

City of Ramsey
Agenda
Housing and Redevelopment Authority (HRA)
Special Session
Tuesday May 17, 2011
Immediately following the City Council Work Session
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
- 5. HRA Business**
 1. Consider Award of Contract for Consulting Services Related to City Project #09-24; COR Wetland Mitigation
 2. Discuss Policy for Disbursement of Land Sale Proceeds in The COR
 3. Amending HRA By-Laws - Resolution # HRA-11-05-XXX
- 6. Executive Director's Report**
- 7. Commissioner Input**
- 8. Adjournment**

HRA Special Session

5. 1.

Meeting Date: 05/17/2011

By: Tim Himmer, Engineering/Public Works

Title:

Consider Award of Contract for Consulting Services Related to City Project #09-24; COR Wetland Mitigation

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 and a half to bring the project wetland impacts into compliance with the approved plan. Attached is a map illustrating the original mitigation plan for the COR project.

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 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 negotiated 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). See attachment for the revised permit requirements.

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 of 2010, and correspondence was exchanged with the bonding company beginning in October. Staff met with representatives of the bonding company in December of 2010 and negotiated a settlement agreement in the amount of \$59,000 to perform the revised on-site mitigation work based upon the new permit requirements; the NW and Classroom wetlands. The City was 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, but any money left over following implementation of the on-site mitigation work can be used to reimburse the funds used for the banking credit purchase.

Observations:

On January 11, 2011 the HRA authorized staff to execute two agreements; one with the bonding company formalizing the settlement agreement referenced above, and the second with the LRRWMO accepting the requirements of the outstanding permit obligations. At that meeting they also authorized staff 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 has now assumed. Staff executed an contract with URS in the amount of \$6,300 on March 15, 2011 for the design and preparation of plans and specifications for soliciting proposals to complete the required wetland mitigation. Recently staff received notice that Tony Kaster, the wetland consultant that prepared the original RTC wetland mitigation permit for Ramsey Town Center LLC and has subsequently been performing the revised permitting process for the City, has left URS and is now working for the ANTEA Group, another environmental firm in the area. Staff has received proposals from both URS and the ANTEA Group to perform the remaining implementation duties; including bidding assistance, project revisions and addendums, field oversight and inspections during the planting and maintenance phase, 5 years of monitoring, and

preparing annual reports for submission to the LRRWMO (see attached).

The plans and specifications for this wetland implementation project have been distributed to contractors for quotes, which are due back to the City by May 23, 2011. They will be brought forward to the HRA on May 31st for consideration of an award of contract.

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 when 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 an award of contract to the ANTEA Group in the amount of \$13,197 to complete the required WCA permitting obligations for the COR wetland mitigation.

Funding Source:

Funding for these proposed wetland actions are included in the future land sales budget for the COR, and this project funding was already approved at the January 11, 2011 HRA meeting. This item is before you again only because the original motion authorized staff to negotiate these contracts with URS, and staff is proposing to utilize another consultant for this portion of the project because of their familiarity with the COR, additional scope, and proposed costs.

Council Action:

Motion to authorize staff to award a contract to the ANTEA Group in the amount of \$13,197 to complete the required WCA permitting obligations for the COR wetland mitigation.

-and-

Motion to allow the City attorney to review the contract language and make any necessary revisions as to the legal form.

Attachments

- Original Mitigation Plan
- Revised Mitigation Plan
- ANTEA Group Proposal
- URS Proposal

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Amy Dietl	05/12/2011 12:31 PM
Tim Himmer (Originator)	Amy Dietl	05/12/2011 12:37 PM
Kurt Ulrich	Amy Dietl	05/12/2011 12:38 PM

Heidi Nelson

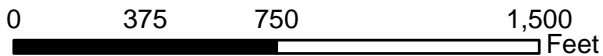
Form Started By: Tim Himmer

Heidi Nelson

Final Approval Date: 05/12/2011

05/12/2011 01:58 PM

Started On: 05/11/2011 11:39 AM



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

*Development Allowed

**No Development Allowed

Alternative A - Ramsey Town Center

Follow Original Replacement Plan



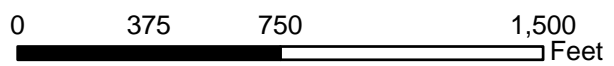
NW Wetland

WNW Wetland

Charter School Wetland

- Existing Wetland
- Pre-Existing Mitigation Wetland
- Mitigation Wetland

Existing Wetlands Ramsey Town Center





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

May 3, 2011

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

Dear Mr. Himmer:

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

Enclosed is the AnteaTM Group proposal to provide bid assistance and wetland monitoring for the two wetland mitigation sites at the COR in Ramsey, MN. The proposed scope of work is designed to meet the Minnesota Wetland Conservation Act (WCA) requirements for construction and monitoring of a wetland mitigation area. Antea Group will follow the WCA requirements for monitoring of wetland mitigation areas.

My goal is to assist in the creation of high quality mitigation wetlands that will not just satisfy the requirements of the wetland permit, but will be areas of natural beauty that can be enjoyed by the residents of the community.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Kaster".

Tony Kaster
Project Manager
651.697.5179
tony.kaster@anteagroup.com
Antea Group

Enclosures: (1) Bid Assistance and Wetland Monitoring Proposal



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

WETLAND SERVICES PROPOSAL: BID ASSISTANCE AND WETLAND MONITORING

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: May 3, 2011

OBJECTIVE:

To assist in the review of bids and selection of a planting contractor for vegetation establishment, and assistance with planting preparation for the wetland mitigation sites at the COR site in the City of Ramsey. Also, provide monitoring of the wetland mitigation sites for five year (or until regulatory approval) in accordance with the Wetland Conservation Act rules.

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). Assist the City with review of bids for site preparation, planting, and maintenance of the Charter School and NW wetland mitigation sites.
- 2). Review any proposed changes to the planting plan as proposed by the planting contractor.
- 3). Advise the City regarding the raising and lowering of the variable elevation outlet structure on the Charter School Wetland site. This will include timing, as well as elevations for the outlet structure modifications.
- 4). Stake the planting zones in the field prior to planting the wetland and upland buffer areas.

- 5). Review seed and plant installation techniques with contractor in field prior to planting. Collect seed tags and confirm quantity of live plants in field to be installed, observe seeding and installation of live plants.
- 6). Perform wetland monitoring of the Charter School and NW wetland mitigation sites. Monitoring will be conducted in accordance with Wetland Conservation Act rules guidelines, and will include an adequate number of site visits to collect necessary data regarding plant species composition and distribution, non-native and invasive species, color photographs, hydrology measurements, and wetland communities. This data will be presented in the annual wetland monitoring report, submitted no later than November 31 of each year. Up to five years of monitoring will be conducted, but with the goal of seeking early approval of the mitigation sites by the WMO.
- 7). Attend one TEP meeting per year.
- 8). An as-built survey of the Charter School wetland was previously performed. It is unclear if an as-built survey of the NW wetland has been completed. As-built surveys are required as part of the first year monitoring report. This scope of work does not include preparation of an as-built survey for the NW wetland.

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 **\$13,197**. 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.

Wetland Budget - City of Ramsey		Bid Assistance, Proposal Review, Planting Inspection		2011 Monitoring		2012 Monitoring		2013 Monitoring		2014 Monitoring		2015 Monitoring	
	Unit Rate	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Labor													
Wetland Scientist	Hr \$ 95	22 \$	2,090	25 \$	2,375	22 \$	2,090	20 \$	1,900	20 \$	1,900	25 \$	2,375
Admin	Hr \$ 38	0 \$	-	2 \$	76	1.5 \$	57	1.5 \$	57	1.5 \$	57	1.5 \$	57
Labor Subtotal		\$	2,090	\$	2,451	\$	2,147	\$	1,957	\$	1,957	\$	2,432
Expenses													
Mileage	Ea 0.51	20 \$	10	60 \$	31	60 \$	31	60 \$	31	60 \$	31	60 \$	31
Labor Subtotal		\$	2,090	\$	2,451	\$	2,147	\$	1,957	\$	1,957	\$	2,432
Expense Subtotal		\$	10	\$	31	\$	31	\$	31	\$	31	\$	31
Grand Total		\$	2,100	\$	2,482	\$	2,178	\$	1,988	\$	1,988	\$	2,463

\$ 13,197



TIME AND MATERIALS WORK AUTHORIZATION NO. 5

In accordance with the Agreement for Consulting and Professional Services between City of Ramsey ("Client"), and URS Corporation, a Nevada corporation, dated October 21, 2009, this Work Authorization describes the Services, Schedule, and Payment Conditions for Services to be provided by URS Corporation ("Consultant") on the Project known as:

Monitoring of Wetland Mitigation Areas for The COR at Ramsey

Client Authorized

Representative: Brian Olson, P.E./Public Works Director

Address: City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303-5137

Telephone No.: 763.433.9825

Consultant Authorized

Representative: Thomas B. Bader, PG/Vice President

Address: URS Corporation
100 South 5th Street, Suite 1500
Minneapolis, MN 55402

Telephone No.: 612.373.6386

SERVICES. The Services shall be described in Attachment A to this Work Authorization.

SCHEDULE. The Estimated Schedule shall be set forth in Attachment A to this Work Authorization. Because of the uncertainties inherent in the Services, Schedules are estimated and are subject to revision unless otherwise specifically described herein.

PAYMENT. Payment of \$13,300.00 is due upon signature of this Work Authorization and will be applied against the final invoice for this Work Authorization. URS charges shall be on a "time and materials" basis and shall be in accordance with the Consultant's Schedule of Fees and Charges in effect at the time the Services are performed. Payment provisions and the Consultant's current Schedule of Fees and Charges are attached to this Work Authorization as Attachment A.

TERMS AND CONDITIONS. The terms and conditions of the Agreement referenced above shall apply to this Work Authorization, except as expressly modified herein.

ACCEPTANCE of the terms of this Work Authorization is acknowledged by the following signatures of the Authorized Representatives.

CLIENT

Signature
Brain Olson, P.E./Public Works Director

Typed Name/Title

Date of Signature

CONSULTANT

T. Bader

Signature
Thomas B. Bader, PG/Vice President

Typed Name/Title

4/30/11

Date of Signature



ATTACHMENT A- WORK ORDER 5

April 29, 2011

Mr. Brian Olson
Public Works Director
City of Ramsey
7550 Sunwood Dr. NW
Ramsey, MN 55303-5137

**RE: Monitoring of Wetland Mitigation Areas for The COR at Ramsey - Work Order 5
Ramsey, MN**

Dear Mr. Olson:

URS is pleased to provide you with a proposal for professional services for monitoring of the two wetland mitigation areas for The COR at Ramsey, in Ramsey, MN. We are pleased to be given an opportunity to be a member of your team and are looking forward to this project.

We propose to staff the project with a team that has performed work in the City of Ramsey. I will serve as the overall Project Manager and will be involved in the contract and management. Bruce Galer, a wetland scientist and geologist, will perform the wetland monitoring work for The COR at Ramsey.

SCOPE OF WORK

The following describes my understanding of the scope of work and the assumptions that I have used to prepare this proposal.

Conduct annual monitoring visits to the two wetland mitigation areas and prepare an annual report
We will conduct annual monitoring for five years for the two wetland mitigation areas on the COR site. Monitoring will be consistent with monitoring requirements of the Wetland Conservation Act (WCA) rules at the time of the permitting of the original wetland permit for the site (Ramsey Town Center). Monitoring will consist of three site visits as needed to collect data on spatial extent of wetland and upland plant communities, species composition and percent cover, and hydrologic data and areal coverage of inundation, and color photographs taken from fixed photo reference points. Data will be presented in an annual report that will be completed no later than November 30 of each monitoring year. One of the site visits may be coupled with a meeting with the Technical Evaluation Panel to review the site and discuss issues regarding the vegetation and hydrology of the wetlands.

*URS Corporation
Fifth Street Towers
100 South Fifth Street, Suite 1500
Minneapolis, MN 55402
612.370.0700 Tel
612.370.1378 Fax*



Mr. Olson
April 29, 2011
Page 2

It is assumed that the first monitoring year will be 2011. The first annual report will require as built survey data for both wetlands. While URS has been provided as-built survey data for the Charter School Wetland, recent construction of a bridge and other structures may necessitate a revised as-built survey. URS is not aware of any as-built survey data for the NW wetland. This scope does not include preparation of as-built survey data, or for additional data or additional meetings requested by the Technical Evaluation Panel beyond the requirements for monitoring of the wetlands per the Wetland Conservation Act rules.

PAYMENT AND ADDITIONAL SERVICES

For services provided under this Work Order, URS shall be paid as follows:

Compensation for the stated Scope of Services shall be on the basis of the hourly labor rates per personnel classification, with the total cost not to exceed Thirteen Thousand Three Hundred Dollars (\$13,300). Such hourly rates shall be subject to URS' annual salary adjustments each December and are taken into account for the proposal amount.

FIVE YEAR ANNUAL MONITORING AND REPORT PREPARATION	\$ 13,300.00
TOTAL FEE	\$ 13,300.00

Attached is the Time and Materials Work Authorization No. 5 between the City of Ramsey and URS. The fees are based on services being provided for the items outlined in this Work Order. Should the services for any phase be provided beyond the anticipated scheduled timeframes, then equitable adjustments to the personnel rates and engineering fees may be required.

Reimbursable expenses shall include the expense of reproductions, all color plots and final plotting for bidding purposes or plots for City review, postage and handling of drawings and reports, and special equipment, materials, supplies or services required in connection with the Project.

A monthly invoice for services rendered shall be made as the Work progresses. Payment for services shall be made within thirty (30) days of the date of the invoice. Interest shall be paid at the State-permitted rate for all payments made 45 days after date of the invoice.

For additional services not included in the above Scope of Services, the City and URS shall negotiate a scope and fee prior to commencement of Work. Such services shall consist of providing any other services not included in this Work Order or not customarily furnished in accordance with generally



Mr. Olson
April 29, 2011
Page 3

accepted engineering practices. Any special reports, studies, revisions, attendance at meetings or other services ordered by the City will be considered an additional service.

SCHEDULE

We have staff that is available to begin monitoring work on the project. It is anticipated that site preparation and seeding of the two wetland mitigation areas will be conducted in 2011, and that the first year of monitoring can be conducted in 2011. Monitoring visits will be conducted during the growing season of each of the five monitoring years (2011 through 2015). Annual reports will be completed prior to November 30 of each monitoring year. Monitoring activities can begin following receipt of written authorization to proceed from City..

We are very pleased to be given an opportunity to provide our services and we look forward to working for you. Thank you for your consideration.

Sincerely,

URS Corporation

A handwritten signature in cursive script that reads "Kevin G. Miller".

Kevin G. Miller, P.E. LEED AP
Project Manager/Senior Civil Engineer

Attachments

Via Email

cc: URS File: 31809345
Thomas B. Bader, PG (Vice President), URS

HRA Special Session

5. 2.

Meeting Date: 05/17/2011

By: Jo Thieling, Administrative Services

Title:

Discuss Policy for Disbursement of Land Sale Proceeds in The COR

Background:

Throughout the first year of work on The COR, there have been ongoing discussions on a policy for the disbursement of proceeds from land sales within The COR. The project currently carries several inter-fund loans for the initial purchase as well as the outstanding assessments, previous infrastructure, and upcoming infrastructure projects. The HRA has, in the past, expressed an interested in establishing a policy to guide the disbursement of eventual proceeds to repay those loans and to fund upcoming expenses.

The original draft of the proposed policy was prepared prior to the establishment of The COR TIF district which now contemplates funding many of the past and future expenses in the first draft of the disbursement policy. Staff will review the proposed policy with the HRA during the meeting.

Recommendation:

Staff recommends the HRA consider the proposed disbursement policy, provide input, and direct staff to prepare a final draft policy for consideration at an upcoming regular HRA meeting.

Funding Source:

N/A

Council Action:

N/A

Attachments

Land Sale Proceed Spreadsheet

Form Review

Inbox
Heidi Nelson

Reviewed By
Heidi Nelson

Date
05/12/2011 03:14 PM

Form Started By: Jo Thieling

Started On: 05/12/2011 11:50 AM

Final Approval Date: 05/12/2011

Project % Breakdown

	<u>Project Costs</u>	<u>% Share</u>		<u>Project Costs</u>	<u>% Share</u>	<u>Receiving Fund</u>
Land & Assessments	\$ 12,615,626	27.92%	Assessments	\$ 5,851,197	28.76%	COR Revolving Fund
			Land-Paid with LOC	\$ 1,500,000	7.37%	COR Revolving Fund
			Land-Paid With County HRA	\$ 595,641	2.93%	HRA
AUAR Roadways	\$ 7,259,900	16.07%	Internal Loan Draw Park-Prn/Int	\$ 1,018,638	5.01%	Park Trust Fund
Internal Roadways	\$ 6,015,910	13.32%	Internal Loan-Water Fund Prn/Int	\$ 2,598,800	12.77%	Water Fund
7th-10th RTC additions	\$ 500,000	1.11%	Internal Loan-Sewer Fund Prn/Int	\$ 2,598,800	12.77%	Sewer Fund
Parking Ramp 2	\$ 8,750,000	19.37%	DM Contract	\$ 180,000	0.88%	HRA
Parks (except East Meander)	\$ 4,450,000	9.85%	Parks (except the Draw)	\$ 6,000,000	29.49%	Park Trust Fund
Armstrong Interchange(City Share)	\$ 1,500,000	3.32%	Projects Covered By TIF 14	\$ -	0.00%	
Rail Station (City Share)	\$ 720,000	1.59%	Rail Station (City Share)	\$ -	0.00%	
Mass Grading	\$ 2,500,000	5.53%	Mass Grading	\$ -	0.00%	
Streets (Phase II)	\$ 870,000	<u>1.93%</u>	Streets (Phase II)	\$ -	<u>0.00%</u>	
Total Costs	\$ 45,181,436	100.00%	Total Costs	\$ 20,343,076	100.00%	

HRA Special Session

5.3.

Meeting Date: 05/17/2011

By: Jo Thieling, Administrative Services

Title:

Amending HRA By-Laws - Resolution # HRA-11-05-XXX

Background:

The Executive Director of the Housing and Redevelopment Authority (HRA) is requesting to make amendments to the HRA's organizational by-laws. The purpose of the request is to update HRA by-laws pertaining to HRA meeting dates and to update the HRA agenda format.

Article 5, section 1 will change from “Meetings shall be held on an as needed basis, the second Tuesday of the month” to “Meetings shall be held on the second and fourth Tuesdays of the month.” Additionally, a section 3 is added to address worksession meetings of the HRA.

Article 7, section 1 will remove both “Roll Call” and “Committee Reports” from the regular order of business.

The requested amendments to the Ramsey HRA by-laws are presented as Resolution #HRA-11-05-XXX. For further detail of the proposed amendments please reference the attached resolution.

Notification:

None required.

Funding Source:

No Funding Required

Council Action:

To approve Resolution #HRA-11-05-XXX amending HRA by-laws.

Attachments

By Laws Resolution

Form Review

Inbox	Reviewed By	Date
Heidi Nelson	Heidi Nelson	05/12/2011 02:48 PM
Heidi Nelson	Heidi Nelson	05/12/2011 02:48 PM
Form Started By: Jo Thieling		Started On: 05/12/2011
Final Approval Date: 05/12/2011		

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION # HRA-11-05-

A RESOLUTION AMENDING THE BY-LAWS FOR THE RAMSEY HOUSING AND REDEVELOPMENT AUTHORITY (HRA) UNDER MINNESOTA STATUTES CHAPTER 469.

WHEREAS, on March 9, 2009, the Ramsey City Council adopted Resolution #05-03-072 to establish a Housing and Redevelopment Authority (HRA), in and for the City of Ramsey; and

WHEREAS, pursuant to Minnesota Statutes 469, on March 9, 2009, the HRA for the City of Ramsey adopted Resolution #HRA-09-03-002 to establish by-laws by which it shall be governed; and

WHEREAS, Resolution #HRA-09-03-009 established a seven-commissioner board consisting of the seven City Councilmembers; and

WHEREAS, on May 17, 2011, the HRA for the City of Ramsey reviewed the current by-laws and provided the Executive Director with direction for amendments to the by-laws.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY, IN AND FOR THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, that the following by-laws are hereby adopted:

Article 1 - The Authority

- Section 1 - Name: Housing and Redevelopment Authority in and for the City of Ramsey, Minnesota.
- Section 2 - Office, Meeting Place: The office of the Authority shall reside at the Ramsey Municipal Center, or such place as the Authority determines by Resolution. Regular and Special Meetings of the Board of Commissioners shall be open to the public and shall be held at the Ramsey Municipal Center or such other location as the Authority determines by Resolution.
- Section 3 - Powers: The Authority shall have and exercise functions and rights pursuant to the Resolution creating the Authority and those described in Minnesota Statutes 469.001 to 469.047.

Article 2- Commissioners

- Section 1 - Authority: The business of the Authority shall be managed by, or under the authority of, the Board of Commissioners, except as otherwise permitted by statute.
- Section 2 - Number, Qualification, and Term of Office: There shall be seven (7) commissioners, all of whom will be members of the Ramsey City Council. The HRA members will serve a term equal to the Commissioner's City Council term.

- Section 3 - Vacancies: Vacancies of city council member(s) appointed to the Board of Commissioners occurring by reason of death, resignation, removal, or disqualification shall be filled in accordance with Chapters 2 and 4 of the Ramsey City Charter.
- Section 4 – Certificate of Appointment; Filing: Commissioners shall hold office until their successors have been appointed and qualified. A certificate of appointment of each commissioner shall be filed with the city clerk and a certified copy shall be transmitted to the Commissioner of Employment and Economic Development. A certificate shall be conclusive evidence of appointment.

Article 3 - Officers

- Section 1 - Officers: The officers of the Authority shall be elected from among the Commissioners. The officers shall consist of a Chairperson, Vice Chairperson and a Secretary-Treasurer. A Commissioner may not hold more than one of the aforementioned offices at the same time.
- Section 2 - Chairperson: If present, the Chairperson shall preside over all meetings of the Board of Commissioners. The Chairperson shall sign all contracts, deeds and other instruments and documents made by the Authority unless otherwise directed by a majority of the Board.
- Section 3 - Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and in the case of death or resignation of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson until such time as the Board elects a new Chairperson.
- Section 4 - Secretary-Treasurer: The Secretary-Treasurer shall keep the minutes of all meetings, maintain all records of the Authority, and have care and custody of all funds and keep regular books of account of the Authority. The Secretary-Treasurer shall also perform all other duties of the Secretary-Treasurer and shall preside over the Board in the absence of the Chairperson and Vice-Chairperson. The Secretary-Treasurer, upon approval of the majority of the Board by Resolution, may delegate the responsibilities of Treasurer and Secretary to qualified City staff members or consultants.
- Section 5 - Execution of Instruments and Documents: All deeds, contracts, Development Agreements, bonds, and instruments and documents of every kind authorized by the Board shall be signed by the Chairperson and the Executive Director on behalf of, and in the name of, the Authority.
- Section 6 - Additional Duties: The Officers of the Authority shall perform such other duties as may from time to time be required by the Board of the bylaws or rules and regulations of the Authority.
- Section 7 - Election/Appointment: The Chairperson, Vice-Chairperson, and Secretary-Treasurer shall be elected annually from among the Commissioners of the Authority. They shall hold office for one year or until their successors are elected and qualified.
- Section 8 - Vacancies: Should the office of Chairperson, Vice-Chairperson, and/or Secretary-Treasurer become vacant, the Board shall elect a successor from among its members at the next Regular or Special Meeting. Such election shall only be for the unexpired term of the office.

Article 4 – Personnel

- Section 1 – Executive Director: The Ramsey City Administrator shall designate an Executive Director of the Authority with the approval of the Board of Commissioners. The Executive Director shall supervise the administration of the Authority’s business under the direction of the Board of Commissioners. As an assistant to the Secretary/Treasurer, the Executive Director shall insure both proper records and finances of the Authority are maintained. The Executive Director (or designee) shall act as Secretary of the meeting of the Board of Commissioners and shall keep a record of proceedings of the Authority. The Executive Director (or designee) shall be responsible for the maintenance of financial records of the Authority in accordance with applicable laws. The Executive Director shall perform all other duties as required by the position and as assigned by the Board of Commissioners.
- Section 2 – Additional Personnel: The Board of Commissioners may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board of Commissioners, subject to applicable laws. The Board of Commissioners may also use the services of City staff, as needed, to carry out powers, duties, and functions.

Article 5 – Meetings

- Section 1 – Regular Meetings: Meetings shall be held on ~~an as-needed basis~~, the second and fourth Tuesdays of the month at the Ramsey Municipal Center, unless the date is a legal holiday, in which case the Board shall have the authority to reschedule by simple motion. In the event that the date/time/meeting place of a particular meeting must be changed, the Executive Director may make the change by notifying all Commissioners in accordance with the procedures for a special meeting.
- Section 2 – Special Meetings: Special meetings may be called by the Chair, four (4) members of the Board of Commissioners, or the Executive Director for the purpose of transacting any business designated in the call. The call for a special meeting must be delivered to all of the Commissioners at least two (2) days prior to the meeting and posted at Ramsey City Hall at least three (3) days prior to the meeting. The call and posting must designate the time/date/meeting place and purpose of the special meeting. At a special meeting, no business may be considered other than as designated in the call, except that if all Commissioners in office are present at a special meeting, then any business may be transacted at such special meeting by a unanimous vote.
- Section 3 – Work Sessions: Work Sessions may be held on an as needed basis.

Article 6 – Quorum

- Section 1 – Quorum: Four Commissioners constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is in attendance at a regular meeting or properly scheduled special meeting, then action may be taken by the Board of Commissioners upon a vote of a majority of the Commissioners present.

Article 7 – Order of Business

- Section 1 – Order of Business: At the regular meetings of the Board of Commissioners, the following shall be the Order of Business to be conducted:

Call to Order
~~Roll Call~~
Approval of Minutes of the Previous Meeting
Open Forum
HRA Business
~~Committee Reports~~
Executive Director’s Report
Commissioner Comments
Adjournment

All resolutions, motions, and actions shall be in writing and copied into the minutes of the proceedings of the Board of Commissioners.

Article 8 – Manner of Voting

- Section 1 – Manner of Voting: The voting on all questions coming before the Board of Commissioners shall be by the Chairperson calling for yeas and nays on the questions. The decisions shall be entered into the minutes of each meeting. The Chairperson and all members shall be entitled to vote at every meeting of the Board of Commissioners. In the event that any Commissioner shall have a personal interest of any kind in a matter before the Board of Commissioners, as determined by the Ramsey City Attorney, the Commissioner shall be disqualified from voting upon the matter and the Secretary shall record in the Minutes that vote was not cast by said Commissioner.

Article 9 – Amendments

- Section 1 – Amendments: The By-Laws of the Board of Commissioners shall be amended only by resolution at a meeting with all Commissioners in office in attendance and with the approval of at least a majority of the Commissioners.

Article 10 – Fiscal Year

- Section 1 – Fiscal Year: The fiscal year of the Authority shall coincide with the fiscal year of the City of Ramsey, Minnesota.

Article 11 – Effective Date

- Section 1 – Effective Date: These amended by-laws shall become effective and implemented as of May 17, 2011.

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

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 Housing and Redevelopment Authority Board of Commissioners this the 17th day of May, 2011.

Chairperson

ATTEST:

HRA Executive Director