

City of Ramsey
Agenda
Economic Development Authority (EDA)
Thursday March 7, 2013
7:30 am
Lake Itasca Room, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Approve Agenda**
3. **Approve Minutes**
 1. Approve EDA Meeting Minutes dated February 14, 2013
4. **EDA Business**
 1. UPDATES
 2. EDA Workplan Discussion
5. **Member/Staff Input**
6. **Adjournment**

Economic Development Authority (EDA)

3. 1.

Meeting Date: 03/07/2013

By: Jo Thieling, Administrative Services

Title:

Approve EDA Meeting Minutes dated February 14, 2013

Background:

Attached are the meeting minutes from the regular EDA meeting of February 14, 2013.

Observations:

Funding Source:

Staff Recommendation:

Action:

Approve EDA Meeting Minutes dated February 14, 2013.

Attachments

021413 EDA Meeting Minutes

Form Review

Form Started By: Jo Thieling

Started On: 02/15/2013

Final Approval Date: 01/17/2013

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

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, February 14, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Jim Steffen
 Member John LeTourneau
 Member Chris Riley (arrived at 7:38 a.m.)
 Member Wayne Skaff
 Member Kristine Williams

Members Absent: None

Also Present: Patrick Brama, Management Analyst
 Kurt Ulrich, City Administrator
 Tim Gladhill, Development Services Manager
 Consultant Mike Mulrooney

1. CALL TO ORDER

Chairperson Steffen called the Economic Development Authority meeting to order at 7:35 a.m.

2. APPROVE AGENDA

Chairperson Steffen requested the EDA consider moving the March EDA meeting to Thursday, March 7th due to the unavailability of several members on March 14th.

It was the consensus of the EDA to reschedule the March 14, 2013, EDA meeting to March 7, 2013.

Motion by Member Skaff, seconded by Member Williams, to approve the agenda.

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

3. APPROVE MINUTES

3.01: Approve Meeting Minutes Dated January 10, 2013

Motion by Member LeTourneau, seconded by Member Skaff, to approve the minutes dated January 10, 2013.

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

4. EDA BUSINESS

4.01: Consider Resolution 13-02-040; for the partial payment to Sauter & Sons Inc. for the Nordvick Property demolition and site clean up; and review change order number one (1).

Management Analyst Brama explained the EDA previously awarded the demolition and clean up of the site to Sauter & Sons Inc. He advised the contractor has completed its work pursuant to the contract with the exception of turf work to be completed in the spring; staff recommends withholding 10% as escrow to insure the completion of this turf work. He stated that Change Order No. 1 is for the removal and disposal of an underground oil-water separator tank at a cost of \$2,400 and explained staff was unaware of the existence of this tank and removal of the tank was not included in the RFP or the contract.

Chairperson Steffen asked if the contractor advised the City of the change order before the tank was pulled out of the ground.

Management Analyst Brama stated there appeared to be some miscommunication between the City and the contractor and staff should have reviewed the change order before the work was done.

Motion by Member Skaff, seconded by Member Williams, to approve Resolution 13-02-040; Approving Partial Payment to Sauter & Sons, Inc. – Nordvick Property Demolition, 8020 147 Ave NW.

Member LeTourneau asked if the City has a policy that allows City staff to approve change orders that are under 20% of the project cost and if not, whether such a policy should be implemented.

City Administrator Ulrich stated the City could include a project contingency that would allow this type of change order and added that staff is typically able to approve change orders up to 10%.

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

4.02: 2013 Annual EDA Business Expo

Management Analyst Brama advised that preparations are underway for the annual business expo to be held at Fountains of Ramsey on Saturday, May 4, from 9:00 a.m. to 2:00 p.m. He stated flyers have been sent to local businesses and approximately fifteen businesses have signed up for the expo. He indicated that marketing efforts for the expo will not exceed the \$3,500 budget and requested feedback from the EDA regarding the mailer to be sent via bulk mail to

approximately 9,000 residents on the City's mailing list. He recommended that the City send a card stock, color, half page mailer.

It was the consensus of the EDA to direct staff to send a card stock, color, half page mailer.

Member Riley noted that May 4th is the City's recycling and tree pick-up day and suggested the City place a sign at the public works building to advertise the business expo.

Chairperson Steffen suggested that staff contact the local banks and/or businesses that have reader boards to advertise the business expo.

4.03: Business Retention Program, Review of 2012 Report

Management Analyst Brama presented the Business Retention Program Executive Report and advised that staff met with 24 business representatives between November 2012 and January 2013. He stated the majority of the businesses were industrial/manufacturing businesses and five of the businesses indicated they will be expanding their businesses in the next 18 months. He discussed the survey results regarding perceived Ramsey weaknesses and suggestions for improvement stating that four manufacturing businesses identified a need for qualified employees; other comments included the negative disruptive local politics and lack of trust in the City. He indicated staff is working with the Police Department to address an issue raised regarding the dumping of waste in parking lots as well as an issue raised regarding the City's policy to charge businesses for false alarms. He stated that staff has made and will continue to make businesses aware of the VoTech and Minnesota Workforce Center to assist with employee recruitment. He pointed out the City does not have any significant industrial land available and staff has identified this issue as something the City Council may wish to consider during its strategic planning process.

Member Riley requested that staff provide the EDA with further information regarding work done in the past with respect to the City's business parks.

Management Analyst Brama suggested that staff prepare a unified response to all businesses that summarizes the site visits and reiterates the City's commitment to continue working with its local businesses. He then requested input from the EDA regarding moving forward with respect to the business retention program particularly as it relates to the hiring of the EDA staff position.

Member LeTourneau encouraged staff to include other types of businesses in the program and to integrate more retail businesses. He stated the business retention program is an important program and did not feel the program could exist in an on and off mode, adding that staff may want to figure out a more robust program once the EDA staff person is in place.

Member Skaff agreed the program should be expanded to include retail as well as the PACT Charter School.

Member Riley agreed that the program should include a mix of businesses. He stated the program should be carried out year-round and should not be discontinued. He suggested including a brief summary of the survey results in the response being sent to local businesses and to include some of the charts provided in the Executive Report with business names removed.

It was the consensus of the EDA to continue the Business Retention Program with the understanding that the EDA staff person will carry out these duties once the position is filled.

Mr. Mulrooney indicated the Business Retention Program serves as a good foundation for the City and felt it was important for the City to make a conscious effort to visit with its local businesses on an ongoing basis. He suggested that the business expo be used as a job fair for those businesses looking for qualified employees.

Chairperson Steffen encouraged staff to continue to provide the EDA with the dates of scheduled business visits and commended Management Analyst Brama for his efforts on this program.

4.04: 15153 Nowthen Blvd: Review Cost Benefit Analysis

Management Analyst Brama advised the shovel ready application has been submitted to the State of Minnesota. He stated a number of environmental conditions were identified during the environmental assessment and additional testing may be required. He then presented the Cost Benefit Analysis for a single user data center comprised of 250,000 square feet (Concept 1), a two user data center comprised of 100,000 square feet each (Concept 2) or a residential development comprised of 47 homes (Concept 3). He stated the valuation for Concept 1 is \$31.3 million, Concept 2 is \$25.3 million, and Concept 3 is \$7.6 million; City revenue derived from Concept 1 is estimated at \$276,000, Concept 2 is \$223,000, and Concept 3 is \$33,700. He stated that Concept 3 would require more City services than a data center and it is anticipated that Concept 3 would have more police and fire calls and total annual expenses for Concept 3 are estimated at \$2,500. He stated that net annual cash flow after expenses for Concept 1 is estimated to be \$276,000, Concept 2 is estimated to be \$223,000, and Concept 3 is estimated to be \$31,000. He advised that the valuations for Concept 1 and 2 are \$1.35 million and Concept 3 has an estimated valuation of \$1 million based on the assumption that the housing market is currently weak. He stated the sale of this property can be used for the fire station and indicated the net annual cash flow from financing the fire station for Concept 1 is estimated to be \$932,000, Concept 2 is estimated to be \$402,000, and Concept 3 would result in a deficit of approximately \$911,000.

Chairperson Steffen requested further information regarding the open house.

Development Services Manager Gladhill advised that the cost benefit analysis would be presented at the open house as well as options for zoning. He noted the proposal is for an overlay district so as not to limit any residential component in the future. He added the open house can be scheduled for Thursday, March 28, 2013, with public hearings held in April.

Member Skaff suggested that the open house be held on the old municipal center site.

Motion by Member Skaff, seconded by Member Williams, to direct staff to move forward with marketing and positioning the property for a data center user(s), to move forward with the open house, to develop a zoning proposal, and to move forward with an RFP for the Recognized Environmental Conditions.

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

4.05: FOR DISCUSSION ONLY: Receive Report from Planning Commission in Regard to Permitted Uses at the 167th Avenue Retail Node and Discuss Framework for Future Discussions

Development Services Manager Gladhill presented the Planning Commission report regarding the 167th Avenue retail node and stated the Planning Commission was supportive of the indoor shooting range but was not supportive of the proposed warehousing use. He noted the Planning Commission was concerned with outdoor storage with the warehousing use. He stated the indoor shooting range is motivated to move into the space and would like to get in before their lease expires in September. He advised that staff will continue to work with the applicant to modify their proposal.

Member Riley indicated the EDA's vision for this area remains a desire to have a viable retail area. He stated he would like to have the recycling use in the City but located in a different area. He felt the City needed to have a master plan for this area and stated he did not have any concerns with the indoor shooting range.

Member Williams stated the Planning Commission summary mirrored her thoughts on this issue and she supports a retail use for this site. She indicated she was concerned about the warehouse use and would have a hard time supporting it as a retail use. She stated that the City cannot force the market to locate on this site and the EDA should consider what it can do to incent the right types of users on the site, adding that a master plan will not make this a desired location or draw users to the location in and of itself. She added that Total Defense has been talked about for a long time and is a successful business that wants to relocate to Ramsey and the EDA should support that type of relocation within the community.

Development Services Manager Gladhill suggested that before any master planning efforts are started, the City could look at the surrounding land uses to see if intensification of land use could support some further planning efforts.

4.06: Prospect Update

Mr. Mulrooney advised staff is currently in discussion with a manufacturing company to purchase a site at Azurite and Bunker Lake. He reported that he has been in discussions with a precision manufacturing company that has expressed a strong interest in expanding its operations. He stated that further information regarding these businesses will be presented at a future meeting.

5. MEMBER/STAFF INPUT

Member LeTourneau stated the City Council reached consensus to allow the Landform contract to expire in March and to work on the necessary elements for a smooth transition going forward. He advised that City Administrator Ulrich provided a State of the City report at the Chamber of Commerce meeting and Mayor Strommen provided this report at the City Council meeting. He requested that the State of the City report be posted on the City's website. He reported that Mayor Strommen and City Administrator Ulrich attended a hearing at the Capitol on Wednesday regarding a bill for \$17 million worth of State funds for the Armstrong overpass project. He stated that the City Council approved a request by the City Administrator and a consultant to travel to Washington, D.C., to lobby at the federal level for an additional \$10 million for the Armstrong overpass project. He advised that the Stony River project is moving forward. He advised that Mary T housing provides senior lifestyle housing and is working with PSD on the east side of The COR property on a project primarily focused on lifestyle continuation opportunities for veterans. He stated that the City Council work session included a presentation from The Charter School Fund regarding a possible COR project. He stated that McDonald's is moving forward but there are still some questions to be resolved with the Super America site. He added the City Council also met in closed session to discuss the Wiser Choice Liquor property.

6. ADJOURNMENT

Motion by Member Skaff, seconded by Member Williams, to adjourn the meeting.

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

The regular meeting of the Economic Development Authority adjourned at 9:38 a.m.

Respectfully submitted,

Kurtis G. Ulrich, City Administrator

ATTEST:

Patrick Brama, Management Analyst

Draft by Barbara Hughes
(*TimeSaver Off Site Secretarial, Inc.*)

Economic Development Authority (EDA)

4. 1.

Meeting Date: 03/07/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

Title:

UPDATES

Background:

Updates, Multiple:

1. Annual EDA Business Expo
2. 15153 Nowthen Boulevard
3. 8020 147th Ave NW
4. Annual Business Appreciation Golf Tournament
5. Business Retention and Expansion Program
6. Prospect Update
7. 167th and 47
8. Boards and Commissions Interviews
9. Economic Development Manager Recruitment

Observations:

(1) Annual EDA Business Expo

Below is a status update on a number of items related to this event:

- Venue: Fountains of Ramsey, Secured (\$350)
- Event Flyer: Created, see attached
- Marketing:
 - o Mailers, 9,000qty, color half page (\$2,300), 2-3 weeks before event
 - o Mobile Sign Boards, Five (\$750)
 - o Ramsey Elementary, Color Full Page, 1,800qty, (\$350)
 - o PACT Charter, Color Full Page, 1,800qty, (\$350)
 - o Ramsey Resident, Facebook, Dynamic Display (free)
- Exhibitor Registration Form: Created, see attached
 - o Past participating exhibitors have been contacted
 - o Staff personally contacted 50 businesses
 - o About 25 exhibitors have registered

Budget for this event is \$3,500. Considering items above, expenditures will be \$4,100. Staff estimates revenues will be \$1,350. The difference between estimated costs and revenues would be \$2,750 (\$3,500 budgeted). Therefore, the EDA would have an estimated \$750 balance.

(2) 15153 Nowthen Boulevard, Old Municipal Center

The EDA and City Council have expressed interest in developing the old municipal center site, 15153 Nowthen Boulevard for a data center user(s). The City is partnering with Connexus Energy to pursue this development opportunity.

As part of this effort, Staff was directed to pursue a "Shovel Ready" development certification through the State of Minnesota. Additionally, both the EDA and the City Council have requested Staff develop a cost/benefit analysis on potential development scenarios.

In February, the EDA reviewed said cost/benefit analysis and directed Staff to move forward with positioning the

old municipal center site for a data center development. The City Council reviewed said analysis on February 26; however, it was requested to bring the analysis back for further review due to a lack of time. The Council will review this case again on March 12.

Staff ordered an appraisal on the subject property, sent out a request for proposal (RFP) for a phase two environmental assessment and will begin the process of finding a zoning solution in late March.

NOTE: attached is the cost/benefit analysis and an *updated* fire station funding analysis.

(3) 8020 147th Ave NW, Nordvick Property

The City of Ramsey is in the process of improving the existing Highway 10/Armstrong Boulevard intersection to a highway overpass/interchange. Part of this process required the City to purchase privately owned land to dedicate for future right of way (ROW).

The EDA became involved in this process when they assisted the purchase of a property located at 8020 147th Ave NW ("Subject Property"). A small portion of the Subject Property will be dedicated for future ROW. The larger remaining portion was intended to be used for economic development purposes.

The property located at 8020 147th Ave NW contained two commercial buildings; along with various other site improvements. In order to prepare the site for future development, the EDA contracted with Sauter & Son's for the demolition of buildings and site cleanup of the Subject Property.

The EDA and City Council authored a partial payment to Sauter & Son's in February (90%). Upon establishment of turf on the Subject Property, Staff will release final payment (10%, \$2,350).

(4) Annual Business Appreciation Golf Tournament

Based on tradition, Tuesday, July 16 has been selected as the date for the 2013 Annual Business Expo. Staff will be working on the details of this event over the coming months.

(5) Business Retention & Expansion Program

The EDA and City Council Reviewed the 2012 Business Retention and Expansion (BR&E) Program report in February. Staff was directed to continue the BR&E program in 2013, to expand the scope of target businesses and to develop a branded letter to be sent to all businesses visited in 2012. Staff will begin the 2013 program in April.

(6) Prospect Update

Staff is working with five prospects considering expansion in the City of Ramsey. Said businesses shall remain anonymous until directed.

A. Staff is working with a prospect interested in purchasing a City owned property located at 14280 Azurite Street NW for an expansion in Ramsey. The City has received an offer and will be discussing on March 12, at the regular City Council meeting in closed session.

B. A large/significant Ramsey manufacturing has expressed interest in making a significant expansion in Ramsey. Since December, this prospect has shown no activity.

C. This prospect is interested in expanding a function of their businesses from 5,000 to 10,000 square feet. Their primary business is located in a facility they own, totaling 60,000 square feet. The proposed expansion would be located off site.

D. A medium sized Ramsey manufacturing company has expressed interest in expanding their existing

20,000 square foot facility by 10,000. This prospect had remained cold until recently. Updates to come.

E. A small sized, quickly growing, Ramsey manufacturer has expressed interest in an expansion to their existing 10,000 square foot facility. They intend to expand this summer; and will be looking for a long term home for their business in 2014.

(7) 167th Avenue NW and State Trunk Highway 47 Node

A prospect gun range user is in negotiation with Community Pride Bank to purchase the old Super Value building. In order for a gun range user to occupy the former Super Value building, a zoning application would need to be approved. The City will standby until a zoning application is submitted by the property owner. Staff is unsure if or when said application may occur.

(8) Boards & Commissions Appointments

The City conducts annual boards and commission interviews every March for specific seats that are vacant; and for terms that are set to expire in March. 2013 interviews will take place on March 5. Two (2) EDA positions remain open. Upon appointment by the City Council, new EDA board members will begin in April.

(9) Economic Development Manager

The City posted a job opening for an Economic Development Manager in February. The application window is set to close on Wednesday, March 13. Interviews will be conducted in late March/early April. The new Staff person is set to begin by May 1. Attached is the Economic Development Manager job posting.

Funding Source:

NA

Staff Recommendation:

NA

Action:

NA

Attachments

Business Expo Flyer

Business Expo Reservation Form

15153 Nowthen Fire Station Funding (updated)

15153 Nowthen Cost Benefit

8020 147th Partial Payment

Economic Development Manager Job Posting

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
03/04/2013 02:02 PM

Form Started By: Patrick Brama

Started On: 03/04/2013 09:20 AM

Final Approval Date: 03/04/2013

City of Ramsey Economic Development Authority (EDA) proudly presents

2013  RAMSEY

BUSINESS EXPO

Saturday, May 4, 2013 • 9:00 am to 2:00 pm
Fountains of Ramsey • 7533 Sunwood Drive NW, Ramsey

Family friendly fun! Get out of the house and join us for the annual Ramsey Business Expo. This free event is sure to have something for everyone to walk away with. This is your chance to meet with 50 local businesses and learn about the services and products they offer. Businesses include restaurants, professional services industry, retail, medical and much more!

HIGHLIGHTS

- FREE Give-Aways & Exciting Contests
- FREE Product Samples (featuring many popular restaurants!)
- INFORMATION, COUPONS & DEALS offered by local businesses

INFORMATION

City of Ramsey website: www.cityoframsey.com, click 'community events'
Patrick Brama, 763-433-9903, pbrama@ci.ramsey.mn.us

HIS EVENT, CLASS, ACTIVITY OR MATTER IS NOT SPONSORED OR ENDORSED BY ANOKA-HENNEPIN SCHOOL DISTRICT #11 AND IS NOT PRINTED AT DISTRICT EXPENSE.

DIRECTIONS

Armstrong Boulevard

Sapphire Street

Sunwood Drive NW

BUSINESS EXPO
The Fountains of Ramsey
7533 Sunwood Dr NW

Rhinestone Street

Veterans Drive

Highway 10

Ramsey Boulevard





2013 BUSINESS EXPO



REGISTRATION FORM

Saturday, May 4, 2013 • 9:00 a.m. - 2:00 p.m. • Fountains of Ramsey Event Center, 7533 Sunwood Drive NW

BACKGROUND

The Ramsey EDA is proud to announce that it will be sponsoring the 2013 Ramsey Business EXPO. This event is an opportunity for residents and visitors to learn about products and services offered by participating businesses. It is also an opportunity for business-to-business networking. Admission to the event is FREE! The EXPO will focus on Ramsey area retail, service, restaurant, and other industries. 300-600 patrons are expected to attend this event.

DETAILS

- Cost: Ramsey businesses \$30.00, all others \$45.00. Electricity is an additional \$5 charge.
- To reserve your spot, please complete the reservation form, enclose your registration fee and return it no later than Wednesday, April 24, 2013.
- Space is limited and is available on a first-come-basis. Preference will be given to non-merchant/craft type vendors. Merchant vendors will be placed on a waiting list; and will be notified if their application was accepted by Tuesday, April 23, 2013. Examples include, Mary Kay, Jewelry Vendors, 31 Gifts, Scensty, Pampered Chef, etc.
- Exhibitors (businesses) will be provided a 3 ft. by 6 ft. table and two chairs for their 8 ft. X 10 ft. display area.
- Exhibitors are encouraged to bring their own display items, table coverings, give-away items, etc.
- If your display and/or activity includes liquids, or anything else that could stain or otherwise damage the carpet, please bring a floor covering of some sort to place underneath your exhibit area.
- Set-up of booths will be allowed on May 3 from 5:00 to 8:00 p.m. and May 4 from 7:00 to 9:00 a.m.

REGISTRATION FORM

Business/Organization Name	
Business/Organization Address	
Contact Name	
Contact Email	Contact Phone
Amount Enclosed	Electricity (\$5 charge)? YES or NO
Are you a Ramsey business (physically located in Ramsey)? YES or NO	
Are you a merchant or craft type vendor (typically, they sell items directly to customers at expos)? YES or NO [NOTE: preference will be given to non-merchant/craft vendors, see details above]	
Special needs or requests	

RETURN ADDRESS, QUESTIONS AND COMMENTS

Patrick Brama
7550 Sunwood Drive NW
Ramsey, MN 55303
pbrama@ci.ramsey.mn.us
763-433-9903

Funding a Fire Station

Expenditures	1 Data Cener User	2 Data Center Users	Residential Development
Fire Station	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
Financing	1 Data Cener User	2 Data Center Users	Residential Development
Land Sale Proceeds	\$ -	\$ -	\$ 1,000,000.00
GO Bond Principal	\$ 3,000,000.00	\$ 3,000,000.00	\$ 2,000,000.00
Annual Payments (average):			
10 YEAR	\$ 330,000.00	\$ 330,000.00	\$ 330,000.00
15 YEAR	\$ 237,000.00	\$ 237,000.00	\$ 237,000.00
20 YEAR	\$ 192,000.00	\$ 192,000.00	\$ 192,000.00
Available Cash Flow	\$ 276,742.53	\$ 223,714.53	\$ 28,263.97
Net Annual Cash Flow	1 Data Cener User	2 Data Center Users	Residential Development
(through payback period)			
10 YEAR	\$ (532,574.74)	\$ (1,062,854.74)	\$ (3,017,360.34)
15 YEAR	\$ 397,425.26	\$ (2,370,000.00)	\$ (2,087,360.34)
20 YEAR	\$ 847,425.26	\$ 317,145.26	\$ (1,637,360.34)

General Obligation Capital Improvement Plan Bonds, Series 2013

Aa+BQ Rates plus .25% as of February 28, 2013

Cost/Benefit: Annual Cash Flow

	Concept 1 <i>One Data Center User</i>		Concept 2 <i>Two Data Center Users</i>		Concept 3 <i>Sing. Fam. Resd. Devel.</i>	
VALUATION (market value)						
Data Center Building(s):						
Square Feet	\$	250,000.00	\$	200,000.00		
Valuation (per sq ft)	\$	120.00	\$	120.00	\$	30,000.00
Total Building Valuation	\$	30,000,000.00	\$	24,000,000.00	\$	153,153.00
Land:					\$	183,153.00
Northern Parcel	\$	810,300.00	\$	810,300.00	\$	(20,750.00)
Southern Parcel	\$	540,000.00	\$	540,000.00	\$	162,403.00
Total Land Valuation	\$	1,350,300.00	\$	1,350,300.00		
VALUATION (market value)	\$	31,350,300.00	\$	25,350,300.00	\$	7,632,941.00
REVENUE (taxes/city only)						
Tax Capacity Rate (commercial)						1.00%
First \$150,000		1.50%		1.50%		
Sub total	\$	2,250.00	\$	2,250.00	\$	76,329.41
After \$150,000		2.00%		2.00%		44.19%
Sub total	\$	624,006.00	\$	504,006.00		
Total Tax Capacity	\$	626,256.00	\$	506,256.00		
Tax Rate (Ramsey Only)		44.19%		44.19%		
NOTE: Estimate Does Not Include:						
Anoka County		45.45%		45.45%		45.45%
Anoka Hennipen ISD 11		26.75%		26.75%		26.75%
Special Taxing Districts		4.15%		4.15%		4.15%
Minnesota		53.00%		53.00%		
Fiscal Disparaties (bottom of page*)		NA		NA		
Estimated Total Tax Revenue		\$1,257,447.38		\$936,212.44		\$92,013.58
REVENUE (taxes/city only)	\$	276,742.53	\$	223,714.53	\$	33,729.97
EXPENSES (> residential development)						
Operating Expenses	\$	-	\$	-		
Snow Removal	\$	-	\$	-	\$	1,000.00
Street Sweeping	\$	-	\$	-	\$	383.00
Seal Coating (\$10,600/12yr)	\$	-	\$	-	\$	883.00
Future Overlay (\$64,000/20yr)	\$	-	\$	-	\$	3,200.00
Annual Operating Expenses	\$	-	\$	-	\$	5,466.00
Increased Demand for Services (> residential development)						
Police	\$	-	\$	-		NA, likely higher
Fire	\$	-	\$	-		NA, likely higher
Other	\$	-	\$	-		NA, likely higher
Services Subtotal	\$	-	\$	-		NA, likely higher
EXPENSES (> residential development)	\$	-	\$	-	\$	5,466.00
NET ANNUAL CASH FLOW (City)	\$	276,742.53	\$	223,714.53	\$	28,263.97
EXPENSES (> commercial development)						
Operating Expenses						
Snow Removal	\$	1,000.00				
Street Sweeping	\$	383.00				
Seal Coating (\$10,600/12yr)	\$	883.00				
Future Overlay (\$64,000/20yr)	\$	3,200.00				
Annual Operating Expenses	\$	5,466.00				
Increased Demand for Services (> commercial development)						
Police						NA, likely higher
Fire						NA, likely higher
Other						NA, likely higher
Services Subtotal						NA, likely higher
EXPENSES (> commercial development)	\$	5,466.00	\$	5,466.00	\$	5,466.00
NET ANNUAL CASH FLOW (City)	\$	276,742.53	\$	223,714.53	\$	28,263.97

*Important Note: Commercial & Industrial taxes are effected by a program known as "fiscal disparities." This program takes a portion of taxes collected from each property in the metro, and places them into one pot. Then, said monies are redistributed by the State based on a complex formula. Ramsey typically is a beneficiary of this program. Therefore, the revenue number listed in the above estimate can change, depending on how the fiscal disparity number comes out. However, it is very likely Ramsey would receive the provided tax revenue number.

Cost/Benefit: Land

	Concept 1 <i>One Data Center User</i>		Concept 2 <i>Two Data Center Users</i>		Concept 3 <i>Sing. Fam. Resd. Devel.</i>	
Land Proceeds						
Land Value	\$	1,350,300.00	\$	1,350,300.00	\$	1,350,300.00
Expected Sale Price	\$	-	\$	-	\$	1,000,000.00
Total Land Proceeds	\$	-	\$	-	\$	1,000,000.00
Expenses						
Business Subsidy, Land Write Down						
Total Value of Subsidy	\$	1,350,300.00	\$	1,350,300.00	\$	-
Annual Pay Back Capacity	\$	276,742.53	\$	223,714.53	\$	-
Pay Back Period (years)		4.88		6.04	\$	-

**Given the state of the market, it would be challenging to sell this property for a residential development. If the City could, it is very likely a developer would take the land down in portions (not all at once). Lastly, it is likely the City would not get an offer at the appraised value of this property.

Pay Estimate Summary Sheet

February 8, 2013

Economic Development Authority
 City of Ramsey
 7550 Sunwood Drive
 Ramsey, MN 55303

RE: Nordvick Demolition Project
 Contractor: Sauter & Sons
 Contract Amount: \$23,500
 Award Date: May 8, 2012

The following work has been completed on the above-referenced project by Sauter & Sons

Schedule "A"

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	REMOVE BUILDINGS, SITE CLEAN UP	1	\$23,500.00	\$ 23,500.00	1	\$ 23,500.00
Total Bid Schedule "A"				\$ 23,500.00		\$ 23,500.00

Change Order No. 1

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	REMOVE OIL SEPERATION TANK	1	\$2,400.00	\$ 2,400.00	1	\$ 2,400.00
Total Change Order No. 1				\$ 2,400.00		\$ 2,400.00

SUMMARY OF WORK COMPLETED TO DATE

Bid Schedule "A"	\$ 23,500.00	\$ 23,500.00
Change Order No. 1	\$ 2,400.00	\$ 2,400.00
TOTAL	\$ 25,900.00	\$ 25,900.00

TOTAL WORK COMPLETED TO DATE

TOTAL WORK COMPLETED TO DATE	\$ 25,900.00
LESS 10% RETAINAGE: (vary established turf)	\$ 2,350.00
WE RECOMMEND PAYMENT OF:	\$ 23,550.00

APPROVALS:

CONTRACTOR: SAUTER & SONS

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

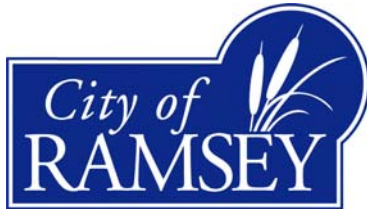
Title: _____ Date _____

OWNER: CITY OF RAMSEY

Certification by City of Ramsey: We recommend payment for work and quantities as shown.

Signed: _____

Title: _____ Date _____



February 2013

Dear Applicant:

Thank you for your interest in the City of Ramsey's Economic Development Manager position.

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

Minimum qualifications for the Economic Development Manager position include:

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

The 2013 salary range for this position is \$67,753 to \$84,690, DOQ. To apply, please submit application materials by the application deadline on Wednesday, March 13, 2013 at 4:30 p.m. Resumes are welcome; however, resumes will not be accepted in lieu of a City application and supplemental application. EEO/AA

Thank you once again for your interest in working for the City of Ramsey.

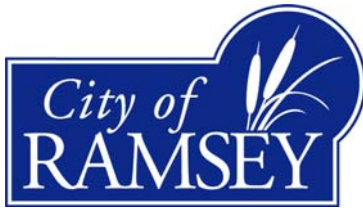
Sincerely,

A handwritten signature in cursive script that reads "Colleen Lasher".

Colleen Lasher
Human Resources Manager

Mail application to:

The City of Ramsey
Human Resources
7550 Sunwood Drive NW
Ramsey, MN 55303



**APPLICATION FOR EMPLOYMENT
CITY OF RAMSEY**

PERSONAL INFORMATION

Name _____ Email Address _____

Present Address _____
City State Zip Code

Permanent Address _____
City State Zip Code

Are you 18 years or older? Yes ___ No ___ Telephone _____ Cell: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Required _____

Have you filed an application here before? Yes ___ No ___ If yes, give date _____

Have you been employed here before? Yes ___ No ___ If yes, give date _____

Referral Source: Ad (specify newspaper) _____ Walk in or other _____

Are you now employed? Yes ___ No ___ If yes, may we contact your employer? _____

Are you available to work FULL-TIME ___ PART-TIME ___ TEMPORARY _____

List hours available _____

EDUCATION Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School _____

College/Trade _____

Other _____

Special Skills and Qualifications _____

List licenses held relevant to employment: (e.g. Drivers License)

Type: _____ Number: _____ Class: _____ Expiration Date: _____

CRIMINAL HISTORY BACKGROUND CHECKS

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

EMPLOYMENT EXPERIENCE - Please list at least three employers (present or most recent employer first).
Attach additional sheet as necessary.

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

PROFESSIONAL REFERENCES (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

Name	Address	Telephone	Years	Relationship
------	---------	-----------	-------	--------------

I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature	Date
-----------	------

The City of Ramsey requires criminal background checks, motor vehicle checks, reference checks, physical examinations, and drug tests on finalists. An Affirmative Action/Equal Opportunity Employer.

****The original city application with signature must be received by the position closing date in order to be considered a valid application.****

**City of Ramsey
Economic Development Manger
Supplemental Application**

This supplement is intended to assist us in more accurately evaluating your qualifications for the Economic Development Manager position. Completion of this supplemental is required as part of the City's employment process along with your application and resume.

Do you have a Bachelor's degree in:
Urban Planning _____ (yes or no)
Land Use Planning _____ (yes or no)
Public Administration _____ (yes or no)
Other _____, Major _____

Do you have a valid unrestricted class D state driver's license? _____(yes or no)

Do you have five years professional experience in the public or private sector leading and/or managing development initiatives within a community? _____ (yes or no) If yes, please list employer and dates employed:

Do you have an Economic Development Finance Professional Certification? _____ (yes or no)

Responses to the following questions below should be typed and submitted on a separate paper. Responses should not exceed more than ½ page per question (single spaced) or approximately 200 words.

1. Briefly describe your current professional scope of responsibilities.
2. Please describe your experience as it relates to working with an Economic Development Authority.
3. Please describe your experience as it relates to working with a Housing and Redevelopment Authority.
4. Please describe your experience coordinating economic development events.
5. Please describe your experience as it relates to business retention and relationship management. Also, how would you go about building partnerships to maximize the city of Ramsey's success and growth?
6. Please describe your experience as it relates to real estate and development transactions.
7. Please describe your experience as it relates to TIF and job creation reporting/tracking.
8. Please describe your experience as it relates to Right of Way Acquisition Program Management.
9. Please describe your experience working with elected officials and advisory boards and commissions.

I certify that all answers to the above questions are true and understand that any false information provided or omission of information from this supplemental application may be cause for rejection or immediate termination from employment.

Signature

Date

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Economic Development Manager

DEPARTMENT: Administrative Services

POSITION TITLE OF IMMEDIATE SUPERVISOR: City Administrator

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION: This position works under the general direction of the City Administrator while collaborating with other City staff, including but not limited to staff responsible for supporting the role of economic development and its strategic initiatives.

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

RESPONSIBILITIES:

- A) Economic Development Authority (EDA) Manager**
- B) Housing and Redevelopment Authority (HRA) Executive Director**
- C) Economic Development Events**
- D) Business Retention and Expansion Program Management**
- E) Real Estate and Development Transactions**
- F) TIF and Job Creation Reporting/Tracking**
- G) Right of Way Acquisition Program Management (Met Council RALF Program)**
- H) Communications and General Information**
- I) Perform a wide range of other tasks (within the ability and resources of the Economic Development Manager) at the verbal or written direction of the City Administrator**

TASKS RELATED TO RESPONSIBILITIES:

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

established

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

B) Housing and Redevelopment Authority (HRA) Executive Director

- Administer and facilitate HRA meetings by preparing HRA cases, agendas and attending meetings
- Administer HRA work plan
- Manage HRA and The COR webpages
- Represent the City at local and regional housing/HRA meetings
- Administer The COR spotlight article in Ramsey Resident Newsletter
- Proactively lead and implement activities in The COR based on City Council's direction
- Work toward a balanced supply of senior housing
- Work toward a housing supply to allow aging-in-place
- Increase opportunities for young adults to continue to live in Ramsey
- Increase supply of affordable single-family housing
- Explore opportunities for executive level housing
- Coordinate and assist the Planning Division to identify applicable funding sources, such as: Community Development Block Grant (CDBG), Metropolitan Council Livable Communities, and Anoka County HRA; as well as to provide housing data in support of long-range planning/comprehensive planning
- Coordinate ongoing COR (downtown development) meetings with potential developers, retailers, and office users for sites in The COR as a part of the Development Management Team

C) Economic Development Events

- Coordinate economic development and promotional activities aimed at attracting new development and investments
- Coordinate Business Expo (Annually in the Spring)
- Coordinate Business Appreciation Day (Annually the third Tuesday in August)
- Coordinate Business Networking Meeting (Annually in the Fall)
- Coordinate event activities with other City staff, agencies, local groups and others as needed

D) Business Retention and Expansion Program Management

- Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business
- Manage established and emerging projects
- Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project
- Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business

- expansion
- Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City
- Attend local business networking meetings to provide updates on development and opportunities in the city

E) Real Estate and Development Transactions

- Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the City at real estate closings
- Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources
- Understand key real estate terms to foster communications with developers and retailers
- Recognize the roles and responsibilities of inside and outside stakeholders in the development process
- Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.

F) TIF and Job Creation Reporting/Tracking

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

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

- Coordinate appraisal process on RALF projects
- Oversee Property Management of RALF properties
- Manage lease agreements activities, as well as maintain property files

H) Communications and General Information

- Collaborate with City communications staff to maximize economic development communications and marketing efforts
- Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes
- Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps
- Respond to citizen inquiries about local economic development activities and opportunities
- Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects
- Prepare and maintain information on utilities, taxes, zoning, transportation,

community services, financing tools, etc.

- Monitor local, state and federal legislation and regulations relating to economic development
- Utilize Starlite System through Anoka County to obtain property information
- Update and verify Current Business List to serve as a contact list
- Develop and research economic development trends and present recommendations to the City Administrator, EDA, and the City Council
- Prepare and present cases for projects to City Council as needed
- Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals of the City
- Prepare business update article for the Chamber (twice annually)
- Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.
- Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business

I. Perform a wide range of other tasks (within the ability and resources of the Economic Development Manager) at the verbal or written direction of the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

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

MINIMUM QUALIFICATIONS

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

DESIRABLE QUALIFICATIONS

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

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

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

**CITY OF RAMSEY
ELECTION OF VETERAN'S PREFERENCE**

Name: _____

Do you wish to claim veteran's preference? Yes No

Application for veteran's preference points

Eligibility:

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

Instructions:

You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

Veterans preference application

Veteran: Self Spouse If spouse, veteran's name: _____

Branch of service: _____ Dates of Active Duty: from _____ to _____

Rank at discharge: _____ Type of Discharge: _____

Date of final discharge: _____ Service number: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Type of preference requested: Veteran Disabled Veteran
 Spouse of veteran Spouse of disabled veteran

Signature

Date

Please return this form with your application.

CITY OF RAMSEY

DATA PRACTICES ADVISORY

PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION

As an applicant for employment with the City of Ramsey, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the City will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with the City.

The data which you are being asked to provide is defined as personnel data under the Minnesota Government Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the City, is typically classified as public or private.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected as a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; actual gross salary; salary range; contract fees; job title; bargaining unit; education & training background; previous work experience; date of first & last employment; work location; work telephone number; badge number; honors & awards received; actual gross pension; job description; value/nature of employer paid benefits; the basis for and amount of any compensation in addition to salary including expense reimbursements; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

The information submitted with your application for employment with the City of Ramsey may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY

APPLICANT'S SIGNATURE

DATE

CITY OF RAMSEY
APPLICANT SURVEY

TO ALL APPLICANTS

The information requested in the following questions will not affect you as an applicant. The information will be used to gather statistics to complete reports, track the status of the Affirmative Action Plan for the City of Ramsey and to determine how effective our recruitment efforts are. We would appreciate your assistance in our efforts to ensure equal employment opportunity.

Providing this information is STRICTLY VOLUNTARY.

Title of position for which applying:_____

City and State in which you reside:_____

Your age:_____ Your sex:_____

What Race/Ethnic group do you consider yourself?

American Indian or Alaskan Native _____ Asian and Pacific Islanders_____

Black_____ Caucasian_____ Hispanic_____

Do you have a disability? _____ Yes _____ No

If yes, please identify:_____

If you wish to identify your veteran status, please complete:

_____ Disabled Veteran _____ Vietnam Era Veteran

Referral Source: _____ Ad (please specify)_____

_____ Ramsey Employee _____ Job Service _____ School

Other source:_____

Failure to provide this information will not jeopardize or adversely affect your consideration for employment. This information will not be used in the selection process for employment. Upon receipt by the City, this form will be kept in a confidential file separate from your application.

Economic Development Authority (EDA)

4. 2.

Meeting Date: 03/07/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

Title:

EDA Workplan Discussion

Background:

The EDA workplan is a tool that allows EDA members to set a list economic development priorities for the City. Subsequently, Staff uses the EDA work plan to guide the use City resources.

With two (2) new EDA members coming on board in April and the new Economic Development Manager starting in May, Staff would like to revisit the EDA workplan. The purpose of this case is to review the 2012 EDA workplan and begin discussion of an updated plan. Specifically:

1. Brainstorm a list of questions or research the EDA would like answered prior to updating the 2013 workplan.
2. Provide Staff with suggestions on how they would like the 2013 process to be conducted.
3. Review the updated workplan format proposed by Staff; and make amendments.
4. Authorize Staff to provide recommendations regarding workplan priorities.

Observations:

Attached is the 2012 EDA workplan (old and proposed format).

Funding Source:

NA

Staff Recommendation:

NA

Action:

1. Brainstorm a list of questions or research the EDA would like answered prior to updating the 2013 workplan.
2. Provide Staff with suggestions on how they would like the 2013 process to be conducted.
3. Review the updated workplan format proposed by Staff; and make amendments.
4. Authorize Staff to provide recommendations regarding workplan priorities.

Attachments

2012 EDA Workplan
New Format Proposal

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
03/04/2013 02:02 PM

Form Started By: Patrick Brama

Started On: 03/04/2013 11:28 AM

Final Approval Date: 03/04/2013

2012 WORK PLAN FOR THE RAMSEY ECONOMIC DEVELOPMENT AUTHORITY

The 2012 Work Plan for the Ramsey EDA outlines existing guidelines for economic development policies, and priority focus areas delineating the highest and the next highest priorities for the current year.

Guidelines for the 2012 Work Plan for the Ramsey EDA:

- Work to sustain moderate growth or recovery of industrial, commercial, retail, and housing activities in the City.
- Target family-wage to high salary employment opportunities in a variety of industries.
- Continue to target businesses in specific industries, including medical, precision manufacturing, aerospace, and other high tech fields.
- Encourage the retention and growth of existing local firms.
- Endeavor to seek a positive business environment, quality growth and land use.
- Consider and make recommendations to the City Council regarding the streamlining of City regulations that impact development.
- Continue to respond to specific requests for assistance from local companies.
- Use infrastructure investment to attract new firms and for development of designated areas.
- Maximize private, local, state, and federal funding for projects.

Priority Focus Areas for 2012:

Highest Priorities

- Communicate with existing Ramsey businesses through the Ramsey Resident newsletter, Business Network meeting, Business Appreciation Day, and Business Expo.
- Expand, retain and create new employment in the City's existing industrial parks.
- Support the work of the Development Management (DM) Team to bring potential developers, retailers and office users to sites in the Center of Ramsey (COR); and provide regular updates about the COR to the EDA.
- Request Finance Officer to present TIF updates annually
- Consider joining the Minnesota Commercial Association of Realtors (MNCAR) Exchange. This would provide access to the Exchange's commercial property database and the ability to list Ramsey properties on the Exchange.

Moderately High Priorities

- Continue to promote multiple modes of transportation, including supporting the efforts to obtain funding for the Armstrong Interchange.
- Continue to follow-up on the results of the Retail Site Assessment of Ramsey's Customer Profile undertaken by Buxton in 2008.
- Consider and make recommendations to the City Council regarding the redevelopment of 167th Ave//Hwy 47 commercial node, including potential land acquisition of available property, the design of infrastructure, the potential creation of a TIF District, and the encouragement of residential development to support retail and other commercial ventures.
- Pursue a separate Zip Code with the U.S. Postal Service for the City of Ramsey.
- Develop long-term marketing strategy to improve area businesses and to attract new businesses.
- Actively contact and work with prospects concerning the possibility of a second grocery store for Ramsey.
- Consider the feasibility of a Medical-related or Biotech Business incubator in the City of Ramsey. This could include working with Genesis Business Centers, UEL or other entities.

Medium Priorities

- Move forward with new Village Profile map of the City of Ramsey.
- Continue to work with Al Pearson regarding the sale of his property north of Hwy 10 and to the west of Puma Street and Legacy Christian Academy.
- Work with other City Departments to submit an application to DEED to seek the designation of the area near the transit station as a Transit Improvement Area (TIA).
- Support efforts by EDAM and other statewide organizations to seek funding for Brownfields Redevelopment and for TIA Loan Programs.
- Consider the establishment of new industrial/business park in the City of Ramsey. This could include doing a site evaluation of the industrial area south of LCA or south of Highway 10.
- Research and encourage the City to join the Twin Cities Gateway Convention & Visitors Bureau (CVB) in order to promote the Comfort Suites Hotel and the community's events (e.g. Happy Days and Game Fair) and venues (e.g. Fountains of Ramsey).

Ramsey Economic Development Authority
2013 WORK PLAN

1. FIRST PRIORITY

- A. **Relationship Management & Networking**
Communicate with existing Ramsey businesses through the Ramsey Resident newsletter, Business Network meeting, Business Appreciation Day, and Business Expo.
- B. **Business Retention & Expansion**
Expand, retain and create new employment in the City's existing industrial parks.
- C. **The COR**
Support the work of the Development Management (DM) Team to bring potential developers, retailers and office users to sites in the Center of Ramsey (COR); and provide regular updates about the COR to the EDA.
- D. **Tax Increment Financing**
Request Finance officer to present TIF updates annually.
- E. **Minnesota Commercial Association of Realtors (MNCAR)**
Consider joining MNCAR Exchange. This would provide access to the Exchange's commercial property database and the ability to list Ramsey properties on the Exchange.

2. SECOND PRIORITY

- A. **Transportation**
Continue to promote multiple modes of transportation, including supporting the efforts to obtain funding for the Armstrong Interchange.
- B. **Buxton Study**
Continue to follow-up on the results of the Retail Site Assessment of Ramsey's Customer Profile undertaken by Buxton in 2008.
- C. **167 Ave NW & Trunk Highway 47 Node**
Consider and make recommendations to the City Council regarding the redevelopment of 167 Ave//Hwy 47 commercial node, including potential land acquisition of available property, the design of infrastructure, the potential creation of a TIF District, and the encouragement of residential development to support retail and other commercial ventures.
- D. **Zip Code**
Pursue a separate Zip Code with the U.S. Postal Service for the City of Ramsey.

E. **Marketing**

Develop long-term marketing strategy to improve area businesses and to attract new businesses.

F. **Grocery Store Recruitment**

Actively contact and work with prospects concerning the possibility of a second grocery store for Ramsey.

G. **Bio-Tech Business Incubator**

Consider the feasibility of a Medical-related or Biotech Business incubator in the City of Ramsey. This could include working with Genesis Business Centers, UEL or other entities.

3. THIRD PRIORITY

A. **Village Profile**

Move forward with new Village Profile map of the City of Ramsey.

B. **Al Pearson Land Sale**

Continue to work with Al Pearson regarding the sale of his property north of Hwy 10 and to the west of Puma Street and Legacy Christian Academy.

C. **Transit Improvement Area**

Work with other City Departments to submit an application to DEED to seek the designation of the area near the transit station as a Transit Improvement Area (TIA). Support efforts by EDAM and other statewide organizations to seek funding for Brownfields Redevelopment and for TIA Loan Programs.

D. **New Industrial/Business Park**

Consider the establishment of new industrial/business park in the City of Ramsey. This could include doing a site evaluation of the industrial area south of LCA or south of Highway 10.

E. **Convention & Visitors Bureau (CVB)**

Research and encourage the City to join the Twin Cities Gateway CVB in order to promote the Comfort Suites Hotel and the community's events (e.g. Happy Days and Game Fair) and venues (e.g. Fountains of Ramsey).