

**City of Ramsey**  
**Agenda**  
**Economic Development Authority (EDA)**  
**Thursday March 5, 2015**  
**7:30 am**  
**The COR Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
  1. Approve the Following Meeting Minutes:
    - 1) EDA Regular Meeting - February 5, 2015
- 4. EDA Business**
  1. Authorize Professional Services and Review Updates Related to the Future Ramsey Business Park
  2. Joint EDA and City Council Meeting (set agenda and date)
- 5. Member/Staff Input**
  1. Staff Updates
- 6. Adjournment**

**Economic Development Authority (EDA)**

**3. 1.**

**Meeting Date:** 03/05/2015

**By:** Kathy Schmitz, Administrative Services

---

**Title:**

Approve the Following Meeting Minutes:

- 1) EDA Regular Meeting - February 5, 2015

**Purpose/Background:**

Purpose: The purpose is to approve the meeting minutes for the EDA meeting held the prior month.

Background: The meeting minutes are attached for review and approval.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

Motion to approve the following EDA meeting minutes:

- 1) EDA Regular Meeting - February 5, 2015
- 

**Attachments**

EDA Mts

---

**Form Review**

Form Started By: Jo Thieling  
Final Approval Date: 02/13/2015

Started On: 02/13/2015 02:32 PM

**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, February 5, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Jim Steffen  
                          Member Glen Hardin  
                          Member Chris Riley  
                          Member Wayne Skaff  
                          Member Kristine Williams

Members Absent:     Member Philip Brunt

Also Present:         Patrick Brama, Asst. City Administrator/Economic Development 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**

There were no changes.

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

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

**3.     APPROVE MINUTES**

**3.01:   Approve Meeting Minutes Dated January 8, 2015**

It was noted on page five, it should state, "...if it goes well..."

Motion by Chairperson Steffen, seconded by Member Hardin, to approve the January 8, 2015, minutes as presented.

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

#### **4. EDA BUSINESS**

##### **4.01: 2015 Annual EDA Business Expo**

Economic Development Manager/Assistant City Administrator Brama presented the staff report.

Member Skaff stated that the event does work and noted that he built a patio in his backyard which arose from discussions with a vendor at the event. He stated that perhaps the fee to join the event should be \$50 for Ramsey businesses and \$65 for those outside of Ramsey.

Chairperson Steffen questioned if vendors have been turned away from the event and whether the fee has ever been raised.

Economic Development Manager/Assistant City Administrator Brama stated that they do not turn away Ramsey businesses but they do turn away approximately 10 potential vendors/crafters each year. He stated that the fee had not been raised in the past three years but acknowledged that an increased budget could assist in marketing efforts.

Chairperson Steffen believed that increase to \$50/\$65 would be fair. He questioned if BOB FM had been brought in to increase marketing.

Economic Development Manager/Assistant City Administrator Brama confirmed that staff could reach out to BOB FM for the event.

Chairperson Steffen stated that perhaps "fifth annual" or whatever the year may be should be included on the event marketing.

##### **4.02: Review Future Business Park RFQ and Updates**

Economic Development Manager/Assistant City Administrator Brama presented the staff report. He reviewed the recommendation from staff for the EDA to narrow the two finalists down to one and noted that staff is recommending to choose Bolton and Menk. He stated that both groups are qualified but noted that Bolton and Menk stood out because of the amount of background information they gathered and the detailed information they provided. He noted that Bolton and Menk also have a lot of in house experts while the other candidate would have to go outside of their company to receive that expertise.

Chairperson Steffen questioned where the range of 40 to 60 percent sharing for the landowners was derived from.

Economic Development Manager/Assistant City Administrator Brama advised that calculation was taken from another road improvement project along Bunker Lake Boulevard.

Chairperson Steffen stated that perhaps one third from each of the three landowners would make sense. He questioned if a train track study had been conducted with any of the other tenants in the area such as the VA.

City Administrator Ulrich was not aware of a study that has been done but noted that the study would be completed to ensure that there would not be interference for precision manufacturing.

Economic Development Manager/Assistant City Administrator Brama described the study that would be completed, noting that it would most likely start by comparing other communities to determine if precision manufacturing businesses are located near train tracks in other communities, rather than a scientific measurement of ground vibrations.

Member Skaff questioned if the City would be involved in the selling of the parcels.

Economic Development Manager/Assistant City Administrator Brama confirmed that once the numbers are known it would be possible to determine if assistance could be provided by the City.

Member Riley stated that he would not like to see the City purchase land and act as the developer. He believed that the City has a role in the process but did not want to see the City act as developer. He questioned if this process is helping the City to determine if this would be economical and if this idea could move forward.

Economic Development Manager/Assistant City Administrator Brama agreed that this cost information is integral in the process and will assist in discussions with developers.

Member Riley stated the two major land owners should share the cost in thirds as this is their land to develop.

Member Hardin stated that there has been a history between the City and Hakanson Anderson and questioned if there was a clear difference between the two proposals.

Economic Development Manager/Assistant City Administrator Brama confirmed that Bolton and Menk really stood out because of the level of detail provided. He stated that this process will take a lot of back and forth between staff and the consultant and staff was confident that Bolton and Menk would be the best choice.

Member Riley referenced the potential funding and did not believe the EDA Revolving Loan Fund should be used.

Chairperson Steffen agreed that the EDA Revolving Loan Fund is meant for businesses to use and not the City to use.

Member Hardin questioned if the EDA Revolving Loan Fund were to be used, would the portion paid back by the landowners then become unrestricted.

Economic Development Manager/Assistant City Administrator Brama believed that may be the case but was unsure and stated that he would verify whether that would be correct.

Member Riley stated that there is a sufficient balance in the EDA Fund and believed that should be used.

Economic Development Manager/Assistant City Administrator Brama verified that he would follow up to determine the ratio of restricted to unrestricted funds.

Chairperson Steffen stated that he would abstain from the vote because he has ties to both companies.

Motion by Member Skaff, seconded by Member Hardin, to recommend approval of Bolton and Menk.

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

**4.03: Consider Purchase Agreement with WESTCO Properties LLC (portions may be closed to the public)**

Economic Development Manager/Assistant City Administrator Brama presented the staff report. He reviewed the net proceeds and noted that the amount included in the packet is slightly different and would be closer to \$77,000, after commission and payment to the County is made. He stated that the potential buyer has been great to work with and the City has experience working with Restore 24 in past projects. He stated that Mr. West is proposing a subgrade loading dock and staff has mentioned that the elevation of existing stormwater facilities is somewhat high and therefore that dock would have trouble draining and there would be additional cost incurred to move forward with that option.

Chairperson Steffen stated that this will give the opportunity for an existing Ramsey business that is successful to become more successful directly across the street from his current location.

Member Hardin referenced if the issue discussed the previous month regarding the PCA and the land south of the landfill and questioned if that would have an impact on this site.

Economic Development Manager/Assistant City Administrator Brama confirmed that would not have an impact on this site.

Member Hardin questioned if there were existing surveys on this property and questioned if the policy of the City is to fund a survey for City owned property.

Economic Development Manager/Assistant City Administrator Brama stated that it is his understanding that there is not a survey that has been done on this property. He confirmed that the policy for City owned land does include a provision in which the City will provide a basic survey of the land.

Member Williams questioned if the net proceed figure of \$77,000 included the survey cost.

Economic Development Manager/Assistant City Administrator Brama confirmed that the survey cost was not included in that figure and noted the survey cost could range from \$2,000 to \$3,000. He confirmed that title work, the survey cost and closing costs were not included in the proceeds and believed the net proceed figure would be closer to \$70,000.

Member Riley commented that this is a great case and would love to see more of these in the future.

Member Williams referenced the language used regarding environmental testing and expressed concern with the language used. She believed that perimeters should be placed on the type of testing that could be completed.

Economic Development Manager/Assistant City Administrator Brama agreed that additional language could be placed into the document that would address that concern. He also confirmed that staff would work with CBRE to draft a standard purchase agreement that could be used by the City moving forward.

Motion by Chairperson Steffen, seconded by Member Skaff, to recommend to the City Council approval of the purchase agreement with WESTCO Properties LLC for .95 acres of City owned land located at 6590 141<sup>st</sup> Avenue NW, contingent upon final review and amendments from the City Attorney.

Further discussion: Member Williams referenced the timeline and proposed closing date and questioned if that timeline would be sufficient.

Economic Development Manager/Assistant City Administrator Brama confirmed there would be sufficient time. He noted that if the closing date were to be pushed back the earnest money would become hard.

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

Economic Development Manager/Assistant City Administrator Brama indicated he will review the next steps for this process with the City Attorney as well as develop a boiler plate purchase agreement.

## **5. MEMBER / STAFF INPUT**

The EDA reviewed the Staff Update.

### **5.01: Updates**

Economic Development Manager/Assistant City Administrator Brama provided an update regarding the residential property adjacent to City Hall, referencing City loans that were provided. He stated that F & C is in the process of refinancing their property and will then pay back the large loan to the City of \$7,000,000 and the small loan of \$1,500,000. He stated that

with those loans paid off the City will no longer have risk in the project. He advised that the City Council will review amendments to agreements related to that issue the following Tuesday. He also provided an update regarding the City's four active purchase agreements, soon to become five, noting that the due diligence of the buyers has been ongoing and has not stalled. He stated that it appears that all projects are moving forward and believed that closings would occur beginning in April and ending in June. He stated that if all of those move forward 2015 could be a good year for the City. He confirmed that the Dollar General agreement has been terminated.

City Administrator Ulrich stated that their concern was access to the property. He reported that the Highway 10 Subcommittee will meet tonight with the consultant and a potential extension of that consultant agreement will come before the Council the following week. He stated that there is also a County Working Group for Highway 10 that the City has been participating in on a monthly basis. He advised of additional funds that may be available to the City because of the issue of rail separation. He stated that the Council reviewed the issue regarding the land south of the landfill and chose not to move forward with an industrial park in that area. He advised that the Council did approve a sewer and water connection to the City of Anoka on the far east boundary, through a Joint Powers Agreement. He stated that the City is working with Elk River to reconstruct Jarvis Street, which is on the boundary of the two cities and will provide an alternative route and whistle free zone for those residents in that area. He noted that with this project the City will become a whistle free zone.

Chairperson Steffen questioned the timeline for obtaining a new Member for the EDA.

City Administrator Ulrich stated that appointments will be made by April 1<sup>st</sup>.

Member Williams questioned if there will be discussion on moving this meeting to the first Thursday of the month.

Economic Development Manager/Assistant City Administrator Brama agreed that staff would recommend that the meeting be moved to the first Thursday of the month which would allow potential purchase agreements to move to the Council the following week. He confirmed that the date change could become effective March 5<sup>th</sup>.

It was the consensus of the EDA to change the meeting date to the first Thursday of the month.

## **6. ADJOURNMENT**

Motion by Member Skaff, seconded by Member Hardin, to adjourn the meeting.

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

The regular meeting of the Economic Development Authority adjourned at 8:54 a.m.

Respectfully submitted,

---

Kurtis G. Ulrich  
City Administrator

ATTEST:

---

Patrick Brama  
Asst. City Administrator/Economic Development Manager

Draft by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

**Economic Development Authority (EDA)**

**4. 1.**

**Meeting Date:** 03/05/2015

**Submitted For:** Patrick Brama, Administrative Services

**By:** Patrick Brama, Administrative Services

---

**Title:**

Authorize Professional Services and Review Updates Related to the Future Ramsey Business Park

**Purpose/Background:**

**PURPOSE:**

1. Consider authorizing work outlined in the attached RFQ (also see Bolton & Menk proposal)
2. Review Business Park Preliminary Analysis from Mike Mulrooney (effect of train tracks, business park target market)
3. Review draft cost-share model agreement for professional services outlined in RFQ

**BACKGROUND:**

Attached to this case is background information on the (A) the future business park, (B) EDA direction related to the Future Business Park, and (C) the RFQ for professional services.

*Scope of RFQ Services:*

*Completion of a traffic impact study, feasibility report, and preliminary design layout of infrastructure improvements associated with the City's future business park. Improvements would be limited to (1) Bunker Lake Boulevard, between Armstrong Boulevard and Puma Street; and, (2) Puma Street, between Bunker Lake Boulevard and Alpine Drive; see Appendix of the attached RFQ for details.*

**Notification:**

NA

**Observations/Alternatives:**

**OUTSTANDING ITEMS:**

**(1)** Analyze effect of nearby train tracks on potential business park users. Identify who the "target market" is for the City's future business park. Will our target market conflict with the nearby train tracks? Will our target market have a demand for the proposed new future business park (i.e. confirm this location is market relevant)?

*This work has been completed and is attached to this case. Mike Mulrooney will provide a presentation to the EDA.*

**(2)** Are the two major benefiting property owners willing to share in the cost of the traffic impact study, feasibility report, and preliminary design layout of infrastructure improvements?

*Attached to this case is a draft agreement developed by the City Attorney. Staff is currently reviewing this agreement with benefiting property owners. Amendments from the EDA are welcomed.*

**Funding Source:**

The EDA may recall, the City sold a piece of property to Diamond Graphics in 2013. Land proceeds from that sale were deposited into a "TIF Account" (specifically, TIF Account #1). Land proceeds were \$407,876. Since 2013, the City spent \$91,300 of TIF Account #1 dollars on burying Connexus electrical services in the future business park area. As a result, the EDA has a balance of \$316,576 to work with. Staff recommends TIF Account #1 dollars be utilized for this work (and potentially future work on the business park). This strategy will allow the EDA's other (less

restricted) funding sources to remain in play for future projects. Attached is the EDA budget dashboard.

**Recommendation:**

**Authorize:**

(1) Bolton and Menk to complete the work outlined in the attached proposal (\$38,860 proposal price, TIF Account #1 Funding Source); and forward to the Council for final approval.

(2) Staff to finalize the attached cost share agreement with Hageman Holdings and Pearson Properties for work outlined in the attached proposal; and forward the Council for final approval.

**Action:**

MOTION TO...

(1) Recommend the City Council Authorize Bolton & Menk to complete the work outlined in the attached feasibility study proposal(\$38,860 proposal price, TIF Account #1 Funding Source).

-and-

(2) Recommend the City Council adopt and execute the attached cost share agreement with Hageman Holdings and Pearson Properties for work outlined in the attached feasibility study proposal.

---

**Attachments**

RFQ Response (Bolton and Menk)

RFQ

Draft Cost Share Agreement

Preliminary Analysis (ACG)

EDA Dashboard

Background (Future Business Park)

Background (EDA Direction)

Background (RFQ)

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 02/27/2015

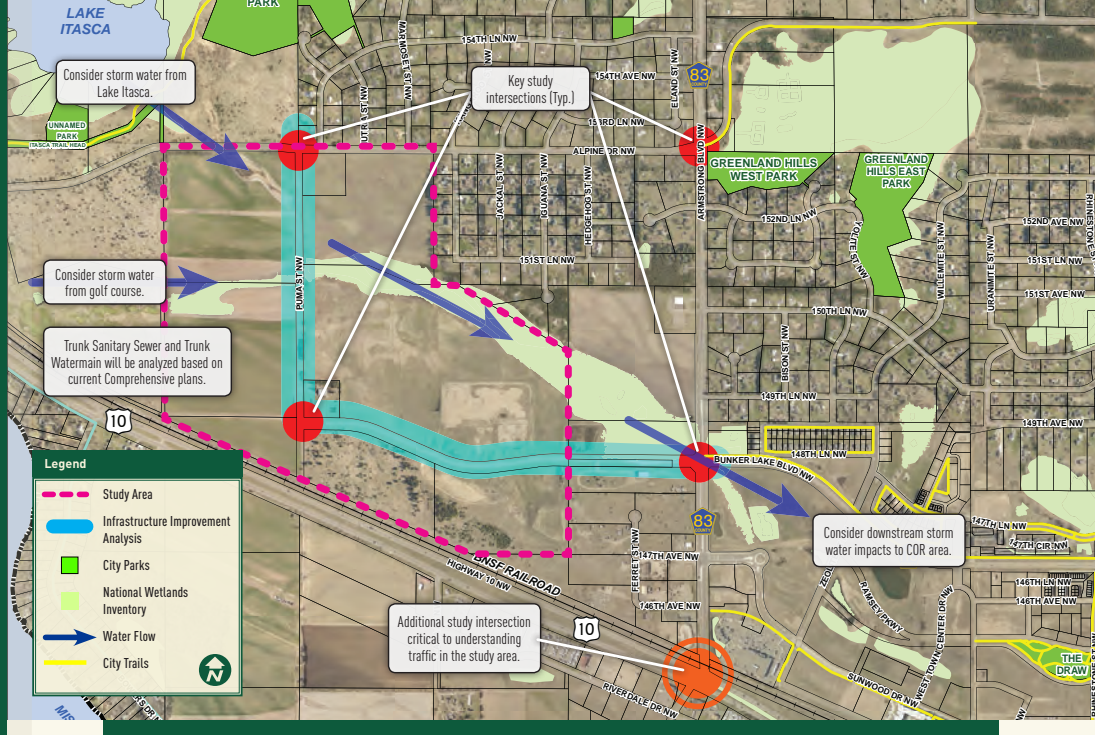
**Reviewed By**

Kurt Ulrich

**Date**

02/27/2015 05:06 PM

Started On: 02/26/2015 03:26 PM



## Proposal for

# Future Business Park RFQ

City of Ramsey, MN



January 5, 2015

### Submitted by:

7533 Sunwood Drive NW, Suite 206  
 Ramsey, MN 55303  
 P: 763-433-2851  
 F: 763-427-0833

### Contacts:

**Kevin F. Bittner, P.E.**  
 Principal Engineer/Ramsey  
 Office Manager  
 (612) 270-6926

**Kevin P. Kielb, P.E.**  
 Senior Project Manager  
 (651) 968-7760



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

January 5, 2015

Mr. Patrick Brama  
Economic Development Manager  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, Minnesota 55303

RE: Request for Quotes  
Future Business Park

Dear Mr. Brama:

We appreciated the opportunity to discuss the Future Business Park with you and Bruce. Our proposal was prepared based on our conversations, the written Request for Quotes, and our understanding of the City of Ramsey and the opportunities this area has to offer. As you review our proposal, we hope you find:

**Our Team** has experience in Ramsey as well as the capabilities required to complete the project. **Kevin Bittner** and **Chris Chromy** are Principals in our firm and will lend their experience and knowledge of the area to the project team. Each will serve in a QA/QC role, with little to no time charged to the City. **Kevin Kielb** (Municipal) and **Bryan Nemeth** (Traffic) will lead and guide the majority of the work effort, with support from **Ross Tillman** and **Jason Cook**. Each has played a role in recent projects completed in Ramsey and each understands the importance of this project for future City growth.

**Our Recent Experience** in the area will be a benefit to moving the project forward. Recent experienced gained in the last year include the TH 10 Study, Mississippi River Trail projects, assistance with Riverdale Drive storm water analyses, and assistance with the Local Road Improvement Program funding application. We understand the City's needs and have a unique insight into traffic patterns and future growth opportunities in Ramsey.

**Our Commitment** to you is as both a consultant and a neighbor. We are across the street and are readily available to meet and discuss issues as they arise. Additionally, we have a vested interest in seeing Ramsey continue to grow in an effective and responsible manner.

Respectfully submitted,

**Bolton & Menk, Inc.**

Kevin F. Bittner, P.E.  
Principal Engineer/Ramsey Office Manager  
(612) 270-6926

Kevin P. Kielb, P.E.  
Senior Project Manager  
(651) 968-7760

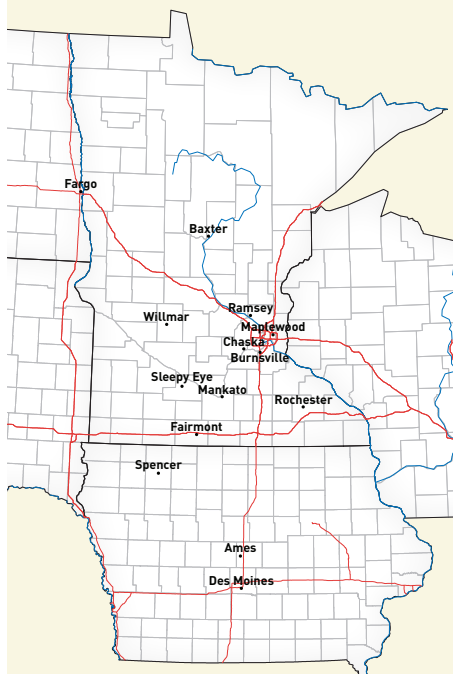


# Table of Contents

<b>Title</b>	<b>Section</b>	<b>Page</b>
Firm Background .....	1 .....	2
Project Understanding .....	2 .....	3-8
Key Personnel .....	3 .....	9-10
Similar Work Experience .....	4 .....	11-16
Scope of Services .....	5 .....	17-22
Conflict of Interest and Good Standing .....	6 .....	23
Fee Schedule .....	7 .....	24



## Firm Background



At Bolton & Menk, Inc. our staff is trained to consider new and innovative technologies in designing, planning and building for tomorrow. Ever since John Bolton and Martin Menk founded the company over six decades ago, we have been committed to improving quality of life through engineering excellence and client service. Today, Bolton & Menk, Inc. has over 325 employees including a professional staff of over 125 engineers, planners, landscape architects and surveyors.

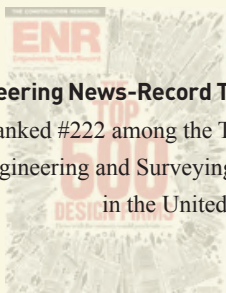
In serving cities of all sizes for more than 65 years, we have become experts in providing essential community services such as reconstruction, expansion and maintenance of public infrastructure. As city needs have grown more complex and diversified, we have added corresponding specialized expertise in many service areas.

Beyond our technical experience and engineering skills, our ability to serve cities is also based on management and product delivery strategies we have developed over time:

- Learning and adapting to each city's standards and processes
- Early definition of the project, goals and expectations
- Staff retention that provides our clients with consistent & familiar staffing
- Proactive communication with city staff, stakeholders and the public
- Following through on all aspects of project delivery, start to finish

### Engineering News-Record Top 500

Ranked #222 among the Top 500 Engineering and Surveying Firms in the United States.



### Services Provided:

Civil and Municipal Engineering  
Water and Wastewater Engineering  
Traffic and Transportation Engineering  
Aviation Planning and Engineering  
Water Resources Engineering  
Environmental Review Services  
Landscape Architecture Services  
Surveying and Mapping

Bolton & Menk's success with municipalities is grounded not only in these technical and managerial approaches, but also in a commitment to customer service and client satisfaction. We realize that our clients can choose from a number of municipal consultants. Consequently, we must continually strive to not only be a reliable technical resource, but also a responsive partner with the ability to listen to and understand the unique needs of each city, resulting in a truly collaborative and successful relationship.

Bolton & Menk has completed numerous projects in Ramsey, including traffic related analyses, storm sewer analyses and feasibility studies in and around the study area. We will use this knowledge as we work to complete the current study. More detailed explanations of our project understanding, experience and proposed staffing is presented in the subsequent pages of this proposal.



# Project Understanding

The City of Ramsey continues to see growth as the area eases its way out of the recent recession. As growth continues to occur in and around the COR area, the City is seeing pressure to prepare new areas for development. The City is currently considering the large area west of Armstrong Boulevard, east of Puma Street, north of T.H. 10 and south of Alpine Drive. To help understand the improvements required for the area, the City has requested for proposals for preparation of the following documents:

- Traffic Impact Study
- Feasibility Report
- Preliminary Design Layout

Consideration will be given to phasing strategies for implementation of the improvements. Additional information related to our understanding of required services is included in our Scope of Services section of this proposal.

## Schedule

The project is on a fast paced schedule, with Award to the successful consultant at the latter part of January and completion of all services by the end of March. An outline for our proposed schedule for the improvements follows. Refinements are anticipated based on City staff availability for meetings.

Notice to Proceed	January 21, 2015 (Day after City Council Meeting)
Kick Off Meeting	January 22nd (or as soon as possible after Notice)
Begin Traffic Counts and Data Collection	January 22nd
Update Meeting	February 19th
TIS and Feasibility Report to City	February 28th
Update Meeting	March 19th
All Deliverables to City	March 28th

## Jurisdictional Authority/Approvals/Permits

As the project moves from the planning stages to design and construction, permits will be required from various agencies. Understanding and planning for requirements associated with obtaining permits and approvals at this time will be critical to the ultimate success of the process. The City may want to consider involving agencies such as Anoka County as a planning partner during the course of the study. The following agencies will permitting entities for considered improvements:

- Minnesota Pollution Control Agency: NPDES Storm Water Permit
- Minnesota Pollution Control Agency: Sanitary Sewer Extension Permit
- Minnesota Department of Health (MDH): Watermain Extension and Dewatering

# Project Understanding

---

- Anoka County: Work in Right of Way
- Lower Rum River Watershed Management Organization: Storm Water

## Recent Improvements

Bolton & Menk assisted the City of Ramsey with a feasibility study related to improvements in the area in 2010 and 2011. The street and utility improvements completed at that time included:

- Extension of sanitary sewer along the west side of Armstrong Boulevard from just north of Sunwood Drive to Bunker Lake Boulevard,
- Extension of watermain from the east side of Armstrong Boulevard to the west side of Bunker Lake Boulevard,
- Extension of sanitary sewer and watermain in newly platted Bunker Lake Boulevard right-of-way,
- Development of a storm sewer system to service the street and right-of-way requirements,
- Extension of Bunker Lake Boulevard roadway,
- Paving of Puma Street, and
- Extension of a bituminous trail along Puma Street from Bunker Lake Boulevard to Alpine Drive.

All of the improvements completed at that time were consistent with the City's Comprehensive Plans.

## Combining Previous and Future Improvements

Significant consideration and planning was completed prior to completion of the improvements constructed in 2011. Understanding that process will be critical to analyzing future improvements. A description of past improvements, and a discussion of anticipated future improvements is described below. The study area is depicted on Figure 1 at the back of this section.

## Street and Trail Improvements

### Bunker Lake Boulevard

The previous improvements provided a two-lane roadway from Armstrong Boulevard to Puma Street. The roadway was designed to allow for future widening and expansion as development and other potential transportation improvements surrounding the area increased traffic on this roadway. It is anticipated that ultimate expansion of Bunker Lake Boulevard to two lanes in each direction with center turn lane will be required with future development along Bunker Lake Boulevard.

The Comprehensive Plan indicates that projected traffic on this roadway could be 11,000 ADT if the street is part of a future Mississippi River crossing. Without being part of a River crossing, the Comprehensive Plan provides 20-year projections of 5,000 ADT.

The roadway was located within the right-of-way to provide future flexibility in roadway expansion with minimal modifications to what will be constructed.

# Project Understanding

---

As a portion of this project, we will analyze roadway capacities and determine the best solution for expanding the roadway.

## **Puma Street**

Puma Street received only minimal improvements, being widened from 18 feet width to 24 feet and paved with 2 inches of bituminous over 6 inches of aggregate base. In the future, a more significant upgrade to the roadway will be required.

Previously, a 32 foot wide street with curb and gutter with full base and pavement improvement was suggested. We will analyze needs for this roadway segment.

## **Bituminous Trails**

A 10-foot wide bituminous trail along the north side of the Bunker Lake Boulevard from Armstrong Boulevard to Puma Street and on the west side of Puma Street from Bunker to Alpine Drive was constructed previously.

Needs for additional trails in and around the project area will be reviewed.

## **Intersections**

Bunker Lake Boulevard and Armstrong Boulevard was reconstructed to include turn lanes and signalization. This is one of four intersections requiring analysis per the Request for Proposals. All of the locations to be studied include the intersections directly affected by the study area:

- CSAH 83 (Armstrong Boulevard) at CSAH 116 (Bunker Lake Boulevard)
- CSAH 83 (Armstrong Boulevard) at Alpine Drive NW
- Alpine Drive NW at Bunker Lake Boulevard
- Alpine Drive NW at Puma Street NW

Because two of the roadways involved in the analysis are under Anoka County jurisdiction, County involvement will be required during the analysis.

Intersection capacities and needs (turn lanes, intersection control requirements, etc.) will be evaluated as a portion of the project.

## **Sanitary Sewer Improvements**

Sanitary sewer was extended north along the west side of Armstrong Boulevard from 146th Avenue/Sunwood Drive NW to Bunker Lake Boulevard, a distance of 1,430 feet. To meet the Comprehensive Sanitary Sewer Plan and serve additional areas beyond the study area, a 21-inch sewer main was required. It was intended to extend the 21-inch trunk sewer further to the north an additional to service Fire Station No. 1 and the proposed future location of the water treatment plant.

# Project Understanding



In accordance with the Comprehensive Plan, an 18-inch sanitary sewer was be extended westward in Bunker Lake Boulevard a distance of approximately 2,750 feet. This line will provide service to the study area, as well as future development that may occur on the south side of Bunker Lake Boulevard, and could be further extended in accordance with the Comprehensive Plan.

The image to the left (from the City’s 2012 Comprehensive Sanitary sewer Study) depicts 18-inch trunk sanitary sewer extended to west of Armstrong Boulevard through the study area.

## Water Distribution and Supply Improvements

Watermain was extended across Armstrong Boulevard from the main on the east side of Armstrong. From there, the watermain was further extended westward in Bunker Lake Boulevard, a distance of approximately 2,750 feet.



It was then planned to extend this trunk watermain west to Puma Street and north to Alpine Drive via Puma Street to provide future looping and provide water to unserved areas and future developments. Loops within the development will then be utilized to promote reliability and functional flexibility as well as promoting fresh water moving throughout the system.

It was previously determined that the elevated storage for the City of Ramsey is adequate to provide fire flow to the study area. The distribution system was also found to be adequate to move the water from the City’s three towers to the study area.

## Additional Consideration:

**The right-of-way of Bunker Lake Boulevard could be utilized for a future route of a 30-inch raw watermain from a future intake on the Mississippi River to the proposed site of the water treatment plant, just south of Fire Station No. 1. Because the exact location of the intake and raw watermain alignment had not yet been determined, no provisions were made during the previous improvements. This future watermain corridor should be evaluated with the current analysis.**

The image to the left (from the City’s 2012 Comprehensive Water System Study) depicts trunk water facilities extended to west of Armstrong Boulevard through the study area.

## Storm Water Management

Drainage for the study area is essentially sheet flow to the center of the site to existing wetlands, and then easterly through the wetlands and through a culvert under Armstrong Boulevard.

Our understanding is that a storm sewer system was installed in Bunker Lake Boulevard to manage the storm water runoff within the right-of-way. We anticipate that this included considerations for the future widening and extension of Bunker Lake Boulevard as well.

# Project Understanding

---

Storm water retention ponds will be required to control the runoff from the study area in accordance with the City's Surface Water Management Plan requirements. We will work with the City to determine storm sewer piping and ponding needs for the entire area, including both public and private land areas.

## Right-of-Way Requirements

We will analyze all improvement area for Right of Way and easement requirements. While it is anticipated that most of the improvements will be development driven, and Right of Way secured through the platting process, understanding and documenting the needs will be critical. The City can then provide that documentation to developers as they begin to consider options within the study area.

## Phased Improvements

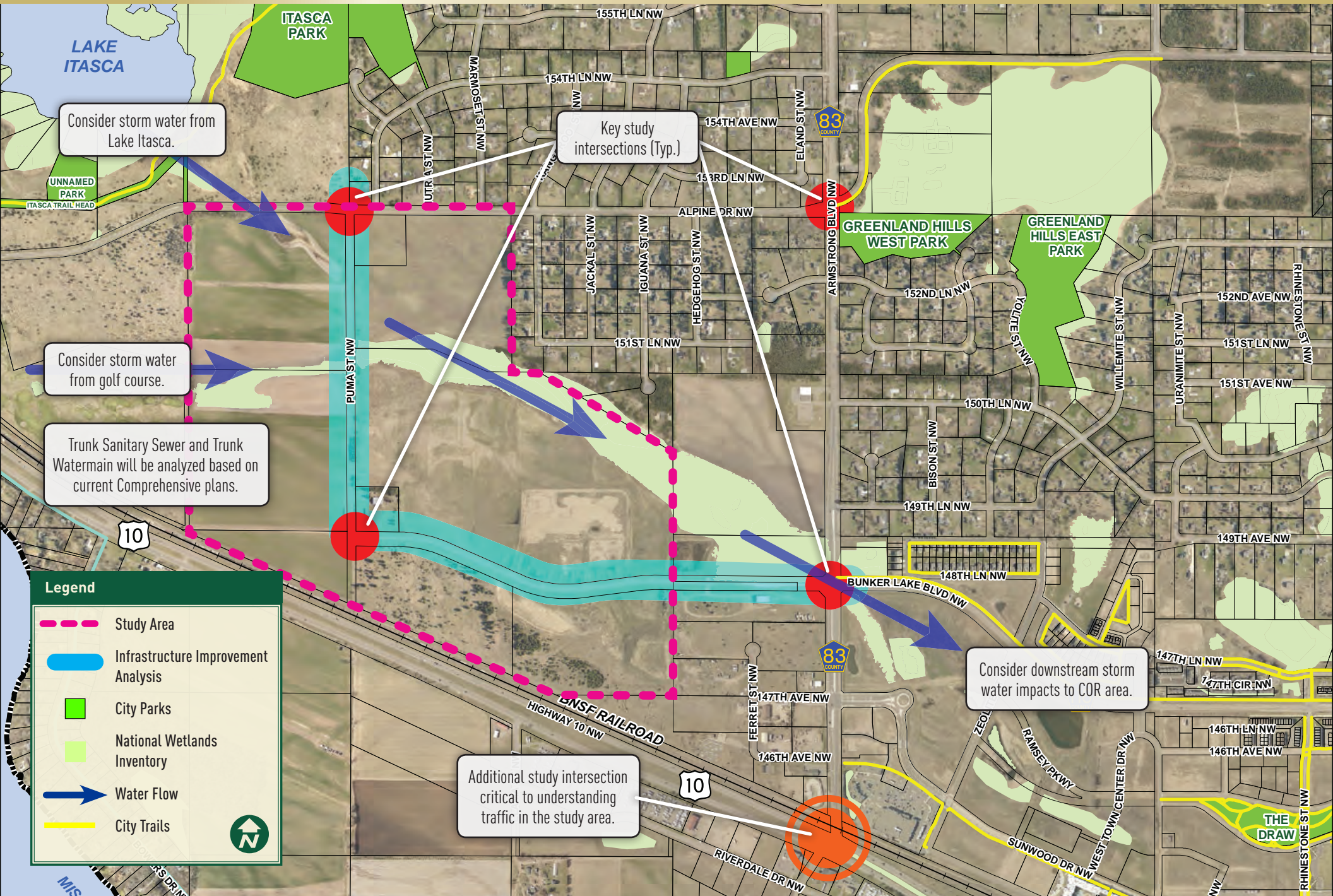
While there is a general understanding of the improvements required to ultimately serve the area, sequencing of the improvements will need to be considered. We will work with the City to develop useable information to allow for the consideration of phased improvements. This could include widening Bunker Lake Boulevard as the next phase of improvements, while Puma Street improvements could occur in future phases. Costs for each phase will be developed to allow for the City to plan for the sequenced implementation of the improvements.

## Regional Storm Water Management Plan

While requested as an additional service item in the Request for Quotes, we recommend proceeding with the regional storm water analysis at this time. With Lake Itasca and the golf course located immediately west of the study area, there is limited space available in the upstream end of the watershed. Immediately downstream lies the COR area of Ramsey. Any improvements to this area will need to consider not only site drainage, but conveyance, storage and maintenance of storm water on a more regional basis.

In 2010, Botlon & Menk assisted the City in developing a Surface Water Management Plan (SWMP), Wetland Management Plan, and associated regional stormwater modeling. The regional modeling included subcatchment runoff, surface storage volume, culvert crossing and storm sewer, and overland flow routing calculations through the Lake Itasca watershed and the future business/residential park. The City can rely on our extensive knowledge of the local drainage patterns and wetland system to develop stormwater management concepts that function organically as development occurs.

# Future Business Park RFQ



Consider storm water from Lake Itasca.

Consider storm water from golf course.

Trunk Sanitary Sewer and Trunk Watermain will be analyzed based on current Comprehensive plans.

Key study intersections (Typ.)

Consider downstream storm water impacts to COR area.

Additional study intersection critical to understanding traffic in the study area.

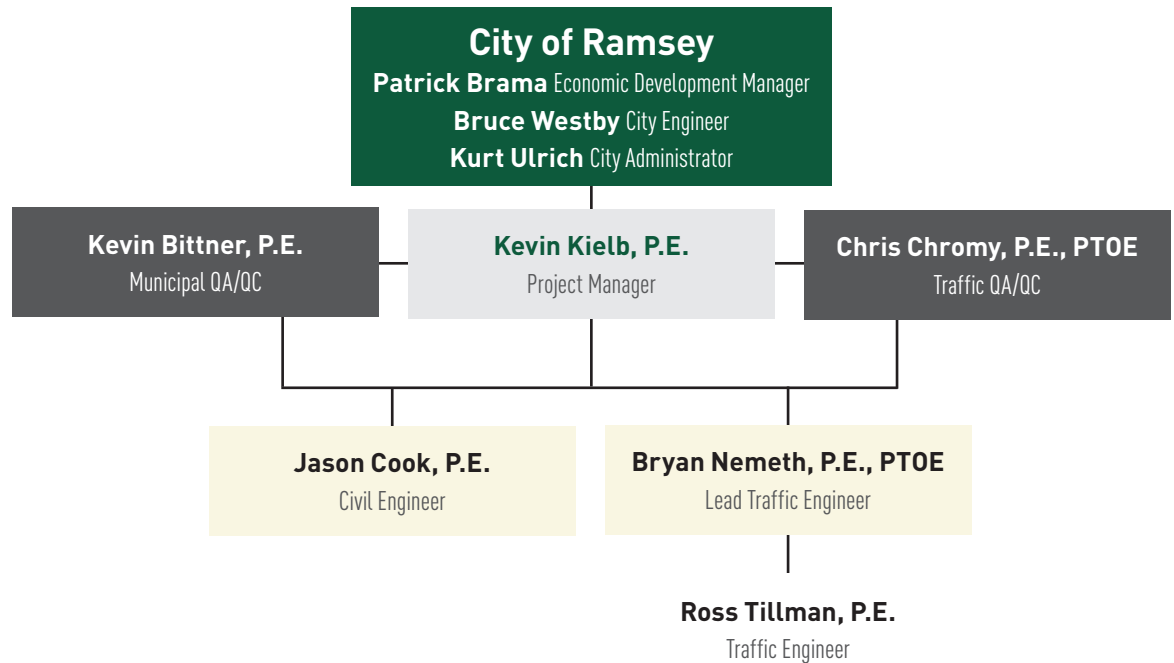
**Legend**

- Study Area
- Infrastructure Improvement Analysis
- City Parks
- National Wetlands Inventory
- Water Flow
- City Trails



# Key Personnel

The following is a summary of the proposed key personnel and their roles and responsibilities for this project. Detailed resumes for the key personnel can be provided upon request.



**Kevin Kielb, P.E.** will serve as the Project Manager and will provide a review of all documents. He will oversee quality assurance throughout the project process and be responsible for committing sufficient personnel and resources to accomplish the project work plan within the time frame defined. He will work closely with the project manager to ensure the study goals are met, provide study review, and will be critical in making sure the City’s needs are met.

**Kevin Bittner, P.E. and Chris Chromy, P.E., PTOE** will serve in QA/QC roles for the project. Kevin is the Ramsey Office Manager and Chris is the Transportation Group Manager. Kevin has extensive knowledge of this area through previous studies completed in 2010 and 2011, while Chris’s involvement in the recent T.H. 10 Study will provide insights into future corridor growth that could impact the study area.

**Bryan Nemeth, P.E., PTOE** will serve as the Lead Traffic Engineer. Bryan has worked on numerous projects that have required traffic modeling, forecasting, safety, and operations/capacity analysis. He has experience in completing traffic studies for cities throughout the region, from small scale residential developments, to high-rise commercial/residential towers, schools, and large scale big-box retailers. He is currently working with MnDOT on developing a training program for analysis of unsignalized pedestrian crossings. His proactive approach and open communication with the team, client, and stakeholders, will be a key to successful delivery of the traffic study.

# Key Personnel

---



**Ross Tillman, P.E.** will assist Bryan in completing the analysis efforts. He is experienced in traffic forecasting using multiple methodologies including ITE trip generation manuals and the Metropolitan Council Model. He is also well versed in ITE trip generation and traffic operations and simulation analysis using Synchro, SimTraffic, CORSIM, VISTRO, and VISSIM, along with HCS. He will be involved in the analysis, developing recommendations and writing the formal report. He has completed traffic studies for cities, counties, and MnDOT. He will also direct field data collection efforts that will be essential in evaluating existing conditions and correctly calibrating models.



**Jason Cook, P.E.** will assist Kevin Kielb in preparation of the Feasibility Report. Mr. Cook is a Project Engineer with experience in municipal engineering. Since beginning his career in 2004, he has gained a wide range of experience in project administration from conception through construction. His background includes development and design of municipal reconstruction projects, including street construction, sanitary sewer systems, water distribution systems, storm water collection systems and pedestrian facility construction. His administrative duties have included preliminary engineering reports, preliminary and final design cost estimates, attendance at city council meetings, bidding assistance and construction administration. In addition, Mr. Cook has assisted in training young E.I.T.'s on proper construction observation skills and is an expert in water system modeling.



## Similar Work Experience

Bolton & Menk has a long history working with the City of Ramsey and also working with communities on projects similar to the Future Business Park area. Projects we have completed within Ramsey include:

- 1.5 MG Elevated Water Tower, City of Ramsey, Minnesota
- 167th Avenue Improvements, City of Ramsey, Minnesota
- Armstrong Boulevard Trail Improvements, City of Ramsey, Minnesota
- Comprehensive Sanitary Sewer and Water Plans, City of Ramsey, Minnesota
- Comprehensive Sanitary Sewer Planning and Construction, City of Ramsey, Minnesota
- Comprehensive Transportation Plan, City of Ramsey, Minnesota
- Comprehensive Water System Study, City of Ramsey, Minnesota
- Environmental Assessment Worksheet (EAW) for the Ramsey Crossings Commercial Development, City of Ramsey, Minnesota
- Environmental Assessment Worksheet for Pulte Homes Development, City of Ramsey, Minnesota
- Environmental Assessment Worksheets (EAW) for the Oakwood Development and Marigold Pond, City of Ramsey, Minnesota
- Marigold Pond EAW, City of Ramsey, Minnesota
- Mississippi Trunk Sanitary Sewer Extension EAW, City of Ramsey, Minnesota
- Northwest Water and Sewer Expansion, City of Ramsey, Minnesota
- Project 'Delta', City of Ramsey, Minnesota
- Ramsey Boulevard, City of Ramsey, Minnesota
- Section 106 Reviews, City of Ramsey, Minnesota
- Surface Water Management Plan, City of Ramsey, Minnesota
- Surface Water Treatment Pilot Project, City of Ramsey, Minnesota
- Town Center Development, City of Ramsey, Minnesota
- Traffic Impact Studies, City of Ramsey, Minnesota
- Trunk Sanitary Sewer Extension, City of Ramsey, Minnesota
- Water Resources Management Plans in Rapidly Growing Metropolitan Areas, Cities of Ramsey (2007), Belle Plaine (2006), Elko (2005), Norwood Young America (2004), Watertown (2004), Jordan (2003)
- Water System Study, City of Ramsey, Minnesota
- Well No. 6 and Raw Watermain Extension, City of Ramsey, Minnesota
- Wells No. 7 & 8, Raw Watermain Extension, Wellhouse No. 4, City of Ramsey, Minnesota

The following pages provide a listing of projects similar in scope to the current Request for Quotes.

# Similar Work Experience

## **Business Park, City of Annandale**

### **Mark Casey now serves as the City Administrator for the City of St. Anthony Village**

The City of Annandale's existing Business Park had reached its capacity resulting in the need for expansion. The Annandale City Council identified property for the proposed expansion and turned to Bolton & Menk, Inc. their City Engineer to prepare the legal descriptions necessary for the property acquisition. After the property had been acquired, Bolton & Menk prepared preliminary and final plats for the property. As the property was being platted, Bolton & Menk completed a Preliminary Engineering Report for the project. Through that process, Bolton & Menk identified the potential to provide City utilities to the Business Park Expansion area while allowing for the future development of 200 acres of adjacent City property. Through the process, the City of Annandale was able to serve the immediate needs of the Business Park expansion area while planning for the future development of their existing property. Bolton & Menk's planning resulted in reduced capital and maintenance costs for the City into the future.

Bolton & Menk, Inc. completed grading, drainage, erosion control, storm water pollution prevention, and utility construction plans for the project and managed the construction through completion. The project included the design and construction of approximately 1,500 feet of bituminous roadway with concrete curb and gutter. The utilities designed and constructed consisted of 12-inch diameter watermain, hydrants, and 6-inch industrial services, 8-inch diameter sanitary sewer mainline with 6-inch service laterals, and 12-inch to 27-inch diameter storm sewer with 12-inch and 15-inch services.

## **Marketplace East Industrial Park, City of Big Lake**

### **Scott Johnson now serves as the City Administrator for the City of Medina**

A developer approached the City Council regarding the construction of a private Industrial Park and requested a 429 Financing Agreement. Given the City's financial stake in the project, Bolton & Menk, (the City Engineer) was directed to prepare the plans, specifications, and bidding documents and manage the construction of the project through completion.



The project consisted of the design and construction of approximately 2,400 feet of bituminous roadway with concrete curb and gutter and sidewalk. The utilities designed and constructed consisted of 12-inch diameter watermain, hydrants, and 8-inch industrial services, 10-inch to 12-inch diameter sanitary sewer mainline with 6-inch industrial service laterals, and 12-inch to 33-inch diameter storm sewer with 12-inch industrial services.

Upon completion of the project, approximately 100 acres had access to City utilities for development. In addition to preparing the construction documents and managing the project, Bolton & Menk, Inc. also prepared assessment rolls and assisted City staff with the assessment process.

# Similar Work Experience

## Industrial Park Expansion, City of Big Lake

### Scott Johnson now serves as the City Administrator for the City of Medina

The City of Big Lake Economic Development Authority was interested in expanding their existing Industrial Park and identified 40 acres adjacent to their park as the expansion area. Bolton & Menk, Inc. prepared legal descriptions required for the purchase of the property as well as preliminary and final plat documents. Bolton & Menk prepared a Preliminary Engineering Report for the approval of the Economic Development Authority and City Council. When the property was purchased, a homestead with a house and outbuildings existed on the property. During the design of the project, Bolton & Menk, Inc. developed a plan and obtained all necessary regulatory permits for the removal of the existing structures, well, and septic system in accordance with all permit requirements.

Bolton & Menk, Inc. completed grading, drainage, erosion control, storm water pollution prevention, and utility construction plans for the project and managed the construction through completion. Since a wetland existed on the site, Bolton & Menk obtained all necessary MnDNR and wetland permits and incorporated the protection of the wetland into the project's storm water management plan. Prior to the design of the project, no users were identified for the Industrial Park. Bolton & Menk researched the City's Zoning Ordinance and worked closely with City Planning Staff to determine maximum impervious surface areas so that the Park's regional storm water pond could be designed to accommodate all potential users which maximized the saleable property area.

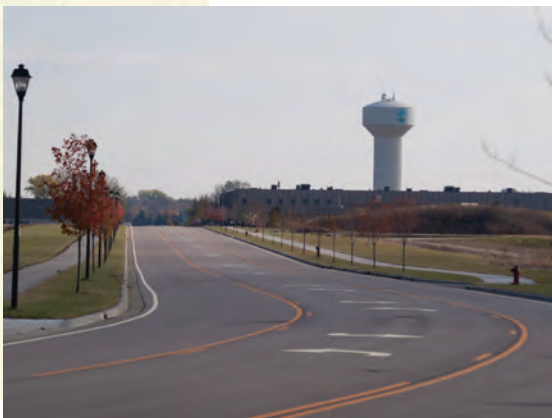
The project included the design and construction of approximately 1,800 feet of bituminous roadway with concrete curb and gutter. The utilities were designed and constructed consisted of 12-inch diameter watermain, hydrants, and 6-inch industrial services, 10-inch to 15-inch diameter sanitary sewer mainline with 6-inch industrial service laterals, and 12-inch to 33-inch diameter storm sewer with 15-inch industrial services.

## Tacoma West Industrial Park, City of Norwood Young America

Bolton & Menk prepared plans and specifications for a new 60-acre Industrial Park in the City of Norwood Young America. The project included construction of a 21" trunk sanitary sewer and construction of a new regional lift station and 12" forcemain to the City's Wastewater Treatment Facility. The project was successfully bid at \$2,900,000.

## Northport Industrial Park, City of North Mankato

As North Mankato's City Engineer for over 50 years, Bolton & Menk has been involved with all phases of the City's Northport Industrial Park. The latest expansion, completed in 2012, involved the construction of City streets and utilities as well as a County State Aid Highway (CSAH) and new interchange to facilitate the development of an additional 228-acres in the industrial park. The joint City/County project included the extension of Nicollet CSAH 41 to connect with the newly constructed TH 14/CSAH 41 interchange, as well as the extension of City streets Carlson Drive and Howard Drive. CSAH 41 was completed as a concrete paved roadway, while Carlson Drive and Howard Drive were completed as bituminous roadways.



# Similar Work Experience

In addition to the roadway construction, the project included the extension of trunk sanitary sewer and watermain to service the industrial lots, as well as the construction of a regional storm water detention pond. The project also involved the construction of a large 17-acre wetland bank.

Funding for the project included ATP Federal Aid grants, County State Aid funding, Municipal State Aid funding, City local option sales tax funds, utility enterprise funds, special assessments, and local City and County funds. The project was completed for a cost of \$8.5 million, not including the interchange construction.

## Industrial Park, City of Dawson

Bolton & Menk is assisting the City of Dawson, Minnesota with a critical infrastructure project to support current and future growth of the ag-processing cluster currently located in the industrial park. The services Bolton & Menk is providing include coordination with Federal EDA and Minnesota DEED; completing all required Federal EDA engineering reports; conducting preliminary design meetings with the City of Dawson funding agencies and all agencies required to oversee the successful completion of the project; prepare and submit applications, plans and reports to all agencies; attended a mandatory conference with Federal EDA staff along with supporting agencies; attendance at all meetings required to procure approvals; provide revisions to existing drawings as required; provide all inspections full and part-time including site visits by professional engineers; completing preliminary plans and cost estimates; completing final plans, specifications and cost estimates; secure required state and local approvals; completing proposed contract documents for bidding; provide surveillance of project construction to assure compliance with plans, specifications and contract documents.

The proposed project consists of improving the infrastructure in the 40 acre existing industrial park and developing a 65 acre industrial park on the east side of CSAH 37. The infrastructure improvements in the existing 40 acre industrial park include grading and finishing two existing gravel roads with curb and gutter, bituminous and storm sewers. In addition to the road improvements, a storm water treatment and rate control for the additional impervious area in west industrial park. The development of the east 65 acres consists of the installation of sanitary sewer collection utilities, industrial waste collection system, water utilities, bituminous roads, curb and gutter, storm sewer conveyance systems and a storm water pond for treatment and rate control.

Both the existing and new industrial park roads will also be illuminated. The project is proposed to be funded through a Federal EDA grant in the amount of \$1,189,500 and a \$500,000 Minnesota DEED grant. The remaining financing will be through the City and private investments.

## Waterview Business Park, City of Willmar

### Mel Odens now serves as MnDOT State Aid Engineer for D8

The Waterview Business Park in Willmar, Minnesota was approximately an 85-acre site that was graded for commercial retail lots. It consists of about 1.2 miles of paved road surface, 2.2 miles of B624 curb and gutter, 6,542 linear feet of sanitary sewer, 5,973 linear feet of ductile iron pipe watermain, and 7,202 linear feet of concrete storm sewer pipe. The site utilities were installed from October 2006 to August of 2007.

Street work was completed from May of 2007 to June 2008.



# Similar Work Experience

## **Torgerson Industrial Park, City of Jackson**

Bolton & Menk, Inc. assisted the City of Jackson and the Jackson Economic Development Corporation (JEDC) in the development of a new industrial and commercial park on the north side of the City. Bolton & Menk evaluated various sites in and near the City to determine feasibility and potential costs of development. Upon selection of a site, we provided master planning of the site to include street, utility and lot layout, as well as drainage evaluation.



The City of Jackson and the JEDC undertook the development of Phase I of the Torgerson Industrial Park in 2006. The improvement project consisted of approximately 1900 feet of street, utility, and drainage improvements. A storm water retention basin was developed for the site to meet federal, state, and local storm water runoff requirements, as well as to provide additional runoff rate control to downstream properties. The City utilized a state infrastructure grant program that provided fifty percent matching funds for the project. Improvements were completed in 2006, with paving of the new road completed in 2007.

## **Industrial Park Improvements, City of Howard Lake**

### **Kelly Hinnenkamp now serves as the City Administrator for the City of Annandale**

Bolton & Menk, Inc. was responsible for the development of a 20-acre industrial park for the City of Howard Lake, Minnesota. Services provided include the design of a storm water collection and storm water treatment system, comprehensive site grading plan, underground utilities, streets and turning and bypass lane construction on Trunk Highway 12. The project also included improvements to the City's trunk sanitary sewer collection and trunk water distribution systems to service the new 20-acre industrial park. The storm sewer system that was installed was designed to handle the total impervious surfaces of the completed industrial park. The project was completed by the City through a 429 process, as petitioned by the group of local developers. The project was completed at a construction cost of \$615,000.

## **Industrial Park Improvement Project, City of Marshall**

Bolton & Menk, Inc. was responsible for the development of a 45-acre industrial park for the City of Marshall, Minnesota. Services provided include the design of a storm water collection and ponding system, comprehensive site grading plan, underground utilities, streets and sidewalks. The project also included improvements to the City's trunk sanitary sewer collections system, and trunk water distribution system, along with the development of a storm sewer outfall for future developments in the vicinity of the new industrial park.

# Similar Work Experience

---

## Eastwood Energy Industrial Park, City of Mankato



Bolton & Menk was selected by the City of Mankato to provide a low impact design for a new “Green by Design” 40-acre industrial park. The objective was to implement numerous innovative ideas including bioretention basins, bioswales and native prairie seedings to ultimately reduce the impact of development on the surrounding environment and waterways. Additionally, Bolton & Menk concentrated on an adjacent trail system along with trails and walkways throughout the park. The designs of these alternative transportation routes

were completed at narrower widths to reduce pavement throughout the park. The City plans to implement “green elements and ordinances” such as increased set-backs and less pavement to encourage sustainable design.





# Scope of Services

Bolton & Menk, Inc. has prepared our Scope of Services based on our understanding of the City's expected needs at this time as described in the Request for Quotes. Our Scope is divided into three primary categories:

- Traffic Impact Study
- Feasibility Report
- Preliminary Design Layout

While these three items result in identifiable final deliverables, preparation of each item will require interactions, adjustments and refinements with each of the other study components. For instance, the Traffic Impact Study will guide intersection requirements to be used in preparation of the Preliminary Design Layout, which is then used in the Feasibility Report phase to develop improvement costs. As such, while each task is presented individually below, all three tasks will be occurring simultaneously to achieve the final results.

The base of the entire process will be associated with the findings of the Traffic Impact Study. The results will largely drive the roadway requirements needed for the area.

---

**We anticipate that the Traffic Impact Study and Preliminary Design Layout will ultimately be included as appendices to the feasibility Report to allow the City to have one consolidated document resulting from this project.**

---

## Traffic Impact Study

### Task 1: Trip Generation

#### Task 1.1: Data Collection

##### Task 1.1A Existing Data

Bolton & Menk will request existing information from the City, County, State, and the Metropolitan Council as needed for the study. This includes:

- Data regarding anticipated site uses, including land use, size, site orientation, and other data as required to properly estimate traffic characteristics for the site,
- Recent existing traffic counts completed in the area including daily and peak hour volumes,
- Existing and proposed infrastructure improvements including roadway and intersection improvements,
- Copies of previous planning and environmental studies,
- Forecasts of future traffic volumes,
- Historic traffic growth rates,

# Scope of Services

- Crash records and summaries, and
- Intersection signal design layouts and signal timing data for signalized intersections.

We understand that a portion of the above items will be completed by Bolton & Menk staff while preparing the Feasibility Report portion of the analysis. Where information is not readily available, data will be collected or assumptions made based upon the ITE Trip Generation Manual and other industry accepted sources.

## **Task 1.1B Analyze Existing Data and Collect Data**

Bolton & Menk will analyze existing data including traffic counts and geometrics. A field visit will be completed to verify the intersection geometry and traffic control, as well as include a visual check to identify hot spot locations, traffic operations, and congestion. The information used in the study to develop recommendations will be summarized.

Traffic counts to be used in the analysis will be collected at the following intersections:

- TH 10/169 at CSAH 83 (Armstrong Boulevard),
- CSAH 83 (Armstrong Boulevard) at CSAH 116 (Bunker Lake Boulevard)
- CSAH 83 (Armstrong Boulevard) at Alpine Drive NW
- Alpine Drive NW at Bunker Lake Boulevard
- Alpine Drive NW at Puma Street NW

The locations to be studied include the intersections directly affected by development of the study area and also an intersection (TH 10/169 at CSAH 83) that influences access to the entire area.

Peak Hour Turning Movement Counts will be collected for the AM peak period (generally 6:30-8:30) and the Afternoon/PM peak period (generally 2:30-6:30). The exact hours of collection will be determined after discussions with the City, County, and State.

## **Task 1.2: Development Traffic (Trip Generation and Distribution)**

The trip generation rate for the study area will be calculated using ITE Trip Generation Manual methodology. The distribution of the trips into and out of the study area to the roadway network will be based on the existing trip distribution and future forecasts trip distribution as available from planning models.

We understand that there is the potential for phased construction as the area develops. Trip rates will be developed at year of phase 1 of development, phase 2 of development, and at year 2040 or 20 years after build out of the property (i.e. 20 years after phase 2 complete). These trips will be input onto the existing roadway network.

## **Task 1.3: Traffic Forecasts**

### **Task 1.3A No-Build Traffic Forecasts**

Bolton & Menk will develop the “No-Build” traffic volumes at the specified counted intersections and critical roadways for the roadway network assuming an increase in background traffic. This background traffic growth will be determined using historical growth rates, school growth projections, and future 2040 traffic projections.

# Scope of Services

---

Future turning movement volumes for the peak hours from the ADT forecasts will be determined using appropriate planning software and methodology.

## **Task 1.3B Build Traffic Forecasts**

Bolton & Menk will add the “No-Build” traffic volumes to the study area traffic volumes to develop the “Build” traffic volumes for the roadway network.

## **Task 2: Future Geometric and Intersection Control Needs**

This portion of the analysis will form a tie between the Traffic Impact Study and the Feasibility Report. Our analysis will provide the information required to complete the Preliminary Design Layout to be used for cost estimating, phasing, and impacts as the Feasibility Report is being prepared.

### **Task 2.1: Additional Build Traffic Forecasts**

Bolton & Menk will develop Build traffic volumes within the study area west of Armstrong Boulevard and internal to the study area for the proposed roadway network based on the trip generation numbers developed.

### **Task 2.2: Existing Conditions**

The existing roadway network and intersection traffic counts will be evaluated using Synchro analysis software. The program will evaluate the operations of the existing intersections through a delay and capacity analysis at a Highway Capacity Manual level of detail. This will be compared against the existing conditions at the time of the previous study to assess the difference in the future analysis baseline year conditions.

### **Task 2.3: Traffic Operations Analysis**

#### **Task 2.3A No-Build Traffic Conditions**

The No-Build peak hour traffic will be input onto the existing roadway network to determine the baseline traffic conditions for the area. Planned roadway, intersection, and traffic control changes will be taken into account as needed for each analysis year. The capacity of the intersections being studied will be determined through the use of Highway Capacity Manual (HCM) procedures in Synchro.

#### **Task 2.3B Build Traffic Conditions**

The Build peak hour total volumes will be onto the existing roadway network with planned roadway, intersection, and traffic control changes as needed for each analysis year. The capacity of the intersections being studied will be determined through the use of Highway Capacity Manual (HCM) procedures in Synchro.

### **Task 2.4: Traffic Mitigation Analysis**

All intersections showing a LOS D or worse will be analyzed for traffic and roadway improvements that are necessary to bring the intersection back to a LOS D for both the No-Build and Build conditions. A list of recommended on-site and off-site improvements required to mitigate the projected traffic congestion or safety issues attributed to the study area will be identified for comparison to the “before” conditions.

# Scope of Services

---

The improvements recommended will be identified to handle the forecasted traffic of each analysis year. Improvements will be recommended to increase safety and capacity and may include changes in intersection control, lane capacity, or signal timing for each of the intersections. The improvement alternatives will be evaluated using Highway Capacity Manual techniques in Synchro.

## **Task 2.5: Study Report**

A study report will be prepared to summarize the process used to develop the anticipated trips, the process used to develop the findings, and recommendations for improvements. The study report will also document implementation strategies necessary to achieve the vision.

- a) Eight (8) copies of the draft report documenting analytical procedures, results and recommendations will be submitted to the City of Ramsey, Anoka County, Mn/DOT, and appropriate agencies for review.
- b) The draft report will be updated and revised in accordance with comments and discussions with the reviewing agencies and prepare/distribute eight (8) copies of the final report.

## **Feasibility Report**

### **Task 1: Data Gathering and Review**

#### **Task 1.1: Review Existing Plans, Studies, and Geotechnical Information**

We will prepare a base plan with consideration given to existing record or as-built plans. The base map will be built from existing data and record drawings, with no field survey anticipated. The base plan will be utilized for preparation of the Preliminary Design Layout.

##### **Task 1.1A: Review of Documents**

Bolton & Menk will review record and as-built plans, studies and geotechnical information provided by City Staff and incorporate the findings in the base plan.

##### **Task 1.1B: Preparation of Base Plan**

Electronic base plan in AutoCAD Civil3D 2014 file format and printed drawings for use in discussion at project coordination meetings with City Staff.

### **Task 2: Feasibility Report**

We will produce a Feasibility Report documenting the findings of preliminary design tasks. Objectives of the report are to meet the requirements of the MN Chapter 429 Special Assessment Process and document issues in need of attention during final design. At a minimum, the following key components will be considered:

- Roadway
- Sidewalks
- Trails
- Storm Water Management

# Scope of Services

---

- Street Lighting
- Trunk Water Service
- Trunk Sanitary Sewer Service

Additionally, the report will account for the following items, which could have an impact on overall project costs:

- Private Utilities
- State Aid Design and Approval Requirements
- Anoka County Design Requirements

## **Task 2.1: Feasibility Report Preparation**

The Feasibility Report will include the following:

- Written discussion of preliminary design findings.
- Compilation of preliminary plans developed under separate tasks.
- Development of preliminary cost estimates based on estimated quantities from the preliminary layouts and unit prices from bids received for similar projects.
- Development a preliminary assessment roll based on the preliminary estimated project costs and the direction of the City Engineer’s interpretation and application of the City’s Assessment Policy.
- Discussion of permit requirements.
- Discussion of the project schedule.
- Discussion of potential phasing of improvements.

The final document will be provided to the City for review and comment. Adjustments to the document will be made based upon comments received and a final version will be provided to the City in hard copy and electronically in PDF format.

## **Preliminary Design Layout**

### **Task 1: Preliminary Design**

Using the base map, results from the Traffic Impact Study and results from additional analysis, we will prepare a Preliminary Layout of desired improvements.

Preparation of the Preliminary Design Layout will be performed in coordination with City staff. Major design components of this subtask include the following:

- Preliminary design of the roadway alignment, width, and typical section. We understand the roadway alignment will generally match the existing alignment, unless otherwise indicated by City staff.
- Preliminary layout of curb.
- Preliminary layout (plan view) of water and sanitary sewer trunk facility improvements, including preliminary pipe sizes.
- Preliminary layout of storm water management strategies, including pond locations.

# Scope of Services

---

We anticipate that the Preliminary Design Layout will include a series of drawings depicting stages of construction/implementation. The Preliminary Design Layout will be included as an attachment to the Feasibility Study.

## Additional Services

### Task 1: Storm Water Management Analysis and Plan

#### Base Services

The Feasibility Report provided as a part of the base services will include stormwater management concepts that provide a road map that will guide development phasing, including the associated costs for the localized study area. During the feasibility stage, drainage areas will be developed to site localized and regional facilities and to determine trunk storm sewer sizing. Preliminary pond and infrastructure sizing are important at this stage to ensure that stormwater management decisions are technically informed and guidance documents are accurate and sustainable. In turn, Preliminary Design Layouts are developed simultaneously, thereby expediting future construction plan production.

#### Expanded Regional Analysis

Development of regional stormwater management in the study area will ultimately include:

- Flood control and water quality components to meet local, state, and federal guidelines.
- Integration of water resource features that provide an aesthetic function and promote development.
- A set of tools to help the City make informed decisions regarding the construction of stormwater infrastructure as development phases occur and how to best utilize the plan to provide incentives for development.
- Congruency amongst MS4 permit requirements, City-defined water quality goals and protection of the adjacent water resources.
- An updated regional hydraulic model that is seamless integrated into the current SWMP models to maintain the living nature of the plan.
- Protection and possibly mitigation of all impacted wetlands.

Regional facilities will be located to best suit anticipated development patterns. We will collaborate closely with the City to assemble strategies for assessing developers in a manner that incentivizes development.



## Conflict of Interest and Good Standing

In providing engineering services to many municipalities and other public agencies in the Upper Midwest, Bolton & Menk, Inc. occasionally must address competing interests between our public clients. Bolton & Menk has normally been able to ethically and successfully represent the overlapping interests of its public clients by providing internal staff separation for the work performed. Prior to accepting competing public project assignments, it is Bolton & Menk standard policy to notify the City and the other public agency requesting services that a potential conflict may exist. We will then make appropriate arrangements, such as re-assignment, to prevent any actual conflict of interest. At the present time, we deem that there are no actual or perceived conflicts of interest with the proposed project.

Bolton & Menk, Inc. hereby commits that we are currently in compliance and good standing with Federal, State, County and local units of government. We are currently designated as a Business Corporation (Domestic), Active and In Good Standing with the Secretary of State of Minnesota. Federal Tax ID: 41-0832249. State Tax ID: 8323511.



# Fee Schedule

Bolton & Menk, Inc.'s proposed costs for the work summarized within this proposal have been detailed in the table below.

Task	Hours	Fee
<b>Traffic Impact Study</b>		
1.0 Trip Generation	60	\$6,990
2.0 Future Geometric and Intersection Control Needs	72	\$8,390
<b>Feasibility Report</b>		
1.0 Data Gathering and Review	24	\$2,500
2.0 Feasibility Report	58	\$6,800
<b>Preliminary Design Layout</b>		
1.0 Preliminary Design	82	\$8,560
<b>Total Base Project Fees</b>	<b>346</b>	<b>\$33,240</b>
<b>Additional Services</b>		
1.0 Regional Storm Water Management	50	\$5,620
<b>Additional Services Fee</b>		<b>\$5,620</b>

Charges are based on hours spent at hourly rates in effect for the individuals performing the work. These rates include labor, general business and other normal and customary expenses associated with operating a professional business.

Employee Classification	Hourly Billing Rates
Sr. Principal Engineer/Surveyor	\$170-240/Hour
Sr. Project Manager - Principal Engineer/Surveyor	\$127-180
Senior Transportation/Aviation Planner	\$125-170
Project Manager (Inc. Landscape Architect)	\$106-165
Project/Design Engineer/Planner/Landscape Architect	\$52-165
Licensed Surveyor	\$66-140
Project Surveyor	\$82-120
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$47-130
Senior Technician (Inc. Survey <sup>1</sup> )	\$72-165
Technician (Inc. Survey <sup>1</sup> )	\$33-130
Administrative Support & Clerical	\$29-110
Structural/Electrical/Mechanical/Architect	\$120-215
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

# REQUEST FOR QUOTES

Traffic Impact Study, Feasibility Report and Preliminary Design Layout:  
Improving Bunker Lake Boulevard and Puma Street in the City of Ramsey, Minnesota

## **SECTION 1: OVERVIEW**

The City of Ramsey is seeking quotes for the completion of a traffic impact study, feasibility report, and preliminary design layout of infrastructure improvements associated with the City's future business park. Improvements would be limited to (1) Bunker Lake Boulevard, between Armstrong Boulevard and Puma Street; and, (2) Puma Street, between Bunker Lake Boulevard and Alpine Drive; see Appendix for details.

It is the intent of this Request for Quotes (RFQ) to have the successful proposer enter into a professional services contract with the City of Ramsey.

## **SECTION 2: BACKGROUND**

### **City of Ramsey**

Located in the northwest Twin Cities Metro, the City of Ramsey is the fastest growing City in Anoka County. U.S. Highway 10, Minnesota Highway 169, Minnesota Trunk Highway 47 and the Northstar Commuter Rail connect the City of Ramsey to the Twin Cities and Greater Minnesota. Ramsey has an estimated population of 23,835, a median household income of \$76,560, is home to a significant manufacturing industry and is bordered by the Rum and Mississippi Rivers.

### **Future Business Park & Green-Field Development**

The Ramsey City Council and Ramsey Economic Development Authority (EDA) have identified the need to prepare for the development of a new business park within the City. The City is targeting a large area of privately owned green-field space located on the north side of U.S. Highway 10, west of Armstrong Boulevard, for a future Ramsey business park. Currently, the City is in the process of rezoning this area to meet future landuse goals.

The future business park is one component (about 92 acres) of a larger green-field area ready for development (about 350 acres). This larger green-field area includes areas for single-family residential development (about 118 acres), medium-density residential (about 31 acres) and room for a future private school campus (about 90 acres). In addition to green-field development, the City expects a portion of existing adjoining light-industrial space to be redeveloped into a traditional retail/commercial area (about 42 acres). See Appendix for a snapshot of future landuse goals.

The primary roadway system serving this developable area is Bunker Lake Boulevard and Puma Street. These roadways are both Municipal State-Aid (MSA) streets. The purpose of this RFQ is to study traffic impacts resulting from the future business park (along with other users), examine the feasibility of constructing supporting infrastructure, and developing preliminary design layout plans and specifications.

The City's future business park, and larger developable green-field area, will be served by the future U.S. Highway 10/Armstrong Boulevard (CSAH 83) interchange. Construction of this interchange will begin spring of 2015 and is expected for completion in the spring of 2017. The City expects the construction of this major interchange to increase the demand for development of this green-field area; and the future Ramsey business park.

**Request for Qualifications**

The primary purpose of this RFQ is to understand minimum required infrastructure specifications and infrastructure costs associated with developing this green-field area. This RFQ is specifically limited to Bunker Lake Boulevard, Puma Street and four intersections: (1) Bunker Lake Boulevard/ Armstrong Boulevard, (2) Bunker Lake Boulevard/ Puma Street, (3) Puma Street/ Alpine Drive (4) Armstrong Boulevard/ Alpine Drive. See Appendix A for details.

The City is seeking three deliverables:

1. Traffic Impact Study
2. Feasibility Report
3. Preliminary Design Layout

Please see Scope of Services section for additional details. Cost estimations and design should include design and construction costs for site grading, roadway, sidewalks, stormwater management, trails, landscaping, street lighting, trunk water service and trunk sewer service improvements.

### **SECTION 3: SUPPLEMENTAL INFORMATION**

1. The City is not master planning this entire developable area. It is unknown where internal driveways, roadways and curb-cuts will be needed. Therefore, the design of Bunker Lake Boulevard and Puma Street should not include any new curb-cuts.
2. Stubbing of sewer and water utilities along Bunker Lake Boulevard and Puma Street should be completed at regular intervals; based on future landuse needs per the recommendation of the firm awarded this work. This recommendation should be made with a balance of cost implications and market demand in mind (or experience with other business parks).
3. Cost estimations and design should include: roadway, sidewalks, stormwater management, trails, street lighting, trunk water service and trunk sewer service.
4. The intersection at Armstrong Boulevard was constructed in 2011. The City would like to confirm this intersection was constructed to accommodate traffic demands outlined in the Appendix landuse maps. This confirmation may be a simple narrative.
5. As-built of existing infrastructure is available upon request (e.g. Bunker Lake Boulevard was recently, partially, improved in anticipation of a new private school development).
6. The City has adopted Comprehensive Sanitary Sewer and Water Plans. These plans should be reviewed and consulted as forecasting and design work is completed.

## **SECTION 4: QUALIFICATIONS**

The following information is required and must accompany your response:

1. COVER LETTER/BACKGROUND INFORMATION: indicate your interest in providing professional services. Provide general background information on your firm. What is your experience with designing infrastructure for business parks? Do you have experience working with the City of Ramsey or nearby/similar communities?
2. FEE SCHEDULE: please describe required compensation for the proposed work. Based on the three deliverables outlined in the background section above, please breakdown required compensation into separate line items (phases).
3. CONFLICT OF INTEREST: In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City. Please outline all conflicts of interest that may exist for your firm in relation to providing professional services for the City.
4. GOOD STANDING: Your firm must be in compliance with Federal, State, County and Local units of government; which specifically includes good tax payment status and good corporate registration status. Please indicate your firm's tax and corporate registration status.
5. RECOMMENDATIONS: It is the City's goal to plan for a cost-effective and market-relevant business park. The City is interested in your professional recommendations regarding the proposed scope of work and project. Additionally, the City is looking for a recommendation related for the need/effectiveness of planning for a potential regional stormwater pond(s) to support the new business park locations identified in the appendix (add-on to scope of services).

## **SECTION 5: SCOPE OF SERVICES**

- A. TRAFFIC IMPACT STUDY: Based on future landuses indicated in the Appendix, the City would like a traffic impact study conducted to determine traffic forecasts on Bunker Lake Boulevard and Puma Street. The purpose of this information is to determine minimum roadway design specifications for future improvements to Bunker Lake Boulevard and Puma Street.
  
- B. FEASIBILITY REPORT: Based on a completed traffic impact study, the City would like a feasibility report completed with a preliminary cost estimate for any required improvements to Bunker Lake Boulevard and Puma Street. The purpose of this report is to establish the feasibility and estimated design and construction costs for completing the required site grading, roadway, sidewalks, stormwater management, trails, landscaping, street lighting, trunk water service and trunk sewer service improvements to support the future business park; and provide a foundation for budgeting discussions among City officials. This report will be based off of the design developed within the preliminary design layout (see step below). Easement and/or right-of-way impacts/needs must also be addressed in the report.

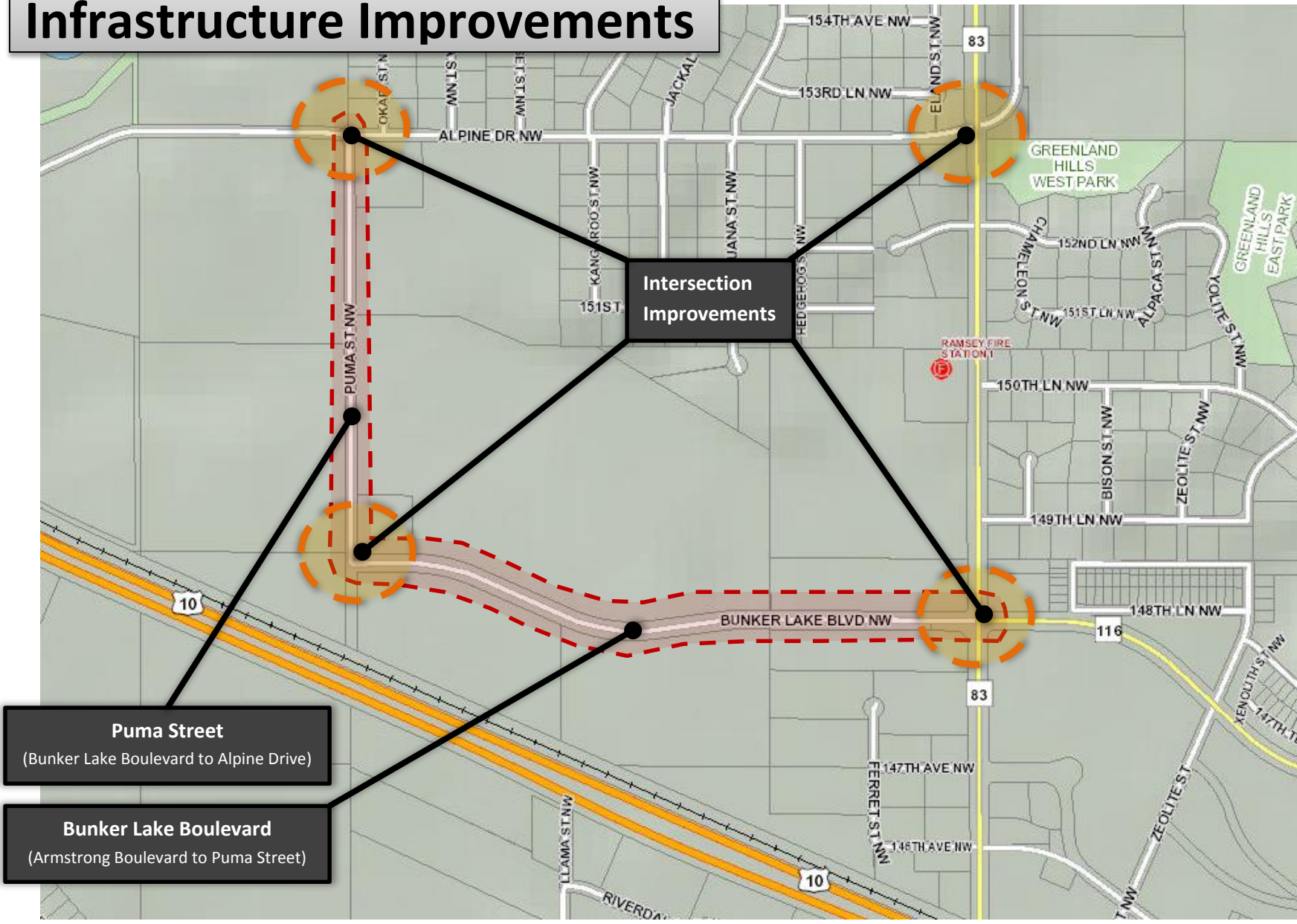
NOTE: It is likely, the proposed improvements will be constructed in stages, depending on market demand. Therefore, the feasibility report identified above shall also include costs for individual phases. The City anticipates three development phases. However, this decision will be made with input from the selected engineering firm.

- C. PRELIMINARY DESIGN LAYOUT: Develop preliminary roadway and intersection design layout based on Municipal State-Aid minimum standards and City of Ramsey development standards. This layout should include preliminary profiles and typical sections for Bunker Lake Boulevard and Puma Street, and show all proposed site grading, roadway, sidewalks, stormwater management, trails, landscaping, street lighting, and trunk water and sewer service improvements, as well as any proposed easement or right-of-way impacts/needs.
  
- D. Work with (and advise) City on strategies for infrastructure design.
  
- E. Work with (and advise) City on strategies for assessing/paying for required infrastructure.
  
- F. Provide regular activity updates, verbally, to the City's development team, a minimum two times per month
  
- G. Completion dates:
  - a. Traffic Impact Study February 28, 2015
  - b. Feasibility Report February 28, 2015
  - c. Layout/Plans & Specifications for Preliminary Design March 31, 2015

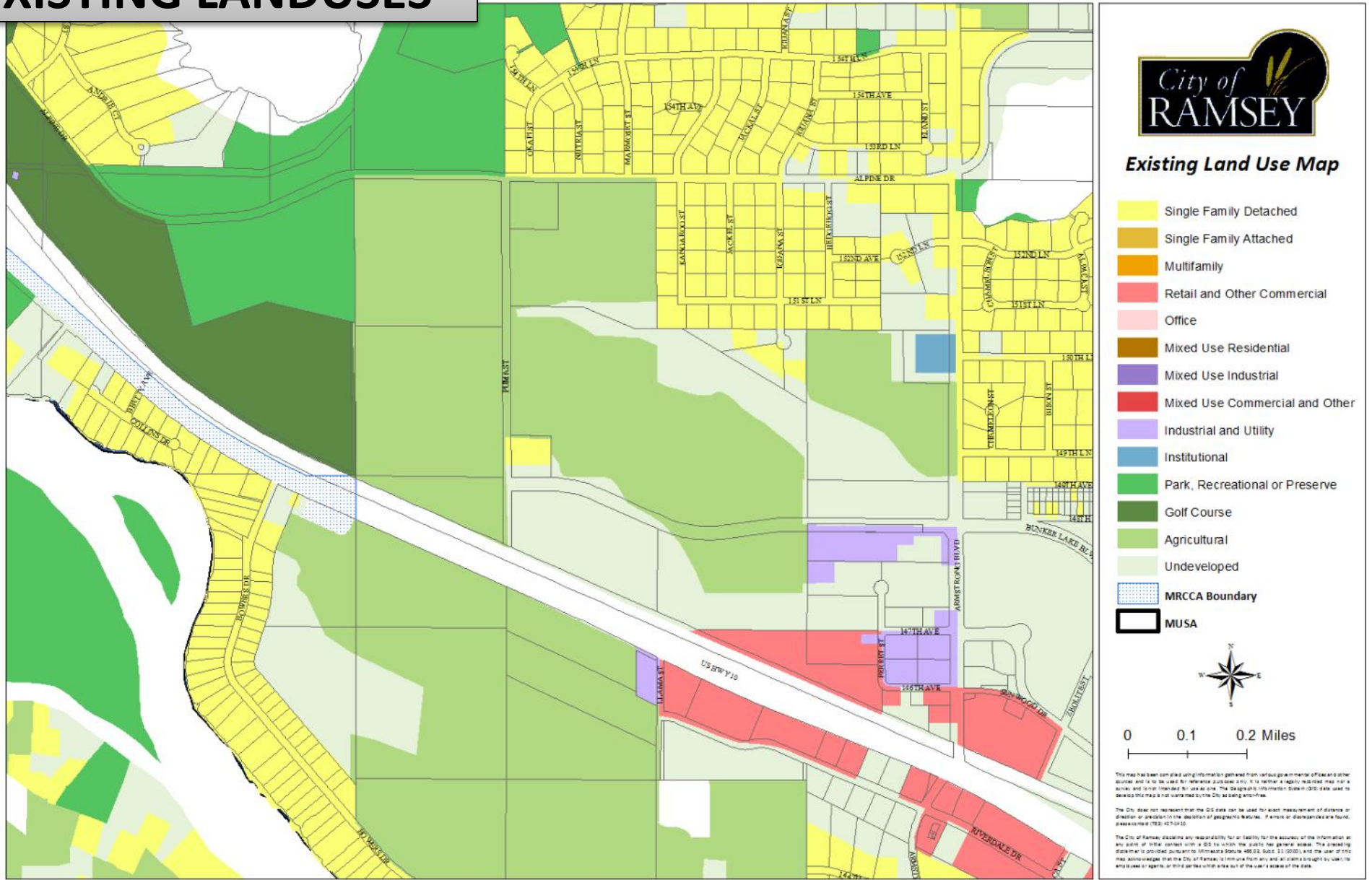
## **SECTION 6: APPLICATION PROCESS**

1. Responses must be submitted in a sealed envelope marked "Future Business Park RFQ" to the City Clerk's office, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303 before 3:00 p.m. on **January 05, 2015**, at which time they will be publically opened and read.
2. Responses will be forwarded to a selection committee. At the discretion of the City, if needed, a list of finalists may be selected for interviews. Interviews would take place on one of the following dates: **January 7th or 8th, 2015** (depending on schedules).
3. A recommendation will be crafted by the selection committee and presented to the Ramsey EDA for direction on **January 15, 2015**.
4. All proposals, plans, and other documents submitted shall become the property of the City. Responses to this RFQ are considered public information and are subject to discovery under the Freedom of Information Act.
5. To be considered, firms must submit a complete response to the RFQ in the form requested. Firms not responding to items requested in the RFQ or indicating exceptions to such items may have their submittals rejected. Issuance of this RFQ and receipt of proposals does not commit the City of Ramsey to award a contract. The City of Ramsey reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFQ, or to negotiate with any of the proposers submitting an RFQ, or to cancel all or part of this RFQ. The City reserves the right to award work in phases; rather than one single project.
6. Questions/Contact:
  - Patrick Brama, Economic Development Manager, 763-433-9868, [pbrama@cityoframsey.com](mailto:pbrama@cityoframsey.com)
  - Bruce Westby, City Engineer, 763-433-9825, [bwestby@cityoframsey.com](mailto:bwestby@cityoframsey.com)
  - Kurt Ulrich, City Administrator, (763) 433-9845, [kulrich@cityoframsey.com](mailto:kulrich@cityoframsey.com)

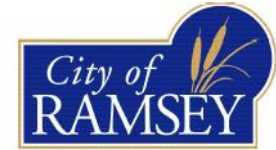
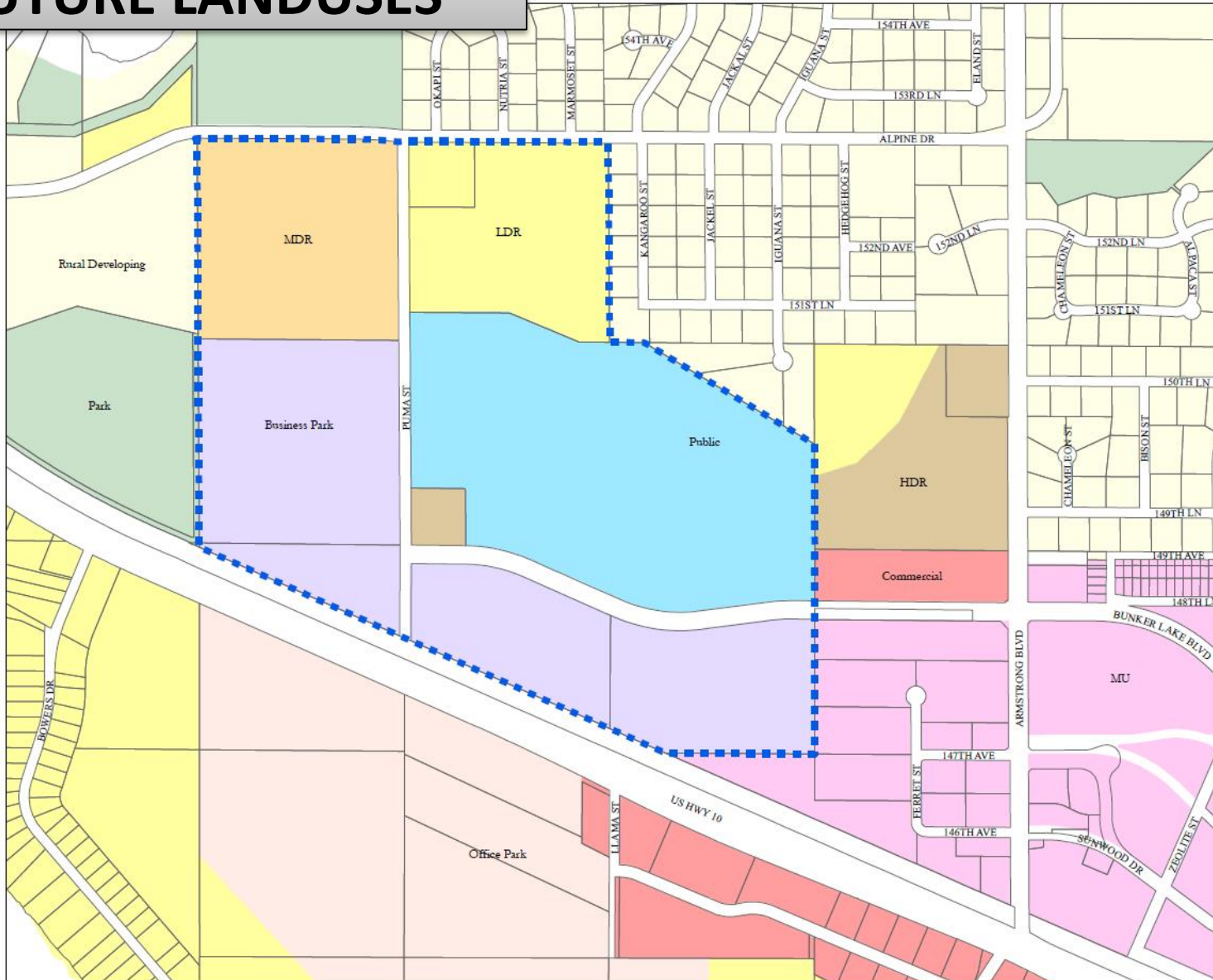
# Infrastructure Improvements



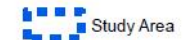
# EXISTING LANDUSES



# FUTURE LANDUSES



**2030 Comprehensive Plan  
Future Land Use Map  
PENDING**



Study Area

**Future Land Use**

- Low Density Residential
- Medium Density Residential
- High Density Residential
- Office Park
- Commercial
- MU
- Business Park
- Public
- Rural Developing
- Rural Preserve
- Park



0 300 600 Feet  
1 inch = 600 ft on 11 x 17

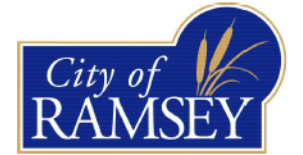
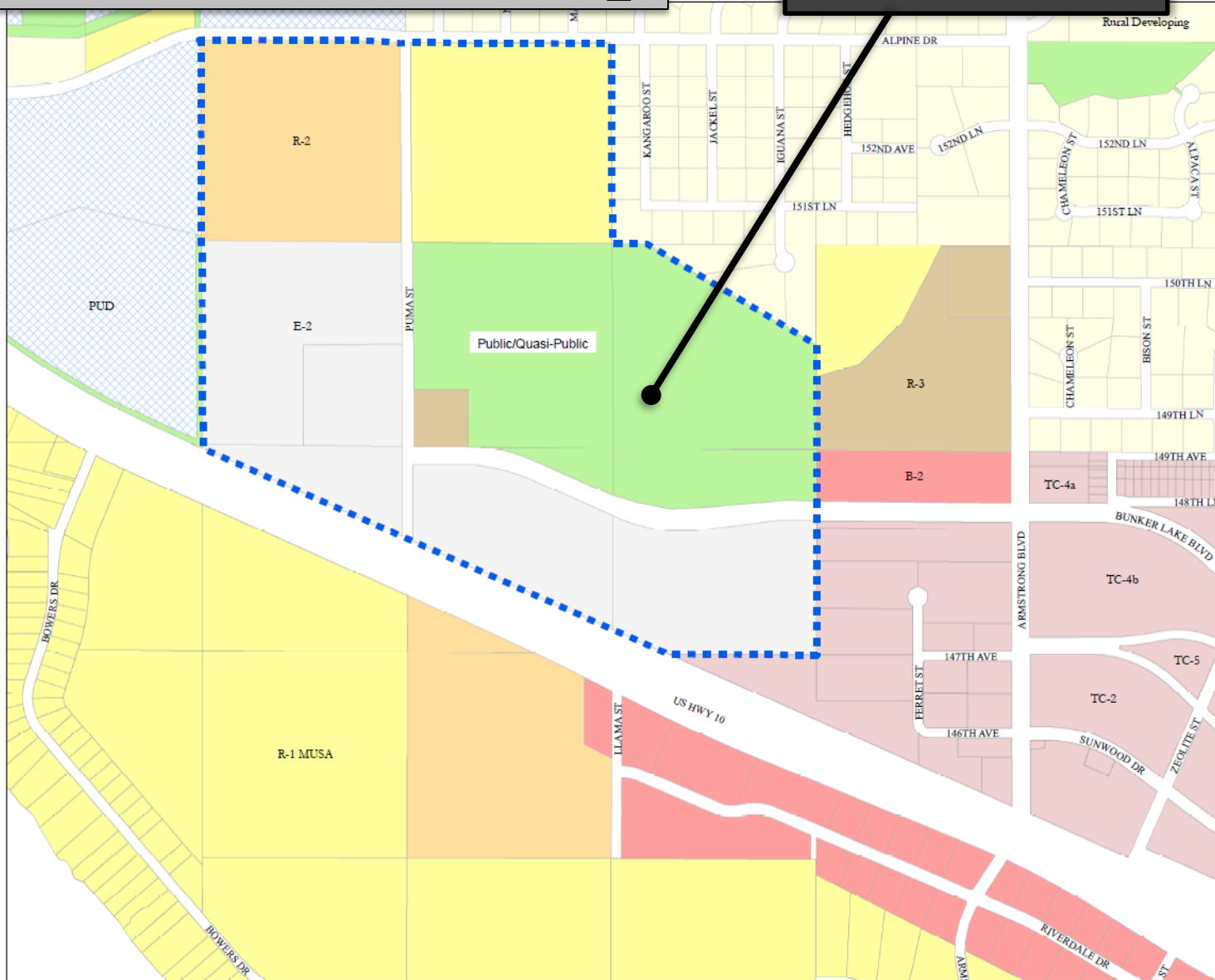
This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being error-free.

The City does not represent that the GIS data can be used for exact measurement of distance or direction or precision in the location of geographic features. If errors or discrepancies are found, please contact (763) 474-4650.

The City of Ramsey disclaims any responsibility for or liability for the accuracy of the information at any point of initial contact with a GIS to which the public has general access. The preceding disclaimer is provided pursuant to Minnesota Statute 466.03, Subd. 21 (2002), and the user of this map acknowledges that the City of Ramsey is immune from any and all claims brought by, to, employees or agents, or third parties which arise out of the user's access of the data.

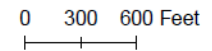
# FUTURE LANDUSES: Zoning

Proposed Private School Campus  
(currently green space)



## Zoning Map PROPOSED/PENDING

- Study Area
- Zoning District**
- R-1: Rural Developing (outside MUSA)
- R-1: MUSA
- R-2: Medium-Density Residential
- R-3: High-Density Residential
- B-1: Business District
- B-2: Business District
- H-1: Business District
- E-1: Employment District
- E-2: Employment District
- MU-PUD: Mixed-Use, Planned Unit Development
- PUD: Planned Unit Development
- COR: The COR
- P: Public/Quasi-Public District



This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) data used to develop this map is not warranted by the City as being accurate.

The City does not represent that the GIS data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 427-1416.

The City of Ramsey disclaims any responsibility for or liability for the accuracy of the information at any point of time contained with a GIS in which the public has general access. The following disclaimer is provided pursuant to Minnesota Statute 466.03, Subd. 21 (2005), and the user of this map acknowledges that the City of Ramsey is immune from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access of the data.

**CITY OF RAMSEY  
FUTURE BUSINESS PARK  
COST SHARING AGREEMENT**

This Agreement is made by and between the **City of Ramsey**, a municipal corporation, **Hageman Holdings, LLC**, a Minnesota limited liability company, and **Pearson Properties of Ramsey, LLC**, a Minnesota limited liability company.

**Recitals**

1. The Future Business Park is an area in the City near the U.S. Highway 10 / Armstrong Boulevard intersection that the City and its Economic Development Authority have targeted for development. Attached as Exhibit A and incorporated herein is a diagram of the Future Business Park area. Hageman Holdings, LLC and Pearson Properties of Ramsey, LLC, (“Owners”) are the largest property owners within the proposed Future Business Park area.
2. The City issued a Request for Quotes from firms to conduct a Traffic Impact Study, Feasibility Report and Preliminary Design Layout (“the Work”) for improving portions of Bunker Lake Boulevard and Puma Street within the Future Business Park area. A copy of the Request for Quotes is attached as Exhibit B and is incorporated into this Agreement.
3. Bolton & Menk, Inc. responded to the RFQ and was selected by the City to perform the Work. Bolton & Menk’s proposed cost for the Work is \$38,860.00, as described in their Proposal dated January 5, 2015. A copy of the Proposal is attached as Exhibit C and is incorporated into this Agreement.
4. Completion of the Work will benefit the Owners and further their efforts to develop their respective properties.

## Agreement

In consideration of the mutual promises contained below, the parties agree as follows:

1. The Recitals set forth above are incorporated within this Agreement.
2. This Agreement is effective as of the latest date a party executes the Agreement below.
3. The City, Hageman Holdings, LLC and Pearson Properties of Ramsey, LLC shall equally share the cost of the Work with each party paying one-third, pursuant to the terms of this Agreement.
4. The City will contract with Bolton & Menk, Inc. for completion of the Work and shall initially pay the entire cost reasonably invoiced by Bolton & Menk, Inc. pursuant to that contract.
  - a. The City shall provide a copy of Bolton & Menk's invoices to the Owners within 14 days of receipt. In the event an Owner disputes an invoice, a written description of the objection shall be provided to the City Engineer within seven days of receipt of the invoice by the Owner.
  - b. In the event an Owner disputes the Work performed by Bolton & Menk, the Owner shall inform the City of its objections in writing as soon as reasonably possible.
  - c. The City shall act in good faith to resolve any objections raised by the Owners concerning the Work or Bolton & Menk's invoices. As the contracting party, the City shall have final authority to resolve disputes arising out of the contract with Bolton & Menk.
5. The Owners shall reimburse the City for their respective one-third shares of the total cost as follows:
  - a. The final cost of the Work shall be provided by the City to the Owners in writing with appropriate supporting documentation ("Reimbursement Notice").
  - b. Interest of 2% APR shall accrue on the amounts owed by the respective Owners starting as of the date of the Reimbursement Notice.

- c. The Owners shall reimburse the City for their respective one-third shares in a single, lump sum payment at the earlier of:
  - i. January 01, 2020.
  - ii. Within one week of closing on the sale of any parcel of the respective Owner's land, or portion thereof, located within the Future Business Park area. Owners shall provide the City with notice of all pending land sales within the Future Business Park area. The notice shall be provided upon execution of a purchase agreement and shall include the closing date.
  - iii. The Owner submits an application for preliminary plat approval concerning land within the Future Business Park area.
6. In the event an Owner fails to reimburse the City for the Owner's share of the costs when due, the City may (i) initiate legal action against the Owner in Anoka County District Court and/or (ii) decline to issue any building permits, approve any plats or enter into any development agreements with the Owner until the Owner pays the City in full.
7. Miscellaneous provisions.
  - a. This Agreement shall be governed by the laws of the State of Minnesota.
  - b. This Agreement contains the entire agreement between the City and the Owners and none of the parties shall be bound by any verbal statement or agreement. This Agreement cannot be varied except by written agreement executed by the parties.
  - c. The provisions of this Agreement are severable, and if any provision or part hereof or the application thereof to any person or circumstances shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provisions or part hereof to other persons or circumstances shall not be affected.
  - d. Notices permitted or required by this Agreement must be in writing and shall be deemed given when delivered in legible form to the business address of the party to whom addressed. The business addresses of the parties are as follows:

City: City Administrator  
City of Ramsey  
7550 Sunwood Drive N.W.  
Ramsey, MN 55303

Owner: Hageman Holdings, LLC  
Attn. Mike Hageman  
13200 43<sup>rd</sup> Street NE  
St. Michael, MN 55376

Owner: Pearson Properties of Ramsey, LLC  
Attn: Al Pearson  
14820 Bowers Drive  
Ramsey, MN 55303

Notices not given in the manner or within the time limits set forth in this Agreement are of no effect and may be disregarded by the party to whom they are directed.

- e. The City's approval of this Agreement does not constitute approval of any zoning, plat, or site plan applications subsequently submitted to the City by the Owners concerning property within the Future Business Park area.

**CITY OF RAMSEY**

By: \_\_\_\_\_

Sarah Strommen, Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Kurt Ulrich, City Administrator

**HAGEMAN HOLDINGS, LLC**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Its: \_\_\_\_\_

**PEARSON PROPERTIES OF RAMSEY, LLC**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Its: \_\_\_\_\_

# ACG

**Advance Consulting Group, Inc.**  
*Development and Finance Specialists*

# Ramsey Business Park Phase I Research Report

# Business Park Prospects

## Background

The City of Ramsey is considering the development of a new business park. The site under consideration for the new business park is located north of U.S. Highway 10, west of Armstrong Blvd and south of Bunker Lake Blvd. The site is also bordered by main line railroad track owned and operated by the Burlington North Santa Fe Railroad. The goal of this research report is to identify potential prospects for the new business park and address concerns related to the impact of nearby rail.

The process required for developing a business park is much different from selling a single site. Business park development requires substantially more planning, capital and control. Timing is another important distinction. Strategic timing is critical to the success of a Business Park because it involves the subdividing of land, the installation of site improvements, the sale of sites and ultimately cash flow and profits.

The principal steps in the development of a business park include:

1. Preliminary analysis
2. Site selection and acquisition
3. Preparation of a development plan
4. Formulation of use restrictions and controls
5. Preparation of business park layout
6. Installation of site improvements
7. Construction

## Preliminary Analysis

The development of a business park should not be undertaken unless considerable research and analysis of the market has been completed. Market analysis is essential to the success of the business park and it must be carefully and professionally completed before actual development activity begins. The decision on what industries to pursue rests on experience and knowledge of the assets and liabilities of the community as well as which businesses are actively looking for new sites for expansion.

Reasons to consider the development of a new Business Park include:

1. There is currently a lack of readily available sites for new business development in the community. Success with expanding the community's tax base and the creation of new jobs will be limited without the availability of sites that are ready and available for new development.
2. The national economy, and more specifically the economy in Minnesota, has substantially improved. According to the US Department of Labor, Minnesota had the fifth fastest growing economy in the nation in 2012. This was the state's best year for growth since 2004. Forbes Magazine named Minnesota the eighth best place to do business in 2013. Also in 2013, American City Business Journal's index of "top performing metropolitan economies" ranked the Twin Cities seventh in the country, jumping 48 spots from a year earlier.
3. Major transportation improvements are currently being planned or are underway in Ramsey that will have a very positive affect. Construction of a new bridge at Highway 10 and Armstrong Boulevard will improve traffic flow and provide better access for the community. Ramsey recently announced that funding has been secured for this improvement project. Construction will begin in 2015. In addition, the Minnesota Department of Transportation plans to make incremental safety improvements to U.S. Highway 10 in the near term making this corridor more acceptable to commuters, business and industry.
4. A community development trend that is unfolding is the growing expectation and even demand by millennial's for work-life balance. They are increasingly choosing to live closer to their work in an effort to achieve this balance and minimize their downtime in traffic. To be successful at attracting residents in the future, communities must not only have a variety of housing styles and types, they must also provide employment opportunities in close proximity to support the concept of work-life balance.
5. The City of Ramsey has a track record of successfully developing business parks. These parks include Business Park 95, Energy Park, Sunfish Lake Business Park, and Azurite Business Park. All of these business parks were sponsored by the City of Ramsey. As a result of these efforts Ramsey has had significant success with attracting new business and jobs to the community.

## The Impact of Rail on the Proposed Site

The property under consideration for the new Ramsey Business Park is located adjacent to the Burlington Northern Santa Fe (BNSF) Railroad main line linking the Chicago and Twin City market to the West Coast. Historically, locating a business park near rail has had some distinct advantages for attracting business and industry.

The desirability of freight rail transportation is more often than not linked to the cost of oil. As oil prices increase freight tends to shift from truck to rail. The cost to move a ton of goods by rail is significantly different from truck transportation. With one gallon of diesel fuel it is possible to move one ton of freight 400 miles by rail compared to approximately 100 miles by truck. In addition each rail car holds approximately 4.35 truckloads of commodities creating greater efficiencies.

Oil production on the Bakken Range in North Dakota has also impacted rail traffic along the rail corridor in Ramsey. The application of hydraulic fracturing and horizontal drilling technologies have caused a boom in Bakken production since 2000. By the end of 2010, oil production rates had reached 458,000 barrels per day, thereby outstripping the pipeline capacity to ship oil out of the Bakken Range. By April, 2014 Bakken oil production in North Dakota and Montana exceeded 1 million barrels per day. Without the construction of additional pipeline capacity, rail has become the preferred method for transporting oil produced from this oil field. Much of this rail traffic moves on the rail line through Ramsey thereby limiting the railroads capacity to absorb additional traffic.

The BNSF line through Ramsey is also home to the Northstar Commuter Rail. In 2014 approximately 720,000 commuters used the rail for commuting to and from the City of Minneapolis. Currently 6 inbound and 6 outbound Northstar Commuter Trains use the line daily. The use of the line for commuter rail places further restrictions on the use of the line for additional train traffic.

Rail traffic on this corridor has now grown to the point where it has become an issue for communities located along the line. The problem has risen to the level of garnering attention from the State of Minnesota. Governor Dayton's 2015 budget includes a proposal to change how the state taxes railroads and includes a new fee dedicated to making safety improvements. These new revenue streams would raise \$100 million over the next two years to help the state, counties and cities address problems from increased traffic.

When all of these factors are taken into consideration, it is clear that locating a business park on rail today does not necessarily translate into rail access and therefore rail oriented business and industry. We believe that the Ramsey Business Park site will not be home to rail oriented industries for the following reasons:

1. Class One carriers like BNSF prefer running 110 car unit trains or longer over assembling a train to serve a limited number of industries in a business park. Efficiency is extremely important to this industry as railroads spend 12 to 15% of their annual revenues per year on upgrading infrastructure and new equipment including larger more powerful locomotives that are designed to move larger loads. This level of investment compares to about 5% in other capital intensive industries. The frequency of unit trains on the BNSF route through Ramsey will only increase as it is the main northerly route to the ports of Seattle and Vancouver from the Chicago market as well as the main route for transporting Bakken oil to refinery facilities in the south.
2. With upgraded crossings and grade separations currently planned or under construction there will be pressure to increase speed through communities on the route thereby elevating the need to limit access.
3. There will be pressure in the long term to increase unit trains to 150 cars. Many coal unit trains are now 123 cars. Because current infrastructure isn't capable of handling 150 car unit trains, industry experts don't believe this will happen for at least 5 years or longer but it is in the planning stages by the rail industry.
4. Except for locations near the Northtown Switching Yard in Fridley, it is highly unlikely that rail dependent industries who do not currently have rail access will be allowed access to rail in the north metro area as this would require the BNSF to brake track on a very high traffic, fast moving line that is already in high demand. This view is tied directly to the pressure for more speed and longer unit trains in the future.
5. Large industries that use freight today generally require large tracts of land and cannot afford high land prices. These rail oriented industries are also incompatible with high population areas due to likely user activities that include scrap metal to steel, fertilizer and anhydrous ammonia storage, chemical processing, storage and processing of agricultural commodities.

## Potential Prospects for Business Park

If rail oriented prospects are unlikely to locate in the proposed business park, what types of businesses will find the location attractive? The first step in determining potential prospects for the Ramsey Business Park is to determine which industries could be most successful at this location. They are called *potential prospects* at this stage for that is what they are until there is confirmed interest. Anoka County has a high incidence of skilled and semi skilled technicians and a livability standard that makes the area attractive to companies who employ people with these skill sets. Companies searching for sites today rank access to a skilled workforce as one of their primary concerns. Sites and capital can be obtained in many places. Finding a labor force at a reasonable cost with the skills that the company needs can mean the difference between success and failure.

Businesses that match well with the Anoka County workforce can be identified by their NAICS code. All businesses in the United States are classified using the North American Industry Classification System (NAICS). This system is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. Industries that are compatible with the skills of the Anoka County workforce would likely include the following:

NAICS CODE	DESCRIPTION	ANOKA COUNTY ESTABLISHMENTS
332	Fabricated Metal Products	205
333	Machinery Manufacturing	84
339	Miscellaneous Manufacturing	63
323	Printing and related supplies	50
337	Furniture and related products	45
326	Plastics and rubber products	29
334	Computer and electronics	28
336	Transportation equipment	15
325	Chemical Manufacturing	15
321	Wood products manufacturing	14
322	Paper manufacturing	12
311	Food manufacturing	11

## Prospect Limitations Imposed by Location

It is important to keep in mind that the array of prospects for a business park is more limited if the park is located immediately adjacent to a rail line. This is a direct result of vibration caused by moving freight and passenger trains. Vibration sensitive industries such as precision manufacturers may be concerned about quality control if the site on which they locate is subject to ground vibration. Low frequency vibrations caused by slow moving or heavily weighted trains are generally the most severe.

In many cases, vibration-sensitive facilities can be built near operating rail lines if proper design considerations are implemented. These considerations include field vibration measurements to determine levels of vibration at the surface and below grade as appropriate, allowance for building suppression effects, and internal building vibration mitigation.

In some circumstances, it is practical to modify the impacted building to reduce the vibration levels. Vibration isolation of buildings basically consists of supporting the building foundation on elastomer pads similar to bridge bearing pads. When vibration-sensitive equipment such as CNC machines will be affected by transit vibration, specific modifications to the building structure may be the most cost-effective method of controlling the impact. For example, the floor upon which the vibration sensitive equipment is located could be stiffened and isolated from the remainder of the building to reduce the vibration. Alternatively, the equipment could be isolated from the building at far less cost.

According to studies conducted by the US Department of Transportation, sites located within 100 yards of the centerline of a rail line tend to experience the most vibration. In general, sites that are 300 or more feet from the centerline often experience little or no impact and can be considered by vibration sensitive industries as a site location option. Further study of the Ramsey location as it relates to current vibration levels is encouraged.

It should be noted that there are numerous examples of industry located in close proximity to rail lines in the Ramsey industrial market. In some instances precision manufactures have located within 100 feet of the centerline and operated successfully using vibration mitigation techniques.

There are some industrial prospects who are not vibration sensitive who will not consider Business Parks located adjacent to rail. Distribution centers would fall into this classification. Distribution centers prefer locations near a major highway with no impediments to access. Under most circumstances a rail line would be considered an impediment even if at grade rail crossings provide access to the site. Recent action taken by the City of Ramsey, the State of Minnesota and the federal government to improve the intersection of Armstrong Boulevard and Highway 10 with a new overpass will allow distribution centers to consider the site for future facilities.

## Conclusion

As the City of Ramsey knows, the cost of developing a business park can be significant and there are never any guarantees of a return on the investment. There are many factors to consider before investing in land and infrastructure to attract industrial and commercial development. However, there is an old saying in economic development: "You must have a site that is ready for development to be in the game".

Having a site that is ready to go or is "shovel ready" separates communities into winners and losers at the start of the site location process. When the community is prepared with a site that is ready to accept development, the odds improve significantly that the community will receive a visit from a potential prospect. In today's world, the competition is keen for economic development due to its impact on tax base, job creation and related income. Communities with sites that are prepared are the ones who will achieve success.

# Future Business Park

Reference Map:

300' Railroad Affect Area

Area Unaffected by Train/Easy to Section Off



# Ramsey EDA Dashboard: 01/01/2015

## FUNDS & ACCOUNTS

<b>EDA Fund</b>	\$ 663,910.00
<i>Utilized for project costs associated with EDA initiatives. Examples include property acquisition, site preparation, demolition, professional services, other.</i>	
<b>Revolving Loan</b>	\$ 280,724.00
<i>Fill financing gap between project costs and private debt financing Typically, low or even zero interest rate; entices recruitment and expansion in Ramsey.</i>	
<b>Anoka Country HRA</b>	\$ 889,110.00
<i>All purpose redevelopment and economic development dollars 889K balance 2013, 250K common bond obligation, OMC redevelopment targeted (\$200-\$500K)</i>	
<b>TIF Account #1</b>	\$ 316,576.00
<i>Old TIF account can be utilized anywhere South of Bunker in Ramsey (public improvements only) \$407,876 in account from Diamond Graphics property sale (less \$91,300 connexus costs biz park)</i>	
<b>Sub Total</b>	<b>\$ 2,150,320.00</b>

## ASSETS (future land proceeds)

<b>Nordvick Property #45, 1.43 Acres (147th/Armstrong)</b>	\$ 436,035.60
<i>Purchased for by City for \$800,000, \$600,000 from EDA fund. Listed for \$10 psf (\$622,908) Building demolition and site clean up, EDA Fund (23,550).</i>	
<b>Industrial Park Property #28, .95 Acres (Basalt/Bunker)</b>	\$ 68,250.00
<i>Purchased for by City for \$211,200 in 2006, 11% of proceeds must payback CDBG County Currently listed by CBRE for \$105,000</i>	
<b>Industrial Park Property #37, 4.14 Acres (Ramsey/Jasper)</b>	\$ 315,000.00
<i>Purchased for by City for \$XXXXX in XXXX. Proceeds will go back to TIF Account #1 Currently listed by CBRE for \$450,000</i>	
<b>Former Bookstore Property #40, 1.23 Acres, Dolomite/Hwy 10</b>	\$ 150,500.00
<i>Purchased for by City for \$XXXXX in XXXX. Proceeds are open to EDA use (w/Council approval) Currently listed by CBRE for \$215,000</i>	
<b>Former Amoco Station Property #08, 1.01 Acres, Hwy 47/142nd</b>	\$ 123,200.00
<i>Purchased for by City for \$XXXXX in XXXX. Proceeds will go back to XXXXXX. Currently listed by CBRE for \$176,000</i>	
<b>Sub Total</b>	<b>\$ 1,092,985.60</b>

## ANNUAL EDA BUDGET

<b>Miscellaneous Operating Supply</b>	\$ 10,600.00
<i>Primary Fund for EDA events and miscellaneous costs. Examples Include expo, golf tournament, networking event, business of the years costs.</i>	
<b>Miscellaneous Professional Services</b>	\$ 30,128.00
<i>Primary fund to supplement EDA initiatives with professional services. Examples: site investigation, ED consulting, Financial consulting, site concepts.</i>	
<b>Sub Total</b>	<b>\$ 40,728.00</b>

**BACKGROUND (future business park):**

The City of Ramsey is home to hundreds of successful and growing businesses. Many of these businesses are located in the City's original "Business Parks" along Bunker Lake Boulevard, just north of U.S. Highway 10, east of Ramsey Boulevard. In recent years, available land for existing Ramsey businesses to expand, or for new businesses to locate in Ramsey, has become scarce. As a result, the Ramsey EDA and City Council have identified securing a new business park a priority.

In the winter of 2013-14, a new business park location was identified by the Ramsey Economic Development Authority (EDA), Planning Commission, and City Council. The newly proposed business park is located along Bunker Lake Boulevard, west of Armstrong Boulevard, on the north side of U.S. Highway 10; and will include nearly 100 acres of land available for development by businesses. The City is currently in the process amending its Comprehensive Plan and Zoning Ordinances to allow for the proposed business park. The proposed business park is, and will be, owned and operated by private developers, not the City of Ramsey.

The City's vision statement reads, "*Achieve economic vitality with strategic infrastructure investments through market-driven growth.*" This vision supports the City's exploration of bringing infrastructure improvements to this property in order to facilitate economic growth.

The future business park is one component (about 92 acres) of a larger green-field area ready for development (about 350 acres). This larger area green-field area includes areas for single-family residential development (about 118 acres), medium-density residential (about 31 acres) and room for a future private school campus (about 90 acres).

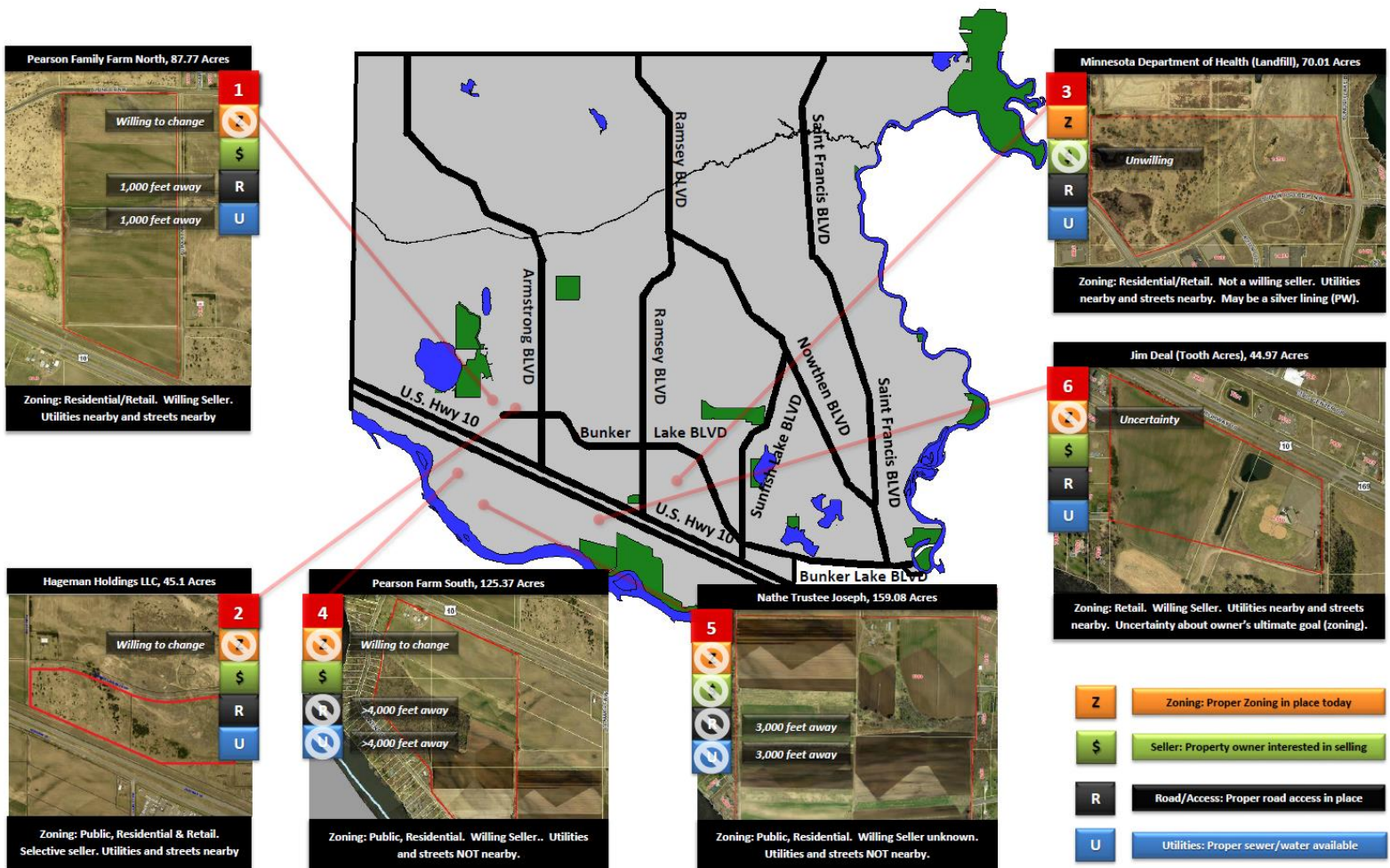
The City's future business park, and larger developable green-field area, will be served by the future U.S. Highway 10/Armstrong Boulevard (CSAH 83) interchange. This interchange will begin construction in the spring of 2015 and is expected for completion in the spring of 2017. The City expects the construction of this major interchange to increase the demand for development of this green-field area; and the future Ramsey business park.

- (1) Pursue the Pearson Properties Site (north) as the primary industrial park for Ramsey**
  - Engage surrounding property owners regarding a potential zoning change (open house/public input); before submitting an application for a Comprehensive Plan and Zoning Amendment.
  - Develop feasibility study, utilizing the City's Engineering Department, for full build out of an industrial park (projected revenues and expenditures)
  - Upon completion & EDA confirmation (later date)
  - Direct staff to pursue shovel ready certification
  - Direct staff to develop a memorandum of understanding with AL Pearson regarding the development of his property into an industrial park

- (2) Continue to discuss the Hageman Holdings property**
  - Further understand implications of the required completion of Bunker Lake Boulevard.
  - Further understand implications of previous assessments
  - Attain asking price
  - Further understand which type of users would be allowed

- (3) Continue to discuss acceptable land uses with the MPCA on the Closed Landfill property**
  - The likely scenario would include a public use (i.e. public works campus); which would free up tax exempt land in the existing industrial park. This discussion will likely take several months to unfold.

**(4-6) Continue to monitor these potential future industrial park sites; however, do not actively pursue additional information.**



**EDA Direction 04/10/2014**

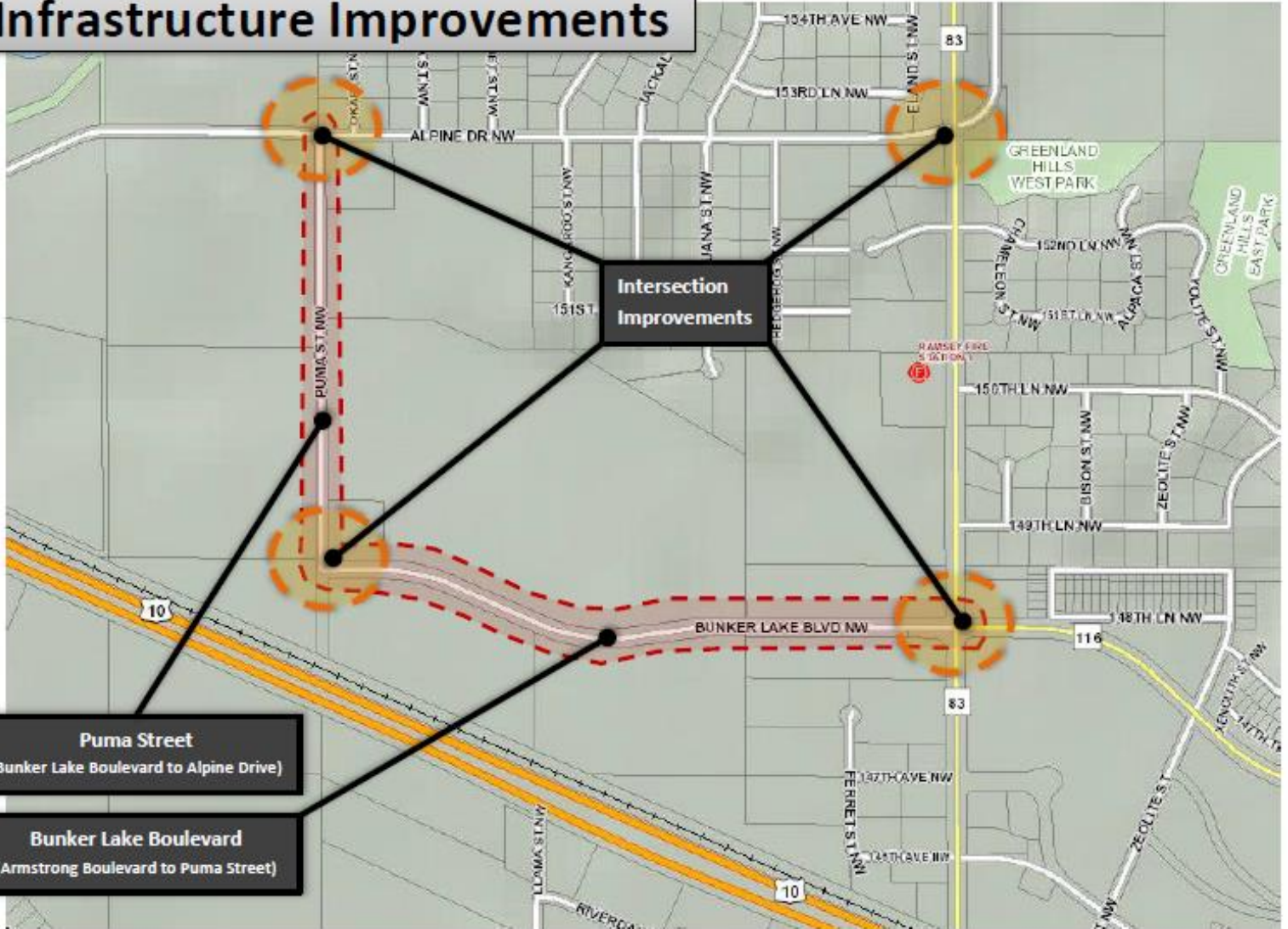
**Action:**

Motion to approve submitting the proposed comprehensive plan amendment (shown below) and dedicating professional services dollars to assist Community Development Staff in moving the proposal forward.



GENERAL CONSENSUS for staff to finalize RFQ for professional services (feasibility report, traffic analysis, preliminary layouts, etc.) and submit to the City's engineering services pool.

Appendix A  
**Infrastructure Improvements**



**BACKGROUND (RFQ):**

The primary roadway system serving the future business park (and larger developable area) is Bunker Lake Boulevard and Puma Street. These roadways are both Municipal State-Aid (MSA) streets. The purpose of the attached RFQ is to study traffic impacts resulting from the future business park (along with other users), examine the feasibility of constructing supporting infrastructure, and developing preliminary design layouts/plans and specifications.

This information will put elected officials in a position to make strategic planning/preparations decisions; and, to put Staff in a better position to respond to prospects interested in the future business park (i.e. what is the required new infrastructure, what will it look like, what will it cost, what is the financial responsibility of various parties, etc.). Currently, when Staff works prospects interested in the future business park, the City is experiencing a competitive disadvantage when considering the several "development unknowns" outlined above.

**Request for Qualifications**

The primary purpose of this RFQ is to understand minimum required infrastructure specifications and infrastructure costs associated with developing this green-field area. This RFQ is specifically limited to Bunker Lake Boulevard, Puma Street and four intersections: (1) Bunker Lake Boulevard/ Armstrong Boulevard, (2) Bunker Lake Boulevard/ Puma Street, (3) Puma Street/ Alpine Drive (4) Armstrong Boulevard/ Alpine Drive.

The City is seeking three deliverables:

1. Traffic Impact Study
2. Feasibility Report
3. Preliminary Design Layout

Cost estimations and design should include design and construction costs for site grading, roadway, sidewalks, stormwater management, trails, landscaping, street lighting, trunk water service and trunk sewer service improvements. See scope of services section of RFQ for details.

**Economic Development Authority (EDA)**

4. 2.

**Meeting Date:** 03/05/2015

**Submitted For:** Patrick Brama, Administrative Services

**By:** Patrick Brama, Administrative Services

---

**Title:**

Joint EDA and City Council Meeting (set agenda and date)

**Purpose/Background:**

The purpose of this case is to set a joint EDA-City Council meeting.

Available Dates:

Tuesday, April 14, 2015, 5:30 p.m.

Tuesday, April 28, 2015, 5:30 p.m.

Tuesday, May 12, 2015, 5:30 p.m.

Agenda Items:

Discuss EDA Workplan Update (several items)

CBRE Update (provided by CBRE)

**Notification:**

**Observations/Alternatives:**

NA

**Funding Source:**

NA

**Recommendation:**

Provide staff general direction (date and agenda items).

**Action:**

Provide staff general direction (date and agenda items).

---

**Attachments**

*No file(s) attached.*

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 03/02/2015

**Reviewed By**

Kurt Ulrich

**Date**

03/02/2015 12:39 PM

Started On: 02/23/2015 01:41 PM

## Economic Development Authority (EDA)

5. 1.

**Meeting Date:** 03/05/2015

**Submitted For:** Patrick Brama, Administrative Services

**By:** Patrick Brama, Administrative Services

---

### **Title:**

Staff Updates

### **Purpose/Background:**

#### **Use of EDA Revolving Loan Fund (RLF)**

At the February EDA meeting, restrictions to the EDA RLF were discussed. In summary, clarification was needed as to whether or not State/Federal restrictions existed on the City's EDA revolving loan fund (does the EDA have discretion to spend RLF dollars where they see fit?). Based on a discussion with the City's Finance Director and Economic Development Consultant, it was determined the City's RLF dollars are unrestricted and available for use as the EDA sees fit. The only existing restrictions on the RLF is the 2009 adopted EDA RLF policy.

### **Closed Session Discussions**

Minn. Stat. § 13D.05, subdivision 3 allows a meeting to be closed:

- (1) to determine the asking price for real or personal property to be sold by the government entity; [and/or]
- (2) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

This statutory language does not limit the discussion to just price. The sale of land may, and often does, include terms other than price, such as earnest money, timing, title evidence, environmental issues, amount of land to be sold (if dividing a parcel), potential future use, division of closing costs, survey requirements, encroachments, etc. All such terms may be part of the negotiation and considered in the review of an offer or in the development of a counteroffer. This exception to the Open Meeting Law is designed to allow the government to negotiate all such terms in private for the public's best interests.

### **New Ramsey (Anoka County Sponsored) "Open to Business Program"**

Anoka County has sponsored all Anoka Cities to join an "Open to Business Program." This program targets small/start-up businesses and fills the gap of expertise/ professional consulting/ and opportunities for micro loans that are not typically provided by banks and municipalities (for small/start-up businesses). Below is a summary, the program coordinator will attend the April EDA meeting to provide an overview and answer questions. Staff plans on advertising this program through: City website, Facebook and the Ramsey Resident. This program/service is free to the City of Ramsey in 2015. Anoka County hopes that Anoka Cities will consider joining/subscribing to this program in 2016.

#### **Ramsey Launches "Open To Business" Program**

*Need a trusted advisor? A free business consultant? Or money to start or expand your business? Ramsey's "Open To Business" program might be just what you are looking for!*

*This program provides one-on-one business counseling to current and prospective entrepreneurs, helping them get the technical assistance that they need to succeed. Consultants offer support in the areas of financial management, bookkeeping set-up and training, loan packaging, business plan development, real estate analysis, marketing, strategic planning, business regulations, and more.*

*Through the Open to Business Loan Program, direct loans ranging up to \$25,000 are available for startup businesses and larger loan packages are available for established businesses. Our consultants can help entrepreneurs determine all of their capital needs and help them to apply for financing that will meet those*

needs.

*The Open to Business program can also offer professional referrals and link businesses to additional resources such as training programs, community or government services, and other industry or business professionals. For more information or to get started call 763-438-7315, email [info@opentobusinessmn.org](mailto:info@opentobusinessmn.org), or visit [www.opentobusinessmn.org](http://www.opentobusinessmn.org).*

### **RALF and Armstrong City Owned Properties**

**RALF:** Over the past 45 days staff has spent a considerable amount of time working with tenants located on City owned properties along Highway 10 (commonly known as RALF properties). PACT Charter and Northern Light leases are due for renewal in 2015; and both new leases may require modifications to the premises. Staff expects lease proposals for both users to come forward in the next 60 days to the City Council. Youth First is in the process of designing a new, commercial-grade, kitchen for their space. A request for these improvements will come to the Council in the next 60 days. Staff continues to work with Independent Auto regarding number of property maintenance issues and other outstanding items.

**ARMSTRONG:** Over the past 60 days staff has spent significant time working with previous property owners/tenants located on City property purchased for the Armstrong Interchange project. Anoka County, will be taking over the process of site demolition and clean-up for said properties in March. Staff is working with Anoka County to ensure all properties have been vacated by tenants; and all equipment and personal possessions have been removed. This includes an auction for equipment left in the Wisser Choice Liquor store building.

### **F&C (Residence at The COR) Refinance/Sale**

As of late February, F&C has indicated they are now selling their property in Ramsey rather than refinancing. They expect to close on this sale in late March. As a result of F&C pursuing a sale rather than a refinance, the City Council will need to re-adopt a set of new/ updated resolutions and amendments related to previous agreements with F&C (this will be the second time the Council will review/ adopt said documents).

### **Purchase Agreements:**

**PSD LLC:** Currently completing preliminary design for site plan and preliminary plat. Expected for April Planning Commission and Council review. The project is one month behind the originally anticipated schedule. If the applicant is able to move forward efficiently, the original closing date of May 1 can still be attained.

**NIK Management:** Currently completing preliminary design for site plan and preliminary plat. Expected for May Planning Commission and Council review. This project is one month behind the originally anticipated schedule; however, still will be able to close in the time-frame desired by the buyer (June 1). NIK Management has contacted staff regarding potential City financing solutions for public improvements. NIK Management has indicated they are no longer considering said option.

**Casey's General Store:** Have attained site plan and plat approval. This project is nearly ready to close; Casey's is currently resolving title issues. Closing is set to take place no later than April 23.

**24 Restore:** Staff has not received an executed copy of the PA from 24 Restore. Staff has received word from the Buyer's broker that 24 Restore may not be willing to move forward with this Purchase Agreement (due to unexpectedly high project costs). Updates to come. Staff is working with this prospect to develop alternatives.

**Common Bond Communities:** Currently completing preliminary design for site plan and preliminary plat. Expected for June Planning Commission and Council review. This project is two months behind the originally anticipated schedule. The original PA calls for a May 01 closing; and includes the ability to extend to July 01. Staff expects Common Bond to exercise this provision in the PA (to extend) in the next 30 days.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

---

**Attachments**

*No file(s) attached.*

---

**Form Review**

**Inbox**

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 03/02/2015

**Reviewed By**

Kurt Ulrich

**Date**

03/02/2015 12:39 PM

Started On: 02/23/2015 01:31 PM