

City of Ramsey
Agenda
Housing and Redevelopment Authority (HRA)
Regular Session
Tuesday February 8, 2011
Immediately Following City Council Meeting
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Roll Call**
3. **Citizen Input**
4. **Approve Agenda**
5. **Approve Minutes**
 1. Approve the following HRA meeting minutes:

Special meeting minutes dated January 4, 2011
Special meeting minutes dated January 25, 2011
6. **HRA Business**
 1. Amend 2010 Housing & Redevelopment Authority Budget and Adopt 2011 Housing & Redevelopment Authority Budget
7. **Committee Reports**
8. **Executive Director's Report**
9. **Commissioner Input**
10. **Adjournment**

HRA Regular Session

Item #: 5. 1.

Date: 02/08/2011

By: JoAnn Shaw
Community Development

Information

Title:

Approve the following HRA meeting minutes:

Special meeting minutes dated January 4, 2011
Special meeting minutes dated January 25, 2011

Background:

n/a

Funding Source:

n/a

Council Action:

Motion to approve HRA meeting minutes.

Attachments

01.04.11 HRA Minutes

01.25.11 HRA Minutes

Form Review

Inbox

Heidi Nelson

Form Started By: JoAnn Shaw

Final Approval Date: 02/02/2011

Reviewed By

Heidi Nelson

Date

02/02/2011 04:43 PM

Started On: 02/02/2011 10:19 AM

**HOUSING AND REDEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Housing and Redevelopment Authority conducted a special meeting on Tuesday, January 4, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson David Jeffrey
 Commissioner Randy Backous
 Commissioner David Elvig
 Commissioner Colin McGlone
 Commissioner Bob Ramsey
 Commissioner Jason Tossey
 Commissioner Jeffrey Wise

Also Present: HRA Executive Director Heidi Nelson
 City Administrator Kurtis G. Ulrich
 Economic Development Manager Aaron Backman
 City Attorney William K. Goodrich
 Development Manager Darren Lazan

CALL TO ORDER

It was noted that Commissioner Jeffrey was the 2010 Vice-Chair and should call this meeting to order.

Past Vice-Chair Jeffrey called the special meeting of the Housing and Redevelopment Authority to order at 6:53 p.m.

ROLL CALL

It was noted all members were present.

OPEN FORUM

There was none.

APPROVAL OF AGENDA

Motion by Commissioner Ramsey, seconded by Commissioner Jeffrey to approve the agenda as submitted.

Motion carried. Voting Yes: Commissioners Ramsey, Jeffrey, Backous, Elvig, McGlone, Tossey and Wise. .

APPROVAL OF MINUTES

None

HRA BUSINESS

Case #6.1: Elect 2011 HRA Officers

Commissioner Jeffrey noted there are three officers to be elected for the HRA – Chair, Vice Chair and Secretary/Treasurer. With regard to nominations, he offered to chair the group. He added that he has been the vice-chair since the inception of the HRA.

Commissioner Elvig stated he would second the nomination of Commissioner Jeffrey for Chair.

Commissioner McGlone nominated Commissioner Ramsey as Chair of the HRA.

Commissioner Wise stated that we have had some discussions about the Mayor running this meeting as well as being Mayor.

City Administrator Ulrich stated that the Mayor is the designated Chair of the HRA.

Commissioner Jeffrey stated he has served in the role of Vice-Chair and he has been fair and honest and he would like to lead this group.

Commissioner Ramsey stated he has told people he would accept the nomination as well. He stated he is very involved and is here a lot to sign documents, etc.

Commissioner Elvig stated he supports Commissioner Ramsey but he also supports the fact that Commissioner Jeffrey is passionate about it too. He stated he likes to create a balance – spread it around.

HRA Executive Director Nelson recommended a vote on the nominations.

Commissioner Jeffrey – four votes: Commissioners Backous, Elvig, Jeffrey and Wise

Commissioner Jeffrey was nominated Chair of the HRA.

Commissioner Elvig nominated Commissioner Ramsey as Vice-Chair of the HRA. All members voted in favor of that nomination.

Commissioner Ramsey was nominated Vice-Chair of the HRA.

Ms. Nelson read the Bylaws with regard to the Secretary/Treasurer position.

Commissioner Wise was nominated to the position of Secretary/Treasury and delegated the duties to staff.

Case #6.2 Review Development Management Presentation to ICSC Centerbuild Conference

HRA Executive Director Nelson reported that in December, she and Development Manager Lazan attended the International Council of Shopping Centers (ICSC) Centerbuild Conference in Phoenix. While at the conference, they presented a session on the public-private partnership that has been created for development management of The COR. Staff thought it would be useful to share this presentation with the HRA.

Development Manager Lazan described the conference as mainly an educational conference. He proceeded to give an overview of the hour-long slide show presentation.

Commissioner Ramsey suggested that this PowerPoint be streamed on the City's website. Mr. Lazan thought it might be a good idea to do a COR update on QCTV like the Council update.

Commissioner Backous stated that when he was campaigning, he heard "what's happening in Town Center – why isn't anything happening". He stated he talked with Ms. Nelson and Mr. Lazan about getting something like this on camera. He liked the web idea – also a COR web – face book – QCTV updates. Education is what's missing.

Commissioner McGlone agreed.

Ms. Nelson stated we can use multiple medias to do this.

Commissioner Elvig stated that we do have multi-media options. The education process on this has been difficult but it's time to "roll up our sleeves" and get this presentation out there.

Chairperson Jeffrey suggested that a presentation be done on QCTV and to also let the residents know we have been invited to make presentations about our project – our project is not dead.

COMMITTEE REPORTS

None.

EXECUTIVE DIRECTOR'S REPORT

None

COMMISSIONER INPUT

Commissioner McGlone stated he would like a sort of impromptu state of the development group update – are we lacking for anything – is anything wrong with the structure today – is there anything the HRA can help with – can we make it better . . .

Ms. Nelson stated this is a challenging project for the City to take on as a developer. We have day-to-day challenges of trying to keep this HRA business operating. Some of the challenge is how do we keep the City regulatory side in one place and the development side in another. There is a challenge amongst the HRA as well as sharing of information – what’s public – what’s closed. There are varying levels of engagement with seven HRA members. She did not know what the fix is or if there needs to be a fix. But if the HRA desires to have separate operating entity to have support for that – there has to be trust and some latitude to continue to work on this.

Commissioner Ramsey said it frustrates him sometimes that he hears some members are getting information and some are not. That is true, but some of the members are here asking questions - anyone can ask anyone questions.

Commissioner McGlone stated he was looking for discussion on now that you have experience under your belt – is there anything about it that could be tweaked. We have to sell property this spring that we have not even platted yet. Are we on track – or what can we do to get on the fast track.

Commissioner Elvig said the HRA started – bought property - worked on agreements and we all had some expectations. Through our own lack of experience we realized that’s not working but we never came back and changed our expectations. If there are still expectations on the table, maybe we need to go back and look at what works and what our expectations are.

Mr. Lazan stated that this is a large scope project with large fees – especially for the first six months. After a year, he feels we have our arms around this. We went through the normal dashboard – then it “sprung” all over the place. He feels it is a great idea to have expectation discussions. The biggest challenge – positive leadership is the number 1 component for success of this project. We have to be positive leaders on the outside all the time. We have to make huge impressions and we cannot afford to landslide. We need to take this down to staff level. He stated he is very impressed that staff recognizes this is a project. Use our development team as much as we have to offer. We need help from staff but he did not feel 100 percent that the buy in is there – it feels like a tug of war.

Commissioner Ramsey stated the hot list is an issue we have to resolve and the dashboard and he did not see why individuals cannot see it. We have to trust Heidi and Kurt to make sure that information is accurate. There has to be a trust level.

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Chairperson Jeffrey stated, with regard to lack of support – if we have staff that is not supporting the direction of this project and direction of the City then we have a problem. He stated he is not sure he wants Mr. Lazan calling people out and saying he’s not getting what he needs from people. He asked if maybe we are understaffed.

Mr. Lazan stated he is not calling anyone out or that there is any real problem but he wants the level of trust from staff. He stated we struggle with this balance and reiterated the need for a level of positive leadership.

Commissioner Ramsey stated he has witnessed this – it needs to be addressed. Some people want to be involved in everything and they cannot accept their role.

Commissioner McGlone stated that part of the problem is structural – the organizational role.

Commissioner Jeffrey stated this will be a discussion for another time. He would like Mr. Ulrich and Ms. Nelson to address this. If it's a personnel issue or imbalance, discuss it with the HRA.

Commissioner Elvig stated there are a lot of variables to this - Department Heads have been a tight team and now there is a lot of different dynamics having Mr. Lazan here a lot of the time.

Ms. Nelson asked if it would be useful to set some time for an HRA discussion and revisit this issue.

Chairperson Jeffrey stated he would like to see staff bring that expectations piece back and also a discussion relating to structure and leadership.

ADJOURNMENT

Motion by Commissioner Elvig, seconded by Commissioner Wise to adjourn the meeting of the Housing and Redevelopment Authority.

Motion carried.

The regular meeting of the Housing and Redevelopment Authority adjourned at 7:53 p.m.

Respectfully submitted,

Heidi Nelson
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Jo Thieling, City Clerk

**HOUSING AND REDEVELOPMENT AUTHORITY
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Housing and Redevelopment Authority conducted a special meeting on Tuesday, January 25, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson David Jeffrey
 Commissioner Randy Backous
 Commissioner David Elvig
 Commissioner Colin McGlone
 Commissioner Bob Ramsey
 Commissioner Jason Tossey
 Commissioner Jeffrey Wise

Members Absent: None.

Also Present: City Administrator Kurtis G. Ulrich
 Deputy City Administrator Heidi A. Nelson
 Public Works Director Brian Olson
 City Engineer Tim Himmer
 City Attorney Bill Goodrich
 Development Manager Darren Lazan

CALL TO ORDER

Chairperson Jeffrey called the regular meeting of the Housing and Redevelopment Authority to order at 8:46 p.m.

OPEN FORUM

There was none.

APPROVAL OF MINUTES

Motion by Commissioner Elvig, seconded by Commissioner Wise, to approve the minutes as submitted.

APPROVAL OF AGENDA

Motion by Commissioner Backous, seconded by Commissioner Tossey, to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Jeffrey, Commissioners Backous, Elvig, McGlone, Ramsey, Tossey and Wise. Voting No: None. Absent: None.

HRA BUSINESS

Case #1: Consider Proposal for Theater Project in the COR – RJ's Stage and Screen

HRA Executive Director Nelson reviewed the staff report.

Rachel Wexler introduced herself, shared her background, then reviewed the proposed project and requested land donation. She also outlined the proposed partnership with the PACT School and Legacy.

Chairperson Jeffrey clarified the property donation for the theater and parkland to the south is intended to create the needed equity to make the financing whole. He discussed the current assessment of \$5 per square foot but noted it should net more than that and asked for an appraisal.

Ms. Wexler said the parkland may not be needed once the appraisal comes in.

Discussion was held on proposed materials, necessary parking, utility, and road construction costs.

HRA consensus was that while the demographic and concept is good, granting land to make the business plan feasible is not acceptable, including losing a future planned park.

Commissioner Elvig suggested locating an equity partner or grants to fill the financing gaps. He also challenged the location selection due to the intended activity level of future hotel and restaurant. He suggested the project would be better suited for off-peak uses such as offices and businesses.

Development Manager Lazan said the location is in the densest quadrant with minimum service parking and four ramps to serve all the uses. He suggested that staff review the project for one block instead at a reduced price and then come forward again to the HRA.

Ms. Wexler said they reviewed the land at Sunwood Drive and Ramsey Boulevard but felt this location was better for The COR plan.

Commissioner Ramsey asked if we donate the land how do we get it back before fully developed. He said he does not want to see another party develop the donated land and realize the gain.

Commissioner Elvig suggested a possible lease back.

Ms. Wexler said they were planning to develop the area as a park.

Commissioner Backous suggested donating a portion while retaining ownership on the other land.

Mr. Lazan said staff will work to pare the block down, better define the square, and research other solutions.

Commissioner Backous suggested a phased development plan instead.

Chairperson Jeffrey asked staff to obtain engineering costs for road construction as well as SAC/WAC charges.

Case #2: Consider Waiver of Rail Station Contingency for Flaherty and Collins – The Residence of The COR Project

HRA Executive Director Nelson reviewed the staff report.

Development Manager Lazan outlined the deadline of January 28 to object if we don't believe we can complete a rail station by summer 2012. He added no action allows the HRA to continue to a purchase agreement, noting this is not a ramp contingency but a train contingency.

HRA Executive Director Nelson said staff will need four months lead time before starting the ramp, adding that in order for Flaherty to use TIF funds they have to start work by June 30, 2011.

Commissioner Wise said he thought the date was for Flaherty to back out, adding this is a financing contingency that could be too late.

Mr. Lazan said if the HRA wants to moves forward with the ramp we must commit to MnDOT. He said the question is would the HRA build the ramp regardless of Flaherty and Collins' status.

Commissioner Backous asked about the risks, adding ramp space will be needed at a future point anyway.

Mr. Lazan said the risks include losing grant funds as no other extensions will be allowed, resulting in a poor relationship and image with MnDOT for pulling from the project.

Public Works Director Olson outlined the HRA's options and risks relating to both actions, adding the ramp has to start before June 2011 or the agreement will advance to the next year.

City Administrator Ulrich said if Flaherty and Collins backs out, we would have expended only \$40,000 of design costs for the revision portion.

Discussion was held on the associated risks of moving forward with the ramp, including Flaherty and Collins' ability to obtain financing and the likelihood of obtaining \$3.5 million in grant funding again.

City Administrator Ulrich provided a status update of the rail station. He indicated that all markers are encouraging for station construction in 2012.

Commissioner Wise asked about design changes should Flaherty and Collins back out.

Public Works Director Olson said the only connection is the west end with vestibules and that eventually we will connect a building to the ramp, so if necessary the area could be blocked.

HRA consensus was to not take action regarding the rail station contingency for Flaherty and Collins – The Residence at The COR Project.

Case #3: Consider Proposal for Mass Grading Plan for The COR

HRA Executive Director Nelson reviewed the staff report.

Development Manager Lazan reviewed the scope of work.

Public Works Director Olson said this is a needed improvement, adding the grading plan will provide answers regarding drainage on the west side while helping to create a three-dimensional site plan.

Commissioner Backous asked how they can be sure this is a good quote.

Mr. Lazan said the quote is based on similar work and will be contracted with custom hourly rates with a maximum. He suggested the HRA may want to create a policy purchasing material once the grading is complete.

Motion by Commissioner Elvig, seconded by Commissioner McGlone, to approve the proposal from Landform Professional Services for the preparation of design and documentation as outlined in the attached work order.

Motion carried. Voting Yes: Chairperson Jeffrey, Commissioners Backous, Elvig, McGlone, Ramsey, Tossey, and Wise. Voting No: None. Absent: None.

COMMITTEE REPORTS

None.

EXECUTIVE DIRECTOR'S REPORT

HRA Executive Director Nelson stated that during the recent Strategic Planning Session the HRA identified communication and other development management items for future discussion.

COMMISSIONER INPUT

None.

ADJOURNMENT

Motion by Commissioner Elvig, seconded by Commissioner Jeffrey, to close the regular meeting of the Housing and Redevelopment Authority.

Motion carried.

The special meeting of the Housing and Redevelopment Authority adjourned at 10:02 p.m.

Respectfully submitted,

Heidi A. Nelson
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Cathy Sorensen
TimeSaver Off Site Secretarial, Inc.

HRA Regular Session

Item #: 6. 1.

Date: 02/08/2011

By: Diana Lund
Finance

Information**Title:**

Amend 2010 Housing & Redevelopment Authority Budget and Adopt 2011 Housing & Redevelopment Authority Budget

Background:

Attached for your review and consideration is the 2011 Housing & Redevelopment Authority (HRA) budget. This is the same budget that was presented at the time of the HRA Levy with adoption in September and the authorization by the HRA in December 2010 of COR Signs. The budget now needs to be formally adopted.

The financing source for these operations is interest earnings, prior years fund balance and property taxes from the HRA levy.

The HRA budget outlines expenditures associated with such items as staff time, development managers contract, marketing of the COR and parking ramp maintenance. The majority of HRA expenditures relate to COR activities.

Also attached to this case is a resolution amending 2010 activity. This is primarily a "housekeeping" item and is done on an annual basis. The projections through the end of the year are based on actual activity and will be finalized after the annual city audit in April 2011.

Recommendation:

Approve attached Resolution #HRA-11-02-XXX Adopting the 2011 Housing & Redevelopment Authority Budget;
And
Approve attached Resolution #HRA-11-02-XXX Amending the 2010 Housing & Redevelopment Authority Budget.

Funding Source:

Budget is supported by the 2011 HRA property tax levy.

Council Action:

Motion to recommend HRA adopt Resolution #HRA-11-02-XXX Adopting the 2011 Housing & Redevelopment Authority Budget;

And

Motion to recommend HRA adopt Resolution #HRA-11-02-XXX Amending the 2010 Housing & Redevelopment Authority Budget.

Attachments

2011 HRA Budget

Resolution Adopt 2011 HRA Budget

Resolution Amend 2010 HRA Budget

Form Review

Inbox
Heidi Nelson

Reviewed By
Heidi Nelson

Date
02/01/2011 12:49 PM

Form Started By: Diana Lund
Final Approval Date: 02/01/2011

Started On: 02/01/2011 08:41 AM

City of Ramsey 2011 Housing and Redevelopment Authority Fund Budget

HOUSING AND REDEVELOPMENT AUTHORITY FUND 295 - Budget Summary

| 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Proposed |
|----------------|----------------|----------------|-----------------|------------------|
|----------------|----------------|----------------|-----------------|------------------|

REVENUES

| | | | | | |
|----------------------------|----------------|----------------|------------------|----------------|----------------|
| Miscellaneous | | | | | |
| Taxes | 305,669 | 306,911 | 561,353 | 383,005 | 368,549 |
| Investment Earnings | 14,122 | 23,749 | 24,699 | 5,000 | 2,500 |
| Miscellaneous | | | 595,641 | 5 | |
| Transfers From Other Funds | | | 6,251,973 | 5,000 | |
| | | | | | |
| | | | | | |
| TOTAL REVENUES | 319,791 | 330,660 | 7,433,666 | 393,010 | 371,049 |

EXPENDITURES

| | | | | | |
|----------------------------|---------------|---------------|------------------|----------------|----------------|
| Personal Services | 85,279 | 89,536 | 97,849 | 43,085 | 156,826 |
| Supplies | | | | 76,482 | 53,000 |
| Other Services and Charges | 13,173 | 8,129 | 441,023 | 423,163 | 348,100 |
| Capital Outlay | | | 6,764,429 | | 90,000 |
| Other Financing Uses: | | | | | |
| Transfers to Other Funds | | | | | |
| | | | | | |
| TOTAL EXPENDITURES | 98,452 | 97,665 | 7,303,301 | 542,730 | 647,926 |

FUND BALANCE

| | | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| FUND BALANCE, Begining on Yr | 167,108 | 388,447 | 621,442 | 751,807 | 602,087 |
| Revenues & Other Sources | 319,791 | 330,660 | 7,433,666 | 393,010 | 371,049 |
| Expenditures & Other Uses | (98,452) | (97,665) | (7,303,301) | (542,730) | (647,926) |
| | | | | | |
| FUND BALANCE, End of Yr | 388,447 | 621,442 | 751,807 | 602,087 | 325,210 |

City of Ramsey 2011 HRA Fund Budget Revenues and Fund Balance

HOUSING AND REDEVELOPMENT AUTHORITY

| HRA | | | | | FUND 295 |
|----------------|----------------|----------------|-----------------|-----------------|----------|
| 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Adopted | |

REVENUES AND OTHER SOURCES

| | | | | | | |
|---------------------------|---|----------------|----------------|------------------|----------------|----------------|
| 4011 | HRA Levy | 305,669 | 306,911 | 561,353 | 383,005 | 368,549 |
| 4701 | Interest Earnings | 14,122 | 23,749 | 24,699 | 5,000 | 2,500 |
| 4609 | Miscellaneous | | | 595,641 | 5 | |
| 4901 | Transfers From Other Funds/Fund Balance Reserves: | | | 6,251,973 | 5,000 | |
| TOTAL HRA REVENUES | | 319,791 | 330,660 | 7,433,666 | 393,010 | 371,049 |

City of Ramsey 2011 HRA Fund Budget Line Item Detail By Cost Center or Sub-function

HOUSING & REDEVELOPMENT AUTHORITY

| | | | | |
|----------------|----------------|----------------|-----------------|-----------------|
| HRA | | | | FUND 295 |
| 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Adopted |

EXPENDITURE SUMMARY

| | | | | | |
|--|---------------|---------------|------------------|----------------|----------------|
| Personal Services | 85,279 | 89,536 | 97,849 | 43,085 | 156,826 |
| Supplies | | | | 76,482 | 53,000 |
| Other Services and Charges | 13,173 | 8,129 | 441,023 | 423,163 | 348,100 |
| Capital Outlay | | | 6,764,429 | | 90,000 |
| Other Financing Uses: | | | | | |
| Transfer to Equipment Replacement fund | | | | | |
| TOTAL EXPENDITURES | 98,452 | 97,664 | 7,303,301 | 542,730 | 647,926 |

City of Ramsey 2011 HRA Fund Budget Line Item Detail By Cost Center or Sub-function

HOUSING & REDEVELOPMENT AUTHORITY

| HRA | | | | | FUND 295 |
|----------------|----------------|----------------|-----------------|-----------------|----------|
| 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Adopted | |

PERSONAL SERVICES:

Wages and Salaries -

| | | | | | | |
|---------------------------------|--------------------|---------------|---------------|---------------|---------------|----------------|
| 6102 | Full-Time Regular | 74,473 | 77,945 | 84,591 | 37,221 | 122,668 |
| 6103 | Full-Time Overtime | | | | | |
| 6104 | Part-Time Regular | | | | | 8,400 |
| 6105 | Temporary Regular | | | | | 6,000 |
| 6106 | Temporary Overtime | | | | | |
| 6107 | Part-Time Overtime | | | | | |
| Total Wages and Salaries | | 74,473 | 77,945 | 84,591 | 37,221 | 137,068 |

Other Gross Earnings -

| | | | | | | |
|-----------------------------------|---------------|--|--|--|--|--|
| 6108 | Severance Pay | | | | | |
| Total Other Gross Earnings | | | | | | |

Employer Contributions -

| | | | | | | |
|-------------------------------------|-----------------------------|---------------|---------------|---------------|---------------|----------------|
| 6121 | PERA Contributions | 4,655 | 5,066 | 5,710 | 2,605 | 8,893 |
| 6122 | FICA/Medicare Contributions | 5,697 | 5,963 | 6,472 | 2,847 | 9,883 |
| 6125 | ICMA Retirement Trust 401 | | | | | |
| 6131 | Group Insurance | | | | | |
| 6134 | Disability Insurance | | | | | |
| 6133 | Workers' Comp - Premiums | 454 | 561 | 1,076 | 411 | 982 |
| Total Employer Contributions | | 10,806 | 11,591 | 13,258 | 5,864 | 19,758 |
| Total Personal Services | | 85,279 | 89,536 | 97,849 | 43,085 | 156,826 |

SUPPLIES:

Office Supplies:

| | | | | | | |
|------------------------------|--------------------------------------|--|--|--|--|--|
| 6201 | Accessories | | | | | |
| 6202 | Duplicating Supplies & Copying Paper | | | | | |
| 6204 | Stationary, Envelopes & Forms | | | | | |
| 6205 | Drafting Supplies | | | | | |
| 6206 | Film, Microfilm, Tapes, Disks | | | | | |
| 6207 | Training Supplies | | | | | |
| 6208 | Miscellaneous Office Supplies | | | | | |
| Total Office Supplies | | | | | | |

Operating Supplies:

| | | | | | | |
|---------------------------------|----------------------------------|--|--|--|---------------|---------------|
| 6221 | Cleaning Supplies | | | | | |
| 6223 | Gasoline | | | | | |
| 6225 | Diesel Fuel | | | | | |
| 6227 | Lubricants and Additives | | | | | |
| 6229 | Shop Materials | | | | | |
| 6231 | Uniforms & Turn-Out Gear | | | | | |
| 6233 | Batteries | | | | | |
| 6235 | Ammunition | | | | | |
| 6237 | Crime Scene Kit Materials | | | | | |
| 6239 | First Aid Supplies | | | | | |
| 6246 | Marketing & Promotional Supplies | | | | 76,264 | 53,000 |
| 6249 | Miscellaneous Supplies | | | | 218 | |
| Total Operating Supplies | | | | | 76,482 | 53,000 |

Repair and Maintenance Supplies:

| | | | | | | |
|------|--------------------------------------|--|--|--|--|--|
| 6251 | Batteries (Vehicle/Equipment) | | | | | |
| 6253 | Brakes | | | | | |
| 6255 | Tires | | | | | |
| 6257 | Other Vehicle Parts | | | | | |
| 6259 | Building Maintenance/Repair Supplies | | | | | |
| 6261 | Sand and Gravel | | | | | |
| 6263 | Salt | | | | | |
| 6265 | Asphalt | | | | | |
| 6267 | Other Street Maintenance Supplies | | | | | |
| 6269 | Landscape Materials | | | | | |
| 6271 | Sign Repair Materials | | | | | |

City of Ramsey 2011 HRA Fund Budget Line Item Detail By Cost Center or Sub-function

HOUSING & REDEVELOPMENT AUTHORITY

HRA

FUND 295

| 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Adopted |
|----------------|----------------|----------------|-----------------|-----------------|
|----------------|----------------|----------------|-----------------|-----------------|

| | | | | | | | | |
|--|-----------------------|--|--|--|--|--|--|--|
| 6275 | Other Equipment Parts | | | | | | | |
| Total Repair & Maintenance Supplies | | | | | | | | |

Small Tools and Minor Equipment:

| | | | | | | | | |
|--------------------------------------|-----------------------------|--|--|--|--|--|--|--|
| 6281 | Small Tools/Minor Equipment | | | | | | | |
| Total Small Tools/Minor Equip | | | | | | | | |

Merchandise For Resale:

| | | | | | | | | |
|-------------------------------------|----------------------------------|--|--|--|--|--------|--|--------|
| 6291 | Culverts, Signs, Street Supplies | | | | | | | |
| 6293 | Maps | | | | | | | |
| Total Merchandise For Resale | | | | | | | | |
| TOTAL SUPPLIES | | | | | | 76,482 | | 53,000 |

OTHER SERVICES AND CHARGES

Professional Services

| | | | | | | | | |
|------------------------------------|-------------------------------------|--------|-------|---------|---------|--|--|---------|
| 6302 | Auditing and Accounting | | | | | | | |
| 6303 | Engineering Fees | | | | | | | |
| 6304 | Legal Fees | | | 1,198 | 29,847 | | | 30,000 |
| 6305 | Medical/Psychological Fees | | | | | | | |
| 6306 | Personnel Testing/Recruitment | | | | | | | |
| 6315 | Miscellaneous Professional Services | 11,700 | 7,057 | 437,184 | 323,886 | | | 240,000 |
| 6317 | Engineering Time | | | | | | | |
| Total Professional Services | | 11,700 | 7,057 | 438,382 | 353,733 | | | 270,000 |

Communication:

| | | | | | | | | |
|----------------------------|----------------------------|--|--|--|----|--|--|-------|
| 6321 | Telephone | | | | | | | |
| 6322 | Postage | | | | 27 | | | 1,000 |
| 6323 | Cellular Phones | | | | | | | |
| 6324 | Messenger/Delivery Service | | | | | | | |
| 6325 | Long Distance Charges | | | | | | | |
| Total Communication | | | | | 27 | | | 1,000 |

Employee Reimbursements:

| | | | | | | | | |
|--------------------------------------|-----------------------|-----|-----|-----|--------|--------|--|--------|
| 6331 | Travel/Meals/Lodging | | | | | 11,366 | | 20,000 |
| 6334 | Mileage Reimbursement | | | | | | | 1,000 |
| 6335 | Training | 405 | 126 | 989 | 3,655 | | | 2,500 |
| Total Employee Reimbursements | | 405 | 126 | 989 | 15,021 | | | 23,500 |

Advertising and Publishing:

| | | | | | | | | |
|---|---------------------------------------|--|--|--|--|--|--|--|
| 6351 | Legal Notices Publishing | | | | | | | |
| 6352 | General Notice and Public Information | | | | | | | |
| 6353 | Ordinance Publication | | | | | | | |
| 6354 | Help Wanted Advertisements | | | | | | | |
| Total Advertising and Publishing | | | | | | | | |

Insurance:

| | | | | | | | | |
|------------------------|---|-----|-----|-------|-------|--|--|-------|
| 6361 | General Liability/Property/Auto Insurance | 673 | 541 | 1,652 | 4,562 | | | 2,000 |
| Total Insurance | | 673 | 541 | 1,652 | 4,562 | | | 2,000 |

Utilities:

| | | | | | | | | |
|------------------------|--------------------|--|--|--|--|--|--|--|
| 6371 | Electric Utilities | | | | | | | |
| 6372 | Water/Irrigation | | | | | | | |
| 6373 | Gas Utilities | | | | | | | |
| 6374 | Refuse/Recycling | | | | | | | |
| Total Utilities | | | | | | | | |

Repairs and Maintenance - Labor:

| | | | | | | | | |
|--|--------------------------------|--|--|--|--|--|--|--|
| 6381 | Building and Structure Repair | | | | | | | |
| 6382 | Machinery and Equipment Repair | | | | | | | |
| 6383 | Office Equipment Repair | | | | | | | |
| 6386 | Brake Repair | | | | | | | |
| 6387 | Tire Mounting and Balancing | | | | | | | |
| 6388 | Other Vehicle Repair | | | | | | | |
| 6389 | Towing Services | | | | | | | |
| Total Repairs and Maintenance - Labor | | | | | | | | |

City of Ramsey 2011 HRA Fund Budget Line Item Detail By Cost Center or Sub-function

HOUSING & REDEVELOPMENT AUTHORITY

| HRA | | | | | FUND 295 |
|----------------|----------------|----------------|-----------------|-----------------|----------|
| 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Adopted | |

Repairs and Maintenance - Contracts:

| | | | | | | | | | |
|--|-----------------------------------|--|--|--|--|--|--|--|--|
| 6401 | Buildings | | | | | | | | |
| 6402 | Structures - Other Than Buildings | | | | | | | | |
| 6404 | Machinery and Equipment | | | | | | | | |
| 6405 | Office and Data Processing Equip | | | | | | | | |
| Total Repairs and Maintenance - Contracts | | | | | | | | | |

Rentals:

| | | | | | | | | | |
|----------------------|------------------|--|--|--|--|--|--|--|--|
| 6413 | Office Equipment | | | | | | | | |
| 6415 | Other Equipment | | | | | | | | |
| 6416 | Machinery | | | | | | | | |
| 6417 | Uniforms | | | | | | | | |
| Total Rentals | | | | | | | | | |

Miscellaneous:

| | | | | | | | | | |
|----------------------------|---------------------------|--|--|--|--|--|--|--|--|
| 6433 | Refunds | | | | | | | | |
| 6434 | Gopher Feet Reimbursement | | | | | | | | |
| 6435 | Finance Charges | | | | | | | | |
| 6439 | Other Miscellaneous | | | | | | | | |
| Total Miscellaneous | | | | | | | | | |

Dues, Subscriptions and Registration Fees:

| | | | | | | | | |
|---|-------------------|-----|-----|--|--|-------|--|-------|
| 6451 | Dues | 395 | 405 | | | 2,160 | | 3,500 |
| 6452 | Subscriptions | | | | | | | 500 |
| 6453 | Registration Fees | | | | | | | |
| Total Dues, Subscriptions & Reg Fees | | 395 | 405 | | | 2,160 | | 4,000 |

Books and Pamphlets:

| | | | | | | | | | |
|----------------------------------|---------------------|--|--|--|--|--|--|--|--|
| 6471 | Books and Pamphlets | | | | | | | | |
| Total Books and Pamphlets | | | | | | | | | |

Contracted Services:

| | | | | | | | | | |
|----------------------------------|--------------------------------------|--|--|--|--|--------|--|--------|--|
| 6486 | Contracted Community School Programs | | | | | | | | |
| 6489 | Other Contracted Services | | | | | 47,660 | | 47,600 | |
| Total Contracted Services | | | | | | 47,660 | | 47,600 | |

Donations:

| | | | | | | | | | |
|-----------------------------------|-----------|--------|-------|---------|--|---------|--|---------|--|
| 6491 | Donations | | | | | | | | |
| 6495 | Trails | | | | | | | | |
| Total Donations | | | | | | | | | |
| Total Services and Charges | | 13,173 | 8,129 | 441,023 | | 423,163 | | 348,100 | |

| | | | | | | | | |
|-------------------------------------|--|--------|--------|---------|--|---------|--|---------|
| TOTAL OPERATING EXPENDITURES | | 98,452 | 97,664 | 538,872 | | 542,730 | | 557,926 |
|-------------------------------------|--|--------|--------|---------|--|---------|--|---------|

CAPITAL OUTLAY

| | | | | | | | | |
|-----------------------------|-------------------------------|--|--|-----------|--|--|--|--------|
| 6510 | Land | | | 6,764,429 | | | | |
| 6520 | Buildings and Structures | | | | | | | |
| 6530 | Improvements Other Than Bldgs | | | | | | | |
| 6540 | Heavy Machinery | | | | | | | |
| 6550 | Motor Vehicles | | | | | | | |
| 6560 | Office Equipment | | | | | | | |
| 6580 | Other Equipment | | | | | | | 90,000 |
| 6585 | Computer Hardware/Software | | | | | | | |
| Total Capital Outlay | | | | 6,764,429 | | | | 90,000 |

| | | | | | | | | |
|--------------------------------------|--|--------|--------|-----------|--|---------|--|---------|
| TOTAL OPERATING & CAPITAL | | 98,452 | 97,664 | 7,303,301 | | 542,730 | | 647,926 |
|--------------------------------------|--|--------|--------|-----------|--|---------|--|---------|

| | | | | | | | | |
|------|---------------------|--|--|--|--|--|--|--|
| 6820 | Operating Transfers | | | | | | | |
|------|---------------------|--|--|--|--|--|--|--|

| | | | | | | | | |
|--|--|--------|--------|-----------|--|---------|--|---------|
| TOTAL EXPENDITURES & OTHER USES | | 98,452 | 97,664 | 7,303,301 | | 542,730 | | 647,926 |
|--|--|--------|--------|-----------|--|---------|--|---------|

City of Ramsey 2011 HOUSING REDEVELOPMENT AUTHORITY Budget Detail of Line Items

HOUSING & REDEVELOPMENT AUTHORITY F#295

| | 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Adopted |
|--|----------------|----------------|----------------|-----------------|-----------------|
| Revenues | | | | | |
| 4011 Current Ad Valorem Taxes | | | | | |
| (includes taxes from Town Center) | 305,669 | 306,911 | 561,353 | 383,005 | 368,549 |
| | 305,669 | 306,911 | 561,353 | 383,005 | 368,549 |
| 4701 Interest Earnings | 14,122 | 23,749 | 24,699 | 5,000 | 2,500 |
| 4609 Miscellaneous | | | | | |
| County HRA payment towards RTC land purchase | 0 | 0 | 595,641 | 5 | 0 |
| | 0 | 0 | 595,641 | 5 | 0 |
| 4901 Transfers in from other funds | 0 | 0 | 6,251,973 | 5,000 | 0 |
| Letter of Credit Proceeds & Sewer/Water Loan | | | | | |
| Expenditures | | | | | |
| 6102 Wages & Salaries | | | | | |
| Personnel | 85,279 | 89,536 | 97,849 | 43,085 | 141,926 |
| 6104 Wages & Salaries-Part-Time | | | | | |
| Stipend for HRA meetings \$25 mtg | 0 | 0 | 0 | 0 | 8,400 |
| 6105 Temporary Wages & Salaries | | | | | |
| Temporary Labor - Maintenance | 0 | 0 | 0 | 0 | 6,500 |
| 6246 Marketing & Promotional Supplies | | | | | |
| COR website Domains | 0 | 0 | 0 | 2,234 | 3,000 |
| COR Marketing | 0 | 0 | 0 | 74,031 | 50,000 |
| | 0 | 0 | 0 | 76,264 | 53,000 |
| 6249 Miscellaneous Operating Supply | | | | | |
| Miscellaneous Supplies | 0 | 0 | 0 | 218 | 0 |
| 6304 Legal Fees | | | | | |
| Legal Fees | 0 | 0 | 1,198 | 29,847 | 30,000 |
| 6315 Miscellaneous Professional Services | | | | | |
| Development Management Contract & Exp | 0 | 0 | | 311,750 | 210,000 |
| Property taxes | | | 323,185 | | |
| Misc Consulting Services | 13,200 | 7,057 | 113,999 | 12,136 | 30,000 |
| | 13,200 | 7,057 | 437,184 | 323,886 | 240,000 |
| 6322 Postage | | | | | |
| Mailings of Housing Surveys | 0 | 0 | 0 | 27 | 1,000 |
| 6331 Travel/Meals/Lodging | | | | | |
| Travel for COR | 0 | 0 | 0 | 11,366 | 20,000 |
| 6334 Mileage Reimbursement | | | | | |
| Reimbursement for personal use of auto | 0 | 0 | 0 | 0 | 1,000 |

City of Ramsey 2011 HOUSING REDEVELOPMENT AUTHORITY Budget Detail of Line Items

HOUSING & REDEVELOPMENT AUTHORITY F#295

| | 2007 Actual | 2008 Actual | 2009 Actual | 2010 Amended | 2011 Adopted |
|---|----------------|----------------|----------------|-----------------|-----------------|
| 6335 Training | | | | | |
| Misc HRA Conferences | 405 | 126 | 989 | 3,655 | 2,500 |
| 6361 General Liability/Property/Auto Insurance | | | | | |
| Share of applicable insurance coverage. | 673 | 541 | 1,652 | 4,562 | 2,000 |
| 6451 Dues | | | | | |
| ICSC | 395 | 405 | 0 | 2,160 | 3,500 |
| 6452 Subscriptions | | | | | |
| MN Real Estage Journal & Business Journal | 0 | 0 | 0 | 0 | 500 |
| 6453 Registration Fees | | | | | |
| | 0 | 0 | 0 | 0 | 0 |
| 6489 Other Contracted Services | | | | | |
| Park Ramp Maint Agreement | 0 | 0 | 0 | 47,660 | 47,600 |
| 6510 Capital Outlay - Land | | | | | |
| Ramsey Town Center Land Purchase | 0 | 0 | 6,764,429 | 0 | 0 |
| 6580 Captial Outlay- Other | | | | | |
| COR Entrance Signs | 0 | 0 | 0 | 0 | 90,000 |

Commissioner introduced the following resolution and moved for its adoption:

RESOLUTION #HRA-11-02-XXX

RESOLUTION ADOPTING THE 2011 CITY OF RAMSEY HOUSING AND REDEVELOPMENT AUTHORITY FUND BUDGET

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

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2011 is hereby adopted for the Housing & Redevelopment Authority Fund as follows:

HOUSING & REDEVELOPMENT AUTHORITY FUND

Revenues:

| | |
|-----------------------|-------------------------|
| Taxes (HRA Levy) | \$368,549 |
| Interest Earnings | <u>\$ 2,500</u> |
| Total Revenues | <u>\$371,049</u> |

Operating and Capital Expenditures:

| | |
|---|-------------------------|
| Personal Services | 156,826 |
| Supplies | 53,000 |
| Services and Charges | 348,100 |
| Capital Outlay | 90,000 |
| Other Financing Uses- | 0 |
| Operating Transfers | <u>0</u> |
| Total Operating and Capital Expenditures | <u>\$647,926</u> |

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

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 Housing and Redevelopment Authority this the 9th day of February, 2010.

Chairperson

ATTEST:

HRA Executive Director

Commissioner introduced the following resolution and moved for its adoption:

RESOLUTION #HRA-11-02-XXX

RESOLUTION AMENDING THE 2010 HOUSING AND REDEVELOPMENT AUTHORITY OPERATING BUDGET

WHEREAS, during the year 2010, the Ramsey HRA acted on matters impacting revenue and expenditures budget of the Housing and Redevelopment Authority for items that were not included in the original budget for the year ended December 31, 2010; and

WHEREAS, for financial reporting purposes, amendments to the Housing and Redevelopment Authority budget is to be made in the form of a Budget Amendment Resolution; and

WHEREAS, the following budget amendments are required to confirm the HRA's actions taken by motion and/or discussion and to reflect actual activity for the year ended December 31, 2010:

To amend revenue activities based on budget amendments made by HRA action during 2010 and actual moneys received over (under) budget from \$415,124 to \$393,010 a total net decrease of \$22,114.

| | |
|--------------------------------|-------------------|
| Taxes | (27,114) |
| Transfers In | <u>5,000</u> |
| Net Decrease Budgeted Revenues | <u>\$(22,114)</u> |

To amend expenditure activities based on budget amendments made by HRA action during 2010 and actual moneys spent over (under) budget from \$410,124 to \$578,730 for a net increase of \$132,606.

| | |
|------------------------------------|------------------|
| Personal Service | \$ 98 |
| Supplies | 76,482 |
| Other Services and Charges | 56,026 |
| Capital Outlay | 0 |
| Transfers to Other Funds | <u>0</u> |
| Net Increase Budgeted Expenditures | <u>\$132,606</u> |

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

- 1) That the HRA hereby directs the Finance Director to enter these budget amendments into the City's financial records.

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

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 Housing and Redevelopment Authority this the 8th day of February, 2011.

Chairperson

ATTEST:

HRA Executive Director