

**City of Ramsey**  
**Agenda**  
**City Council Work Session**  
**Tuesday, September 26, 2017**

**5:30 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Topics for Discussion**
  1. Joint EDA/City Council Discussion
  2. Discussion Regarding an Amendment to the City's Personnel Policy
- 3. Topics for Future Discussion**
  1. Review Future Topics/Calendar
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

**CC Work Session**

2. 1.

**Meeting Date:** 09/26/2017

---

**Information**

**Title:**

Joint EDA/City Council Discussion

**Purpose/Background:**

**PURPOSE**

- Review attached 2018 EDA Workplan
- Update on strategy for selling city owned land
- Discuss recent projects/ upcoming projects

**Timeframe:**

15-45 minutes

**Funding Source:**

NA

**Responsible Party(ies):**

Brama

**Outcome:**

Updates and direction on 2018 EDA Workplan

---

**Attachments**

2018 EDA Workplan

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 09/21/2017

**Reviewed By**

Kurt Ulrich

**Date**

09/21/2017 04:19 PM

Started On: 09/21/2017 03:58 PM

## 2018 Economic Development Workplan

### **Purpose**

Provide a functional plan that prioritizes the work of the City's economic development department and Economic Development Authority (EDA).

### **Objectives**

1. Encourage, and plan for, growth of industrial, commercial, retail and housing opportunities
2. Foster the retention and expansion of existing Ramsey businesses
3. Support and maintain a positive local businesses environment
4. Leverage use of outside economic resources, partnerships and funding for economic development initiatives

### **Outcomes**

1. Growth of the City's tax base
2. Growth in the City's job base
3. Improved quality of life

<b>Tactics/ Description</b>	<b>Timeline</b>	<b>Additional Resources &amp; Tools Required</b>	<b>Key Outcomes/Metrics</b>
<p><u>(1) Business Retention &amp; Expansion</u>  The large majority of local economic growth comes from existing Ramsey businesses. The purpose of this goal is to develop and maintain positive relationships with existing Ramsey businesses (establish trust). This goal is implemented through quality customer service, businesses visits, and facilitating business events.</p>	Ongoing	Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed.	<p>Complete 24 business visits annually.</p> <p>Host EDA business expo, business appreciation golf tournament, and fall networking event. Participate in Anoka County Broker Event, Anoka Ramsey Job Fair, and MN Marketing Partnership.</p>
<p><u>(2) Recruit Restaurants &amp; Retail Users</u>  The desire for the City of Ramsey to establish new restaurant and retail users continuous to be a high priority for Ramsey residents and elected officials alike. Feedback from the development market is Ramsey needs more rooftops and higher traffic counts to achieve this goal. Although Ramsey continues to make good progress on rooftops and traffic counts, there is a desire to be more pro-active. The purpose of this tactic is:</p> <ul style="list-style-type: none"> <li>(A) Consider establishing a policy(ies) to provide financial incentives for said users. For example, the City had a full service restaurant subsidy program/ policy several years back. Said program forgave various development fees.</li> <li>(B) Consider establishing a targeted professional information/ marketing package for said users.</li> <li>(C) Consider deploying staff to establish/ grow relationships with developers that work directly with said target market.</li> </ul>	2018	<p>Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed.</p> <p>This tactic may result in the need to create/ dedicate financial resources for incentives in the future.</p> <p>If dollars are needed for the developer information package, the EDA Budget (Marketing line item) can be utilized.</p>	<p>(A) New financial incentive policy in place.</p> <p>(B) New information packet/ marketing packet.</p> <p>(C) New relationships created.</p>

Tactics/ Description	Timeline	Additional Resources & Tools Required	Key Outcomes/Metrics
<p><u>(3) COR Development Feasibility, Pro-Forma, and Policy</u>  The City of Ramsey has taken on the role of master developer for The COR. Currently, the City manages The COR, and our various COR development related discussions on a “case-by-case-basis” and with policy based on “past practice.” Staff would like to develop more clarity/ intentional policy/ structure on how the City manages this project.</p> <p>Completion of this tactic will put the City in a stronger position to analyze/ respond to development proposals, strategize marketing efforts, and carry out budget/ policy discussions.</p> <p>(A) Pro-Forma: from a development perspective, the list of City obligations (expenditures) for The COR is relatively long, and at this point not well-defined. Additionally, the list of revenue streams from The COR is relatively straight forward, but have been committed informally in several instances. Staff would like to develop a formal pro-forma that outlines all anticipated expenses and all anticipated revenues for the project.</p> <p>(B) Feasibility Analysis: this discussion will require the City to complete a feasibility analysis for all outstanding development items to provide a clear scope of future development costs (i.e. cut/ fill, roads, storm water, community center, signs, etc.).</p> <p>(C) Policy Positions: this discussion also warrants the City to take policy positions on various outstanding development items (i.e. expenses) and how they will be paid for (all city, all developer, split, etc.), and roughly when various improvements will be made (now, in the future, in phases, etc.).</p>	<p>2018</p>	<p>This work will require assistance from third party professionals.</p> <p><u>Feasibility Reports/ Concept Studies:</u></p> <ul style="list-style-type: none"> <li>• Infrastructure--\$25,000-\$75,000</li> <li>• regional storm water --\$15,000-\$35,000</li> <li>• cut &amp; fill analysis -- \$5,000-\$25,000</li> <li>• sign plan--\$5,000-\$30,000</li> <li>• parking ramp(s) -- \$5,000-\$15,000</li> <li>• community center-- \$10,000-\$25,000.</li> <li>• parks/ trails--\$15,000-\$40,000</li> <li>• pro-forma assistance/ review from Ehlers--\$5,000-\$20,000.</li> </ul> <p>The numbers outlined above are very preliminary. Staff would like to get quotes for EDA review and/or review by other boards. Staff anticipates various funding sources to be utilized. Potentially, the University of Minnesota Resilient Communities Program may play a role in completing, or speeding up, some of this work.</p>	<p>Completed feasibility analysis on various outstanding pre-development items.</p> <p>Policy positions on various development items.</p> <p>Completed development pro-forma.</p>

Tactics/ Description	Timeline	Additional Resources & Tools Required	Key Outcomes/Metrics
<p><u>(4) RALF</u> Utilize the Metropolitan Council administered, MNDOT funded, RALF (right of way acquisition loan fund) for purchasing properties needed for U.S. Highway 10 improvements in Ramsey.</p> <p>Update: staff received word from MnDOT/ MetCouncil in August 2017 that they will no longer accept applications for RALF from the City of Ramsey. The City must first complete their updated plan for improvements to US Highway 10 and must update their Official Map.</p>	Ongoing	Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed. In some cases, this work does require use of third party professionals	<p>Economic Development staff will continue to work with the Metropolitan Council to purchase at least property per year.</p> <p>Economic Development staff will continue to work with Engineer and Planning staff to complete an updated Official Map and Highway 10 plan for Ramsey.</p>
<p><u>(5) Sell Surplus City Owned Land</u> The City owns a large inventory of surplus land available for development. In 2017, the City completed a process to obtain shovel ready information for most city-owned property. Through that process staff has identified the following outstanding items:</p> <p>(A) Properties #37 and #45 have various potential environmental findings to further discuss and address.</p> <p>(B) North side of the new business park (i.e. former Legacy site) should become shovel ready. This would be a new shovel ready application.</p>	2018	<p>Currently Sufficient: assuming moderate customer service demand levels, sufficient resources exist to complete this tactic as proposed.</p> <p>This work item does require use of third-party professional services (Shovel Ready Certifications and subsequent due-diligence). TIF #1 has been identified as a funding source for this work.</p> <p>NOTE: the large majority of shovel-ready work was completed in 2017. This goal is nearly completed. The State of Minnesota is currently officially reviewing the City's applications for shovel ready sites. The purpose of this tactic is to keep the EDA updated on some remaining items staff is closing out.</p>	Land sales.

Tactics/ Description	Timeline	Additional Resources Required	Key Outcomes/Metrics
<p><u>(6) Business Incubator</u>  Consider utilizing the roughly 3,500 square foot vacant space on the second floor of the Ramsey Municipal Center for a business incubator program.</p> <p>Staff would like to kick off the process with a scoping meeting (i.e. how should we approach this task).</p>	2018	At this point, no additional resources are being requested. Based on the scope of this project, additional resources will be needed. The City's Public Utilities Fund may be available for this project.	<p>Decide if the City has a genuine interest in starting a business incubator.</p> <p>Have a general scope for what a business incubator means in Ramsey.</p>
<p><u>(7) ZIP Code</u>  In 2015, the City of Ramsey did open its doors to the first ever Ramsey substation USPS Post Office. Although this is a positive step for Ramsey, the need for an independent zip code still exists. The purpose of this tactic is to pursue an independent zip code for our community.</p> <p>Process:</p> <ol style="list-style-type: none"> <li>1. Meet USPS minimum standards for obtaining a new zipcode (delivery points, deliver routes, scheme items, sectors). The City needs to submit a request for an audit.</li> <li>2. USPS audit made—Ramsey either meets minimum thresholds or not. If they do, move on to step 3.</li> <li>3. USPS conducts a survey of community to gather feedback/ support for a new zip code.</li> <li>4. USPS grants Ramsey a new zip code.</li> </ol>	Ongoing	No additional resources requested. Normal staff duties.	<p>Apply again.</p> <p>Approval or denial of a new Ramsey zip code.</p>

Meeting Date: 09/26/2017

**Information**

**Title:**

Discussion Regarding an Amendment to the City's Personnel Policy

**Purpose/Background:**

The purpose of this discussion is to consider amending the City's Personnel Policy.

The City provides group health insurance benefits to employees working at least 30 hours per week. Staff would like to discuss amending eligibility to the City's group benefits, as follows: 1) consider permitting Council Members to participate in the City's group health insurance plan without affecting Council Members' total compensation from the City, and 2) consider amending the City's eligibility for group life insurance to include employees participating in PERA's phased retirement.

Councilmember Health Insurance Eligibility

Staff would like to discuss adding Council Members as eligible to enroll in the City's health insurance plan without increasing the Council Member's total compensation. Staff has consulted with the City's benefit's broker, the carrier and the City Attorney and have determined that changing the eligibility is allowed, with City Council approval.

Life Insurance for Phased Retirement Employees

Group benefits as a whole include health, dental and life insurance. Minnesota Statute 471.61, subd. 2b. Insurance continuation states "a unit of local government must allow a former employee and the employee's dependents to continue to participate indefinitely in the employer sponsored hospital, medical and dental insurance group that the employee participated in immediately before retirement" (under certain conditions). While the statute does address health and dental insurance, it does not address life insurance.

As the City Council is aware, PERA's phased retirement allows employees to participate for a maximum of 5 years. Currently, if a Phased Retirement employee wanted to continue their life insurance benefit they would be immediately required to elect COBRA which is limited to, in most cases, 18 months. In speaking with the City's benefits broker, staff learned the City of Hastings just received approval from Sun Life, the same carrier as Ramsey, to allow PERA Phased Retirement employees to stay on the plan. Staff would like to discuss this option for the City of Ramsey as well, pending approval by the carrier.

**Timeframe:**

Up to 10 minutes.

**Funding Source:**

There is no additional funding required.

**Responsible Party(ies):**

Colleen Lasher, Human Resources Manager

**Outcome:**

For the City Council to provide staff with direction regarding whether or not to bring a case forward at the next regular City Council meeting to amend the Personnel Policy.

**Attachments**

Statute

**Form Review**

Inbox

Reviewed By

Date

Kurt Ulrich  
Form Started By: Colleen Lasher  
Final Approval Date: 09/21/2017

Kurt Ulrich

09/21/2017 03:51 PM  
Started On: 09/11/2017 03:00 PM

**471.61 GROUP BENEFITS FOR OFFICERS, EMPLOYEES, RETIREES.**

Subdivision 1. **Officers, employees.** A county, municipal corporation, town, school district, county extension committee, other political subdivision or other body corporate and politic of this state, other than the state or any department of the state, through its governing body, and any two or more subdivisions acting jointly through their governing bodies, may insure or protect its or their officers and employees, and their dependents, or any class or classes of officers, employees, or dependents, under a policy or policies or contract or contracts of group insurance or benefits covering life, health, and accident, in the case of employees, and medical and surgical benefits and hospitalization insurance or benefits for both employees and dependents or dependents of an employee whose death was due to causes arising out of and in the course of employment, or any one or more of those forms of insurance or protection. A governmental unit, including county extension committees and those paying their employees, may pay all or any part of the premiums or charges on the insurance or protection. A payment is deemed to be additional compensation paid to the officers or employees, but for purposes of determining contributions or benefits under a public pension or retirement system it is not deemed to be additional compensation. One or more governmental units may determine that a person is an officer or employee if the person receives income from the governmental subdivisions without regard to the manner of election or appointment, including but not limited to employees of county historical societies that receive funding from the county and employees of the Minnesota Inter-county Association. The appropriate officer of the governmental unit, or those disbursing county extension funds, shall deduct from the salary or wages of each officer and employee who elects to become insured or so protected, on the officer's or employee's written order, all or part of the officer's or employee's share of premiums or charges and remit the share or portion to the insurer or company issuing the policy or contract.

A governmental unit, other than a school district, that pays all or part of the premiums or charges is authorized to levy and collect a tax, if necessary, in the next annual tax levy for the purpose of providing the necessary money for the payment of the premiums or charges, and the sums levied and appropriated are not, in the event the sum exceeds the maximum sum allowed by the charter of a municipal corporation, considered part of the cost of government of the governmental unit as defined in any levy or expenditure limitation; provided at least 50 percent of the cost of benefits on dependents must be contributed by the employee or be paid by levies within existing charter tax limitations.

The word "dependents" as used in this subdivision means spouse and minor unmarried children under the age of 18 years actually dependent upon the employee.

Notwithstanding any other law to the contrary, a political subdivision described in this subdivision may provide health benefits to its employees, dependents, any class or classes of officers, employers, or dependents, and other eligible persons through negotiated contributions to self-funded multiemployer health and welfare funds.

Subd. 1a. **Dependents.** Notwithstanding the provisions of Minnesota Statutes 1969, section 471.61, as amended by Laws 1971, chapter 451, section 1, the word "dependents" as used therein shall mean spouse and children under the age of 26 years.

Subd. 1b. [Repealed, 1980 c 528 s 5; 1Sp1981 c 4 art 2 s 44]

Subd. 2. [Repealed, 1953 c 696 s 4]

Subd. 2a. **Retired officers, employees.** Any county, municipal corporation, town, school district, county extension committee, other political subdivision or other body corporate and politic of this state, including the state or any department thereof, through its governing body, and any two or more subdivisions acting

jointly through their governing bodies, may insure or protect its or their retired officers and retired employees entitled to benefits under any public employees retirement act and their dependents, or any class or classes thereof, under a policy or policies, or contract or contracts of group insurance or benefits covering life, health, and accident, medical and surgical benefits, or hospitalization insurance or benefits, for retired officers and retired employees and their dependents, or any one or more of such forms of insurance or protection. Any such governmental unit, including county extension committees, may pay all or any part of the premiums or charges on such insurance or protection or may require the retired officer or employee to pay all or part of the premiums or charges. Any one or more of such governmental units may determine that a person is a retired officer or a retired employee if such officer or employee, when employed, received income from such governmental subdivisions without regard to the manner of election or appointment. The appropriate officer of such governmental unit, or those disbursing county extension funds, shall collect from each such retired officer and retired employee who elects to become insured or so protected, on such officer's or employee's written order, all or part of the retired officer's or retired employee's share of such premiums or charges and remit the same to the insurer or company issuing such policy or contract. An insurer, health maintenance organization, or company issuing the policy or contract may not require a public employer to contribute any portion of the retired officer's or employee's share as a condition of eligibility for the insurance or protection. An insurer, health maintenance organization, or company issuing the policy or contract may require a retired officer or a retired employee to pay all or any part of the premiums or charges.

Any governmental unit, other than a school district, which pays all or any part of such premiums or charges is authorized to levy and collect a tax, if necessary, in the next annual tax levy for the purpose of providing the necessary funds for the payment of such premiums or charges, and such sums so levied and appropriated shall not, in the event such sum exceeds the maximum sum allowed by the charter of a municipal corporation, be considered part of the cost of government of such governmental unit as defined in any tax or expenditure limitation; provided at least 50 percent of the cost of benefits on dependents shall be contributed by the retired officer or retired employee or be paid by levies within existing charter tax limitations.

The word "dependents" as used herein shall mean spouse and minor unmarried children under the age of 18 years actually dependent upon the retired officer or retired employee.

**Subd. 2b. Insurance continuation.** A unit of local government must allow a former employee and the employee's dependents to continue to participate indefinitely in the employer-sponsored hospital, medical, and dental insurance group that the employee participated in immediately before retirement, under the following conditions:

(a) The continuation requirement of this subdivision applies only to a former employee who is receiving a disability benefit or an annuity from a Minnesota public pension plan other than a volunteer firefighter plan, or who has met age and service requirements necessary to receive an annuity from such a plan.

(b) Until the former employee reaches age 65, the former employee and dependents must be pooled in the same group as active employees for purposes of establishing premiums and coverage for hospital, medical, and dental insurance. However, a former employee under the age of 65 who is enrolled in Medicare Parts A and B due to the former employee's disability and for whom Medicare's obligation to pay claims is primary, and the former employee's dependents, must be pooled in the same group for purposes of this paragraph as former employees who have reached age 65.

(c) A former employee may receive dependent coverage only if the employee received dependent coverage immediately before leaving employment. This subdivision does not require dependent coverage to continue after the death of the former employee. For purposes of this subdivision, "dependent" has the same meaning for former employees as it does for active employees in the unit of local government.

(d) Coverage for a former employee and dependents may not discriminate on the basis of evidence of insurability or preexisting conditions unless identical conditions are imposed on active employees in the group that the employee left.

(e) The former employee must pay the entire premium for continuation coverage, except as otherwise provided in a collective bargaining agreement or personnel policy. A unit of local government may discontinue coverage if a former employee fails to pay the premium within the deadline provided for payment of premiums under federal law governing insurance continuation.

(f) An employer must notify an employee before termination of employment of the options available under this subdivision, and of the deadline for electing to continue to participate.

(g) A former employee must notify the employer of intent to participate within the deadline provided for notice of insurance continuation under federal law. A former employee who does not elect to continue participation does not have a right to reenter the employer's group insurance program.

(h) A former employee who initially selects dependent coverage may later drop dependent coverage while retaining individual coverage. A former employee may not drop individual coverage and retain dependent coverage.

(i) This subdivision does not limit rights granted to former employees under other state or federal law, or under collective bargaining agreements or personnel plans.

(j) Unless otherwise provided by a collective bargaining agreement, if retired employees were not permitted to remain in the active employee group prior to August 1, 1992, a public employer may assess active employees through payroll deduction for all or part of the additional premium costs from the inclusion of retired employees in the active employee group. This paragraph does not apply to employees covered by section 179A.03, subdivision 7.

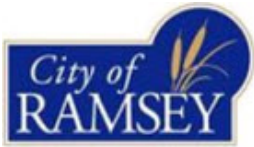
(k) Notwithstanding section 179A.20, subdivision 2a, insurance continuation under this subdivision may be provided for in a collective bargaining agreement or personnel policy.

Subd. 3. **Payroll deductions.** A like payroll deduction and remittance shall be made upon the written order of any such officer or employee who are, or become, subscribers under a contract with a nonprofit hospital service plan corporation as defined by law.

Subd. 4. [Repealed, 1965 c 780 s 9]

Subd. 5. **Provision of long-term care insurance.** Any political subdivision, or any two or more political subdivisions acting jointly, may contract with an insurance company licensed to do business in this state for the voluntary purchase of long-term care insurance by the employees and their dependents of the political subdivision or subdivisions. The coverage may be through a group policy or through individual coverage.

**History:** 1943 c 615 s 1-4; 1955 c 193 s 1,2; 1957 c 321 s 1; 1959 c 611 s 1; Ex1959 c 76 s 1; 1965 c 296 s 1,2; 1971 c 451 s 1; Ex1971 c 31 art 20 s 13,14; Ex1971 c 48 s 16; 1973 c 385 s 1; 1973 c 725 s 68-70; 1978 c 764 s 127; 1979 c 334 art 6 s 26; 1982 c 602 s 1; 1984 c 463 art 7 s 22,23; 1986 c 321 s 1; 1986 c 444; 1988 c 709 art 2 s 2; 1992 c 488 s 3; 1994 c 505 art 3 s 15,16; 2000 c 273 s 1; 1Sp2005 c 4 art 5 s 16; 2007 c 6 s 3; 2009 c 169 art 12 s 7; 2009 c 174 art 2 s 11; 2010 c 384 s 97; 2013 c 84 art 1 s 93



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

**CC Work Session**

**3. 1.**

**Meeting Date:** 09/26/2017

**Submitted For:** Kurt Ulrich, Administrative Services

**By:** Jo Thieling, Administrative Services

---

**Information**

**Title:**

Review Future Topics/Calendar

**Purpose/Background:**

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Dates will be assigned in the future.

**Recommendation:**

N/A

**Action:**

For Council review - no formal action necessary.

---

**Attachments**

Future Topics

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 09/21/2017

**Reviewed By**

Kurt Ulrich

**Date**

09/21/2017 01:58 PM

Started On: 09/20/2017 12:46 PM

**City Council Future Topics – Work Session**  
(Draft)

<b>Date</b>	<b>Topics for Discussion – Council Action</b>
Future	Discuss Ordinance Governing Unmanned Aerial Vehicle Use ( <i>Katers</i> )
Future	Review and Consider Adoption of Ramsey’s Portion of Previous Highway 47 Study ( <i>Westby</i> )
Future	Cost Share for Corridor Study of Nowthen Blvd/CR5 ( <i>Westby</i> )
Future	Intersection Control Evaluation for Spot Improvements on Armstrong ( <i>Westby</i> )
Future	Discussion re Tap Rooms/Brew Pubs ( <i>Thieling/Katers</i> )
Future	Assessment Policy Review ( <i>Westby</i> )
Future	Review State of Minnesota and Anoka County Recycling Goals for 2030 and Discuss Options for Achieving Goals ( <i>Gladhill</i> )
Future	Discuss Replacing Monument Sign at the Corner of Bunker Lake Boulevard and Highway 47 ( <i>Ulrich</i> )
October 24	Closed Session to discuss LELS Captains Union Negotiations ( <i>Lasher</i> )
October 24	Discuss the Process for the City Administrator’s Performance Evaluation ( <i>Lasher</i> )
October 24	Board and Commission Interview – Partial Term on the EDA and Park & Rec ( <i>Lasher</i> )
October 24 – or November 14	Discuss 4:00 a.m. Liquor Sales License during Super Bowl
<b>Date</b>	<b>Topics for Discussion – Regulatory</b>
Future	Commercial Signage Standards and Community Sign Plan( <i>Gladhill</i> )
Future	Property Maintenance Code (Maintenance of Buildings and Structures) ( <i>Gladhill</i> )
<b>Date</b>	<b>Topics for Discussion – Policy</b>
Future	Public Facilities Naming Policy ( <i>Riverblood</i> )
Future	Trail Maintenance Policy ( <i>Westby</i> )
Future	Stormwater Pond Maintenance Policy ( <i>Westby</i> )
Future	Citizen Volunteer and Recognition Program ( <i>U of M RCP Program</i> )
Future	Newsletter Policy to Address Advertising and Content Control ( <i>Brama</i> )
Future	Discussion re Updating the City’s Personnel Policy ( <i>Lasher</i> )
<b>Date</b>	<b>Topics for Discussion – Planning and Budget</b>
Future	Summary of Compensation/Development Plan for Employees ( <i>Lasher</i> )
Future	Review Comprehensive Plan for Long-Term Water Supply ( <i>Westby</i> )
<b>Date</b>	<b>Topics for Discussion – Information</b>
Future	Receive Update on Rental License Program Implementation ( <i>Gladhill</i> )
Future	Discuss Next Steps for Comprehensive Plan Update ( <i>Gladhill</i> )