

City of Ramsey
Agenda
City Council Work Session
Tuesday June 5, 2012
Immediately following Special CC
Lake Itasca Room 7550 Sunwood Drive NW

1. **Call to Order**
2. **Topics for Discussion**
 1. Policy for the Disposition of Surplus City Owned Land
 2. Consider City Land Acquisition Policy
3. **Future Topics for Discussion - *See Attached Calendar***
 1. Review Future Work Session Topics/Calendar
4. **Mayor/Council/Staff Input**
5. **Adjournment**

CC Work Session

2. 1.

Meeting Date: 06/05/2012

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

Title:

Policy for the Disposition of Surplus City Owned Land

Background:

At the March 27th City Council meeting, Staff presented a process for the sale of City-owned lands. With discussion, the City Council decided to postpone the case and bring it back to a work session for further discussion on . Specifically, the City Council was interested in developing a policy for the disposition of surplus City-owned lands.

The purpose of this case is to discuss the proposed policy for the disposition of surplus City-owned lands. This is the second work session the Council has discussed the attached proposed policy.

Observations:

Attached to this case is the proposed Policy for the disposition of Surplus City Owned Lands. The policy includes a number of items:

- Purpose
- Objective
- Policy Background
- Reasons the City Council would consider the sale of City-owned lands
- Decision Criteria (to be used as a findings of fact)
- Proposed Process

Recommendation:

Staff recommends that the City Council provide input on the proposed policy and to direct Staff to bring the policy forward to the next regular City Council meeting.

Funding Source:

Developing and implementing this policy will be covered by existing administrative staff.

Council Action:

Direct Staff to bring forward an updated "Policy for the Disposition of Surplus City Owned Lands" to the next regular City Council meeting.

Attachments

POLICY FOR THE DISPOSITION OF SURPLUS CITY OWNED LAND

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Tim Gladhill	05/31/2012 10:20 AM
Tim Himmer	Tim Himmer	05/31/2012 03:58 PM
Bill Goodrich	Bill Goodrich	05/31/2012 04:18 PM
Kurt Ulrich	Jo Thieling	05/31/2012 04:19 PM
Form Started By: Patrick Brama		Started On: 04/12/2012
Final Approval Date: 05/31/2012		

POLICY FOR THE DISPOSITION OF SURPLUS CITY OWNED LAND

City of Ramsey, Minnesota

SECTION I: PURPOSE

- To maximize public benefit and efficient management of City-owned land by considering disposition of lands that are underutilized and/or unneeded for City functions.
- To establish disposition decision criteria and a disposition process.

SECTION II: POLICY STATEMENT

It is the policy of the City of Ramsey to periodically review and inventory City-owned land to identify parcels that are underutilized and/or unneeded for current or anticipated City functions. It also is the policy of the City of Ramsey to consider disposition of lands identified through this inventory according to established criteria and procedure.

SECTION III: PUBLIC BENEFIT

The disposition of underutilized City-owned properties has a number of benefits to the community:

- (1) Reduced City property maintenance costs
- (2) Reduced City liability
- (3) Increased base of taxable parcels
- (4) Reduction of surplus parcels unneeded by the City
- (5) Reduced City resources needed for management of City owned parcels
- (6) Reallocation of parcels to fit in line with long term City needs and goals

SECTION IV: DETERMINATION OF UNDERUTILIZED OR UNNEEDED LAND

City Council determines sites potentially available for disposition by means of a City owned land inventory developed by City staff. Upon direction from the City Council, staff shall develop an inventory of City owned land and determine an inventory of properties available for disposition by using the criteria outlined below. If a potential site does not meet the criteria, it shall be deemed potentially available for disposition.

The City shall consider the disposition of real estate if the subject property does not meet one of the following potential uses.

POTENTIAL USE CRITERIA

- (1) Economic development purposes; including removal of blighted properties and enhancing the City's tax base
- (2) Public works and maintenance facilities, staging and storage areas
- (3) Public safety facilities, staging and storage areas
- (4) Administrative service facilities
- (5) Public Right of Way; including roads, railroads and airports

- (6) Drainage, wetland and utility easements
- (7) Enhancement of housing stock; including redevelopment purposes
- (8) Public parks, trails and open space

Consideration for the disposition of real estate by the City shall be given based on the compliance and consistency with the criteria outlined below.

COMPLIANCE CRITERIA

- (9) City Comprehensive plan
- (10) City Comprehensive water and sewer plans
- (11) City Master parks and trails plan
- (12) City Transportation plan
- (13) Relevant City boards and commissions review
- (14) City Ordinances, Sec. 117-614. - Subdivision Design Standards

The City shall consider the disposition of City owned land based on the policy statements outlined below

POLICY STATEMENT CRITERIA

- (15) The demand for public parks is shifting away from small neighborhood pocket parks to larger regional community parks. The cost to maintain a large number of small neighborhood pocket parks can be greater than the cost to maintain a small number of regional community parks. As such, the City will consider the consolidation of underutilized pocket parks in favor of larger regional parks.
- (16) The City shall not acquire real estate if there is no foreseeable current or future need for the property.
- (17) Regarding the dedication of parks and open spaces, unless it is desired to acquire new parkland, the City shall favor the dedication of cash over the dedication of real estate. If real estate is dedicated the City shall favor an unrestricted title over restricted title.

SECTION V: DISPOSITION DECISION CRITERIA

After a property is deemed unneeded and/or underutilized by the City, as outlined in section IV, consideration for disposition will be given by the City Council based on the decision criteria outlined below. This information will be presented to the Council in a findings-of-fact document.

- (1) Public input and feedback regarding a potential disposition
- (2) Maintenance costs
- (3) Title restrictions
- (4) Ability to develop
- (5) Stormwater and drainage limitations
- (6) Proposed future zoning
- (7) Utilities availability
- (8) Long term City needs and plans
- (9) Assessed value
- (10) Method to market and sell property
- (11) Cost to market and sell property

For properties that are legally dedicated, the City will consider the criteria below in addition to the previously stated list:

- (12) Legal costs, quiet title action
- (13) Legal costs, removal of legal dedication from title

The disposition decision criteria listed above, 1-13, will be reported in a findings-of-fact document for each property before it is brought forward to Council for consideration.

SECTION VI: PROCESS

As the City investigates the potential disposition of City owned lands, the process below shall be followed.

STEP 1

NOTIFY PUBLIC (A):

Notify affected property owners of a potential disposition; and, invite interested property owners to attend the next Mayor's Town Hall Meeting.

The purpose of this meeting is to gather, and document, public input on a potential disposition.

Mail notification will be given to property owners within 350' of the subject property 14 days before said meeting.

FINDINGS OF FACT (B):

Staff will create a draft findings-of-fact document to be brought forward to the Council in a worksession meeting. The findings-of-fact document will contain the decision criteria outlined in Section II of this policy.

At the meeting, Council will review the findings-of-fact document and consider moving forward to step two of this process.

Mail notification will be given to property owners within 350' of the subject property 14 days before said meeting.

STEP 2:

ORDINANCE:

An ordinance shall be passed to declare the intentions of the council. The City should not move forward with listing or rezoning properties until an ordinance is passed.

Adopting an ordinance allows the public another opportunity to voice their opinion, for the council to discuss their viewpoints and fulfills the legal process of selling City-owned land.

Mail notification will be given to property owners within 350' of the subject property 14 days before said meetings.

STEP 3:

ZONING AMENDMENT (A):

Third, properties shall be rezoned to the appropriate classification.

Rezoning a property before it is listed makes the property marketable. If properties are not rezoned, it may make potential buyers apprehensive. Furthermore, a rezoned property allows potential property owners to better evaluate the potential use of a property. This process is done by Ordinance and requires a Public Hearing.

For information on rezoning: Chapter 117, Section 49.

COMPREHENSIVE PLAN (B):

If the proposed zoning amendment also changes the land use designation on the Future Land Use Map, a Comprehensive Plan Amendment shall be required. This process requires approval by the Metropolitan Council, often times done administratively. This process is done by Resolution and requires a Public Hearing.

STEP 4:

MARKET:

Marketing properties could be done by means of a realtor, auction or for-sale-by-owner.

The City Council will make this decision on a case by case basis, based on the criteria outlined in the findings-of-fact document.

STEP 5:

PURCHASE AGREEMENT:

City staff and a potential buyer will negotiate a purchase agreement. After an agreement is negotiated, a draft will be brought back to the City Council for discussion and approval.

For properties identified as dedicated or restricted will begin this process at step one, as outlined above. Then, under direction of the City Attorney, follow the process outlined below:

- A. Contact previous property owner(s) to if they would be willing to give their property to the City, with free and clear title
- B. Take property title to court and attempt to remove restrictions
- C. Return property with free and clear title to original owner; or retain City ownership
- D. In the event the City retains ownership, the process would continue at step two outlined above. In the event the property is returned to the original owner, the disposition process would end.

CC Work Session

2. 2.

Meeting Date: 06/05/2012

By: Patrick Brama, Administrative Services

Title:

Consider City Land Acquisition Policy

Background:

At the April 10th City Council worksession, staff presented a proposed Policy for the Sale of City Owned Land. In discussing the proposed Policy for the Sale of City Owned Land, the City Council suggested that staff begin developing a second policy--a City Land Acquisition Policy.

The purpose of this case is to initiate discussion over the attached proposed City Land Acquisition Policy.

Observations:

The purpose of the attached City Land Acquisition Policy is to establish a set of guidelines and criteria that the City shall consider when reviewing the potential acquisition of real estate.

The attached policy includes the following sections:

- purpose
- objective
- public benefit
- decision criteria

Recommendation:

Direct staff to make amendments to the proposed City Land Acquisition Policy; and, to bring forward a revision to a later Council worksession.

Funding Source:

Developing the proposed policy is covered under the normal job duties of administration staff.

Council Action:

Direct staff to make amendments to the proposed City Land Acquisition Policy; and to bring forward a revision to a later Council worksession.

Attachments

POLICY FOR THE ACQUISITION OF CITY OWNED LAND

Form Review

Inbox	Reviewed By	Date
Tim Gladhill	Amy Dietl	05/09/2012 04:25 PM
Patrick Brama	Amy Dietl	05/09/2012 04:29 PM
Tim Gladhill	Tim Gladhill	05/23/2012 11:32 AM
Tim Himmer	Tim Himmer	05/24/2012 12:27 PM
Bill Goodrich	Jo Thieling	05/24/2012 02:55 PM
Kurt Ulrich	Jo Thieling	05/24/2012 02:55 PM
Patrick Brama	Amy Dietl	05/24/2012 06:21 PM
Kurt Ulrich	Jo Thieling	05/31/2012 09:49 AM
Patrick Brama	Patrick Brama	05/31/2012 10:11 AM
Tim Gladhill	Tim Gladhill	05/31/2012 10:17 AM

Bill Goodrich
Kurt Ulrich

Jo Thieling
Kurt Ulrich

Form Started By: Patrick Brama

05/31/2012 01:27 PM

05/31/2012 03:40 PM

Started On: 04/12/2012 05:43 PM

Final Approval Date: 05/31/2012

POLICY FOR THE ACQUISITION OF CITY OWNED LAND

City of Ramsey, Minnesota

SECTION I: PURPOSE

To establish a set of guidelines and criteria the City shall review when considering the acquisition of real estate. This policy is meant to act as a formal guide for the City and shall not be considered a legal requirement.

SECTION II: OBJECTIVE

The objective of this policy is to limit the City from acquiring real estate that is unneeded for either current or foreseeable future demands.

SECTION III: PUBLIC BENEFIT

There are a number of benefits to the public in limiting the City from acquiring unneeded real estate.

- (1) Reduced future City property maintenance costs
- (2) Reduced future City liability
- (3) Preservation of tax base
- (4) Reduced future City resources needed for management of City owned parcels

SECTION III: DECISION CRITERIA

The following three sub sections, including potential use, compliance and policy statements, outline the criteria that shall be considered before the City acquires real estate. Each criterion shall be considered both for current and future demand.

The City shall consider the acquisition of real estate if the subject property meets one of the following potential uses.

POTENTIAL USE CRITERIA

- (1) Economic development purposes; including removal of blighted properties and enhancing the City's tax base
- (2) Public works and maintenance facilities, staging and storage areas
- (3) Public safety facilities, staging and storage areas
- (4) Administrative service facilities
- (5) Public Right of Way; including roads, railroads and airports
- (6) Drainage, wetland and utility easements
- (7) Enhancement of housing stock; including redevelopment purposes
- (8) Public parks, trails and open space

- (9) Dedication of land through the subdivision process; including unrestricted land to be used in lieu of a cash contribution

Consideration for the acquisition of real estate by the City shall be given based on the compliance and consistency with the criteria outlined below.

COMPLIANCE CRITERIA

- (10) City Comprehensive plan
- (11) City Comprehensive water and sewer plans
- (12) City Master parks and trails plan
- (13) City Transportation plan
- (14) Relevant City boards and commissions review
- (15) City Ordinances, Sec. 117-614. - Subdivision Design Standards

The City shall consider the acquisition of City owned land based on the policy statements outlined below

POLICY STATEMENT CRITERIA

- (16) The demand for public parks is shifting away from small neighborhood pocket parks to larger regional community parks. The cost to maintain a large number of small neighborhood pocket parks can be greater than the cost to maintain a small number of regional community parks. As such, the City will consider the consolidation of underutilized pocket parks in favor of larger regional parks.
- (17) The City shall not acquire real estate if there is no foreseeable current or future need for the property.
- (18) Regarding the dedication of parks and open spaces, unless it is desired to acquire new parkland, the City shall favor the dedication of cash over the dedication of real estate. If real estate is dedicated the City shall favor an unrestricted title over restricted title.

CC Work Session

3. 1.

Meeting Date: 06/05/2012

By: Jo Thieling, Administrative Services

Title:

Review Future Work Session Topics/Calendar

Background:

Attached is a list of future work session topics.

Funding Source:

N/A

Council Action:

No formal action necessary - for review.

Attachments

Future Topics/Calendar

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By

Kurt Ulrich

Final Approval Date: 05/31/2012

Date

05/31/2012 03:40 PM

Started On: 05/31/2012 12:47 PM

**Work Session Calendars
2012**

Month	Date	Topics for Discussion
Others on List – including Strategic Planning Items		<ul style="list-style-type: none"> • Discuss Chain of Command Policy (KU) • Discuss Format of Weekly Update (KU/JT) • Lot Combination Policy (TG) • Discuss Noise Ordinance (JW) • Update Landfill Land Use Plan (Tim G) • Consider Amendments to Facility Use Program (Jo) • Discuss Leash Law (JW) • 167th & 47 Water Services Extension/Master Planning • Review Pilot Programs (e.g. volunteer programs – low maintenance options) • Build on outdoors/sportsmen’s market (e.g. stock pond/lake) • Develop community center/indoor sports complex • Old Town Hall relocation • Strategic Action Plan Update • Seek grant funding for transportation projects and service delivery • Complete US 10/ County Road 83 interchange design – pursue funding • Establish position on TH #47 South of Bunker to Highway #10 <p><u>Public Works</u></p> <ul style="list-style-type: none"> • Review plan for US Highway #10 pedestrian overpass and connection with Municipal Center Ramp • Review Project Management Issues (e.g. 151st & 167th Projects)
		HRA
Month	Date	Topics for Discussion
June	12	<ul style="list-style-type: none"> • Budget Discussion • Review Exit Strategy for COR Development • Review Dashboard (<i>a regular agenda item for first regular meeting of month</i>)
June		<ul style="list-style-type: none"> • Funding for Sunwood Improvements • ICSC Report
Future		<ul style="list-style-type: none"> • Discuss Housing Assistance Policy (TG) • Review Center Street Project Schedule