

City of East Bethel
Housing and Redevelopment Authority Annual Meeting
July 2, 2014

The Housing and Redevelopment Authority (HRA) met on July 2, 2014 for a regular meeting at City Hall at 7:00 PM.

MEMBERS PRESENT: Bob DeRoche Ron Koller Tim Harrington
 Heidi Moegerle Tom Ronning

MEMBERS EXCUSED: None.

ALSO PRESENT: Jack Davis, City Administrator
 Mark Vierling, City Attorney

1.0

Call to Order Koller called the regular meeting to order at 7:00 p.m.

2.0 **Moegerle made a motion to adopt the July 2, 2014 Housing and Redevelopment Authority (HRA) meeting agenda. Harrington seconded. All in favor, motion carries.**

Adopt Agenda

3.0 **Moegerle made a motion to approve the May 7, 2014 HRA Meeting Minutes. Ronning seconded. All in favor, motion carries.**

Approve Minutes

4.0 Davis presented the staff report, reporting that to date, the City has received five applications for the Community Development Block Grant (CDBG) program. The deadline for receiving applications is July 18, 2014. Staff is working with Anoka County Community Development Department to complete the environmental reviews and other federal mandated requirements of this program. In order to insure that all parties are notified of the program, we will e-mail (for those we have addresses) all the persons who had originally expressed an interest in applying for this grant.

Septic System Repair Grant and Well Assistance Loan Coon Lake Beach

The Minnesota Department of Agriculture also has a low interest loan program for failing/failed septic and wells for homeowners that is being administered through Anoka County. The program's purpose is to encourage practices that improve our ground water. The qualifications for this loan are very minimal and are repaid via special assessment on their property tax statement. The guidelines for that program were enclosed and attached for the Council's information. So, if you know anybody seeking loan assistance for this type of activity, anywhere in the City, then this is a source that they can utilize.

Davis, "We did receive another application today so that brings us to a total of six applications. There's been activity in disseminating these applications with some other interested parties. So, we'll make every effort to contact those who did express an interest in the program originally. And, as of the 18th of July, what we'll do then, unless the deadline is extended, is to sit down and rate the applicants based on their income eligibilities and be able to determine who's qualified and who will receive the grants. To date, there are ample funds to take care of all the applicants."

DeRoche, "I dropped some more aps off at the Coon Lake Market yesterday."

4.0
Septic System

Moegerle, "Is that going to be a blind evaluation? I mean, so the names aren't associated with it? Or, how's that going to be done so that it's scrupulously fair and there is no question? Or, that doesn't matter?" Davis, "Well, we won't associate names with it but, they do have to meet the income standards so that's the thing. We will not associate the names with it. It's a matter of public record but it will only be provided if it's requested."

Repair
Grant and
Well
Assistance
Loan Coon
Lake Beach
5.0
2015 HRA
Budget

Moegerle, "Okay, thank you."

Davis, "Does anyone else have any questions about the CDBG program?"

Informational; no action required.

Davis presented the staff report, indicating pursuant to MN State Statute 469.033, subdivision 6, the East Bethel HRA must each year file a budget in accordance with the budget procedure of the City.

The City did not levy an HRA tax for pay 2012, 2013 or 2014 and there is no proposal for an HRA tax for 2015. The unaudited cash balance of the HRA Fund as of June 26, 2014, is \$771,242. 18. There have been \$33,040 extended in loans for connection fees to businesses in the Municipal Utilities Project Area and the potential for additional loans from this program is \$64,000.

The HRA currently contracts with the City for administrative staff services to support the administrative duties and other responsibilities of the HRA and of all official actions taken by or on behalf of the HRA. The proposed 2015 Budget includes a transfer of \$25,000 to City General Fund to support the Executive Director, Community Development Director, Finance Director, and Administrative Support staff and the additional costs associated with the administration of the Coon Lake Beach CDBG Septic Repair Program.

The proposed budget is presented in the Council's attachment and staff requests the HRA consider approval of the proposed 2015 HRA Budget and include this budget for consideration as part of the 2015 budget development process for the City.

Moegerle made a motion to approve the proposed 2015 HRA Budget of \$26,600 as set forth on Page 16 of the meeting packet and direct staff to include this budget for consideration as part of the 2015 budget development process. Koller seconded.

DeRoche, "What did we budget last year for support staff?" Davis, "Last year we budgeted, the total budget was \$22,900."

DeRoche, "And, why the extra \$3,000 this year?" Davis, "The big part is for the extra cost that would be associated with the administration of this grant. And, most of that will probably not occur until next year. There's going to be considerable amount of staff time that will be spent. There's also going to be a considerable amount of staff time spent this year on it that was not included in this year's budget. And, again, all I'm doing is requesting that you approve this budget so we can include it in our City budget and then when we start reviewing these requests next week, then we can discuss remaining the same, reductions, or increases."

Koller, "Is there any more discussion? Take a vote on it?"

All in favor, motion carries.

6.0
Adjourn

Moegerle made a motion to adjourn the HRA meeting at 7:08 p.m. Harrington seconded. All in favor, motion carries.

Attest:

Submitted by:
Carla Wirth
TimeSaver Off Site Secretarial, Inc.