



Integrating Resources into Our Future (Natural Resources Management and Outreach Plan)

**University of Minnesota–City of Ramsey
Scope of Work Agreement
#RCP 2017-6a**

CONTACT INFORMATION

Project Lead: Chris Anderson, City Planner, City of Ramsey, canderson@cityoframsey.com, 763-433-9817 (o)

RCP Contact: Dan Herrera, RCP Program Associate, dherrera@umn.edu, 612.624.9397 (o), 630.485.1937 (c)

U of MN Faculty Contact: Dan Milz, Visiting Assistant Professor, Urban and Regional Planning, Humphrey School of Public Affairs, dmilz@umn.edu

U of MN Secondary Contact: John Bilotta, Associate Extension Professor, Humphrey School of Public Affairs, bilot002@umn.edu, 612.624.7708 (o)

Participating U of MN Course:

- PA 5253: Designing Planning and Participations Processes
- Class Meeting Time: Tuesdays and Thursdays, 9:45-11:00 am
- Class Meeting Location: 110 [Blegen Hall](#) (UMN West Bank Campus, Minneapolis)

U of MN Student Contact: *To encourage efficient communication between the project lead and student groups, please identify one key contact per student team/group. Include name, U of MN email, and phone.*

Elizabeth Scherber, scher546@umn.edu

RCP Dropbox Access: *RCP has set up a Dropbox folder with background information on the project for students and faculty. The site is password protected to prevent unauthorized use. Instructors should feel free to include this information in their course syllabus.*

- https://www.dropbox.com/sh/i9ckxc08aguj5yy/AAAhNB_sc8FY9OWc8QM3oHt1a?dl=0
- password: rcpRMY2017

PROJECT INFORMATION

Project Background: *Provide the context for the project, including the specific problem or opportunity to be addressed and why it is being addressed now.*

Ramsey is rich in natural resources, including the Mississippi and Rum Rivers, lakes and wetlands, floodplain and upland forests, prairie remnants, and productive farmland. The City is beginning the process of updating its Comprehensive Plan, including the natural resources component, and desires to develop innovative strategies to communicate the value of natural resources especially as it pertains to sustainable development.

Project Description: *Provide a general description of what students will do and how they will do it.*

Drawing on literature research, precedents and practices in other suburban communities, information gathered from community stakeholders and other research, a team of students in PA 5253 will investigate the questions listed below. A memorandum of understanding negotiated between the students and the project lead, which will outline a detailed work plan for the project, is hereby incorporated by reference.

1. How can Ramsey better encourage the conservation of natural resources?
 - a. What methods of promoting conservation exist outside of city-mandated regulation?
 - b. What benefits might a developer realize if natural resources were prioritized and preserved as part of a development?
 - c. How have other cities engaged the public in conservation strategies?
 - d. What issues have other cities met while using resident based conservation strategies, and how have other cities overcome them?
 - e. What formal avenues currently exist for residents and business owners to express their natural resource-related concern to the city?
2. How can the value of natural resources be better communicated to practitioners and residents?
 - a. What public environmental assets does the public care about most?
 - b. What are the best practices for communicating potential threats to environmental resources to residents and practitioners?
3. How can environmental conversations and education be continuous?
 - a. How have other cities facilitated on-going discussions of environmental resource use?
 - b. What methods can be used to educate residents and practitioners about sustainable environmental resource use on an ongoing basis?

Project Goals/Objectives: *List the intended goals, objectives, or outcomes of the project as they relate to the community's needs and interests. (Note: faculty may also ask students as part of the project to do additional work that does not explicitly meet—or goes beyond—the community's stated objectives, but those objectives do not need to be included here.)*

1. Use case studies to identify best practices for effectively communicating environmental threats to residents and practitioners.
2. Identify methods for residents to communicate environmental concerns to city government.
3. Recommend strategies for an ongoing public engagement and education plan that articulates threats to environmental resources and potential solutions to residents and practitioners.

Final Deliverables/Work Products: *identify specific deliverables/work product (this may include presentations, survey data, reports, video, or other deliverables from the course). Provide as much detail as possible about expected content.*

- Final written report
- Classroom presentation
- If desired, a community presentation in Ramsey may be arranged directly with interested students (this is not a requirement of the course)

Background Information and Data Needs: *Include all data or other information needed from the City or community partners for students to complete the class project. **The project lead** is responsible for ensuring all data listed here are available to students through Dropbox at the beginning of the semester.*

- Strategic Plan
- Comprehensive Plan – Natural Resources Chapter
- Environmental Policy Board Work Plan
- Natural Resources Inventory (completed 2007)

Project Timeline: *The purpose is to identify dates when the project lead would need to be available, either on campus or in Ramsey, to interact with students. Add or remove items from this list as needed; where possible, include specific date, time, and location.*

- City and RCP staff visit to class: September 14, 9:45-11:00 am, 110 [Blegen Hall](#) (UMN West Bank Campus)
- MOU: TBD
- Class field trip(s) or site visit(s): TBD with project lead and students
- Formal mid-project review: Last week of October
- Classroom presentation: December 7 and 12, 9:45-11:00 am, 110 [Blegen Hall](#) (UMN West Bank Campus)
- Community presentation (optional): TBD with students if desired
- Course deliverables/work products: January/February 2018

PARTICIPANT RESPONSIBILITIES

Ramsey and Community Partner Responsibilities:

- Convene all staff necessary to facilitate project development and completion.
- Engage external community partners and stakeholders as needed to support project development and completion.
- Provide in a timely fashion any data, reports, or other documents that are relevant to the project and scope of work.
- Respond in a timely manner (ideally 48 hours) to project-related inquiries from faculty, students, and RCP staff.
- Help to facilitate student field trips and site visits, as needed.
- Participate in initial project scoping meeting and mid-project check-in meeting.
- Have at least one staff member present at the final student presentation on the U of MN campus (if applicable) to comment on student work.
- Schedule and coordinate final presentation to community (if applicable).
- Communicate to Ramsey RCP Program Coordinator Tim Gladhill in a timely manner any issues or concerns regarding the project that cannot be directly resolved with the faculty contact for the course.

U of MN Faculty/Instructor Responsibilities:

- Supervise student coursework to ensure high-quality project deliverables/work products that meet the project goals/objectives.
- Communicate to RCP staff early in the semester the names and email addresses of all students in your course working on RCP projects so that RCP can communicate with them directly.
- Maintain regular communication with students, project lead, and RCP staff as needed throughout the project to ensure collaborative working relationship.
- Respond in a timely manner (ideally 48 hours) to project-related inquiries from the project lead or RCP staff.
- If student teams will be in direct communication with the project lead, identify one primary student contact for the project from each student team.
- Communicate to RCP Director Mike Greco in a timely manner any issues or concerns regarding the project that cannot be directly resolved with the project lead.

Expense Reimbursement: RCP will reimburse reasonable project-related expenses incurred by faculty or students, including travel to and from the City of Ramsey, printing, and supplies.

Lodging, meals, computer hardware or software, and parking at the University of Minnesota are NOT eligible expenses. To request reimbursement, you must submit a completed and signed U of MN Reimbursement Form, as well as itemized receipts for any eligible expenses, to: Dan Herrera, dherrera@umn.edu, 330 HHHSPA, Fax: 612-626-0273. A copy of the form is available upon request.

Approved by:

Tim Gladhill, RCP Program Coordinator, City of Ramsey

Chris Anderson, Project Lead, City of Ramsey

Dan Milz, Course Instructor, University of Minnesota

Mike Greco, Director, Resilient Communities Project

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