

**ECONOMIC DEVELOPMENT AUTHORITY  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The City of Ramsey Economic Development Authority (EDA) conducted a regular meeting on Thursday, October 9, 2014, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jim Steffen  
                          Member Philip Brunt  
                          Member Glen Hardin  
                          Member John LeTourneau  
                          Member Wayne Skaff  
                          Member Kristine Williams

Members Absent:     Member Chris Riley

Also Present:        Patrick Brama, Economic Development Manager  
                          Tim Gladhill, Development Services Manager  
                          Kurt Ulrich, City Administrator

**1.     CALL TO ORDER**

Chairperson Steffen called the Economic Development Authority meeting to order at 7:30 a.m.

**2.     APPROVE AGENDA**

No changes

Motion by Member Skaff, seconded by Member Williams, to approve the agenda.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Williams, Brunt, Hardin, and LeTourneau. Voting No: None. Absent: Member Riley.

**3.     APPROVE MINUTES**

**3.01:   Approve Meeting Minutes Dated August 14, 2014**

Motion by Member Skaff, seconded by Member Brunt, to approve the August 14, 2014, minutes as presented.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Brunt, Hardin, LeTourneau, and Williams. Voting No: None. Absent: Member Riley.

**4.     EDA BUSINESS**

#### **4.01: Future Business Park Update and Review Proposed RFQ**

Economic Development Manager Brama updated the Commission on the future business park and proposed RFQ.

In regard to the Health Quest Property, Chairperson Steffen asked what type of uses people are looking to use it for.

Economic Development Manager Brama indicated someone is looking at the land for either a warehouse or manufacturing. He noted the building was not in good shape and would probably be razed.

In regard to the PDPI Property, Chairperson Steffen asked if this would be a required tear down or could the building be used.

Economic Development Manager Brama thought the building could be used but was not positive.

Member LeTourneau wondered if the 6590 parcel is large enough to use or would it need to be combined with another property.

Economic Development Manager Brama indicated it could be used without combining with another property but combined could hold a larger building and they are looking at this as an option.

Economic Development Manager Brama continued updating the Commission on the future business park parcels.

In regard to St. Katherine Drexel, Member LeTourneau wondered why this did not come to the EDA first before the City Council so the EDA would have the due diligence.

Economic Development Manager Brama stated the issue is timing and the technical information is not ready to discuss right now. St. Katherine would like to get before the City Council as soon as possible.

City Administrator Ulrich stated a part of this includes a park piece and the deal is set up as a land swap and the City Council needs to decide if they want to expand Central Park or not.

Chairperson Steffen asked if the land values were close to each other.

Economic Development Manager Brama stated initial analysis was done and it is not an acre-to-acre value.

City Administrator Ulrich stated the swap has to be a value-to-value exchange, not an acre-to-acre exchange and an appraisal needs to be done to determine the value.

Member Hardin wondered if they needed land at Central Park at this point.

Economic Development Manager Brama indicated this needed to be determined.

Development Services Manager Gladhill stated they do need some additional parkland in order to allow for more parking.

Member LeTourneau complimented staff in regard to Prospect Root Beer. He noted option three in the report was originally option one and he wanted to commend staff for bringing the prospect back to the City.

Economic Development Manager Brama indicated the future business park is currently being rezoned and there are opportunities for improvement. The City of Ramsey is seeking quotes for the completion of a traffic impact study, feasibility report, and preliminary design of infrastructure improvements located within the City's future business park.

Chairperson Steffen thought this was well done and indicated they needed to get this information to continue the process. He thought this was a necessary first step.

Member LeTourneau stated they have done business parks before and wondered if they have looked at the process in order to move forward.

Economic Development Manager Brama stated this will be looked at as part of the process.

Member LeTourneau wondered if there was any discussion about being the property owner as well.

Economic Development Manager Brama believed this was discussed in concept but not detail. Staff received direction from the City Council to reduce City land so the City stops being a developer. He thought this should be discussed to see if the City does want to get out of development.

Member LeTourneau thought that was a good idea.

Chairperson Steffen asked what the timeline will be.

Economic Development Manager Brama indicated the timeline will be fluid depending on how fast they can get this before the EDA.

Chairperson Steffen thought if the project is ninety percent done, the EDA did not need to review this again and thought staff should move forward with due diligence.

Member Skaff agreed.

#### **4.02: Review EDA Dashboard**

Economic Development Director Brama presented the staff report and reviewed the EDA funds, assets and other financial resources with the EDA.

Chairperson Steffen thought the dashboard was a good idea.

#### **4.03: Annual Fall Networking Event**

Economic Development Manager Brama provided an update on the 2014 Business Networking Event taking place on Thursday, November 13.

Chairperson Steffen wondered if CBRE was speaking.

Economic Development Manager Brama stated he would contact them to see if they are available to speak.

Member LeTourneau wondered if the Mayor was invited to attend to say a few words.

Economic Development Manager Brama indicated she wanted to come and talk.

City Administrator Ulrich indicated it looks like the Mayor will not be at the event but they could ask Acting Mayor Backous to come and speak if the EDA would like.

#### **4.04: Initial Review of EDA Workplan**

Economic Development Manager Brama presented the staff report and asked for EDA comments and high-level input.

Chairperson Steffen asked if comments and general discussion would help staff plan the 2015 work plan.

Economic Development Manager Brama indicated that would be helpful. He suggested they put together a work plan that would follow the Council's strategic plan. This would help the EDA track the progress.

Chairperson Steffen asked if they still wanted to put the items into different priorities.

Economic Development Manager Brama thought there was not a real need for this.

Member Williams asked if the HRA has similar types of plans or goals and should the EDA be looking at including the HRA work plan into the EDA work plan.

Economic Development Manager Brama indicated he was not aware of any HRA work plans but would look into it.

City Administrator Ulrich stated the HRA does have tasks and can be incorporated into the EDA work plan.

Chairperson Steffen noted the HRA priorities will become the EDA priorities.

City Administrator Ulrich indicated that was correct.

**4.05: Preview HRA Case: Consider Purchase Agreement from PSD LLC for HRA Owner Land with the COR**

Economic Development Manager Brama presented the staff report to the EDA.

Member LeTourneau wondered if the expectation was once the HRA was closed, if there were any additional changes it would come before the EDA and then the City Council.

Economic Development Manager Brama thought that was correct but he would check on this.

Member LeTourneau wondered what the Consensus was of the EDA of being involved.

Chairperson Steffen thought it was their job to be involved.

Members Skaff and Brunt agreed.

Chairperson Steffen indicated on the original Purchase Agreement (PA) staff stated the timeline was aggressive and that some of the contingencies around permitted use and zoning were impossible to meet so he wondered why they signed the document.

Economic Development Manager Brama stated the contingency was vague and the buyer had the ability to waive that contingency and could have closed but they were not comfortable with it so the project did not close.

Member Brunt asked to be excused from the rest of the meeting because of a time conflict. Member Brunt left the meeting at 8:43 a.m.

Development Services Manager Gladhill stated part of that is not just the City going through its process, they need plans to review, which staff does not have.

Member Hardin asked what the potential use concept is.

Development Services Manager Gladhill reviewed what the plan appeared to look like.

Member Skaff wondered where the initial development placement will be.

Development Services Manager Gladhill stated the two phases will be facing Ramsey Parkway and the third phase will be behind the first two phases, not along the Parkway.

Member Steffen asked if there was any sketch plan.

Development Services Manager Gladhill stated at this point there is not a lot of detail but there is a preliminary sketch plan in the packet. Staff reviewed with the EDA the design of the preliminary sketch plan.

Economic Development Manager Brama indicated the PA does not have any build dates and if the EDA wants them included it should be done before the PA is signed.

Member Williams thought development of this land could take twenty to thirty years and she would hate to sell the land to a developer and have it sit there unoccupied.

Chairperson Steffen wondered why the City would not put a timeline around phase one. He thought this could be put into the agreement.

Member LeTourneau stated the Council was more concerned with selling land and let the economy drive the development.

Member Skaff wondered what kind of requirements can be put into an agreement.

Member Williams stated there are lots of potential ways to do this. She reviewed different options.

City Administrator Ulrich stated they have put provisions in a number of different agreements before and one can be added to this agreement if the EDA elects.

Chairperson Steffen asked if the development agreement is always different from the PA.

Member LeTourneau indicated he was not sure.

Development Services Manager Gladhill reviewed the City process with the EDA.

Member Hardin indicated the PA could have a number of contingencies written into it and he liked the idea of the City holding onto the parcel until each phase is ready to be developed.

Economic Development Manager Brama wondered if there was a majority of the EDA concerned with the PA without contingencies.

Member Hardin indicated he would like to see it addressed with this PA agreement.

Chairperson Steffen wondered if there was language that could be put into the PA for contingencies.

City Administrator Ulrich discussed some wording with the EDA that could be placed in the PA.

Chairperson Steffen thought it was worth asking if a time contingency could be placed on the PA.

City Administrator Ulrich stated the City was more concerned with getting the property back on the tax role and making a clean sale without contingencies of development.

Member Skaff stated he would be uncomfortable putting something into the agreement this late in the phase.

Chairperson Steffen thought they should leave this as is without adding anything to the agreement.

Member Skaff agreed.

#### **4.06: Consider a Recommendation on a Resolution #14-10-204 Supporting the Highway 10 Access Planning Study Initiated by the Minnesota Department of Transportation**

Development Services Manager Gladhill presented the staff report and indicated the EDA is requested to consider a recommendation on a Resolution of Support of the Highway 10 Access Planning Study requested by the Minnesota Department of Transportation (Mn/DOT).

City Administrator Ulrich stated there was a meeting with Mn/DOT and they indicated they are going to move ahead and approve the plan that will help improve traffic on Highway 10.

Development Services Manager Gladhill stated one of the key pieces of this study is there is a letter of support from the Met Council and Mn/DOT, which opens up a lot of funding opportunities.

Member LeTourneau thought this was a great work through or accommodations.

Motion by Member Skaff, seconded by Member Williams, to recommend to City Council adoption of Resolution #14-10-204 supporting the Highway 10 Access Planning Study with the needed areas of further analysis identified within said resolution.

Motion carried. Voting Yes: Chairperson Steffen, Members Skaff, Williams, Hardin, and LeTourneau. Voting No: None. Absent: Members Brunt and Riley.

#### **5. MEMBER / STAFF UPDATE**

There was none.

#### **6. ADJOURNMENT**

Motion by Member Steffen, seconded by Member LeTourneau, to adjourn the meeting.

Motion carried. Voting Yes: Chairperson Steffen, Members LeTourneau, Skaff, Hardin, and Williams. Voting No: None. Absent: Members Brunt and Riley.

The regular meeting of the Economic Development Authority adjourned at 9:30 a.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Patrick Brama  
Economic Development Manager

Draft by Sue Osbeck  
*TimeSaver Off Site Secretarial, Inc.*