

City of Ramsey
Agenda
Housing and Redevelopment Authority (HRA)
Regular Session
Monday, November 7, 2011
Immediately following the City Council meeting
Council Chambers, 7550 Sunwood Drive NW

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

HRA meeting minutes dated July 12, 2011
HRA meeting minutes dated August 30, 2011
HRA meeting minutes dated September 6, 2011
HRA meeting minutes dated October 11, 2011
5. **HRA Business**
 1. Consider Proposal for Wetland Delineation and Mitigation
6. **Executive Director's Report**
7. **Commissioner Input**
8. **Adjournment**

HRA Regular Session

4. 1.

Meeting Date: 11/07/2011

By: JoAnn Shaw, Community Development

Title:

Approve the following HRA meeting minutes:

HRA meeting minutes dated July 12, 2011

HRA meeting minutes dated August 30, 2011

HRA meeting minutes dated September 6, 2011

HRA meeting minutes dated October 11, 2011

Background:

n/a

Funding Source:

n/a

Council Action:

Motion to approve the HRA meeting minutes.

Attachments

07.12.11

08.30.11

09.06.11

10.11.11

Form Review

Inbox
Heidi Nelson

Form Started By: JoAnn Shaw

Reviewed By
JoAnn Shaw

Final Approval Date: 11/03/2011

Date
11/03/2011 03:23 PM
Started On: 11/03/2011 03:11 PM

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

The Housing and Redevelopment Authority conducted a regular meeting on Tuesday, July 12, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson David Elvig
 Commissioner Randy Backous
 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

CALL TO ORDER

Chairperson Elvig called the regular meeting of the Housing and Redevelopment Authority to order at 7:52 p.m.

OPEN FORUM

There was none.

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

None.

HRA BUSINESS

Case #1: Update on Flaherty and Collins Financing – The Residence at The COR Project (Portions may be closed to the public)

Development Manager Lazan reviewed the staff report. He noted a tentative deal structure will be presented July 19 at the work session. The item will be before the HRA on the 26th of July.

COMMITTEE REPORTS

None.

EXECUTIVE DIRECTOR'S REPORT

Community Development Director Lazan noted the pylon sign along Highway 10 is being erected. The completion date is no later than August 10.

There has been a concern of landscaping around this site. He questioned whether there is a budget for landscaping. He noted there was an existing sign in this spot, which is now being taken advantage of for a new sign. Now that there is an empty lot, it appears the sign is too close to the road, though it is in the same place the previous sign was.

Consensus was reached to move forward with the sign placement as planned.

Commissioner Tossey asked for the status on the 12th Addition Soil Erosion.

Public Works Director Olson stated it is planned to be finished this week, however the tree debris from the storm has taken precedence. He said he projects this to be done by the first part of the next week.

Public Works Director Olson gave an update on the Sunwood Lane realignment, stating the feasibility study has begun. He anticipated the bids would be sent out in January, and a start date in March.

City Administrator Ulrich reviewed the events schedule, pointing out the business appreciation golf outing, and the upcoming Game Fair. The City has a booth at the Game Fair, and the same materials used at ICSC will be utilized. He noted the Concerts at the Draw event series is still going on.

City Administrator Ulrich stated staff is considering rescheduling a real estate broker event, which takes about 6 months for approval. The state shut down has pushed this event back.

City Administrator Ulrich stated the Ramsey Raceway is scheduled to open Friday July 15 for its first official event. This is small scale racing on a tract at Armstrong Boulevard and Hwy 10.

COMMISSIONER INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Housing and Redevelopment Authority adjourned at 8:04 p.m.

Respectfully submitted,

Heidi Nelson
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Chris Moksnes
TimeSaver Off Site Secretarial, Inc.

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

The Housing and Redevelopment Authority conducted a regular meeting on Tuesday, August 30, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Members Absent: None

Also Present: Deputy City Administrator/HRA Exec Dir Heidi A. Nelson
 City Administrator Kurtis G. Ulrich
 Finance Officer Diana Lund
 Development Manager Darren Lazan
 City Attorney Bill Goodrich
 Police Chief James Way
 Fire Chief Dean Kaplar
 Park Supervisor Mark Riverblood
 Senior Planner Tim Gladhill

CALL TO ORDER

Chairperson Elvig called the regular meeting of the Housing and Redevelopment Authority to order at 8:30 p.m.

CITIZEN INPUT

There was none.

APPROVAL OF AGENDA

Chairperson Elvig requested Case #6: Discuss Development Management Contract, be considered first and move all other Cases down.

Motion by Commissioner Backous, seconded by Commissioner Wise, to approve the agenda as amended.

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

APPROVAL OF MINUTES

None.

HRA BUSINESS

Case #1 6: Discuss Development Management Contract

Chairperson Elvig explained he asked City Attorney Goodrich to give a legal opinion of the process regarding bringing an agenda item forward for discussion that was not on the agenda.

City Attorney Goodrich stated the City Code provides for Council to discuss only items on the agenda. However, the Council can consider an added item by agreement. The HRA has separate by-laws. In a regular Council meeting, people can expect to have other items brought up. City Attorney Goodrich advised it was handled properly at the last regular meeting and the Council or the HRA can vote to deny discussion on a new item if it is not on the agenda.

Chairperson Elvig noted some of the issues with this contract are difficult. The biggest issue is in how the developments and the developer are managed.

City Attorney Goodrich noted in reviewing the contract, there is a provision that the HRA representative for administering this agreement is Executive Director Nelson. She is the Development Manager and the contractors' direct supervisor. She cannot expend HRA funds unless provided by this agreement.

Commissioner Ramsey noted an email was sent last week concerning this issue. He requested a copy of that email be attached to the minutes for this meeting. ***Attached to the minutes is an email from Development Manager Lazan marked as Exhibit A.***

Executive Director Nelson stated she has had discussions with members of the HRA with regard to the work or the contract of the Development Manager. She highlighted changes from the former contract to the newer contract.

Commissioner Backous indicated he had an issue with operational processes

Commissioner Tossey stated his issue was that he did not anticipate this amount of public involvement in some of the projects. He said he was not in favor of the amount the City would have to bond for and in the future would like to see that when there is a project with a considerable amount of public financing, a third of that commission would be held until the taxpayers are made whole. He said he discussed with Mr. Lazan the handling of commissions and the perception of how they are managed; however, they did come to an understanding.

Commissioner Backous explained when he brought this issue forward it was to review the contract and not terminate it.

Discussion ensued regarding the sequence of events in projects. It was noted projects start because of one interested party and it could be six months later when they come back to discuss further. The first discussion may have been very informal and fact gathering with the Development Manager. If there is further interest, it gets moved into more meetings. The idea of the project can change over this time, and while they are brought forth to the HRA, discussions may have overlapped and the perceptions of the sequence can be different.

Commissioner Strommen pointed out there are seven individuals making up one body and not everyone can be involved in everything.

City Administrator Ulrich stated the specific projects and commissions should be negotiated. The contract that Executive Director Nelson administers serves as a rule for everyone. He suggested any interested parties use Executive Director Nelson as a contact point. By nature, a lot of what is worked on is confidential, involves judgment calls, and Staff must be trusted to do their job.

Commissioner Ramsey noted if Mr. Lazan does not approve of a proposed project, he would not spend time on it because he would not get paid. He has incentive to bring good, solid projects to the City.

City Administrator Ulrich said the staff has taken positive steps to bring decision makers together, and is committed to working forward with more solid communication.

Commissioner McGlone stated he has no issue with the contract for the Development Manager. He said he did take issue with the City Attorney stating that what was done at the last meeting, adding an agenda item at the last minute, was done correctly. He said he thinks the public deserves to know what is on the agenda as planned and any agenda item should be made public before the meeting.

Commissioner Backous agreed and said he would like time to talk to staff about the agenda items beforehand as well.

Development Manager Lazan said the Flaherty deal has had a lot of discussion. He explained he did not want to write a 30-page case, and the Commission didn't want to read it. He said the idea was to keep it in front of the Commission and in 30 days, ask for their vote. He pointed out he has received a lot of comments and ideas from the members, and it is a huge benefit to the project.

Commissioner Backous stated the contractor was out of line to send an email to the body he works for.

Case #2 4: Consider 2012 HRA Levy and Budget

Executive Director Nelson reviewed the staff report.

Finance Director Lund further explained how the TIF monies could be utilized. If they are left in the TIF fund, use of the funds is very restricted. The recommendation is to transfer the balance to the HRA.

City Administrator Ulrich suggested allocating to make this a balanced budget without lowering the reserve balance. The balance could be moved to a nonrestricted fund.

Consensus was reached to allocate the money to balance the budget and move the remainder to the HRA fund.

Case #3 2: Consider Land Sale Proceeds Policy for THE COR at Ramsey

Executive Director Nelson reviewed the staff report.

Consensus was reached to allocate the land sale proceeds as noted in the staff report.

Case #4 3: Consider Sporting Retail Concept on Sunwood Drive

Development Manager Lazan reviewed the staff report. He noted a couple of sketches have been prepared for the sporting retail concept. There is a City well, which would need to be protected, and there is a storm water line on the east side of the parcel and a 50-foot wellhead zone. Mr. Lazan indicated this project fits nicely in this parcel and the group proposing to develop has the financial backing to complete the project. The main purpose of the building would be firearms and they would offer archery. Mr. Lazan stated they would offer an exclusive law enforcement rate to the City and County entities.

Commissioner Ramsey said he has attended a few of the meetings where this has been discussed. He noted this may be the company's primary location.

Commissioner Strommen commented it is an intriguing idea, though it seems somewhat out of place to construct between senior living and the grocery store. She said she would be in favor of it anywhere else in Ramsey.

Commissioner Tossey agreed.

Development Manager Lazan answered they want to be visible and they know this community is a great demographic for them.

Chairperson Elvig asked if it was soundproofed.

Development Manager Lazan replied they have not researched the decibel rating. However, there is a restaurant next to the Rochester store.

Consensus was reached to move forward in considering this project.

Case #5 4: Consider Letter of Intent – West 30 Retail

Consensus was reached to move this item to the next HRA meeting.

Case #6 5: Consider Tour of Metro Area Mixed-Use Projects and Key Amenities

Consensus was reached to schedule the tour and move discussion of this item to the next HRA meeting.

COMMITTEE REPORTS

None.

EXECUTIVE DIRECTOR'S REPORT

None.

COMMISSIONER INPUT

Commissioner McGlone stated he did not approve of moving items to the next meeting. He said a lot of work goes into the items to be discussed and noted the Letter of Intent for the West 30 Retail must be completed by the 19th.

Chairperson Elvig noted he would prefer to spend over an hour in discussion on this item but the meeting was going too late to begin the discussion.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Housing and Redevelopment Authority adjourned at 10:20 p.m.

Respectfully submitted,

Heidi Nelson
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Chris Moksnes
TimeSaver Off Site Secretarial, Inc.

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

The Housing and Redevelopment Authority conducted a special meeting on Tuesday, September 6, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: Deputy City Administrator/HRA Exec. Dir. Heidi A. Nelson
 City Administrator Kurtis Ulrich
 Development Manager Darren Lazan

CALL TO ORDER

Chairperson Elvig called the special meeting of the Housing and Redevelopment Authority to order at 8:15 p.m.

CITIZEN INPUT

There was none.

HRA BUSINESS

Case #1: Consider Project Signage for Ramp Construction

Executive Director Nelson reviewed the staff report, noting that the proposal is to put four signs up in The COR for information for the public.

Development Manager Darren Lazan pointed out the words can easily be changed on the sign.

Commissioner Tossey stated he was not in favor of putting up any signs.

Commissioner Ramsey suggested two signs may be more appropriate.

Commissioner McGlone noted it would be beneficial to have signs in place in time for Happy Days.

Commissioner Wise stated he would prefer to see at least two signs, noting it is an easier way to communicate to the residents.

Consensus was reached to erect two signs.

Case #2: Consider Letter of Intent - West 30 Retail (Portions may be closed to the public)

Development Manager Lazan reviewed the staff report. He noted after meeting with the first developer a year or so ago, they submitted a Letter of Intent.

City Attorney Goodrich noted that this meeting can move into closed session to discuss land sale pricing.

Motion by Commissioner Ramsey, seconded by Chairperson Elvig, to move to closed session.

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

The Special HRA meeting moved into a closed session at 8:28 p.m.

Motion by Commissioner Ramsey, seconded by Commissioner Wise, to open the closed meeting.

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

The closed session ended at 9:00 p.m.

Commissioner Ramsey stated he is in favor of the proposal, though due diligence must be conducted on the developer.

Development Manager Lazan noted he did visit their office as part of due diligence. He explained this proposal is a three year timeline, 3 acres a year for 4 years, which is dependent on the overpass. If the Board agrees, he will draw up a purchase agreement and present drafts to the Board prior to bringing it forward to the developer.

Direction was given to move forward with discussions toward a purchase agreement.

Discussion took place regarding the advantages and disadvantages of setting a precedent, and setting up guideposts.

Commissioner Wise pointed out this is not the first time a large piece of property has been developed. The first developer will get the best price, which is common knowledge among developers.

EXECUTIVE DIRECTOR'S REPORT

None.

COMMISSIONER INPUT

Executive Director Nelson noted the following items:

September 13 is the fiber optic groundbreaking event. Lunch will be at Ramsey City Hall, as the County Boards are also meeting at Ramsey City Hall.

The opening of the Veterans Clinic is Friday, November 11 (Veteran's Day), at 1:00 pm. The program will be held at The Fountains and tours of the new clinic will commence following the program.

Executive Director Nelson advised there is some discussion that a sub brand is subtly developing around the transit village. She suggested staff explore this issue and help determine whether it should be called this, or something to brand that area of the City.

Commissioner Strommen noted the brands should be nested and the nesting should make sense. She suggested the Council have a discussion regarding this in the near future.

Commissioner Ramsey suggested asking Economic Development/Marketing Manager Backman for an update on the rest of the City, and that it be a regular column in the newsletter.

Executive Director Nelson noted the Falls Restaurant, formerly Wells Catering, has moved their operations to the new Falls Restaurant facility. The restaurant should be open by October.

ADJOURNMENT

Motion by Commissioner Wise, seconded by Commissioner Ramsey, to close the special meeting of the Housing and Redevelopment Authority.

Motion carried.

The special meeting of the Housing and Redevelopment Authority adjourned at 9:27 p.m.

Respectfully submitted,

Heidi A. Nelson
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Chris Moksnes
TimeSaver Off Site Secretarial, Inc.

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

The Housing and Redevelopment Authority conducted a regular meeting on Tuesday, October 11, 2011, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

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

Also Present: Deputy City Administrator/HRA Exec. Dir. Heidi A. Nelson
 City Administrator Kurtis Ulrich
 Public Works Director Brian Olson
 Economic Development/Marketing Manager Aaron Backman
 Senior Planner Tim Gladhill
 City Engineer Tim Himmer
 Development Manager Darren Lazan
 City Attorney William Goodrich

CALL TO ORDER

Chairperson Elvig called the regular meeting of the Housing and Redevelopment Authority to order at 9:21 p.m.

OPEN FORUM

There was none.

APPROVAL OF AGENDA

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

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

APPROVAL OF MINUTES

Motion by Commissioner Wise, seconded by Commissioner Ramsey, to approve the following minutes:

Regular Meeting Minutes dated September 13, 2011

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

HRA BUSINESS

Case #1: Designate Executive Director as HRA's Representative to the RTC Master Association

Executive Director Nelson reviewed the staff report. She noted all the property owners that attended the recent meeting are members of the general association. She said it was a cooperative meeting and they are moving forward. The members want to come to an agreement on voting and member rights. Executive Director Nelson explained the residential associations as they exist today are provided one vote. They were invited; however, they did not attend. She indicated the first priority is to come to an agreement on what membership is, and from there, the voting rights and purpose of the association will be determined.

Commissioner Ramsey suggested scheduling a work session.

Executive Director Nelson explained she wanted to see how the initial meeting went. If it appears there is no way to come to an agreement on voting and membership rights, it will have to be taken another direction. She said she would prefer to see how the meeting goes tomorrow night, and have the attorneys attend; then it could be brought to a work session.

Motion by Commissioner Ramsey, seconded by Commissioner Tossey, to designate the HRA Executive Director as the HRA's representative to the RTC Master Association.

Further discussion: Commissioner McGlone asked if the HRA can sell a property. Executive Director Nelson stated it can and it would have to deal with the encumbrance on the title. The issues on the table for the meeting tomorrow are membership and voting rights. The declaratory judgment wouldn't impact what the association does or does not do.

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

Motion by Commissioner Ramsey, seconded by Commissioner Wise, to designate HRA's legal counsel Tom Bray of Briggs and Morgan to represent the HRA with regard to matters concerning the RTC Master Association.

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

Case #2: Consider Additional Bannering and Holiday Lighting for Upcoming Events

Development Manager Lazan reviewed the staff report.

Commissioner Ramsey questioned if there are limitations by the City Code and if this would be allowed if it was a private ramp. He said he considered the lighting unnecessary.

Executive Director Nelson explained this use would fall into the temporary signage part of the code. She noted the signage allotment on the ramp is not being exceeded.

Commissioner Tossey stated he preferred to not spend \$5,000 on signs but would support the lighting.

Commissioner Strommen questioned whether more or new businesses would be added to the banners.

Development Manager Lazan responded the businesses are currently being listed free of charge. The City is promoting the new businesses to show the activity in the City but if there are 100 more banners, consideration should be given to add information to them. He noted the freestanding construction signs previously approved by the Commission cost \$800 each. He deferred in ordering the second sign in anticipation of considering the proposed signs for \$250 each.

Commissioner Strommen stated she preferred to be fair to businesses in adding them to the banners. She asked if things change, would the banners be rotated out. Commissioner Strommen indicated she would support holiday lights to create a festive atmosphere in favor of banners.

Commissioner Backous suggested that approving parts of this proposal would be better than voting no on the entire package.

Commissioner Wise stated any new business must be bannered.

Chairperson Elvig agreed that holiday lighting is a nice idea.

Commissioner McGlone suggested offering businesses the chance to buy a strand of lights for a tree, or a similar program. He agreed to approach organizations to start this program.

Commissioner Backous questioned whether the banners really advertise businesses.

Development Manager Lazan answered the intent of the first round of banners was that closer to build out there would be three full sets. The first round was to recognize businesses are here. There is not much benefit to each specific business, but it reinforces that there is activity in the City and supports the overall identity of the property. The initial idea was to get 50 banners ready for the VA ground breaking. This concept would eventually carry into the Special Services District.

Chairperson Elvig commented he was not excited about the bannering and would like to see some revenue come in.

Commissioner Strommen felt if there are 50 or 100 banners with a few new names, the public would likely not notice. She is not sure it is the best way to stay within the budget but felt the lighting proposal is great.

Motion by Commissioner Ramsey, seconded by Commissioner Backous, to approve the proposed budget for the installation of two banners and holiday lighting based on the earlier discussion.

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

Discussion: Commissioner McGlone raised the issue of removing the flexible signs on the ramp for the License Center. He also noted the sign at the Holiday Station should be removed. Development Manager Lazan responded there has been a lot of discussion with the sign company in the last few weeks relating to a number of challenges. He said he was assured they will be complete by November 4.

Case #3: Consider Offer to Purchase Land – Sunwood Drive and Ramsey Boulevard

City Attorney Goodrich noted that this meeting can move into closed session to discuss purchase prices.

Motion by Commissioner Wise, seconded by Commissioner Ramsey, to move to closed session.

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

The Special HRA meeting moved into a closed session at 10:05 p.m.

The Special HRA meeting was reopened to the public at 10:35 p.m.

Development Manager Lazan noted the Commission reviewed an offer to purchase land at Sunwood Drive and Ramsey Boulevard. Direction was received to move forward on an agreement with terms and prices.

COMMITTEE REPORTS

None.

EXECUTIVE DIRECTOR'S REPORT

HRA Executive Director Nelson noted the following:

The Commission received the extension fee from Toti/Suite Living. The planned closing date is November 1.

The grand opening for the VA Clinic is Friday, November 11 at 1:00 p.m.

The tentative Rail Station celebration is November 16; and staff is waiting on confirmations.

The Falls Café will open in the next few weeks and offer breakfast, lunch, and dinner.

City Administrator Ulrich noted the ACCRA has approved the agreement with Ramsey for the rail.

Development Manager Lazan stated he attended the ICSC in Chicago partly on Ramsey's behalf. He said the show was relatively quiet, there were not as many retailers as he had hoped, but he reconnected with people and reminded them of Ramsey.

Development Manager Lazan noted there were people in the City on tour last week. In addition, there were some site assessments from several Commissioners.

COMMISSIONER INPUT

None.

ADJOURNMENT

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

Motion carried.

The regular meeting of the Housing and Redevelopment Authority adjourned at 10:40 p.m.

Respectfully submitted,

Heidi Nelson
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Chris Moksnes
TimeSaver Off Site Secretarial, Inc.

HRA Regular Session

5. 1.

Meeting Date: 11/07/2011**By:** Darren Lazan, Housing &
Redevelopment Authority**Title:**

Consider Proposal for Wetland Delineation and Mitigation

Background:

In January, 2011 The HRA approved the final settlement and wetland replacement agreements and further approved the design and monitoring agreements necessary to complete the wetland mitigation contemplated under the original permitting associated within The COR.

Throughout this process, the LRRWMO reminded staff of fact that the Technical Evaluation Panel (TEP) was not supportive of allowing impacts to the existing WNW wetland without a plan in place showing that these impacts were necessary. The HRA requested the ability to fill the existing WNW wetland under this amended permit to allow for greater flexibility in development scenarios and clear the entire westerly area of the COR of potential future impacts. The TEP could not arbitrarily approve wetland impacts without proving that such impacts are unavoidable. They did agree, however, that this existing WNW wetland is of low quality and they would not be opposed to future impacts if a development scenario could demonstrate the required Wetland Conservation Act (WCA) rules were followed.

Accordingly, a permit will be required to mitigate for specific development proposals that would impact the WNW wetland area. Any potential future impact that would require a permit could be mitigated by purchasing banking credits, minimizing proposed impacts under a development proposal, or incorporating mitigation into the west side vision of the COR.

The currently approved development plan (5.03) contemplates impacts to these facilities to allow the West 30 to develop, and we currently have development interest in the area of the existing remaining wetlands. The development team feels it is beneficial to both the project and the potential development timeline to consider pursuing this mitigation effort at this time.

Attached is an exhibit showing the wetland areas included in the original permit. The WNW wetland complex existing today, and the subject of the proposed permitting, is highlighted by a dashed red line. Also attached is a proposal from Tony Kaster from the Antea Group. Tony has been involved in all of the original wetland permitting as well as the most recent work completed this year, and is best positioned to complete the proposed work in both a timely and economical manner.

If Approved, Tony would complete a simple determination of the extent of the current wetland and work over the winter months to establish a mitigation strategy. When actual delineation is possible in the spring this proposal includes the full delineation effort and permit facilitation to complete the proposed mitigation.

Notification:**Observations:****Recommendation:**

The development team recommends the HRA approve the proposal from Antea Group in the amount of \$13,850 and direct the commencement of this effort as outlined in the proposal.

Funding Source:

TIF 14 and/or future land proceeds from sale of land in W30 Retail Area. This case provides for funding of delineation and the mitigation plan. Additional funding will be required for the purchase of wetland credits or for mitigation projects when that phase of the project moves forward.

Council Action:

Approve the proposal from Antea Group in the amount of \$13,850 and direct the commencement of the effort as outlined in the attached proposal.

Attachments

Antea Proposal

January 2011 Wetland Case

Wetland Mitigation Area

Form Review

Inbox	Reviewed By	Date
Heidi Nelson	Heidi Nelson	11/03/2011 02:04 PM
Form Started By: Darren Lazan		Started On: 11/03/2011 10:10 AM
	Final Approval Date: 11/03/2011	



Antea USA, Inc.
5910 Rice Creek Parkway, Suite 100
Shoreview, Minnesota 55126 USA
www.anteagroup.com

October 17, 2011

Mr. Tim Himmer
City Engineer
7550 Sunwood Drive NW
Ramsey, MN 55303

Dear Mr. Himmer:

RE: Proposal for Wetland Delineation, Permitting, and Mitigation Assistance for the COR Site, Ramsey, MN

Enclosed is the Antea™ Group proposal to provide wetland determination and delineation, permitting, and mitigation plan assistance for the proposed retail development site south of Bunker Lake Boulevard, east of Armstrong Boulevard, at the COR site in Ramsey, MN.

My goal is to move the project through the permitting process as smoothly as possible, without causing delays to the project. I believe the best way to achieve this objective is to convene a pre-application Technical Evaluation Panel (TEP) meeting prior to a formal permit application submittal.

Because the 2011 growing season has ended, a wetland delineation cannot be performed until spring. However, the tasks described in the proposal will allow the project to move forward during the winter with regulatory "buy-off" on the proposed impacts and mitigation, making for a smoother permit approval process once the delineation can be completed in the spring of 2012.

If you have any questions, please call me directly at (651) 697-5179.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tony Kaster", with a long horizontal flourish extending to the right.

Tony Kaster
Professional Wetland Scientist
651.697.5179
tony.kaster@anteagroup.com
Antea Group

Enclosures: (1) Wetland Delineation, Permit Application, and Mitigation Plan Proposal



Antea USA, Inc.
5910 Rice Creek Parkway, Suite 100
Shoreview, Minnesota 55126 USA
www.anteagroup.com

WETLAND SERVICES PROPOSAL: WETLAND DELINEATION, PERMIT APPLICATION, AND MITIGATION PLAN

CLIENT: City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

PROJECT: Bid Assistance for Wetland Mitigation Planting, and Wetland Mitigation Monitoring for the COR Wetland Mitigation Sites, Ramsey, MN

DATE: October 17, 2011

OBJECTIVE:

To perform wetland delineation and permitting service for the proposed retail development site located south of Bunker Lake Boulevard, east of Armstrong Boulevard, at the COR site in the City of Ramsey. The site includes an existing wetland, as well as an old wetland mitigation area that was constructed in the 1990's.

SCOPE of SERVICES:

Antea Group will provide wetland consulting services for the project and objective referenced above. Antea Group will proceed with the following work plan designed to accomplish this work.

PROPOSED WORK PLAN:

1). **Wetland Determination:** Perform a wetland determination during the fall of 2011 prior to snow cover. The determination will identify the boundaries of the jurisdictional wetland for planning purposes, and will generate a CAD file to be incorporated into the site plan.

2). **Pre-Application TEP Meeting:** Once a site plan has been developed to a level where potential wetland impacts can be quantified, a meeting with the Technical Evaluation Panel (TEP) will be arranged. The meeting agenda will include discussion regarding the proposed development plan for the site, and likely wetland impacts. While the TEP has previously indicated verbally they would favor the proposed development and impacts, this subject should be revisited to ensure regulatory support. It is assumed that one meeting, plus time to prepare documents, a preliminary sequencing analysis, and exhibits for the meeting will be needed.

3). **Identify Wetland Mitigation Credits:** Because the project will result in several acres of wetland impacts, an off-site source of wetland credits will need to be identified. It is assumed that credits from established wetland banks will be utilized as compensatory mitigation. Tasks will include identifying suitable wetland banks, negotiating prices with bank holders, coordinating with TEP members to ensure proposed credits will be acceptable, and preparing credit purchase documents.

4). **Formal Wetland Delineation:** During the 2012 growing season (usually begins after May 1) a formal wetland delineation will be performed of all jurisdictional wetlands on the site. Flags will be placed in the field, and a report will be prepared and submitted to the regulators for review and approval. An approved wetland delineation is necessary prior to submitting a wetland permit application. It is assumed that one site meeting with the TEP will also be necessary

5). **Wetland Permit Application and Mitigation Plan:** Following approval of the wetland delineation, a wetland permit application can be prepared and submitted to the regulators. The permit application will include a sequencing analysis that describes the rationale for why wetland impacts cannot be avoided. Several exhibits will need to be prepared to support the sequencing analysis. The analysis will likely also include information derived during the pre-application TEP meeting. It is assumed that mitigation will be achieved through the purchase of wetland bank credits from one or more banks. The application will include the required wetland banking documentation. Once the permit is approved, purchase of the wetland bank credits can be completed.

WORK METHODS and COSTS:

Antea Group employs accepted industry methods and standards of care to get the most accurate information and data in order to represent our client's best interests. Antea Group's staff will consult with you as wetland services are completed and keep you informed of our activities.

Antea Group agrees to provide its services on a time and materials basis under our proposed Continuing Services Agreement with the City of Ramsey. This proposal includes an itemized cost estimate of these services of **\$13,850**. If site specific conditions, or conditions beyond our control, affect the methods or costs on this job, you or your representative will be consulted to authorize changes. If you authorize additional work, it will be done under the terms of our Agreement.

HRA Regular Session

6. 2.

Meeting Date: 01/11/2011

By: Tim Himmer, Engineering/Public Works

Title:

Consider agreement with the Lower Rum River Water Management Organization (LRRWMO) related to the transfer of permit responsibilities for the existing RTC wetland mitigation plan

Background:

Ramsey Town Center LLC had a wetland mitigation plan approved by the LRRWMO in October of 2005. That plan allowed for 4.05 acres of wetland impacts in Ramsey Town Center (RTC), requiring 8.10 acres of mitigation; portions of which have been implemented to date. The HRA is now the master developer of the COR (formerly RTC), and staff has been working with our consultant URS and the LRRWMO for the past year to bring the project wetland impacts into compliance with the approved plan. Attached is a map illustrating the locations of three wetland mitigation areas that were originally proposed to be created or enhanced to satisfy the requirements of the original permitted impacts.

The Charter School Wetland and the NW Wetland have been graded to establish wetland hydrology, but still require vegetation management and monitoring before they can be accepted as mitigation. The WNW wetland, which was created as a mitigation area during the construction of Bunker Lake Boulevard (orange hatched area), was proposed to be expanded and enhanced under the original permit and was to remain on the site as part of the greenway corridor through the development. With the evolution of the COR it is anticipated that this western portion of the site will be re-guided and utilized for a big box type of use, and include the establishment of a larger water feature/lake.

Based upon HRA direction in February of 2010 staff was to negotiate a revised permit with the LRRWMO to include implementation of a vegetative establishment and monitoring plan for the Charter School and NW Wetlands, and the purchase 105,602 S.F. of off-site wetland banking credits in lieu of creating the WNW mitigation area enhancements (thereby opening up additional developable land in the NW corner of the COR).

Observations:

On June 1, 2010 the HRA directed staff to finalize the process of revising the mitigation permit with the LRRWMO, and concurrently investigate the option of calling on the bond from the previous development team that secured the original permit. The revised permit was accepted by the LRRWMO in September and correspondence was exchanged with the bonding company beginning in October. Staff met with representatives of the bonding company in December and negotiated a settlement agreement of \$59,000 to perform the on-site mitigation work from the original permit; the NW and Classroom wetlands. The City will be required to purchase the off-site banking credits, which was completed prior to the end of the 2010 calendar year (in the amount of \$50,609.76). Attached is a summary of the estimated costs to complete the revised permit requirements that the HRA will be assuming.

If the HRA agrees with this approach the attached agreement will be presented at the January 20, 2011 LRRWMO board meeting for final approval. Once approved staff can begin the design and construction process for the existing on-site mitigations areas that are already substantially completed. Following construction activities the required five year monitoring period would begin; including annual reports, final accounting, restrictive covenants, and as-built plans showing conformance to the approved permit. Staff would like the ability to negotiate an amendment to the existing contract with URS in an amount not to exceed \$25,000 for the preparation of plans and specifications, bidding assistance, and all required monitoring to complete this project. Once the plans are finalized they will be brought back to the HRA for approval and authorization to solicit quotes for the implementation.

One item of note from the LRRWMO negotiations on the amended permit is the fact that the Technical Evaluation

Panel (TEP) was not supportive of allowing impacts to the existing WNW wetland without a plan in place showing that these impacts were necessary. The HRA requested the ability to fill the existing WNW wetland under this amended permit to allow for greater flexibility in development scenarios and clear the entire westerly area of the COR of potential future impacts. The TEP could not arbitrarily approve wetland impacts without proving that such impacts are unavoidable. They did agree, however, that this existing WNW wetland is of low quality and they would not be opposed to future impacts if a development scenario could demonstrate the required Wetland Conservation Act (WCA) rules were followed. This means that a permit will be required in the future if a specific development proposal comes forward that would impact the WNW wetland area. Any potential future impact that would require a permit could be mitigated by purchasing banking credits, minimizing proposed impacts under a development proposal, or incorporating mitigation into the west side vision of the COR. This item will need to be addressed at a later date when the western portion of the COR is more defined, a development proposal comes forward for this area, and impacts are shown to be unavoidable. If a new permit is required it would involve additional effort beyond the scope of services planned for resolving the existing outstanding permit we are currently discussing.

Recommendation:

Staff recommends acceptance of the settlement and wetland replacement agreements, and requests authorization to negotiate an amended contract with URS in an amount not to exceed \$25,000 for design and monitoring services under the terms of the revised wetland mitigation permit that the HRA will be assuming.

Funding Source:

Funding for these proposed wetland actions are included in the future land sales budget for the COR.

Council Action:

Motion to approve the settlement and wetland replacement agreements, and authorization to negotiate an amended contract with URS in an amount not to exceed \$25,000 for design and monitoring services under the terms of the revised wetland mitigation permit that the HRA will be assuming.

Attachments

Originally permitted mitigation areas

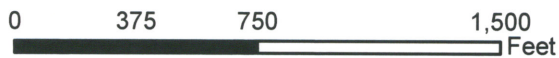
Estimated summary of costs

Draft replacement agreement

Draft settlement agreement

Form Review

Inbox	Reviewed By	Date
Brian Olson	Brian Olson	01/06/2011 11:15 AM
Heidi Nelson	Heidi Nelson	01/06/2011 03:04 PM
Kurt Ulrich	Jo Thieling	01/06/2011 03:31 PM
Form Started By: Tim Himmer		Started On: 01/05/2011 12:53 PM
Final Approval Date: 01/06/2011		



- Impacted Wetland*
- Pre-Existing Mitigation Wetland**
- Mitigation Wetland**
- Existing Wetland**

*Development Allowed
 **No Development Allowed

Alternative A - Ramsey Town Center Follow Original Replacement Plan