

City of Ramsey
Agenda
Housing and Redevelopment Authority (HRA)
Regular Session
Tuesday, September 10, 2013
6:00 pm
City Council, 7550 Sunwood Drive NW

1. **Call to Order**
2. **Citizen Input**
3. **Approve Agenda**
4. **Approve Minutes**
5. **HRA Business**
 1. Adopt Resolution Approving Proposed 2014 HRA Levy
 2. Discuss Request for Proposals for Real Estate Broker Services
 3. Consider Sidewalk at North Commons Park
6. **Executive Director's Report**
 1. Executive Director's Report
7. **Commissioner Input**
8. **Adjournment**

HRA Regular Session

5. 1.

Meeting Date: 09/10/2013

By: Diana Lund, Finance

Information

Title:

Adopt Resolution Approving Proposed 2014 HRA Levy

Background:

Each “taxing authority” must certify its proposed property tax levy for payable 2014 to the County Auditor by September 16.

ANALYSIS:

On March 5, 2005 the City Council established a Housing and Redevelopment Authority (HRA). The bylaws state that the makeup of the HRA will be the Ramsey City Council.

For Budget Year 2013, staff is proposing a levy of \$207,802 (maximum allowable levy for 2014 payable is \$334,260). The final adopted 2013 HRA levy was \$187,268. A taxpayer home valued at \$200,000 would be paying \$25.39 if the 2014 proposed levy is adopted. The majority of the levy will be used for personnel costs and the city's share of maintenance costs of the parking ramp. The HRA budget does not include any funding for the COR area which is to be funded via land sales.

Another funding source that could be used to offset this levy would be the use of Anoka County HRA funds held on behalf of the city. A request for funding is currently into the Anoka County HRA and staff will know the outcome of this request prior to final adoption of the HRA levy in December.

Funding Source:

HRA budget is supported by the HRA tax levy, possible Anoka County HRA funds and future land sales in the COR area.

Action:

Motion by Commissioner _____ and seconded by Commissioner _____ to adopt Resolution #HRA-13-XXX authorizing the approval of the proposed 2014 HRA levy in the amount of \$207,802.

Attachments

HRA Resolution Adopting Proposed 2014 HRA Levy

Form Review

Inbox	Reviewed By	Date
Kurt Ulrich	Kurt Ulrich	09/05/2013 10:16 AM
Form Started By: Diana Lund		Started On: 08/28/2013 02:25 PM
	Final Approval Date: 09/05/2013	

Commissioner introduced the following resolution and moved for its adoption:

RESOLUTION #HRA-13-09-153

A RESOLUTION ESTABLISHING A HRA PROPERTY TAX LEVY PAYABLE IN 2014 UNDER MINNESOTA STATUTES CHAPTER 469

WHEREAS, on March 8, 2005, the Ramsey City Council adopted Resolution #05-03-072 to establish a Housing and Redevelopment Authority, in and for the City of Ramsey; and

WHEREAS, the proposed HRA budget for 2014 includes expenditures for staff, general liability, electric and maintenance of the city's share of the parking ramp.

WHEREAS, pursuant to Minnesota Statutes 469, the Housing and Redevelopment Authority has the power to establish a property tax levy as a funding source for qualifying activities; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY, IN AND FOR THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

1. That a HRA property tax, payable in 2014, be levied in the amount of \$207,802. The Statutory maximum levy allowed is \$334,260 (.0185% of total taxable market value of \$1,806,808,800).

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

and the following voted against the same:

and the following abstained:

and the following were absent:

whereupon said resolution was declared duly passed and adopted by the Housing and Redevelopment Authority Board of Commissioners this the 10th day of September, 2013.

Chairperson

ATTEST:

HRA Executive Director

Meeting Date: 09/10/2013

Submitted For: Kurt Ulrich

By: Jo Thieling, Administrative Services

Information

Title:

Discuss Request for Proposals for Real Estate Broker Services

Background:

Attached is a draft Request for Proposal (RFP) for Real Estate broker services to sell land that is owned by either the City or the HRA. The ten sites selected are primarily, single-user, "shovel-ready" sites. Only the four residential lots in COR 3, and the one commercial lot in COR 2 are located within The COR. The other sites are at various locations throughout the City, and include two sites (the adult book store and the Kiefer residence) that the City recently purchased with County HRA funds.

The City/HRA have an interest in selling these properties to free up capital for other uses. Proceeds from sales can be used toward achieving the City's "strategic infrastructure investment" outlined in the City's vision statement.

The RFP as proposed would seek to obtain the services of a professional real estate broker, under competitive terms, to sell any or all of these surplus parcels.

Observations/Alternatives:

The RFP for Broker Services is proposed as a way to efficiently market these selected properties. A professional brokerage listing (as proposed) would be for a period of six months. At the end of six months, the City/HRA can review results, and extend or terminate the listings.

The City is currently recruiting for an Economic Development Manager staff position. This position would be expected to take over many of the duties of a broker in this case, However, listing these properties would give these properties a several month jump to market, and take advantage of the advanced marketing connections that a broker would have to get these properties on the market. Some of these properties have been in the City's inventory for years without interest from potential buyers. The City has the alternative of listing all or none of these properties.

Recommendation:

It is recommended that the HRA discuss the merits of an RFP for brokerage services and consider any revisions prior to action. Importantly, final selection and approval of a brokerage agreement will need to come back for Council/HRA approval.

Funding Source:

No funding required.

Action:

It is recommended that the HRA consider the draft RFP, modify as desired, and direct staff to solicit RFPs for future board consideration.

Attachments

Form Review

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

Reviewed By
Kurt Ulrich
Jo Thieling

Final Approval Date: 09/05/2013

Date
09/05/2013 04:09 PM
09/05/2013 04:15 PM
Started On: 09/05/2013 10:09 AM

City of Ramsey, Minnesota

REQUEST FOR PROPOSALS REAL ESTATE BROKER SERVICES:

Sale of real property owned by the City of Ramsey

OVERVIEW

The City of Ramsey Housing and Redevelopment Authority (HRA) is seeking proposals from real estate brokers/firms to sell real property located within the corporate limits of Ramsey. It is the intent of this Request for Proposal (RFP) to have the successful broker/firm, enter into a Professional Services Contract with the HRA to supply real estate services as outlined herein.

BACKGROUND

The City of Ramsey was incorporated as a City in 1974. The City operates under the Mayor-Council form of government with an elected Mayor and City Council appointing a full-time City Administrator. The City's population is approximately 24,000.

AVAILABLE LAND

The following properties are owned by the City of Ramsey; and, are raw/vacant land. For detailed information, please review appendix.

Summary, Table: 1

ID#	Address	PID	Acres	Zoning	Type
1.	5195 142 nd Ave NW	253225430043	1.01	B1 Biz Dist.	Commercial
2.	6710 Highway 10 NW	343225130005	1.23	B2 Biz Dist.	Commercial
3.	Lot 3, Blk 1, COR 2	NA (new plat)	1.51	COR Retail	Commercial
4.	6590 141 st Ave NW	273225440003	1.00	E1 Employ.	Industrial
5.	14165 Ramsey Blvd.	273225330006	4.14	E2 Employ.	Industrial
6.	Lot 2, Blk 2, Gateway	NA (not platted)	1.24	E2 Employ.	Industrial
7.	Lots 1-4, Blk 2, COR 3	NA (not assign.)	0.21 (each)	R1 COR	Single Fam. Residential
8.	Lot 9, Blk 2, Winsorwood	NA (not assign.)	3.10	R1 Rural	Single Fam. Residential
9.	6203 Rivlyn Ave NW	353225310018	0.34	R1 MUSA	Single Fam. Residential
10.	Outlot A, Alpha Plat	NA (not assign.)	4.00	R1 MUSA	Single Fam. Residential

PROPOSAL OVERVIEW:

The following information must accompany your proposal:

Provide a cover letter indicating your interest in serving as the City/HRA's real estate agent/firm to sell land in the City of Ramsey (check all that apply):

_____ Residential
_____ Commercial
_____ Industrial

Back-up information should be provided including:

1. **BACKGROUND INFORMATION:** For example, list years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.
2. **EXPERIENCE SUMMARY:** Describe experience your firm or organization has in pertinent real estate experience (minimum five years previous experience with proven effectiveness).
3. **MARKETING METHODS:** Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the site to a national and global marketplace.
4. **ADDITIONAL SERVICES:** Describe additional relevant/unique services offered through your firm.
5. **FEE SCHEDULE:**
 - a. State your commission rate for listing and selling of properties.
 - b. State your proposed method of compensation for representing the City/HRA in negotiations for purchasing properties.
 - c. State any other costs the City/HRA may anticipate relating to the real estate services to be provided.
 - d. The quoted fees shall be valid for a minimum of 60 days.
6. **REFERENCES:** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

GENERAL INSTRUCTIONS

1. The proposal must be submitted in a sealed envelope marked “**Real Estate Broker Services**” to the City Clerk’s office, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303 on or before 3:00 p.m. on October 14, 2013 at which time they will be publically opened and read. The proposals will then be forwarded to a Selection Committee established by the City of Ramsey. The Selection Committee will review the proposals and develop a list of finalists to interview. *The Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified.*
2. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
3. The City of Ramsey reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the City of Ramsey. All proposals, plans, and other documents submitted shall become the property of the City of Ramsey. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
4. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the City of Ramsey, if any.
5. All questions may be directed to the following contact person: Kurt Ulrich, City Administrator, Phone (763) 433-9845, Fax (763) 433-9898, Email kulrich@ci.ramsey.mn.us.

SCOPE OF SERVICES

The successful firm shall agree to contract with the City/HRA to provide the following:

- Develop strategies for sale of designated City-owned properties (such as conducting a study of comparable properties);
- Develop marketing materials (electronic and/or hard copy) to advertise sites for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the City/HRA on an agreed upon frequency;
- Advise the City/HRA related to strategies to promote and sell the designated sites. Public presentations may be required.
- Participate in site tours of City/HRA-owned property that is for sale for potential buyers;
- Analyze offers from potential buyers and advise the City/HRA with respect to negotiations;
- Represent the City/HRA in negotiations with a prospective buyer from the time of offer until closing;
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions.

REQUIREMENTS

Respondents to the RFP shall have the following qualifications:

1. Must be licensed and in good standing with the State of Minnesota to sell real estate.
2. Must have an excellent reputation in the real estate community.
3. Must be knowledgeable in the regional real estate market and should have experience with similar properties.

TERM OF CONTRACT

The contract period for the successful agent/firm will be six months from date of award. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the agent/firm and the City of Ramsey. Alternate contract periods may be considered.

EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City/HRA to award a contract. The City/HRA reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

SELECTION CRITERIA

Selection of a broker/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications and references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region;
4. Regional reputation;
5. Fee schedule; and
6. Willingness to think “outside the box” and present innovative ideas for marketing the specific City/HRA-owned properties designated for sale.

ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change the original proposal submitted. Interviews are optional and may or may not be conducted.

If an interview is conducted, it is essential that the consultant’s personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview. A recommendation of the selected consultant will be made to the Ramsey City Council/HRA. The selected consultant and City of Ramsey representatives will negotiate a mutually acceptable contract. The negotiated contract shall be approved by the Ramsey City Council and HRA

Meeting Date: 09/10/2013**By:** Kurt Ulrich, Administrative Services

Information**Title:**

Consider Sidewalk at North Commons Park

Background:

The HRA approved the platting and the installation of improvements (i.e., sewer, water, and concrete work) for four single-family lots located on the Northwest corner of the North Commons Park (located at the corner of 147th Lane NW and Zeolite Street). The improvements have now been made to the lots and the final plat is being prepared to allow sale of these lots. Improvements have also been made to the adjacent North Commons Park, which include a playground structure, play area, grading and landscaping.

The residential lot development includes a concrete sidewalk that runs the length of the four residential properties, but ends at the boundary to the park, far short of the designated play ground area. Staff believes that the proper way to finish this project is to complete the sidewalk connection to the park to provide safe and convenient access for park users.

Notification:**Observations/Alternatives:**

Staff received a quote from the contractor currently on the site to construct sidewalk on the west and south street frontages along the North Commons Park, as follows:

606 LF of 4' by 6' sidewalk \$17,150.00
2 pedestrian ramps \$2000.00
Total \$19,150.00

This construction will connect to existing sidewalks on 147th Lane NW and to the proposed sidewalks on the newly developed residential lots along Zeolite. If these connections are not made, the two ends of the sidewalk would end in an open field, requiring users to go across the field, or onto the street at these points.

The sidewalk in front of the four homes has not yet been constructed, and could be eliminated or delayed under the "no build" alternative. The advantage is that the sidewalk would not dead-end if the park sidewalk is not built, but a disadvantage is that it will be more difficult to install a sidewalk once residents have moved into those homes.

Another option is to connect the two sidewalk segments with an off-road bituminous trail. This option would provide the desired connection, is less expensive, and could be completed by City crews this fall. However, the bituminous trail is less permanent than a concrete sidewalk, and would be a variance to our typical development standard of a four-foot concrete sidewalk to match the existing neighborhoods.

Recommendation:

It is recommended that the additional sidewalk be installed along North Commons Park to connect with the sidewalk on 147th Lane and Zeolite Street.

Funding Source:

The project cost is \$19,150 and it is recommended that the cost be paid half by the HRA from land proceeds of COR 3 (the four park lots) and half from the City Park Trust Fund.

Action:

Motion to authorize an estimated expenditure of \$19,150 for the installation of sidewalks at North Commons Park, along the 147th Lane NW and Zeolite Street frontages.

Attachments

North Commons
Site Location Map

Form Review

Inbox	Reviewed By	Date
Jo Thieling	Jo Thieling	09/05/2013 03:29 PM
Kurt Ulrich (Originator)	Jo Thieling	09/05/2013 03:39 PM
Form Started By: Kurt Ulrich		Started On: 09/05/2013 12:56 PM
	Final Approval Date: 09/05/2013	



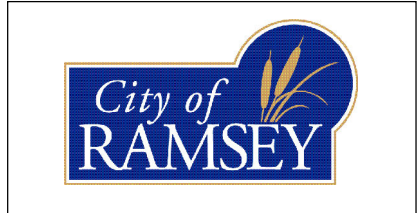
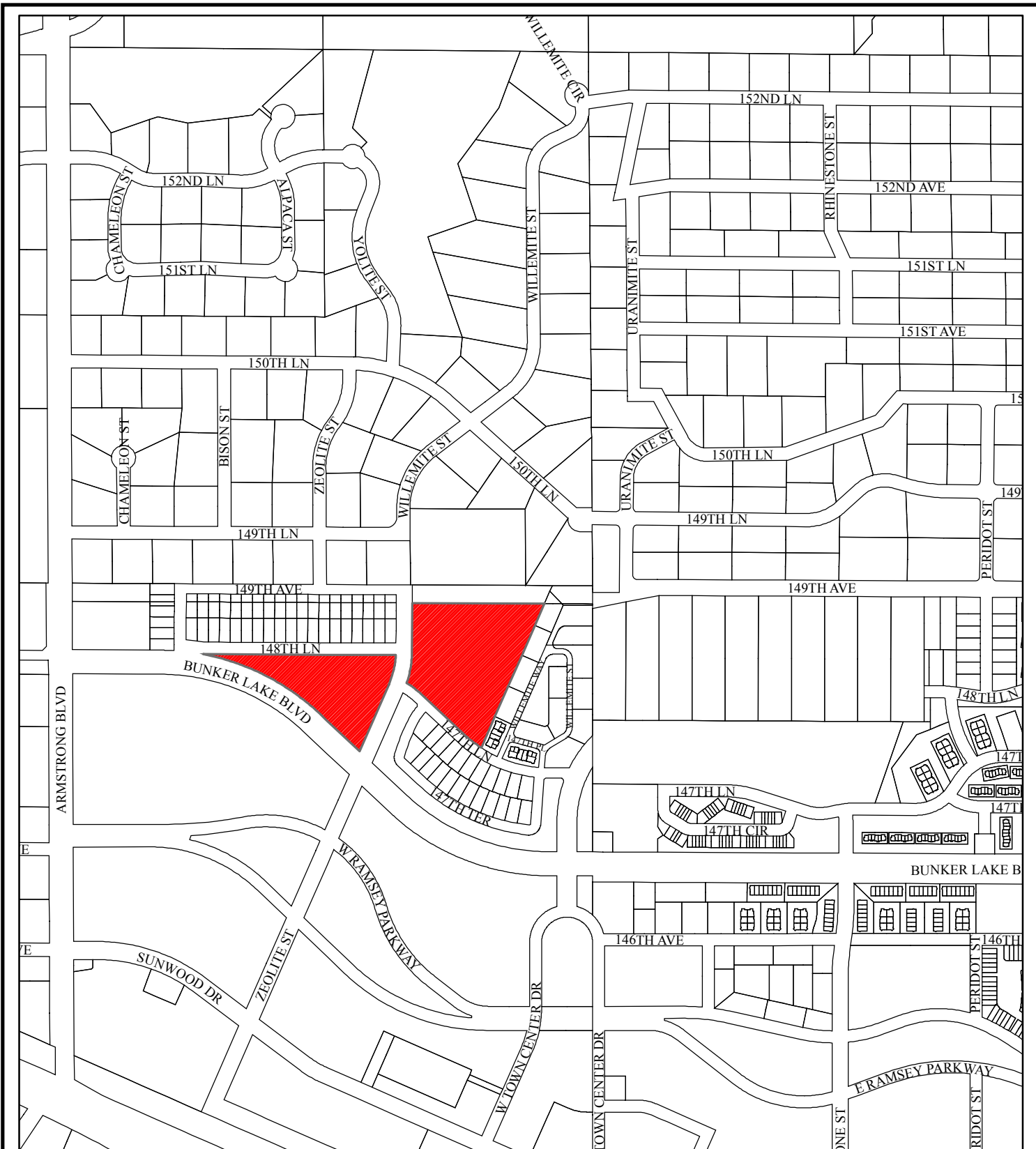
North Commons Improvements

2012 Initial Phase Improvements:

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

Phase II Improvements:

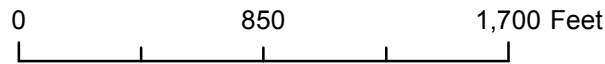
- Trails / Boardwalks
- Playground
- Dog Park
- Parking



COR THREE

Legend

- Site
- Parcels



Meeting Date: 09/10/2013

Submitted For: Kurt Ulrich

By: Jo Thieling, Administrative Services

Information

Title:

Executive Director's Report

Background:

Stockpile of Dirt - COR 2

Staff has been asked about the stockpile of dirt on the COR 2 (just south of the McDonald's site) site in regard to why it is there and what is planned for it. The contractor was requested by the City (Landform) to haul and stockpile up to 500 cubic yards of fill material from the Lake Ramsey site onto the COR TWO/Sunwood Retail site to be used for final development of the site. The contractor, North Pine Aggregate, estimated the quantity of the fill material they hauled and stockpiled on the Sunwood Retail site to be 500 - 800 cubic yards based on visual observation. Staff estimates that the actual stockpiled quantity was approximately 1,200 cubic yards. Most of this material will be needed on site to complete the ultimate development, however, there will clearly be some excess.

Staff has received negative feedback over the last month or more from the businesses south of the stockpile regarding the visual obstruction of their businesses from Armstrong Boulevard created by the stockpile. Since the city doesn't own a dozer we can't just knock the stockpile down, and since we know there will be some excess material, we have already moved some of it to the Public Works site using city equipment and staff.

Currently, we estimate that roughly 500 - 800 cubic yards of fill material will be needed to backfill the temporary storm water pond after the underground storm water storage system is installed, and to fully develop the site. Approximately 1,000 cubic yards of material remains on site and the height of the stockpile has not changed, so it still blocks the view of the businesses. Since we are not able to knock the pile down with City equipment, staff contacted Sauter and Sons Excavating to see what it would cost for them to knock the pile down as flat as possible within the current silt fence area. It is estimated that this would result in the stockpile being roughly 7 - 8 feet high overall. To pay the contractor to mobilize equipment to the site and to spread the stockpiled material over the area encumbered by the silt fence is estimated to be about \$3,000. However, Sauter and Sons said they would be willing to do this work in exchange for 200 cubic yards of the stockpiled fill material, which would leave approximately 800 cubic yards for our use as previously noted. Any excess could then be hauled off site after the site is developed.

The value of the trade-out of the 200 CY's of a similar sandy fill material is about \$6.50 / CY = \$1,300. Consequently, we recommend exchanging 200 CY of fill for the dirt work to level the pile to about 7-8 across the current enclosed silt fence area.

Notification:

Observations/Alternatives:

Recommendation:

Funding Source:

Not applicable.

Action:

Consensus to proceed as outlined above.

Inbox
Kurt Ulrich

Form Started By: Jo Thieling

Reviewed By
Kurt Ulrich

Final Approval Date: 09/05/2013

Date

09/05/2013 04:13 PM

Started On: 09/05/2013 03:30 PM