

City of Ramsey
Agenda
Economic Development Authority (EDA)
Thursday, September 13, 2018
7:30 am
Council Chambers, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
 1. Approve the Following Meeting Minutes:
 - 1) EDA Regular Meeting - August 9, 2018
- 4. EDA Business**
 1. Receive Update on 2019 Preliminary General Fund Budget and Levy
 2. Review 2018 EDA Business Appreciation Day Event
 3. Approve Program Outline, Speakers and Emcee for 2018 EDA Business Networking Event
- 5. Member/Staff Input**
- 6. Adjournment**

Economic Development Authority (EDA)

3. 1.

Meeting Date: 09/13/2018

By: Monika Maxey, Community
Development

Title:

Approve the Following Meeting Minutes:

1) EDA Regular Meeting - August 9, 2018

Purpose/Background:

Purpose: The purpose is to approve the meeting minutes for the EDA meeting held the prior month.

Background: The meeting minutes are attached for review and approval.

Notification:

Observations/Alternatives:

Funding Source:

Recommendation:

Action:

Motion to approve the following EDA meeting minutes:

1) EDA Regular Meeting - August 9, 2018

Attachments

8/9/18 Minutes

Form Review

Inbox

Sean Sullivan

Tim Gladhill

Form Started By: Monika Maxey

Final Approval Date: 09/06/2018

Reviewed By

Sean Sullivan

Tim Gladhill

Date

09/05/2018 11:05 AM

09/06/2018 02:20 PM

Started On: 09/05/2018 08:04 AM

**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, August 9, 2018, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Jim Steffen
 Member Brian Burandt
 Member Glen Hardin
 Member Dominic Kanaventi
 Member LeAnn Lambrecht
 Member John LeTourneau
 Member Chris Riley

Members Absent: None

Also Present: Tim Gladhill, Development Services Manager
 Kurt Ulrich, City Administrator

1. CALL TO ORDER

Chairperson Steffen called the Economic Development Authority meeting to order at 7:30 a.m.

2. APPROVE AGENDA

Motion by Member Hardin, seconded by Member Lambrecht, to approve the agenda.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Lambrecht, Burandt, Kanaventi, LeTourneau, and Riley. Voting No: None. Absent: None.

3. APPROVE MINUTES

3.01: Approve Meeting Minutes Dated July 12, 2018

Member Riley noted under Item 4.02, it should state, "...~~NIC~~ NIK Construction..."

Motion by Member Riley, seconded by Member Hardin, to approve the July 12, 2018, minutes as amended.

Motion carried. Voting Yes: Chairperson Steffen, Members Riley, Hardin, Burandt, Kanaventi, Lambrecht, and LeTourneau. Voting No: None. Absent: None.

4. EDA BUSINESS

4.01: Review Draft 2019 Preliminary EDA Budget and Levy

Community Development Director Gladhill presented the staff report.

Member Hardin referenced the specific account numbers included on the chart and received confirmation on the account number used for professional services. He asked for additional information on another item.

Community Development Director Gladhill noted that he would confirm the details and respond to the EDA.

Chairperson Steffen asked staff to verify the current EDA account balances and interest being earned as well. He stated that the budget will then go forward to Council to be incorporated into the total City budget. It was confirmed that a case will come forward to the EDA at the next meeting to have a high-level review of the budget being considered by the City Council.

Motion by Member Hardin, seconded by Member Kanaventi, to recommend to City Council to adopt the 2019 Preliminary EDA Budget and Levy.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Kanaventi, Burandt, Lambrecht, LeTourneau, and Riley. Voting No: None. Absent: None.

4.02: Review Pricing Strategy for Land Sales (Portions of this case may be closed to the public)

Community Development Director Gladhill presented the staff report. He stated that the recommendation of staff would be to pause and wait for the new Economic Development Manager to come on board before amending the pricing chart. He welcomed any broad discussion or feedback that could be provided to assist in the future discussion.

Member Hardin referenced parcels which will require fill and received confirmation from staff on which two parcels those are.

Community Development Director Gladhill stated that the City is working with Bolton & Menk on an infrastructure study and the amount of fill that will be needed for one of those sites will be included in that report.

Chairperson Steffen referenced the old municipal center site and stated that it appears the previous potential purchaser seemed to know the amount of fill that would be needed and perhaps the City could use that as a starting point.

Community Development Director Gladhill stated that engineering staff is going to further assess the site.

Chairperson Steffen noted that there is not a purpose to go into closed session at this time as pricing is not going to be discussed.

Member Riley stated that the pricing was updated about six months ago and agreed that the process could continue to be updated as the experts see necessary.

Member Burandt asked if the intent of the Bolton & Menk study would be for the City to make these sites shovel ready/pad ready by bringing the necessary fill in.

Community Development Director Gladhill explained that the decision has not yet been made and the EDA will be involved in those discussions. He stated that a recent developer chose to make the infrastructure investments themselves upfront through an agreement with the City.

Chairperson Steffen asked for details on the land sale proceeds.

Community Development Director Gladhill explained that current land sale proceeds are paying back an interfund loan and once that is paid back, proceeds would be distributed per the City policy.

4.03: 2018 City of Ramsey Resident Survey

City Administrator Ulrich presented the staff report.

Chairperson Steffen noted that this is a lot of data and asked if there are action items developed from the data.

City Administrator Ulrich stated that the survey is used when developing goals and action items for the strategic planning process.

Member Burandt stated that he does not view a Wisconsin community as Ramsey's peer group and would think the neighboring communities are the peer group of the City.

City Administrator Ulrich stated that the survey looks at midwestern communities because weather and infrastructure needs are similar. He stated that it is intended to be a broader view, narrowed down by geographical areas. He stated that he could reach out to determine if a more specific metro breakdown could be obtained.

Chairperson Steffen asked if other Anoka County communities use the same company for their surveys.

City Administrator Ulrich stated that he was unsure how many communities use the firm but confirmed that some cities also use the same firm.

5. MEMBER / STAFF UPDATE

Community Development Director Gladhill introduced the new Economic Development Administrative Assistant. He provided updates on recent development activity.

City Administrator Ulrich commended Community Development Director Gladhill for his excellent work on the closing for the Affinity property.

Member Burandt stated that a save the date was sent out for the solar array on October 25th and there are already 100 RSVPs. He stated that they are fielding questions from around the world as this is the first project of its kind. He provided an update on the project timeline, noting that the site will be producing power by October. He stated that the company has another larger project in Athens that is moving a little behind the Ramsey schedule.

6. ADJOURNMENT

Motion by Member Hardin, seconded by Member Burandt, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Steffen, Members Hardin, Burandt, Kanaventi, Lambrecht, LeTourneau, and Riley. Voting No: None. Absent: None.

The regular meeting of the Economic Development Authority adjourned at 8:21 a.m.

Respectfully submitted,

Kurtis G. Ulrich
City Administrator

ATTEST:

Timothy Gladhill
Community Development Director

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Economic Development Authority (EDA)

4. 1.

Meeting Date: 09/13/2018

By: Tim Gladhill, Community Development

Title:

Receive Update on 2019 Preliminary General Fund Budget and Levy

Purpose/Background:

Finance Director Diana Lund will present an overview of the proposed 2019 Preliminary General Fund Budget and Levy, as requested by the EDA at the August EDA Meeting.

Notification:

Notification is not required.

Observations/Alternatives:

Funding Source:

This case is being handled as part of normal Staff duties.

Recommendation:

No action is requested.

Action:

No action is requested.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Sean Sullivan	Sean Sullivan	09/07/2018 09:32 AM
Tim Gladhill (Originator)	Tim Gladhill	09/07/2018 12:15 PM
Form Started By: Tim Gladhill		Started On: 09/06/2018 02:17 PM
Final Approval Date: 09/07/2018		

Economic Development Authority (EDA)

4. 2.

Meeting Date: 09/13/2018

By: Tim Gladhill, Community Development

Title:

Review 2018 EDA Business Appreciation Day Event

Purpose/Background:

The purpose of this case is to review the 2018 EDA Business Appreciation Day held on August 7, 2018 at The Links of Northfork.

Notification:

Notification is not required.

Observations/Alternatives:

The event overall was a great success. The event went without a hitch logistically. The event remained in budget without cuts to expenses or quality. Sponsorship of the event was well, with additional sponsorship above forecast.

Attendance has been steadily declining since 2015. This has caught the attention of sponsors, and may have an impact on future sponsorship levels.

2015	139
2016	115
2017	116
2018	96

Staff would recommend more focus on advertising and recruitment be emphasized in 2019. Additionally, the date was moved to the first Tuesday of August instead of the third Tuesday as was the traditional date. This was done during a time where both the EDA Business Appreciation Day and Happy Days were being managed by the City's Event Specialist. The EDA Business Appreciation Day (as well as Fall Networking Event) will now be managed by the Economic Development Team (Staff). This date coincided with the annual Night to Unite event hosted by Public Safety agencies across the Nation, including Ramsey. Staff does not recommend the second Tuesday in August, as this would also conflict with future Minnesota Primary Elections and the regularly scheduled City Council Meeting dates. Staff suggests moving the event back to the third Tuesday in August to avoid the potential conflicts.

Staff did field some complaints about behavior of attendees on the course. Staff would recommend a simple disclaimer on the registration form outlining a Code of Conduct.

Funding Source:

This case is being handled as part of normal Staff duties.

Recommendation:

No action is being requested.

Action:

No action is being requested. General feedback in preparation for the 2019 event is welcome.

Attachments

No file(s) attached.

Form Review

Inbox

Sean Sullivan

Tim Gladhill (Originator)

Form Started By: Tim Gladhill

Final Approval Date: 09/07/2018

Reviewed By

Sean Sullivan

Tim Gladhill

Date

09/07/2018 12:57 PM

09/07/2018 01:07 PM

Started On: 09/06/2018 12:58 PM

Economic Development Authority (EDA)

4. 3.

Meeting Date: 09/13/2018

Submitted For: Sean Sullivan, Community Development

By: Tim Gladhill, Community Development

Title:

Approve Program Outline, Speakers and Emcee for 2018 EDA Business Networking Event

Purpose/Background:

The purpose of this case is to provide an update on the 2018 Business Networking Event. Staff is looking for approval from the EDA on the program outline, speakers and emcee for the event.

Notification:

Notification not required.

Observations/Alternatives:

Annually, the Ramsey EDA hosts a 'Fall Networking Event.' Typically, this event includes a keynote speaker(s), and a free breakfast for attendees. Historically, this event has taken place at the Ramsey Municipal Center in the AR room and has averaged 60-85 attendees. This year the event is taking place at The Fountains of Ramsey. The Ramsey EDA allocated \$3,000 to this event. EDA Fall Networking Event attendees are typically manufacturers and representatives from the services industry (banking, insurance, financial, etc.).

The purpose of the EDA Fall Networking Event is for the City to develop and maintain positive relationships with Ramsey Businesses. Additionally, this event provides an opportunity for Ramsey businesses to network, provide self-help/best-practices solutions and identify opportunities for Ramsey businesses to buy/sell goods locally.

Program Outline

- Welcome by EDA Chair
- Anoka County Economic Development Initiative – Moderated Panel
- City Updates
- Ron Schara, Keynote Speaker

Date: Thursday, November 15th, 2018, 8:00- 9:30 am

Location: The Fountains of Ramsey

Food/Drinks: Kitchen Table, \$1,500 or less.

Theme/Topic: Effect of Outdoor Recreation on Economic Development

Keynote Speaker : Ron Schara

Emcee: Jim Steffen, EDA Chair

RVSPs: 77(2017) 87 (2016), 83 (2015), 84 (2014), 68 (2013), 60 (2012)

Funding Source:

This case is being handled as part of normal Staff duties. The EDA has a budget of \$3,000 for the event. There is no registration fee for attendees.

Recommendation:

Staff recommends approval of the draft format for the event.

Action:

Motion to approve the draft format for the EDA Business Networking Event.

Attachments

No file(s) attached.

Form Review

Inbox

Sean Sullivan

Tim Gladhill (Originator)

Tim Gladhill (Originator)

Form Started By: Tim Gladhill

Final Approval Date: 09/07/2018

Reviewed By

Sean Sullivan

Tim Gladhill

Tim Gladhill

Date

09/07/2018 09:31 AM

09/07/2018 12:16 PM

09/07/2018 12:16 PM

Started On: 09/07/2018 08:29 AM