

City of Ramsey
Agenda
Economic Development Authority (EDA)
Thursday, October 12, 2023
7:30 am
Council Chambers, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. **Call to Order**

2. **Approve Agenda**

3. **Approve Minutes**
 1. Approve Meeting Minutes for September 14, 2023

4. **EDA Business**
 1. Approval of 2024 Business Network Meeting at LaFontaine Event Center

5. **Member/Staff Input**

6. **Adjournment**

Economic Development Authority (EDA)

Meeting Date: 10/12/2023

Primary Strategic Plan Initiative: Enhance City’s communication through transparency and accountability.

Title:

Approve Meeting Minutes for September 14, 2023

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.

Recommendation:

Approval of September 14, 2023 meeting minutes.

Outcome/Action:

Motion to approve September 14, 2023 EDA meeting minutes.

Attachments

EDA Minutes

Form Review

Inbox

Sean Sullivan

Brian Hagen

Form Started By: Wendy Schlueter

Final Approval Date: 10/05/2023

Reviewed By

Sean Sullivan

Brian Hagen

Date

10/04/2023 04:18 PM

10/05/2023 08:51 AM

Started On: 09/19/2023 12:25 PM

**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, September 14, 2023, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Scott Winyinger
Member Chelsee Howell
Member Rachal Johnson
Member Chris Riley
Member Shanna Stewart

Members Absent: Member Brittany Lindahl
Member William MacLennan

Also Present: Sean Sullivan, Economic Development Manager
Stephanie Hanson, Community Development Director

1. CALL TO ORDER

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

2. APPROVE AGENDA

Motion by Member Riley, seconded by Member Johnson, to approve the agenda.

Motion carried. Voting Yes: Chairperson Winyinger, Members Riley, Johnson, Howell, and Stewart. Voting No: None. Absent: Members Lindahl and MacLennan.

3. CONSENT AGENDA

3.01: Approve Meeting Minutes Dated August 10, 2023

Motion by Member Johnson, seconded by Member Stewart, to approve the August 10, 2023, minutes as presented.

Motion carried. Voting Yes: Chairperson Winyinger, Members Johnson, Stewart, Howell, and Riley. Voting No: None. Absent: Members Lindahl and MacLennan.

4. EDA BUSINESS

4.01: Consider Amendment to Temporary Signage Regulations During Highway 10 Ramsey Gateway Project

Economic Development Manager Sullivan presented the staff report.

Member Johnson asked if there would be temporary signage that identifies the route to reach businesses that are directly impacted by the construction and detours.

Economic Development Manager Sullivan replied that would not be part of the proposed amendment to sign regulations and would be addressed by communications during the project, such as business district signage which is done by MnDOT. He stated that perhaps the City could look into supplemental signage above what would be done by MnDOT. He explained that this discussion today would allow for businesses themselves to have temporary signage during construction.

Chairperson Wyingner asked what businesses would be hoping to use these signs for, using the example of advertising or direction.

Economic Development Manager Sullivan replied that the responses have been varied but multi-tenant businesses are limited in signage, and this would allow additional opportunity. He noted that if people decide to take Bunker Lake Boulevard rather than the highway, it would be nice to have signage on that roadway to direct traffic and gain new customers. He noted that directional signage would not be as helpful as offsite signage is not allowed.

Member Riley acknowledged that this will be hard on the businesses but for the greater good and therefore believes that this would be a good thing they could do for the businesses. He stated that he does not have a strong feeling on the map. He asked if there has been consideration of waiving the cost.

Economic Development Manager Sullivan replied that was discussed internally but when they did that for advertising in the newsletter, it did become an accounting issue and there was still a cost which was paid by the EDA. He stated that the problem would also be if this is not offered city-wide, the City could be seen as helping one business at the cost of another business.

Member Howell stated that she is also generally supportive of this and asked if an addendum could be added that the businesses be revisited one month into the program to see how it is going and see if there are any tweaks necessary such as allowing off-site signage, larger signs, or more signage.

Economic Development Manager Sullivan asked if that would be done with a survey. He stated that could be done and there would be minimal cost if that were done through email.

Member Howell confirmed that is what she was thinking.

Economic Development Manager Sullivan suggested that they let the program roll out for a bit longer. He noted that if March 1st is the start date, construction would probably not begin until April or May. He suggested sending the survey in August or later to get better feedback.

Member Howell agreed.

Member Stewart asked what the issue would be with letting all Ramsey businesses do this versus just the options within the case.

Economic Development Manager Sullivan replied that was a suggestion staff discussed noting that all businesses would most likely enjoy the option. He commented that his thought was to start with the businesses more directly impacted by the construction project in the case that the Council did not want the city to be a sea of signs for 18 months.

Motion by Member Stewart, seconded by Member Johnson, to recommend extending the duration of temporary signs for the whole of Ramsey for 12 to 20 weeks during the period of March 1, 2024 through December 31, 2025 and bring that forward to the City Council for consideration.

Motion carried. Voting Yes: Chairperson Wyingner, Members Stewart, Johnson, Howell, and Riley. Voting No: None. Absent: Members Lindahl and MacLennan.

4.02: 2023 Business Appreciation Day Wrap Up and Selection of 2024 Date and Location

Economic Development Manager Sullivan presented the staff report.

Member Johnson commented that the event was fantastic, and the hole sponsors were great. She noted that perhaps they could review the sponsor setups for each hole as some holes just had a table and you were not really sure who it was. She commented that some of the hole sponsor setups were a lot of fun and provided good networking opportunities.

Economic Development Manager Sullivan replied that staff set up tables for the holes that were going to be sponsored but sometimes the organization staffing the hole cannot attend. He noted that there were two or three holes that did not have people show up and the EDA was able to sell multiple hole sponsorships for some holes this year.

Member Johnson stated that she also liked that the prizes were drawn ahead so that people are not waiting around. She commented that she would be willing to show up early and go around to check whether the holes are staffed or not.

Chairperson Wyingner commented that the event was great and staff did a phenomenal job. He thanked Economic Development Manager Sullivan and his staff.

Motion by Member Johnson, seconded by Member Stewart, to select an event date of Tuesday, August 20, 2024, the Links of Northfork as the venue for the 2024 Business Appreciation Day Event, and to allocate \$5,500 for the event.

Motion carried. Voting Yes: Chairperson Wiyninger, Members Johnson, Stewart, Howell, and Riley. Voting No: None. Absent: Members Lindahl and MacLennan.

5. MEMBER / STAFF UPDATE

Economic Development Manager Sullivan provided an update on development activity and interest by developers.

6. ADJOURNMENT

Motion by Member Johnson, seconded by Member Stewart, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Wiyninger, Members Johnson, Stewart, Howell, and Riley. Voting No: None. Absent: Members Lindahl and MacLennan.

The regular meeting of the Economic Development Authority adjourned at 8:10 a.m.

Respectfully submitted,

Sean Sullivan
Economic Development Manager

ATTEST:

Wendy Schlueter
Economic Development Administrative Assistant

Draft by Amanda Staple
TimeSaver Off Site Secretarial, Inc.

Economic Development Authority (EDA)**Meeting Date:** 10/12/2023**Primary Strategic Plan Initiative:** Promote economic growth and development.**Title:**

Approval of 2024 Business Network Meeting at LaFontaine Event Center

Purpose/Background:

The purpose of this case is to approve an event budget, approve the program topics, and to select a date(s) for the 2024 Business Network Meeting.

Staff has been planning for the 2024 Business Network Event. In past events, the City has had Keynote speakers on various topics from time to time. Two of the biggest items that come up during business visits are the Hwy 10 project and challenges with hiring workers in all sectors. Staff is proposing having Anoka County and their communication team provide the final layouts for the project, present project impact timing and to outline the communication plan for City businesses and residents. Staff has reached out to County Engineer Joe MacPherson and his team to provide an update on the Hwy 10 project and they are available for the last week in January and First Week of February. The City would also provide a development / city update as part of this meeting. Historically, the Business Network event has been well attended in January and doesn't have the holiday/vacation conflicts that we have in November and December. Traditionally, the event has been held at the Fountains of Ramsey and this venue has served the event well. The venue has been updated with technology, new paint and a new look and now operates as LaFontaine Event Center. A hot breakfast has been part of the event in the past and staff recommends continuing in 2024. Staff has obtained two quotes for the breakfast (Wells and LaFontaine) which are attached to this case and are highlighted below in Observations.

Time Frame/Observations/Alternatives:

The main cost for this event is the food as we have been fortunate to have speakers that have not required a speaking fee for most events. Staff obtained quotes for hosting/catering the event (including the Room Rental and associated charges) from the LaFontaine (\$3,768.44) and Lyndes/Wells Catering Service (\$3,871.65). Staff always looks at local vendors/caterers first and gives some preference if costs are close. LaFontaine is considered a local caterer and desires to showcase its new venue and catering product to the Ramsey Business community. LaFontaine has come in with the lowest complete quote.

The only city costs for this event are the venue, signage and breakfast as outlined in the attached budget. Staff has provided the historical cost for this event for review and believes that with the new quote the EDA will be able to maintain the \$4,000 budget allocation in 2023. This amount would provide some flexibility in the event that registration exceeds 119 people.

The Business Network Event has traditionally had a start time of 8 AM and usually runs for just over an hour. Staff has consulted with County Engineer, Joe MacPherson (Hwy 10) and his team and they are available 1/31, 2/1, 2/6, 2/7, and 2/8 for the event. Staff is still trying to identify a date that will work for the communications team within this time window. The Hwy 10 presentation this year would be more detailed than previous iterations and would include timing for all aspects of the project, a communication strategy/plan as well an opportunity to ask questions.

City Staff (Sullivan, Hagen, Hanson and others) would also put together a City presentation and be

available for some questions on relevant topics.

LaFontaine Event Center would also like 5 minutes to introduce its businesses to the business community and to share what the new venue has to offer.

Staff is proposing the following agenda:

1. Networking & Breakfast - Will have displays set up with Hwy 10 intersections and alignments
2. Welcome & Introductions
3. LaFontaine Introduction
4. City Update – City of Ramsey - City Staff
5. Highway 10 Presentation and Q & A: - Joe MacPherson – Anoka County Highway Engineer and Team
6. Closing Remarks

Funding Source:

EDA allocation of \$4,000 staff time.

Recommendation:

EDA allocation of \$4,000 from 9230-6249 (Operating) and 9230-6246 (Marketing)

Outcome/Action:

Motion to:

- 1) Allocate **\$4,000** for the 2024 Business Network Meeting at LaFontaine Event Center and to select LaFontaine as the caterer.
- 2) Approve the proposed Agenda.
- 3) Approve the following dates (1/31, 2/1, 2/6, 2/7 and 2/8) for the 2024 Business Network Meeting.

Attachments

2024 Proposed Budget
LaFontaine Catering and VenueQuote
Lynde/Wells Catering Quote
DRAFT FLYER

Form Review

Inbox	Reviewed By	Date
Brian Hagen	Brian Hagen	10/05/2023 10:57 AM
Form Started By: Sean Sullivan		Started On: 10/02/2023 08:43 AM
Final Approval Date: 10/05/2023		

2024 Budget - Business Network Breakfast

	Lyndes/Wells Catering		Lyndes/Wells Catering		La Fontaine	
Headcount	100	119	119		119	
EXPENSES	<u>2023 Plan*</u>	<u>2023 Actual</u>	<u>2024 Plan*</u>	<u>2024 Actual</u>	<u>2024 Plan*</u>	<u>2024 Actual</u>
Breakfast	\$ 1,449.00	\$ 1,724.31	\$ 1,724.31		\$ 2,340.00	
Linens	\$ 112.50	\$ 112.50	\$ 112.50		\$ 250.00	
Coffee (2)		\$ 190.00	\$ 190.00			
Bottled Water		\$ 74.50	\$ 74.50			
Bottled Juice		\$ 174.50	\$ 174.50			
Service Charge	\$ 260.82	\$ 409.65	\$ 409.65			
Sales Tax	\$ 121.82	\$ 191.34	\$ 218.19		\$ 210.44	
Subtotal	\$ 1,944.14	\$ 2,876.80	\$ 2,903.65	\$ -	\$ 2,800.44	\$ -
Room Rental	\$ 300.00	\$ 300.00	\$ 500.00		\$ 500.00	
Room Cleaning Fee	\$ 200.00	\$ 200.00				
\$1 Per Person Charge	\$ 100.00	\$ 112.00				
Venue Service Fee 20%			\$ 468.00		\$ 468.00	
Service Staff						
Contingency (sound, mkt)						
Total	\$ 600.00	\$ 612.00	\$ 968.00	\$ -	\$ 968.00	\$ -
Invoice from KT						
Misc (3M wall strips)		\$ 10.99	\$ -			
Inky Elf Signs (reuseable)	\$ 90.00	\$ 75.00	\$ -			
Total	\$ 2,634.14	\$ 85.99	\$ 3,871.65	\$ -	\$ 3,768.44	\$ -
REVENUES						
EDA Allocation	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
BALANCE	\$ 1,365.86	\$ 425.21	\$ 128.35	\$ 4,000.00	\$ 231.56	\$ 4,000.00

Apply charges to account 9230-6246 (marketing), all others 9230-6249

Menu: scrambled eggs / cheese, bacon, sausage, ham, cheesy potatoes, fruit platters, coffee, orange juice, water

*Qty: 119 People

Quote includes china, linens, set up & clean up

City of Ramsey
Meeting

Contract

Invoice



From
La Fontaine Event Center
7533 Sunwood Drive
Suite 100
Ramsey, MN 55303

To
Sean Sullivan

Quote 6045048
Issued October 4, 2023
Valid Until October 25, 2023

ITEM	QUANTITY	PRICE	TOTAL
Venue Rental - Tuesday	1	\$500.00	\$500.00
4 hours of event time (includes early access for vendors and getting ready)			
Complimentary parking			
Suite/Green Room			
Outdoor patio with fountains			
Outdoor bar			
60" round tables			
Black padded chairs			
Furniture & decorative accessories			
Wall dividers			
Interior lighting package in colors of choice			
Standard in-house sound			
Staging with skirting and podium			
Door host			
Venue coordination			

In-House Catering	130	\$18.00	\$2,340.00
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Breakfast Buffet

Scrambled eggs with cheese

Crispy bacon

Pork sausage link

Honey baked ham

Cheesy hashbrowns

Fresh fruit

*Includes coffee/water/juice, all white china, silverware, and staffing. Meal will be served buffet style.

Table Linens	25	\$10.00	\$250.00
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25 Black table linens

Subtotal:	\$3,090.00
Sales Tax (8.125%)	\$210.44
Liquor Tax (9.625%)	\$0.00
Beverage Service Fee (18%)	\$0.00
Catering Gratuity (15%)	\$0.00
Venue Service Fee (20%)	\$468.00
Total:	\$3,768.44

To indicate your acceptance of the above, click the button below.

Invoice

Wells Catering Service

209 County Road 81
Osseo, MN 55369
(763) 712-0987

Date	Invoice #
1/30/2024	5983

Driver -

Leave Time -

Bill To:

Wendy Schlueter
City of Ramsey
7550 Sunwood Drive
Ramsey, MN 55303

Deliver To:

Fountains of Ramsey
7533 Sunwood Dr.
Ramsey, MN 55303

Description	Qty	Rate	Amount
Quote			
Scrambled Eggs with Cheese	119	14.49	1,724.31T
Crispy Bacon	40		0.00T
Breakfast Pork Sausage Links	40		0.00T
Honey Baked Ham	39		0.00T
Road Side Potatoes - Creamy Cheese Hashbrowns	119		0.00T
Fresh Fruit	119		0.00T
Coffee Includes Insulated Coffee Cups with Lid, Cream, Sugar, and Stir Sticks (buffet style)	2	95.00	190.00T
Ice Cold Bottled Water	50	1.49	74.50T
Bottled Breakfast Juice - Orange	50	3.49	174.50T
Table Linen (15) 85x85	15	7.50	112.50T
China Plate & SS Fork & Knife	119		0.00T
Subtotal			2,275.81
18% Service Fee	2,275.81	0.18	409.65T
MEAL WILL BE SERVED BUFFET STYLE. ALL WHITE CHINA AND LINENS WILL BE FURNISHED BY US. ALL SET UP AND CLEAN UP WILL BE DONE BY US. The time of our event is 7:50 am-9:30 am so setup will need to be done by 7:45			0.00T
ARRIVE 7AM			
<p style="text-align: center;">Invite us to your next event! Your Table or Ours.</p> <p style="text-align: center;">Payments by credit card will include a processing fee.</p>	Subtotal		\$2,685.46
	Sales Tax (8.125%)		\$218.19
	Total		\$2,903.65
E-mail	Web Site	Payments	
cathy@wellscatering.com	www.wellscatering.com	\$0.00	
		Balance Due	
		\$2,903.65	

City of Ramsey
Economic Development Authority presents:

2024 BUSINESS NETWORKING BREAKFAST



Ramsey business and community leaders are invited to join us for a morning of networking, information and discussion on topics relevant to Ramsey. A hot breakfast will be provided.

Agenda

1. Networking & Breakfast
2. Welcome & Introductions
3. LaFontaine Introduction
4. City Update
City of Ramsey Staff
5. Highway 10 Update
Anoka County / Communications Team
6. Closing Remarks

Date:
TBD, 2024

Time:
8:00 a.m. – 9:30 a.m.

Location:
LaFontaine Event Center
7533 Sunwood Drive, Suite 108
Ramsey, MN 55303

Registration:
RSVP by **January 17, 2023**
www.cityoframsey.com

Contact:
Wendy Schlueter 763-433-9828
Sean Sullivan 763-433-9868
econdev@cityoframsey.com

