

City of Ramsey
Agenda
City Council Work Session
Tuesday February 26, 2013
Immediately Following Special City Council
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Discuss 2013 Municipal Center Policy and Room Rental Fee Adjustments
 2. Discuss the use of LCD TVs/Monitors in the Ramsey Municipal Center.
 3. 15153 Nowthen Blvd: Review Cost Benefit Analysis of Former Municipal Center Site
- 3. Future Topics for Discussion - *See Attached Calendar***
- 4. Mayor/Council/Staff Input**
- 5. Adjournment**

CC Work Session

2. 1.

Meeting Date: 02/26/2013

By: Mark Riverblood, Engineering/Public Works

Title:

Discuss 2013 Municipal Center Policy and Room Rental Fee Adjustments

Background:

At the regular Personnel Committee meeting on Tuesday, January 22, 2013, the Committee discussed hiring a part-time building maintenance worker for a myriad of tasks and coverage at the Municipal Center. As the attached (draft) meeting minutes attest, discussion relating to the need for the position was identified as driven in large part by public demand for meeting space within City Hall.

The consensus of the Committee was to table the case until more information was brought back to the next Personnel Committee meeting with information relating to existing revenue generated by meeting room rental - as well as proposals for better alignment between the real cost of providing the public rooms, with the cost of maintenance.

At the regular Personnel Committee meeting on February 12th, 2013 the Committee reviewed Staff recommended changes to the Municipal Center policies and associated adjustments to meeting room rental fees - finding that the increases (and reductions), 'closed the gap' in funding for the part-time building maintenance position.

Notification:

Observations/Alternatives:

Staff is completing the process of updating several facility use policies with attendant rental rates; with the park and tournament policies having been approved by City Council on February 12th, 2013.

Pursuant to the Personnel Committee's direction, Staff has revised the proposed rate schedule for meeting rooms at the Municipal Center as part of the general facility use policy revisions. Attachment #2 is Staff's recommended 'MUNICIPAL CENTER FACILITY USE & RENTAL POLICY'. The rental rate schedule has been modified considerably to provide more options in matching users with logical room rental rates. Additionally, there would be a 'new' Minimum Maintenance Fee proposed for those users whose room rental is waived (non-profits and business networking groups). Further, general *resident* meeting room rates are proposed to be *lower*.

Lastly, the schedule also lists new fees; a one-time Audio Visual charge if requested by the users, and an After Hours/Weekend rate. The table representing the above proposed changes is on page 3 of the attachment (#2), with 'after hours' clarified in the paragraph below it.

The existing Municipal Center facility use policies and fees are contained within attachment #3 for reference. A part of the review of the policy and room rental rates was to generally update the policy; and also to match the demand for the proposed part-time maintenance position with the associated funding for the replacement position. However, perhaps equally important, the proposed new rental rates and charges more accurately reflect the true cost of serving the public for City Hall's rooms for rent.

Recommendation:

Staff is recommending City Council approval of the proposed facility use policy and rates changes; and accordingly, would recommend that future revenue from these improvements be considered as a funding source for the part-time building maintenance position.

Funding Source:

This case does not require funding, but rather identifies future funding for the case on the City Council's agenda authorizing the hiring of Jeff Stelow as a part-time building maintenance worker.

Please see Management Analyst Patrick Brama's revenue projections (attachment #4) for the rental rates' impact if/when adopted by City Council - the summary of which is as follows:

- Adding a minimum maintenance fee for non-profits and business networking groups of \$5 nets an estimated \$3,156 each year.
- Adding an audio visual (technical and set up) fee for those users requesting it nets an estimated \$576 annually.

The above estimates are somewhat conservative, and the **after hours rates are not included in the annual revenue forecast below**. Using these numbers, and assuming that room rentals (for paying individuals and entities) are the same for future years as 2012, Staff estimates the total meeting room revenue for the Municipal Center to be a minimum of \$6,732 annually, (or as high as \$7,521, excluding after hours fees), if the proposed changes are approved by City Council.

Council Action:

Consensus in acknowledging that the MUNICIPAL CENTER FACILITY USE & RENTAL POLICY is to be adopted later in the evening under the February 26, 2013 City Council Consent Agenda.

Or, Based Upon Discussion.

Attachments

- (Draft) Personal Comm. Mtg Minutes
 - Proposed Municipal Center Policy
 - Current Municipal Center Policy
 - Revenue projections
-
-

Form Review

Inbox	Reviewed By	Date
Grant Riemer	Grant Riemer	02/20/2013 10:38 AM
Kurt Ulrich	Kurt Ulrich	02/21/2013 07:52 AM
Form Started By: Mark Riverblood		Started On: 02/19/2013
	Final Approval Date: 02/21/2013	

**PERSONNEL COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Personnel Committee conducted a regular meeting on Tuesday, January 22, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Jason Tossey
 Councilmember Randy Backous
 Councilmember Mark Kuzma

Also Present: City Administrator Kurtis Ulrich
 Human Resources Manager Colleen Lasher
 Fire Chief Dean Kapler
 Police Chief James Way
 Public Works Superintendent Grant Riemer
 Development Services Manager Timothy Gladhill
 Management Analyst Patrick Brama
 Interim Engineer Shane Nelson
 Mayor Sarah Strommen (Alternate)
 Councilmember David Elvig
 Councilmember John LeTourneau
 Councilmember Chris Riley

1. CALL TO ORDER

Councilmember Tossey called the regular meeting of the Personnel Committee to order at 5:01 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to approve the agenda as submitted.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

4. COMMITTEE BUSINESS

4.01: Consider a Resolution to Select a Chairperson and Alternate Chairperson for the Personnel Committee

Councilmember Tossey called for nominations for Personnel Committee Chairperson.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend the City Council adopt the Resolution Appointing Councilmember Tossey as 2013 Personnel Committee Chairperson.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

Chairperson Tossey called for nominations for Personnel Committee Alternate Chairperson.

Motion by Chairperson Tossey, seconded by Councilmember Backous, to recommend the City Council adopt the Resolution Appointing Councilmember Backous as 2013 Personnel Committee Alternate Chairperson.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

4.02: Consider a Resolution to Accept a Paid-on-Call Firefighter's Resignation

Human Resources Manager Lasher reviewed the staff report and recommendation of Fire Chief Kapler to accept the resignation of Cory Helgoe and recruit for this position upon the next regular Firefighter recruitment.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution confirming the recommendation of the Personnel Committee to accept paid-on-call Firefighter Cory Helgoe's resignation and to recruit for this position upon the next regular Firefighter recruitment.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Backous. Voting No: None.

4.03: Consider 2013 Fire Officer Selections

Fire Chief Kapler reviewed the staff report and recommendation for 2013 Fire Officer selections, noting the terms are staggered to assure Fire Department stability and firefighter opportunity. He explained why one position for Lieutenant 3 will remain vacant at this time. It was noted that while there is a financial impact, there is not a budget impact.

Councilmember Backous requested additional detail on the role of the Captain Lieutenant.

Fire Chief Kapler explained there are administrative responsibilities, requiring monthly reports, in addition to command responsibilities. An educational requirement was added several years ago, which he thinks also shows the gauge of the firefighter's desire for the position.

Councilmember Kuzma asked who acts as command when a call is received.

Fire Chief Kapler explained the Chief Officers, when available, respond. In addition, they rotate through positions to create a duty officer response with the goal of getting them into a command position, which has worked out well.

Councilmember Backous asked who is assuming the duties of the Lieutenant 3 position.

Fire Chief Kapler stated the first meeting of the officers was held several weeks ago and those duties were divided amongst others. He stated it is his goal to recruit for that position this year.

Chairperson Tossey asked if the educational requirement is on the firefighter's own time.

Fire Chief Kapler explained the Fire Department pays for the class but it is on the firefighter's own time.

Human Resources Manager Lasher asked if the Personnel Committee would be open, in the interest of staff time, to not have the case come back for additional consideration once Fire Chief Kapler identifies a Lieutenant 3 in consultation with the City Administrator.

Councilmember Backous asked if the case would be considered as a Council Consent Agenda item.

Human Resources Manager Lasher answered in the affirmative.

The consensus of the Personnel Committee was that the case would not have to come back for additional consideration.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council accept Fire Chief Kapler's recommendation for 2013 Fire Officer Selections.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Backous. Voting No: None.

4.04: Consider a Resolution to Approve the 2013 Non-Union Health Insurance Contributions and Non-Union Cost of Living Adjustments

Human Resources Manager Lasher reviewed the staff report and options for 2013 health and life insurance and cost of living adjustment for the City's 21 non-union employees.

Councilmember Backous asked what are the numbers for each health option.

Human Resources Manager Lasher stated this is the second year in a row with zero enrollment in the 100% co-pay plan. The City's options are locked on that plan to promote more consumer driven health care choices. She advised that of employees enrolled in the single plan, about 75% take the highest deductible option of \$4,000. The City covers the cheapest single premium in

full. Human Resources Manager Lasher advised a handful of employees take the \$1,500 deductible but for employees not claiming single (employee plus spouse/children/family) the \$2,500 plan is popular.

Councilmember Backous stated it is supported by the employee because each gets a contribution of almost \$2,000 into their Health Reimbursement Account (HRA).

Human Resources Manager Lasher explained the amount of HRA contribution is a City decision and had been based on the deductibles and indexed each year. Ramsey has been with an HRA for six years.

Councilmember Backous asked whether employees understand an HRA is the City's money, not like a Health Savings Account (HSA) where the funds go with the employee.

Human Resources Manager Lasher clarified the money going into the HRA is the employee's money, even though not an HSA.

Councilmember Backous explained HRAs are more of an accounting entry and the funds stay with the employer so that aspect needs to be discussed.

Chairperson Tossey noted an HSA is a savings account so it is employee funded. An HRA involves reimbursement of the employee's expenses, once submitted.

Councilmember Backous stated he is 100% against offering the ability to opt out because they are voluntary benefits. If the employee does not take the benefit, he would oppose paying them.

Councilmember Kuzma asked whether there is a savings to the City when employees opt out.

Human Resources Manager Lasher explained it would be an estimate because the City does not know what an employee will decide to do, but she believed it would be a savings to the City of \$2,200.

Chairperson Tossey stated he had been approached by a retired police officer about this matter and asked if there is a penalty if each spouse has insurance.

Councilmember Backous explained that type of restriction probably involved a coordination of benefits clause written into the insurance plan.

Councilmember Kuzma stated it is a benefit if you are an employee and if the employee does not want the benefit, he would not oppose them receiving a cash check if it results in a savings to the City.

Human Resources Manager Lasher advised the City has these rates as long as it stays with LOGIS because it will remain in the large group. It would only be a consideration if the City decides to leave LOGIS and less than 50 people are covered.

Councilmember Backous felt offering an opt out could endanger the City's ability to get group rates and philosophically he found it wrong to pay people for not taking a voluntary benefit. He noted if it saves the City money, those funds can be better used elsewhere.

City Administrator Ulrich noted another option is to not offer a cash benefit but a contribution to the HSA or different coverage such as deferred compensation.

Councilmember Backous stated another option is to offer more life insurance.

City Administrator Ulrich stated the City needs to be careful if LOGIS changes and an employee is penalized if they opt out.

Chairperson Tossey asked how the employee would have an HRA if not accepting the benefits. He stated he does not want to jeopardize the City's future coverage or impact the employee's coverage, but he would support an opt out if it is cheaper for the City in the long run.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution to increase the non-union wage scale by one percent.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt Resolution #13-01-XXX to approve the non-union City's health insurance contributions as detailed in the staff report.

Further discussion: Councilmember Backous pointed out that the City's health insurance plan is a "very rich plan" and a good benefit to employees. It is not a typical type of plan and he would like employees to be aware of that fact. Human Resources Manager Lasher stated her understanding that this rate structure, among municipalities, is common and that the private sector is completely different. Councilmember Backous stated he supports the plan since the City needs to compete for municipal employees.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma. Voting No: None.

Chairperson Tossey asked the Committee to next discuss the option to waive health insurance in exchange for a cash benefit (opt out). He asked if this needs to be decided tonight.

Human Resources Manager Lasher explained it does not need to be acted on tonight but in order to make this change, it would be a mid-year election/policy change. She stated she has consulted with the City's benefit broker in case employees want to make this qualified status change. Human Resources Manager Lasher noted that many employees have spouses with benefit years renewing February 1 so their spouses are now in open enrollment, which would be the best time to allow them to take advantage. Otherwise, employees cannot take advantage until 2014 unless there is a status change.

Councilmember Backous pointed out that if the spouse's employer's coverage changes significantly, a status change is allowed. He asked if the City has noticed any problem by not offering a cash payment in lieu of benefits.

Human Resources Manager Lasher advised that employees have wanted this option for a long time and in some cases, depending on their spouse's plan, there is either first dollar coverage or there is not. With the police officer who wanted this benefit, it was because if the officer stayed on the City's plan, he was forced to meet the \$4,000 deductible before his spouse's plan would pick up anything.

Councilmember Backus stated the City cannot control the benefit their spouse receives.

Chairperson Tossey indicated the City has 12 employees already grandfathered in that get \$290 and asked how many more employees there will be.

Human Resources Manager Lasher advised that one more is currently waiving but does not get the benefit. In administration, she knows of three more.

Councilmember Backous noted the opt out results in the City paying the spouse's premiums and puts that risk on someone else. In addition, it takes the employee out of the City's pool, possibly hurting the City's status and rates.

Councilmember Kuzma stated he favors offering the opt out with the caveat that the employees agree to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Human Resources Manager Lasher noted the City is locked in through the end of 2016.

Chairperson Tossey stated the City could try this alternative and if there is an impact, change it.

Councilmember Backous cautioned the Committee that from a benefits standpoint, it is easy to give things but difficult to take them away.

Chairperson Tossey stated he would support allowing the opt out with the added language suggested by Councilmember Kuzma.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to offer the option to waive health insurance in exchange for a cash benefit conditioned on the employee agreeing to come back if the City faces financial detriments as a result of offering credit in lieu of coverage.

Further discussion: Human Resources Manager Lasher advised that a few employees take the benefit only for VEBA since it is \$130/month.

Motion carried. Voting Yes: Chairperson Tossey and Councilmember Kuzma. Voting No: Councilmember Backous.

4.05: Consider a Resolution to Address Building Maintenance Staffing Needs

Human Resources Manager Lasher reviewed the staff report and recommendation to approve hiring Jeff Strelow as a regular part-time building maintenance worker, at Step 1 of the 2012 wage scale of \$15.99 per hour for 20 hours per week; with the option to work up to 30 hours per week, as determined by the Public Works Superintendent and approved by the City Administrator. All other personnel policies would apply and Mr. Strelow would be subject to a six-month probation.

Councilmember Backous asked what the City could do without as far as building maintenance tasks, such as not vacuuming as often.

Public Works Superintendent Riemer explained the main focus is coverage to offer to the public, not the activities, since someone needs to be in the building if meeting room spaces are in use.

Councilmember Backous asked about the City's policy to use City Hall meeting space.

Public Works Superintendent Riemer stated the City charges \$75 for the Lake Itasca Room if a resident and \$100 if not a resident. If after hours or on a weekend, there is an additional \$54/hour charge plus the rental rate.

Councilmember Backous asked how those rental rates compare to the City's maintenance expense.

City Administrator Ulrich noted the rental fee is waived for non-profits and community groups, which comprises a large percentage of the users.

Councilmember Backous stated if the non-profits/community groups are not within Ramsey, he felt the City should reconsider whether the rental fee should be waived.

Human Resources Manager Lasher answered the member's questions related to the salary and benefits that had been factored into the cost.

Councilmember Backous asked where rental revenues are deposited.

City Administrator Ulrich advised rental revenues go into the General Fund.

Councilmember Backous suggested rental revenues be used to fund building maintenance staffing needs.

Chairperson Tossey agreed since this position was not considered in the 2013 budget and will be a regular employee position. He stated he would like to know the rental revenues received when City Hall rooms are rented.

Councilmember Backous stated if the rental rates need to be adjusted, that can be considered.

Chairperson Tossey stated he cannot support this case until the Personnel Committee has more information on rental revenues.

With regard to reducing maintenance services, Police Chief Way noted a lot of people track into and out of the City Hall each day and if the flooring is not vacuumed regularly, the wear and tear on the carpet will be incredible. He noted if the maintenance staff is here, they are working on those tasks.

Chairperson Tossey indicated if this employee position is approved, he wants all rental fee revenue to go towards this expenditure.

City Administrator Ulrich asked whether staff should look at the rental rate fees in addition to the Rental Policy.

The Personnel Committee indicated in the affirmative, noting that report should be presented to the City Council.

Chairperson Tossey stated consideration of this item will be tabled until additional information is available.

4.06: Consider a Resolution to Recruit for an Economic Development Manager

Human Resources Manager Lasher reviewed the staff report, findings of the needs analysis, and recommendation to slightly restructure this position from Economic Development & Marketing Manager to Economic Development Manager to allow focus on economic development. Human Resources Manager Lasher recommended staff be authorized to begin the recruitment process for this position, noting funding is included in the 2013 budget.

Chairperson Tossey asked if this person would also be the new HRA Executive Director.

City Administrator Ulrich stated that is not necessarily part of this consideration but is a possibility since it would be 60% funded from that source.

Chairperson Tossey stated he would like the City Administrator to be focused on administration, not HRA/EDA activities. He stated this position was budgeted in 2013 but he wants to assure it includes HRA activities.

City Administrator Ulrich stated HRA is not currently in the job description, but it could be added since it is anticipated the position will work with the HRA. He stated the skills will include technical, real estate and development, and ability to negotiate and close real estate deals.

Chairperson Tossey noted the EDA paid some salary for the former HRA Executive Director and while he would like the HRA to be “gone,” in the mean time he wants to assure this position can take over that role. That was his intention when he supported including it in the 2013 budget.

Councilmember Backous asked if the City is being realistic in expecting to attract an employee with development and real estate abilities at a salary of \$67,000 (\$32/hour) plus 30% for benefits.

Human Resources Manager Lasher stated that is a great question. She noted the recommendation is Step 1 of the scale, which is competitive, but in order to retain Mr. Backman, he was hired at Step 3.

Chairperson Tossey asked Mayor Strommen for comment.

Mayor Strommen shared the concern that at this salary, the City may not be able to recruit an employee with this level of experience, assuming they may take on HRA Executive Director and Development Manager responsibilities.

Human Resources Manager Lasher stated it is based on the market but she would have the option, if desired, to advertise the position with a full salary range to generate more interest.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to recommend that the City Council adopt the Resolution authorizing staff to begin a recruitment process for an Economic Development Manager and advertise the full salary range to generate more interest.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

4.07: Consider a Resolution Regarding a Leave of Absence (Portions of this discussion were closed to the public)

Human Resources Manager Lasher reviewed the staff report. She advised that under Minnesota Statutes, the meeting can move into closed session to discuss personnel issues. She indicated the closed session discussion will relate to reauthorization of a leave of absence. The closed session will be tape recorded and that tape will be maintained for a period of eight years.

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to move to closed session to discuss personnel issues.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

The Personnel Committee meeting moved into a closed session at 6:03 p.m.

The Personnel Committee reconvened in open session at 6:14 p.m.

Motion by Councilmember Backous, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution approving an additional leave of absence through May 31, 2013; the maximum amount of leave time allowed per the City's Leave of Absence Policy.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Backous and Kuzma.
Voting No: None.

4.08: Consider a Resolution to Authorize Staff to Recruit for a Replacement Patrol Officer Position from the Recent Patrol Officer Recruitment File

Human Resources Manager Lasher reviewed the staff report and recommendation to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file in order to fill the position left vacant by the officer on an extended leave of absence.

Motion by Councilmember Kuzma, seconded by Chairperson Tossey, to recommend that the City Council adopt the Resolution to authorize staff to recruit for a Patrol Officer from the recent Patrol Officer recruitment file at this time.

Motion carried. Voting Yes: Chairperson Tossey, Councilmembers Kuzma and Backous.
Voting No: None.

COMMITTEE INPUT

None.

ADJOURNMENT

Motion by Councilmember Backous, seconded by Councilmember Kuzma, to close the regular meeting of the Personnel Committee.

Motion carried.

The regular meeting of the Personnel Committee adjourned at 6:18 p.m.

Respectfully submitted,

Colleen Lasher
Human Resources Manager

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

DRAFT

CITY OF RAMSEY
MUNICIPAL CENTER FACILITY USE & RENTAL POLICY

A. BACKGROUND:

The City of Ramsey owns and operates the Ramsey Municipal Center. The Municipal Center is located at 7550 Sunwood Dr. NW: Ramsey, MN 55303. The Municipal Center contains five (5) conference rooms available for use by the public or outside organizations.

Available rooms include: Alexander Ramsey, Lake Itasca, Mississippi River, Rum River and Trott Brook.

B. PURPOSE:

This policy establishes rules, regulations, definitions and a fee schedule that shall guide the use of available conference rooms located within the Ramsey Municipal Center.

C. ELIGIBLE USERS:

Eligible users are broken down into 4 groups (a) non-profit organizations, (b) for-profit organizations, (c) general public and, (d) Business networking groups.

- a. **Non-profit** organizations are charitable, governmental, or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. Examples of non-profit and governmental organizations include (but are not limited to): youth organizations, 4-H, Lions Clubs, Rotary Clubs, beyond the yellow ribbon, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Proof of non-profit status is required.

Free community seminars on products or services a business sells shall not constitute non-profit status for renting rooms in the Ramsey Municipal Center. For example, free insurance educational training from an insurance firm. These types of businesses shall be considered for-profit. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- b. **For-profit** organization. These organizations include attaining a profit as part of their mission. Ramsey businesses shall receive lower room rates than non-Ramsey businesses. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

For-profit organizations can have a nonprofit meeting; and therefore would not have to pay for-profit fees. Examples of these meetings include a for-profit organization sponsoring a blood drive, a food donation event, cancer fundraiser, etc. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- c. **Business networking groups** hold meetings with the intent of developing and attaining business leads to increase their market presence. The business applying for a room must be a Ramsey Business. Said businesses must have completed their Business Registration Certificate (BRC) with the City of Ramsey for the current year to be eligible. All businesses shall be registered with the Minnesota State Department.

At least half of all participating businesses must be Ramsey businesses. A minimum of four (4) businesses must be present to constitute a business networking meeting. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

- d. **General public** is anyone who does not fall under the non-profit, for-profit and business networking groups. The physical sale or transaction of goods or services is not allowed within the Municipal Center.

In cases where it is not clear whether a group or organization merits a certain status, the City of Ramsey personnel shall make a determination. Proof of non-profit status, business registration, driver's license and/or additional information may be requested to assist in this determination.

D. APPLICATION:

Applications for nonprofit, for-profit organizations, general public and business networking groups must be filled out and submitted a minimum of (5) five days prior to the proposed date of rental. Reservations may be made no more than one (1) year in advance with the exception of annual lease agreements.

The permit to utilize a room within the Municipal Center is valid only for the date, time and person specified in an approved application.

E. AVAILABLE ROOMS:

The following facilities may be available for rent:
(Maximum capacity in parenthesis)

Alexander Ramsey Room (100)
Lake Itasca Room (55)
Mississippi River Room (10)

Rum River Room (10)
Trott Brook Room (10)

F. PRIORITY OF USE:

The need to conduct City business takes precedence over any reservation, paid or unpaid. Paid reservations will be rescheduled if possible or refunded if City business replaces said reservation. All remaining reservations will be first come first serve with a completed application.

G. FEES AND DEPOSITS:

(See table on next page)

**RAMSEY MUNICIPAL CENTER
CONFERENCE ROOM RENTAL RATES (dollars)**

	Non Profit	For Profit		Business Networking Groups	General Public	
		Resident	Non Resident		Resident	Non Resident
STANDARD ROOM FEES						
Alexander Ramsey Room	-	100	125	-	50	125
Lake Itasca Room	-	75	100	-	30	100
Trott Brook, Rum River, Miss.	-	50	75	-	20	75
MINIMUM MAINTENANCE FEE						
Alexander Ramsey Room	5	-	-	20	-	-
Lake Itasca	5	-	-	15	-	-
Trott Brook, Rum River, Miss.	5	-	-	10	-	-
ADDITIONAL FEES						
Audio Visual Fee (as requested)	5	15	15	15	10	15
After Hours/Weekend Hourly Rate	54	54	54	54	54	54
Deposit (every user, every room)	100	100	100	100	100	100

In order to meet the coordination, facilitation, and maintenance costs which result from continued use of the Municipal Center the above fee schedule has been developed.

After-hour/weekend hourly rate

The after hour fee is charged only when the Municipal center is rented out after regular hours. Regular hours are Monday-Thursday: 7:00 a.m.-9:30 p.m. and Friday: 7:00 a.m.-4:30 p.m.

Audio/visual equipment use fee

A staff member must be present whenever City owned audio and visual equipment is unlocked. Projection screens are provided in most conference rooms at no cost to the user. Two (2) days' notice must be given prior to the event for use of City owned audio and visual equipment.

\$3.00/pot/Coffee Service

Coffee service available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service.

Outside percolators, coffee pots, or similar equipment may not be brought in for use in the Alexander Ramsey Room or Lake Itasca Room. No storage of equipment is allowed in the Alexander Ramsey Room or Lake Itasca Room kitchen by outside groups.

Deposit

Deposit will be returned upon satisfactory inspection after the event.

Refundable damage deposit fees will be charged to all groups using the facilities. Damage deposit payments are not held, they are deposited and a check from the City is

issued at the time of the refund. This deposit will be returned upon satisfactory inspection after the event.

Groups entering into one year lease or renting a facility for more than one event can roll the damage deposit forward until termination of the lease or the end of the scheduled events. This deposit will be reviewed and adjusted periodically by Council resolution.

It is the responsibility of the group utilizing the facility to set up tables and chairs as desired, clean up the area used, and turn off all lights before leaving the facility. The need for additional cleaning or other maintenance could result in the City's retention of all or a part of the damage deposit.

H. HOURS AND DAYS OF USE:

The Ramsey Municipal Center is available for use by the public Monday-Thursday and Friday during City office hours only. The Ramsey Municipal Center is available for use during the following times:

Monday-Thursday: 7:00 a.m.-9:30 p.m.

Friday: 7:00 a.m.-4:30 p.m.

Conference rooms are not available when the Municipal Center is closed in observance of the following holidays:

New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, (and the day after Thanksgiving Day), Christmas Eve and Christmas Day.

An hourly fee will be charged to groups using the facility after hours and weekends or beyond the allotted times listed above. After hour and weekend use will be approved at the discretion of the Building Maintenance Supervisor; and must be approved in advance of fourteen (14) days prior to event. For more information please contact the Building Maintenance Supervisor.

I. CANCELLATION:

There will be no refunds due to inclement weather. However, full refunds will be available for cancellations made at least two working days (Mon-Fri) prior to the scheduled event. No refunds will be issued if cancellation is not made at least two working days prior to the event.

J. CLEAN-UP AFTER USE

General clean-up of the facility is the responsibility of the applicant. If any item such as confetti is thrown in a conference room, your group is responsible for cleaning up said material. All trash and recycling should be thrown away in the correct bins. Additionally, if a conference room is not cleaned up, the cost the City incurs will be assessed to applicant from their deposit.

K. USE OF FURNITURE AND EQUIPMENT:

Chairs and tables may be moved within the room in which they are located, but not moved from room to room. Conference tables **must not be moved**, with the exception of the tables in the Alexander Ramsey Room. Please do not lock the tables in place. City staff will not perform room set-up duties for outside users of the facility. All furniture and equipment should be used for its intended purpose. If some furniture is in use prior to and during the event, it may not be used at the event (e.g., a table holding a display or appliance may not be used for some other purpose.)

L. FOOD AND BEVERAGES:

Food and beverages may only be served and/or consumed in the Alexander Ramsey Room and the Lake Itasca Room. Food and beverages may not be consumed in the remaining Municipal Center Conference Rooms. (Mississippi River Room, Rum River Room, and Trott Brook Room).

Coffee service is available in the Alexander Ramsey Room and Lake Itasca Room. The fee for use is set annually by City Council resolution. Coffee must be purchased from the City for use in the coffee service. Outside percolators, coffee pots, or similar equipment may not be brought in for use in the Alexander Ramsey Room or Lake Itasca Room. No storage of equipment is allowed in the Alexander Ramsey Room or Lake Itasca Room kitchen by outside groups.

M. CHILDREN:

Children need to be supervised at all times by an adult and never left alone outside of conference rooms. Children need to be inside conference rooms with applicant. No one should be able to hear your meeting in the hallways.

N. ARTS AND CRAFTS:

No glue or hot glue guns are allowed in Municipal Center conference rooms.

O. POSTERS:

You may hang posters around the Municipal Center the day of the event for directional purposes. This must be coordinated with the building maintenance supervisor and blue painters tape must be used.

P. SMOKING:

All municipal facilities are public buildings and are smoke free. Smoking is not permitted in any City facility or on the Municipal Center Campus or Municipal Parking Facility.

Q. PETS AND ANIMALS:

No pets or animals are allowed into the Municipal Center or conference rooms. Animals will only be allowed if needed for a health reason.

R. STORAGE:

The Municipal Center is not to be used for storage of equipment or supplies. Items, equipment and supplies must be removed after each meeting.

S. ALCOHOL OR CONTROLLED SUBSTANCES:

Except by permit or license, no person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under chapter 6 or where the consumption and display of liquor is lawfully permitted. The selling and consumption of alcoholic beverages may be allowed on the premises if a special events permit is obtained and approved by City Council. For more information please contact our City Clerk.

T. FIREARMS:

All firearms need to be pre-approved with this permit before they will be allowed on the premises. For more information please contact the Police Department.

U. SEVERE WEATHER/EMERGENCY:

In the event of an emergency and severe weather, building maintenance staff has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter. Police Department Locker Rooms shall serve as the Emergency Shelter for the Municipal Center.

V. USE OF CANDLES AND OPEN FLAME:

Candles may not be used without the prior approval of the City's Fire Marshall. There is no open flame allowed in the Municipal Center. For more information please contact the Fire Marshall.

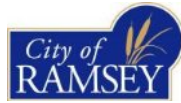
W. LIABILITY FOR DAMAGE:

Users of conference rooms as an individual and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facilities. If damage is found, the group will forfeit the deposit and pay the cost of all damages and repairs needed. A conviction of vandalism can result in up to a \$1000 fine and/or 90 days in jail.

X. SPECIAL EVENTS PERMITS:

Please note that a special event permit will be required for all events where alcohol is sold or consumed, and/or there will be amplified music. The application must be submitted a minimum of 30 days prior to the event requested. Please allow sufficient time for processing of the permit, as a special event permit must appear before the City Council. For more information please contact our City Clerk.

*This facility Use and Rental Policy was adopted by Ramsey City Council on September 27, 1994 amended on May 27, 2003, amended November 14, 2006, amended January 23, 2007, amended May 22, 2007, amended July 27, 2010.



FACILITY USE PERMIT
(Amended July 27, 2010)

Name:		Date of Application:	
Address:		E-mail:	
Phone (W):		Phone (C):	
Phone (H):		Phone (F):	
Representing Organization:			
Date of Event:		Start Time:	End Time:
Purpose:			

MUNICIPAL CENTER HOURS OF USE:

Monday-Friday: 7:00 a.m. to 9:30 p.m.

Friday: 7:00 a.m.-4:30 p.m.

After hours and weekend use must be coordinated with Building Maintenance Supervisor.

Facility Requested (capacities in parenthesis):

- Alexander Ramsey Room (100)
 Mississippi River Room (10)
 Rum River Room (10)
 Lake Itasca Room (55)
 Trott Brook Room (10)

CENTRAL PARK HOURS OF USE

Monday-Sunday: 7:00 a.m. to 10:00 p.m.

Facility Requested (capacities in parenthesis):

- Park Center Building (74)
 Park Center Shelter
 Concession Building
 Large Shelter Area
 Other: _____

RAMSEY AMPHITHEATER HOURS OF USE

Monday-Sunday: 7:00 a.m. to 10:00 p.m.

Facility Requested (capacities in parenthesis):

Ramsey Amphitheater (300)

MUNICIPAL CENTER RENTAL RATES

Room (Capacity)	<u>Resident</u>	<u>Non-resident</u>
<u>Alexander Ramsey Room (100)</u>	<u>\$100.00</u>	<u>\$125.00</u>
<u>Lake Itasca Room (55)</u>	<u>\$75.00</u>	<u>\$100.00</u>
<u>Mississippi River Room (10)</u> <u>Rum River Room (10)</u> <u>Trott Brook Room (10)</u>	<u>\$50.00</u>	<u>\$75.00</u>

Rate charge is per event

CENTRAL PARK RENTAL RATES

	<u>Resident</u>	<u>Non-resident</u>
<u>Park Center Building (74)</u>	<u>\$95.00</u>	<u>\$125.00</u>

Rate charge is per event

RAMSEY AMPHITHEATER RENTAL RATES

	<u>Resident</u>	<u>Non-resident</u>
<u>Ramsey Amphitheater (300)</u>	<u>\$50.00</u>	<u>\$75.00</u>

Rate charge is per hour (3 hour minimum)

RENTAL FEES: _____

BASE FEES: Fees must be paid at time of application.

\$100.00 damage deposit (resident and non-resident)

\$55.00 key deposit (Central Park only) (resident and non-resident) _____

ADDITIONAL FEES: Fees must be paid at time of application (applies only to use of the Ramsey Municipal Center).

\$54.00/hour after-hour/weekend fee

\$54.00/hour audio/visual equipment use fee

Total Amount: _____

Receipt Number: _____

THE USE OF THESE FACILITIES REPRESENTS A PRIVILEGE AND MAY BE REVOKED AT ANY TIME WITH OR WITHOUT PRIOR NOTICE BY THE CITY COUNCIL OR CITY ADMINISTRATOR.

I, the undersigned, have read and understand the Priorities of Use and Rules of Use listed in the Facility Use and Rental Policy. I understand that a violation of these rules may result in forfeiture of any deposits and additional liability for damages. I also understand that I am responsible to report any vandalism or abuse to the Ramsey Police Department. It is agreed by the parties hereto that those individuals included in the above group will hold the City of Ramsey harmless for any damages or personal injury incurred as a result of the use of this facility by those individuals.

User Signature: _____

CITY OF RAMSEY:

Date: _____

By: _____

FOR CITY USE ONLY

Inspected By:

Date:

Comments

Date Paid:

Check #:

Receipt #:

Key Returned:

Data

USE OF MUNICIPAL CENTER ROOMS

	Non Profit Users	For Profit Users	Gross Users	Government Users	NET Users (-gov)	AV Users
Alexander Ramsey	342	22	364	18	346	48
Lake Itasca	296	2	298	90	208	24
Trott Brook	79	3	82	5	77	12
Rum River	112	0	112	7	105	6
Mississippi	118	4	122	7	115	6
	Non Profit Users	For Profit Users	Gross Users	Government Users	NET Users (-gov)	AV Users
SUB TOTAL	947	31	978	127	851	96

Today's Charges

FEE TABLE	Resident (inc. biz)	Non Resident (inc. biz)	Non Profit (inc. netwk.)
Alexander Ramsey	\$ 100.00	\$ 125.00	\$ -
Lake Itasca	\$ 75.00	\$ 100.00	\$ -
Trott Brook	\$ 50.00	\$ 75.00	\$ -
Rum River	\$ 50.00	\$ 75.00	\$ -
Mississippi	\$ 50.00	\$ 75.00	\$ -
Audio Visual Fee	\$ -	\$ -	\$ -
Maintenance/Clean Up	\$ -	\$ -	\$ -

NOTES/REV		
2012 Annual Revenues Total	\$	3,000.00
Gap created from new position	\$	3,000.00
Target Annual Revenues	\$	6,000.00

Proposed Charges

FEE TABLE	Non Profit		For Profit (Res)		For Profit (non-Res)		Biz Networking		General Pub (res)		General Pub (non-res)	
Standard Fee												
Alexander Ramsey	\$	-	\$	100.00	\$	125.00	\$	-	\$	50.00	\$	125.00
Lake Itasca	\$	-	\$	75.00	\$	100.00	\$	-	\$	30.00	\$	100.00
Trott Brook	\$	-	\$	50.00	\$	75.00	\$	-	\$	20.00	\$	75.00
Rum River	\$	-	\$	50.00	\$	75.00	\$	-	\$	20.00	\$	75.00
Mississippi	\$	-	\$	50.00	\$	75.00	\$	-	\$	20.00	\$	75.00
Minimum Maintenance Fee												
Alexander Ramsey	\$	5.00	\$	-	\$	-	\$	20.00	\$	-	\$	-
Lake Itasca	\$	5.00	\$	-	\$	-	\$	15.00	\$	-	\$	-
Trott Brook	\$	5.00	\$	-	\$	-	\$	10.00	\$	-	\$	-
Rum River	\$	5.00	\$	-	\$	-	\$	10.00	\$	-	\$	-
Mississippi	\$	5.00	\$	-	\$	-	\$	10.00	\$	-	\$	-
Additonal Fees												
Audio Visual	\$	5.00	\$	15.00	\$	15.00	\$	15.00	\$	10.00	\$	15.00

Net Change				
Estimated Annual Revenues		<i>(--20 percent)</i>		
Businesses (same as 2012)	\$	3,000.00	\$	3,000.00
Minimum Maint. Fee	\$	3,945.00	\$	3,156.00
A/V Fee	\$	576.00	\$	576.00
Annual Revenue	\$	7,521.00	\$	6,732.00

CC Work Session

2. 2.

Meeting Date: 02/26/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

Title:

Discuss the use of LCD TVs/Monitors in the Ramsey Municipal Center.

Background:

Discussion occurred in late 2011 regarding the installation of LCD TVs/Monitors in the Ramsey Municipal Center to be used for programming (similar to the community sign on Highway 10) and for private advertising.

Revenues from private advertising were slated to be given to the Ramsey Foundation; with the goal of developing a consistent annual funding source. NOTE: The Ramsey Foundation is the organization that originally brought this initiative forward to the Council.

Since the introduction of this case in July of 2011, the Council reviewed two subsequent cases (August and December 2011). Between the departure of Heidi Nelson (previous project lead) and Dean Busch (previous IT director) and the recent election, a number of changes have occurred since 2011; and this topic remains unclear and unguided. Therefore, the purpose of this case is to reintroduce this discussion to the Council and take direction on how to move forward.

Observations/Alternatives:

Below is a summary of previous Council discussions and direction. See attached documentation for reference.

07/26/2011: Introduction of case to install one screen in the lobby for closed circuit programming. Revenues would be raised via private advertising and would be dedicated to the Ramsey Foundation. The possibility of installing a second screen in the hallway near the Anoka County License Bureau was introduced; but would need more discussion. Council approved a \$9,500 expenditure with the QCTV fund as the source.

08/23/2011: Staff asked the council for direction on who would be responsible for management of this system: coordinate advertisements, create ads, collect money, etc. No clear direction came out of this meeting. Staff was directed to develop a policy on the use of display areas and advertising monitors.

12/16/2011: Council considered and adopted a policy to guide the use of display areas and advertising monitors in the municipal center.

MOVING FORWARD

In order to move this project forward, Staff is requesting Council direction on the items listed below. Today, Staff would ask for direction on items one and two only.

1. Generally, is there an appetite for this project? (regardless of the Ramsey Foundation)

Project would include three new TV's/monitors located in the Municipal Center. Said monitors could be utilized for a number of functions. Depending on a number of variables, the capital cost would range between \$6,500-\$13,000.

2. What is the purpose of the TVs/Monitors (i.e. is it for the Foundation or for general City use)?

In general two options exist:

A. General City Use:

Run QCTV program via cable and/or custom closed circuit programming to three TVs.

Capital Cost Estimate: \$6000-\$13,000

(Positive) expanded service to residents, additional communication mode
(Negative) capital expense and potentially creating new work for Staff

B. Ramsey Foundation Closed Circuit Programming:
Run custom closed circuit programming to three TVs.
Capital Cost Estimate: \$10,000-\$13,000

(Positive) revenue stream for Ramsey Foundation
(Negative) capital expense, creating new work for Staff, cost effectiveness of decision, risk

3. What will the project look like specifically (i.e. exact number, size and location of monitors, project budget).

If the Council decides to move forward with this project, Staff will bring back specific options and pricing. At that point, specific decisions can be made.

Estimated Cost options, 3 Units

Coaxial Cable Only: \$6,500-\$7,500

Custom Closed Circuit Program Only: \$9,500-\$10,500

Both Cable and Closed Circuit Capabilities: \$11,000-\$12,500

Recommendation:

It is Staff's recommendation the proposed TVs/monitors not be used for the Ramsey Foundation closed circuit advertising program.

Using the proposed TVs/monitors for a closed circuit advertising program will result in a \$9,500-\$13,000 capital outlay plus the cost of ongoing City human resources (i.e. seeking advertisers, graphic design work, content management, processing applications and requests, etc.). Additionally, it is uncertain Ramsey Municipal Center advertising monitors would result in a reliable cash flow for the Ramsey Foundation (risk factor).

It is Staff's understanding the goal of the Ramsey Foundation is to create a steady annual funding stream. If the City Council decided the Foundation is an organization they are interested in financially supporting, Staff would recommend a different solution than the proposed advertising monitors. Staff does not believe the proposed advertising monitors are a cost effective solution to the Ramsey Foundation goal. The Council may want to consider an annual donation to the Ramsey Foundation (similar to Youth First or Happy Days).

If the Council decided they were interested in installing additional TVs with the purpose of running QCTV programming (or a different use) Staff would ask for direction.

Funding Source:

QCTV Fund, current balance of \$49,797

Council Action:

Staff requests general council direction on the follow two items:

1. Generally, is there an appetite for this project? (regardless of the Ramsey Foundation)

Project would include three new TV's/monitors located in the Municipal Center. Said monitors could be utilized for a number of functions. Depending on a number of variables, the capital cost would range between \$6,500-\$13,000.

2. What is the purpose of the TVs/Monitors (i.e. is it for the Foundation or for general City use)?

In general two options exist:

A. General City Use:

Run QCTV program via cable and/or custom closed circuit programing to three TVs.

Capital Cost Estimate: \$6000-\$13,000

(Positive) expanded service to residents, additional communication mode

(Negative) capital expense and potentially creating new work for Staff

B. Ramsey Foundation Closed Circuit Programming:

Run custom closed circuit programing to three TVs.

Capital Cost Estimate: \$10,000-\$13,000

(Positive) revenue stream for Ramsey Foundation

(Negative) capital expense, creating new work for Staff, cost effectiveness of decision, risk

Attachments

07262011 CCWS

08232011 CCWS

12162011 Ad Monitor Display Area Policy

MARCO QUOTE

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	02/21/2013 08:15 AM
Form Started By: Patrick Brama		Started On: 02/19/2013 01:16 PM
	Final Approval Date: 02/21/2013	



CC Work Session

Meeting Date: 07/26/2011

By: Heidi Nelson, Administrative Services

Title:

Consider Closed-Circuit Programming for Lobby of Municipal Center

Background:

At the request of the Ramsey Foundation, staff was asked to research the opportunity to provide closed-circuit programming on the existing screen in the lobby as well as adding additional screens for display. The programming would include community programming and could include ad space to be sold, similar to what is sold for the city newsletter, with the ad sale proceeds or a portion thereof being contributed to the Ramsey Foundation. In exchange, the Ramsey Foundation would consider managing the display space in the City Hall lobby areas (e.g., historical society exhibits, tribute to veterans, art displays, educational displays, etc.).

If additional screens are to be added, there would be some costs associated with the project, they are estimated as follows:

40" LED screens: \$2500 each (cabling, mount, install)
cabling \$2000

For a total estimated cost approximately \$9500 for three additional screens.

In the alternative, the City could begin by programing the existing screen above the fireplace in the City Hall lobby for a minimal investment. The opportunity to sell advertising space (and collect revenue) improves with additional screens.

Recommendation:

Provide direction to staff regarding closed-circuit programming for the lobby of the Municipal Center.

Funding Source:

Funding from the QCTV Capital Funds could be utilized. The current balance is \$10,000.

Council Action:

Provide direction to staff regarding closed-circuit programming for the lobby of the Municipal Center.

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

07/21/2011 03:22 PM

Form Started By: Heidi Nelson

Started On: 07/21/2011 01:13 PM

Final Approval Date: 07/21/2011



Motion carried. Voting Yes: Mayor Ramsey, Councilmembers Backous, Wise, McGlone, and Tossey. Voting No: None. Absent: Councilmember Elvig.

The Special Council meeting moved into a closed session at 6:25 p.m.

The closed session ended at 6:40 p.m. The meeting was opened back up to the public at that time.

6) Consider Closed-Circuit Programming for Lobby of Municipal Center

Deputy City Administrator Nelson reviewed the staff report.

Mayor Ramsey stated he sits on the Board of the Ramsey Foundation. He stated the direction was to provide programming on the existing screen, and possibly add another in the hall where clients wait for the service center.

Councilmember Tossey commented some of the proceeds could be used for the dais. He also mentioned the price of the screens in the staff report seems high.

Deputy City Administrator Nelson explained it is a State bid contract, and the bids were from the company that installed them in other rooms in City Hall.

Mayor Ramsey and Councilmember Backous stated they agreed with this proposal.

City Administrator Ulrich pointed out more advertising funding can be generated if there are screens in the two highest traffic areas.

The consensus was to install a screen in the lobby for close circuit programming. The possibility of installing a screen in the hallway would need more discussion.

7) Briefing on Rail Station Funding

City Administrator Ulrich updated the Council on the funding by the County for the Rail Station. Projects will start being brought forth for approvals. The funds are budgeted out of TIF funds. He stated the City is hoping to get \$4 million from the Met Council and other sources. He said the project is planned to move forward, at this point.

Councilmember Tossey asked if there was a possibility that the Met Council may choose not to give all the money they proposed.

City Administrator Ulrich confirmed it is a possibility.

Mayor Ramsey noted when the resolution was passed it was a general understanding that the skyway was included in that amount, but it was not.



CC Work Session

2. 2.

Meeting Date: 08/23/2011
By: Jo Thieling, Administrative Services

Title:
Delegate Management of City Hall Lobby Area to the Ramsey Foundation

Background:
Staff has received a request through Mayor Ramsey to bring forward a discussion regarding exhibits in the City Hall lobby area. He is suggesting the management of displays and exhibits be delegated to The Ramsey Foundation. Anticipating Council favor, staff has placed an item on tonight's Consent Agenda for formal action. If Council determines they are not in favor of delegating the management of the lobby area to The Ramsey Foundation, that item may be pulled from the Consent.

Funding Source:
N/A

Council Action:
Based upon discussion.

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Jo Thieling	08/18/2011 04:02 PM
Form Started By: Jo Thieling		Started On: 08/18/2011 03:18 PM
Final Approval Date: 08/18/2011		

B

MINUTES

2) Delegate Management of City Hall Lobby Area to the Ramsey Foundation

Deputy City Administrator Nelson reviewed the staff report.

Mayor Ramsey explained the function of The Foundation. He suggested some of the committees may like to have displays in the lobby from time to time, but someone must manage the displays and calendar. He suggested other uses for the area, including putting a numbering machine from the license bureau there for people to wait their turn in the lobby. Another use could be putting a monitor out there and information on community groups, so people could flip through while waiting their turn.

Councilmember McGlone stated there are certain groups that the City could not allow to use the space, and this should be discussed in more detail.

Mayor Ramsey noted a policy could be drawn to determine what could be displayed in the lobby.

Direction was given to staff to draw a policy related to what could be displayed in the lobby, and the Council will review it.

3) Approve Contract Maintenance Services for The Draw

Parks Supervisor Riverblood reviewed the staff report. He noted after reviewing the costs for staff to handle the maintenance, the total came to \$13,211.70. The low bidder for contract maintenance services as \$14,080. He noted staff is recommending going forward with the contract for various reasons. The cost of training staff, plus the costs of purchasing and maintaining equipment takes staff away from the current duties they are keeping up. One full time employee resigned and it is not feasible to replace that position in this environment.

Councilmember McGlone noted if the staff handles the maintenance, a building would be needed as well as insurance and the ability to handle repairs.

Councilmember Strommen suggested trying the contracted maintenance for a year and evaluate then. She noted there are hidden costs in hiring contractors as well.

Consensus was reached to approve staff to enter into an agreement for Contracted Maintenance for The Draw, with Prescription Landscape.

FUTURE TOPICS FOR DISCUSSION

1) Review Future Topics/Calendar

Deputy City Administrator Nelson reviewed upcoming topics and events.

MAYOR, COUNCIL AND STAFF INPUT

None

City of Ramsey
MUNICIPAL CENTER ADVERTISING MONITORS
& DISPLAY AREAS POLICY

ADVERTISING MONITORS POLICY

SECTION 1: SCOPE

- A. BACKGROUND: The City of Ramsey owns and operates multiple advertising monitors within the Ramsey Municipal Center.
- B. PURPOSE: the purpose of the advertising monitors is to (1) promote city and community organization events; and, (2) fundraising for community organizations by means of selling advertising space.

SECTION 2: CRITERIA/PROCEDURE

- A. ELIGIBLE USERS: Eligible users are broken down into two groups (1) nonprofit advertising; and, (2) for profit advertising.
 - (1) Nonprofit organizations may use the municipal center advertising monitors free of charge. Examples of nonprofit and government organizations include (but are not limited to): youth organizations, Lions Clubs, Rotary Clubs, Women of Today, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. Organizations, or the event, must be located within the City of Ramsey.
 - (2) For-profit organizations may use the municipal center advertising monitors free of charge when promoting a nonprofit community event with approval of the Ramsey City Council. Organizations, or the event, must be located within the City of Ramsey. For-profit organizations may purchase advertising space from the City of Ramsey for all other advertising purposes.
- B. APPLICATION: "Municipal Center Advertising Monitors" applications for nonprofit advertising must be submitted a minimum of 14 days prior to the proposed start date of an advertisement; and, must not be submitted more than six months in advance of the start date.

In the event that too many nonprofit advertisement requests are received for a particular date, the City of Ramsey reserves the right to decide what advertisements will be played. The city will make a good faith effort to post nonprofit advertisements in the order that they were received.

For profit advertisements will be played over agreed upon dates and take priority over nonprofit advertisements.

Applications must be received by the City of Ramsey, Administrative Services Department. "Municipal Center Advertising Monitors Applications" will be accepted and documented on a first-come-first-serve basis—based on the order in which completed applications are received.

- C. CONTENT: Nonprofit advertisements should be kept as short as possible. All advertisements may contain graphics. All Advertisements are subject to change by the City of Ramsey and the City of Ramsey is not responsible for errors submitted by the applicant. Advertisements that contain, but not limited to the following, will be denied: political campaign messages, religious messages, advertising pertaining to illegal activities and any advertisement containing profanity or offensive language. Nonprofit advertisements must be of broad community interest; for profit advertisements do not need to be of broad community interest.
- D. DURATION: Nonprofit advertisements shall be played no more than 14 days in advance of an event, with a 14 day maximum duration. The length of time a nonprofit advertisement is displayed and number of times an advertisement is displayed in a given day is at the discretion of the City of Ramsey. For profit advertisements do not have a maximum duration.
- E. ANNUAL USE: organizations are limited to a maximum of four nonprofit advertisements per year. For profit advertisements do not have a maximum annual use.
- F. PRIORITY: The City of Ramsey reserves the right to prioritize the order of all advertisements posted on the municipal center advertising monitors. For profit advertisements will take priority over nonprofit advertisements. Advertisements from the City of Ramsey, along with any urgent/emergency notices, will take precedence over both nonprofit and for profit messages.
- G. CHARGE: Use of the municipal center advertising monitors is provided at no charge for nonprofit advertisements. For profit advertisements are charged; please see "Municipal Center Advertising Monitors Application."
- H. APPROVAL: Advertisements will be reviewed and approved by the City Administrator; or, his/her designee; including organizations.

DISPLAY AREAS POLICY

SECTION 1: SCOPE

- A. BACKGROUND: The City of Ramsey owns and operates the Ramsey Municipal Center. Within the municipal center are multiple locations available for placing items on display.
- B. PURPOSE: the purpose of display areas is to allow organizations to promote community events, community initiatives and public awareness of community organizations. The intention of display areas is to promote messages of broad community interest; and it is not the intention of the display areas to promote for profit endeavors.

SECTION 2: CRITERIA/PROCEDURE

- A. ELIGIBLE USERS: Nonprofit organizations are eligible users of the municipal center display areas. Examples of nonprofit and government organizations include (but are not limited to): youth organizations, Lions Clubs, Rotary Clubs, Women of Today, religious institutions, government institutions, educational institutions, senior citizen clubs, etc. For profit organizations may use the municipal center display areas when displaying a nonprofit community event/initiative with city approval of the Ramsey City Council. Organizations, or the event, must be located within the City of Ramsey.

- B. APPLICATION: “Municipal Center Display Areas Applications” must be submitted a minimum of 30 days prior to the proposed start date of a display; and, must not be submitted more than six months in advance. Applications must be received by the City of Ramsey, Administrative Services Department.

“Municipal Center Display Areas Applications” will be accepted and documented on a first-come-first-serve basis—based on the order in which completed applications are received. City staff will make a good faith effort to approve eligible displays in the order that they were received. The City of Ramsey reserves the right to decide what organizations may use the display areas and when.

- C. DISPLAY CONTENT: All displays are subject to change by the City of Ramsey. Displays that contain, but not limited to the following, will be denied: political campaign messages, for profit advertising, religious messages, messages pertaining to illegal activities and any message containing profanity or offensive language. Displays must be of broad community interest.
- D. DISPLAY LIABILITY: Users of the “Municipal Center Display Areas” as individuals and as a group are liable for any damage to public or private property or injury to any person resulting from the use or presence at the facility. A conviction of vandalism can result in a \$1000 fine and/or 90 days in jail.

The City of Ramsey is not liable for any damage caused to display items. The City of Ramsey provides liability insurance for personal injury only on the City of Ramsey

premises; and, users are held personally liable for all of the items that they produce, process, or display; and, must enter a hold harmless agreement with the City of Ramsey before using display areas.

- E. DURATION: Municipal center display areas may be used for a one month period. Organizations may request for a longer display period.
- F. ANNUAL USE: Organizations are limited to a maximum of two displays per year.
- G. MESSAGE PRIORITY: The City of Ramsey reserves the right to prioritize the order of all municipal center display areas requests.
- H. CHARGE: There is no charge for the use of municipal center display areas.
- I. APPROVAL: Display requests will be reviewed and approved by the City Administrator; or, his/her designee; including organizations.

Proposal



Date: 02/19/13 | Proposal #: MARQ68587 | Voice: 800.892.8548 | Fax: 800.847.3087 | www.marconet.com

Client: City of Ramsey
Jason Fredrickson
7550 Sunwood Drive NW
Ramsey, MN 55303

For any questions on this quote, please contact either:

Rolene Owens
651.634.6182
rolene.owens@marconet.com

Gene Granberg
651.288.6958
geneg@marconet.com

Phone: 763-286-2158

Email: jfredrickson@ci.ramsey.mn.us

Qty	Description	Unit Price	Ext. Price
Tightrope Digital Signage System - Single Channel			
1	Licensing Department: 32" LED Backlit Display / TV TIGHTROPE CAROUSEL SOLO 240 DIGITAL SIGNAGE APPLIANCE (2) VGA Micro HR with Audio Cable: 15-pin HD Male to Male Low-Profile Molded + 3.5mm Stereo Mini Plug Male to Male - 3' (90 cm) HRT VIDEO SENDER 2-PORT WITH AUDIO MEDIUM SWING ARM, SINGLE STUD	\$4,353.00	\$4,353.00
1	Police Department: 32" LED Backlit Display / TV HRT VGA + AUDIO OVER UTP RECEIVER WITH LONG CABLE COMPENSATION UP TO 1000' AND SKEW CORRECTOR (2) VGA Micro HR with Audio Cable: 15-pin HD Male to Male Low-Profile Molded + 3.5mm Stereo Mini Plug Male to Male - 3' (90 cm) CHIEF UNIVERSAL FLAT PANEL SINGLE CEILING MOUNT CHIEF 6" CEILING PLATE WITH ADJUSTABLE COLUMN CEILING STRUCTURAL SUPPORT	\$1,219.08	\$1,219.08
1	North Entrance Hallway: 32" LED Backlit Display / TV HRT VGA + AUDIO OVER UTP RECEIVER WITH LONG CABLE COMPENSATION UP TO 1000' AND SKEW CORRECTOR (2) VGA Micro HR with Audio Cable: 15-pin HD Male to Male Low-Profile Molded + 3.5mm Stereo Mini Plug Male to Male - 3' (90 cm) CHIEF UNIVERSAL FLAT PANEL SINGLE CEILING MOUNT CHIEF 6" CEILING PLATE WITH ADJUSTABLE COLUMN CEILING STRUCTURAL SUPPORT	\$1,219.08	\$1,219.08
1	Services: Installation and Testing of Digital Signage Equipment Materials Onsite or Remote Training, 2-hours Custom Channel Design	\$2,052.00	\$2,052.00

Bemidji Brainerd Decorah Detroit Lakes Fargo/Moorhead Grand Forks Mankato
Rochester St. Cloud St. Louis Park Sioux Falls Thief River Falls Worthington

Qty	Description	Unit Price	Ext. Price
-----	-------------	------------	------------

1	Annual Software Maintenance: Silver System Assurance - Solo240	\$400.00	\$400.00
---	--	----------	----------

Owner to provide power and Cat5 between locations and network connection to Licensing location

Subtotal	\$9,243.16
-----------------	-------------------

Client Signature _____ Date _____

*Tax and/or shipping may be charged where applicable. Product listed above is subject to technical review and approval.
Prices quoted are subject to change and should be verified before placing your order.*

Warranty

Your equipment is covered by its respective manufacturer warranties. Please consult the warranty documentation that accompanies the product for details. Any charges from the manufacturer are the sole responsibility of the customer (including, but not limited to, shipping, travel and/or labor charges). Marco can provide assistance with the processing of these warranties for a processing fee. Optional contracts or warranty enhancements are available for an additional fee at the time of purchase.

Returns

Upon receipt of merchandise, make sure specifications are correct before opening or marking merchandise.

- Request to return the UNOPENED merchandise within fifteen (15) days.
- Product must be returned in the original undamaged/unmarked box.
- Recognize that special or custom orders are non-returnable.
- Merchandise can be subject to restock fees and/or denial of return.
- For our Complete Return Policy, please go to www.marconet.com and click on Support

Payment Terms

Payment terms are net 15 days from date of invoice. For orders over \$25,000, we require thirty-five percent down at time of order, sixty-five percent at time of delivery, and ten percent may be held for performance.

Bemidji Brainerd Decorah Detroit Lakes Fargo/Moorhead Grand Forks Mankato
Rochester St. Cloud St. Louis Park Sioux Falls Thief River Falls Worthington

CC Work Session

2. 3.

Meeting Date: 02/26/2013

Submitted For: Patrick Brama

By: Patrick Brama, Administrative Services

Title:

15153 Nowthen Blvd: Review Cost Benefit Analysis of Former Municipal Center Site

Background:

The EDA and City Council have expressed interest in developing the former municipal center site, 15153 Nowthen Boulevard ("Subject Property") for a data center user(s). The City is partnering with Connexus Energy to pursue this development opportunity.

As part of this effort, Staff was directed to pursue a "Shovel Ready" development certification through the State of Minnesota. Additionally, both the EDA and the City Council have requested Staff develop a cost/benefit analysis on potential development scenarios for the Subject Property.

PURPOSE OF CASE:

- 1) Provide Council with an update on the Shovel Ready certification program application.
- 2) Review the attached cost/benefit analysis; and consider moving forward with marketing and positioning the Subject Property for a data center user(s).

CASE HISTORY:

This case was discussed by the EDA on February 14, 2013. The EDA directed Staff to move forward with:

Marketing and positioning the Subject Property for a data center user(s).

Specifically Including:

- (A) Zoning; move forward with open house, develop zoning proposal
- (B) Recognized Environmental Conditions; move forward with RFP (request for proposal)
- (C) Order commercial appraisal on the Subject Property (estimated \$1,200 cost, EDA budget--funding source)

Observations:

Shovel Ready Certification Progress:

Staff has submitted an application, including all required information to the State of Minnesota. Connexus Energy will be paying the program application fee (see attached invoice). It is expected the State of Minnesota will certify the Subject Property this spring; exact timing is to-be-determined.

Cost/Benefit Analysis:

The EDA and City Council have expressed interest in developing the Subject Property for a data center user. However, before committing additional resources and directing Staff to pursue a data center user(s), both the EDA and City Council have requested Staff to develop a cost/benefit analysis. The intention of the analysis is to compare a data center development to a residential development, from a financial prospective.

Three scenarios were considered by Staff:

- (1) Data Center, Single User, 250,000 square feet
- (2) Data Center, Two Users, 200,000 square feet
- (3) Residential Development, 47 single family homes

Attached to this case are sketch plans of the proposed development scenarios. Said sketch plans were used to develop input information for the referenced cost/benefit analysis. Please note, the three scenarios provided are considered "best-case-scenarios" for full build out. Every option carries risk. For example, a homebuilder may only take down ten homes a year; or, a data center development happens in phases over a number of years.

Meaning, the City would not yield a full built out potential for several years.

In order to insure proposed scenarios were realistic for the market, Staff reviewed with builders (Mortenson and Kraus Anderson), real estate agents (CBRE), Greater MSP (regional economic development agency), the State of Minnesota (Department of Employment and Economic Development), the City's economic development consultant (Mike Mulrooney) and the City's planning consultant (Stantec).

With the information above in mind, Staff developed the attached cost/benefit analysis. Said analysis renders a number of conclusions. Staff reviewed this information in detail at the February EDA meeting and intends to provide the City Council with a brief overview. Below is a summary of conclusions:

(1) From an annual cash flow prospective (City of Ramsey only), data center developments scenarios result in a significantly higher general tax revenue stream than does a residential development. 1 Data Center = \$276,742, 2 Data Center = \$223,714, Residential = \$31,143.

(2) From a one time land transaction scenario perspective, a residential development scenario results in a higher return for the City. Data Centers = 0-\$500,000, Residential \$1,000,000.

(3) Considering the City's strategic plan of using revenues from the Subject Property to pay for a new fire station, Staff would conclude data center scenarios provide a stronger and more complete financial solution than does a residential development. See fire station attachment.

Moving Forward:

Zoning

If the EDA and City Council decide they would like to move forward with pursuit of a data center development, the next step in this process is zoning. As it stands today, the Subject Property is located within the Public/Quasi Public Zoning District. A Comprehensive Plan and Zoning Amendment would need to be approved to allow for a data center user. Staff would ask the EDA and City Council for direction to begin this process by engaging surrounding property owners via an open house. Then, Staff will report findings from said open house; and, develop a proposed zoning and long range planning solution for consideration by the EDA and City Council.

Recognized Environmental Conditions

As a result of the Shovel Ready certification process, three "recognized environmental conditions" were identified on the Subject Property by Braun Inertec (environmental services contractor). In order to clear said "recognized environmental conditions" from the property, they would need to be tested. Meaning, additional soil borings would need to be attained and reviewed. Staff will bring back a request for proposals (RFP) for said service at the March EDA meeting. Details can be provided at the February EDA meeting.

Funding Source:

NA

Staff Recommendation:

A number of options exist as the EDA considers the development of the Subject Property:

(1) Move forward with pursuing a data center user(s) [STAFF RECOMMENDATION]

Considering the attached cost/benefit analysis, pursuing option 1 makes financial sense for the City, and may still fall generally within future land use plans and compatibility with surrounding land uses. Additionally, this development provides a complete solution to finance the City's new fire station. Aside from the financial aspect of this review, the only foreseeable drawback of this development is a potential negative reaction from the public relative to land use planning. The unknown variable of public feedback is part of Staff's recommendation of an open house to complete the land use analysis.

Staff would ask for specific direction on two items:

(A) Zoning; move forward with open house, develop zoning proposal

- (B) Recognized Environmental Conditions; move forward with RFP (request for proposal)
- (C) Order commercial appraisal on the Subject Property (estimated \$1,200 cost, EDA budget--funding source)

(2) Move forward with pursuing a residential development.

Considering the attached cost/benefit analysis, pursuing option 2 makes less financial sense for the City, but does not necessarily preclude residential development from a land use perspective. A negative reaction from the public regarding residential development is unlikely. This development does not provide a complete solution to finance the City's new fire station. A residential development would add to the City's tax base, but appears would not to the level of a data center.

(3) Alternative direction.

Direct Staff to pursue a different direction.

NOTE: both options 1 and 2 hold a level of market risk that should be recognized. For example, it could take years to fully develop the Subject Property; or, potentially no developers/buyers may step forward altogether.

EDA Action:

Motion to direct Staff to move forward with marketing and positioning the Subject Property for a data center user(s).

Specifically Including:

- (A) Zoning; move forward with open house, develop zoning proposal
- (B) Recognized Environmental Conditions; move forward with RFP (request for proposal)
- (C) Order commercial appraisal on the Subject Property (estimated \$1,200 cost, EDA budget--funding source)

Attachments

Site Location Map

REF MAP

Development Scenarios Sketch Maps

Cost Benefit Analysis

Fire Station Funding

Shovel Ready Program Invoice

Site Location Map

Form Review

Inbox
Kurt Ulrich

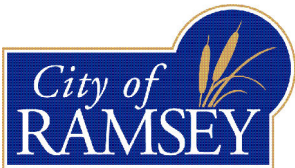
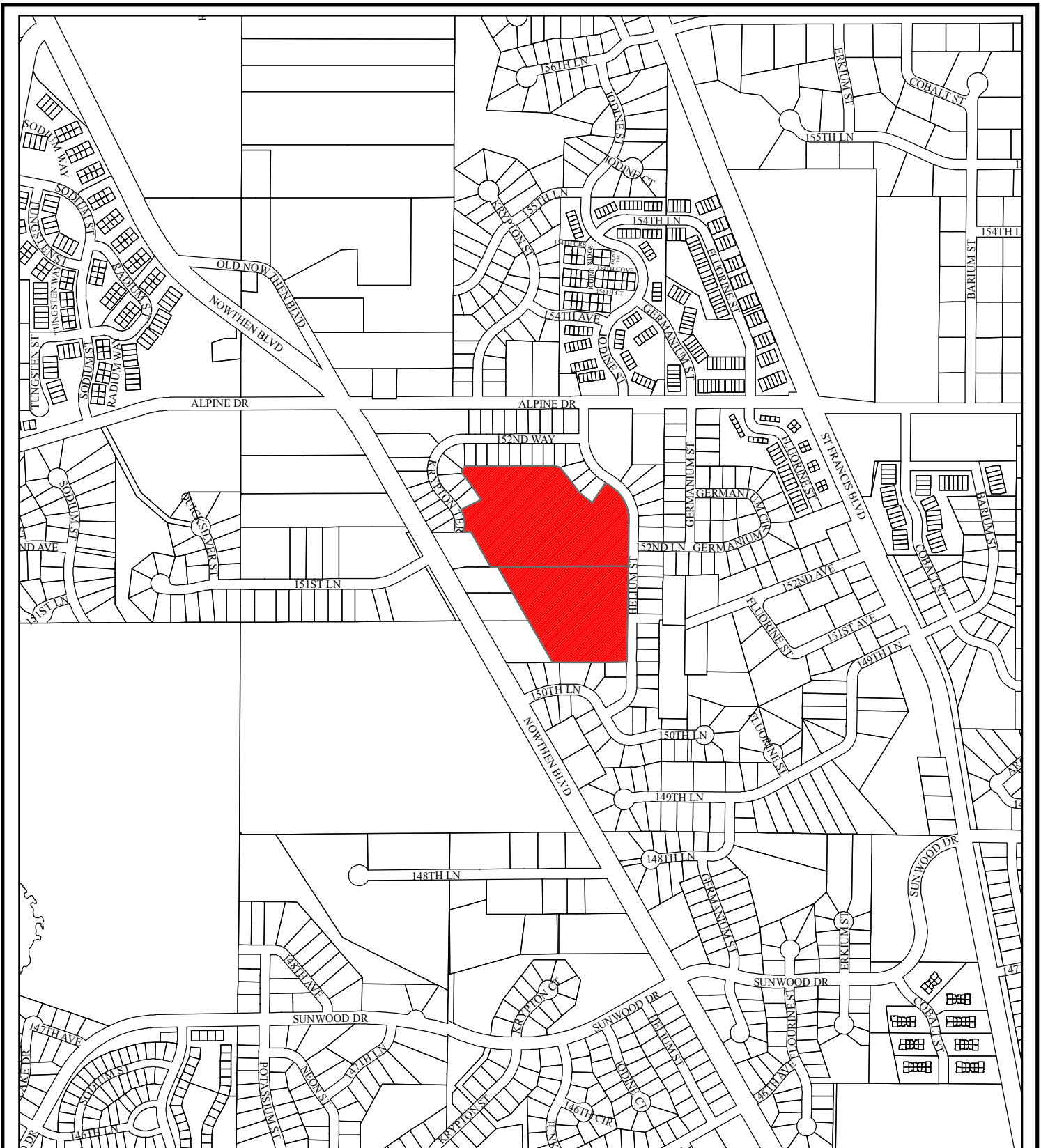
Reviewed By
Kurt Ulrich

Date
02/21/2013 08:03 AM

Form Started By: Patrick Brama

Started On: 02/19/2013

Final Approval Date: 02/21/2013



15153 Nowthen Blvd. NW

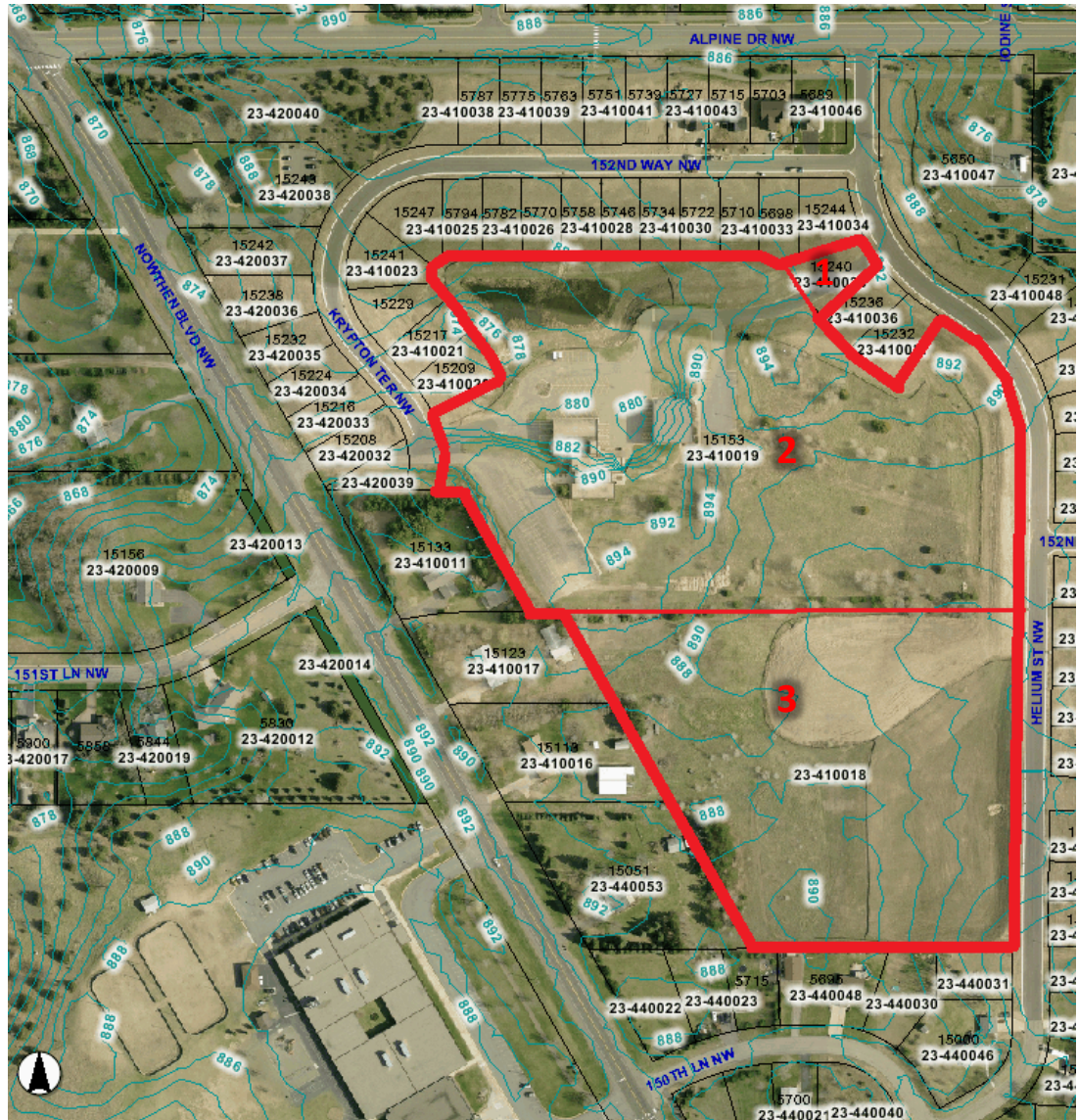
Legend

- Site
- Parcels



PROPERTY PROFILE: CITY OF RAMSEY

NUMBER: 06
ADDRESS: 15240 HELIUM ST NW, 15153 NOWTHEN BLVD NW, NA
PID: 233225410035, 233225410019, 233225410018 (Three separate parcels—listed from the top down).
LEGAL: Lots 4, 5, 21, Block 1, Meadow, Anoka County, Minnesota
ACRES: 20.86
VALUATION: \$1,501,769
ZONING: Public/Quasi Public and PUD (Planned Unit Development)
MUSA: Yes
GIS IMAGE:











40 PARKING STALLS
 80 ADDITIONAL PARKING STALLS
 MECHANICAL AREA

35 PARKING STALLS
 75 ADDITIONAL PARKING STALLS
 LANDSCAPE BUFFER AREA INCLUDES
 BERM AND TREES

LANDSCAPE BUFFER AREA INCLUDES BERM
 AND TREES
 FIRE/LOADING ACCESS ROAD
 STORMWATER TREATMENT





Cost/Benefit: Annual Cash Flow

	Concept 1 <i>One Data Center User</i>		Concept 2 <i>Two Data Center Users</i>		Concept 3 <i>Sing. Fam. Resd. Devel.</i>	
VALUATION (market value)						
Data Center Building(s):						
Square Feet	\$	250,000.00	\$	200,000.00		
Valuation (per sq ft)	\$	120.00	\$	120.00	\$	30,000.00
Total Building Valuation	\$	30,000,000.00	\$	24,000,000.00	\$	153,153.00
Land:					\$	183,153.00
Northern Parcel	\$	810,300.00	\$	810,300.00	\$	(20,750.00)
Southern Parcel	\$	540,000.00	\$	540,000.00	\$	162,403.00
Total Land Valuation	\$	1,350,300.00	\$	1,350,300.00		
VALUATION (market value)	\$	31,350,300.00	\$	25,350,300.00	\$	7,632,941.00
REVENUE (taxes/city only)						
Tax Capacity Rate (commercial)						1.00%
First \$150,000		1.50%		1.50%		
Sub total	\$	2,250.00	\$	2,250.00	\$	76,329.41
After \$150,000		2.00%		2.00%		
Sub total	\$	624,006.00	\$	504,006.00		
Total Tax Capacity	\$	626,256.00	\$	506,256.00		
Tax Rate (Ramsey Only)		44.19%		44.19%		44.19%
REVENUE (taxes/city only)	\$	276,742.53	\$	223,714.53	\$	33,729.97
EXPENSES (> residential development)						
Operating Expenses	\$	-	\$	-	\$	1,000.00
	\$	-	\$	-	\$	383.00
	\$	-	\$	-	\$	883.00
	\$	-	\$	-	\$	320.00
	\$	-	\$	-	\$	2,586.00
Annual Operating Expenses	\$	-	\$	-	\$	-
Increased Demand for Services (> residential development)						
Police	\$	-	\$	-		NA, likely higher
Fire	\$	-	\$	-		NA, likely higher
Other	\$	-	\$	-		NA, likely higher
Services Subtotal	\$	-	\$	-		NA, likely higher
EXPENSES (> residential development)	\$	-	\$	-	\$	2,586.00
NET ANNUAL CASH FLOW (City)	\$	276,742.53	\$	223,714.53	\$	31,143.97

NOTE: Estimate Does Not Include:		
Anoka County	45.45%	45.45%
Anoka Hennipen ISD 11	26.75%	26.75%
Special Taxing Districts	4.15%	4.15%
Minnesota	53.00%	53.00%
Fiscal Disparaties (bottom of page*)	NA	NA
Estimated Total Tax Revenue	\$1,257,447.38	\$936,212.44

NOTE: Estimate Does Not Include:		
Anoka County	45.45%	45.45%
Anoka Hennipen ISD 11	26.75%	26.75%
Special Taxing Districts	4.15%	4.15%
Estimated Total Tax Revenue	\$92,013.58	

*Important Note: Commercial & Industrial taxes are effected by a program known as "fiscal disparities." This program takes a portion of taxes collected from each property in the metro, and places them into one pot. Then, said monies are redistributed by the State based on a complex formula. Ramsey typically is a beneficiary of this program. Therefore, the revenue number listed in the above estimate can change, depending on how the fiscal disparity number comes out. However, it is very likely Rasmey would recieve the provided tax revenue number.

Cost/Benefit: Land

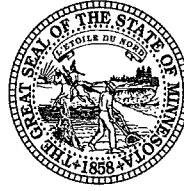
	Concept 1 <i>One Data Center User</i>		Concept 2 <i>Two Data Center Users</i>		Concept 3 <i>Sing. Fam. Resd. Devel.</i>	
Land Proceeds						
Land Value	\$	1,350,300.00	\$	1,350,300.00	\$	1,350,300.00
Expected Sale Price	\$	-	\$	-	\$	1,000,000.00
Total Land Proceeds	\$	-	\$	-	\$	1,000,000.00
Expenses						
Business Subsidy, Land Write Down						
Total Value of Subsidy	\$	1,350,300.00	\$	1,350,300.00	\$	-
Annual Pay Back Capacity	\$	276,742.53	\$	223,714.53	\$	-
Pay Back Period (years)		4.88		6.04	\$	-

**Given the state of the market, it would be challenging to sell this property for a residential development. If the City could, it is very likely a developer would take the land down in portions (not all at once). Lastly, it is likely the City would not get an offer at the appraised value of this property.

Funding a Fire Station

	<i>1 Data Cener User</i>	<i>2 Data Center Users</i>	<i>Residential Development</i>
Expenditures	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
Financing			
Land Sale Proceeds	\$ -	\$ -	\$ 1,000,000.00
Loan/Bond			
Principal	\$ 3,000,000.00	\$ 3,000,000.00	\$ 2,000,000.00
Term	10	10	10
Interest	4.00%	4.00%	4.00%
Payments (required)	\$ 183,470.15	\$ 183,470.15	\$ 122,313.44
Payments (rev. available)	\$ 276,742.53	\$ 223,714.53	\$ 31,143.97
<u>Net Annual Cash Flow</u>	<u>\$ 932,723.76</u>	<u>\$ 402,443.76</u>	<u>\$ (911,694.74)</u>
(through 10 year payback period)			

DEED
ATTN: FINANCIAL SERVICES
PO BOX 75842
ST. PAUL, MN 55175
United States



State of Minnesota
INVOICE

Customer No: 0000000106
Payment Terms: Due in 30
Due Date: 3/6/2013
Invoice: 00000122165
Invoice Date: 2/4/2013
From: 2/4/2013 To 6/30/2013
Purchase order:
Page: 1 of 1

Bill To:
City of Ramsey
7550 Sunwood Drive NW
Ramsey 55303

AMOUNT DUE: 2,950.00 USD

For billing questions, please call: 651-259-7298

Original

Line	Description	Quantity	UOM	Msg	Unit Amt	Net Amount
1	Shovel Ready - City of Ramsey From: 2/4/2013 To 6/30/2013	1.00	DO		2,950.00	2,950.00

Shovel Ready Certification Fee
City of Ramsey - \$2950.00

FOR INTERNAL USE ONLY:
B22CONFER, 55352, SHO

Subtotal: 2,950.00

AMOUNT DUE: 2,950.00 USD

Bill To:
City of Ramsey
7550 Sunwood Drive NW
Ramsey 55303

Customer No: 0000000106
Payment Terms: Due in 30
Due Date: 3/6/2013

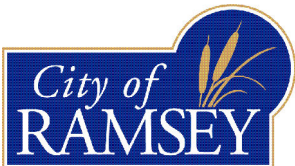
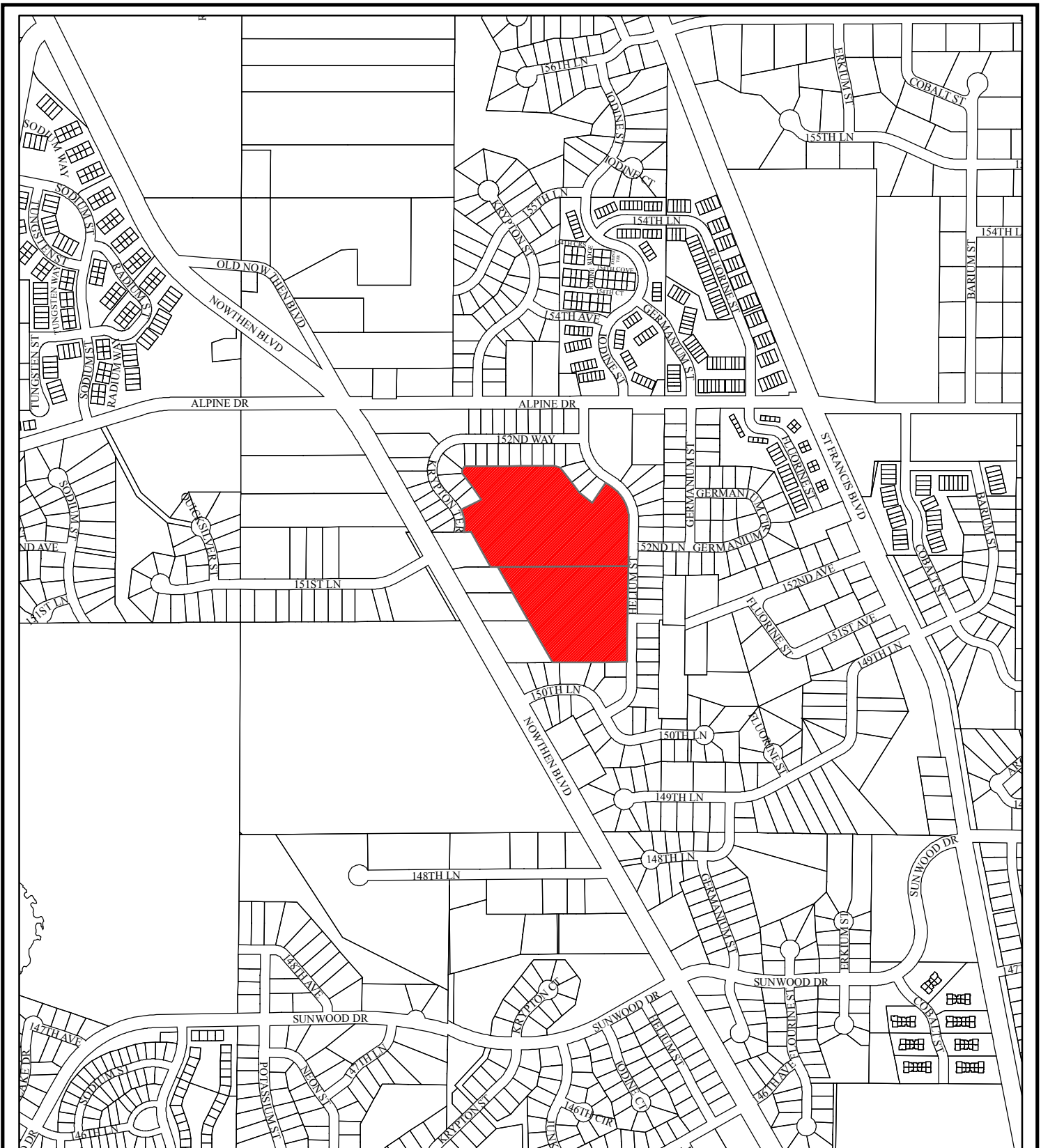
Address Change? If yes, check box.
Write correct address on back.

Please Remit To:
DEED
ATTN: FINANCIAL SERVICES
PO BOX 75842
ST. PAUL MN 55175

AMOUNT DUE: 2,950.00 USD

Amount Remitted

B2203 0000000106ZZZZ 0 00000122165ZZZZZZZZZZ 2 0000295000



15153 Nowthen Blvd. NW

Legend

- Site
- Parcels

