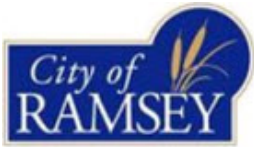


City of Ramsey
Agenda
Charter Commission
Tuesday, November 21, 2017
6:30 p.m.
Council Chambers, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
 1. Approve the Following Meeting Minutes:
 - 1) Regular Charter Commission Meeting - October 19, 2016
- 5. Commission Business**
 1. Introduce New Charter Commission Members
 2. Elect Chair and Vice Chair for 2018 - 2019
 3. Receive Presentation of an Update Regarding the City's Strategic Plan
 4. Approve Year End Activity Letter to Chief Judge for Years 2016 and 2017
 5. Review Charter Commission Member Terms
- 6. Commission/Staff Input**
- 7. Adjournment**



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

Charter Commission

4. 1.

Meeting Date: 11/21/2017

Submitted For: Jo Thieling, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title:

Approve the Following Meeting Minutes:

1) Regular Charter Commission Meeting - October 19, 2016

Purpose/Background:

Purpose: To review minutes from past meeting and approve.

Background: The last regular meeting held by the Charter Commission was October 19, 2016. That set of minutes is attached for Commission review and approval.

Recommendation:

Staff recommends reviewing the attached set of minutes and approving with or without amendments.

Action:

Motion to approve the following meetings minutes:

1) Regular Charter Commission Meeting - October 19, 2016

Attachments

10 19 16 Charter Mts

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 11/16/2017

Reviewed By

Kurt Ulrich

Date

11/16/2017 02:24 PM

Started On: 11/16/2017 09:05 AM

**CHARTER COMMISSION
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Charter Commission conducted a regular meeting on Wednesday, October 19, 2016, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Joseph Field
 Commissioner Susan E. Anderson
 Commissioner Mark Barrows
 Commissioner Jim Bendtsen
 Commissioner Ben Deemer
 Commissioner Chad Sivertson (arrived at 6:34 p.m.)

Members Absent: Commissioner Mark Anderson
 Commissioner John Niederhaus
 Commissioner Eric Zaetsch

Also Present: City Administrator Kurtis G. Ulrich
 City Clerk Jo Thieling
 Finance Director Diana Lund
 City Attorney Joe Langel
 City Councilmember Chris Riley
 Stacy Kvilvang, Ehlers and Associates

CALL TO ORDER

Chairperson Field called the regular meeting of the Charter Commission to order at 6:30 p.m.

CITIZEN INPUT

None.

APPROVE AGENDA

Motion by Commissioner Deemer, seconded by Commissioner Barrows, to approve the agenda as amended.

Motion carried. Voting Yes: Chairperson Field, Commissioners Deemer, Barrows, S. Anderson, and Bendtsen. Voting No: None. Absent: Commissioners M. Anderson, Niederhaus, Sivertson, and Zaetsch.

APPROVE MINUTES

Chairperson Field referenced the roll call vote which states six members and he believed seven members were present. It was noted that Commissioner Barrows was present but abstained from the vote and should be noted as such.

Motion by Commissioner Deemer, seconded by Commissioner Barrows, to approve the following meeting minutes as amended:

- 1) Regular Charter Commission Meeting dated July 13, 2016

Motion carried. Voting Yes: Chairperson Field, Commissioners Deemer, Barrows, S. Anderson, and Bendtsen. Voting No: None. Absent: Commissioners M. Anderson, Niederhaus, Sivertson, and Zaetsch.

COMMISSION BUSINESS

5.1 Review of Bond Regulations and Tax Increment

Commissioner Sivertson arrived.

Stacy Kvilvang, Ehlers, provided an overview of municipal bond regulations. She reviewed the different types of bond financing and the methods in which a city most often uses the different types of bonds.

Commissioner Deemer asked for more details on whether a special election would be needed for a reverse referendum and which portion of the Council would be necessary to approve an item.

Ms. Kvilvang explained that in the situation of a reverse referendum, the question would be placed on the ballot for the next general election. She noted that in reference to the question regarding Council approval, that would simply require a majority (four out of seven members). She provided information regarding the authority to issue debt and the different bonding methods a municipality has. She noted the bonds that an Economic Development Authority (EDA) can issue.

Chairperson Field asked the typical duration of the bonds.

Ms. Kvilvang stated that road projects are typically ten to 15 years but projects like city halls are often financed at a longer period of 20 to 25 years.

Chairperson Field asked and received confirmation that revenue bonds can have a higher rate than general obligation bonds because of the risk.

Commissioner Deemer noted that it appears that the call date and final payment date do not match.

Ms. Kvilvang stated that when debt is issued there is a call date set for the time at which you can attempt to refinance the bonds or pay in full. She noted that for a bond of ten to 15 years, the call date would typically be set for seven to eight years for the issuance of the debt. She noted that Ramsey has taken advantage of this multiple times, refinancing the debt following the call date to obtain a lower interest rate. She provided an overview of tax increment financing (TIF) and the type of items that can be funded through that development tool. She noted that cities do not need the approval of the School District or the County to establish a TIF district. She provided information on the length of time that a TIF district can be open, noting that certain conditions must be met in order to qualify for longer terms. She explained that TIF is often used to spur development or redevelopment which in turn benefits the local economy in that municipality.

Commissioner Bendtsen asked the type of tests that are applied to determine if the purpose of a TIF is valid for that type of district.

Ms. Kvilvang explained that there are specific criteria that must be met in order to qualify for the different types of TIF and reviewed some examples for the different types of TIF districts. She stated that Ramsey has four TIF districts and believed that the City has been studious in its use of TIF districts. She explained how a city reviews a request for TIF funds. She noted that under the Data Practices Act, once a development agreement is approved, it becomes a public document.

Commissioner Bendtsen asked where the idea of a proposal for TIF funds is presented or brought forward.

Ms. Kvilvang stated that typically a request is brought forward from a developer who would then work with city staff to determine if their project would qualify under the city's policy and if so, the developer could then submit to bring the request forward to a public hearing.

Commissioner S. Anderson stated that there are people that do not like TIF and asked for input as from their point of view.

Ms. Kvilvang stated that the common argument is from those who are not seeing the benefit from the development for a delayed period. She stated that argument comes back to the fact that you would not have that extra tax increment but for that development. She explained that this is a short-term development for a long-term gain which benefits the residents and businesses in that area when the TIF district comes offline.

Chairperson Field thanked Ms. Kvilvang on behalf of the Commission for her thorough presentation to the Commission.

Commissioner S. Anderson stated that this presentation seemed to represent the positive comments regarding TIF but not the negative perspective, noting that there is an opinion of that nature out there.

Ms. Kvilvang replied that during public hearings most of the negative comments are regarding the fact that they will not receive the additional tax increment from the improvement or

development but noted again that the additional increment would not even exist but for that development or improvement that occurred through the TIF district.

5.2 Discussion of Regulations and Restrictions in Regard to Municipal Authorities

City Attorney Langel provided an overview of an Economic Development Authority and how that entity is created and governed. He stated that the Charter Commission does not have authority over the EDA. He explained that the resolution enabling the creation of the EDA would be categorized as an administrative function of the City Council and advised that the Charter Commission would not have authority over an administrative function of the City Council.

Commissioner Bendtsen provided the example that the City Council approves the membership of the EDA, who forwards items which are then approved by the City Council which in essence creates a shadow council. He stated that, in that example, the City Council can have items move forward that they do not want to be politically responsible for.

Chairperson Field stated that there were discussions in the past regarding franchise fees and asked if that would have been an administrative function.

City Attorney Langel reviewed the different methods in which a Charter can be amended. He stated that the discussions in the past from the Charter Commission on that topic were in regard to whether the Charter should be amended to disallow the Council from utilizing franchise fees but noted that the discussion was ultimately dropped.

5.3 Review Charter Commission Member Terms

Chairperson Field stated that the expiring terms are listed in the packet and asked of the intentions of those with expiring terms.

Commissioner Bendtsen stated that he would be interested in continuing to serve on the Commission.

City Clerk Thieling stated that Commissioners M. Anderson, Bendtsen, Field and Zaetsch have expiring terms and noted that she would simply need a response in writing (email included) stating that the Commissioner would like to reapply. She stated that there are term limits but no limit on the number of terms a Commissioner can serve. She stated that Commissioner Zaetsch has stated that he does not have interest in reapplying and therefore there will be at least one vacant position on the Commission. She noted that she will contact Commissioner M. Anderson to gauge his interest in continuing on the Commission.

6. COMMISSION / STAFF INPUT

Chairperson Field commented that the new Commission binders with information are great and appreciated the effort of staff.

City Clerk Thieling stated that she would pass the comments on to the human resources department that developed the booklet.

7. ADJOURNMENT

Motion by Commissioner Deemer, seconded by Commissioner Sivertson, to adjourn the meeting.

Motion carried. All present voted in favor.

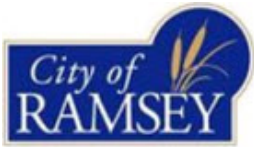
The regular meeting of the Charter Commission adjourned at 7:58 p.m.

Respectfully submitted,

Jo Ann M. Thieling
City Clerk

Joseph J. Langel
City Attorney

Drafted by Amanda Staple
TimeSaver Off Site Secretarial, Inc.



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

Charter Commission

5.1.

Meeting Date: 11/21/2017

By: Jo Thieling, Administrative Services

Information

Title:

Introduce New Charter Commission Members

Purpose/Background:

Purpose: The purpose of this case is to introduce and officially welcome the newest Charter Commission Members Joshua Fuhreck and Jennifer Leistico.

Background: Staff received notification of the appointments of Joshua Fuhreck and Jennifer Leistico from the Chief Judge of the Tenth Judicial District. They are replacing Mark E. Anderson and Eric Zaetsch, with a term to expire December 31, 2020.

Recommendation:

N/A

Action:

Introduce and welcome newest Charter Commissioners Joshua Fuhreck and Jennifer Leistico.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 11/16/2017

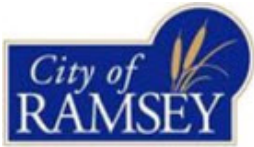
Reviewed By

Kurt Ulrich

Date

11/16/2017 02:08 PM

Started On: 11/15/2017 11:49 AM



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Charter Commission

5.2.

Meeting Date: 11/21/2017

By: Jo Thieling, Administrative Services

Information

Title:

Elect Chair and Vice Chair for 2018 - 2019

Purpose/Background:

Purpose: To elect a Chair and Vice-Chair for 2018 - 2019.

Background: Beginning in 2013, the Charter Commission elected to appoint a Chair and Vice-Chair for a two year period versus one year. Joe Field is the current Chair and Ben Deemer is the current Vice Chair. It is time once again to elect a Chair and Vice Chair to serve for 2018 and 2019. For your information, there is no limit to the terms a chair and vice chair can serve.

Recommendation:

N/A

Action:

Motion to elect Commissioner _____ to serve as Chair fro the Charter Commission for years 2018 - 2019.

and

Motion to elect Commissioner _____ to serve as Vice Chair for the Charter Commission for years 2018 - 2019.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 11/16/2017

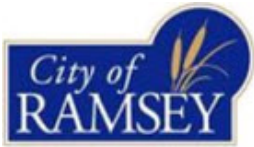
Reviewed By

Kurt Ulrich

Date

11/16/2017 02:08 PM

Started On: 11/15/2017 11:55 AM



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Charter Commission

5.3.

Meeting Date: 11/21/2017

By: Jo Thieling, Administrative Services

Information

Title:

Receive Presentation of an Update Regarding the City's Strategic Plan

Purpose/Background:

Purpose: To receive a presentation of the City's updated Strategic Plan.

Background: The purpose of the Strategic Plan is to create an open and transparent working environment as well as shared expectations among elected officials and City staff. Outcomes of the plan include a set of guiding principles, a three to five year strategic action plan, and a balanced scorecard that helps measure progress along the way. Annually, the City Council and staff participate in a Strategic Planning activity at the beginning of the year. Attached is the current Strategic Plan, adopted by the City Council in April of this year. Mayor Strommen and City Administrator Ulrich will be present to share an update regarding the City's Strategic Plan and address any questions the Commission may have.

Recommendation:

N/A

Action:

No action necessary - this is for the Charter Commission's information.

Attachments

Strategic Action Plan

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 11/16/2017

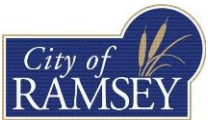
Reviewed By

Kurt Ulrich

Date

11/16/2017 02:13 PM

Started On: 11/15/2017 12:22 PM



Strategic Action Plan 2017 Update (April 25, 2017)

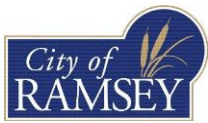
MISSION

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Strategic Imperative I: Financial Stability

Ensure strategic economic development that complements the city's desired quality of life and builds a stable tax base, all while maintaining a low tax levy.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
						Uses adopted 2017 Budget as benchmark. Assumed to hold constant for 2018 to determine additional resources needed to accomplish initiative.
Improve budget preparation to identify operational efficiencies and cost-savings	1) Develop an all-inclusive integrated budget document that will incorporate Strategic Planning items, adopted budgets, CIP, metrics, and trend information.	June 2015	December 2018	<ul style="list-style-type: none"> Increased citizen involvement and communication of budget process 	Lund	<ul style="list-style-type: none"> Software for internet-based citizen engagement for budgeting
Increase economic growth and development	2) Sale of City-Owned Parcels that are listed for sale for economic development.	2017	2019	<ul style="list-style-type: none"> City owned land will be positioned: "as-competitive-as-possible" in today's real estate market. Removed development "unknowns" for prospects and significantly improved project timelines. Land sale closings above previous three year term. 	Brama	<ul style="list-style-type: none"> 2011-13 \$750K, 3.02 acres 2014-16 \$4.2M, 25.1 acres
	3) Recruit new industry and market-ready major retail businesses to Ramsey	Ongoing	Fall 2019	<ul style="list-style-type: none"> Secured additional retail facilities. Secured two (2) new 30,000+ square foot industrial facilities. 	Brama	<ul style="list-style-type: none"> No additional resources requested Industrial goal completed. Retail goal not completed: outside of City control City currently re-visioning The COR, and considering hiring a master developer



Strategic Action Plan 2017 Update (April 25, 2017)

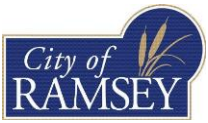
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Strategic Imperative I: Financial Stability

Ensure strategic economic development that complements the city's desired quality of life and builds a stable tax base, all while maintaining a low tax levy.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Increase economic growth and development (continued)	4) Establish new Business Park, west of Armstrong Boulevard	Spring 2016	Fall 2017	<ul style="list-style-type: none"> Arterial Infrastructure cost-share agreements in-place. Policy for selling Hageman Holdings owned land established. Property officially rezoned appropriately to allow for a business park. 	Brama	<ul style="list-style-type: none"> No additional resources requested Goal not completed yet. All action items are in place, and in motion. Expected to be completed in the next six months. Project was delayed due to major change in land use by a major property owner.
	5) Develop and plan for key infrastructure improvements (AUAR improvements, extensions of municipal utilities, and major transportation corridors.	April 2015	December 2017	<ul style="list-style-type: none"> Meet the COR AUAR milestones Scheduled prioritized projects in CIP Revised JPA construction schedule - Meet the scheduled milestones. Reviewed possible extension of sewer and water to 167th and Hwy 47 area Mobility improvements made to major highway corridors (i.e. US Hwy 10, Hwy 47 and CR 5) 	Westby	<ul style="list-style-type: none">
Leverage outside funding sources	6) Optimize use of non-city funding through joint projects, grants and partnerships	2015	2018	<ul style="list-style-type: none"> Increased grant awards Reduced reliance on the general fund. Effective grant administration Increased public and private partnerships Partner with other agencies regarding future parking ramp. Secure partner(s) for community center. Historic Town Hall Space in Municipal Center MnDOT Facility RALF Water supply Transportation 	Ulrich	<ul style="list-style-type: none">



Strategic Action Plan 2017 Update (April 25, 2017)

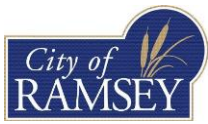
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Strategic Imperative II: A Connected Community

Ensure that the city is a connected city that is part of a comprehensive regional transportation system that enables all citizens to easily navigate the community and attracts business development.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve the safety and mobility of major road corridors	7) Actively lobby State Legislature and Federal Congressional Delegation for \$170M to construct the identified Highway 10 corridor priorities	March 2015	December 2018	<ul style="list-style-type: none"> State and federal funding secured for high priority TH Highway 10 projects. Preliminary design for Highway 10. Policy Packet for next Highway 10 projects in Ramsey. 	Ulrich	•
	8) Introduce legislation requesting state funding for highway-rail separation at Ramsey and Sunfish Lake Blvd. rail intersections.	March 2015	May 2018	<ul style="list-style-type: none"> Allocation of up to \$10 M in state bonding for projects. 	Ulrich	•
	9) Initiate a regional effort to complete Preliminary Engineering and Environmental Review for all projects of the Highway 10 Study	March 2015	December 2018	<ul style="list-style-type: none"> Preliminary Design and Engineering in regard to MnDOT/Anoka County US Highway 10 Access Planning Study projects are commenced. 	Ulrich	•
	10) Develop a communications strategy in regard to Highway 10 improvements	Summer 2015	2017	<ul style="list-style-type: none"> 1-2 page flyer (marketing material) summary of Highway 10 Created project webpage on City website. "Support network" of businesses and land owners willing to assist in lobbying established. "Lobbying List" outlining an inventory of people the City should be communicating with (lobbying) established. 	Brama	<ul style="list-style-type: none"> No additional resources requested. All steps completed except flyer. Draft flyer has been completed, finalized in next 60 days.



Strategic Action Plan 2017 Update (April 25, 2017)

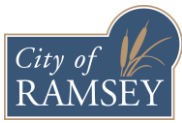
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Strategic Imperative II: A Connected Community

Ensure that the city is a connected city that is part of a comprehensive regional transportation system that enables all citizens to easily navigate the community and attracts business development.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve the safety and mobility of major road corridors (continued)	11) Complete a Comprehensive Plan for Transportation	January 2017	December 2017	<ul style="list-style-type: none"> Vision and plan for complete transportation 	Westby/Gladhill	<ul style="list-style-type: none"> Already budget for.
	12) Conduct CSAH 5 Corridor Study (land use and traffic integrate in cooperation with the County and School District	April 2015	October 2018	<ul style="list-style-type: none"> Corridor study completion in 2017 At least one high priority improvement project commenced by 2018 	Westby	<ul style="list-style-type: none"> \$50,000 in professional services Commence after completion of Comprehensive Transportation Plan
	13) Conduct MN State Hwy 47 Study in cooperation with MNDOT and City of Anoka	April 2015	October 2018	<ul style="list-style-type: none"> Corridor study completion in 2017 At least one high priority improvement project commenced by 2018 	Westby	<ul style="list-style-type: none"> \$50,000 in professional services Commence after completion of Comprehensive Transportation Plan
Create a diverse and robust offering of recreational opportunities	14) Develop a comprehensive recreation plan that inventories existing recreation programs, services, and infrastructure at the local, regional, and national level	5/2015	10/2017	<ul style="list-style-type: none"> Present findings and recommendations in 2017 as part of budget development for 2018 implementation Art in the Park and other recreation opportunities for all ages. Review City funding of community events as part of annual budget 	Riemer/Riverblood	<ul style="list-style-type: none"> Funds provided in 2017 budget for pilot program
	15) Develop Plan for future parks, trails, and open space capital improvements	2015	2017	<ul style="list-style-type: none"> Completed Master Park and Trail Plan Update CIP Aligned with Parks Plan Complete Needs Assessment for Community Center 	Gladhill/Riverblood	<ul style="list-style-type: none"> \$25,000 for professional services for Community Center needs assessment/feasibility study.



Strategic Action Plan 2017 Update (April 25, 2017)

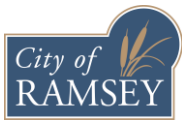
MISSION

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

Strategic Imperative III: Smart, Citizen-Focused Government

Continue the delivery of quality services to ensure the city will have safe and thriving neighborhoods and business districts, and a clean environment.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve and maintain the safety of the community	16) Reduce illegal drug activity in the community	June 2015	January 2017	<ul style="list-style-type: none"> Increased number of arrests for drug crimes Increased intelligence on drug activity Reduced criminal activity in community related to drug use Increased community awareness of illegal drug activity Evaluate effectiveness of Drug Task Force Officer after Year 1 through Year 3. 	Katers	•
	17) Provide adequate public safety staffing based on City's growth factors	June 2015	Ongoing	<ul style="list-style-type: none"> Maintain response time for police and fire per balanced score card metric. 	Ulrich	•
	18) Consider security cameras to enhance safety and security	June 2015	2018	<ul style="list-style-type: none"> Visible deterrent to criminal activity Reduction of Vandalism to city owned property by 10 % Assisted in identification of criminal suspects Provided increased sense of security in public spaces. Investigate Mobile camera system or other alternative approaches. 	Katers	<ul style="list-style-type: none"> \$20,000 to \$75,000 in equipment and software
	19) Expand and improve residential rental licensing program	April 2015	2018	<ul style="list-style-type: none"> Evaluate effectiveness after Year 1. 	Gladhill	•
Create a strong positive image for residential neighborhoods, business districts, and key corridors	20) Improve the image of residential neighborhoods, business districts, and key corridors.	2016	2018	<ul style="list-style-type: none"> Enhanced focus on key corridors (Highway 10, Highway 47, and Nowthen Boulevard). Improved image of residential neighborhoods and business districts. Better resources for residents, neighborhoods, and districts. Tools such as licensing to add value to neighborhoods and districts. Proactive enforcement in key nodes. 	Gladhill	<ul style="list-style-type: none"> 1.0 FTE \$50,000 in professional services for corridor plans



Strategic Action Plan 2017 Update (April 25, 2017)

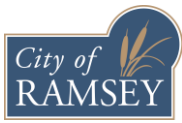
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Strategic Imperative III: Smart, Citizen-Focused Government

Continue the delivery of quality services to ensure the city will have safe and thriving neighborhoods and business districts, and a clean environment.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Enhance Community Engagement	21) Identify opportunities for community volunteer work and citizen recognition	June 2015	2018	<ul style="list-style-type: none"> Implemented citizen recognition program Incorporate recognition contests into recreation programming Increased citizen volunteer hours 	Ulrich	<ul style="list-style-type: none"> 0.5 FTE Possible shared position.
	22) Increase engagement opportunities in future land use decisions	2015	2018	<ul style="list-style-type: none"> Adopt a citizen engagement framework for 2040 Comprehensive Plan update Determine appropriate scale of update to the City's Comprehensive Plan Complete required 2040 Comprehensive Plan update Clarified vision for the COR Comprehensive land use plan for new elementary school and surrounding area. Create a comprehensive education plan in conjunction with the school district. Utilize social media and pop up meetings. 	Gladhill	<ul style="list-style-type: none">
Enhance the level of customer service	23) Evaluate staffing deployment and process effectiveness	2015	2017	<ul style="list-style-type: none"> Evaluate areas of customer service effectiveness and services. Update and enhance the Balanced Scorecard Metrics. 	Gladhill	<ul style="list-style-type: none">
Define and promote Ramsey Brand	24) Develop strategy with Ramsey Brand as umbrella while still promoting sub-areas of the community	2018	2018	<ul style="list-style-type: none"> Create sub-district base marketing/ communication materials and sign templates, while keeping the overall Ramsey Brand a priority (167/47, COR, Bunker/47, business parks). Create parks/ trails marketing/ communication materials and sign templates while keeping the overall Ramsey Brand a priority. Review all Ramsey events flyers/ materials, and consider updating to better reflect overall Ramsey Brand. 	Brama	<ul style="list-style-type: none"> Basic all-purpose marketing and comm. Tools/ guidelines completed in early 2016
	25) Acquire a ZIP Code for Ramsey	Spring 2015	Indefinite	<ul style="list-style-type: none"> New and unique ZIP Code assigned to Ramsey 	Brama	<ul style="list-style-type: none"> No additional resources. Metric dependent upon USPS.



Strategic Action Plan 2017 Update (April 25, 2017)

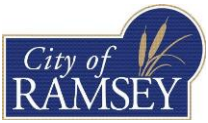
MISSION

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Strategic Imperative III: Smart, Citizen-Focused Government

Continue the delivery of quality services to ensure the city will have safe and thriving neighborhoods and business districts, and a clean environment.

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Ensure long-term sustainability of Public Water System	26) Work with neighboring cities and regulating agencies to identify regional solution(s) for sustainable water supply/water treatment facility	2015	2018	<ul style="list-style-type: none"> Commitment to regional solution for long-term water supply Active participation of neighboring cities/regulating agencies 	Westby	•
	27) Develop a Comprehensive Plan for City long-term water resources plan	2015	2018	<ul style="list-style-type: none"> Updated Comprehensive Water Supply Study Consider grant for feasibility study of surface water supply. Updated Comprehensive Wastewater Supply Study 	Westby	•



Strategic Action Plan 2017 Update (April 25, 2017)

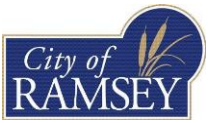
MISSION

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

Strategic Imperative IV: An Effective Organization

Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meet the increasingly ever-changing needs of the organization

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Improve City communications with the community	28) Establish new and improved website	2017	2018	<ul style="list-style-type: none"> More user friendly and technologically advanced website completed. Important attributes: <ol style="list-style-type: none"> 100% mobile friendly website ability to process online payments clear formatting/ categorizing for ease of use by different customer groups online registration for events and room rental ability to easily add/ drop modules as needed 	Brama/ Fredrickson	<ul style="list-style-type: none"> Increase IT Technician to Full Time (0.25 FTE)
	29) Pro-Active, Progressive, and Robust Communication	2017	2018	<ul style="list-style-type: none"> Define what pro-active and progressive communication means for Ramsey (what does success look like for this goal). Identify resources needed to accomplish goal. Implementation of new pro-active communication strategies. 	Brama/ Wenberg	<ul style="list-style-type: none"> Potentially new staff resources, and/or redeploy existing administration department resources/ responsibilities. Need to define scope in order to define resources.
Improve and sustain high employee morale	30) Develop a Staff recognition program	April 22, 2015 Kick-off	Ongoing	<ul style="list-style-type: none"> Consider a refresh of program for variety and relevance. Discuss with Labor Management Committee. 	Lasher	<ul style="list-style-type: none">
	31) Continue strategy to highlight City Employees and job duties (put a face to a name and highlight their contribution to the community)	July/Aug. 2015	Ongoing (monthly) RR Publications as scheduled	<ul style="list-style-type: none"> Increased awareness of Dept. Functions. / increased staff recognition Increased awareness of specific roles and specific current events / increased staff recognition. Promoted Ramsey Brand / increased staff recognition. 	Lasher	<ul style="list-style-type: none">



Strategic Action Plan 2017 Update (April 25, 2017)

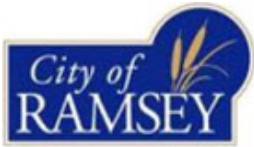
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Strategic Imperative IV: An Effective Organization

Maintain a highly functional staff, citizen volunteers, and elected officials and governance structure that meet the increasingly ever-changing needs of the organization

Strategic Initiative	Tactics	Initiation Date	Completion Date	Key Outcome Indicators/Metrics	Responsible Party	Additional Resources/Progress Notes
Plan for public facilities to meet City's growth	33) Plan for a new public works campus	2015	2016 (summer 2018)	<ul style="list-style-type: none"> Decision by Council on how project planning process should be administered (i.e. standard route with staff only and a GC or hire a project manager/ construction manager). Review financial analysis pro-forma. Completed design for new campus (i.e. preliminary and final design) Project is in the CIP and budget documents for spring 2019 construction 	Riemer	<ul style="list-style-type: none"> 2016 goal of obtaining a space needs analysis, feasibility report, and discuss effect of project on future city budget completed. Complete financial analysis component before additional design This tactic has been updated for next step in the process.



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Charter Commission

5. 4.

Meeting Date: 11/21/2017

Submitted For: Jo Thieling, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title:

Approve Year End Activity Letter to Chief Judge for Years 2016 and 2017

Purpose/Background:

Purpose: To fulfill the requirement of submitting an annual report to the Chief Judge of the Tenth Judicial District.

Background: In accordance with Minnesota Statutes 410.05, an annual report reflecting the activities of the Charter Commission must be submitted to the Chief Judge of the Tenth Judicial District. Attached to this case is the summary letter for years 2016 and 2017 for the Commission's review, comment and approval. Please note that the 2017 activity report will be amended to include action taken tonight with regard to Commission terms.

It should be noted, some Charter cities simply submit their minutes from their meetings as the annual report to the Chief Judge. If there is interest in presenting the annual report that way, a case can be brought forward at the next Commission meeting requesting formal action to make this change.

Recommendation:

Approve the year-end annual report letter for 2016 and approve the year-end annual letter for 2017 and direct staff to submit them both to The Honorable Douglas B. Meslow, Chief Judge of the Tenth Judicial District.

Action:

Motion to approve the year-end annual report letter for 2016

- and -

Motion to approve the year-end annual report letter for 2016 and direct staff to submit both reports to The Honorable Douglas B. Meslow, Chief Judge of the Tenth Judicial District.

Attachments

Year End Summary 2016

Year End Summary 2017

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 11/16/2017

Reviewed By

Kurt Ulrich

Date

11/16/2017 02:24 PM

Started On: 11/16/2017 08:52 AM

November 15, 2017

The Honorable Douglas B. Meslow
Chief Judge Tenth Judicial District
Anoka County Court House
3325 E. Main Street
Anoka, MN 55303-2489

Re: City of Ramsey, Anoka County, Minnesota, Charter Commission Annual Report

Dear Judge Meslow:

In accordance with Minnesota Statutes 410.05, the following is an annual report reflecting the activities of the City of Ramsey Charter Commission during the year 2016.

Members of the Charter Commission for year 2016 were as follows: Mark Anderson, Susan E. Anderson, Mark Barrows, Jim Bendtsen, Benjamin Deemer (Vice-Chair), Joseph Field (Chair), John Niederhaus, Chad Sivertson and Eric Zaetsch.

The Charter Commission met on Wednesday, July 13, and heard a presentation from the City of Ramsey's Community Development Director Tim Gladhill relating to a newly forming Comprehensive Plan Steering Committee. Mr. Gladhill noted that The Steering Committee had been established by the City Council as an ad-hoc committee to guide the completion of the Comprehensive Plan Update, and asked for a representative from the Charter Commission to serve on such Committee. The Charter Commissioners appointed Jim Bendtsen as the representative and Susan Anderson as the alternate representative.

The Commission also held a discussion relating to authorities, most specifically the Economic Development Authority, and whether or not the Charter could impose some constraints on such Authority (i.e. bonding, etc.). Following discussion, the Commissioners determined a second meeting should be held to talk more about bonding and Tax Increment Financing and requested the Finance Director be at the meeting to present information on same and answer questions.

Judge Meslow
November 15, 2017
Page 2 of 2

The Charter Commission met on Wednesday, October 19, 2016, and heard a review of municipal bond regulations and Tax Increment Financing from Stacy Kvilvang of Ehlers Inc. Finance Director Diana Lund was also present. City Attorney Joe Langel was present and provided an overview of an Economic Development Authority and how that entity is created and governed in answer to the previous meetings discussion. The Commissioner's terms were reviewed and it was noted that the terms of Commissioners M. Anderson, Bendtsen, Field and Zaetsch would all expire the end of 2016. Commissioners Anderson and Zaetsch indicated they were not interested in reappointment, while Commissioners Bendtsen and Field expressed interest.

The City Clerk stated she would contact the Chief Judge of the Tenth District to request reappointment of current Commissioners Bendtsen and Field to a term set to expire December 31, 2020, and that the other two vacant seats on the Commission would be advertised.

That summarizes the activities of the Ramsey Charter Commission for year 2016.

Very truly yours,

On behalf of the Ramsey City Charter Commission

Jo Ann M. Thieling, CMC
City Clerk

November 22, 2017

The Honorable Douglas B. Meslow
Chief Judge Tenth Judicial District
Anoka County Court House
3325 E. Main Street
Anoka, MN 55303-2489

Re: City of Ramsey, Anoka County, Minnesota, Charter Commission Annual Report

Dear Judge Meslow:

In accordance with Minnesota Statutes 410.05, the following is an annual report reflecting the activities of the City of Ramsey Charter Commission during the year 2017.

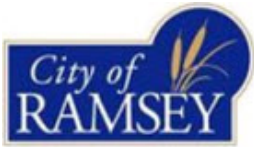
Members of the Charter Commission for year 2017 were as follows: Susan E. Anderson, Mark Barrows, Jim Bendtsen, Benjamin Deemer (Vice-Chair), Joseph Field (Chair), Joshua Fuhreck, Jennifer Leistico, John Niederhaus, and Chad Sivertson.

The Charter Commission had no issues or concerns that would constitute meeting; therefore, the Commission fulfilled their requirement of meeting at least once during each calendar year by calling a meeting to order on Tuesday evening, November 21. The Commission elected a Chair and Vice Chair for 2018 and 2019, received an update from the City's Mayor and City Administrator on the Strategic Action Plan, reviewed year-end activity letter/annual report for activities 2016 and year-end activity letter/annual report for activities 2017, and reviewed Commission terms. *(Staff will add information about reappointments and vacancies to this letter once that action has taken place.)*

Very truly yours,

On behalf of the Ramsey City Charter Commission

Jo Ann M. Thieling, CMC
City Clerk



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

Charter Commission

5.5.

Meeting Date: 11/21/2017

Submitted For: Jo Thieling, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title:

Review Charter Commission Member Terms

Purpose/Background:

Purpose: The purpose of this case is to notice sitting Charter Commission Members whose terms are set to expire this year - December 31, 2017.

Background: Following is a list of the Charter Commissioners whose terms expire in December 2017.

Susan Anderson
Ben Deemer
John Niederhaus
Chad Sivertson

There are no term limits; therefore, if the current Commission member desires to continue to serve, they may request reappointment in a letter to the Chief Judge of the Tenth District Court. The Chief Judge has asked that the request for appointment and reappointment be submitted to the City Clerk's office and she will send them on to the judge with a letter indicating how many vacancies need to be filled. If the current member decides not to ask for reappointment, the City will advertise vacancies.

Staff is requesting the members let the City Clerk know as soon as possible if you will be asking for reappointment - or not - so vacancies can be advertised if necessary.

Recommendation:

NA

Action:

No formal action needs to be taken immediately. Staff is asking the Commission members whose terms are set to expire to determine if they wish to request reappointment.

Attachments

No file(s) attached.

Form Review

Inbox

Reviewed By

Date

Kurt Ulrich

Kurt Ulrich

11/16/2017 02:24 PM

Form Started By: Jo Thieling

Started On: 11/16/2017 08:58 AM

Final Approval Date: 11/16/2017