

City of Ramsey
Agenda
Housing and Redevelopment Authority (HRA)
Regular Session
Tuesday February 26, 2013
Immediately Following City Council
Council Chambers, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
 1. Approve Meeting Minutes dated February 12, 2013
5. **HRA Business**
 1. Amend 2012 Housing and Redevelopment Authority Budget and Adopt 2013 Housing and Redevelopment Authority Budget
 2. COR Transition Planning Update
6. **Development Team Report**
7. **Commissioner Input**
8. **Adjournment**

HRA Regular Session

4. 1.

Meeting Date: 02/26/2013

By: Jo Thieling, Administrative Services

Information

Title:

Approve Meeting Minutes dated February 12, 2013

Background:

Attached are the February 12, 2013 HRA Regular Meeting minutes for review and approval.

Funding Source:

NA

Council Action:

Motion to approve the HRA regular meeting minutes dated February 12, 2013.

Attachments

021213 HRA Meeting Minutes

Form Review

Inbox

Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By

Jo Thieling

Date

02/21/2013 11:55 AM

Started On: 02/21/2013 11:44 AM

Final Approval Date: 02/21/2013

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

The Housing and Redevelopment Authority conducted a regular meeting on Tuesday, February 12, 2013, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Vice Chairperson John LeTourneau
Commissioner David Elvig
Commissioner Mark Kuzma
Commissioner Chris Riley
Commissioner Sarah Strommen
Commissioner Jason Tossey

Members Absent: Chairperson Randy Backous

Also Present: HRA Executive Director Kurtis G. Ulrich
Deputy Executive Director Timothy Gladhill
Assistant Planner/Environmental Coordinator Chris Anderson
Management Analyst Patrick Brama
City Attorney William Goodrich
Development Manager Darren Lazan
Interim Engineer Shane Nelson

1. CALL TO ORDER

Vice Chairperson LeTourneau called the regular meeting of the Housing and Redevelopment Authority to order at 9:38 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVAL OF AGENDA

Motion by Commissioner Tossey, seconded by Commissioner Kuzma, to approve the agenda as submitted.

Motion carried. Voting Yes: Vice Chairperson LeTourneau, Commissioners Tossey, Kuzma, Elvig, Riley, and Strommen. Voting No: None. Absent: Chairperson Backous.

4. APPROVAL OF MINUTES

Motion by Commissioner Kuzma, seconded by Commissioner Tossey, to approve the following minutes:

Regular Meeting Minutes dated January 22, 2013

Motion carried. Voting Yes: Vice Chairperson LeTourneau, Commissioners Kuzma, Tossey, Elvig, Riley, and Strommen. Voting No: None. Absent: Chairperson Backous.

5. HRA BUSINESS

5.01: Landform Professional Services, LLC's Contract with Ramsey HRA

HRA Executive Director Ulrich reviewed the staff report that addressed recently raised questions of legality relating to the contract with Landform Professional Services. He recommended action be rescheduled to February 26, 2013, to allow adequate time for the HRA to review the document from the HRA Attorney that had been recently received and distributed under Attorney Client Privilege as a confidential document. HRA Executive Director Ulrich noted Development Manager Lazan may have additional comments. He stated questions have also been raised whether the HRA Attorney is too close to the issue to render an opinion so staff obtained a quote for an outside document review of \$2,000. This would provide another check since this could be costly issue. HRA Executive Director Ulrich explained that at this point, the recommendation of staff is to continue to pursue and work closely with Landform for the balance of the contract unless the Council takes additional action to direct staff to do something else or enter into negotiations to renew the contract. Otherwise, it will expire March 31, 2013, and staff would then enter into discussion with Landform to transfer documents and possibly hourly services after the contract expires to wrap up loose ends.

HRA Executive Director Ulrich read the following e-mail received from Chairperson Backous into the record:

*From: Randy Backous <randybackous@gmail.com<mailto:randybackous@gmail.com>>
Date: February 12, 2013, 8:37:13 PM CST
To: Kurt Ulrich <kulrich@ci.ramsey.mn.us<mailto:kulrich@ci.ramsey.mn.us>>,
John LeTourneau jletourneau@co2partners.com<mailto:jletourneau@co2partners.com>
Cc: david elvig <thebigd.1@hotmail.com<mailto:thebigd.1@hotmail.com>>
Subject: Landform Contract Renewal*

Would one of you please read this into the HRA minutes tonight. Thank you.

Dear Ramsey HRA Commissioners and Citizens:

I am not able to attend tonight due to illness but I wanted to weigh in on the discussion regarding the Landform contract renewal.

I applaud prior council for purchasing the former Town Center land for a fraction of its value so the city could clean up the issues, repackage it and rebrand it. I also applaud Landform for doing a fine job of cleaning up those complex issues.

However, I have never been an advocate for actively playing the role of developer. That is not the role of a city. It creates - at the very least - the perception of an unfair playing field since the city has the ability to make the rules and enforce the rules while - at the same time - essentially competing with the private sector. In my opinion, The COR will never be an attractive option for any significant private development project as long as these conditions exist. This has been proven by Landform's inability to deliver significant projects driven purely with private sector funding.

Landform has cleaned up the issues and I thank them. The contract should not be renewed and we should not be developers. It is time to move this land back into the hands of the free market and let the free market do what it does best.

*Randy Backous
Ramsey Councilmember At-Large*

Commissioner Tossey stated he would support consideration under two separate motions: one to let the Landform contract expire and not seek renegotiation; and, whether to seek outside counsel.

Vice Chairperson LeTourneau requested consensus agreement on those two issues without motions taking place.

HRA Executive Director Ulrich supported that suggestion and noted staff recommended this matter be continued to February 26, 2013, to allow time for review of documentation from the HRA Attorney.

Commissioner Tossey stated he does not support going to outside counsel because the previous HRA had entered into a contract with Landform and whether you supported the terms or not, it is a contract and the City needs to fulfill its end of the contract. He stated he is concerned with the message it would send to the market should the City not fulfill its end of the contract.

HRA Executive Director Ulrich advised these two issues can be considered under two separate motions and if no action on the contract is taken, it will expire on March 31, 2013.

Upon a poll of the Commissioners, Vice Chairperson LeTourneau recognized the unanimous consensus of the HRA to allow the Landform contract to expire on March 31, 2013, and to authorize staff to negotiate terms for finalizing open items that remain to be addressed.

Vice Chairperson LeTourneau asked for discussion on whether to seek an outside legal opinion.

Commissioner Elvig stated he does not see it in terms of fulfilling a contract but whether the contract contained anomalies.

Commissioner Tossey stated contracts should not be political based on the membership of the HRA. He stated whether you think Landform brought value to Ramsey or not is up to debate but

the HRA's word should be its word and it should stand by its contract. Commissioner Tossey stated he did not support seeking an outside opinion.

Commissioner Riley agreed with the comments of Chairperson Backous that had been read into the record that the HRA should not be in the land development business. He also agreed the City needed to perform on its contracts and the issue of politics should be taken out; however, in this case the issue is a potentially illegal contract.

Commissioner Strommen stated she thinks it is worth seeking an outside opinion and it is her intent to honor the contract unless it contains a fatal flaw. She suggested the HRA proceed carefully, seek any and all legal advice available, and take that information under advisement. Commissioner Strommen agreed it should not be a political issue and the HRA should proceed based on facts.

Commissioner Tossey stated an attorney wrote something anonymously but did not put his/her name on it so he does not know who wrote it. He wants the era of the HRA being a master developer to be at an end and for people to know that Ramsey will abide by its word.

Commissioner Kuzma stated questions were raised about the legality of the contract so he supports obtaining another opinion.

Rob Shainess, Capstone Law, counsel for Landform, asked that his letter dated January 31, 2013, be entered into the record. He stated he understands this issue will be continued but he wanted to make some points. He indicated Landform does not object to the HRA obtaining outside counsel but he has reservations in how the contract will be examined because the law at issue is one that says you cannot be compensated if you do not have a license for certain conduct so the attorney would need to know the precise tasks Landform performed. Mr. Shainess noted the contract does not provide that information so he questions whether for \$2,000, it is a review of the contract that has already been reviewed by HRA counsel, who also drafted the contract. He explained that in the lifecycle, this review usually occurs at the front end and that was the case because the contract contained rigorous language indicating Landform is not a broker and will not be compensated for any services that require such a license. That issue was vetted. Mr. Shainess stated he is confident an objective attorney will come to the same conclusions he reached in his January 31, 2013, letter. He asked the HRA whether an outside opinion would cause them to make a different decision, questioning the prudent course when the contract ends in March.

Mr. Shainess noted the incentive compensation portion of the contract is at issue and the focus. He stated Landform had been more than happy to charge for services on a monthly rate but the alternate option allowed the HRA to finance Landform's work over time. The incentive compensation was put off until the HRA received revenue through development. That was the financing mechanism used and if the HRA said it was not now allowed, then it could no longer offer incentive pay. The only option would then be flat fees or monthly payment. Mr. Shainess questioned whether the HRA wants to take that option off the table.

Mr. Shainess opined the other thing that will happen, as Commissioner Tossey mentioned, is a chilling effect with HRA contracts. He was challenged by the notion that getting an anonymous opinion results in then finding there is an issue of legality, especially when the HRA Attorney prepared the contract. He noted those types of concerns usually do not come to your awareness through an anonymous memorandum. Mr. Shainess felt, however, there was no great consequence for going down this road since the HRA counsel drafted the contract, indicated it is legal, and it had been extensively negotiated over several months.

Vice Chairperson LeTourneau thanked Mr. Shainess for his comments.

Commissioner Strommen asked for clarification whether the original professional contract was drafted with the assistance of the City Attorney, and not the HRA Attorney.

Mr. Shainess corrected his earlier comment and agreed the City Attorney had been involved.

City Attorney Goodrich advised that with the original contract in 2010, he had participated with the first 15-20 articles of contract language. Exhibit A was originally presented by Landform and then negotiated by the Development Team (HRA Executive Director Ulrich and HRA Assistant Executive Director Nelson). In 2011, there was an amendment to Exhibit A language relating to incentive payments. City Attorney Goodrich stated he was not sure about HRA Attorney Bray's involvement, thinking it may have been minimal.

Vice Chairperson LeTourneau stated the charge of the HRA tonight was to come to consensus whether to seek outside counsel.

Motion by Commissioner Kuzma, seconded by Commissioner Strommen, to direct staff to obtain an outside legal review of the current issue in an amount not to exceed \$2,000.

Further discussion: Commissioner Riley stated the HRA needs to be sure the right questions are asked of outside counsel. Commissioner Tossey stated due diligence was already done with the contract so he will not vote to waste this money and will support fulfilling the contract. He asked how this expenditure will be funded. HRA Executive Director Ulrich stated it will be paid from HRA Professional Services. Commissioner Riley stated there is need to review the behavior and not just the contract. Commissioner Strommen agreed the intent of an outside opinion is to "review the current issue," which would be beyond the contract. She asked that staff return if additional funding is needed for that level of review. Commissioner Elvig stated the issue is whether the HRA stepped into something that is illegal, not an issue of whether the HRA will honor its contract. Commissioner Tossey pointed out that previously, Commissioner Elvig supported increasing the incentive fee compensation and had not voted to support the 2011 contract. Commissioner Elvig stated he had not supported either Landform contract. Vice Chairperson LeTourneau limited discussion and called the question.

Motion carried. Voting Yes: Vice Chairperson LeTourneau, Commissioners Kuzma, Strommen, Elvig, and Riley. Voting No: Commissioner Tossey. Absent: Chairperson Backous.

6. DEVELOPMENT TEAM REPORT

HRA Executive Director Ulrich announced upcoming meetings and a potential project that was presented during tonight's Work Session.

Development Manager Lazan reported on development activity.

7. COMMISSIONER INPUT

None.

8. ADJOURNMENT

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

Motion carried.

The regular meeting of the Housing and Redevelopment Authority adjourned at 10:15 p.m.

Respectfully submitted,

Kurtis G. Ulrich
HRA Executive Director

ATTEST:

Jo Ann M. Thieling
City Clerk

Drafted by Carla Wirth
TimeSaver Off Site Secretarial, Inc.

HRA Regular Session

5. 1.

Meeting Date: 02/26/2013

By: Diana Lund, Finance

Information

Title:

Amend 2012 Housing and Redevelopment Authority Budget and Adopt 2013 Housing and Redevelopment Authority Budget

Background:

Attached for your review and consideration is the 2013 Housing & Redevelopment Authority (HRA) budget. The budget now needs to be formally adopted. The budget that was presented in September was reduced to match the 2013 adopted levy that was adopted in December 2012. The budget was reduced to meet the administrative duties only of the HRA. Any expenditures required for the COR area will need to be self-supported from land sales in the COR and not through the budget of the HRA.

The financing source for these operations is interest earnings and property taxes from the HRA levy.

Also attached to this case is a resolution amending 2012 activity. This is primarily a "housekeeping" item and is done on an annual basis. The projections through the end of the year are based on actual activity and will be finalized after the annual city audit in April 2013.

Recommendation:

Approve attached Resolution #HRA-13-02-XXX Amending the 2012 Housing & Redevelopment Authority Budget

And

Approve attached Resolution #HRA-13-02-XXX Adopting the 2013 Housing & Redevelopment Authority Budget.

Funding Source:

Not Applicable

Council Action:

Motion to recommend HRA adopt Resolution #HRA-13-02-XXX Amending the 2012 Housing & Redevelopment Authority Budget

And

Motion to recommend HRA adopt Resolution #HRA-13-02-XXX Adopting the 2013 Housing & Redevelopment Authority Budget

Attachments

2013 HRA Budget

Resolution HRA 13-02-XXX Amending the 2012 HRA Budget

Resolution HRA 13-02-XXX Adopting the 2013 HRA Budget

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kurt Ulrich

Date

02/21/2013 12:52 PM

Form Started By: Diana Lund

Started On: 02/21/2013 07:16 AM

Final Approval Date: 02/21/2013

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

HOUSING REDEVELOPMENT AUTHORITY FUND 295 - SUMMARY

REVENUES

	-Actual 2009-	-Actual 2010-	-Actual 2011-	Amended 2012	Adopted 2013
TAXES	547,631	383,005	346,428	367,053	187,268
INTERGOVERNMENTAL REVENUES	13,722				
INVESTMENT EARNINGS	24,699	5,000	2,500	2,500	2,500
MISCELLANEOUS	6,446,837	5	34,395	152,664	
OTHER FINANCING SOURCES	1,583,185	5,000	136,302	13,747	
TOTAL REVENUES	8,616,074	393,010	519,625	535,964	189,768

EXPENDITURES

	-Actual 2009-	-Actual 2010-	-Actual 2011-	Amended 2012	Adopted 2013
Personnel SERVICES	97,849	43,084	150,015	72,927	130,268
SUPPLIES		76,482	59,826	26,552	-
OTHER SERVICES & CHARGES	441,023	423,163	433,741	245,496	57,000
CAPITAL OUTLAY			111,669	-	
TRANSFERS OUT				286,874	
TOTAL EXPENDITURES	538,873	542,729	755,251	631,849	187,268

FUND BALANCE

	-Actual 2009-	-Actual 2010-	-Actual 2011-	Amended 2012	Adopted 2013
FUND BALANCE, Begining on Yr	621,442	751,807	602,088	366,462	270,577
Revenues & Other Sources	7,433,666	393,010	519,625	535,964	189,768
Expenditures & Other Uses	(7,303,301)	(542,729)	(755,251)	(631,849)	(189,768)
FUND BALANCE, End of Yr	751,807	602,088	366,462	270,577	270,577

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

HOUSING REDEVELOPMENT AUTHORITY FUND 295 - REVENUE DETAIL

	2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
HRA FUND 9295 - REVENUE SUMMARY					
TAXES	547,631	383,005	346,428	367,053	187,268
INTERGOVERNMENTAL REVENUES	13,722				
INVESTMENT EARNINGS	24,699	5,000	2,500	2,500	2,500
MISCELLANEOUS	6,446,837	5	34,395	152,664	
OTHER FINANCING SOURCES	1,583,185	5,000	136,302	13,747	
TOTAL REVENUES	8,616,074	393,010	519,625	535,964	189,768

HRA FUND 9295 - REVENUE BY SOURCE		-Actual 2009-	-Actual 2010-	-Actual 2011-	Amended 2012	Adopted 2013
TAXES						
4011	CURRENT-AD VALOREM TAXES	488,127	383,005	270,931	298,923	187,268
4012	DELINQUENT-AD VALOREM TAXES	16,263		5,517	4,935	
4014	FISCAL DISPARITIES	43,241		69,980	63,196	
TAXES Total		547,631	383,005	346,428	367,053	187,268
INTERGOVERNMENTAL REVENUES						
- STATE INTERGOVERNMENTAL						
4263	MARKET VALUE HOMESTEAD CREDIT	13,722			-	-
INTERGOVERNMENTAL REVENUES Total		13,722			-	-
INVESTMENT EARNINGS						
4701	INTEREST ON INVESTMENTS	24,699	5,000	2,500	2,500	2,500
INVESTMENT EARNINGS Total		24,699	5,000	2,500	2,500	2,500
MISCELLANEOUS						
4609	MISCELLANEOUS REVENUE/LAND SALES	595,641	5	34,395	152,664	-
4723	SPECIAL REVENUE-UNUSUAL EVENT	5,851,196			-	-
MISCELLANEOUS Total		6,446,837	5	34,395	152,664	-
OTHER FINANCING SOURCES						
TRANSFERS IN						
4901	TRANSFER IN FROM OTHER FUNDS	1,583,185	5,000	136,302	13,747	-
OTHER FINANCING SOURCES Total		1,583,185	5,000	136,302	13,747	-
TOTAL REVENUE		8,616,074	393,010	519,625	535,963	189,768

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
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HOUSING REDEVELOPMENT AUTHORITY FUND 295 - REVENUE DETAIL

	2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
4011 Current Ad Valorem Taxes					
((ncludes taxes from Town Center)	561,353	383,005	346,428	367,053	187,268
	561,353	383,005	346,428	367,053	187,268
4701 Interest Earnings					
	24,699	5,000	2,500	2,500	2,500
	24,699	5,000	2,500	2,500	2,500
4609 Miscellaneous Revenues					
Earnest Money - TOTI			34,395	-	-
Land Sale Proceeds-F&C-2012				152,664	-
County HRA payment towards RTC land purchase	595,641	5	-	-	-
	595,641	5	34,395	152,664	-
4901 Transfers in from other funds					
Letter of Credit Proceeds & Sewer/Water Loan	1,583,185	5,000	-	-	-
Gain on Sale of Land Proceeds per COR Land Transfer Policy				13,747	-
Non TIF Interest Earnings	0	0	136,302	-	-
	1,583,185	5,000	136,302	13,747	-

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

HOUSING REDEVELOPMENT AUTHORITY FUND 295 - EXPENDITURE DETAIL

	2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
EXPENDITURE BY OBJECT SUMMARY	-Actual 2009-	-Actual 2010-	-Actual 2011-	Amended 2012	Adopted 2013
Personnel SERVICES	97,849	43,084	150,015	72,927	130,268
SUPPLIES		76,482	59,826	26,552	-
OTHER SERVICES & CHARGES	441,023	423,163	433,741	245,496	57,000
CAPITAL OUTLAY			111,669	-	
TRANSFERS OUT				286,874	
TOTAL EXPENDITURE BY OBJECT	538,873	542,729	755,251	631,849	187,268

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

HOUSING REDEVELOPMENT AUTHORITY FUND 295 - EXPENDITURE DETAIL

	2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
EXPENDITURE BY OBJECT SUMMARY	-Actual 2009-	-Actual 2010-	-Actual 2011-	Amended 2012	Adopted 2013
Personnel SERVICES	97,849	43,084	150,015	72,927	130,268
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TOTAL EXPENDITURE BY OBJECT	538,873	542,729	755,251	631,849	187,268

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

HOUSING REDEVELOPMENT AUTHORITY FUND 295 - EXPENDITURE DETAIL

	2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
EXPENDITURE BY OBJECT RECAP					
	-Actual 2009-	-Actual 2010-	-Actual 2011-	Amended 2012	Adopted 2013
Personnel SERVICES					
WAGES AND SALARIES					
6102 F.T. REGULAR-WAGES & SALARIES	84,591	37,221	123,895	58,407	107,410
6104 PART TIME-WAGES & SALARIES			6,175	5,025	6,000
6105 TEMPORARY-WAGES & SALARIES			-	-	-
WAGES AND SALARIES	84,591	37,221	130,070	63,432	113,410
EMPLOYER CONTRIBUTIONS					
6121 PERA CONTRIBUTIONS	5,710	2,605	8,983	4,235	7,787
6122 FICA/MEDICARE CONTRIBUTIONS	6,472	2,847	9,973	4,852	8,217
6133 WORKERS COMP INSURANCE PREMIUM	1,076	411	989	408	854
EMPLOYER CONTRIBUTIONS	13,258	5,863	19,945	9,495	16,858
Personnel SERVICES Total	97,849	43,084	150,015	72,927	130,268
SUPPLIES					
OPERATING SUPPLIES					
6246 MARKETING & PROMOTIONS		76,264	59,350	24,783	-
6249 MISCELLANEOUS OPERATING SUPPLY		218	476	1,769	-
OPERATING SUPPLIES		76,482	59,826	26,552	-
SUPPLIES Total		76,482	59,826	26,552	-
OTHER SERVICES & CHARGES					
PROFESSIONAL SERVICES					
6304 LEGAL FEES	1,198	29,847	77,390	75,262	-
6315 MISCELLANEOUS PROFESSIONAL SER	437,184	323,886	284,525	109,210	-
PROFESSIONAL SERVICES	438,382	353,733	361,915	184,472	-
COMMUNICATION					
6322 POSTAGE		27	938	520	-
COMMUNICATION		27	938	520	-
EMPLOYEE REIMBURSEMENTS					
6331 TRAVEL & LODGING	-	11,366	19,858	4,949	-
6334 MILEAGE REIMBURSEMENT			36	-	-
6335 TRAINING	989	3,655	242	339	-
EMPLOYEE REIMBURSEMENTS	989	15,021	20,136	5,288	-
INSURANCE					
6361 GENERAL LIABILITY/PROPERTY INS	1,652	4,562	3,004	6,255	6,000
INSURANCE	1,652	4,562	3,004	6,255	6,000
UTILITIES					
6371 ELECTRIC UTILITIES			50	1,101	3,000
UTILITIES			50	1,101	3,000
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES					
6451 MEMBERSHIP DUES	-	2,160	-	200	-
6452 SUBSCRIPTIONS		-	98	-	-
DUES, SUBSCRIPTIONS, AND REGISTRATION FEES	-	2,160	98	200	-
CONTRACTED SERVICES					
6489 OTHER CONTRACTED SERVICES		47,660	47,600	47,660	48,000
CONTRACTED SERVICES		47,660	47,600	47,660	48,000
OTHER SERVICES & CHARGES Total	441,023	423,163	433,741	245,496	57,000
TOTAL EXPENDITURES	538,873	542,729	643,582	344,975	187,268
OTHER FINANCING SOURCES					
6820 TRANSFERS OUT				286,874	-
OTHER FINANCING SOURCES				286,874	-
TOTAL EXPENDITURES AND OTHER FINANCING SOURCES	538,873	542,729	643,582	631,849	187,268

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

HOUSING REDEVELOPMENT AUTHORITY FUND 295 - EXPENDITURE DETAIL

	2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
6102 Wages & Salaries					
Personnel	84,591	37,221	123,895	67,902	124,268
	84,591	37,221	123,895	67,902	124,268
6105 Wages & Salaries-Part Time					
Stipend for HRA Meeting \$25/mtg	-	-	6,175	5,025	6,000
	-	-	6,175	5,025	6,000
6105 Temporary Wages & Salaries					
Temporary Labor-Maintenance	-	-	-	-	-
	-	-	-	-	-
6246 Marketing & Promotional Supplies					
COR Website Domains	-	2,234	1,750	-	-
COR Marketing	-	74,030	57,600	24,783	-
	-	76,264	59,350	24,783	-
6249 Miscellaneous Operating Supplies					
Miscellaneous	-	218	476	1,769	-
	-	218	476	1,769	-
6304 Legal Fees					
Legal Fees	1,198	29,847	77,390	75,262	-
	1,198	29,847	77,390	75,262	-
6315 Miscellaneous Professional Services					
Development Management Contract & Exp	-	311,750	267,944	72,258	-
Property Taxes	323,185	-	-	-	-
Misc Consulting Services	113,999	12,136	15,996	36,952	-
	437,184	323,886	283,940	109,210	-
6322 Postage					
Mailing Housing Surveys	-	27	938	520	-
	-	27	938	520	-
6331 Travel/Meals/Lodging					
Travel for COR	-	11,366	19,858	4,949	-
	-	11,366	19,858	4,949	-
6334 Mileage Reimbursement					
Reimbursement for Personnel use of auto	-	-	36	-	-
	-	-	36	-	-
6335 Training					
Misc HRA Conferences	989	3,655	242	339	-
	989	3,655	242	339	-
6361 General Liability/Property/Auto Insurance					
Share of applicable insurance coverage.	1,652	4,562	5,865	6,255	6,000
	1,652	4,562	5,865	6,255	6,000

City of Ramsey
2013 Adopted Housing Redevelopment Authority Fund Budget

HOUSING REDEVELOPMENT AUTHORITY FUND 295 - EXPENDITURE DETAIL

	2009 Actual	2010 Actual	2011 Actual	2012 Amended	2013 Adopted
6371 Electric Utilities					
Electric for COR Sign	-	-	109	1,101	3,000
	-	-	109	1,101	3,000
6451 Dues					
ICSC	-	2,160	-	200	-
	-	2,160	-	200	-
6452 Subscriptions					
MN Real Estate Journal & Business Journal	-	-	98	-	-
	-	-	98	-	-
6489 Other Contracted Services					
Park Ramp Maintenance Agreement	-	47,660	47,600	47,660	48,000
	-	47,660	47,600	47,660	48,000
6820 Transfers Out					
Transfer Land Proceeds per Land Policy	-	-	-	286,874	-
	-	-	-	286,874	-

Chairperson introduced the following resolution and moved for its adoption:

RESOLUTION #HRA-13-02-XXX

RESOLUTION AMENDING THE 2012 HOUSING AND REDEVELOPMENT AUTHORITY OPERATING BUDGET

WHEREAS, during the year 2012, the Ramsey HRA acted on matters impacting revenue and expenditures budget of the Housing and Redevelopment Authority for items that were not included in the original budget for the year ended December 31, 2012; and

WHEREAS, for financial reporting purposes, amendments to the Housing and Redevelopment Authority budget is to be made in the form of a Budget Amendment Resolution; and

WHEREAS, the following budget amendments are required to confirm the HRA's actions taken by motion and/or discussion and to reflect actual activity for the year ended December 31, 2012:

To amend revenue activities based on budget amendments made by HRA action during 2012 and actual moneys received over (under) budget from \$371,032 to \$535,964 a total net increase of \$164,932.

Taxes	(1,479)
Miscellaneous Revenue – Land Sales F&C	152,664
Transfers In – Share of Land Sale Policy	<u>13,747</u>
Net Increase Budgeted Revenue	<u>\$ 164,932</u>

To amend expenditure activities based on budget amendments made by HRA action during 2012 and actual moneys spent over (under) budget from \$507,411 to \$631,849 for a net increase of \$124,438.

Personal Service	\$ (57,324)
Supplies	(3,448)
Other Services and Charges	(101,664)
Capital Outlay	0
Transfers to Other Funds	<u>286,874</u>
Net Increase Budgeted Expenditures	<u>\$124,438</u>

NOW THEREFORE BE IT RESOLVED BY THE HRA OF THE CITY OF RAMSEY, COUNTY OF ANOKA, STATE OF MINNESOTA, as follows:

- 1) That the HRA hereby directs the Finance Director to enter these budget amendments into the City's financial records.

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey Housing and Redevelopment Authority this the 26th day of February, 2013.

Chairperson

ATTEST:

HRA Executive Director

Chairperson introduced the following resolution and moved for its adoption:

RESOLUTION #HRA-13-02-XXX

RESOLUTION ADOPTING THE 2013 CITY OF RAMSEY HOUSING AND REDEVELOPMENT AUTHORITY FUND BUDGET

NOW THEREFORE BE IT RESOLVED BY THE HRA OF THE CITY OF RAMSEY, COUNTY OF ANOKA, STATE OF MINNESOTA, as follows:

- 1) That the annual budget of the City of Ramsey for the fiscal year beginning January 1, 2013 is hereby adopted for the Housing & Redevelopment Authority Fund as follows:

HOUSING & REDEVELOPMENT AUTHORITY FUND

Revenues:

Taxes (HRA Levy)	\$187,268
Interest Earnings	<u>\$ 2,500</u>
Total Revenues	<u>\$189,768</u>

Operating and Capital Expenditures:

Personal Services	130,268
Supplies	0
Services and Charges	57,000
Capital Outlay	00
Other Financing Uses-	0
Operating Transfers	<u>0</u>
Total Operating and Capital Expenditures	<u>\$187,268</u>

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Ramsey Housing and Redevelopment Authority this the 26th day of February, 2013.

Chairperson

ATTEST:

HRA Executive Director

Meeting Date: 02/26/2013

By: Kurt Ulrich, Administrative Services

Information

Title:

COR Transition Planning Update

Background:

This case is for information and discussion only.

Observations/Alternatives:

The termination of the Landform Professional Services contract for COR Development Manager services is scheduled for March 31, 2013. With that termination, staff will be addressing the following:

- Transfer of data and other intellectual property - staff has provided the Development Manager (DM) with a copy of data transfer requests which includes transfer of all files related to The COR development such as plans, maps, graphics, charts and tables that have been used in the management of The COR. Information would include active contacts and access to social media accounts.
- Development project management - Two primary developments are in process. COR 2 is the Sunwood retail plat and included McDonalds and Super America. The City will work with Landform to prepare a plan and bid package for COR 2 site improvements that need to be completed this year. COR 3, the North Commons residential plat, needs to have the plat completed and any outstanding change orders processed by Landform. Staff will work with Landform on the completion of this work and the transition to a City managed construction project. The Edgewood assisted living project contract has expired and the developer has indicated that it will not be renewed due to market conditions for that product.
- Environmental Review of COR (AUAR) - this work is being done under a separate services contract with Landform and is expected to be completed by June.
- All other work - Landform remains in the City's professional pool of engineering and planning consultant and can be contracted on an hourly basis as needed.
- Connexus utility box relocation cost - The City still needs to resolve payment of an outstanding \$18,000 bill for the relocation of a utility box during the Armstrong/Sunwood project.
- Land Sales - The HRA will need to discuss a land sales strategy for The COR. That is, does the City continue to market piece by piece, in large parcels, or try to market the entire development as is? There are different approaches (e.g., RFP process, brokers) for each strategy. Staff will respond to market inquiries on the land and will take the lead on putting development proposals together. Developers will be responsible for their own professional services such as engineering and planning for desired sites.
- Review Tax Increment financial projections and policy for The COR.

Recommendation:

Not applicable. Staff will continue with transition as outlined and based upon discussion.

Funding Source:

Not applicable.

Council Action:

Not applicable. No action necessary.

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

Reviewed By
Jo Thieling
Jo Thieling
Final Approval Date: 02/21/2013

Date
02/21/2013 12:35 PM
02/21/2013 12:35 PM
Started On: 02/21/2013 08:45 AM