

City of Ramsey
Agenda
Housing and Redevelopment Authority (HRA)
Regular Session
Tuesday June 12, 2012
Immediately following CC
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
5. **HRA Business**
 1. Approve Development Plan 6.0
 2. Update on Sunwood Drive Realignment Project - **PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC**
 3. Consider Offer to Purchase Land - North Commons (portions may be closed to the public)
 4. Review COR History and Exit Strategy
6. **Executive Director's Report**
 1. Review Development Dashboard
 2. Recap of activities and materials from ICSC Spring Conference
7. **Commissioner Input**
8. **Adjournment**

HRA Regular Session**5. 1.****Meeting Date:** 06/12/2012**By:** Darren Lazan, Housing &
Redevelopment Authority**Title:**

Approve Development Plan 6.0

Background:

As part of its role as master developer, the HRA has previously reviewed and approved the current development plan, from which the development team works to market and develop the project.

Small revisions are continually ongoing to keep the plan current relative to proposals or discussions the development team has with prospective buyers.

At major milestones, or in the event of a major revision, the development plan has come forward for review by the HRA. This spring, the development team has made a number of revisions to the previous 5.xx series of development plans, and had prepared a version 6.0 for your consideration and approval.

Notification:**Observations:**

Development plan 6.0 has a few noticeable revisions for your consideration:

- We have removed the round-a-bout in the center of the project
- We relocated the community center site to the former theater site and eliminated the theater at this time.
- We have modified the housing units to reflect the current effort with Met Council on housing units
- We are showing current development plans for North Commons, Sunwood Retail, and the W30
- Misc. other revisions.

Recommendation:

The development team recommends the HRA review and approve the proposed development plan 6.0 and provide any input appropriate to future plan revisions.

Funding Source:

N/A

Council Action:

Approve the proposed development plan version 6.0

AttachmentsDP 6.0**Form Review**

Inbox

Reviewed By

Date

Kurt Ulrich

Kurt Ulrich

06/07/2012 04:41 PM

Form Started By: Darren Lazan

Started On: 06/07/2012

Final Approval Date: 06/07/2012



DEVELOPMENT STATUS

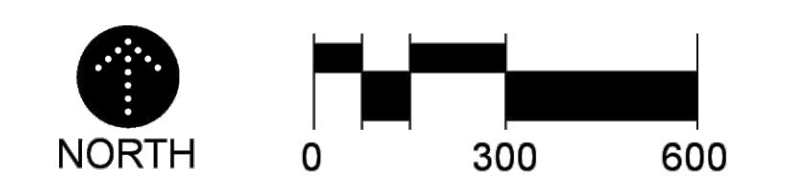
- EXISTING DEVELOPMENT
- PROPOSED DEVELOPMENT
- ACTIVE DEALS
- UNDER CONTRACT
- COMPLETED

ACCESS

- EXISTING SIGNALIZED INTERSECTION
- FUTURE SIGNALIZED INTERSECTION
- FULL INTERSECTION
- NO LEFT OUTBOUND MOVEMENTS
- PARKING RAMP

TRAFFIC INFORMATION

ADT INFORMATION TAKEN FROM 2009 ACTUAL COUNTS AND 2030 PROJECTED VOLUMES



DEVELOPMENT PLAN 6.0

05.15.2012

HRA Regular Session

5. 2.

Meeting Date: 06/12/2012

Submitted For: Kurt Ulrich

By: Bill Goodrich, Administrative Services

Title:

Update on Sunwood Drive Realignment Project - **PORTIONS OF THIS DISCUSSION MAY BE CLOSED TO THE PUBLIC**

Background:

The Council discussed this case earlier this evening with portions of the discussion closed to the public. This item is now on the HRA agenda to update the HRA and to discuss the HRA responsibilities relative to the Sunwood Drive reralignment project.

Observations:

A breakdown of all costs attributable to the Sunwood Realignment Project are as follows:

Land Acquisition	\$2,700,000
Armstrong Blvd	\$1,650,000
Sunwood Drive	\$1,075,000
COR Grading & Northstar Market Place Access Revisions	\$210,000
Streetlighting	\$112,000
Engineering/Construction Administration/Testing	\$470,000
TOTAL	\$6,217,000

The funding package for this project, as previously approved by the City Council is as follows:

Anoka County	\$1,700,000
LRIP Grant	\$500,000
Equipment Revolving Fund	\$1,056,450
TIF #2	\$500,000
Stormwater Utility Fund	\$255,484
Water Utility Fund	\$238,066
EDA (Nordvik acquisition)	\$600,000
Excess Rail Funding	\$500,000
TOTAL	\$5,350,000

A revised accounting, based upon the most current estimates, is as follows:

Anoka County	\$1,700,000
LRIP Grant	\$500,000
Equipment Revolving Fund	\$1,056,450

TIF #2	\$500,000
Stormwater Utility Fund	\$230,500
Water Utility Fund	\$210,000
Sanitary Sewer Utility Fund	\$19,000
EDA (Nordvik acquisition)	\$600,000
Excess Rail Funding	\$500,000
Streetlight Utility	\$112,000
COR land sale proceeds *	\$500,000
TOTAL	\$5,927,950

As can be seen above there is approximately \$289,000 that is unaccounted for with this project. This overage is primarily the costs for streetlighting and construction administration/testing. Staff intends to make adjustments for a portion of the soft costs (engineering/testing) such that the appropriate enterprise funds pay their pro-rata share. City staff was preparing to perform the construction administration on this project, but due to recent staffing changes we will have to review this matter to determine what can be accomplished in house, and what will have to be contracted. It is proposed that the Streetlight Utility will fund the streetlighting component of this project.

The Housing and Redevelopment Authority (HRA) will have to discuss the COR land sale proceeds referenced above to determine whether they are interested in deviating from their land sale distribution policy, and apply the entire amount of a pending land sale to this improvement project. A final funding package will be brought forward, clarifying these matters, after the bids are opened and a project is proposed to be awarded (June 26, 2012).

Funding Source:

The funding for this project has been identified above.

Council Action:

This case is for information - no action is required at this time. The HRA may direct staff to prepare a resolution for future action that would allow a deviation from the policy for distribution of land sale proceeds to allow funds to be designated toward this project.

Form Review

Form Started By: Bill Goodrich

Started On: 06/07/2012

Final Approval Date: 06/07/2012

HRA Regular Session

5. 3.

Meeting Date: 06/12/2012

By: Darren Lazan, Housing &
Redevelopment Authority

Title:

Consider Offer to Purchase Land - North Commons (portions may be closed to the public)

Background:

Over the last 18 months, the development team has worked with a number of regional home builders to structure a development deal that can facilitate the construction of single family homes in the North Commons area. As you are aware, the HRA currently owns three parcels of land in this area of the project:

The Park - an 8.5 acre property in the center of North Commons that has been, in previous plans, designated as a predominantly passive recreational park.

The Triangle parcel - a 4.3 acre parcel in the NW quadrant of Bunker and Zeolite previously planned as town homes, but currently contemplated to be developed as single family homes.

The Horseshoe parcel - a narrow 3.0 acre parcel north of Bunker and between Zeolite and what was called Town Center Drive. This piece was planned and platted by the original developer as a town home development, and cannot support single family development.

Notification:

HRA Members will be provided additional detail on the proposed offer prior to the meeting.

Observations:

Discussions at previous HRA meetings have provided direction in a number of areas, but when last discussed the development team was to proceed with marketing the triangle parcel, and if necessary, consider 'some number' of homes on the west side of the park parcel to make the development more attractive to a home builder.

During discussion at the June 5th, 2012 HRA Special Meeting, the issue of exclusivity was discussed, and the proposed offer has been revised to address those HRA comments.

The current concept plan, attached to this case, contemplates thirteen home sites on the triangle parcel, and four on the park parcel.

A local home builder has come forward with an offer, and deposited \$10,000 earnest money to secure the development rights for the seventeen sites on the triangle and park parcels.

The development team has prepared a concept design including site plans, grading, and utility improvements necessary to develop these lots. The development team has also prepared a development pro-forma and derived a proposed structure and schedule to proceed with this proposal. If directed to proceed, the development team would prepare necessary plans to make application for approval, and present the final proposal for HRA consideration at a future meeting.

If approved, the Preliminary and Final plats would be prepared and proceed on the following schedule:

COR THREE Schedule:

- Week (early) of June 4 – Landform will submit Pre-Plat and Final Plat for review
- HRA Approval of Plat configuration – June 5

- Public Hearing Notification Due for Pre-Plat – June 6
- Sketch Plan at Planning Commission – June 7
- Pre-Plat Case due – June 13
- Pre-Plat (PC) – June 21
- Final Plat Case due – July 5
- Pre-Plat/Final Plat (CC) – July 10

This schedule would contemplate the lots being available to close in mid July with immediate construction and potentially open for Fall *Parade of Homes* tour.

Recommendation:

The development team recommends the HRA consider and approve an acceptable deal structure as discussed, and direct the team to prepare a final purchase agreement for execution.

If the proposed deal structure is acceptable, the development team recommends the HRA accept the proposal by Landform to prepare construction documents for the grading and utility improvements necessary to prepare the property for sale.

With the previous approval of the Platting for COR THREE, Landform has commenced the preparation of the preliminary and final platting necessary to meet the above schedule

Funding Source:

The initial cash flow for the project would be provided by immediate land sales, earnest monies, and by the Landfill Trust Fund . The Landfill Trust Fund would be reimbursed by future land sales

Council Action:

Approve a proposed purchase agreement for seventeen lots in the North Commons area.

Approve the proposal from Landform to prepare plans for the improvements necessary to sell the proposed lots.

Attachments

Site Plan

Landform Work Order

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date
06/07/2012 04:40 PM

Form Started By: Darren Lazan

Started On: 06/07/2012

Final Approval Date: 06/07/2012



North Commons Improvements

2012 Initial Phase Improvements:

- Grading
- Turf, Plantings, & Irrigation
- Top Soil Test Plots
- Community Garden

Phase II Improvements:

- Trails / Boardwalks
- Playground
- Dog Park
- Parking



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
www.landform.net

WORK ORDER

DATE	5/31/2012	CONTRACT NO.	RAM11019
CLIENT INFORMATION		BILLING INFORMATION (IF DIFFERENT FROM CLIENT)	
COMPANY NAME	City of Ramsey	COMPANY NAME	
CLIENT CONTACT	Kurt Ulrich	CONTACT	
ADDRESS	7550 Sunwood Dr.	ADDRESS	
CITY, STATE, ZIP	Ramsey MN 55303	CITY, STATE, ZIP	
PHONE/FAX	763.433.9817	PHONE/FAX	

PROJECT INFORMATION			
PROJECT NAME	North Commons – COR	PRINCIPAL	Darren Lazan
PROJECT DESCRIPTION	Professional services for the design of the a 17 Lot single family residential subdivision – Provide Site Plan, Grading Plan, Utility Plan and Associated Details.		
PROPERTY LOCATION	The COR	STUDIO/DEPT	RCD
CITY, STATE, ZIP	Ramsey MN 55303	EST. START DATE	Immediately
PIN:		EST. COMPLETE DATE	Aug 2012
		PROJECT MANAGER	Eric Kellogg
		PHASE MANAGER	Eric Kellogg

Reimbursable Expenses, including but not limited to Mileage, Plotting, Printing, Scanning, and Subconsultants are not included in the fees below and will be billed as a reimbursable expense at 1.15 times cost.

FEES (RATE SCHEDULE IS AVAILABLE UPON REQUEST FOR HOURLY CONTRACTS)

<input checked="" type="checkbox"/>	FIXED FEE	FIXED FEE AMOUNT: \$22,000	Plus Typical Reimbursable
<input type="checkbox"/>	HOURLY WITH AN ESTIMATE	ESTIMATE FEE:	RATES
<input type="checkbox"/>	HOURLY TO A MAXIMUM	MAXIMUM FEE:	RATES 2012 Landform Schedule

IN WITNESS WHEREOF, the parties have accepted, made and executed this agreement upon the terms, conditions and provisions stated above and on the attached General Conditions including, but not limited to, provisions relating to limitations on liability of Consultant.

Accepted By:
Landform

City of Ramsey

Date:

Darren Lazan
President
Date: 5/31/2012
Landform Federal Tax ID: 27-1199905

General Conditions

1. All required services outside SCOPE OF WORK outline will be provided upon the CLIENT'S request and will be billed at the rates quoted on the CURRENT FEE SCHEDULE. A copy of the CURRENT FEE SCHEDULE has been made available to CLIENT or is attached hereto. Rates and multiples for Additional Services and other services as set forth in the fee schedule shall be adjusted annually in accordance with normal salary review practices of Consultant.
2. Fees outlined in this contract will be adhered to subject to site conditions and criteria set forth by the CLIENT and requirements of all applicable governmental agencies, utility companies, etc., in effect on the date of the CONSULTANT'S signing of this contract. No work by the CONSULTANT will commence until fully dimensioned and client-approved plans have been received from CLIENT. Subsequent changes to the plans, which require additional work by the CONSULTANT, will result in extra charges at the rates quoted on the CURRENT FEE SCHEDULE.
3. Field staking will be performed one time only for the fees quoted. Any restaking due to the loss of stakes beyond the CONSULTANT'S control will be billed at the rate on the CURRENT FEE SCHEDULE. In addition, fees outlined for field survey and construction staking are subject to the CONSULTANT being able to perform each item without delays beyond its control. The CLIENT shall request construction-staking items a minimum of two (2) working days in advance of when desired.
4. In the event that a question or claim may arise as to an error or omission in the CONSULTANT'S work or plans, the CONSULTANT will assume no liability for errors or omissions unless notified within 48 hours of the client's discovery of such. If notified within 48 hours, the CONSULTANT will have the right to remedy any such errors or omissions within a reasonable and agreed upon time thereafter, at no additional cost to the CLIENT. The CONSULTANT will assume no liability for construction staking unless all stakes are maintained intact and verified as to their origin.
5. The CLIENT shall give separate authorization to the CONSULTANT to commence each item of work as outlined in the SCOPE OF WORK.
6. CLIENT will be billed monthly, based upon percentage of work completed and/or hourly charges and reimbursable costs. Invoices are due and payable upon presentation. Objections to invoices not made in writing within thirty (30) days of the billing date are waived. A FINANCE CHARGE of one and one half percent (1.5) per month (18% ANNUAL PERCENTAGE RATE) will be added to portions of accounts over 30 days past due. FINANCE CHARGES may be compounded. CLIENT'S failure to make timely payments is justification for suspension of all services and withholding of all deliverables until payment is received or other written agreements made. CONSULTANT shall be entitled to recover all costs, expenses and fees incurred by CONSULTANT (including litigation and arbitration fees and costs, reasonable attorneys' fees, and CONSULTANT'S internal labor at the rates quoted on the CURRENT FEE SCHEDULE) due to CLIENT'S failure to make timely payments.
7. This Agreement may be terminated by either party upon seven (7) days' written notice. In the event of any termination, the CONSULTANT will be paid for all services rendered to the date of termination plus unpaid reimbursable expenses. Such termination shall not affect the parties' accrued rights and liabilities as of the date of termination. Without limiting the generality of the foregoing, paragraphs 4, 6, 9, 10, 11, 12, 14, 15, and 16 of these General Conditions shall survive any cancellation, expiration, or termination of this Agreement.
8. The CONSULTANT will not be responsible for the cost of permits, title company charges, governmental review fees, soil reports, printing, photographic charges, etc. as applicable, except those printing charges necessary for the CONSULTANT to do its work. The CONSULTANT will be reimbursed for such charges paid by it for the CLIENT at the rates quoted on the CURRENT FEE SCHEDULE.
9. The CONSULTANT will not be responsible or liable for the following: (a) Any use of plans, surveys, specifications, etc. not signed and sealed by the CONSULTANT and approved by the appropriate governmental agencies; (b) Inaccuracy of data, plans, legal descriptions or any other information supplied by the CLIENT or others; (c) Site soil, hydrologic, or geologic conditions; (d) Changes to the plans and specifications made by the CLIENT or others; (e) Job site conditions; or (f) The performance of work on this project by any construction contractor or third party.
10. All original work will be property of the CONSULTANT. The CLIENT at its request will be furnished with reproducible copies as a reimbursable expense. All documents furnished by the CONSULTANT are instruments of its service. They are not suitable for reuse or extensions of this project or any other project. CONSULTANT is the author of these documents and retains all common law, statutory and/or reserved rights, including copyright. Any reuse without specific written approval by the CONSULTANT in each case will be at the sole risk of the user and without liability or legal exposure to the CONSULTANT.
11. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer any rights under or interest in the contract without the written consent of the other. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than the CLIENT or CONSULTANT.
12. The CONSULTANT makes no representation concerning any cost estimate figures made in connection with maps, plans, specifications or drawings other than that all cost figures are estimates only and the CONSULTANT shall not be responsible for fluctuations in costs or quality figures.
13. The CLIENT agrees to cooperate in every way requested by the CONSULTANT to expedite the completion of the work set forth in the contract. The CLIENT agrees to provide the CONSULTANT access to the property involved and to make available any records, documents, deeds, legal descriptions or other items requested by the CONSULTANT for the reasonable pursuit of the completion of the work.
14. The CONSULTANT makes no warranty, either expressed or implied, as to its services. Services will be performed in accordance with generally accepted engineering and/or surveying practices.
15. Any claim, dispute or other matter in question arising out of or relating to this Agreement or breach thereof ("Claim") in which the aggregate amount in controversy exclusive of interest, attorneys' fees and costs, is less than or equal to \$100,000 shall be decided by binding arbitration in Minneapolis in accordance with the Construction Industry Rules of the American Arbitration Association. Judgment on any award by the arbitrator(s) shall be enforceable in any court having jurisdiction. Any Claim in which the aggregate amount in controversy, exclusive of interest, attorneys' fees and costs, is greater than \$100,000 shall be resolved by litigation in the State or Federal Court located within Hennepin County, Minnesota. Consultant and Client expressly consent to the exclusive personal jurisdiction and venue of the Minnesota courts for all purposes relating to this Proposal. The parties waive trial by jury. This Agreement shall be governed by Minnesota law, without regard to conflicts of law principles.
16. CONSULTANT'S TOTAL LIABILITY TO CLIENT FOR ANY LOSS, CLAIM OR DAMAGE ARISING OUT OF THE NEGLIGENCE OR OTHER LEGAL FAULT OF CONSULTANT IN PERFORMING ITS SERVICES SHALL BE LIMITED TO THE GREATER OF (I) THE AMOUNT STATED IN THIS PROPOSAL AS COMPENSATION FOR CONSULTANT'S BASIC SERVICES, OR (II) THE LIMITS OF ANY INSURANCE ACTUALLY AVAILABLE TO THE CONSULTANT. AT ANY TIME PRIOR TO COMMENCEMENT OF SERVICES. CLIENT MAY, BY PAYING A 20% PREMIUM IN ADDITION TO CONSULTANT'S FEE, ELIMINATE THIS LIMITATION ON LIABILITY. In no event shall CONSULTANT be liable for loss of profits, loss of use, loss of revenue, or any or special, indirect or consequential damages of any kind.
17. **NOTICE OF LIEN RIGHTS (MINNESOTA): (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**
18. There are no understandings or agreements except as herein expressly stated.

HRA Regular Session

5. 4.

Meeting Date: 06/12/2012

By: Kurt Ulrich, Administrative Services

Title:

Review COR History and Exit Strategy

Background:

The City purchased the Ramsey Town Center Development out of foreclosure in June of 2009. Shortly thereafter, the City/HRA hired Landform to head up the re-visioning of the project and to serve as development manager moving forward. Attached are copies of minutes from the summer and fall of 2009 outlining discussions regarding the exit strategy. Also attached is a flow chart depicting the anticipated steps involved with the development over a three year period.

A number of actions have been taken that have put the development near Stage 2 of the exit strategy. The re-visioning, re-branding, marketing material, road reconfiguration, comprehensive plan amendments, revised development guidelines, fill/cut analysis of the site, creation of a Tax Increment District, master declaration agreement, and projects such as the rail station, VA Clinic, the Draw, Allina, and road improvement have all added value to the project.

Staff will put together a more detailed timeline of COR activities for the Tuesday HRA meeting.

Recommendation:

Review history and discuss current opinions on exit strategy for the COR development.

Funding Source:

N/A

Council Action:

Based on discussion.

Attachments

Exit Strategy

Minutes re Exit Strategy

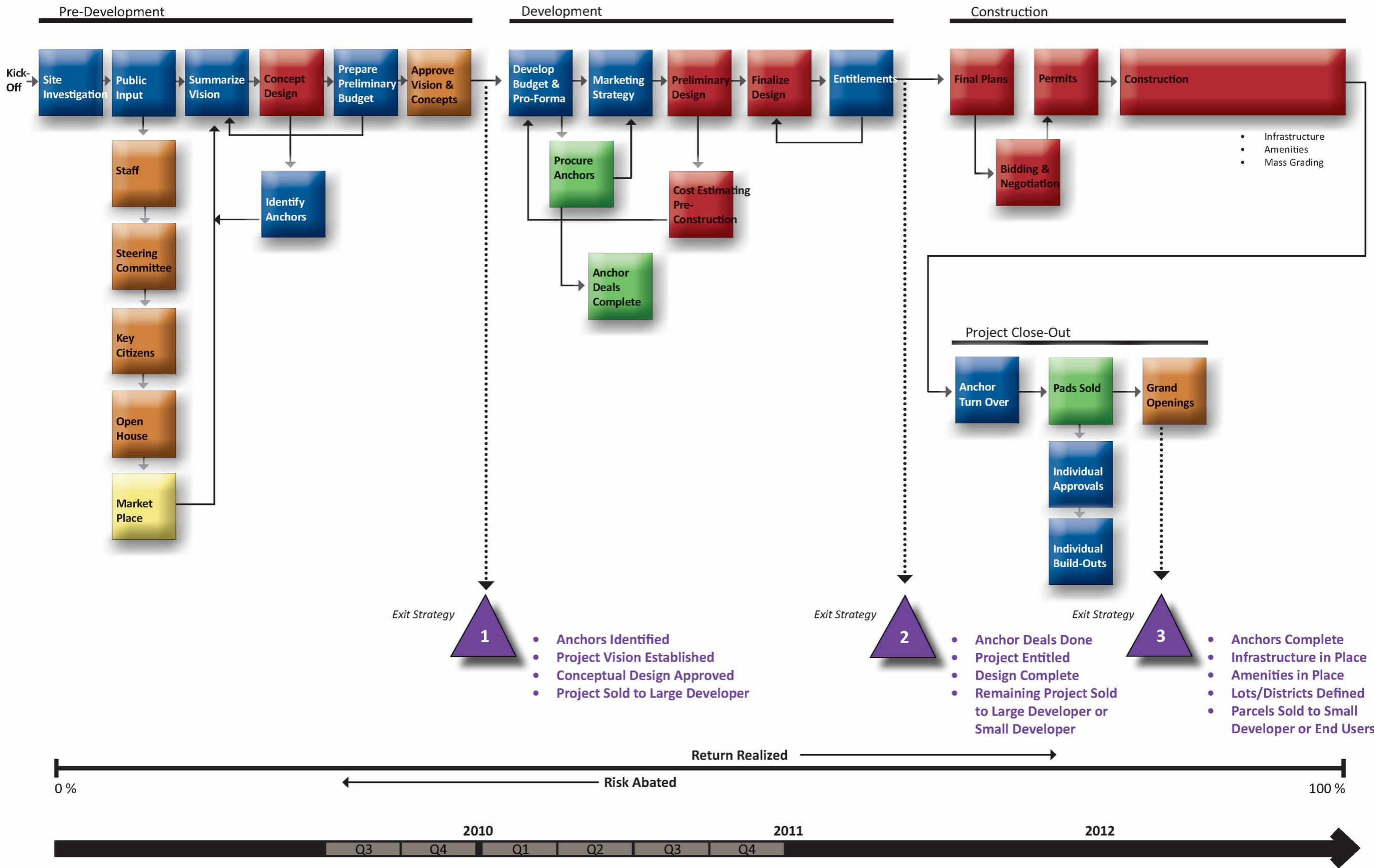
Form Review

Inbox
Kurt Ulrich (Originator)
Form Started By: Kurt Ulrich

Reviewed By
Kurt Ulrich

Final Approval Date: 06/07/2012

Date
06/07/2012 06:05 PM
Started On: 06/07/2012 05:20 PM



Town Center" carries some bad connotations and the committee feels that the look of the project needs to change, including particularly the name. He stated this will give the City an opportunity to put a new, fresh face on the project and will create a buzz in the community that something has changed and something is taking form with this project. He stated there are projects starting to happen and the City should not miss this opportunity to market this unique property.

Mr. Lazan stated that Landform is currently reviewing the feedback gathered to date, establishing a project vision, vision statement and mission statement, and summarizing all the data.

Mayor Ramsey asked what impact any rebranding would have on others using the Town Center name.

Councilmember Elvig stated the steering committee discussed this at length and felt there were valid reasons for keeping certain elements of the name. He stated the committee felt it would be helpful to hire someone to help steer the committee with respect to the branding process.

Councilmember Dehen stated that in his opinion, there has been a lot of activity by various parties on this project, all trying to accomplish the same purpose, including the steering committee, Landform, City staff, and the Council. He indicated it is critical that communication remain a priority in order to keep everybody updated, and asked that the *Weekly Update* from staff include current updates on this project.

Mr. Lazan discussed the renaming and noted there is a potential to keep some aspects of the Town Center name, and focusing on branding the retail village with a new name, while still being part of the overall town center. He indicated that several names have been floated by the steering committee, including Ramsey City Center, Ramsey Center, City of Ramsey Center, as well as names that include a theme, e.g., Park West or Park East, or a name that includes the Northstar component.

Councilmember Wise expressed concern that there is not one person in charge of the overall project and felt it was important to streamline the project as much as possible.

Councilmember McGlone stated with a project of this scope and magnitude, it is important to focus on and come up with the mission, and to define that mission to keep the project on track. He added he was in favor of slowing down the project a little in order to see who might be out there and be interested in the development.

Councilmember Look agreed and added that a decision will have to be made at a relatively early stage regarding the City's exit strategy on the project.

Councilmember Elvig stated that one of the things the steering committee has learned is that there is already a component of retail, park, residential, etc. in the project, and some of these things are hardlined into the project. He added that the steering committee remains committed to being flexible and to working with developers on the project.

Councilmember Wise expressed concern that the City has not yet finalized its exit strategy and felt the City should get the ball rolling on the project and then get out of the way so that its role is approving the development but not driving the development.

Councilmember Elvig stated there are currently a lot of overlap and/or dovetailing, and communication throughout the process will be critical. He stated he felt the City has to figure out what it has first, before figuring out its exit strategy.

The Council discussed marketing opportunities and ways of finding out who might be interested in this market. The Council also discussed currently viable prospects and making direct contact with those prospects.

Deputy City Administrator Nelson stated that there will be an HRA meeting following the regular Council meeting; the purpose of the meeting is to ask the HRA to establish a budget for marketing the Ramsey Town Center.

2) Review Levels of Service for Building Inspections / Permits

Deputy City Administrator Nelson reviewed the staff report.

Local Electrical Inspections

Mayor Ramsey asked how much recordkeeping would be involved if the City were to undertake the electrical inspections.

Building Official Kaehler indicated that the recordkeeping would not be significant, but expressed concern that any revenue generated by contracting with a licensed electrical inspector directly would be offset by the cost.

Councilmember McGlone stated he is opposed to an electrical inspection program and felt there was no benefit to the City.

Councilmember Wise agreed with Councilmember McGlone.

Councilmember Dehen stated he felt the current electrical inspector does a good job and did not feel there would be any advantage to the City taking over this program.

Mayor Ramsey agreed and stated it was not worth it to pursue an electrical inspection program.

Siding, Roofing and Window Installation Permits

Deputy City Administrator Nelson provided information regarding 2007, 2008, and 2009 permits, adding that on average, 2.5 inspections were done per permit. She stated staff feels there is value in this since there are some things that are missed by contractors. She noted that if Council direction is to eliminate these permits, it would require a Code amendment.

Councilmember Dehen stated he felt there was value in requiring these permits and it helps make sure contractors do a good job.

**RECEIVE RAMSEY TOWN CENTER STEERING COMMITTEE
RECOMMENDATIONS**

By: Heidi Nelson, Deputy City Administrator/Community Development Director

BACKGROUND:

The Ramsey Town Center Steering Committee met on Thursday, September 24th to review the Development Process for Ramsey Town Center as depicted by Landform (see attached). The Committee discussed the work that has been completed thus far, work that is currently underway and the role of the committee going forward. The following is a summary of the recommendations of the committee:

STEERING COMMITTEE RECOMMENDATIONS:

1. Close out Phase 1. Schedule formal Council approval of land use/massing plan and community vision components.
2. Complete branding and positioning study by November 6, 2009.
3. In the next 60 days, the RTC Steering Committee will review current market data and absorption rates and establish a phasing plan and timeline for completion.
4. Establish a development corporation for Ramsey Town Center. The corporation would be charged with developing a project pro forma and establishing initial land prices based upon the City's cost of the land and the cost of anticipated project amenities. Extend current consultant contract 90 days to address these issues.
5. Upon creation of the development corporation, the Council shall decide the ongoing role, if any, of the RTC Steering Committee.
6. Continuously evaluate exit strategy based upon current user prospects (e.g., VA Clinic, Allina, and targeted Buxton Study businesses).

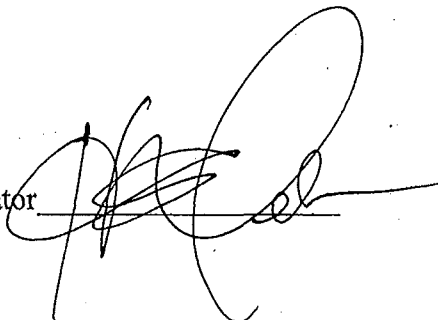
At the time of the writing of this case, the members of the Steering Committee are reviewing the recommendations as drafted by staff following the 9/24 Steering Committee meeting. Steering Committee members have been invited to attend the HRA meeting for this discussion.

BOARD ACTION:

Based on discussion.

Reviewed by:

City Administrator



HRA: 10/06/09

Attachments:

A: Ideal Development Process by Landform

Mr. Lano stated we have to believe it is always a moving target – as the market changes, development changes too.

Commissioner Ramsey stated he would be in favor of saying this is the plan. He asked why we need to do a zoning change and comprehensive plan amendment when we own the property and control the zoning.

Commissioner Jeffrey stated that because the zoning is all set – we need to relax the zoning. We need to start to look at timelines. If we are going to do it – we have to move it.

Chairperson Dehen stated that on the other hand, it cannot be planned in six weeks.

Commissioner Jeffrey stated we can either act on it or not but the Steering Committee will not look on it again.

Planning Manager Miller stated that if we are changing the comprehensive land use plan, we need to change the comprehensive plan.

Chairperson Dehen asked if we would develop the big box stores at the expense of housing.

Deputy City Administrator Nelson stated that the existing plan does not show any big box development. She wants to be able to illustrate to developers that flexibility. The map shows that you currently cannot bring in big box development without a lot of work. She suggested that if we want to communicate that flexibility it has to show on the map.

Commissioner McGlone inquired if we would have to move the houses somewhere else.

Ms. Miller replied that is possible.

Commissioner Wise felt you lose credibility from the get-go – that's why it has to be done.

Commissioner Look asked what the tax ramification would be of removing a thousand houses and replacing it with big box.

Ms. Miller stated she did not do the calculations but offered to get the information for Council.

Commissioner Elvig stated you will need a little bit of both – it has to balance.

City Administrator Ulrich stated there's a need for formal recognition by the City Council of that new plan.

Discussion ensued relating to water bodies.

Commissioner Jeffrey stated that to adopt this as a concept is important as we move forward and start to plan other things. He added it is a good point to look at the tax ramifications of housing versus retail.

Consensus of the HRA was to move recommendation #1, which reads: Close out Phase 1. Schedule formal Council approval of land use/massing plan and reaffirming the community vision components of mixed use, transit oriented, and a high level of project amenities. Sustainability components should be considered as part of project amenities.

Consensus of the HRA was to move recommendation #2, which reads: Complete branding and positioning study in November 2009.

Recommendation #3 reads: In the next 60 days, the RTC Steering Committee will review current market data and absorption rates and establish a phasing plan and timeline for completion. Commissioner Jeffrey stated this is on our radar. We will continue to work on it.

City Administrator Ulrich stated that another important component is to establish reality of how the market will take this property and develop it.

Commissioner Jeffrey continued with recommendation #4. It is staff's recommendation on how we will move forward.

Mr. Lano stated we are trying to bring the best recommendations to the Council.

Chairperson Dehen suggested we want to give the Steering Committee the tools they need.

Commissioner Elvig felt that is some of the decisions we made with the branding.

Commissioner Jeffrey stated that staff can direct the consultant. He felt that the Steering Committee is telling the Council to go forward on this.

Commissioner Ramsey stated that the development corporation is going to be necessary at some point in this game.

Commissioner Jeffrey stated that the Steering Committee is recommending the Council consider Recommendation #4, which reads: Consider the use of a development corporation for Ramsey Town Center. The corporation would be charged with developing a project pro forma and establishing initial land prices based upon the City's cost of the land and the cost of anticipated project amenities. In the next 60 days, the Steering Committee will review the purpose structure and scope of the Development Corporation.

Commissioner Jeffrey stated that #5 talks about what is the role of the Steering Committee going forward. We will need further direction. Recommendation #5 reads: Upon creation of a development corporation, the Council shall decide the ongoing role, if any, of the RTC Steering Committee.

Chairperson Dehen inquired if the Steering Committee can be a confidential body to which City Attorney Goodrich replied no.

Commissioner Jeffrey stated that Recommendation #6 reads: The HRA should continuously evaluate exit strategy based upon current user prospects (e.g. VA Clinic, Allina, and targeted Buxton Study businesses).

Kris Williams stated that the Steering Committee will do what we can to shepherd this project – we will put this project in a position to be the best it can be.

Chairperson Dehen felt that the Steering Committee has valuable input and they are a good sounding board.

Brad Lano commented that this is a daunting task, but we will take it one piece at a time.

There was discussion about the VA Clinic and what the City was willing to give to get the clinic.

Motion by Commissioner Elvig and seconded by Commissioner Wise to accept the revised RTC Steering Committee recommendations.

Motion carried. Voting Yes: Chairperson Dehen, Commissioners Elvig, Wise, Jeffrey, Look, McGlone and Ramsey. Voting No: None.

Case #8: Discuss the Creation of a Development Corporation

Planning Manager Miller stated that since July, City staff, the Steering Committee, and the City Council have discussed the possibility of forming a development corporation as a means to progress the development of Town Center. Staff has begun to assemble background information on what procedures would need to be done to move that process forward. The Steering Committee passed a recommendation for Council to consider forming a development corporation for the administration of the Ramsey Town Center. The HRA made that same motion. Staff has since contacted the League of Minnesota Cities to request information regarding other communities in Minnesota, which may have development corporations and how they may be set up. City Attorney Goodrich has prepared a memo summarizing the process by which we could create the corporate entity and some of the issues, which may be involved. Ms. Miller talked about the EDA and development corporations. There is no City role in their development Corporation. The LMC has stated that in order to preserve privacy issues, the City should not have any role in creating development corporations.

City Attorney Goodrich stated it is easy to form a development corporation but our concern is that if the development corporation mirrors the City Council essentially just to have privacy, that will run amuck with the open meeting laws. He did not think Council would want to give the EDC the right to sell the land, etc. Most EDC's are formed to lend money. We could hire a development corporation and give them parameters. He also read a list of certain things that can remain private. Within that framework, we could redact a lot of stuff. We have had a lot of closed meetings to develop agreements, and establish prices so while it may not be an ideal thing, we could patchwork together some pretty good privacy data.

HRA Regular Session**6. 1.****Meeting Date:** 06/12/2012**By:** Darren Lazan, Housing &
Redevelopment Authority

Title:

Review Development Dashboard

Background:

The development dashboard was originally created in 2010 as a means to track all projected revenues and expenses relevant to the development of the property. This effort originally included a considerable effort to recount and recapture both past expenses, as well as future expenses anticipated as part of the current development plan.

The dashboard considers both hard and soft costs associated with the project, as if the project was a free-standing entity, to allow the HRA to measure the progress and status of the project along the path of development. This is a critical tool in measuring the progress towards exit strategy #2, which includes the partial development of the project prior to a sale of the holdings in their entirety. It is also a critical component to all exit strategies, as it provides a very critical account of the financial components of the project for a perspective buyer. The dashboard tracks all the costs expected to be incurred by this development regardless of the ownership, and provides a tremendous amount of due diligence data for any perspective buyer.

Notification:**Observations:**

The development dashboard has a number of significant assumptions that were developed in the initial stages of this project effort. The HRA should, from time-to-time, review these assumptions and the resulting impact on the financial components of the project to ensure that the dashboard provides accurate guidance throughout the development effort.

Recommendation:

The development team recommends the HRA review the current development dashboard, and the related assumptions to provide updated direction to the development team.

Funding Source:

N/A

Council Action:

None

Form Review**Inbox**

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

06/07/2012 04:42 PM

Form Started By: Darren Lazan

Started On: 06/07/2012 01:51 PM

Final Approval Date: 06/07/2012

HRA Regular Session

6. 2.

Meeting Date: 06/12/2012**By:** Darren Lazan, Housing &
Redevelopment Authority**Title:**

Recap of activities and materials from ICSC Spring Conference

Background:

In early May, the development team along with the HRA Chair, the HRA Executive Director, and the management analyst, attended the ICSC ReCON convention. Similar to last year, The COR exhibited in a 20x10 booth as well as attended a number of scheduled meetings with developers, brokers, retailers, and design professionals in the retail and development community. This is the largest real estate show in the world with over 32,000 real estate professionals in attendance, more than 1 million square feet of exhibition space, and over 1000 companies and 300 municipalities exhibiting.

[ICSC News](#)

The general mood of the show was good, with most developers and retailers seeing a positive improvement in both confidence and activity.

[Reference Article](#)[Conference Program](#)

Updated marketing materials were prepared in advance of this conference. The development team will review all the new materials and provide a final recap of the conference budget, contacts, and activities.

Notification:**Observations:****Recommendation:****Funding Source:**

N/A

Council Action:

None

Form Review**Inbox**
Kurt Ulrich**Reviewed By**
Kurt Ulrich**Date**

06/07/2012 04:43 PM

Form Started By: Darren Lazan

Started On: 06/07/2012 03:12 PM

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