirements to qualify as an official legal newspaper.

We have appreciated your business over the past years and hope that we can be of service to you in 2013 as a locally-owned, weekly community news source. If you have any questions, please feel free to call me at (763) 712-3532 or email me at jill.donahue@ecm-inc.com. Thank you for your consideration.

Sincerely,

Jill Donahue
Business Manager

Designation of an Official Newspaper for Public Notices in 2013

The ABC Newspapers (Anoka Union, Blaine/Spring Lake Park Life & Coon Rapids Herald) have been proud to serve our local communities and this region for the past 145 years. During this time we have stood as the pillar of information for the citizens in the area covering the governing bodies' meetings and reporting on the actions in our newspapers and websites. During this time we have also been the trusted source for disseminating local public notices for communities and other government activities.

It has been brought to our attention that a web-based "publication" has the intention of bidding to publish Public Notices for your local government municipality – the Anoka County Record. This entity, which is possibly unknown to you at this time, should be given a hard look before you would consider them as your "official publication" and their qualifications under the laws of the State of Minnesota governing official publications for Public Notices should be carefully examined.

The Anoka County Record's claim of being "*a new media newspaper*" is both arbitrary and not relevant to the law as it relates to Public Notices for your jurisdiction. (331A-02-a)

A store front address in the county does not instill confidence that they have met the "Known office of issue" criteria (331A.02-e). (They also have a mailing address different than their street address - which is puzzling as well. There doesn't appear to be a sign for their business at the listed address from their *Legal Newspaper Status Application*). In contrast, both our parent company, ECM Publishers, Inc. and the ABC Newspapers offices themselves are located within the Anoka County boundaries - the statute designated (331A.04, Subd2) choice for legal notice publication in Anoka County.

In addition, the Record's claim that "*The primary newspaper distribution method is online*" may very well not hold up to the requirement of "*circulation in the political subdivision which it purports to serve*" (331A.02-d).

They also state that distribution to *“libraries, county, city and township buildings are within reasonable distance of all residents”* – thus implying that they are expecting your residents to travel to these buildings to have access to viewing your Public Notices – this is definitely not a hoop that many of your citizens will want to (or should have to) jump through or is it legally addressed anywhere in *Chapter 331A Qualified Newspapers*.

The Anoka County Record’s subscription rate is listed at *\$50.00/year*, for 26 issues (since they “publish” only every other week). Besides being over twice as high priced per issue vs. an ABC Newspaper, they show “0” paid subscriptions on their paperwork submitted to other municipalities. This again suggests that you should carefully scrutinize the Record’s qualifications under 331A.02.

And while the Record has submitted a *Legal Newspaper Status Application* to the Secretary of State, this does not offer you, the governing body, any assurance as to the applicant’s qualifications to meet the statutes’ requirements of a legal newspaper. The Secretary of State’s office just acts as a filing agency that acknowledges the form was received – there is no verification of that publication’s compliance with the provisions of any sections within 331A.02. Indeed, 331A.02-j states: *“Acceptance of a filing fee does not constitute a guarantee by the state that any other qualification has been met”*. You will want make sure the exposure you risk with untested published legal notices are justified should any actions of the board or its use of Public Notices be called into question.

I would also like to point-out a few facts about our publications and company:

ABC Newspapers publish and distribute over 21,000 qualified legal newspapers every week in towns and cities throughout Anoka County. All our newspapers are audited for verified circulation. We are unwavering with our commitment to the highest standards and compliance as your qualified legal newspaper publisher.

With over 125 employees working in Anoka County, we estimate the economic impact of our workforce spending at more than \$250,000/year here in Anoka

County. We have 69 employees that live in Anoka County – many as your neighbors – that pay taxes and contribute to your local communities.

The property from which we operate the ABC Newspapers as well as the corporate offices for ECM Publishers, Inc. (ECM is the publisher of 51 newspapers throughout the state, with over 650,000 circulation each week) are located right here in Anoka County. We paid \$117,399.79 last year in county property taxes.

We cover your governmental meetings and events with information and publicity in your local papers every week – as we have done for over a century and will continue to do. Will the Record be doing this?

The ABC Newspaper website is one of the busiest websites in Anoka County as well. We see over 42,000 “unique visitors” a month come to our website in search of information of all types – including an archived Public Notice section that stores and displays your Public Notices to meet and exceed 331A.02-Subd.5.

And in making your decision, we urge you to also take the above considerations into account.

I look forward to continuing our relationship as it pertains to the publication of Public Notices for your needs. I would be happy to meet with you to discuss the value and assurances that ABC Newspapers offer through our Public Notice publication services.

Sincerely,

Tom Murray
General Manager
ABC Newspapers /ECM Publishers, Inc.
4101 Coon Rapids Blvd.
Coon Rapids MN 55433
763-712-3533
Cell – 612-741-7055

December 19, 2012

To: Mayor, Council, & Administrator, City of Ramsey

From: John M. Kysylyczyn, Owner & Publisher, *Anoka County Record*



RE: Legal newspaper bidding information

Anoka County Record is a local community legal newspaper of general circulation that was founded on “new media” principles. All legal newspapers of general circulation, like the *Anoka County Record*, are required to meet certain publication standards set in state law. What delineates “new media” from “traditional media” though is what a publication does to go beyond these standards.

Traditional media is driven by *print* advertising dollars. That requires printing and distributing thousands of paper copies regardless of whether they are actually read or wanted. The amount of paper, chemicals, fuel, and auto emissions generated in production and distribution of the newspaper is a secondary concern. Also, there is little incentive to improve or expand online distribution under this business model.

Anoka County Record is a new media newspaper. We recognize that libraries, county, city, and township buildings are within reasonable distance of all residents, and that internet access is available throughout the entire county. We also recognize that local government and residents have limited budgets. We recognize that many local governments have their own newsletters and simply advertise in legal newspapers because it is a requirement of state law.

Anoka County Record operates under a different set of principles than traditional media.

- Our price for publication of government contract legal notices is \$5.94 per inch (9 lines per inch) which is half of what is commonly charged by traditional media. Note that our column width, font, point size, and leading are the same as the Anoka County Union.
- The entire newspaper layout process is 100% computerized, allowing emailed legal notices to be submitted with a deadline of noon Wednesday, one day prior to the Thursday publication date.
- The newspaper is published every two weeks on a Thursdays, with the first edition in 2013 to be published on January 4, 2013.

- The newspaper is an official legal newspaper (MN Stat. 331A.02) and the “known office of issue” is 7956 Main Street NE, Fridley, MN 55432.
- The primary newspaper distribution method is online, which allows us to achieve a potential delivery rate or market penetration of almost 90% directly into the home or work place of the residents of your community.
- The entire newspaper is available free of charge on the website.
- The website version of the newspaper is identical to the print version.
- The entire newspaper can be downloaded in a simple to read Adobe PDF document format that is compatible with PC, Mac, Smartphone, iPad, etc.
- The newspaper is available in one of three formats. (Original 11x17 format, regular 8.5x11 letter format, legal notices only letter format)
- Readers can sign up online, free of charge, to be notified of new issues through Facebook, Twitter, or in January 2013, an online email notification system.
- We impose no copyright restrictions on readers who wish to print, copy, or email our newspaper in its entirety to anyone else for personal use.
- The secondary newspaper distribution method is by print.
- The print edition of the newspaper is available free of charge, and currently is available at the Anoka County Courthouse and the Blaine Service Center. We currently distribute an average of 423 print copies throughout Anoka County.
- In 2013, we propose making print copies available free of charge at libraries, county, city, and township buildings with locations selected based partially upon successful bids for the publication of government contract legal notices.
- The number of newspapers printed is based upon the requirements set in law and actual demand, which is more environmentally friendly and lowers costs.
- Our subscription rate for the print edition of the newspaper (\$50/yr) simply covers our costs for first-class postage and handling. It is offered as a public service rather than to generate extra revenue. Bulk subscriptions are also available.

I would be pleased to meet with members and staff to discuss our bid, answer any questions, and discuss the differences between traditional media and new media along with the benefits that would come to your residents.

John M. Kysylyczyn, Owner & Publisher, *Anoka County Record*
 (763) 220-0411
 editor@anokacountyrecord.com

Anoka County **RECORD**

PO Box 21014 • Columbia Heights MN 55421-0014 • (763) 220-0411
E-Mail: editor@anokacountyrecord.com Website: www.anokacountyrecord.com

Fact sheet for Publication of Legal Notices - 2013

Price per column inch = \$5.94 (electronic or print submission)

Deadline for submission is Noon Wednesday, one day prior to publication.

Frequency of publication is Bi-weekly

Free distribution by print or online through website, email, Facebook, Twitter

Electronic version compatible with PC, Mac, Smartphone, iPad, etc.

Electronic version identical to print version

Electronic version available in one of three formats (Tabloid, Letter, Legal notices only)

Conforms with MN Stat. 331A.02 - Newspaper of "general circulation"

Potential market penetration of 90% into home/workplace through electronic distribution

No personal use or distribution copyright restrictions

Print edition currently available at Anoka County Courthouse and Blaine Service Center

Additional distribution locations to be introduced in 2013 based upon demand

Subscription rate for print edition (\$50/yr) simply covers first-class postage and handling

Known office of issue is 7956 Main Street NE, Fridley, MN 55432

Legal Advertising Government Contract Rates

Anoka County RECORD

Legal Advertising

\$5.94/column inch
.66/line

Column width:
(inches): 1.58
(points): 114
(picas): 9 1/2

Lines: 9 per column inch
Font: Lucida Sans
Point size: 7
Leading: 8 pt

Publication Date:

Thursdays bi-weekly
(see reverse side)

**Legal advertising
deadline:**

Wednesday Noon,
day before
publication date

All other submissions:

Monday before
publication date

**PUBLIC NOTICE
CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

PUBLIC HEARING NOTICE

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

NOTICE IS HEREBY GIVEN, that on November 5, 2015 the St. Francis City Council will meet at 4115 Ambassador Blvd. NW St. Francis, MN , to pass upon the proposed 2012 Miscellaneous Assessments for abatement of code violations, securing and monitoring fees for vacant property, mowing of weeds and any other unpaid fees. The properties to be assessed are all within the corporate limits of the city of St. Francis, Anoka County, Minnesota. Minnesota Statutes provides no appeal may be taken as to the amount of any assessment unless a written objection signed by the affected property owner is filed with the City Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. If you would like to contest your assessment, please put it in writing and address it to the City Clerk, 23340 Cree Street NW, St. Francis MN 55070. The amount to be specially assessed against your particular lot, piece, or parcel of land has been sent to you in writing. Written or oral objections will be considered at the hearing. You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the St. Francis City Clerk. No interest shall be charged if the entire assessment is paid on or before November 5, 2012. If you decide not to prepay the assessment before the date given, the rate of interest that will apply is 10% per year.

Barbara I. Held
City Clerk

**Anoka County Record
PO Box 21014
Columbia Heights MN 55421-0014
Phone (763) 220-0411**

E-mail: editor@anokacountyrecord.com

**All editions are online at
www.anokacountyrecord.com**

**SAMPLE AD
6.5 inches = \$38.61**

2013 PUBLICATION SCHEDULE

JANUARY

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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FEBRUARY

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MARCH

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JULY

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AUGUST

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OCTOBER

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NOVEMBER

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DECEMBER

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Anoka County **RECORD**

Established: 2011
Issues Per Year: 26
Issues This Report: 26

ANOKA COUNTY RECORD
PO BOX 21014
COLUMBIA HEIGHTS, MN 55421
(763) 220-0411
EDITOR@ANOKACOUNTYRECORD.COM
www.anokacountyrecord.com

PUBLICATION DESCRIPTION

The Anoka County Record is a bi-weekly free publication of government news from Anoka County, Minnesota. It covers the county board, twenty cities, nine school districts, one township, one conservation district, and surrounding areas. It also covers actions of the Minnesota Legislature that may affect the Anoka County area. Also included in each issue is a listing of all government and quasi-government meetings being held throughout the county. The Anoka County Record is available by paid subscription via first-class U.S. Mail, and complete editions are posted on the website, www.AnokaCountyRecord.com.

AVERAGE FREQUENCY: BI-WEEKLY CIRCULATION: OCTOBER 1, 2011 – SEPTEMBER 30, 2012

QUALIFIED CIRCULATION	Non-Paid	Paid	Total
Individual Subscription	303	-	303
Association/Group/Directory Lists	-	-	-
Rotated	-	-	-
Bulk Distribution	116	-	116
Single Copy Sales	-	-	-
TOTAL QUALIFIED CIRCULATION	419	-	419
TOTAL NON-QUALIFIED CIRCULATION			4
TOTAL PRINTED			423

331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

(a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches, or 800 square inches if the political subdivision the newspaper purports to serve has a population of under 1,300 and the newspaper does not receive a public subsidy;

(b) if a daily, be distributed at least five days each week. If not a daily, the newspaper may be distributed twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;

(c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest to the community which it purports to serve. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;

(d) be circulated in the political subdivision which it purports to serve, and either have at least 400 copies regularly delivered to paying subscribers, or 250 copies delivered to paying subscribers if the political subdivision it purports to serve has a population of under 1,300, or have at least 400 copies regularly distributed without charge to local residents, or 250 copies distributed without charge to local residents if the political subdivision it purports to serve has a population of under 1,300;

(e) have its known office of issue established in either the county in which lies, in whole or in part, the political subdivision which the newspaper purports to serve, or in an adjoining county;

(f) file a copy of each issue immediately with the State Historical Society;

(g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;

(h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;

(i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from the date of the filing described in paragraph (j) through December 31 of that year; and

(j) after publication, submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers

that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2. [Repealed, 2004 c 182 s 33]

Subd. 3. **Publication; suspension; changes.** The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

(a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.

(b) The consolidation of one newspaper with another published in the same county, or a change in its name or ownership, or a temporary change in its known office of issue.

(c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue from one county to another, or failure to maintain its known office of issue in the county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

Subd. 4. **Declaratory judgment of legality.** A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid. Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

Subd. 5. **Posting notices on Web site.** If, in the normal course of its business, a qualified newspaper maintains a Web site, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its Web site at no additional cost. The notice must remain on the Web site during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's Web site does not affect the validity of the public notice.

History: 1984 c 543 s 21; 1985 c 174 s 1; 1Sp1985 c 13 s 315; 1987 c 30 s 1; 1987 c 286 s 1; 1988 c 682 s 42; 1990 c 395 s 1; 1991 c 205 s 17; 1997 c 137 s 13; 2001 c 38 s 1; 2004 c 182 s 8-11; 2009 c 152 s 5

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #13-01-009

RESOLUTION FOR 2013 COUNCIL ORGANIZATION

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

- 1) That the City of Ramsey's official newspaper is as follows:
 - a) Anoka County Union - official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published or
 - b) Anoka County Record – official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published

- 2) That the Acting Mayor, Council standing committees, Public Safety Board, Economic Development Authority, Health Authority, recording secretary and legal services designations are as follows:

	<u>2012 Appt.</u>	<u>2013 Appt.</u>
a) Acting Mayor	Jeff Wise	Randy Backous
b) Personnel Committee	Jason Tossey (Chair) Sarah Strommen (V-Chair) Colin McGlone Bob Ramsey (Alt)	Randy Backous Mark Kuzma Jason Tossey Sarah Strommen (Alt)
c) Finance Committee	David Elvig (Chair) Bob Ramsey (V-Chair) Jeff Wise Randy Backous (Alt)	David Elvig John LeTourneau Chris Riley Sarah Strommen (Alt)
d) Public Works Committee	David Elvig (Chair) Colin McGlone (V-Chair) Randy Backous Jeff Wise (Alt)	Randy Backous David Elvig Mark Kuzma Sarah Strommen (Alt)
e) Ramsey/Nowthen Joint Powers Board	Colin McGlone Sarah Strommen Jason Tossey (Alt)	Jason Tossey Sarah Strommen Chris Riley (Alt)

	<u>2012 Appt.</u>	<u>2013 Appt.</u>
f) Ramsey Housing & Redev Auth	Colin McGlone (Chair) Bob Ramsey Randy Backous David Elvig Sarah Strommen Jason Tossey Jeff Wise Kurt Ulrich	Randy Backous David Elvig Mark Kuzma John LeTourneau Chris Riley Sarah Strommen Jason Tossey Kurt Ulrich Tim Gladhill
Executive Director Deputy Executive Director		
g) Economic Development Auth	Colin McGlone Jeff Wise Randy Backous (Alt)	John LeTourneau Chris Riley Mark Kuzma (Alt)
h) Northstar Corridor Dev Auth	David Elvig Bob Ramsey (Alt)	David Elvig Chris Riley (Alt)
i) County Housing and Redevelopment Auth Liaison	Heidi Nelson	Kurt Ulrich
j) Health Authority	Dr. James Long	Dr. James Long
k) Legal Services:		
General Legal and Prosecution	Randall, Goodrich	Randall, Goodrich
Bond Counsel/TIF	Kennedy & Graven Briggs & Morgan	Kennedy & Graven Briggs & Morgan
Personnel	Kennedy & Graven Barna, Guzy & Steffen Madden, Galanter, Hansen	Kennedy & Graven Barna, Guzy & Steffen Madden, Galanter, Hansen
Intergovernmental Relations	Kennedy & Graven Flaherty & Hood	Kennedy & Graven Flaherty & Hood
l) Recording Secretarial Services:		
TimeSaver Off Site Recording Secretary Service (TOSS)		TOSS
3) That delegate appointments are as follows:	<u>2012 Appt.</u>	<u>2013 Appt.</u>
a) Joint Law Enforcement Council	Jason Tossey James Way Sarah Strommen (Alt)	Jason Tossey James Way Chris Riley (Alt)

b)	Anoka County Solid Waste Abatement Task Force	Chris Anderson	Chris Anderson
		<u>2012 Appt.</u>	<u>2013 Appt.</u>
c)	An. Co. Brdband Governance Grp	Randy Backous (Alternate?)	Randy Backous
d)	Lower Rum River Water Management Organization (LRRWMO)	Sarah Strommen Randy Backous (Alt)	Mark Kuzma Randy Backous (Alt)
e)	Lower Rum River WMO TAC	Tim Himmer	City Engineer
f)	North Metro Mayors Association: Operating Committee Management Committee	Kurt Ulrich Bob Ramsey	Kurt Ulrich Sarah Strommen
g)	Quad Cities Cable Communications Commission	Colin McGlone Heidi A. Nelson	John LeTourneau Kurt Ulrich Chris Riley (Alt)
h)	Environmental Policy Board	Randy Backous	John LeTourneau Mark Kuzma (Alt)
i)	Happy Days Committee	Jeff Wise David Elvig Colin McGlone	Randy Backous Chris Riley Jason Tossey
j)	Youth First	Jason Tossey	Jason Tossey Chandra Kreyer Jim Steffen Michelle Anderson Mark Riverblood (Alt)
j)	Shared Fire Service Committee		Sarah Strommen Dean Kapler Kurt Ulrich

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 8th day of January, 2013.

Mayor Sarah Strommen

ATTEST:

City Clerk Jo Ann M. Thieling

CC Work Session

3. 2.

Meeting Date: 01/08/2013**By:** Shane Nelson, Engineering/Public Works**Title:**

Consider Feasibility Report for Riverdale Drive Extension

Background:

The City of Ramsey has received a \$702,000 grant to help in the funding of the reconstruction and extension of Riverdale Drive from Armstrong Blvd (CSAH83) to Traprock Street. The project is another step forward towards readiness for an Armstrong Blvd (CSAH83) Interchange with TH10. The project also eliminates access to TH10 at Alpaca Street and modifies access at Traprock Street. Those access changes are safety related and are a large reason the grant was awarded to the City of Ramsey along with promotion of a south frontage road to TH10. The \$702,000 grant requires award of the contract by June 30th of 2013.

In conjunction with the road project, it is proposed that sanitary sewer and watermain be installed under the new roadway consistent with the City's Comprehensive Water and Sewer Study's. Constructing the sanitary sewer and watermain under the roadway now will prevent the road from being dug up at some point in the future to install the utilities.

The attached feasibility report focuses on the cost of installing the utilities and discusses two alternatives for the City to recapture the initial capital investment of installing the utilities.

Notification:

N/A

Observations:

The attached report analyzes two methods for recapturing the capital cost of the utilities. The first method, which entirely utilizes connection charges to recapture the investment, is different than an assessment in several aspects, as follows:

- The connection charge method utilizes a set rate(s) for connection to City utilities. In contrast, the assessment method would utilize the actual lateral costs of the project plus the connection charges for the trunk and other system facilities.
- A public improvement hearing and an assessment hearing are required for the assessment method. These hearings are not required for the connection charge method.
- A mandatory 60-day waiting period after the public improvement hearing is required by the City Charter for the assessment method. The waiting period is not required for the connection charge method.
- With the assessment method, the property value increase of the properties being assessed must be greater than or equal to the amount of the assessment.
- The assessment method does have a timing advantage, as the timetable is known for recapturing the investment (typically 20 years for sewer and water)

Recommendation:

Upon consideration of several factors, staff recommends that the City utilize the connection charge method.

Funding Source:

The funding sources for this project are discussed within the attached report.

Council Action:

Motion to adopt Resolution #13-01-016 Accepting the Feasibility Report and Ordering the Preparation of Plans and Specifications

Attachments

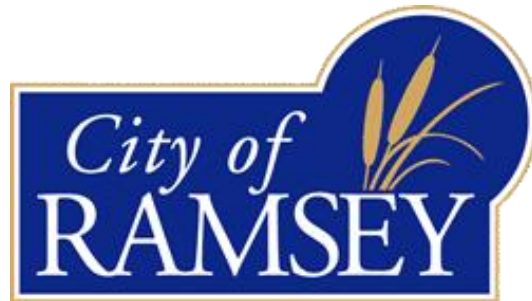
Feasibility Report

Resolution

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/03/2013 04:03 PM
Form Started By: Shane Nelson		Started On: 01/03/2013 06:34 AM
	Final Approval Date: 01/03/2013	

Feasibility Report



Riverdale Drive Extension

(Armstrong Boulevard to Traprock Street)

Ramsey, Minnesota

January 2013

**Feasibility Report
For
Riverdale Drive Extension
Ramsey, Minnesota**

City Council Meeting Date: January 8, 2013

City Project Number: IP 12-22

Mayor: Sarah Strommen

*Council Members: David Elvig
Randy Backous
Jason Tossey
John LeTourneau
Mark Kuzma
Chris Riley*

City Administrator: Kurt Ulrich

Interim City Engineer: Shane Nelson

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under State of Minnesota Statutes 326.02 to 326.16.

Shane M. Nelson, PE

43381
License No.

January 1, 2013
Date

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Introduction

The purpose of this feasibility report is to provide the City of Ramsey with a preliminary examination of the improvements proposed with the Riverdale Drive project. This report was ordered by the City Council at a regular City Council meeting.

Riverdale Drive is a collector street that runs in an east/west direction parallel to Trunk Highway 10. The segments studied in this report include the reconstruction of the existing portion of Riverdale Drive from Armstrong Boulevard to just east of Alpaca Street and the extension of Riverdale Drive from just east of Alpaca Street to Traprock Street. Access to TH10 at Alpaca Street will be eliminated and the access at Traprock Street will be reconfigured to three-quarter's access. Completing this project continues to move the City forward in realizing its goal of obtaining an interchange at the intersection of Armstrong Boulevard with Highway 10. The future interchange layout concept is shown on Figure 1.



Figure 1. Future Interchange Layout Concept.

Consistent with the City's Comprehensive Sanitary Sewer Study and Comprehensive Water Study, it is proposed the sanitary sewer and watermain are also extended under the current alignment of Riverdale Drive. Under the new alignment of Riverdale Drive, it is proposed that watermain is extended easterly to Traprock Street. The extension of sanitary sewer and water utilities are discussed in greater detail in subsequent sections of this report. The project area and roadway location for this project are shown on Figure 2.

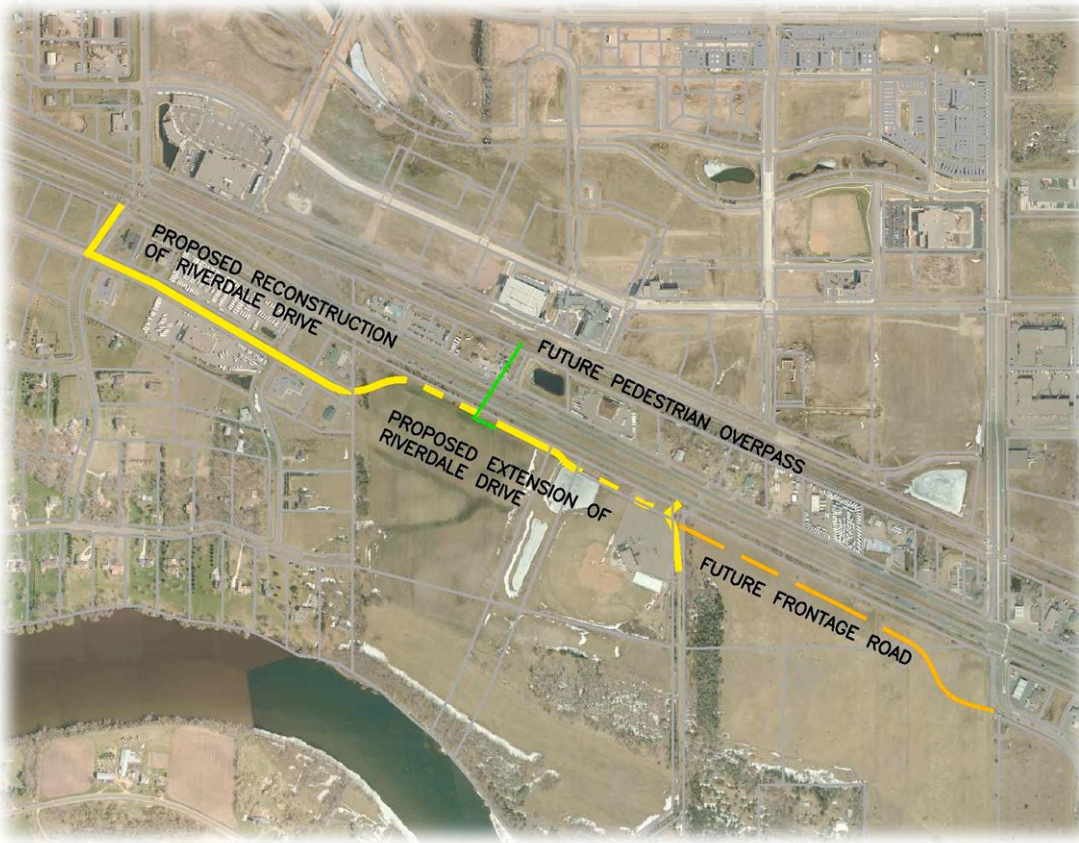


Figure 2. Location of proposed improvements.

Design Considerations

Street Design and Anticipated Traffic Volumes

Determining the cross section and structure of the street is dependent on variables such as soil characteristics, traffic types and volumes that are anticipated during the design life of the initial pavement section. A Geotechnical Exploration has not been completed at this time, however, for purposes of this report it is assumed that subgrade soils are suitable for road construction. The traffic types and volumes will be determined by completing an analysis of the existing and proposed land use of the adjacent property, as well as the additional area that the road will serve in the future. We expect the street to initially carry traffic generated by the properties immediately adjacent to the project, however, it is anticipated that an extension across the Anoka County Regional Park property will be constructed to make a connection with Ramsey Boulevard, at which time the traffic volume is anticipated to increase. Upon the extension to Ramsey Boulevard, Riverdale Drive will function more as a frontage road and will divert local traffic off of TH10.

The preliminary cross section for Riverdale Drive consists of two twelve foot travel lanes with eight foot shoulders. The street will be an urban section with concrete curb and gutter consistent with the intended urban commercial use. A bituminous sidewalk is proposed on the south side of Riverdale Drive.

The total estimated cost for the road and associated bituminous sidewalk is \$2,168,000.

Water Main

A water main extension along the existing and new alignment of Riverdale Drive is also proposed as part of this project. The proposed water main improvements to be completed with this project are shown on Figure 4.



Figure 4. Proposed Water Main improvements.

The water main is currently stubbed approximately 150 feet east of Armstrong Boulevard on Riverdale Drive. Twelve inch watermain is proposed to be extended east under both the reconstructed portion of Riverdale Drive and the proposed extension of Riverdale Drive. Fire Hydrants are proposed to be installed as needed along the new watermain and services will be stubbed to all of the adjacent parcels. The total estimated cost for the watermain extension is \$501,160. Figure 5 below depicts the Trunk Water Main System as per the adopted Comprehensive Water System Study, dated June 2012, prepared by Bolton and Menk.

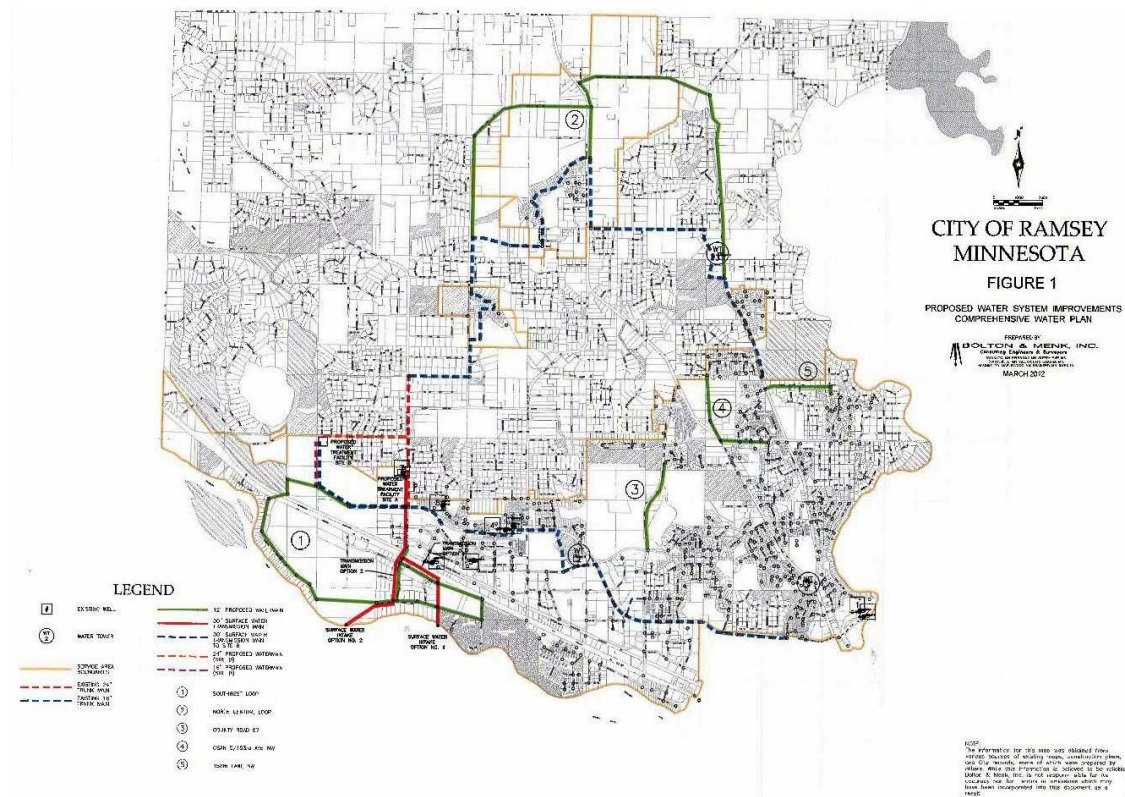


Figure 5. Trunk Water System for Ultimate Design.

Sanitary Sewer

Existing gravity sanitary sewer ends just outside of TH10 right-of-way within Armstrong Boulevard. Gravity trunk sanitary sewer is proposed to be extended as an 18” diameter sewer line south to the intersection of Armstrong Boulevard and Riverdale Drive. The 18” diameter trunk line will be stubbed to the south for future connection for the ultimate system. A schematic showing the ultimate systems as per the approved Comprehensive Sanitary Sewer Study, dated June 2012, prepared by Bolton and Menk is shown on Figure 6.

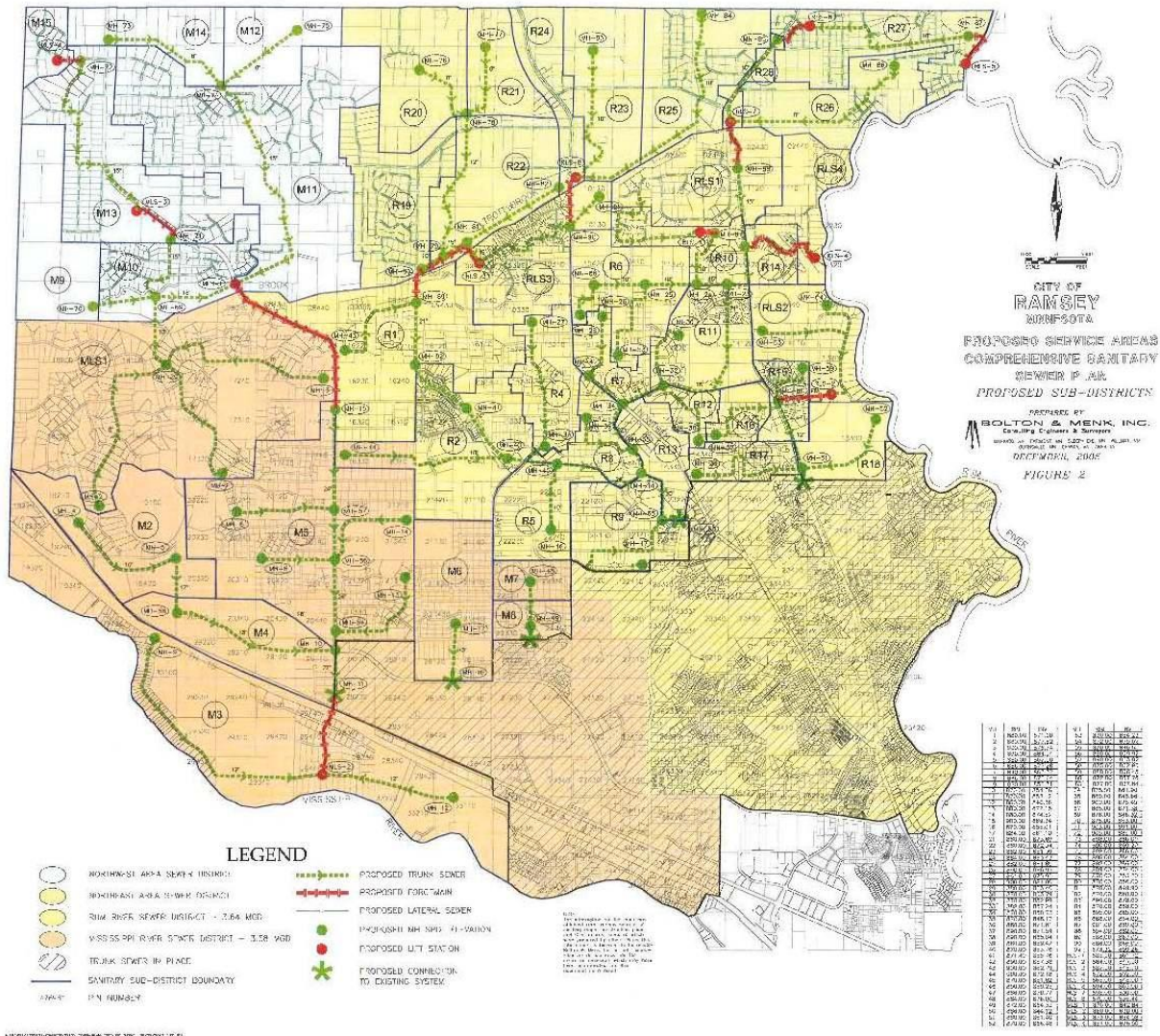


Figure 6. Trunk Sanitary Sewer system for ultimate design.

It is also proposed that a lateral sanitary sewer be extended easterly along Riverdale Drive to approximately 100' east of the existing cul-de-sac. This lateral sanitary sewer will provide sewer access to the existing businesses along the existing segment of Riverdale Drive. The depth of the sanitary sewer at its termination point is estimated to be approximately 8 feet, which inhibits the practicality of an easterly extension to Traprock Street.

As the property abutting the segment of the Riverdale Drive extension develops or re-develops, it will be necessary for the infrastructure for the ultimate sanitary sewer system to be installed. In the interim, it may be possible for the landowner of the adjacent parcels to construct a temporary private lift station and associated forcemain, utilizing the Riverdale Drive lateral as a discharge location. This would provide sanitary sewer availability to the large tracts of land that have development/re-development potential without requiring a significant additional

investment in infrastructure to construct the ultimate system. In the future, upon construction of the ultimate lift station near the intersection of Armstrong Boulevard and 142nd Avenue NW and easterly sewer extension on 142nd Avenue, the temporary private lift station could be abandoned or removed, thus eliminating its operating and maintenance costs.

The total estimated cost for the sanitary sewer extension is \$202,510.



Figure 7. Proposed Sanitary Sewer improvements.

Storm Water Management

Storm water will be collected off the street and boulevards by curb and gutter and storm sewer. The large storm water pond on the south side of Highway 10 will be significantly impacted. It will be necessary to obtain drainage and utility easement rights to mitigate the impacted storm water pond, as well as to provide treatment for the new segment of road.

Easements / Property Acquisition

The permanent roadway easements, as preliminary determined, that will be required for the project are depicted in Figure 8. In addition to the roadway right-of-way, it will also be necessary to obtain a drainage and utility easement for stormwater purposes. The location of the proposed and mitigated stormwater ponds have not been determined at this time. As shown in the figure below, the permanent easements are largely required from two parcels. Preliminary negotiations with the property owners indicate that the property owner's will dedicate the necessary permanent roadway and drainage easements in exchange for receiving the improved access gained by the Riverdale Drive extension and utility availability.



Figure 8. Roadway Easement.

Although a preliminary design is not complete, it is assumed that all proposed improvements will fit into the existing right-of-way on the existing segment of Riverdale Drive. Temporary construction easements will be determined during the design process and obtained by the property owners if necessary.

Cost Estimates

The 2013 construction costs have been estimated for this project. The estimated costs are estimates only and are not guaranteed prices. The costs shown are estimates based on actual bid prices from projects of similar scope and adjusted for inflation. Actual quantities will be determined upon preparation of the construction plans and final contracts will be awarded on a

unit price basis and the contractor will only be paid for work completed. No costs are included for easements or wetland mitigation / permitting.

Detailed cost estimates for the sanitary sewer and water extensions have been completed in conjunction with this report. The estimates include construction, a 10% allowance for contingency. A summary of the cost estimate for the entire project is presented in Table 1.

Table 1. Estimate of Probable Cost

Summary - Estimate of Probable Cost	
Item	Estimated Total Costs
Road Construction	\$2,168,000.00
Watermain	\$521,000.00
Sanitary Sewer	\$202,500.00
Total	\$2,891,500.00

Financing

The City received a Cooperative Agreement grant in the amount of \$702,000 which will partially fund the road construction and associated drainage improvements. The remaining of the road, associated drainage improvements, and bituminous sidewalk will be funded by the City’s Municipal State Aid (MSA) account.

The costs for extending the sanitary sewer and water main will be funded in the near term by the sewer and water enterprise funds, with those funds being paid back over time through the collection of connection charges and/or assessments.

A summary of the funding is as follows:

Table 2. Financing Summary.

Financing Summary	
Description	Amount
Cooperative Agreement Grant	\$702,000
MSA Fund	\$1,466,000
Sewer Enterprise Fund	\$202,500
Water Enterprise Fund	\$521,000
Total	\$2,891,500

Connection Charges – Sanitary Sewer

The City’s schedule of rates and charges currently specifies connection fees for trunk sanitary sewer (connection charge) and lateral sanitary sewer (lateral benefit charge) which would be preferable for recapturing the capital investment for the utilities associated with this project. According to the adopted 2013 schedule of rates and charges, the above-mentioned fees are as follows:

Sanitary Sewer Charges

Sanitary Sewer Connection Charge (Commercial/Industrial) \$3,308 per acre

Sanitary Sewer Lateral Benefit Charge \$3,328 per acre

The City also collects a Sanitary Sewer Availability Charge (SAC) at the time of connection. However, the revenue from the SAC charge is forwarded to the Metropolitan Council and is the funding source for the regional treatment and disposal system owned and operated by the Metropolitan Council Environmental Services.

A preliminary examination of the land area of the adjacent properties has been completed utilizing Geographic Information Systems (GIS) and preliminary estimates of the revenue collected at the time of connection are presented below in Table 3.

Table 3. Estimated Sanitary Sewer Connection Charge Revenue.

Address	8000 Highway 10 NW	7955 Riverdale Drive	7945 Riverdale Drive	7815 Riverdale Drive	7103 Riverdale Drive
Owner	Premier Armstrong LLC	TIRAED LLC	Pearson Investments LLC	DSB Ventures LLC	Pearson Investments LLC
Area of Lot (ac)	1.11	1.23	4.57	2.38	6.84
Connection Charge (\$3,308/ac)	\$3,671.88	\$4,068.84	\$15,117.56	\$7,873.04	\$22,626.72
Lateral Benefit Charge (\$3,328/ac)	\$3,694.08	\$4,093.44	\$15,208.96	\$7,920.64	\$22,763.52

Address	7850 Riverdale Drive	7820 Riverdale Drive	Vacant, unassigned	7550 Highway 10 NW	Total
Owner	The Bank of Elk River Jesse Ternus	Brad Fitch	Hope Fellowship of Ramsey Inc	2-01 LLC	
Area of Lot (ac)	1.53	1.6	29.24	15.44	63.94
Connection Charge (\$3,308/ac)	\$5,061.24	\$5,292.80	\$96,725.92	\$51,075.52	\$211,513.52
Lateral Benefit Charge (\$3,328/ac)	\$5,091.84	\$5,324.80	\$97,310.72	-	\$161,408.00

Totals \$372,921.52

As can be seen in Table 3 above, the anticipated revenue ultimately collected for the Sanitary Sewer improvements is estimated to be \$372,921, which is greater than the estimated expenditures for this project currently estimated at \$202,500. However, the additional revenue

collected is necessary to fund the other trunk improvements that are not proposed to be constructed with this project but are necessary for the existing and ultimate system (i.e. off-site trunk sewer mains, lift stations, forcemains, etc).

Connection Charges – Water

The City’s schedule of rates and charges currently specifies Water Availability Charges (WAC) and connection fees for trunk water facilities (connection charge) and lateral water facilities (lateral benefit charge) which would be preferable for recapturing the capital investment. According to the adopted 2013 schedule of rates and charges, the above-mentioned fees are as follows:

Water Charges

Water Availability Charge (WAC)	\$1,148 per address
Water Connection Charge (Commercial / Industrial)	\$5,835 per acre
Water Lateral Benefit Charge	\$6,143 per acre

A preliminary examination of the land area of the adjacent properties has been completed utilizing Geographic Information Systems (GIS) and preliminary estimates of the revenue collected at the time of connection are presented below in Table 4.

Table 4. Estimated Water Main Connection Charge Revenue.

Address	8000 Highway 10 NW	7955 Riverdale Drive	7945 Riverdale Drive	7815 Riverdale Drive	7103 Riverdale Drive
Owner	Premier Armstrong LLC	TIRAED LLC	Pearson Investments LLC	DSB Ventures LLC	Pearson Investments LLC
Area of Lot (ac)	1.11	1.23	4.57	2.38	6.84
Water Availability Charge (\$1,148/Ea)	\$1,148.00	\$1,148.00	\$1,148.00	\$1,148.00	\$1,148.00
Connection Charge (\$5,835/ac)	\$6,476.85	\$7,177.05	\$26,665.95	\$13,887.30	\$39,911.40
Lateral Benefit Charge (\$6,143/ac)	\$6,818.73	\$7,555.89	\$28,073.51	\$14,620.34	\$42,018.12

Address	7850 Riverdale Drive	7820 Riverdale Drive	Vacant, unassigned	7550 Highway 10 NW	Total
Owner	The Bank of Elk River Jesse Ternus	Brad Fitch	Hope Fellowship of Ramsey Inc	2-OI LLC	
Area of Lot (ac)	1.53	1.6	29.24	15.44	63.94
Water Availability Charge (\$1,148/Ea)	\$1,148.00	\$1,148.00	\$1,148.00	\$1,148.00	\$10,332.00
Connection Charge (\$5,835/ac)	\$8,927.55	\$9,336.00	\$170,615.40	\$51,075.52	\$334,073.02
Lateral Benefit Charge (\$6,143/ac)	\$9,398.79	\$9,828.80	\$179,621.32	\$94,847.92	\$297,935.50

Totals **\$632,008.52**

As can be seen in Table 4 above, the anticipated revenue ultimately collected for the Water System improvements is estimated to be \$632,008, which is greater than the estimated expenditures for this project currently estimated at \$521,000. However, the additional revenue

collected is necessary to fund the other trunk and system improvements that are not proposed to be constructed with this project but are necessary for the existing and ultimate system (i.e. water towers, off-site watermains, wells, etc).

If the City proceeds with this project and funds the sanitary sewer and watermain extensions through the enterprise funds, the City could expect to replenish the funds at some future point in time through the collection of the connection charges as indicated earlier in this section. Providing that the enterprise funds have sufficient balances to fund these improvements in the interim period, this method is advantageous as it does not require that the City specially assess the costs to the benefitting properties.

Assessment Alternative

Alternatively, if the City would prefer to finance the costs through special assessments it may proceed with the assessment process as provided per MN Statutes 429 and the City Charter. Assessment of the costs of the sanitary sewer and watermain extension would provide a known timetable for repayment of the expenditures. However, the assessment process may affect the timeline for this project as City Charter provides a mandatory 60-day waiting period following the public improvement hearing. City Charter also provides that a project may be stopped by a counter-petition of the properties proposed to be assessed.

If the project proceeded as an assessment project, one-hundred percent of the lateral costs for the utilities would be assessed to the benefitting properties. Therefore, for the Sanitary Sewer the entire cost of the 8" lateral on Riverdale Drive would be assessed. The cost of the Riverdale Drive sanitary sewer lateral is estimated at \$167,900.

As discussed earlier, the Comprehensive Water System Study depicts the watermain proposed with this project as a Trunk Facility. Therefore, only the lateral portion of the cost could be assessed to the benefitting properties, with the additional cost for upsizing to a 12" trunk being funded by the collection of the trunk Connection Charge. The cost of an 8" watermain lateral along the entire length of Riverdale Drive is estimated at \$338,000.

If the City proceeded with this project as an assessment project, it would be necessary to assess all benefitting properties. The total estimated cost to be assessed for the utilities is \$505,900. It would be recommended that the assessments be distributed by the area method given the land use and zoning of the benefitting properties. Assessments are usually amortized over time, usually 20 years for utility improvements, at an interest rate in the order of 6%.

An exhibit showing the benefitting properties that would receive an assessment for the utility extension is shown below as Figure 8.



Figure 8. Benefitting Properties for Sanitary Sewer and Water Main Extensions.

A preliminary examination of the land area of the benefitting properties has been completed utilizing Geographic Information Systems (GIS) and preliminary estimates of the proposed assessments for the sanitary sewer extension are presented below in Table 5.

Table 5. Proposed Assessment Amounts for Sanitary Sewer Extension – Assessment Alternative.

Address	8000 Highway 10 NW	7955 Riverdale Drive	7945 Riverdale Drive	7815 Riverdale Drive	7103 Riverdale Drive
Owner	Premier Armstrong LLC	TIRAED LLC	Pearson Investments LLC	DSB Ventures LLC	Pearson Investments LLC
Area of Lot (ac)	1.11	1.23	4.57	2.38	6.84
Assessment Amount per Acre	\$3,461.86	\$3,461.86	\$3,461.86	\$3,461.86	\$3,461.86
Proposed Assessment Amount	\$3,842.66	\$4,258.08	\$15,820.68	\$8,239.22	\$23,679.09

Address	7850 Riverdale Drive	7820 Riverdale Drive	Vacant, unassigned	Total
Owner	The Bank of Elk River Jesse Ternus	Brad Fitch	Hope Fellowship of Ramsey Inc	
Area of Lot (ac)	1.53	1.6	29.24	48.5
Assessment Amount per Acre	\$3,461.86	\$3,461.86	\$3,461.86	
Proposed Assessment Amount	\$5,296.64	\$5,538.97	\$101,224.66	\$167,900.00

Totals \$167,900.00

The property located at 7550 Highway 10 would not receive an assessment for the sanitary sewer as the depth does not allow for the sanitary sewer to be extended to that property.

A similar preliminary examination of the land area of the adjacent properties has been completed for the watermain extension utilizing Geographic Information Systems (GIS) and preliminary estimates of the proposed assessments are presented below in Table 6.

Table 6. Proposed Assessment Amounts for Water Extension – Assessment Alternative.

Address	8000 Highway 10 NW	7955 Riverdale Drive	7945 Riverdale Drive	7815 Riverdale Drive	7103 Riverdale Drive
Owner	Premier Armstrong LLC	TIRAED LLC	Pearson Investments LLC	DSB Ventures LLC	Pearson Investments LLC
Area of Lot (ac)	1.11	1.23	4.57	2.38	6.84
Assessment Amount per Acre	\$5,286.21	\$5,286.21	\$5,286.21	\$5,286.21	\$5,286.21
Proposed Assessment Amount	\$5,867.69	\$6,502.03	\$24,157.96	\$12,581.17	\$36,157.65

Address	7850 Riverdale Drive	7820 Riverdale Drive	Vacant, unassigned	7550 Highway 10 NW	Total
Owner	The Bank of Elk River Jesse Ternus	Brad Fitch	Hope Fellowship of Ramsey Inc	2-OI LLC	
Area of Lot (ac)	1.53	1.6	29.24	15.44	63.94
Assessment Amount per Acre	\$5,286.21	\$5,286.21	\$5,286.21	\$5,286.21	
Proposed Assessment Amount	\$8,087.89	\$8,457.93	\$154,568.66	\$81,619.02	\$338,000.00

Totals **\$338,000.00**

If the City proceeded with this project with funding of the utility extensions through assessments, the Lateral Benefit Charges would not apply at the time of connection.

Project Schedule

Provided that the City proceeds with this project, the following schedule could be anticipated:

Project Schedule	
Task	Date
Order Feasibility Study	December 11, 2012
Accept Feasibility Study and Order Plans and Specifications	January 8, 2013
Approve Plans, Specifications and Order Advertisement for Bids	April 23, 2013
Receive Bids	June 3, 2013
Award Construction Contract *	June 11, 2013
Begin Construction	July 2013
Substantial Completion	October 2013
Final Completion	June 2014

* Project must be awarded by June 30, 2013 otherwise co-operative agreement grant becomes unavailable.

Note: The above schedule assumes that the project will move forward utilizing the connection charge method of financing. If the assessment method is utilized, the schedule must be revised

to include the public improvement hearing and assessment hearing as required by MN State Statute 429 and the 60-day waiting period as required per the City Charter.

Conclusions and Recommendations

We find that this project is necessary, cost effective and feasible from a technical and engineering standpoint. In reviewing the financing alternatives, it appears that the option of connection charges at the time of connection has several advantages. First, the nature of recapturing the capital expenditure is via a connection charge vs. an assessment which may be counter-petitioned. The connection charge method also has a timing advantage, as it will not be necessary to hold the public improvement hearings and assessment hearing that is required by MN State Statutes, nor will it be necessary to have the 60-day waiting period after the public improvement hearing required by the City's Charter. Proceeding with this project using the Lateral Benefit Charge as a mechanism for repayment of the capital investment will enable the City to keep this project on schedule and will not jeopardize the \$702,000 Co-operative Agreement Grant.

This project is not recommended to be combined with any other projects. This project is large enough to attract competitive bids as a stand-alone project.

We recommend that the City Council accept this report and proceed with the project utilizing the established connection charge method as a funding/repayment mechanism for the capital expenditure of extending the utilities.

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #13-01-016

RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT PROJECT #12-22 RIVERDALE DRIVE RECONSTRUCTION AND EXTENSION FROM ARMSTRONG BOULEVARD (CSAH 83) TO TRAPROCK STREET

WHEREAS, pursuant to a motion of the Ramsey City Council, adopted January 10, 2012, authorized application for a grant, along with the projects inclusion in the 2013 CIP, with reference to Improvement Project 12-22 Riverdale Drive Reconstruction and Extension from Armstrong Blvd (CSAH 83) to Traprock Street; and

WHEREAS, the City of Ramsey has been given notice that funding for this local road improvement project is available; and

WHEREAS, the maximum amount of the grant has been determined to be \$702,000.

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

- 1) The City of Ramsey Engineering Department is hereby designated as the engineer for this improvement. City staff shall prepare plans and specifications for the making of such improvement.

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 8th day of January, 2013.

Mayor

ATTEST:

City Clerk

CC Work Session**3. 3.****Meeting Date:** 01/08/2013**By:** Jo Thieling, Administrative Services**Title:**

Approve Consultant Proposal for Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment

Background:

In light of the changes to the organization in the past year, now is an ideal time to reassess the City's direction and to take steps to ensure that everyone is working together to achieve our collective goals as an organization.

City Administrator Ulrich and Mayor Strommen have worked with a consultant to develop a list of services that will establish strong direction for the City and get the new Council/staff team rowing together, and pointed in the right direction. The proposed process is very inclusive and involves Council, staff at all levels, and commission members. It is intended to identify common priorities, standards for doing business, and tangible results.

Above all, it is a process. A process that starts with the consultant, but ends with each of us, individually and as a team, owning the responsibilities and the results over the next several years.

Observations:

Staff has reviewed information relating to a consultant proposal to provide a three year strategic action plan, governance plan and organization assessment. Attached is the proposal from Anita Duckor, of Duckor and Associates, outlining a detailed process to assist the City in becoming a high-performing organization.

A brief biography of Ms. Duckor is attached. Ms. Duckor brings more than thirty years of experience in both executive leadership and consulting. Key areas she would address would be to review, clarify and refine goals, work on building trust, providing direction on governance, roles, responsibilities, and aligning the City's mission with the goals of the new Council. It is expected she would be retained for about four months to continue a follow-up and implementation of the plan. Staff is asking Council to approve hiring Ms. Duckor as the facilitator/consultant for the team building and Council/staff strategic planning sessions. This item was discussed this evening at the Council work session as well.

The Council may approve, modify, or reject this proposal as written. Mayor Strommen has experience in working with Duckor and Associates in organizational development and believes they will be a good fit for our current situation. The proposal recognizes the need to get a quick start to the efforts of a new Council, and to work fast and effectively to solidify a realistic work plan.

Recommendation:

It is recommended that the Council approve the consultant proposal from Ms. Anita S., Duckor, Duckor & Associates, for a Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment dated January 1, 2013, in the amount of \$37,500. I believe that this would be a solid investment in building a high-performance work team and would provide for a thoughtful deployment of the City's scarce resources of capital and staff over the next several years.

Funding Source:

It is proposed that salary savings (from 2013 budget) be used to fund the consultant investment. These funds accrue due to the fact that positions are budgeted for a full year and the normal hiring process results in a delay of 2-3 months. For example:

3 months salary savings ED/HRA: \$ 3,900 EDA Fund
\$11,700 HRA Fund

2 months salary savings Engr: \$13,800 General Fund
\$4,800 Enterprise funds

2 months salary savings Engr Tech \$8,500 General Fund
\$2,800 Enterprise funds

Total Salary savings: \$45,500

Council Action:

Based upon discussion. This case has also been placed on the regular Council agenda for formal approval this evening if that is the consensus direction from this work session discussion.

Attachments

Bio Anita Duckor
Proposal

Form Review

Inbox
Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By
Jo Thieling

Final Approval Date: 01/03/2013

Date

01/03/2013 06:04 PM

Started On: 01/03/2013 05:56 PM

CONTACT INFORMATION

Duckor & Associates



Anita S. Duckor, President
Duckor & Associates, Inc.
3141 Dean Court, Suite 804
Minneapolis, MN 55416

612-285-1033

anita@duckor.com

Duckor & Associates, a management consulting firm founded in 1999 that works closely with clients to create bold yet practical plans. By working with all levels of for profit, nonprofit and public sector organizations, Ms. Duckor enables the organization to help it realize its next level of performance.

bio of Ms. Duckor:

Business Consulting & Management



Ms. Duckor brings more than thirty years of in-depth and multi-disciplinary corporate and business experience – in both executive leadership and consulting. Ms. Duckor has more than twenty years of experience in energy services and more than fifteen years of community and economic development experience. Additionally, she has ten years of public library experience in a variety of roles, including: elected public official, Trustee a President of the Minneapolis Public Library, New Central Library Capital Campaign member, Board member and interim executive director of The Friends of the Minneapolis Public Library.

Public Libraries



Ms. Duckor has been on more than twenty non-profit organization boards, including Minnesota High Tech Association.

Energy Services Industry



ANITA S. DUCKOR

BIOGRAPHY

About Duckor & Associates, Inc.

Anita S. Duckor is President of Duckor & Associates, a business consulting firm founded in 1999. Ms. Duckor works closely with all levels of a business or community organization to help it realize its next level of performance.

Business Consulting and Management

To date the following sectors have worked with Duckor & Associates:

Accounting	Educational Software	Land and Water
Affordable Housing	Electric and Gas Utilities	Conservation
Animal Humane and Investigative Care	Finance	Performing Arts
Demographic	Food Service	Public Library Services
Data Services	Foundations	Publishing
Energy Services	Government	Renewable Energy
	Health Care	Trade Service Associations
		Venture Capital

Examples of consulting and long-term projects include:

- Strategic business; marketing and sales, and communication planning
- Process analysis and redesign
- Product development: concept to launch
- Organizational strategy and design
- Customer and Community account management
- Economic development strategy and planning
- Non-profit strategy and governance

Ms. Duckor brings more than thirty years of in-depth and multi-disciplinary corporate and business experience — in both executive leadership and consulting. With twenty years of experience in energy services and more than fifteen years of community and economic development experience, Ms. Duckor brings a vast network and resource referral system on a wide range of business development and community and economic development boards to Duckor & Associates' clients.

From December 2007 to fall of 2008, Ms. Duckor was the interim executive director of The Friends of the Minneapolis Public Library. She has in-depth understanding of a nonprofit's core services, cost drivers, communication and marketing, strategic partnerships, and financing.

During her tenure at Northern States Power (NSP), Ms. Duckor led various functional departments including Electric Delivery Marketing, Energy Plus Services, Market Research, Community and Economic Development, Community Service Managers/Community Relations, Customer Service and Electric Marketing Planning and Competitive Analysis, managing a \$3.75 million operating budget and multi-million capital budgets.

ANITA S. DUCKOR

BIOGRAPHY

Page 2 of 3

Additional work experience includes various positions in the following industries: telecommunications, insurance, real estate and restaurant creation and management.

A Leader in the Community

An active business and community leader, Ms. Duckor serves as an advisor for Growth & Justice. She participated as a business advisor in one of the Business Journal's Workshops for small to mid-size companies, and was appointed by Governor Arne Carlson to serve on the Minnesota Sustainable Development Initiative and the Minnesota Compensation Council. St. Paul Mayor Norm Coleman appointed Ms. Duckor to serve on the Economic Advisory Council for the Citywide Economic Agenda and for the City of St. Paul's Re-engineering Initiative. She was also selected by the Minneapolis Chamber of Commerce to serve as Co-Chair for Enterprise Development for the "Building Our Future" Regional Strategies For Economic Opportunities.

In November 2001, Ms. Duckor was elected a Minneapolis Public Library Trustee by the citizens of Minneapolis; she was subsequently elected by fellow Trustees as President in 2006-2007. As a policy maker, she was accountable for more than 275 employees, \$21 million in annual budget, and a \$140 million public investment program. As a member of the New Central Library Capital Campaign committee, she helped raise more than \$16.5 million. Ms. Duckor was a driving force behind the consolidation of two library systems: The Minneapolis Public Library and Hennepin County Library.

Ms. Duckor has also served as a moderator and panelist for several economic development regional and state events. She has served on the Ruvelson RAIN[®]maker Fellowship selection committee.

Present Board Positions:

JazzMN

Past Publicly Held Position:

Minneapolis Public Library Board Trustee, President, 2006-2007
(Chair, General Committee and Personnel Committee, 2002-2005)

ANITA S. DUCKOR

BIOGRAPHY

Page 3 of 3

Past Board Positions:

Advantage Minnesota Economic Development Advisory Committee
Community Reinvestment Fund, Inc., Executive Committee
CommonBond Communities and CommonBond Housing
Economic Development Subject Committee, Edison Electric Institute, Vice President
Economic Partners for Southeastern Minnesota
Eloigne Corporation
The Friends of the Minneapolis Public Library
Humphrey H. Humphrey Institute of Public Affairs, University of Minnesota—
State and Local Program Advisory Council
Jungle Theater
Metro East Development Partnership, Co-Chair
Milestone Growth Fund, Audit Chair
Minnesota Film Board, Treasurer
Minnesota High Tech Association, Chair, Governance Committee
Minnesota Industrial Development Association
Minnesota Project Innovation, Inc.
Minnesota Real Estate Journal Editorial Advisory Board
Minnesota Women's Network
National Association of Energy Services Companies, (NAESCO), President
Neighborhood Revitalization Program Policy Board
Sanford Middle Site Council

Affiliations and Memberships:

American Library Association	Minneapolis Institute of Arts
Citizens League	Minnesota Library Association
Growth & Justice	Public Libraries Association (PLA)
League of Women Voters of Minneapolis	Walker Art Center

Education:

Ms. Duckor

- Holds a BS degree, with highest honors and distinction, in Business Administration from San Diego State University;
- Is a graduate of the Minnesota Executive Program at the University of Minnesota; The Public Utility Executive Program, University of Michigan; and the Economic Development Institute, University of Oklahoma;
- Received the "Howard Roepke Award," the top award given for the thesis of most outstanding value to the Mid-America Economic Development Council and profession;
- Has instructed at the University of Minnesota–Duluth for the American Economic Development Council accredited program; and
- Presented at The College of St. Catherine, Saint Paul, StayConnected program for entrepreneurs.

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Duckor & Associates



January 1, 2013

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

Subject: Request for Proposal: Three-Year Strategic Action Plan, Governance Plan, and Organizational Assessment

Dear Mayor Strommen and Kurt:

Duckor & Associates is pleased to submit this proposal to facilitate a comprehensive and structured strategic planning process that effectively ensures the city's governance and operations are working toward a common shared mission and vision - thereby meeting the needs of its community members today and tomorrow.

The proposal consists of 11 parts:

1. Background
2. Objective
3. Purpose
4. Approach
5. Key Duties
6. 14-Step Methodology
7. Project Schedule
8. Key Benefits
9. Key Deliverables
10. Project Budget
11. Professional Service Fee and General Provisions.

The proposal articulates a comprehensive strategic thinking and planning process that ensures a higher degree of success because of candid and open discussions. The proposal is highly interactive with the mayor, city council, appointed commission members and staff. The delivery schedule is dependent on the availability of all of you, and on timely access to information.



The City of Ramsey will benefit from an integrated and aligned three-year strategic action plan, governance plan and organizational development plan because it will:

- Achieve a shared vision and strategic direction
- Achieve a shared understanding of clear roles, responsibilities and deliverables for elected officials, appointed commission members and staff
- Help build trust among elected officials, appointed commissions and staff
- Achieve goal consensus and directs the City of Ramsey's work efforts
- Energize the organization and enhances team results

Duckor & Associates is uniquely qualified to assist in this critically important project and offers:

- More than 30 years of in-depth and multi-disciplinary corporate and business experience – as both an executive and consultant;
- More than 20 years of effective coalition-building among diverse and competing interest groups in the public and private sectors;
- More than 15 years in successful community building, economic development building, including strategic partnerships; and
- More than 12 years of working with all levels of business, nonprofits, and government entities, enabling organizations to achieve all that they envision.

What makes me unique as a consultant is that I have worn many hats, resulting in a wide range of insights and perspectives. I've been a business executive and consultant, an effective board member (serving on 20 boards), an elected official, executive director of a nonprofit organization, and a member of a capital campaign that raised more than \$16 million. For the past 12 years, I have worked as a consultant on a variety of projects in the private, nonprofit and government sectors.

I look forward to helping the City of Ramsey establish a solid foundation and framework -- to truly have "A New Beginning.. A New Day."

Enclosed are two copies of the proposal. Thank you for your consideration.

Best regards,

Anita S. Duckor
President

Duckor & Associates, Inc.
3141 Dean Court
Suite 804
Minneapolis, MN 55416

Phone **612. 285-1033**
Fax 612. 285-1044
E mail anita@duckor.com
Web duckor.com

Duckor & Associates



BACKGROUND – CHALLENGING TIMES

Our complex and dynamic world creates new challenges for all types of organizations. The City of Ramsey is no exception. 2012 was a tumultuous year for the city – a highly contested city election; the mayor’s attempt to terminate the city administrator and three key staff positions; and a major development, *The COR at Ramsey* that continues to be a drain on the city’s resources.

The City of Ramsey cannot afford to continue governing and operating as it has – and it is imperative that the elected officials and staff develop an effective working relationship. The City of Ramsey, its community members, elected officials and staff, deserve “A New Beginning, a New Day.”

In 2006, the City of Ramsey formed Ramsey3, a grassroots organization dedicated to imagining the future of Ramsey and providing the visionary framework for the city. It also states: “The Goals and Strategies were compiled before the final completion of the Vision and Values, so it is the intent of the City that where conflicts arise the Vision and Values will guide city policy decisions.”

To build on this significant body of excellent community-driven work, the City of Ramsey desires to develop a Three Year Strategic Action Plan, assess the overall governance structure of the city, and build effective working relationships among elected officials, commissions, and city departments.

Tumultuous financial times create the opportunity to think conventionally or unconventionally. The planning partners (City of Ramsey elected officials and city departments and the consulting firm) will need to do both. Challenging times give us the gift of opportunity to assess our organizations – candidly and thoroughly.

OBJECTIVE

The City of Ramsey wishes to ensure that the city’s governance and operations are working toward a shared vision and mission – effectively meeting the needs of its community members today and tomorrow. The following is a proposal from Duckor & Associates, Inc. The principal working on this project is Anita S. Duckor.



PURPOSE

The underlying goal is to create an open, transparent working environment among the elected officials and staff that restores the faith and confidence in the City of Ramsey, builds an effective elected governing body, and helps build staff morale.

The specific goals are to:

- Develop a shared vision by reviewing and refining, if required, the Ramsey3 visionary structure that includes vision, values and goals;
- Develop a Three Year Strategic Action Plan including measurements;
- Develop measurable goals and a tracking system that is monitored monthly;
- Develop clear roles, responsibilities and deliverables for elected officials, appointed commission members, and staff;
- Design a transparent governance structure for both elected officials and staff that includes: guiding and operating principles, code of conduct, conflict of interest policies, etc.;
- Determine current staff structure's capacity to deliver high-quality services, and
- Develop a common understanding of what a healthy community looks like.

APPROACH

Meeting your objectives requires a collaborative, integrated, and dedicated project team striving toward a common purpose. An important feature of Duckor & Associates approach is the involvement of the elected officials and staff throughout the process. This method ensures a clearer understanding of your objectives, timely access to needed information, and it also positions City of Ramsey to implement the work and plans that are developed.

The process envisioned is highly interactive. While the time schedule is somewhat dependent on the availability of the City Council and staff, Duckor & Associates is committed to meeting the project deadline in a timely and efficient manner.

The process will include the organization's co-champions for the project, Mayor Sarah Strommen and Kurt Ulrich, City Administrator, six council members, the administrative team (Administrative Services, City Clerk, Community Development, Engineering, Finance, Fire, Police, and Public Works), and the consultant.

The process begins with clear roles and responsibilities for both parties.



KEY DUTIES

City of Ramsey will

1. Appoint and ensure availability of the Project Team (City Administer, Community Development, Finance Director, Fire Chief, Police Chief, Engineering, and Public Works);
2. Provide all relevant City of Ramsey's strategic and operation plans, research, and any other relevant enterprise information;
3. Provide a 2012 report that identifies accomplishments and challenges to date;
4. Approve the one-on-one interview instrument; schedule one-on-one interviews (Mayor, and City Council)
5. Approve and conduct two on-line internal surveys (staff and appointed commission members);
6. Be open, responsive and forthcoming in interviews and planning sessions;
7. Arrange for meetings, provide meeting space and take meeting notes, if desired;
8. Provide administrative, printing and graphic design support, if needed;
9. Provide on-going internal communications for the project; and
10. Ensure the final work reflects the City's best interest.

Duckor & Associates will direct and manage the planning process including

1. Provide the (strategic planning, program/service evaluation, and organizational) planning process, plan format, templates, worksheets and tools;
2. Articulate clear roles, responsibilities and milestones for Project Team;
3. Coach participants;
4. Prepare for, lead and facilitate all meetings;
5. Design one-on-one interview surveys;
6. Conduct one-on-one interviews (on-site);
7. Design two Monkey Survey instruments;
8. Analyze research and present findings;
9. Draft and present work to mayor and City Council, and
10. Meet with the mayor and City Administrator on an on-going basis.

14-STEP METHODOLOGY

The strategic thinking and planning (refined strategic plan, governance structure, and organizational plan) will comprise of three key phases:

- I) Building trust including commitment and buy-in of the planning process among the City of Ramsey's elected officials, appointed commission members, and administrative team;
- II) Strategic thinking, direction, and planning; and the
- III) Development of a Three Year Strategic Action Plan, Governance Plan, and refined department operations plans.

PHASE I (BUILDING TRUST: COMMITMENT AND BUY-IN)

1. **Review the current organization's success to date** and review the organization's history.
 - Review Strategic Plans and Operation Plans.
 - Review and analyze the City of Ramsey 2030 Comprehensive Plan.
2. **Interview elected officials and conduct online surveys of appointed commission members** to conduct a self-assessment (7 one-on-one interviews)
 - Identify Strengths, Challenges and Weaknesses, Opportunities, and Threats and Concerns (SWOT Analysis).
 - Summarize the council, commissions, and staff's hopes and dreams for the City of Ramsey,
 - Solicit: "What do you think the community members expect from you?"
 - Solicit: "Identify what do the community members think of you?"
 - Develop an online survey for commission members
3. **Conduct two (four-hour) planning sessions** with elected officials and administrative team
 - Conduct first four-hour planning workshop; present rules of engagement, clear roles and responsibilities for all participants, the process and schedule, solicit expectations of the group, define customers and respective requirements, and success indicators (what makes a city great) that will be vetted by the group.
 - Conduct second (four-hour) planning workshop focused on governance; identify needs/requirements of city officials and staff; refine roles and responsibilities of elected officials, appointed commissioners, city administrator, and department heads, rules of engagement, desired behavior, guiding principles, conflict of interest policy, etc.
4. **Develop and launch an internal communication plan** that manages staff's expectations, achieves buy-in and reduces internal anxiety surrounding the project.



The City of Ramsey Commissions that will be included in the process are:

- Board of Adjustment
- Charter Commission
- Economic Development Authority (EDA)
- Environmental Policy Board (EPB)
- Housing and Redevelopment Authority (HRA)
- Parks and Recreation Commission
- Planning Commission



PHASE II (STRATEGIC THINKING AND PLANNING)

5. **Conduct two (three-hour) planning sessions** with elected officials and administrative team
 - Conduct first (three-hour) planning workshop: present interview and online survey reports that will be vetted by the group, and to discuss and determine the strategic direction including refinement of mission, vision, and values.
 - Conduct second (two or three-hour) planning workshop to review, refine and approve strategic framework.

6. **Design and implement an employee feedback process** about the work environment e.g., culture
 - Design and solicit an on-line/print survey for all staff to complete that is approved by the Project Team.
 - Assess findings and develop report.
 - Present findings to Project Team.
 - Review and ensure alignment of job descriptions, professional development plans, and performance measurements of department heads.

7. **Direct administrative staff to conduct** a self-assessment of their respective programs/services
 - Present and achieve approval for the template to Project Team.
 - Be available for questions and clarifications.
 - Review and refine findings with staff and respective Commission members.

8. **Meet with administrative staff** to present findings and brainstorm on how to work more effectively and efficiently
 - Meet with Project Team to present findings.
 - Conduct the first three-hour planning workshop with administrative staff: present employee survey results; discuss feedback and opportunities for improvement.
 - Conduct a second three-hour planning workshop with administrative staff: identify customer requirements; opportunities for work improvement, set priorities, and identify skills and tools to better serve customers.



PHASE III (PLANNING)

9. **Conduct meetings with administrative team** to evaluate and prioritize the recommended changes to move forward.
 - Conduct first three-hour planning workshop to assess and re prioritize the Three Year Action Plan.
 - Conduct second two-hour planning workshop to refine operations plans.
 - Meet with project team to ensure alignment and agreement.
10. **Conduct a check-in meeting** to review the work to date.
 - Conduct a two-hour meeting with elected officials: administrative staff to present their work for review and direction.
 - Determine if the Ramsey3 needs to be initiated in 2014.
11. **Incorporate feedback and refine** Three-Year Strategic Action Plan that includes a mission, vision, guiding principles, goals and measurements for program and service plans e.g., department plans.
12. **Develop a three - year implementation plan**, which outlines action steps, resources requirements, timelines, and responsible parties.
13. **Present Plans to the mayor and City Council** at a council meeting.
14. **Meet with the mayor and city administrator** on an on-going basis.

PROJECT SCHEDULE

The project schedule will be determined after the scope of work and methodology is agreed to. This project will probably take 4 months, and should be designed to ensure that the organization's resources are not strained and the staff is not overburdened.



“A NEW BEGINNING...A NEW DAY FOR THE CITY OF RAMSEY”

Key Benefits

- ★ Achieves a shared vision and strategic direction for the City of Ramsey with performance measurements.
- ★ Achieves a shared understanding of clear roles, responsibilities and deliverables for elected officials and staff.
- ★ Builds trust among the elected officials and staff.
- ★ Achieves a shared understanding of how culture impacts performance and trust.
- ★ Ensures a transparent process in which all staff members will be heard.
- ★ Achieves goal consensus and directs the City of Ramsey' work efforts.
- ★ Articulates doable objectives.
- ★ Maximizes effective use of resources.
- ★ Energizes the organization and enhances team results.

DELIVERABLES

The deliverables of the project are:

- Three - Year Strategic Action Plan
- Refined Visionary Structure (Mission, Vision, and Values)
- Governance Plan (Code of Ethics, Guiding Principles, Roles and Responsibilities)
- Strategically developed department plans (programs and services)
- Organizational assessment and recommendations
- Three - Year Implementation Plan including performance measurement strategy and tools



PROJECT BUDGET

STEPS	COST
Step 1 Review all relevant information to date	INCLUDED IN PRICING
Step 2 Conduct one-on-one interviews (7) elected officials at their business location and conduct online survey of commission members (Preparation, interviews, two summary reports and follow-up)	\$5,000
Step 3 Conduct two (four-hour) working sessions: present rules of engagement, customer requirements, success indicators, and governance – roles, responsibilities and deliverables (Preparation, facilitate, present, and follow-up)	\$5,500
Step 4 Help draft internal communications (Draft, review, edit)	\$400
Step 5 Conduct two (three-hour) working sessions with elected officials and administrative team: SWOT Analysis, Hopes and Dreams Report, strategic direction – mission, vision, values (Preparation, facilitate, present, and follow-up)	\$5,500
Step 6 Design, implement and report findings on staff's on-line survey. Review and refine, if required, job descriptions and development plans (Preparation, facilitate, present, and follow-up) Meet with Project Team.	\$3,500
Step 7 Direct administrative staff to assess their respective programs/services; working one-on-one with staff; meet with Project Team	\$2,500
Step 8 Conduct two (three-hour) working sessions with administrative staff to present findings and brainstorm on how to work more effectively and efficiently (Preparation, facilitate, present, and follow-up) Meet with Project Team.	\$5,500
Step 9 Conduct two meetings (three-hour and two-hour) with administrative staff and respective commissions to evaluate and prioritize the recommended changes of the department plans (Preparation, facilitation, redrafting, and follow up)	\$5,500
Step 10 Conduct a two-hour check-in meeting with elected officials/administrative staff (Preparation, facilitation, and follow up)	\$1,200
Step 11 Incorporate feedback and edit final documents	\$1,200
Step 12 Develop a three-year implementation plan	\$1,200
Step 13 and Step 14 Present plans to the Mayor and City Council; meet with the Mayor/City Administrator on an on-going basis.	\$500
Total	\$37,500



Tax Identification #41-1932625
Total Professional Service Fees
\$ 37,500

General Provisions

Payment Schedule

- \$ 9,375 due upon initiation of project
- \$ 9,375 due upon thirty days after initiation of project
- \$ 9,375 due upon sixty days after initiation of project
- \$ 9,375 due on completion of project

Invoices are payable upon receipt

Expenses for travel, lodging and related items will be billed in addition and shown separately on Duckor & Associates, Inc. invoice.

Duckor & Associates, Inc. work will be a best effort and it is expected that the results will meet the objectives sought. The recommendations and the written material we provide will be our best judgment based on the information available to us. In any event, Duckor & Associates, Inc. assumes no liability for this project.

This offer shall remain open for a period of 30 days from the date of letter, unless extended in writing.

Acceptance

We appreciate the opportunity to work with you on this important assignment. Please sign and return the enclosed copy of this proposal to authorize the agreed to work.

Presented by

Accepted by

Duckor & Associates, Inc.
By: Anita S. Duckor

City of Ramsey
By: _____

President

Title _____

Date: _____

CC Work Session

3. 4.

Meeting Date: 01/08/2013

By: Jo Thieling, Administrative Services

Title:

Schedule Joint Meeting with the Lower Rum River Watershed Management Organization and Member Cities

Background:

Staff has received a request from Todd Haas, LRRWMO Chair, to consider scheduling a joint meeting with the Lower Rum River Watershed Management Organization (LRRWMO) and the member cities (Andover, Anoka, Coon Rapids and Ramsey). He suggested a number of dates in March and April, noting that Anoka City Council meets on the first and third Monday of each month, the City of Ramsey Council meets on the second and fourth Tuesday of each month and the Cities of Coon Rapids and Andover Councils meet on the first and third Tuesday of each month, basically ruling out Tuesdays. The possible dates to consider a joint meeting could be as follows:

- Monday, March 25, 2013 at 6:00 p.m.
- Thursday, March 28, 2013 at 6:00 p.m.
- Monday, April 8, 2013 at 6:00 p.m.
- Thursday, April 11, 2013 at 6:00 p.m.
- Monday, April 22, 2013 at 6:00 p.m.
- Thursday, April 25, 2013 at 6:00 p.m.

Mr. Haas has asked that each Council look at these dates and determine which works best for everyone. Staff has been informed that the Andover City Council has narrowed down their available dates to Thursday, April 11 or Thursday, April 25.

Recommendation:

Staff recommends Council choose the date(s) that work best for everyone and staff will contact the LRRWMO with Ramsey's selections.

Funding Source:

N/A

Council Action:

Reach a consensus on preferred date(s) for joint meeting with the LRRWMO.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
01/03/2013 04:15 PM
Started On: 01/03/2013 02:55 PM

Form Started By: Jo Thieling

Final Approval Date: 01/03/2013