

City of East Bethel
Housing and Redevelopment Authority
January 20, 2010

The East Bethel Housing and Redevelopment Authority (HRA) met on January 20, 2010 for a regular meeting at City Hall at 6:30 PM.

MEMBERS PRESENT: Bill Boyer Steve Channer Greg Hunter (6:40 PM)
 Kathy Paavola Steven Voss

ALSO PRESENT: Tammy Schutta, Asst. City Administrator/HR Director
 Stephanie Hanson, City Planner

Call to Order Boyer called the meeting to order at 6:30 PM.

Adopt Agenda **Voss made a motion to adopt the January 20, 2010 HRA meeting agenda. Paavola seconded; all in favor, motion carries.**

July 1, 2009 Minutes **Voss made a motion to approve the July 1, 2009 HRA Minutes as written. Paavola seconded; all in favor, motion carries.**

Resolution 2010-01 Electing Officers Schutta explained that according to the HRA By-Laws, the Board is required to elect HRA Officers at its annual meeting.

Section 2.2 Officers. The officers of the Authority shall consist of a Chairperson, Vice Chairperson, a Secretary and an Executive Director. The Chairperson, Vice Chairperson and Secretary shall be members of the Board and shall be elected annually, and no Commissioner may serve as Chair and Vice-Chair at the same time.

Current HRA Officers are as follows:
Bill Boyer, Chair
Vacant, Vice-Chair
Steve Voss, Secretary

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2010-01 electing the 2010 HRA officers.

Voss asked Boyer if he wanted to remain chair. Boyer asked if anyone else wanted to serve as the chair.

Boyer made a motion to appoint the officers as follows: Bill Boyer, Chair; Steve Channer, Vice Chair and Steve Voss, Secretary. Paavola seconded; all in favor, motion carries.

Voss made a motion to adopt Resolution 2010-01 Election 2010 Officers. Paavola seconded; all in favor, motion carries.

Resolution 2010-02 Designating Official Newspaper Schutta explained that state statute requires that the East Bethel Housing and Redevelopment Authority publish its official notices in a newspaper that has general distribution throughout the City. The Housing and Redevelopment Authority is required to designate an official newspaper where legal notices will be published.

The Anoka County Union meets the publication and circulation requirements and it is also

the City of East Bethel's official newspaper.

Resolution 2010- 02 Designates the Anoka Union as the official newspaper for 2010.

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2010-02 designating the Anoka County Union as the Official Newspaper for 2010.

Paavola made a motion to adopt Resolution 2010-02 Designating the Anoka County Union as the Official Newspaper. Channer seconded; all in favor, motion carries.

Resolution
2010-03
Designating
Official
Depository

Schutta explained that Resolution 2010-03 identifies official depositories for East Bethel Housing and Redevelopment Authority funds. These agencies or institutions are the approved depositories for East Bethel Housing and Redevelopment funds to include checking, money market or investments.

Recommendation(s):

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2010-03 designating the official depositories for 2010.

Voss made a motion to adopt Resolution 2010-03 Designating Official Depository.

Paavola seconded. Voss asked what the 4M fund is for. Schutta said it is through the LMC, what we do our investments through. Paavola asked has it always been that way. Schutta said yes, to her knowledge. She said this is the same as the City. Voss asked is there a reason we aren't using Village Bank. Schutta said there is no reason other than we use Village Bank for City funds for CDs and we are not at that point with the HRA. **All in favor, motion carries.**

Administra-
tive Support
Agreement
with City of
East Bethel

Schutta explained that the HRA is a separate unit of government as defined by state statute section 469.001 to 469.047. Since the HRA uses many City services, including personnel, as part of its operational structure, it's important to manage the relationship between the two units of government. Staff has drafted an agreement between the Housing and Redevelopment Authority and the City of East Bethel to provide administrative support services to support the administrative undertakings of the HRA.

The City will provide administrative support services to include the following:

- Administer the housing programs offered by the HRA;
- Assist in implementing the strategies, programs and objectives of the HRA housing plan ;
- Facilitate the production of the HRA agenda packet as prepared by the HRA Executive Director;
- Provide financial support, such as processing invoices;
- Provide financial reports including summaries of past and current revenues and expenditures;
- Provide assistance and guidance in the preparation of the HRA's annual budget;
- Coordinate the selection of a CPA firm and the preparation of all audit work papers for the purposes of conducting an annual financial audit. (Audit costs shall be paid by the HRA);
- Establish and maintain all banking and investment relationships and procedures;
- Maintain coverage for the HRA and its activities, on the City's insurance policies;
- Provide for the proportionate share of office space, office supplies, etc.;
- Other administrative support actions requested by the HRA Board.

The fees for City services shall be paid as a transfer of funds from the HRA to the City.

The fee for 2010 is \$15,000.

Staff recommends review and approval of the Administrative Support Agreement. Once HRA approves the agreement, it will then be forward to the City of East Bethel City Council for their review and approval.

Voss made a motion to approve the Administrative Support Agreement with the City of East Bethel. Paavola seconded.

Voss asked this is a budgeted item. Schutta said yes, for the HRA. Boyer asked about legal fees. He asked will they be taken from the \$15,000 service fee. Schutta said the original budget the HRA adopted in July was \$126,000, and there was \$5,000 budgeted for legal fees. Voss said this is a portion of the existing staffing time. Boyer said his question is going back to the City budget; obviously the HRA budget is not paying the legal fees for the HRA legal case. Voss said we set a budget of \$126,000 for HRA and that was included in it. Schutta asked wasn't it in the budget book you just received. She said isn't it on page 73 of the budget book, there is \$5,000 for legal fees. Voss said and the \$15,000 we are discussing for administrative support is in there. Schutta said the \$5,000 for legal fees she assumes that will cover the case that is not in court. Boyer said he thought this was for setting up the HRA, developing the plan, etc. He said he did not assume the \$5,000 was for the extra court cost. Boyer said that was his original thought. Schutta said when we first developed the budget in June/July 2009, this was not going on. She said we will have to sit down with staff and the city administrator to see where this will be paid from. **All in favor, motion carries.**

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| Resolution 2010-04 Setting 2010 Meeting Dates | Schutta explained that the Housing and Redevelopment Authority By-Laws require the HRA Board to hold an annual meeting preceding the second regular City Council meeting at 6:30 P.M. of the month of January in each year. The HRA must also hold regular meetings at least once the first month of each quarter preceding the second regularly scheduled City Council meeting, or at such other time as the Board may determine. |
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Attached is Resolution 2010-04 setting the HRA meeting dates for 2010.

Staff recommends adoption of Resolution 2010- 04 Setting the Meeting Dates for Housing and Redevelopment Authority meetings.

Hunter made a motion to adopt Resolution 2010-04 Setting 2010 Meeting Dates. Paavola seconded; all in favor, motion carries.

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| Adjourn | Voss made a motion to adjourn the HRA meeting at 6:47 PM. Channer seconded; all in favor, motion carries. |
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Attest:

Wendy Warren
Deputy City Clerk