

City of Ramsey
Agenda
City Council Work Session
Tuesday, January 8, 2019
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discuss Council Organization
 2. Discuss 2019 Legislative Platform
 3. Discuss the City Administrator's 2019 Professional Development Plan
 4. Schedule Council/Staff Strategic Planning Session
- 3. Topics for Future Discussion**
- 4. Mayor/Council/Staff Input**
 1. Review Future Topics/Calendar
- 5. Adjournment**

Meeting Date: 01/08/2019

Information

Title:

Discuss Council Organization

Purpose/Background:

Purpose: The purpose of this report is to determine the committees, boards, or authorities to which Council members will be appointed. Also to be determined are the appointments for the official newspaper, approval of the annual contract with TimeSavers Off-Site Secretarial Service (TOSS), and appointment of legal services.

Background: Each year, Council members are appointed to serve on different committees, authorities and boards. Attached is a list of the committees as well as a description of what they are and when they meet. Council members are asked their preference for appointment, and a resolution with the final selections will be adopted by Council at their meeting later this evening. Tentative positions have been listed (on the attached resolution) based upon stated interests plus staff distribution of remaining positions to balance out the obligations. Each Council member needs to consider individual time of meetings as well as overall commitments. These assignments can change based upon council input and discussion.

The Chair and Vice-Chair positions for each committee will be appointed at that committee level. With regard to EDA appointments, the Code states that the appointments shall be made by the Mayor with the approval of the City Council. A question has been raised whether there should be Council appointments (ex-officio) to the Planning Commission and the Park and Recreation Commission. The City's Code states the following with regard to such appointments: Ex-officio members. The City Council may appoint, by majority vote, a Councilmember or city staff person as ex-officio members of any board or commission privileged to speak on any matter without a vote, and the ex-officio members shall provide a liaison between the board or commission and City Council. It should be noted that each board and commission does have a staff liaison and the EDA and the EPB have Councilmembers appointed.

Attached is the resolution that is on the Agenda this evening for formal adoption. Please note: The 2019 appointments are printed in Italics, which means they are open for discussion. If there are any changes to the appointments based on discussion this evening, those changes will be incorporated in the resolution that is on tonight's agenda, prior to execution. If there are any changes, it should be noted during the adoption which changes were made. .

The organizational resolution includes declaring the City's official newspaper. City staff has received two proposals - ABC Newspapers (the *Anoka County UnionHerald*) and the *StarTribune*. Both proposals are attached to this case. The *Anoka County UnionHerald* has historically served as the City's official newspaper and currently provides regular coverage of the City as well. The proposal from ABC Newspapers states the rates for 2019 will remain unchanged at \$10.75 per column inch. The rate received from the *StarTribune* is at \$11.79 per column inch. Their typical open rate for legal is \$5.61 per line and this would be a decrease in that rate to \$1.31 per line. There are currently 1,183 Ramsey subscribers to the *Anoka County UnionHerald* and 5,317 Ramsey subscribers to the *StarTribune*. That appointment is left blank as Council will need to determine who is awarded the bid.

Also included for Council review and approval is the Addendum to the Recording Secretary Service Agreement between the City of Ramsey and TimeSaver Off Site Secretarial (TOSS) that extends the expiration date to December 31, 2019 (attached). The addendum shows a less than 2.5 percent increase in the rates. Approval of the contract with TOSS is part of the resolution.

Appointing legal services is another part of the Organization Resolution. The City's Attorney Joseph Langel of Ratwik, Roszak & Maloney, P.A. submitted a two year extension proposal. The flat fee for meetings stays the same. The hourly rate is increased from \$145 per hour to \$150 per hour. This is the first hourly rate increase in several years. The monthly retainer amount was not increased in 2018. This agreement has a 2.5% increase per year. The contested case hourly fee remains the same as the regular hourly rate (\$150/hour). As a note, in most cities, the litigation rate is substantially higher (minimum of \$175/hour). The developer rate (\$185/hour) remains the same as before, This rate is paid by the developers, not the City. The rest of the document remains the same as before. The contract extension proposal is attached. Staff is recommending Council extend the contract another two years, through December 31, 2020. Adopting the organizational resolution will extend the contract with Ratwik, Roszak & Maloney, P.A. (Joseph Langel). The firm of Eckberg Lammers was contracted with in January 2018, for prosecution services through 2021. The City's policy has been to review outside professional contracts on a three to five year basis.

Timeframe:

Approximately 15 minutes

Funding Source:

N/A

Responsible Party(ies):

City Administrator
City Clerk

Outcome:

To receive clear direction from the Council with regard to the appointments to committees, boards, and authorities, designation of the official newspaper, the addendum to the Recording Secretary Service Agreement and appointments for legal services.

Attachments

[Information on Committees](#)

[Bid for Newspaper UnionHerald](#)

[Bid for Newspaper StarTribune](#)

[Recording Secretary Addendum](#)

[Extension to Contract for Legal Services](#)

[Organizational Resolution](#)

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Final Approval Date: 01/03/2019

Reviewed By

Kurt Ulrich

Date

01/03/2019 04:37 PM

Started On: 12/27/2018 12:40 PM

COMMITTEES, AUTHORITIES, BOARDS, COMMISSIONS
(Descriptions and Meeting Schedules)

Public Works Committee (Appointments 3 Plus Alt) This Committee considers and advises the City Council on matters concerning public infrastructure, including roadway improvements and maintenance operations, traffic control modification requests, storm water management, and public utility improvements and needs. The Committee meets the 3rd Tuesday of each month at 5:30 p.m. in the Lake Itasca Room at the Ramsey Municipal Center.

Economic Development Authority (EDA) (Appointments 2 Plus Alt) The primary objective of the EDA is to aid, assist and promote the growth and expansion of commercial, retail and industrial development in the City of Ramsey. The EDA meets the second Thursday of each month, beginning at 7:30 a.m., in the Council Chambers at the Municipal Center.

Environmental Policy Board (EPB) (Appointments 1 Plus Alt) The EPB will promote environmental awareness and conservation practice by citizens by advising the City Council on policy issues, review of new development proposals, communication and education. The EPB meets on the 3rd Monday of each month in the Council Chambers at the Municipal Center.

Happy Days (Appointment 1 Plus Alt) The Committee meets monthly (with the exception of November and December) to plan the City's annual Happy Days Festival. Meetings are normally held at the Municipal Center – meeting room to be determined. This growing community festival is a large array of family friendly activities and events during the day with live music and fireworks in the evening. The festival is funded through sponsorships and coordinated with the help of several volunteers.

Ramsey/Nowthen Joint Powers Board (JPB) (Appointment 2 Plus Alt) (This is a 2 -year appointment.) In 2009, the cities of Ramsey and Nowthen created a collaborative agreement for fire and rescue services for the purpose of increasing service capacity and decreasing response time, and reducing the cost of providing fire and rescue services to both communities. The purpose of the JPB is to review and advise on the coordination of emergency fire and rescue operations between Ramsey and Nowthen, review performance of the Fire Department and set the rates to be charged to Ramsey and Nowthen under the agreement. The Board meets in January and July alternating between Ramsey and Nowthen's public meeting place.

Anoka County Joint Law Enforcement (JLEC) (Appointment 1 Plus Alt) (This is a 2-year appointment.) The JLEC is an innovative governing body that was created in Anoka County to collaboratively and efficiently work on public safety issues through the entire county. The JLEC was created in 1970 and the following is an excerpt from the original agreement: "County of Anoka hereby recognizes the need to prepare to deal adequately with the current crime problems and problems of law enforcement which could intensify with continuing population growth and changes which are of a regional nature ...within the region of Anoka County." This meeting is chaired by the County Attorney. This group is made up of elected officials from each jurisdiction, and the Chief/Sheriff of each jurisdiction. The Fire Protection Council also has a representative on the JLEC. This Board meets quarterly – the 4th Thursday of the month at 2:00 p.m. The meeting locations vary. The January 23, 2019 meeting is scheduled for 2:00 to 4:00 p.m. and will be at the Anoka County Sheriff's Office Community Room. Other locations are Anoka Police Department (April), Columbia Heights Police Department (July) and Blaine Police Department (October). The 2019 schedule and confirmed locations will be distributed shortly – most likely disseminated at the January 23, 2019 meeting.

Anoka County Fire Protection Council (ACFPC) (Appointment 1 Plus Alt) (This is a 2-year appointment)
The ACFPC operates as an independent Joint Powers Arrangement between multiple jurisdictions in Anoka County. The purpose of the ACFPC is to join together to improve the efficiency and effectiveness of fire and emergency services to the public within the geographic service area of the member jurisdictions, to cooperatively address its member's long term needs for fire-fighting and emergency equipment, fire records data systems and fire-fighter and EMS training. The ACFPC **meets quarterly in the months of January, April, July, and October**, at a rotating location in one of the members' jurisdictions.

LRRWMO (Appointment 1 Plus Alt) (This is a 2-year appointment.) LRRWMO is a joint powers special purpose unit of government including the cities of Ramsey, Anoka and portions of Andover. The organization seeks to protect and improve lakes, rivers, streams, groundwater, and other water resources across municipal boundaries. The LRRWMO **meets the 3rd Thursday of the month beginning at 8:30 a.m.**, at Anoka City Hall (Committee Room) 2015 South 1st Avenue, Anoka.

Youth First (Appointment 1 Plus Alt) (This is a 2-year appointment.) Youth First is a non-profit organization that provides free after school and summer programs to middle and high school age children in Andover, Anoka, Coon Rapids and Ramsey. Their mission is to actively engage youth, their families, and the community to ensure youth have the five fundamental promises they need to succeed: safe places, caring adults, effective education, a healthy start and opportunities to serve. Youth First **meets the first Thursday of every month at 7:15 a.m.** – at the Anoka Police Department. - 275 Harrison Street, Anoka, MN.

Quad Cities Cable Commission (QCTV) (Appointment 1 Plus Alt) (This is a 2-year appointment.) QCTV strives to connect our communities through local cable TV programming valued by residents. The four member cities include Andover, Anoka, Champlin and Ramsey. The Committee **meets on the 3rd Thursday of each month at 11:00 a.m.** in the Council Chambers at Anoka City Hall, 2015 – 1st Avenue, Anoka as a governing board for this joint powers organization.

Highway 10 Committee (Appointments 3) This is a committee of three City Councilmembers that addresses issues of concern to Highway 10, including legislative initiatives, grant requests, and attending the Anoka County Highway 10 Working Group meetings (early morning 7:30 a.m.). **Meets four to six times per year as needed.** There is no set schedule.

November 30, 2018

Jo Thieling
City Clerk
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Jo,

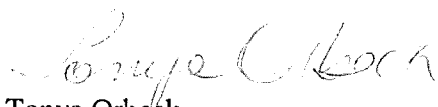
It is with great pleasure that we ask to serve as the official newspaper for the City of Ramsey in 2019. As we continue to implement new changes in the newspaper to improve readership, we feel it's important to provide readers with the city's public notices in addition to news stories, features and photographs of local events we cover each week.

We would like to publish your public notices in the Anoka County UnionHerald. The legal publication rate for the Anoka County UnionHerald as of January 1, 2019, will remain unchanged from the 2018 rate of 10.75 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the County of Anoka, we meet the requirements to qualify as your official legal newspaper. *The deadline will be 3:00 Monday for Friday's publication.*

All public notices published in the Anoka County UnionHerald will be posted to abcnewspapers.com – which averages over 54,000 unique visitors per month in search of local news and information.

We have appreciated your business over the past years and hope that we can be of service to you in 2019 as a credible, weekly community news source. If you have any questions, please feel free to call me at 763-691-6001 or email me at publicnotice@ecm-inc.com. Thank you for your consideration.

Sincerely,



Tonya Orbeck
Legal Notice Department Manager
Adams Publishing Group

Jo Thieling

From: Wescome, Ryan <Ryan.Wescome@startribune.com>
Sent: Thursday, November 15, 2018 3:25 PM
To: Jo Thieling
Subject: Star Tribune Official Newspaper Bid

Hello,

I am submitted the information below for Star Tribune to be considered as the official newspaper of Ramsey.

Should any questions arise, please reach out.

If we are the sole publisher of the legal notices for your city, the rate drops to only \$1.31 per line. This rate is comparable to \$11.79 per 9 line column inch but unlike other publications you only pay for the lines you use. Our typical open rate for legal is \$5.61 per line.

Please call or email me directly if you have any questions or would like any more information.

You can find more information on this update below:

- Expand your reach and visibility
- All notices are published online at Star Tribune.com at no extra charge
- Stop paying for unused white space and start paying by the line instead of the column inch
- No need to wait, run any day of the week with our daily publications
- Notarized affidavits are provided for each noticed published

Full Run Circulation:

Monday	140,910
Tuesday	140,910
Wednesday	178,840
Thursday	178,840
Friday	178,840
Saturday	135,560
Sunday	399,120

*All notices will be published full run

Deadlines:

- Two days prior to first publication date at 4pm CST

○ Publication Date	Deadline
Monday	Friday 4pm
Tuesday	Friday 4pm
Wednesday	Monday 4pm
Thursday	Tuesday 4pm
Friday	Wednesday 4pm

Saturday
Sunday

Thursday 4pm
Friday 4pm

Proofs of Notice

- Will be emailed within 24 hours of receipt.

Affidavits:

- Affidavits 24-48 business hours after last publication date

Billing:

- Notices are billed on last run date.

Contact to Place Notices:

- Ryan.wescome@startribune.com

Account Coordinator: Ryan Wescome 612-673-4166 Ryan.wescome@startribune.com

Ryan will be your regular contact. Hours: 8 am -4:30 pm.

Account Executive: Daniel Weicker 612-673-4231 Daniel.Weicker@startribune.com

Sales Manager: Michelle Ladyzhynsky 612-673-4507 Michelle.Ladyzhynsky@startribune.com

Sincerely,

Ryan Wescome

Sales Representative

(612) 673-4166

Star Tribune Building | 650 3rd Ave S, Suite #1300 | Minneapolis, MN | 55488



TimeSaver Off Site Secretarial, Inc.

RECEIVED
OCT 31 2018

November 1, 2018

Ms. Jo Thieling, City Clerk
City of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303

Dear Jo,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2019. The rates reflect an increase of less than 2.5%.

We appreciate the confidence you have placed in TimeSaver to handle your meeting minute needs and look forward to continuing that relationship in 2019.

If you need further information or have questions, please feel free to contact me at 612-251-8999.

Best regards,



Carla Wirth
Owner

Enclosure: Recording Secretary Service Agreement
Return envelope

RECEIVED
OCT 31 2018

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2018

By and between TimeSaver Off Site Secretarial, Inc. and the City of Ramsey, 7550 Sunwood Drive, Ramsey, MN 55303.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2017 shall be extended under the same terms and conditions to December 31, 2019.
2. TOSS Charges. TOSS shall be paid for its services as recording secretary for each meeting (the highest rate will prevail), as follows:
 - a. Base Rate of One Hundred Forty-Five and 00/100 dollars (\$145.00) for any meeting up to one (1) hour (billable time) plus Thirty-Five and 00/100 dollars (\$35.00) for each thirty (30) minutes following the first one (1) hours; **or**
 - b. Thirty and 50/100 dollars (\$30.50) per hour for length of meeting, and fifteen (15) minutes prior to Call to Order and fifteen (15) minutes following Adjournment with a one and one-half (1.5) hour minimum; and Thirteen and 75/100 dollars (\$13.75) for each page of draft minutes for submission to the City of Ramsey for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

January __, 2019

CITY OF RAMSEY

By _____
Kurtis G. Ulrich

Its City Administrator

November 1, 2018

TIMESAVER OFF SITE SECRETARIAL, INC.

By Carla Wirth
Carla Wirth

Its President & CEO

CONTRACT FOR CIVIL LEGAL SERVICES

This agreement is entered into by and between the **City of Ramsey**, 7550 Sunwood Drive N.W., Ramsey, MN 55303 (hereinafter "City") and the law firm of **Ratwik, Roszak, & Maloney, P.A.**, 730 Second Avenue South, Suite 300, Minneapolis, MN 55402 (hereinafter "Law Firm"), for the purpose of utilizing the Law Firm to provide civil legal services to the City.

RECITALS

WHEREAS, the City has retained the Law Firm since July 2013 to provide professional civil legal services; and

WHEREAS, the City wishes to continue utilizing the Law Firm for such services.

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration the parties agree to the following:

TERMS

1. Scope and Nature of Legal Services: The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:

1.1 Retainer Matters: The Law Firm shall provide the following civil legal services to the City in exchange for the retainer fee set forth in Paragraph 6.1:

- A. Regular office hours of 9:00 a.m. to noon on the first Monday of the month, which includes attendance at the staff meeting.
- D. Review and drafting of ordinances, resolutions, agreements, deeds and other documents requested by the City.
- E. Advising staff on legal matters by telephone or in person, at our offices or at the Municipal Center.
- G. Legal research and opinions as directed by City Council, City Administrator and/or Department heads.
- H. Advice on day-to-day personnel matters.

- I. EDA representation as directed by City Administrator.
- J. Data practices/open meeting law advice.
- K. Updates on relevant new legislation and case law affecting municipal government.

1.2 Non-Retainer Matters: The parties contemplate that the Law Firm will also provide civil legal services outside the scope of services covered by the retainer as described in paragraph 1.1 above. These non-retainer services shall be handled as follows:

1.2.1 Attendance at Meetings. Attendance at regular and special City Council meetings, Council work sessions, and board, commission and committee meetings shall only occur as directed by the City Administrator or Mayor. Meeting attendance for these meetings will be billed at a flat fee of \$500 per meeting. Unless otherwise provided in this agreement, attendance at any other meetings shall be billed hourly at \$150.00 per hour.

1.2.2 Contested Case Matters: The Law Firm will provide, and the City shall utilize the Law Firm for representation in contested cases. For purposes of this Agreement, a contested case matter means an adversarial proceeding in any arena including, but not limited to, district court or appellate court litigation, arbitration, eminent domain proceedings, civil forfeiture proceedings, abatement proceedings, special assessment proceedings, human rights administrative proceedings, veterans preference proceedings, unemployment hearings, and the like. These legal services will be billed to the City at \$150.00 per hour during the term of this Agreement.

1.2.3 Investigations/Negotiations: The Law Firm will perform investigations as requested by the City, and will provide labor negotiation assistance as requested by the City. These legal services will be billed to the City by the Law Firm at \$150.00 per hour during the term of this Agreement.

1.2.4 Property Matters: The Law Firm will perform legal services related to property matters, including City and EDA real estate sales and/or acquisitions, and easement drafting

The City may recommend the Law Firm to an insurance carrier for claims arising out of matters which are outside of the scope of this Contract for Legal Services. At the point in time when an insurance carrier admits coverage, and to the extent that they will provide retroactive payments for attorneys' fees, the Law Firm will receive its payments for services rendered from the insurance carrier and not the City. To the extent that an insurance carrier does not pay for legal services rendered by the Law Firm, including any deductibles, the City will pay the Law Firm for services rendered at the rates charged to the insurance company, subject to the billing and payment provisions of paragraph 5.

4. **Responsible Attorney and Staff.** Joseph J. Langel shall be the primary attorney for the City. Mr. Langel shall be responsible for the performance of this agreement, although he may be assisted by other attorneys or support staff in the firm. Mr. Langel shall supervise all work performed on behalf of the City.

5. **Conflict of Interest and Attorney/Client Privilege Issues:**

5.1 **Conflict of Interest:** The Law Firm will notify the City if the Law Firm represents or has ever represented an opposing party in a legal matter, whether within or outside of any of the retainers. The Law Firm declares that it represents many school districts, cities, counties, and other public entities throughout the State of Minnesota, and in the area of the City of Ramsey.

5.2 **Attorney/Client Privilege:** The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. Cordless and cellular telephones may be used by the Law Firm to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

6. **Billing Format, Cycle, Payment Expectations and Interests.**

6.1 **Retainers:** The retainer for the retainer services described in Paragraph 1.1 shall be as follows:

2019	\$3,137/month
2020	\$3,215/month

6.2 **Billing Format:** The Law Firm will submit monthly statements for both retainer and non-retainer matters, itemizing legal services

rendered for the prior month broken down into categories. These categories shall include: retainer, non-retainer contested case, and non-retainer developer reimbursable.

- 6.3 Billing Cycle:** The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately fifteen (15) days after the end of the prior month.
- 6.4 Payment Expectations:** The City will pay the bill of the Law Firm within thirty (30) days or less of its receipt of the bill by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.
- 6.5 Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Joseph J. Langel at the Law Firm stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes.
- 6.6 Interest:** Because the City will be paying the Law Firm's bills within thirty (30) days from their receipt, no interest will be charged. If the City determines that it will be necessary to deviate from that payment schedule, then it will notify the Law Firm. An interest rate of 8% per annum will be charged to the City if it elects a payment schedule greater than thirty (30) days, subject to change as may be mutually agreed between the parties.
- 6.7 Term:** The term of this Agreement will be from January 1, 2019 to December 31, 2020, subject to the following provisions:
1. During the term of the Agreement, either party may terminate the Agreement upon thirty (30) calendar days written notice to the other party.
- 6.8 City Approval:** The City Council has approved the Law Firm's performance of legal services for the City during the term of this agreement. The signing of this agreement will be ministerial, and the Law Firm is authorized to commence performing services immediately.
- 6.9 Severability.** Upon termination of this agreement, the City shall only be responsible for the pro rata portion of the annual retainer under Section 6.1.

6.10 Other. The City expressly reserves its right to hire independent counsel on matters it determines requires an attorney with more expertise or expertise in a particular field. In such a situation, the City shall remain responsible to the Attorney for the monthly fee provided under this agreement along with any billings not related to the matter for which special counsel was retained. The City shall only be responsible to the Attorney for extra expenses in relation to the matter for which special counsel is retained if the City names the Attorney as co-counsel in the matter or otherwise requests the Attorney's participation.

THE CITY OF RAMSEY

RATWIK, ROSZAK & MALONEY, P.A.

By: _____
Its Mayor

By: _____
Margaret A. Skelton, President

By: _____
Its City Administrator

312688

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #19-001

RESOLUTION FOR 2019 COUNCIL ORGANIZATION

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

- 1) That the City of Ramsey's official newspaper is as follows:
 - a) _____ - official newspaper of the City in which all legal notices, vacancies, advertisements, etc. will be published
- 2) That the Acting Mayor, Council standing committees, Ramsey/Nowthen Joint Powers Board, Economic Development Authority, County HRA, Health Authority, recording secretary and legal services designations, and delegate appointments are as follows:

	<u>2018 Appt.</u>	<u>2019 Appt.</u>
a) Acting Mayor	John LeTourneau	Mark Kuzma
b) Public Works Committee	Jill Johns Chris Riley Mark Kuzma Melody Shryock (Alt)	Mark Kuzma Chris Riley Melody Shryock Nadine Heinrich (Alt)
c) Economic Development Auth	Chris Riley John LeTourneau Jill Johns (Alt)	Chris Riley Mark Kuzma Deb Musgrove (Alt)
d) Environmental Policy Board	John LeTourneau Melody Shryock (Alt)	Melody Shryock Debra Musgrove (Alt)
e) Happy Days Committee	Chris Riley Mark Kuzma (Alt)	Deb Musgrove Nadine Heinrich (Alt)
f) Highway 10 Committee	Sarah Strommen John LeTourneau Melody Shryock Kurt Ulrich Elwyn Tinklenberg	John LeTourneau Chris Riley Melody Shryock Kurt Ulrich Elwyn Tinklenberg
	<u>2017-2018 Appt.</u>	<u>2019-2020 Appt.</u>
g) Ramsey/Nowthen Joint Powers Board	Jill Johns Mark Kuzma John LeTourneau(Alt)	Nadine Heinrich Deb Musgrove Mark Kuzma (Alt)

		<u>2017-2018 Appt.</u>	<u>2019-2020 Appt.</u>
h)	Joint Law Enforcement Council	Jeff Katers Kurt Ulrich (No Council Alt Necessary)	Jeff Katers <i>Kurt Ulrich</i>
i)	Anoka County Fire Joint Powers Group	Jill Johns Chris Riley (Alt)	<i>Nadine Heinrich</i> <i>Chris Riley (Alt)</i>
j)	Lower Rum River Water Management Organization (LRRWMO)	Mark Kuzma Chris Riley (Alt)	<i>Debra Musgrove</i> <i>Mark Kuzma (Alt)</i>
k)	Lower Rum River WMO TAC	Bruce Westby	Bruce Westby
l)	North Metro Mayors Association: Operating Committee Management Committee	Kurt Ulrich Sarah Strommen	Kurt Ulrich John LeTourneau
m)	Anoka County Solid Waste Abatement Advisory Team	Chris Anderson	Chris Anderson
n)	County Housing and Redevelopment Authority Liaisons	Patrick Brama Tim Gladhill	Sean Sullivan Tim Gladhill
o)	Youth First	Melody Shryock Brad Bluml Jim Steffen Michelle Anderson Sarah Strommen (Alt)	<i>Nadine Heinrich</i> Brad Bluml Jim Steffen Michelle Anderson <i>Melody Shryock (Alt)</i>
p)	Quad Cities Cable Communications Commission	John LeTourneau Kurt Ulrich Melody Shryock (Alt)	<i>Kurt Ulrich</i> <i>Megan Thorstad</i>
q)	LOGIS Board of Directors	Jason Fredrickson Patrick Brama (Alt)	Jason Fredrickson Calvin Kubat
r)	Health Authority	Dr. James Long	Dr. James Long

2018 Appt.

2019 Appt.

- s) Legal Services:
- | | | |
|---------------------------|---|--|
| General Legal Prosecution | Ratwik, Rozak & Maloney
Ekberg Lammers | Ratwik, Roszak&Maloney
Ekberg Lammers |
| Bond Counsel/TIF | Briggs & Morgan | Briggs & Morgan |
- t) Recording Secretarial Services:
TimeSaver Off-Site Recording Secretary Service (TOSS) TOSS

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 8th day of January, 2019.

Mayor John LeTourneau

ATTEST:

City Clerk Jo Ann M. Thieling

CC Work Session

2. 2.

Meeting Date: 01/08/2019

Submitted For: Kurt Ulrich, Administrative Services

By: Jo Thieling, Administrative Services

Information

Title

Discuss 2019 Legislative Platform

Purpose/Background:

Purpose: To formally adopt a Legislative Platform for the purpose of defining a list of Legislative priorities of specific interest to the City of Ramsey.

Annually, the City Council reviews certain legislative issue considered significant to the City of Ramsey and adopts a legislative platform. Upon adoption by the City Council, Ramsey's Legislative Platform will be used to communicate City priorities to County, State and Federal officials. Additionally, this document will be used internally by staff to guide legislative working priorities for 2019.

Attached to this case are proposed 2019 Legislative Initiatives for Council consideration.

Observations/Alternatives:

Attached is an updated list of proposed 2019 legislative issues that are considered significant to the City of Ramsey at this time. The City's legislative priorities are consistent with the legislative platforms/priorities for Anoka County, the North Metro Mayor's Association, the Metro Cities, and the League of Minnesota Cities, except as noted.

Transportation funding continues to be an important issue for the City, and all of the other organizations on a state, regional, and local level include this topic as a priority. Rail improvements are included in this section. The City will need to seek a technical correction that awarded the City \$2 million for a rail "overpass" at Ramsey Boulevard. Due to the design analysis that the city has completed, a rail "underpass" may be the preferred option, so the City will request the more neutral language of "grade separation" to allow for reither solution.

A detailed summary of each issue is attached as part of the City summary. Note, the City's position the last couple of years has differed somewhat from the County's position, which is to advocate for an elected Metropolitan Council. The Metro Cities platform also provides some additional recommendations for incremental change to the metro governance structure.

Funding Source:

No funding is required.

Recommendation:

Staff recommends Council formally adopt the Legislative Initiatives as discussed at a future Council meeting and to schedule our State Senator and Representatives for a future work session.

Action:

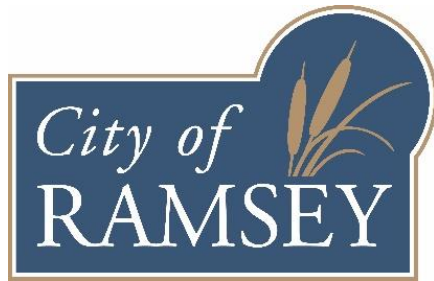
Consensus agreement on the 2019 Legislative Initiatives.

Attachments

2019 Legislative Platform

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	03/08/2018 02:59 PM
Kurt Ulrich	Kurt Ulrich	12/06/2018 04:48 PM
Kurt Ulrich	Kurt Ulrich	01/03/2019 04:33 PM
Kurt Ulrich	Kurt Ulrich	01/03/2019 04:43 PM
Form Started By: Jo Thieling		Started On: 03/06/2018 05:30 PM
Final Approval Date: 01/03/2019		



2019 City of Ramsey Legislative Platform

1. **Top Priority: U.S. Highway 10 Priority Projects**

ISSUE: U.S. Highway 10 is a principal arterial roadway providing significant transportation connections from Minneapolis – St. Paul to the northwest suburbs and Greater Minnesota. The 4-lane roadway (Anoka/Sherburne County line to the Rum River in Anoka) carries average daily traffic volumes ranging from 33,500 to 61,000 vehicles per day.

This corridor is commonly congested and has much higher than average crash and crash severity rates than comparable corridors. In addition, the corridor has four signalized intersections and numerous direct access points (14.5 per mile); which contribute to the degradation of the U.S. Highway 10. Over the past ten (10) years, thirteen (13) people have died in crashes on this 7-mile corridor. Four (4) fatalities were pedestrians; including (3) from 2013 to 2014.

Highway 10 has been studied numerous times over the past decade, each time a full-freeway status was identified as the ultimate solution. However, due to limited funding opportunities at the State and Federal level, full-freeway status would be difficult to achieve within the next 20 years.

As a result of funding constraints, MnDOT and Bolton & Menk completed a study to achieve freeway-like status for U.S. Highway 10 in the fall of 2014. This study is known as: *The U.S. Highway 10 Access Planning Study*. This study achieves 90% of the safety and operational benefits of a full-freeway for 50% of the cost. The intent of this study is to identify high-benefit improvements that are fiscally responsible so that improvements can be funded, programmed, and implemented incrementally. This study has been formally adopted by MnDOT, Anoka County, the City of Anoka and the City of Ramsey.

The City is currently completing a preliminary engineering and design study of the Highway 10 corridor in Ramsey in order to identify solutions for each of the two remaining intersections (Sunfish Lake Boulevard and Ramsey Boulevard), plus the inter-connecting system of frontage roads. This study will be used to identify and prioritize specific corridor improvements in Ramsey.

RECOMMENDATIONS:

- A. Included in the U.S. Highway 10 Access Planning Study is a recommended, prioritized, list of improvement projects. The City of Ramsey recommends State and Federal funding sources be secured to implement both “immediate” and “short-term” priority projects.
- B. The City of Ramsey’s general position on U.S. Highway 10 is more resources must be dedicated to all components of the State’s transportation system, and local units of government must have access to resources and funding tools to meet growing needs.
- C. The City of Anoka has secured the funding needed to complete the Thurston/Fair Oak Interchange Project. Consequently, the City of Ramsey supports efforts to secure funding for rail and road improvements at Sunfish Lake Boulevard and at Ramsey Boulevard, and an additional lane of traffic to Round Lake Boulevard in Coon Rapids.
- D. The City of Ramsey’s position on rail crossing improvements along U.S. Highway 10 is the City opposes legislation and policies that disproportionately shift authority, costs, and/or liability away from railroad companies and onto units of government. Additionally, the City supports funding for separation of rail-vehicle traffic as a critical matter of public safety and congestion.
- E. Technical Correction: The City will seek language to correct existing 2018 legislation that allocated \$2 million to the rail/road grade separation at Ramsey Boulevard, to allow funds to be used for either a rail underpass or overpass in that location.

2. Water Supply

ISSUE: A clean and reliable source of water is critical to the function of any healthy community. In many cases, communities utilize aquifers as their primary source of water. The City of Ramsey is located in a “recharge zone” for aquifers utilized throughout the Twin Cities Metro region, known as the “Anoka County Sand Plain.”

The City of Ramsey is a developing community and anticipates significant growth over the next two decades. As a result, additional water supply will be required to meet the demand of future development. In 2007, the City of Ramsey conducted a pilot study to explore the ability to use surface waters, such as the Mississippi River for a municipal water supply as a possible benefit for regional water resources. The Minnesota DNR assisted with this effort in order to identify options for preserving existing, and future, ground water supplies of communities throughout the entire Twin Cities Metro region.

As a result, the City of Ramsey identified an option of using a surface water treatment plant sometime in the future, which would draw from the Mississippi River, but only if it were part of a regional solution. Under a surface water option, the City would retain its ground water supply system as a back-up to a surface water supply. The estimated cost of the proposed surface water treatment plant in Ramsey was significant, at \$36.5 million. Costs for retaining the ground water supply system will be minimal compared to the treatment facility costs. For this reason, significant funding from outside the City would be required.

Clearly, utilization of water resources is not solely a local issue, as aquifers and “recharging zones” span across the entire Twin Cities metro region. The need for the City of Ramsey to switch from a ground water system to a surface water system is not a result of development in the City of Ramsey alone; it is the result of demand across the entire Twin Cities metro region. The City is currently participating in a multi-city feasibility study of a shared surface water treatment plant, and is opposed to any solution that requires expenditures of the City of Ramsey to be greater than the anticipated groundwater system.

RECOMMENDATION: The City of Ramsey supports continued regional analysis and planning efforts to utilize ground and surface water throughout the Twin Cities as a whole, rather than community-by-community. The City of Ramsey opposes actions limiting the ability of Ramsey to develop in order to sustain, or allow new development, in other Twin Cities communities affected by the Anoka County Sand Plain “recharge zone.” The City of Ramsey supports regional solutions to address regional ground water supply concerns; specifically including, regional equitable funding sources, is opposed to any solution that requires expenditures of the City of Ramsey to be greater than the anticipated groundwater system.

3. Zip Code

ISSUE: United States Postal Service (USPS) provides the City of Ramsey postal services from the Anoka Post Office, located near downtown Anoka (55303 Zip Code). For the past decade, the City of Ramsey and the Ramsey Economic Development Authority (EDA), have identified a need for the Ramsey to secure a unique zip code and post office. This item has been identified a priority for two major reasons (1) confusion by businesses, residents, and visitors about differentiating the City of Ramsey from the City of Anoka; which results in problems in multiple applications, and (2) degradation of community identity.

From an equity perspective, when the City of Ramsey is compared to nearby communities that do have zip codes/ post offices, the City of Ramsey appears to be a unique outlier in terms of current population. The City of Ramsey is one of twelve nearby cities with a current population of over 12,000 that does not have a unique post office and zip code. There are seven cities located nearby the City of Ramsey with populations ranging from 466 to 7,000 that have a unique post office and zip code. With current population comparisons in mind, it should be noted that the City of Ramsey is a rapidly growing community with several hundred acres of land available for future development. The demand for USPS services is expected to continuously increase with time.

RECOMMENDATION: In order for the City of Ramsey to move forward with a request to USPS for a new post office and zip code, the City of Ramsey needs to document clear and consistent support. Therefore, the City of Ramsey support the solicitation of letters of support from our County, State, and Federal elected officials for the purpose of advocating for a Ramsey-unique zip code via the USPS Northland District Manager.

4. Fiscal Disparities and Local Government Aid (LGA)

ISSUE: This legislation was authored by former Anoka State Legislator, Charles R. Weaver, and called the Twin Cities Area Fiscal Disparities program in 1971. It was created for the purposes of:

1. Providing a way for local governments to share in the resources generated by the growth of the metropolitan area without removing existing resources;
2. Promoting orderly development of the region by reducing the impact of fiscal considerations on the location of business and infrastructure;
3. Establishing incentives for all parts of the area to work for the growth of the area as a whole;
4. Helping communities at various stages of development; and
5. Encouraging protection of the environment by reducing the impact of fiscal considerations to ensure protection of parks, open space, and wetlands.

Fiscal Disparities affects cities, counties, special taxing districts, and school districts within the seven-county metro area. It has reduced tax base disparity throughout the seven-county metropolitan area to a level of 3-to-1 (instead of the previous 10-to-1). Historically, the City of Ramsey (and Anoka County) have been net recipients of fiscal disparities funding. Meaning, the amount of dollars Ramsey receives from the program is greater than the dollars Ramsey contributes to the program.

Local Government Aid for Ramsey has fluctuated (see chart below) from a high of \$396,382 in 2001, to the current level of \$0 in 2017. The basic formula was changed in 2014 and some level of LGA was restored for the next three years (approximately \$100,000 per year), however the same formula has now resulted in the elimination of all LGA for Ramsey and similar developing suburbs.

FY 2000 - \$359,771
FY 2001 - \$396,382
FY 2002 - \$303,894
FY 2003 through 2013 - \$0
FY 2014 - \$91,381
FY 2015 - \$110,352
FY 2016 - \$111,311
FY 2017 - \$0
FY 2018 - \$0

RECOMMENDATION: Any future legislation that would modify or impact the Fiscal Disparities program should only be considered within a framework of comprehensive reform efforts of the State's property tax, aids and credits system. Any proposed legislation that would modify or impact the Fiscal Disparities program must be evaluated utilizing the criteria of fairness, equity, stability, transparency and coherence in the treatment of cities and taxpayers across the metropolitan region, and must continue to serve the program's intended purposes.

The Ramsey City Council is in support of the Fiscal Disparities program. The Ramsey City Council opposes future diversion from the Fiscal Disparities Program to fund programs or projects that would contradict the purpose of the program. The City does not support efforts to exempt Ramsey (or Anoka County) from any future Fiscal Disparity program amendment discussions.

Ramsey supports revision of the LGA formula that recognizes the needs of developing suburbs and restores LGA to developing suburbs for long-term capital needs.

5. Funding for Non-State Aid City Streets

ISSUE: Minnesota has over 141,000 miles of roadway, and more than 22,500 miles—or 16 percent—are owned and maintained by Minnesota’s 853 cities. The Minnesota Constitution limits eligibility for dedicated Highway User Tax Distribution Fund dollars to up to twenty percent of streets in cities with populations over 5,000 (147 of 853 cities). This means almost 85 percent of municipal streets are ineligible for municipal state aid (MSA) funds and must be paid for with property taxes and special assessments. Funding challenges are compounded by city cost participation requirements in state and county highway projects, which divert resources from city-owned streets.

Recognizing the unique street funding needs in cities under 5,000 population, the 2015 legislature created the Small Cities Assistance Account (Minn. Stat. § 162.145). Funds in the account are distributed through a formula to all cities under 5,000 population for street maintenance and reconstruction. Unfortunately, funding for the account was only provided for one year.

Maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle. For every one dollar spent on maintenance, a road authority—and therefore taxpayers—save seven dollars in repairs. According to a report released in late 2012 by the governor’s Transportation Finance Advisory Committee, cities collectively need an additional \$400 million per year to bring city streets up to an economically competitive standard.

RECOMMENDATIONS: City streets are a separate but integral piece of the network of roads supporting movement of people and goods. Cities need greater resources and flexible policies in order to meet growing demands for street improvements and maintenance. The City of Ramsey supports:

- A. dedicated and sustainable state funding source for non-MSA city streets in large and small cities statewide;
- B. enabling legislation that would allow cities to create street improvement districts (similar to sidewalk improvement districts already allowed under Minn. Stat. § 435.44);
- C. and the creation of a new fund within the Local Road Improvement Program that would provide grants to cities burdened by cost participation requirements related to trunk highway and county state-aid projects.

1. Publishing Public Notices: Improving and Increasing Citizen Access to Information

ISSUE: State law requires that cities publish certain types of information in a “qualified” newspaper designated by the city. While the requirements vary based on city population size, most cities must publish: ordinances before they can take effect; advertisements for bids; various financial reports; meeting and hearing notices; notices of elections; dates for filing affidavits of candidacy; and sample ballots. Collectively, these items are referred to as “official notices,” legal notices” and “public notices” in state statute.

There are several requirements in statute for a newspaper to be a “qualified” or “official” newspaper for the city. For instance, there can only be one newspaper chosen for the city; it must be printed in English in a newspaper format; if it is a daily newspaper, it must be distributed at least five days each week; if not a daily paper, it may be distributed twice a month with respect to the publishing of government public notices; it must be circulated in the city which it purports to serve, and either have at least 400 copies regularly delivered to paying subscribers or have at least 400 copies distributed without charge to local residents.

As technology has evolved, citizens have become more accustomed to the instantaneous availability of online information. Because cities are committed to providing information to citizens and responding to this demand, they have invested heavily in their websites and in growing a robust online presence. They survey citizens about what method of communication is preferred and based on this, cities update, reform, evolve, and advance communication tools and often, they do so with limited means and resources to ensure citizens have access to information about their city.

Because of the publishing mandate outlined in state statute, cities continue to publish in newspapers with limited resources while simultaneously providing information to citizens in the format they actually demand online. These requirements originated in 1949 and to ensure the original intent of the law – providing citizens access to their local government – it is time to eliminate these outdated requirements and make communicating with citizens more efficient.

RECOMMENDATION: The City of Ramsey supports legislation eliminating outdated and unnecessary publication requirements that are no longer relevant or representative of the technology we now have that has significantly increased access to government. Cities should have the authority to determine whether web publication should replace or supplement newspaper publication based on the unique needs of each community.

2. Administering Absentee Balloting

ISSUE: Eligible voters in Minnesota may vote by absentee ballot prior to Election Day. Starting 46 days before the election, a voter can request an application for an absentee ballot and if approved, receive and cast an absentee ballot in one visit to their county or city election offices. Ballots can also be requested, applied for and received by mail and returned by the voter to the election office by 3:00 pm on Election Day or by 8:00 pm on Election Day if delivered by mail or package delivery. Absentee balloting results are not known until combined with polling place results when the polls close on Election Day. For those voting absentee in - person, the absentee ballot application process is burdensome and confusing as voters expect the same process they encounter in their polling place on Election Day. The application process should be replaced by having the voter verify their identity on a paper or electronic roster. Currently electronic signatures are not allowed by state law; having the authority to use electronic signatures would make the process more efficient. Streamlining the voter check-in procedures would increase efficiency and decrease the time voters spend in line waiting to cast their absentee ballot. Seven days before Election Day, elections administrators can begin processing absentee ballots received by mail and in-person absentee voters can place their ballots directly into a tabulator. Currently, a voter can request to place their ballot in a series of envelopes similar to those returned by mail to be processed after they have left the building. Following legislative changes in 2016 allowing voters to place their ballot into a tabulator, few, if any, voters request to place their ballot into envelopes. State law allows alternative sites for conducting absentee balloting but requires that these sites remain open for the full 46 days prior to Election Day. Because of the increase in voting before Election Day, cities should have the authority to conduct in-person absentee balloting in alternative sites for the time period during which voters are allowed to place their ballots directly into a tabulator. Additionally, to respond to the voter demand to vote early, this time period should be increased from seven to 14 days before Election Day. Current law allows for in-person absentee voting until 5:00 p.m. on the day before Election Day. This does not leave adequate time for election officials to process absentee ballots, prepare supplemental lists indicating which voters have already cast absentee ballots and deliver the lists to precincts prior to opening of the polls on Election Day. The current absentee voting process further requires that additional supplemental lists of final absentee voters be delivered to the polls after the last mail delivery on Election Day and often leads to administrative challenges and increased potential for errors in the process. As more and more voters choose to vote early with absentee balloting, improvements must be made to increase efficiency of administering absentee balloting before Election Day, reduce the potential for errors, and to improve voter experience.

RECOMMENDATIONS:

- A. Replacing the in-person absentee ballot application process with paper or electronic rosters similarly to those used in polling places on Election Day and allow voters to use an electronic signature for electronic rosters;
- B. Eliminating the option to place an in-person absentee ballot in a series of envelopes instead of a tabulator;
- C. Increasing the time period that an in-person absentee voter can place their ballot directly into a tabulator from seven to 46 days;
- D. Allowing alternative in-person absentee voting sites to be established for 14 days prior to Election Day instead of the full 46 days currently required by state law;
- E. Establishing an earlier deadline for ending in-person absentee voting; and
- F. Revising absentee ballot regulations to allow any person 18 and older to witness the absentee process and sign the envelope as a witness.
- g. Authorizing cities with health care facilities to schedule election judges to conduct absentee voting at an earlier date in health care facilities.

3. Metropolitan Council Governance

ISSUE: The issue of Metropolitan Council governance was an issue raised in 2016 in which the City adopted a resolution taking the position outlined below. Since this is an issue that is likely to continue into 2019, including this in the 2019 *Legislative Platform* acts to reaffirm the City's previous position that was adopted in March of 2016.

Background: This topic was reviewed by the City Council at work session on April 23, 2016, and brought forward to the Council with modifications reflecting that discussion.

Over the last couple of years, Anoka County and three other metropolitan counties, formed a coalition that is advocating for a change in the structure of the Metropolitan Council. As part of that meeting, the Council received documents explaining the County position, and documents outlining the position of the Metro Cities organization.

Below are the points/observations put together by staff for consideration:

- Staff supports consideration of options for a Metropolitan Council governance structure that may increase accountability and address concerns of regional stakeholders and policy makers.
- Staff believes that there should be opportunities for local communities to provide input on ideas before any legislative change in Metropolitan Council governance is made.
- Staff recognizes the support Metropolitan Council has provided for past projects in the City of Ramsey:
 - Parking Ramp
 - Sunwood Drive
 - Center Street
 - Sunwood Townhomes (TH 47)
 - Sunwood Village
 - The Draw Park and Amphitheater
 - Rail Station
- The Metropolitan Council has provided support for the planning and implementation of future projects:
 - Mississippi Skyway
 - Housing projects in The COR
 - Housing projects within the community as a whole
- The City of Ramsey expects to continue an ongoing partnership with the Metropolitan Council, especially as we endeavor upon updating our Comprehensive Plan.
- Staff recognizes that the Metropolitan Council has made progress toward making the current Comprehensive Plan Update and Amendment processes more user friendly.

RECOMMENDATIONS:

- A. That reform to the Metropolitan Council should ensure that the Metropolitan Council is a responsible, responsive, and accountable partner for regional development and progress; and
- B. That in order to recognize the responsibility that the Metropolitan Council has to local units of government, local governments shall have a decision role in the appointment process for representatives to the Metropolitan Council; and
- C. That in order to promote the stability and continuity of governance, the terms of office for Metropolitan Council members shall be staggered.

9. Other

The City may consider state bonding requests of high priority project that have a state or regional significance.

Meeting Date: 01/08/2019

Information

Title:

Discuss the City Administrator's 2019 Professional Development Plan

Purpose/Background:

The purpose of this discussion is to review the City Administrator's 2019 professional development plan.

Annually, the City Administrator prepares a professional development plan based upon the CheckPoint 360 report and feedback from the Mayor and Councilmembers. Attached is a draft document for review.

Timeframe:

Approximately 15 minutes.

Funding Source:

Not applicable.

Responsible Party(ies):

Kurt Ulrich, City Administrator

Outcome:

For the City Council to, by consensus, discuss and approve the City Administrator's 2019 professional development plan.

Attachments

[2019devPlan](#)

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 01/03/2019

Reviewed By

Kurt Ulrich

Date

01/03/2019 03:20 PM

Started On: 01/03/2019 02:46 PM

City Administrator Professional Development Plan 2019

Areas of Focus

The following areas of focus reflect specific areas of development identified in the *CheckPoint* 360 assessment feedback tool. For 2019, the City Administrator is to focus on providing direction, communicating effectively, and thinking creatively while pursuing the accomplishment of the following priority tasks:

1. Highway 10 Corridor Improvement
 - Coordinate local, state and federal legislative efforts to secure funding.
 - Monitor Highway 10 Planning project.
 - Strengthen Highway 10 coalition relationships between cities, counties and state.
 - Improve citizen outreach to improve awareness and understanding of this project.

2. City-wide Communication and Branding
 - Refresh and broaden “COR” signage to reflect “City of Ramsey”
 - Improve signage and branding of major commercial areas.
 - Replace and add additional dynamic community display signs.
 - Address the historic Town Hall and establish direction for historic building.

3. Long-term Road Funding
 - Coordinate long-term road funding plan with consultants and department staff.
 - Work with commissions to develop and implement preferred plan.
 - Communicate issues and planned solutions to public.

4. Public Works Campus
 - Address financing of new building.
 - Develop short and long-term implementation plans.

5. Community Center
 - Identify and contact potential strategic partners.
 - Draft potential financing options and strategy.

Reviewed by City Council January 8, 2019

Meeting Date: 01/08/2019

Information

Title:

Schedule Council/Staff Strategic Planning Session

Purpose/Background:

Purpose: The purpose of this case is to schedule a date for a Council/Staff Strategic Planning Session and to determine the format for such a session(s).

Background: An annual Council/Staff strategic planning session held every year, usually within the first month or two of the new year. The time is used mainly for goal setting. Staff would like to have discussion with Council regarding when the planning session will be held as well as the format. In most recent years, staff has facilitated the session which has been scheduled for one evening.

Timeframe:

Approximately 15 minutes

Funding Source:

N/A - unless it is determined an outside facilitator will be used.

Responsible Party(ies):

City Administrator

Outcome:

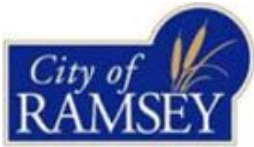
To receive clear direction from the Council with regard to format and facilitation of the annual strategic planning session and to schedule the date.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	01/03/2019 02:48 PM
Form Started By: Jo Thieling		Started On: 01/02/2019 06:34 PM
Final Approval Date: 01/03/2019		



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

CC Work Session

4. 1.

Meeting Date: 01/08/2019

By: Colleen Lasher, 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. Tentative dates have been assigned.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 01/03/2019

Reviewed By

Kurt Ulrich

Date

01/03/2019 02:47 PM

Started On: 01/02/2019 08:41 AM

City Council Future Topics – Work Session

(Draft)

Date	Topics for Discussion – Council Action
January	Review History of Land Use Plan and Branding for The COR -- Gladhill
March	Board and Commission Interviews – third Tuesday in March of each year
Date	Topics for Discussion – Regulatory
NA	Not applicable at this time.
Date	Topics for Discussion – Policy
February	Discuss Planning for Future Potable Water Supply --Westby
March	Intersection Control Evaluation for Spot Improvements on Armstrong -- Westby
April	Review and Consider Adoption of Ramsey’s Portion of Previous Highway 47 Study – Westby
TBD	Newsletter Policy to Address Advertising and Content Control --Ulrich
TBD	Discuss Pet Licensing and Pet Clinics – Katers
TBD	Review Policy Re. Remote Attend. & Participation in Council and Comm. Meetings -- Ulrich
Date	Topics for Discussion – Planning and Budget
January	Summary of Employee Compensation and development plan --Lasher
March	Trail Maintenance Policy - Westby
TBD	Strategic Planning Session – Ulrich
May	Stormwater Pond Maintenance Policy -Westby
TBD	Accounting of City Engineering Staff Time for City Projects
TBD	Capital and Equipment Funding and Existing Fund Balances
TBD	Water Treatment Plant -
TBD	Discuss Financing of the New Public Works Campus - Ulrich
Date	Topics for Discussion – Information
February	2018 Business Retention and Expansion Program Report --Gladhill/Sullivan
TBD	Discuss Historic Town Hall - Ulrich