

City of Ramsey
Agenda
Economic Development Authority (EDA)
Thursday March 10, 2011
7:30 am
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
 1. Approve the following EDA meeting minutes:

Thursday, February 10, 2011
Thursday, February 24, 2011
- 4. EDA Business**
 1. Discuss Revised 2011 EDA Work Plan
 2. Status of Falls Cafe/Wells Catering
 3. Minneapolis Manufacturing Company Developments
 4. Staff Update:

Business Expo
Anoka Area Chamber Map
COR
- 5. Member/Staff Input**
- 6. Adjournment**

Economic Development Authority (EDA)

Item #: 3. 1.

Date: 03/10/2011

By: JoAnn Shaw
Community Development

Information

Title:

Approve the following EDA meeting minutes:

Thursday, February 10, 2011

Thursday, February 24, 2011

Background:

n/a

Observations:

Funding Source:

Staff Recommendation:

EDA Action:

Approve the following EDA meeting minutes:

Thursday, February 10, 2011

Thursday, February 24, 2011

Attachments

[EDA 2.10.11](#)

[EDA 2.24.11](#)

Form Review

Inbox

Aaron Backman

Form Started By: JoAnn Shaw

Final Approval Date: 03/03/2011

Reviewed By

Aaron Backman

Date

03/03/2011 12:18 PM

Started On: 03/03/2011 12:11 PM

**ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted an EDA meeting on Thursday, February 10, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Member John LeTourneau
 Member Colin McGlone
 Member Wayne Skaff
 Member Jim Steffen
 Member Jeff Wise

Members Absent: Member Kristine Williams

Also Present: Aaron Backman, Economic Development/Marketing Manager
 Heidi Nelson, Deputy City Administrator/Community Development Director
 Tim Gladhill, Associate Planner
 Mike Mulrooney, Consultant
 Councilmember Randy Backous, arrived at 7:45 a.m.

CALL TO ORDER

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

APPROVE AGENDA

Motion by Member Skaff, seconded by Member LeTourneau, to approve the agenda.

Motion carried. Voting Yes: Chairperson Riley, Members Skaff, LeTourneau, McGlone, Steffen, and Wise. Voting No: None. Absent: Member Williams.

APPROVE MINUTES

Motion by Member Steffen, seconded by Member Skaff, to approve December 9, 2010 minutes with the correction of the vote appointing interim chairperson as Chairperson Riley abstaining.

Motion carried. Voting Yes: Chairperson Riley, Members Steffen, Skaff, LeTourneau, McGlone, and Wise. Voting No: None. Absent: Member Williams.

EDA BUSINESS

Case #1: CONSIDER STREET NAME CHANGE OF AZURITE STREET IN THE SUNFISH LAKE BUSINESS PARK

Associate Planner Gladhill presented the Staff report.

Economic Development/Marketing Manager Backman stated from a business perspective, the City is sensitive to the change. It is not just the cost but the negative perception that clients could have with address changes.

Associate Planner Gladhill stated that the Fire Chief is available to help in anyway, including sending out letters of the address change from a public safety perspective.

Member Wise stated he would like documentation of the concern public safety staff has.

John, a representative from Wildlife Resources, stated that their address is on all their products and they ship to 6,400 commercial customers and have over 300 vendors. They receive letters from customers forwarded from their previous addresses of business regarding their product because the address is on all the products. It is important for the business to have communications with their customers. He stated the cost for an address change for their business would be close to \$50,000 and it is a problem.

Sandy, a representative from Cabinetry Concepts, stated that when they moved in, the emergency staff wanted the street name left the way it was. She stated that if business in 2010 would have been like 2009 they would have shut their door, and changing the address would not be good for sales and marketing.

Doug, a representative from MN Waterjet, stated their business is the newest business in the area and would have the same financial burdens as the other businesses. He continued that the problem might be that two signs don't have NW after the street name and one does; that is the only problem freight drivers have had delivering to their business.

Don, a representative from Diamond Graphics, appreciates that when this was brought to the City Council that they wanted to discuss it more. This address change would be the third for his business. He stated that they have had false alarms go off and public safety staff was there in minutes.

Chairperson Riley thanked the business representatives for attending the meeting.

Member Skaff stated that changing streets changes people's GPS systems.

Motion by Member LeTourneau, seconded by Member Skaff to recommend staying with the current Azurite Street in the Sunfish Lake Business Park at this time.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Skaff, McGlone, Steffen, and Wise. Voting No: None. Absent: Member Williams.

Associate Planner Gladhill stated that the businesses will get notified when this item is brought before Public Works or City Council. He does not know the date, but has the mailing list used previously.

Member Wise asked about correcting the signage.

Associate Planner Gladhill stated that he would discuss that with the Public Works Director, but the City would want to stay consistent with the street sign policy.

Case #2: APPROVE RESOLUTION FOR THE RELEASE OF UNIMPROVED LAND, RELEASE OF LAND FROM AND AMENDMENT TO GROUND LEASE AND LEASE AGREEMENT FOR RAMSEY MUNICIPAL CENTER

Deputy City Administrator/Community Development Director Nelson presented the Staff Report.

Chairperson Riley asked if the EDA bonds did not cover the land.

Deputy City Administrator/Community Development Director Nelson stated that EDA leases land from the City and the City leases the building from the EDA. The City approved a new plat for the area that separates the land for development purposes from the City owned land for the Ramsey Municipal Center and the Municipal Parking Facility. The re-plat certifies that it does not affect ingress or egress from the site or limit use of the building.

Chairperson Riley asked if City Staff and the bond attorneys are working together to make sure it is done correctly. Deputy Assistant Administrator/Community Development Director Nelson replied yes.

Motion by Member LeTourneau, seconded by Member Steffen to approve the resolution for the release of unimproved land, release of land from and amendment to the ground lease agreement and approve the release of land from and amendment to the lease agreement for the Ramsey Municipal Center.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Steffen, McGlone, Skaff, and Wise. Voting No: None. Absent: Member Williams.

CASE #3 EDA 2011 WORK PLAN

Economic Development/Marketing Manager Backman presented the Staff Report.

Discussion ensued regarding the 2011 EDA work plan.

Deputy Assistant Administrator/Community Development Director Nelson stated that what she has been hearing at conferences is that now is the time to get ready for when the market comes back; there will be a short window of opportunity, so it is necessary to get sites ready for development.

Motion by Member LeTourneau, seconded by Member Steffen to approve the 2011 EDA work plan with the intent to prioritize the focus areas.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Steffen, McGlone, Skaff, and Wise. Voting No: None. Absent: Member Williams.
Economic Development/Marketing Manager Backman will bring to the next meeting a preliminary prioritized work plan.

CASE #4 CONSIDER APPROVAL OF FUNDING FOR THE TINKLENBERG GROUP CONTRACT

Economic Development/Marketing Manager Backman presented the Staff Report.

Member McGlone stated that Council looked at this on a broader scale and took out pieces that they felt Staff was stronger in than the Tinklenberg Group or may not need at this time.

Motion by Member McGlone, seconded by Member Wise to approve EDA funding for the consulting services agreement with the Tinklenberg Group.

Motion carried. Voting Yes: Chairperson Riley, Members McGlone, Wise, LeTourneau, Skaff, and Steffen. Voting No: None. Absent: Member Williams.

CASE #5 STAFF UPDATE

Economic Development/Marketing Manager Backman stated there is a company in Minneapolis looking to relocate. He has had meetings with their senior management. If an existing building is not available they will look to build a new building with the first phase consisting of 100,000 square feet.

Consultant Mike Mulrooney stated this is a good example where a community (i.e. Minneapolis) neglected one of its existing employers. The jobs wages are fairly significant at \$21-\$22 an hour, plus benefits.

Members discussed possible available locations for this company. Economic Development/Marketing Manager Backman will continue discussions with the company.

EDA directed Staff/City to facilitate the move as quickly as possible, to be helpful and not an impediment.

Economic Development/Marketing Manager Backman stated Waltek is looking to expand in the future and move to a new location; he was alerted to the fact they were looking in Anoka. He has met with the CEO and will continue to work with the company to help them find a suitable location in Ramsey. Waltek's timeline is not as immediate as the Minneapolis company.

Mr. Mulrooney stated once the City finds Waltek a new home then the current property can be redeveloped.

Chairperson Riley stated it is good to see that the City is helping an existing business.

Economic Development/Marketing Manager Backman stated the Business Expo will be held on Saturday, April 30, 2011 at the Fountains of Ramsey. This will put the Business Expo across the

street from the Environmental Expo and the exhibitors will all be in one location at the site. The cost is \$30 for Ramsey Businesses and \$45 for Non-Ramsey Businesses.

Deputy City Administrator/Community Development Director Nelson presented an update on the COR.

Deputy City Administrator/Community Development Director Nelson presented an update on the re-organization of the Community Development Department.

MEMBER INPUT

Member LeTourneau stated that he was impressed with the State of the City presentation and it is great to see what the City of Ramsey has going on in preparation of a return from an economic downturn.

ADJOURNMENT

Motion by Member LeTourneau, seconded by Member Skaff, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Skaff, McGlone, Steffen and Wise. Voting No: None. Absent: Member Williams.

The regular meeting of the Economic Development Authority adjourned at 9:05 a.m.

Respectfully submitted,

Aaron Backman
Economic Development/Marketing Manager

ATTEST:

JoAnn Shaw
Planning Division Secretary

**ECONOMIC DEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted an EDA meeting on Thursday, February 24, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Member John LeTourneau
 Member Colin McGlone
 Member Wayne Skaff
 Member Kristine Williams
 Member Jeff Wise

Members Absent: Member Jim Steffen

Also Present: Aaron Backman, Economic Development/Marketing Manager
 City Administrator, Kurt Ulrich
 Mike Mulrooney, Consultant

CALL TO ORDER

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

APPROVE AGENDA

Motion by Member LeTourneau, seconded by Member Skaff, to approve the agenda.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Skaff, McGlone, Williams, and Wise. Voting No: None. Absent: Member Steffen.

EDA BUSINESS

**Case #1: CONSIDERATION OF FINAL APPROVAL OF RAMSEY RLF LOAN TO
 WELLS CATERING, INC., AND SAC/WAC FEE ASSISTANCE TO
 RAMSEY RETAIL RENTAL, LLC**

Economic Development/Marketing Manager Backman presented the Staff report.

Economic Development/Marketing Manager Backman stated Falls Café has evolved from a deli to a full service restaurant. The restaurant will seat 104 and have a room for private events holding up to 15 people. Wells Catering does have a lease agreement in place.

Consultant Mulrooney presented the credit review. He stated the loan amount has not changed, the rate will be set at the time it is funded at prime plus 1%, and the City will be first lien holder on the equipment. He continued that Wells Catering has had a long and successful operation and did well

during 2009-2010 during the economic downturn. He stated some of the drawbacks were that the market for hospitality has been weak and the restaurant portion will be considered a startup business. Wells Catering/Falls Café is proceeding in a path that is reversed from the usual, being a catering business and then starting a full service restaurant. Mr. Mulrooney stated this new COR location will improve his competitiveness as a caterer and the VA and Allina Clinics will bring additional customers to the area.

Member Skaff stated he uses Wells Catering weekly, it is top notch in service and food quality and a great asset to the City of Ramsey.

Member McGlone updated the members on the Flaherty and Collins project before the HRA that also includes a restaurant/retail portion to the plan.

Discussion ensued as to whether the COR could support two restaurants and how the HRA project and city could be affected by the Wells Catering assistance.

Motion by Member LeTourneau, seconded by Member Skaff, that the EDA approve a \$68,000 Revolving Loan Fund (RLF) loan with a term of 10 years at one percent over prime at time of transaction to Wells Catering for the Falls Café project, and secured by a first position on \$165,000 of equipment; and approve zero percent interest, forgivable loans totaling \$55,000 to Ramsey Retail Rental to offset SAC/WAC fees associated with a new full-service restaurant at The Ramsey Office Plaza building.

Motion by Member McGlone to amend the motion to add that the EDA recommends the HRA consider releasing Flaherty and Collins from their obligation to add a restaurant/retail site under the current agreement.

Further Discussion

Members discussed whether the two projects were similar.

Chairperson Riley stated this deal has been negotiated, EDA has the terms in front of them, and the EDA does not have enough information regarding the HRA project.

Member Wise asked what the EDA standards were for granting loans.

Chairperson Riley stated there is a list of criteria and Consultant Mulrooney is responsible for seeing that the criteria are met.

Consultant Mulrooney explained the guidelines and how the RLF fund was started.

Commissioner LeTourneau did not accept the amendment to his motion. Original motion stands.

Motion carried. Voting Yes: Chairperson Riley, Members LeTourneau, Skaff, Williams, and Wise. Voting No: Member McGlone. Absent: Member Steffen.

Motion by Member McGlone, seconded by Member Wise that EDA suggests that the HRA consider releasing Flaherty and Collins from their obligation to add a restaurant/retail site under the current agreement.

Motion carried. Voting Yes: Chairperson Riley, Members McGlone, Wise, LeTourneau, Skaff, and Williams. Voting No: None. Absent: Member Steffen.

Economic Development/Marketing Manager Backman stated the case will go before City Council at their March 8, 2011 meeting.

MEMBER INPUT

Economic Development/Marketing Manager Backman presented an update on the expansion opportunity of the manufacturing company from Minneapolis.

Members discussed how the EDA and HRA could better work together.

ADJOURNMENT

Motion by Member Skaff, seconded by Member Wise, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Riley, Members, Skaff, Wise, LeTourneau, McGlone, and Williams. Voting No: None. Absent: Member Steffen.

The regular meeting of the Economic Development Authority adjourned at 8:35 a.m.

Respectfully submitted,

Aaron Backman
Economic Development/Marketing Manager

ATTEST:

JoAnn Shaw
Planning Division Secretary

Date: 03/10/2011

By: Aaron Backman
Administrative Services

Information

Title:

Discuss Revised 2011 EDA Work Plan

Background:

At the January 13, 2011 EDA meeting members did receive a draft of the 2011 Work Plan for the Ramsey EDA. Based upon subsequent input from EDA members and City Staff the Economic Dev./Marketing Manager presented a revised 2011 Work Plan document at the 2/10/11 meeting. Input at that EDA meeting was that the Economic Dev./Marketing Manager would prioritize focus areas. Twenty focus areas have been placed into three categories: Highest, Moderately High, and Medium Priorities. There are other activities and functions that the Economic Dev./Marketing Manager does that would not be reflected in this list.

Observations:

Funding Source:

Activities associated with the EDA 2011 Work Plan are funded by the EDA Fund.

Staff Recommendation:

Staff recommends that the revised 2011 Work Plan be approved.

EDA Action:

Approve the 2011 EDA Work Plan.

Attachments

2011 EDA Work Plan

Form Review

Inbox

Aaron Backman (Originator)

Form Started By: Aaron Backman

Final Approval Date: 03/06/2011

Reviewed By

Aaron Backman

Date

03/06/2011 05:11 PM

Started On: 03/06/2011 04:45 PM

2011 WORK PLAN FOR THE RAMSEY ECONOMIC DEVELOPMENT AUTHORITY

The 2011 Work Plan for the Ramsey EDA outlines existing guidelines for economic development policies, and priority focus areas delineating the highest and the next highest priorities for the current year.

Guidelines for the 2011 Work Plan for the Ramsey EDA:

- Work to sustain moderate growth or recovery of industrial, commercial, retail, and housing activities in the City.
- Begin work on the redevelopment of the 167th/Hwy 47 commercial node, including the potential land acquisition of available lots, the design of infrastructure, creation of TIF District, and additional residential development to support commerce.
- Target family-wage to high salary employment opportunities in a variety of industries.
- Continue to target businesses in specific industries, including medical, precision manufacturing, aerospace, and other high tech fields.
- Encourage the retention and growth of existing local firms.
- Ensure quality growth and land use by streamlined, effective regulations and code enforcement.
- Continue to respond to specific requests for assistance from local companies.
- Use infrastructure investment to attract new firms and for development of designated areas.
- Maximize private, local, state, and federal funding for projects.

Priority Focus Areas for 2011:

Highest Priorities

- Communicate with existing Ramsey businesses through the Ramsey Resident newsletter, Business Network meeting, Business Appreciation Day, and Business Expo.
- Facilitate the Falls Coffee and Deli/Wells Catering project moving forward with its relocation to the COR.
- Although Ramsey does have a variety of fast-food restaurants, there is a strong desire for additional “sit-down” or full-service restaurants in the community. Develop a coherent Full-Service Restaurant subsidy policy.
- Begin work on the redevelopment of the 167th/Hwy 47 commercial node, including the potential land acquisition of available lots, the design of infrastructure, creation of TIF District, and additional residential development to support commerce.
- Expand, retain and create new employment in the City’s existing industrial parks.
- Support the work of the Development Management (DM) Team to bring potential developers, retailers and office users to sites in the Center of Ramsey (COR); and provide regular updates about the COR to the EDA.
- Review the financial obligations and resources of the City’s TIF districts and submit modifications as necessary.

Moderately High Priorities

- Actively contact and work with prospects concerning the possibility of a second grocery store for Ramsey.
- Continue to promote multiple modes of transportation, including supporting the efforts to obtain funding for the railroad station.
- Follow-up on the results of the Retail Site Assessment of Ramsey's Customer Profile undertaken by Buxton in 2008.
- Consider the feasibility of a Medical-related or Biotech Business incubator in the City of Ramsey. This could include working with Genesis Business Centers, UEL or other entities.
- Develop long-term marketing strategy to improve area businesses and to attract new businesses.
- Utilize the City's website and a software provider (such as E-Gov Link or Co-Star) to improve the community's real estate and business intelligence platform.

Medium Priorities

- Develop a plan to recapitalize the Ramsey Revolving Loan Fund.
- Move forward with new Village Profile map of the City of Ramsey, as well as the new Anoka Area Chamber of Commerce map.
- Work with the new owner of the property formerly known as the Diamonds Sports Bar & Grill (an 15.5 acre parcel south of Highway 10) in terms of redevelopment and infrastructure requirements.
- Work with other City Departments to submit an application to DEED to seek the designation of the area near the transit station as a Transit Improvement Area (TIA).
- Support efforts by EDAM and other statewide organizations to seek funding for Brownfields Redevelopment and for TIA Loan Programs.
- Pursue a separate Zip Code and Post Office for the City of Ramsey.
- Consider the establishment of new industrial/business park in the City of Ramsey. This could include doing a site evaluation of the industrial area south of LCA or the Pearson farm.

Date: 03/10/2011

By: Aaron Backman
Administrative Services

Information

Title:

Status of Falls Cafe/Wells Catering

Background:

The Falls Cafe/Wells Catering Project was presented to the City Council at the 2/15/11 Work Session with Mr. Wells and Mr. Kuker present. The project has evolved from a coffee shop/deli to a full-service restaurant. At the special meeting of the EDA on 2/24/11 the members approved the staff recommendation for the \$68,000 RLF loan to Wells Catering with a term of 10 years at one percent over prime, and secured by a first position on \$165,000 of equipment. The members approved staff's recommendation for a zero interest, forgivable loan, with a term for seven years, for SAC and WAC fees totaling \$55,000 to Ramsey Retail Rental, the developer, to offset fees associated with the new restaurant.

The EDA also had discussion regarding a potential restaurant that may be located in The COR that would be located in the Flaherty & Collins project. There were views expressed as to whether The COR could support two restaurants in close proximity. Some comments were that if the restaurants had similar formats that they would potentially undercut each other. Other comments were that given The COR projects coming on line that there was sufficient market demand to support two restaurants in this area. Following discussion the members did approve a motion that the EDA suggests that the HRA considering releasing Flaherty & Collins from their obligation to add a restaurant/retail site under the current development agreement that was approved in December 2010.

The Economic Dev./Marketing Manager will be presenting The Falls Cafe/Wells Catering Project for final approval at the regular session of the Ramsey City Council on 3/8/11. He will provide a recap of that meeting to the EDA.

Observations:

Funding Source:

EDA funding will be utilized for this project.

Staff Recommendation:

Project update only.

EDA Action:

No further action is required at this time.

Form Review

Inbox

Aaron Backman (Originator)
Form Started By: Aaron Backman
Final Approval Date: 03/06/2011

Reviewed By

Aaron Backman

Date

03/06/2011 06:50 PM
Started On: 03/06/2011 05:14 PM

Date: 03/10/2011

By: Aaron Backman
Administrative Services

Information

Title:

Minneapolis Manufacturing Company Developments

Background:

During the past five weeks the Economic Dev./Marketing Manager has been working on a significant industrial project. Specifically, the EDA has been working closely with a manufacturing business that is located in Minneapolis and Chicago that requires an additional industrial site to meet customer demand. The company requires a site of 15 to 20 acres. Overall, it has about 650 employees, is very solid financially, and would be a sizable utility customer. They also have an aggressive schedule for moving into this new facility.

Thus far Economic Dev./Marketing Manager has had eleven meetings or presentations regarding the project—two meetings and a tour with senior management at the main plant in Minneapolis, two city council work sessions (re Council consensus whether to sell 20 acres of the City property known as the Bury & Carlson site, and acquired for a future public works facility; and Council consensus in favor of land sale proposal provided to the prospect), a City Council presentation and approval of a real estate services agreement, assembled a development team (Mike Mulrooney, consultant, Jeff LaFavre, Integrust Advisory Group, and Brian Burandt, Connexus) and held two meetings with them, set up two meetings with the lessee currently on the land (Bury & Carlson), set up a meeting with Bonestroo, the prospect's engineer/architect, and met with representatives of Connexus. (This list excludes various internal staff meetings.) I have provided copies of the Phase I environmental report, surveys, and various site maps to the key decisionmakers. The results thus far: the business prospect is pleased with Ramsey's response, is considering construction a 100,000 sq. ft. manufacturing building and a second phase of the same amount, and they hope to make a decision in 30 days. (See attached Site Map with one potential configuration.)

As of last Thursday, March 3rd, the Board of Directors for the prospective company is still reviewing various site options, including the Bury & Carlson site in the City of Ramsey. Management has indicated that Ramsey is their "preferred location" and that they would have a decision in one to two weeks.

Observations:

Funding Source:

Project costs pertaining to the land sale proposal or for the real estate listing agreement with Integrust Advisory Group would come from land sale proceeds, EDA funds, and /or TIF funds.

Staff Recommendation:

Project update only

EDA Action:

No action required at this time.

Attachments

Mpls. Manuf. Site Map

Form Review

Inbox

Aaron Backman (Originator)
Form Started By: Aaron Backman
Final Approval Date: 03/06/2011

Reviewed By

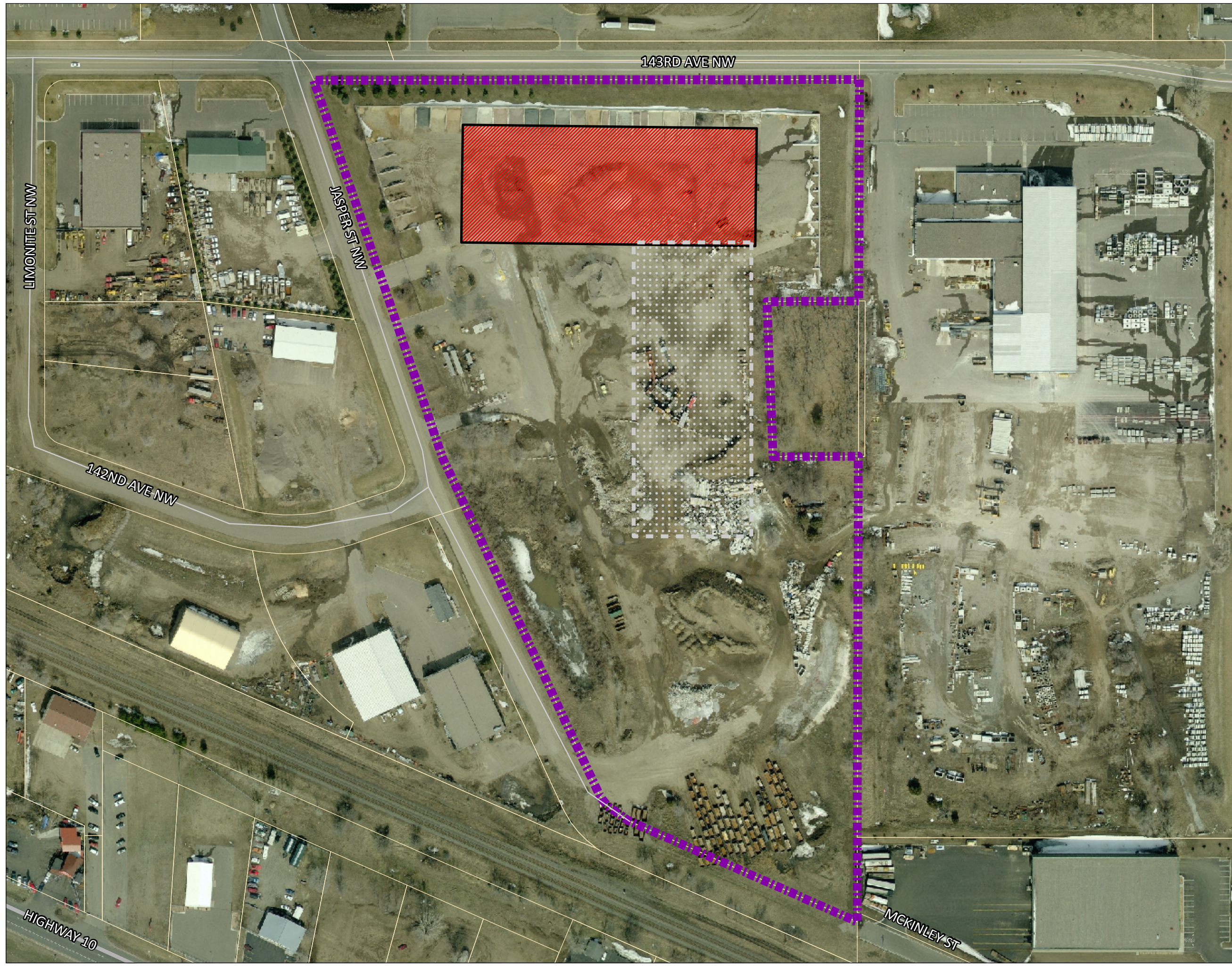
Aaron Backman

Date

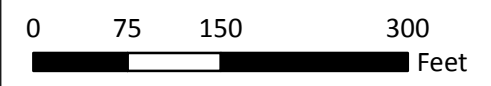
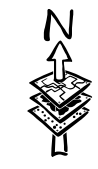
03/06/2011 08:42 PM
Started On: 03/06/2011 06:52 PM



Proposed Manufacturing Site



-  Site
-  Parcels
- Type**
-  Phase 1
-  Future



This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being error-free. The City does not represent that the GIS data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 427-1410.

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Date: 03/10/2011

By: JoAnn Shaw
Community Development

Information

Title:

Staff Update:

Business Expo
Anoka Area Chamber Map
COR

Background:

Staff Update will be presented at the meeting.

Observations:

Funding Source:

Staff Recommendation:

EDA Action:

Form Review

Inbox

Aaron Backman

Form Started By: JoAnn Shaw

Final Approval Date: 03/07/2011

Reviewed By

Aaron Backman

Date

03/07/2011 08:34 AM

Started On: 03/07/2011 08:30 AM