

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

The Housing and Redevelopment Authority conducted a regular meeting on Tuesday, September 7, 2010, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson John Dehen
 Commissioner David Elvig
 Commissioner Matt Look
 Commissioner Colin McGlone
 Commissioner Bob Ramsey
 Commissioner Jeffrey Wise

Members Absent: None.

Also Present: HRA Executive Director Heidi A. Nelson
 City Administrator Kurtis G. Ulrich
 Development Manager Darren Lazan

CALL TO ORDER

Chairperson Dehen called the regular meeting of the Housing and Redevelopment Authority to order at 8:24 p.m.

OPEN FORUM

There was none.

APPROVAL OF MINUTES

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

- 1) Special Meeting Minutes dated Tuesday, July 20, 2010
- 2) Regular Meeting Minutes dated Tuesday, August 3, 2010

Motion carried. All voted in favor.

APPROVAL OF AGENDA

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

Motion carried. All voted in favor.

HRA BUSINESS

Case #1: Proposal for Surveying Services

Development Manager Lazan stated that currently, the property bound by Sunwood Drive, Sapphire Street, Civic Center Drive and Zeolite Street is comprised of several parcels previously platted by Ramsey Town Center, LLC. The Municipal Center and the parking ramp, as well as the proposed addition to the parking are included in this property, but not necessary contained within an appropriate parcel. He reported that current development proposals for two uses within this property will require their own unique parcel to facilitate their conveyance. The responsibility to plat the appropriate parcels to convey to its buyers usually falls on the developer, which in this case is the HRA. He presented a proposal to provide the necessary surveying services to prepare, coordinate, record a new plat encompassing all of the parcels mentioned, and resolve all outstanding property issues within this block. This proposal is consistent with the current development management contract, in that all services beyond concept sketch work will be presented under separate contract for HRA approval.

Councilmember Jeffrey stated it feels a little odd that Mr. Lazan is presenting this case but giving Landform the business. He wondered also if this was standard pricing.

HRA Executive Director Nelson stated that she provided the HRA this information via email. We anticipated this piece of work as we moved through this Development Manager contract. She identified the things in the contract coordinated by Landform and stated that we brought this forward under the provisions of the contract.

Chairperson Dehen recalled that he disagreed with this but at the last City Council meeting, the majority did approve it.

A discussion ensued relating to the original contract and what was added.

Chairperson Dehen stated he assumes the rates and fees are in line to which both Lazan and Nelson responded that the rates were standard.

Ms. Nelson stated that she did not have all local engineering rates to share but in looking at other consultant rates, she would argue that these are pretty much in the ballpark.

Chairperson Dehen stated that the deal has been struck and he thinks they are in line.

Commissioner Elvig stated that when these contracts are like this, we have to be very prudent to make sure our tracking systems are very good.

Mr. Lazan pointed out this will be billed and tracked as a separate project.

Commissioner Elvig added that the more detailed this can be, the better. He noted we have GPS survey equipment at the City and asked if we are looking at more equipment and if this is something we can do internally.

City Administrator Ulrich stated that there is certainly some capacity to do some portion of it internally.

Commissioner Elvig commented that we put a lot of money into that equipment a couple years ago.

Mayor Ramsey suggested it would be better to outsource that so we have someone who is liable.

Mr. Lazan suggested for platting it makes sense to have it outsourced but we will make use of City staff when we can.

Motion by Commissioner Ramsey and seconded by Commissioner Wise to approve the contract with Landform Professional Services, and direct the Development Team to prepare the appropriate documents, facilitate municipal and county approvals, and record the new plat concurrent with the first closing related to new development.

Motion carried. Voting Yes: Chairperson Dehen, Commissioners Ramsey, Wise, Elvig, Jeffrey, Look and McGlone.

COMMITTEE REPORTS

None.

EXECUTIVE DIRECTOR'S REPORT

None.

COMMISSIONER INPUT

None.

ADJOURNMENT

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

Motion carried. All voted in favor.

The regular meeting of the Housing and Redevelopment Authority adjourned at 8:36 p.m.

Respectfully submitted,

Heidi A. Nelson
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Jo Thieling, City Clerk