

**City of Ramsey**  
**Agenda**  
**Economic Development Authority (EDA)**  
**Thursday, April 14, 2022**  
**7:30 am**  
**Council Chambers, 7550 Sunwood Drive NW**

Remote Attendance available at [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings). To maximize social distancing due to the COVID-19 Pandemic, those that can join remotely are encouraged to do so. Those joining remotely and requesting to speak are asked to use a webcam when speaking.

- 1. Call to Order**
- 2. Approve Agenda**
- 3. Approve Minutes**
  1. Approve Meeting Minutes for March 10, 2022
- 4. EDA Business**
  1. Elect Chairperson and Vice Chairperson
  2. Consider Application for Sign and Awning Program: Allison's Petite Pastries
  3. Consider Letter of Intent for Outlot A, Gigi Addition; Case of The Schiebout Family Limited Partnership, LLLP  
(Portions may be closed to the public)
  4. 2022 Business Appreciation Day Event Planning
- 5. Member/Staff Input**
- 6. Adjournment**

**Economic Development Authority (EDA)**

**3. 1.**

**Meeting Date:** 04/14/2022

**Submitted For:** Sean Sullivan, Community Development

**By:** Wendy Schlueter, Community Development

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**Title:**

Approve Meeting Minutes for March 10, 2022

**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:**

Approval of March 10, 2022 meeting minutes

**Action:**

Motion to approve March 10, 2022 EDA meeting minutes.

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**Attachments**

March Meeting Minutes

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**Form Review**

**Inbox**

Sean Sullivan

Brian Hagen

Kurt Ulrich

Form Started By: Wendy Schlueter

Final Approval Date: 03/17/2022

**Reviewed By**

Sean Sullivan

Brian Hagen

Kurt Ulrich

**Date**

03/15/2022 04:10 PM

03/17/2022 10:40 AM

03/17/2022 04:20 PM

Started On: 03/15/2022 03:28 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, March 10, 2022, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present:     Chairperson Michael Olson (Remote)  
                              Member Chelsee Howell  
                              Member Rachal Johnson  
                              Member William MacLennan  
                              Member Jim Steffen (Remote)

Members Absent:     Member Chris Riley

Also Present:         Sean Sullivan, Economic Development Manager

**1.     CALL TO ORDER**

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

**2.     APPROVE AGENDA**

Motion by Member MacLennan, seconded by Member Steffen, to approve the agenda.

A roll call vote was performed:

Member Howell	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye
Chairperson Olson	aye

Motion carried.

**3.     CONSENT AGENDA**

**3.01:   Approve Meeting Minutes Dated February 10, 2022**

Motion by Member Steffen, seconded by Member Johnson, to approve the February 10, 2022, minutes as presented.

Further discussion: Economic Development Manager Sullivan noted a change to the minutes in the name of the presenter to read, "...Hill Hilt..."

A roll call vote was performed:

Member Steffen        aye  
Member MacLennan    aye  
Member Johnson       aye  
Member Howell        aye  
Chairperson Olson    aye

Motion carried.

#### **4.        EDA BUSINESS**

##### **4.01:    Recognition of Years of Service for EDA Commissioner Jim Steffen**

Economic Development Manager Sullivan presented the staff report recognizing Commissioner Steffen for his 20 years of service on the EDA.

Chairperson Olson read aloud the recognition to Member Steffen noting that he is the longest serving resident (non-elected official) on Ramsey Economic Development Authority.

Member Steffen expressed appreciation for the recognition. He recalled interviewing for the position and holding meetings at the old City Hall. He stated that he has worked with many different Mayors, Councilmembers, and members of City staff and has enjoyed his time growing the business community.

Chairperson Olson recognized that Member Steffen has seen and influenced a lot of change during that time.

Member MacLennan commented that Member Steffen has been a great member of the community and is an upstanding person.

Member Howell echoed the comments thus far and thanked Member Steffen for the time he has invested in serving the community.

Economic Development Manager Sullivan commented that he has had the pleasure of serving with Member Steffen since he joined the EDA in 2002 He noted that it has been a pleasure to see the growth that has occurred since that time Member Steffen has served.

##### **4.02:    Update on Potential Tungsten Redevelopment Area Project**

Economic Development Manager Sullivan presented the staff report.

Member Johnson asked if the City would acquire these locations to be demolished and whether there is a plan to relocate those businesses.

Economic Development Manager Sullivan replied that it is yet to be determined if the acquisitions would be full or partial, noting that the County is the lead agency that would work with the businesses on those acquisitions. He stated that one business, Blue Line Collision, already has a purchase agreement to move to another location in Ramsey. He stated that the purpose of the case is to prepare for the scenario that, if these would be full acquisitions, it would ensure full reimbursement could occur.

Member MacLennan asked for clarification on why the City would be involved rather than Anoka County checking out the properties.

Economic Development Manager Sullivan replied that the details of acquisition are yet to be determined. He noted that the City has earmarked 4M of the project costs to contribute, some of which have been spent on plan preparation and design. He stated that there is a potential that the City could allocate the funds for right-of-way acquisition and would then become the owners of those properties if acquisitions are required. He noted that this action would clear the path for that scenario but again noted that full acquisition of any of these properties is not imminent and that Anoka County would handle negotiations.

Chairperson Olson asked if the business owners are fully aware of this process.

Economic Development Manager Sullivan confirmed that Anoka County has been in contact with the business owners, as has City staff. He believed that all of these property owners are very much aware of this process.

Motion by Member Johnson, seconded by Member Steffen, to direct staff to enter into a contract with LHB to conduct inspection services and obtain letters of findings and to recommend to City Council that the City of Ramsey consider concept of using available, required contribution funds for the Ramsey Gateway Project on land acquisition/demolition expenses.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Member Howell	aye
Chairperson Olson	aye

Motion carried.

#### **4.03: Select 2022 Business of the Year**

Economic Development Manager Sullivan presented the staff report.

Member Johnson commented that some of the businesses on the list have been in existence for many years. She referenced the school and asked if that would need recognition. She also asked for input on some of the businesses on the list that she was not familiar with.

Chairperson Olson stated that he is most familiar with PACT as that is where his children attended school but shared the question as to whether that should be on the business list.

Member Steffen commented that there are good options each year which make the decision difficult. He stated that he would select Plants and Things because it has been a fixture and landmark in Ramsey. He noted that if the business is likely going to close or relocate and they deserve recognition.

Motion by Member Steffen, seconded by Member Johnson, to select Plants and Things as the 2022 Ramsey EDA Business of the Year.

Further discussion: Economic Development Manager Sullivan provided additional background on some of the other businesses on the list as well as the newer additions to the list.

A roll call vote was performed:

Member Steffen	aye
Member MacLennan	aye
Member Johnson	aye
Member Howell	aye
Chairperson Olson	aye

Motion carried.

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

Economic Development Manager Sullivan stated that Anoka County representatives will attend the next meeting to provide an update on the Highway 10 project as previously requested by the EDA. He provided an update on other development concepts being reviewed by staff and planning for upcoming activities.

## **6. ADJOURNMENT**

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

A roll call vote was performed:

Chairperson Olson	aye
Member Howell	aye
Member Johnson	aye
Member MacLennan	aye
Member Steffen	aye

Motion carried.

The regular meeting of the Economic Development Authority adjourned at 8:00 a.m.

Respectfully submitted,

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Sean Sullivan  
Economic Development Manager

ATTEST:

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Wendy Schlueter  
Economic Development Administrative Assistant

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

DRAFT

**Economic Development Authority (EDA)**

**4. 1.**

**Meeting Date:** 04/14/2022

**Submitted For:** Sean Sullivan, Community Development

**By:** Sean Sullivan, Community Development

**Title:**

Elect Chairperson and Vice Chairperson

**Purpose/Background:**

Each year the EDA appoints officers at the April EDA meeting. Currently, the Chairperson officer role is vacant. Mr. Michael Olson has served as the Vice Chairperson this past year and has served as Chair for multiple meetings. The term of appointment is April 1, 2022 - March 31, 2023. The EDA should nominate member(s) for each position and select officers for the upcoming year.

**Notification:**

**Observations/Alternatives:**

**Funding Source:**

**Recommendation:**

**Action:**

Motion to appoint \_\_\_\_\_ as Chairperson of the Economic Development Authority through March 31, 2023.

-and-

Motion to appoint \_\_\_\_\_ as Vice Chairperson of the Economic Development Authority through March 31, 2023.

**Attachments**

*No file(s) attached.*

**Form Review**

**Inbox**

Sean Sullivan (Originator)

Brian Hagen

Kurt Ulrich

Form Started By: Sean Sullivan

Final Approval Date: 03/17/2022

**Reviewed By**

Sean Sullivan

Brian Hagen

Kurt Ulrich

**Date**

03/08/2022 02:36 PM

03/17/2022 10:40 AM

03/17/2022 03:52 PM

Started On: 03/08/2022 11:02 AM

**Economic Development Authority (EDA)**

4. 2.

**Meeting Date:** 04/14/2022

**Submitted For:** Sean Sullivan, Community Development

**By:** Sean Sullivan, Community Development

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**Title:**

Consider Application for Sign and Awning Program: Allison's Petite Pastries

**Purpose/Background:**

**PURPOSE**

Consider Recommendation to approve Allison's Petite Pastries Sign and Awning Program request.

The City of Ramsey City Council adopted the Restaurant Subsidy: Sign and Awning Program on July 24, 2018 per Resolution #18-158. This program along with the SAC and WAC deferral loan program was part of an initiative to encourage more investment in new restaurants in the City of Ramsey. To date, only the Kitchen Table has utilized the Sign and Awning Program.

Staff has been working with Allison's Petite Pastries over the past year to relocate from a home business into a traditional storefront in a retail area. The proposed location is at 14037 St. Francis Blvd NW in the Rivers Bend Mall in the former massage space between Bunker Gaming and Lotsa Love Pet Grooming. This business is a bakery with onsite seating for its customers.

Staff has received a complete application and is looking for the EDA to consider a recommendation to consider this grant request for \$1,500 from the Sign and Awning Program.

**Notification:**

N/A

**Observations/Alternatives:**

Allison's Petite Pastries has signed a three year lease with Arrow Real Estate in the Rivers Bend Plaza Mall at 14037 St. Francis Boulevard NW. Staff is viewing this new bakery business as a restaurant due to the onsite dining options. The applicant has received two bids for the onsite signage. Staff is looking for confirmation by the EDA that this business is eligible for the Restaurant Sign and Awning Program and support by the EDA of the grant request of \$1,500.

**Alternatives Include:**

- 1) EDA recommendation to City Council to Approve \$1,500 in Assistance from the Sign and Awning Program for Allison's Petite Pastries.
- 2) EDA recommendation to City Council to Deny \$1,500 in Assistance from the Sign and Awning Program for Allison's Petite Pastries.
- 3) Something Else.

**Funding Source:**

Funding would come from the EDA 9230.6246 (marketing). The Applicant is requesting a \$1,500 grant from the City Sign and Awning Program. This is the maximum allowable amount proposed under the program guidelines. The total estimated cost of the project is approximately \$8,326.36 (please note revised quote to be provided). Allison's Petite Pastries would be responsible for the balance.

**Recommendation:**

Staff recommends approving a \$1,500 grant from the Sign and Awning Program for Allison's Petite Pastries.

**Action:**

Motion to recommend that the City Council approve a \$1,500 grant from the Sign and Awning Program for Allison's Petite Pastries.

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**Attachments**

Application Allison's Pastries

REFERENCE - Adopted Sign And Awning Program Policy

REFERENCE - Resolution #18-158

Quote 1

Quote 2

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**Form Review**

**Inbox**

Sean Sullivan (Originator)  
Brian Hagen  
Kurt Ulrich  
Form Started By: Sean Sullivan  
Final Approval Date: 04/07/2022

**Reviewed By**

Sean Sullivan  
Brian Hagen  
Kurt Ulrich

**Date**

04/06/2022 10:32 AM  
04/06/2022 11:05 AM  
04/07/2022 01:33 PM  
Started On: 03/16/2022 09:40 AM

## Restaurant Subsidy: Sign and Awning Program Application

Business Owner: Allison Griffith  
Property Owner/Management Contact Name: Ryan Hank / Cutler Fisher  
Business Name: Allison's Petite Pastries  
Address to be improved: 14037 St. Francis Blvd NW  
Phone(s): 763-354-9930  
Email: allisonpastries@gmail.com  
Short Project Description:

Total Improvement Cost: \$8,326.36 Grant Request: \$1,500

Contractor Name Bid Amount  
1. Fast Signs \$8,187.81  
2. Phoenix Signs ~~\$8,326.36~~ \$8,326.36

**Your application is not complete if you do not include:**

1. Minimum two bids  
(If you are doing the work yourself, attach a copy of the material costs on letterhead from the material supplier)
  1. Sketch/Image of Project
  2. Sign Permit  
(You may apply without a permit, but EDA staff must receive it prior to disbursing funds)
  3. W-9 Form
  4. Photograph(s) of building prior to improvement

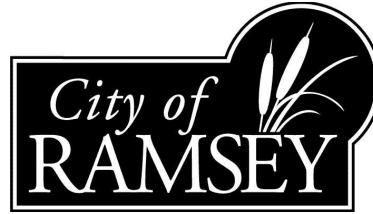
**I AGREE with and UNDERSTAND the following:**

I have read and am within the guidelines for the Sign & Awning Grant Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered.

Prop. Owner/Mgmt Name: Cutler Fisher  
Signature: [Signature]  
Date: 4-4-22  
Applicant Name: Allison Griffith  
Signature: [Signature]  
Date: 4/4

Applications will be reviewed in the order they are received.

Approved 7.24.18



## **Restaurant Subsidy: Sign and Awning Program**

### **The Program**

The purpose of this program is to offer assistance to new Restaurants in The City of Ramsey to create or change their signs and awnings. The signs and awnings should be designed to enhance and compliment the community as well as attract customers. The Sign and Awning program uses a grant to fund the applicant's project. The grant amount is up to \$1,500. Only one Sign and Awning Program Grant shall be approved per new business. If the cost of the signs and awning exceeds \$1,500, the applicant is responsible for the difference.

### **Eligibility**

Eligible applicants are new for-profit restaurant businesses operating in The City of Ramsey and apply within 12 months of opening to receive this assistance. All signs and awnings must be in compliance with The City of Ramsey zoning ordinance; including any required sign permits. The applicant and/or company must be in good standing with the City, applicant and/or landlords must be current on all municipal taxes, special assessments, City utility bills, or EDA loans.

The Ramsey EDA will review each application on a case-by-case basis and reserves the right to exclude activities not consistent with the City's Comprehensive Plan, or if the concept does not benefit the health, safety and welfare of the community.

### **Application Process**

The applicant must submit all required information. The Ramsey Economic Development Authority will make a recommendation on the Restaurant Subsidy: Sign and Awning Program. Applicants will be notified of EDA and City Council meetings and may be asked to attend to present their request for assistance. Any financial assistance for Sign and Awning grants as part of this program is subject to City Council approval. Moreover, such financial assistance is limited by the availability of the Ramsey EDA Fund.

### **Contractor & Permits**

A minimum of two bids per project must be obtained from contractors, the lower of which will be reimbursed, unless the work is done by the applicant. All required permits are the responsibility of the applicant.

\*\*\*Important: Please work with sign professionals and be clear about the sign specifications (i.e. wood vs. metal) when soliciting bids.

### **Work Completion**

Weather permitting; all projects must be completed within 120 days of the funding approval date. If work is completed prior to obtaining funding approval, the applicant can submit an application requesting reimbursement under the guidelines of this program. If the applicant is seeking reimbursement, a final invoice must be included with the application. The final invoice must be dated within 60 days of the date the EDA receives the application.

**Disbursement Process**

After an inspection by the city to verify completion of the work, a check will be issued payable to the program applicant. Before funds can be released, the following must be received by the EDA:

- 1) Final invoice from contractor (or materials list from supplier).
- 2) Photograph(s) of completed project.
- 3) Confirmation of city sign permit and final inspection.
- 4) Final inspection by the city's Economic Development Manager.

# Restaurant Subsidy: Sign and Awning Program Application

Business Owner: \_\_\_\_\_

Property Owner/Management Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address to be improved: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Short Project Description: \_\_\_\_\_

Total Improvement Cost: \_\_\_\_\_ Grant Request: \_\_\_\_\_

Contractor Name Bid Amount

1. \_\_\_\_\_
2. \_\_\_\_\_

**Your application is not complete if you do not include:**

1. Minimum two bids  
(If you are doing the work yourself, attach a copy of the material costs on letterhead from the material supplier)
  1. Sketch/Image of Project
  2. Sign Permit  
(You may apply without a permit, but EDA staff must receive it prior to disbursing funds)
  3. W-9 Form
  4. Photograph(s) of building prior to improvement

**I AGREE with and UNDERSTAND the following:**

I have read and am within the guidelines for the Sign & Awning Grant Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered.

Prop. Owner/Mgmt Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applications will be reviewed in the order they are received.

Councilmember Shryock introduced the following resolution and moved for its adoption:

**RESOLUTION # 18-158**

**RESOLUTION APPROVING UPDATED RESTAURANT SUBSIDY PROGRAM**

**WHEREAS**, attracting restaurants to the community has been identified as a key priority for the City of Ramsey; and

**WHEREAS**, attracting new restaurant users to the community via economic development tools has been recognized as a viable and reasonable approach; and

**WHEREAS**, the City of Ramsey has developed three (3) strategic initiatives to attract new restaurant users including a Water Availability Charge forgiveness program, a sign and awning grant program, and an expansion of the Business Welcome Services program; and

**WHEREAS**, these new initiatives are intended to result high benefits at low cost to the City.

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

1. That the Ramsey City Council hereby approves the following initiatives as part of the Business Subsidy Program:
  - a. Water Availability Charge Forgiveness Program
  - b. Establishment of a Sign & Awning Grant Program
  - c. Expansion of the Business Welcome Services Program

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

Acting Mayor LeTourneau  
Councilmember Shryock  
Councilmember Riley  
Councilmember Johns  
Councilmember Kuzma

and the following voted against the same:

None

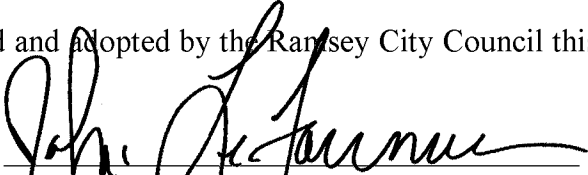
and the following abstained:

None

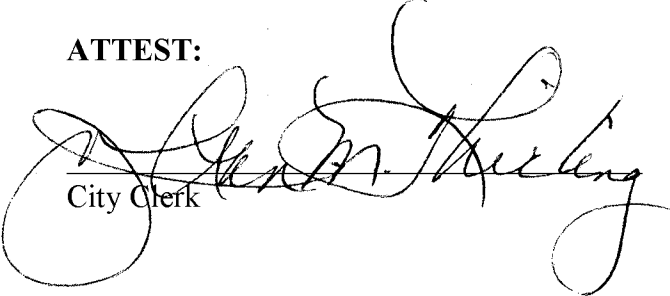
and the following were absent:

Existing Vacancy  
Existing Vacancy

whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this 24<sup>th</sup> day of July, 2018

  
\_\_\_\_\_  
Acting Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Clerk

Created Date: 3/14/2022

**DESCRIPTION:** Storefront Channel Letters

**Bill To:** Allison's Petite Pastries  
14037 St Francis Blvd NW  
Ramsey, MN 55303  
US

**Pickup At:** FASTSIGNS  
3270 W County Road 42  
Burnsville, MN 55337  
US

**Requested By:** Allison Griffith  
Email: allisonpastries@gmail.com  
Work Phone: (763) 354-9930

**Salesperson:** Shannon Carrick  
Entered By: Jeremy Gaston

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	<b>157" x 27" Illuminated, Direct-Mounted Channel Letters</b>	1	\$5,902.46	\$5,902.46
1.1	<b>Channel Letters -</b> <b>Part Qty:</b> 1 <b>Height:</b> 24.00" <b>Text:</b> 157" x 27" Illuminated, Direct-Mounted Channel Letters  Channel Letters to fit existing 180" x 33" panel.  Quote based on channel letters for existing 180" x 30" panel. Panel must be accessible, clean, painted or covered in a mountable material (Finished ACM, plywood or MDO).			
2	<b>Installation</b>	1	\$1,900.50	\$1,900.50
2.1	<b>Installation -</b>			
3	<b>Design</b>	1	\$104.50	\$104.50
3.1	<b>Graphic Design Fee -</b> - # of Hours: 1 - Install Address & Directions: Recreate and Adjust logo			
4	<b>Electrical Connection (Third Party - Hired or Sub-Contracted)</b>	1	\$0.00	\$0.00
4.1	<b>Electrical Work/Electrician -</b> <b>Part Qty:</b> 1			
5	<b>Permit</b>	1	\$204.50	\$204.50

5.1	<b>Permit -</b>
5.2	<b>Permit Acquisitions -</b> - # of Hours: 1

<b>Subtotal:</b>	\$8,111.96
<b>Taxes:</b>	\$570.85
<b>Grand Total:</b>	\$8,682.81
<b>Deposit Required:</b>	\$4,341.41

Thank you for the opportunity to bid on your project.

A deposit is required before any proofing or production begins on this estimate, unless you have a current credit account with us. Your sales representative can answer any questions about payment.

At FASTSIGNS, we focus on Service, Quality, and Competitive Pricing. If our prices are not comparable to other companies' estimates you have received, please fax or email the quotes to us so we may review them to make sure we are quoting the same materials and services.

This estimate is valid for 30 days.

Thank you! We appreciate your business.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phoenix Signs**  
10856 County Road 81  
Maple Grove, MN 55369 US  
763-315-4458  
phoenixsigns@hotmail.com

## Estimate

**ADDRESS**

Allison's Petite Pastries  
Bunker Lake Road and St  
Francis Blvd  
Ramsey, MN

**SHIP TO**

Allison's Petite Pastries  
Bunker Lake Road and St  
Francis Blvd  
Ramsey, MN

**ESTIMATE #** 1993

**DATE** 03/18/2022

**EXPIRATION DATE** 04/18/2022

**SHIP VIA**

our truck

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Sales</b>	Option 1 - new backer, channel letters and logo	1	6,377.00	6,377.00T
	<b>Service Call</b>	install new backer, raceways, tag line and channel letter	1	1,670.00	1,670.00
	<b>Sales</b>	24"x51" 2 color vinyl, use existing faces, vinyl only	2	160.00	320.00T

50" down, net due at installation

SUBTOTAL

8,367.00

TAX

477.16

Electrical connection not included, will have to be done by a licensed electrician

TOTAL

**\$8,844.16**

Accepted By

Accepted Date

## Economic Development Authority (EDA)

4. 3.

**Meeting Date:** 04/14/2022

**Submitted For:** Sean Sullivan, Community Development

**By:** Sean Sullivan, Community Development

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### **Title:**

Consider Letter of Intent for Outlot A, Gigi Addition; Case of The Schiebout Family Limited Partnership, LLLP (Portions may be closed to the public)

### **Purpose/Background:**

The EDA may choose to go into closed session pursuant to Minnesota Statutes section 13D.05, subdivision 3(c)(3) to consider offers or counteroffers for the purchase or sale of real or personal property. If the EDA chooses to enter into to closed session the statute and reason above needs to be referenced along with legal description (Outlot A, Gigi Addition) and the Anoka County Tax ID number 28-32-25-23-0020.

The purpose of this case is to consider a binding Letter of Intent (LOI) and general terms of a purchase agreement to sell Outlot A, Gigi Addition. Staff has been working with The Schiebout Family Limited Partnership, LLLP (the "Developer") over the winter. This ownership group has the same members of the Delta Mod Tech project and they want to do more to help build their business and this community. This group has shown that they have the capacity to build a project from the ground up and be successful. The Developer been in discussions with major hotel flags (Hilton, Marriot) and others like Cobblestone. The developer is new to the hotel business and is relying on other experts in the industry and at the City to help guide them through the development process. The group is aware of the the Cobblestone project and the financial TIF assistance the City committed to, and would like to do of something similar size (around 60 units) but not including a steak house. The group has reviewed pre-Covid Market Demand Study information that supports investment in Ramsey but will need to conduct a more current demand analysis to re-evaluate the Ramsey market. This analysis will cost money and take some time and the developer would like to control the site before making these expenditures. If the City enters into a LOI with the Developer they will share the Market Demand study with the city at no cost.

With the impacts of Covid-19 lessening and the hotel market slowly recovering, there is a preliminary ask for assistance for the project in the form of a land cost write down in the LOI submitted by the Developer. Like the proposed Cobblestone project, a third party analysis will need to be done by Ehler's to see if assistance is truly warranted at a later date. In the event that the EDA and City Council are comfortable entering into a purchase agreement with TIF contingencies, Staff would ask the developer to submit a business assistance application to be acted on in a separate action by the EDA and City Council at a later date. The attached LOI simply gives the Developer 90 days to control the site and to complete the Market Demand Study and to further define their project. Staff is looking for EDA to provide a recommendation on the concept of entering into a LOI and acceptance of general terms of the proposed purchase agreement, including a land cost write down in order to keep this project moving forward.

Staff has received interest from other developers, including another LOI without project specifications, on this site but the Developer is the first to provide a LOI with a specific project to consider. Based on the history in working with the Developer Staff is asking EDA to consider entering into a LOI with The Schiebout Family Limited Partnership, LLLP

### **Notification:**

Notification is not required.

### **Observations/Alternatives:**

**Observations:****Letter of Intent**

Considering that the Developer has shown the ability and financial capacity to build a project from the ground up (Delta ModTech) and the continued interest in further investment in Ramsey, Staff is asking the EDA to consider entering into the attached LOI. The LOI gives the Developer 90 days to complete the Demand Market Study and to work on the the specific details of a formal Purchase Agreement. The cost of this LOI is \$5,000 which is refundable if the Developer decides not to move forward with a PA. If the the Developer submits a business subsidy application and enters into a PA the \$5,000 will be retained to cover the costs of TIF Analysis and TIF Agreement. Staff is asking the EDA to take action in the form of a recommendation on the attached LOI. The City Attorney has reviewed the attached LOI as to form and is comfortable with entering into the agreement.

**General Project Description (to be further refined)**

- 60 unit, Three Story Hotel with hot breakfast and indoor pool; a Certificate of Occupancy one year after Closing (could be extended to 16 months based on supply chain issues or force majeure). If this is not done, the City may exercise the Right of Re-Entry.
- Assessed Value 5-6M
- Estimated Taxes - \$155,000 annually

**Future Purchase Agreement**

The Developer would like to understand the willingness of the EDA to consider the terms similar to the proposed Cobblestone project that provided an upfront land cost right down in the form of TIF. The preliminary terms of negotiations of a future PA are listed in the Term sheet of the LOI. Staff is looking for direction on this item. The EDA certainly could go into closed session to discuss negotiation strategies and counteroffers if necessary.

**Alternatives:**

- 1) EDA Recommendation to the City Council to enter into the attached LOI with The Schiebout Family Limited Partnership, LLLP (as presented) (Staff recommendation).
- 2) EDA Recommendation to the City Council to enter into the attached LOI with The Schiebout Family Limited Partnership, LLLP (with changes).
- 3) Do not enter into LOI an continue to work with The Schiebout Family Limited Partnership, LLLP and other interested parties.
- 4) Something else.

**Funding Source:**

This case is being handled as part of normal Staff duties. If financial assistance is provided, TIF District 14 will be a funding source.

**Recommendation:**

Staff recommends an EDA Recommendation to the City Council to enter into the attached LOI with The Schiebout Family Limited Partnership, LLLP (as presented), subject to City Attorney review.

**Action:**

Motion to Recommendation to the City Council to enter into the attached LOI with The Schiebout Family Limited Partnership, LLLP (as presented), subject to City Attorney review.

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**Attachments**

Site Location Map

Schiebout LOI and PA Terms

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**Form Review**

**Inbox**

Sean Sullivan (Originator)  
Brian Hagen  
Kurt Ulrich  
Form Started By: Sean Sullivan  
Final Approval Date: 04/07/2022

**Reviewed By**

Sean Sullivan  
Brian Hagen  
Kurt Ulrich

**Date**

04/01/2022 02:46 PM  
04/04/2022 09:51 AM  
04/07/2022 01:43 PM  
Started On: 03/28/2022 02:58 PM

# Outlot A, Gigi Addition



**Parcel Information:**

28-32-25-23-0020

RAMSEY  
MN 55303

Plat: GIGI ADDITION

Approx. Acres: 1.42694444

Commissioner: MATT LOOK

**Owner Information:**

RAMSEY CITY OF  
7550 SUNWOOD DRIVE  
RAMSEY  
MN  
55303

Sean Sullivan

1:2,400

Date: 4/1/2022

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

March 30, 2022

To the City of Ramsey:

The Schiebout Family Limited Partnership, LLLP (the "Buyer"), on behalf of its partners, is pleased to present this binding letter of intent to purchase the property described as Outlot A, Gigi Addition (the "Property") from the City of Ramsey (the "Seller"), pursuant to the terms substantially contained in the Term Sheet attached hereto, which will be reduced to a written purchase agreement within ninety (90) days of the date of the City's acceptance of this letter of intent.

It is agreed that the ninety (90) day period is to allow the Buyer to perform certain feasibility studies related to the proposed hotel use of the Property, and that within said ninety (90) day period, Buyer and the City shall enter into a purchase agreement for the purchase and sale of the Property, or this letter of intent shall be void and the \$5,000 Earnest Money shall be returned to the Buyer.

The Buyer will provide a copy of the Market Demand Study for the Proposed Hotel, Ramsey, Minnesota prepared by HVS to Seller upon execution of the purchase agreement.

Sincerely,

THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP

*Emily Allegra*

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Emily Allegra, Partner  
Phone: 763-516-1078  
Email: [Emily@schieboutfa.com](mailto:Emily@schieboutfa.com)

AGREED AND ACCEPTED BY:

THE CITY OF RAMSEY

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Name: Mark E. Kuzma  
Title: Mayor  
Phone: 763-433-4367  
Email: [mkuzma@cityoframsey.com](mailto:mkuzma@cityoframsey.com)

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Name: Kurtis G. Ulrich  
Title: City Administrator  
Phone: 763-433-9845  
Email: [kulrich@cityoframsey.com](mailto:kulrich@cityoframsey.com)

Date: \_\_\_\_\_, 2022

**THE SCHIEBOUT FAMILY LIMITED PARTNERSHIP, LLLP - TERM SHEET 3.30.22**

<b>Real Estate</b>	Tax ID Number: 28-32-25-23-0020 – Outlot A, Gigi Addition (the “Property”)
<b>Acreage</b>	Approximately 1.43 acres or 62,290 SF
<b>Asking Price</b>	\$311,454 (\$5.00 / SF)
<b>Offer Price</b>	Developer is requesting “up front” land cost write down of 100% through TIF
<b>Earnest Money</b>	\$5,000 will be provided to the City (the “Seller”) at the time of execution of the Letter of Intent (LOI). Upon execution of a Purchase Agreement and submittal of a complete Business Subsidy Application the Earnest Money will be held in escrow and drawn down to cover the costs of the Third Party TIF Analysis and drafting of the TIF Agreement. In the event that a Purchase Agreement is not entered into by the City and The Schiebout Family Limited Partnership, LLLP (the “Buyer”) the Earnest Money shall be returned to the Buyer.
<b>Inspection Period</b>	180 days from Effective Date (Date City Council approves) (city requires plat/ site plan. approval before sale); two, 60 day extensions.
<b>Closing</b>	Within 30 days of expiration of Inspection Period.
<b>Extensions</b>	Developer will deposit \$1,000 in escrow for each 60 day extension (2 extensions allowed). Once extensions are made the earnest money becomes non-refundable in the event closing does not occur as a result of acts of Developer. If closing occurs, all Earnest Money will be applied to Developer’s costs to the City or EDA for attorneys’ fees and costs and other submissions.
<b>City take care of</b>	Provide existing ALTA Survey and updated Title Work. The Developer will contract to plat the property and the City will reimburse costs of platting.
<b>Performance</b>	City to require construction of a minimum 60 unit, Three Story Hotel with hot breakfast and indoor pool; a Certificate of Occupancy one year after Closing (could be extended to 16 months based on supply chain issues or force majeure). If this is not done, the City may exercise the Right of Re-Entry.
<b>Assignment</b>	Assignment to a new LLC buyer will be permitted without consent of the City, provided the majority membership of such LLC are Schiebout family members.
<b>Contingencies</b>	In addition to all other requirements and contingencies by the Buyer and Seller herein, the Purchase Price of \$1.00 and the 100% up front land cost write down through TIF is contingent on the following: <ul style="list-style-type: none"><li>a. Satisfactory review of the underwriting by the Seller demonstrating the need of financial assistance in the form of a land write down of \$311,454</li><li>b. City Council approval and execution of a Tax Increment Financing Agreement between the Seller and Buyer and or its assigns.</li><li>c. City Council approval of Business Subsidy for Buyer and or its assigns.</li><li>d. Hotel feasibility study supporting a viable market in the City of Ramsey, Developer obtaining surveys, environmental and geotechnical reports, wetland studies and such other items Developer determines to be necessary to build and operate the proposed hotel.</li></ul>

Review

EDA (Sean): LOI / Land Transaction/ Purchase Agreement/ TIF / Right of Re-Entry

Planning Commission (TBD): Land Use, Development Agreement, Site Plan, Plat

City Council: Final Approval on both items

**Economic Development Authority (EDA)**

4. 4.

**Meeting Date:** 04/14/2022

**By:** Sean Sullivan, Community  
Development

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**Title:**

2022 Business Appreciation Day Event Planning

**Purpose/Background:**

**Purpose:**

Provide update to the EDA of the status of 2022 event and to receive feedback and budget approval.

**Background:**

The City of Ramsey has a rich history in hosting a Business Appreciation Day and Business of the Year Award dinner to celebrate the great businesses in our community. With Covid restrictions for the event lifted last year, the event returned to the Links at Northfork and it was full with 144 participants. Armstrong Kennels was presented with the 2021 Business of the year award.

The Links at Northfork uses Lynde Catering (Formerly Wells Catering) for its events and the City has been very satisfied with the quality of service and food. For the January Business Network meeting hosted at the Fountains of Ramsey, the City used the Kitchen Table as the caterer. In order to give other Ramsey businesses an opportunity to participate in city events. Staff is recommending using Lynde Catering out of the Links at Northfork for the Business Appreciation Day Event.

The Links of Northfork has been the host of this event for many years and has agreed to host again. The facility size and layout are conducive to a great event and pricing for golf has remained unchanged. All aspects relating to the format, golf, meal and 2022 Business of the Year ceremony will remain consistent with non-Covid 19 years. The EDA has always provided a City of Ramsey item for each of the participating golfers. Staff proposes that this marketing "giveaway" continue and is asking for staff to have the discretion to select an item. Staff is asking for a budget of up to \$24.00 per item in for the 2022 Event.

Last year there was some confusion as to the eligibility of certain teams to be to win the event. It has been brought to Staff's attention that in past years there have been teams full of "ringers" (really good golfers) and that these teams were not considered eligible and were not recognized as winning the event. It is difficult for staff to determine if a team truly has ringers and to make a decision on eligibility. Based on this situation staff is suggesting that all teams are eligible to win First Place prize regardless of the composition of the skill on their team. Over the years, the prize for the first place team has been reduced from \$200 per team in prizes and trophies to \$100 per team (\$25 per player in prizes) and no trophies. There are some teams that do take pride in being awarded the winner of the tournament and the spirit of competition and I think recognizing that team is good for the event. Staff has added back a Random Team Prize equivalent to the First place prize in the 2022 budget to ensure all teams have an equal chance of winning and additional team prize. Staff is open to suggestions and direction on this item and the eligibility of teams for the First Place Prize.

**Notification:**

N/A

**Observations/Alternatives:**

The City of Ramsey Economic Development Team has been working with Ace Sales, Lynde Catering, The Links at Northfork and other local vendors to get pricing for event related activities and items. Based on information we have received at this time, a \$5,500 allocation by the EDA for this event should be sufficient to maintain a balanced budget with some flexibility. This event focuses on networking and celebration for all Ramsey Businesses. Staff is looking for authorization to move forward in event planning and to select vendors and items.

**Budget:**

Staff has put together a preliminary budget that includes a \$5,500 EDA allocation. Last year, the EDA allocated \$5,000 for the event and staff is asking for an additional \$500, for more flexibility in the budget. The remaining balance is funded through sponsorships, dinner tickets and event registrations. The proposed budget for the event is \$22,400. Attached is the proposed 2022 Budget and the actual expenses for 2021.. The 2022 event budget includes some of these key highlights:

**Key Line Item Costs per Attendee**

\$100.00 - Cost for Golf and Dinner

\$45.00 - Cost for Dinner Only

\$24.00 - Promo Item - TBD

\$150.00 - Hole Sponsor

Once EDA has approved \$5,500 budget allocation, Staff would like to send out a "Save the Date" and the email invite to Ramsey Businesses and past attendees on or before June 3, 2022.

**Key Dates (tentative):**

April 15 - Save the Date flyers emailed and posted on website.

On or before June 3 - Event invites sent out via email.

June 3- Online registration opens.

August 8 - Online registration closes.

August 16 - Business Appreciation Day / 2022 Business of the Year Recognition (Plants and Things)

**Venue Capacity:**

The Venue capacity is 298 which can accommodate a full event. As noted in previous Staff memos, Rum River Hills does not have the capacity to handle a full Business Appreciation Day event inside McDuff's. Staff is anticipating 144 golfers and 12 dinner only participants for the 2022 event.

**First Place Prize Eligibility**

Staff is proposing that all registered teams have the ability to win first prize.

**Event: (tentative)**

9:00 Driving Range Opens

10-10:45 Registration

11-4:00 - Golf Tourney

4:30 - Dinner and Awards (2022 Business of the Year Award Presented)

**Funding Source:**

EDA Operations 9230-6249 and Marketing 9230.6246 budget line items - \$5,500 and Event Revenue.

**Recommendation:**

Staff recommends that the EDA authorize a budget allocation of \$5,500, select Lynde Catering (formerly Wells Catering) and select Tuesday, August 16 at The Links at Northfork for the 2022 Business Appreciation Day Event.

**Action:**

Motion to authorize EDA budget allocation of \$5,500, select \_\_\_\_\_ as the preferred caterer and select Tuesday, August 16 at The Links at Northfork for the 2022 Business Appreciation Day Event.

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## Attachments

Proposed 2022 Budget

Save the Date Flyer

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## Form Review

### Inbox

Sean Sullivan (Originator)  
Brian Hagen  
Kurt Ulrich  
Form Started By: Sean Sullivan  
Final Approval Date: 04/07/2022

### Reviewed By

Sean Sullivan  
Brian Hagen  
Kurt Ulrich

### Date

04/04/2022 02:18 PM  
04/06/2022 11:05 AM  
04/07/2022 02:02 PM  
Started On: 04/04/2022 02:11 PM

**2022 Projected Budget - EDA Business Appreciation/Golf**

	2021 ACTUAL			2022 Estimate			2022 Actual		FINAL
	Price ea	#	Est Budget	Price ea	#	Est Budget	#	Total	*Actual Invoice
<b>REVENUES</b>									
Hole Sponsors	\$ 150.00	21	\$ 3,150.00	\$ 150.00	20	\$ 3,000.00		\$ -	
Golf/Event Fees*	\$100	129	\$ 12,900.00	\$100	134	\$ 13,400.00		\$ -	
Dinner Only Fees	\$45	10	\$ 450.00	\$45	12	\$ 540.00		\$ -	
EDA Budget Allocation	\$5,000	1	\$ 5,000.00	\$5,500	1	\$ 5,500.00		\$ -	
<b>Total Revenues</b>			\$ 21,500.00			\$ 22,440.00		\$ -	\$ -
<b>EXPENSES</b>									
Golf Registrations	\$60.00	140	\$ 8,400.00	\$60.00	144	\$ 8,640.00		\$ -	
Dinner - Caterer	\$ 42.38	160	\$ 6,781.44	\$ 45.00	166	\$ 7,470.00		\$ -	
Promo Item	\$ 21.33	150	\$ 3,199.50	\$ 24.00	150	\$ 3,600.00		\$ -	
Biz of Year Award	\$ 118.45	1	\$ 118.45	\$ 110.00	1	\$ 110.00		\$ -	
Biz of Year Banner/Flag	\$ 45.00	1	\$ 45.00	\$ 225.00	1	\$ 225.00		\$ -	
Photography	\$ 899.00	1	\$ 899.00	\$ 899.00	1	\$ 899.00		\$ -	
Sponsor signs (TJ & Assoc)	\$ 23.75	6	\$ 142.50	\$ 25.00	8	\$ 200.00		\$ -	
Raffle Prizes, etc.	\$ 627.91	1	\$ 627.91	\$ 800.00	1	\$ 800.00		\$ -	
Tourney Winner Prize	\$ 25.00	4	\$ 100.00	\$ 25.00	4	\$ 100.00		\$ -	
Random Winner Prize	\$ 25.00	0	\$ -	\$ 25.00	4	\$ 100.00		\$ -	
Contest Winner Prizes	\$ 25.00	4	\$ 100.00	\$ 25.00	4	\$ 100.00		\$ -	
Sponsor Banner (TBD)	\$ 74.50	1	\$ 74.50	\$ 45.00	1	\$ 45.00		\$ -	
Misc. supplies (Coborns - water/candy)	\$ 31.28	1	\$ 31.28	\$ 45.00	1	\$ 45.00		\$ -	
<b>Total Expenses</b>			\$ (20,519.58)			\$ (22,334.00)		\$ -	\$ -
<b>Net Balance</b>			\$ 980.42			\$ 106.00		\$ -	\$ -

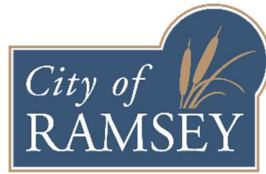
\*As of:

**NOTES:**

\$5,500 EDA Allocation- 9230.6249 w923002

Includes: Comped four-some for Plants and Things and 6 City Staff Participants

*Save the Date!*



Ramsey Economic Development Authority

# 2022 Business Appreciation Day

## August 16, 2022

### The Links at Northfork



Mark your calendar for the annual Business Appreciation Day Golf Tournament and recognition of the 2022 Ramsey Business of the Year!

Round-up your team of four and join us for an 18-hole "Best Ball" scramble. Dinner, awards, and door prizes following the tournament.

Watch for details and registration in June!