

**City of East Bethel  
Housing and Redevelopment Authority  
Regular Meeting – 6:30 p.m.  
Date: July 22 2019**



**Item**

<b>6:30 PM</b>	<b>1.0</b>	Call to Order
<b>6:30 PM</b>	<b>2.0</b>	Adopt Agenda
<b>6:30 PM</b>	<b>3.0</b>	Approve Minutes – April 8, 2019 HRA Meeting
<b>6:31 PM</b>	<b>4.0</b>	2019 HRA Budget – Fund Transfer
<b>6:35 PM</b>	<b>5.0</b>	Housing Projects Update
<b>6:40 PM</b>	<b>6.0</b>	Adjourn

# EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY MEETING

APRIL 8, 2019

The East Bethel Housing and Redevelopment Authority met on April 8, 2019, at 6:30 p.m. for the Regular meeting at City Hall.

MEMBERS PRESENT: Steve Voss Tim Harrington Suzanne Erkel  
Randy Plaisance Tom Ronning

ALSO PRESENT: Jack Davis, City Administrator  
Pat Sweeney, City Attorney

**1.0 Call to Order** The April 8, 2019, Housing and Redevelopment Authority meeting was called to order by HRA Chair Plaisance at 6:30 p.m.

**2.0 Adopt Agenda** Voss stated I'll make a motion to adopt tonight's agenda. Harrington stated I'll second. Plaisance stated any discussion? All in favor say aye? All in favor. Plaisance stated any opposed? That motion passes. **Motion passes unanimously.**

**3.0 Approve Minutes – January 21, 2019 HRA Meeting** Harrington stated I'll make a motion to approve the January 21, 2019 minutes, as presented. Erkel stated I'll second. Plaisance stated any discussion? All in favor say aye? All in favor. Plaisance stated any opposed? That motion passes. **Motion passes unanimously.**

**4.0 2020 HRA Preliminary Budget** Davis presented the staff report indicating that per MN State Statute 469.033, subdivision 6, the East Bethel HRA must prepare and file a budget in accordance with the budget procedure of the City.

Davis stated the HRA approved a levy amount of \$56,600 for 2019 to reaffirm the legal status of the City HRA as a stand-alone Authority and to keep the HRA fund balance available for necessary projects. The HRA's staff services are funded by a transfer from the HRA account to the City General Fund to support the administrative duties and other responsibilities required of the HRA.

Davis noted the proposed 2020 Budget includes a transfer of \$29,000 to the City General Fund to support the City Administrator, Community Development Director, Finance Director, and Administrative Support Staff for HRA related work items. The maximum statutory levy for an HRA is 0.0185 percent of the previous year's estimated market value of all property in the City. In 2019 the estimated market value of all property in the City was \$1,139,951,000 which could produce a maximum levy of \$210,891 for 2020. The unaudited cash balance of the HRA Fund as of March 21, 2019 was \$105,050. The 2019 HRA Levy of \$ 56,600 will be received in equal installments in July and December of 2019. A \$100,000 transfer of HRA funds will be made to the 189<sup>th</sup> Avenue Project in June 2019. If no other HRA expenses are incurred through 2019, the projected HRA balance at the end of December 2019 would be \$61,650.

Davis stated the 2020 HRA Budget was discussed at the Finance Committee meeting on March 26, 2019. For the initial Budget request, staff recommended that the HRA consider approval of a levy increase of \$6,000 for a total request of \$62,600. This would be an 11%

increase over the 2019 budget but is only 29% of the maximum levy that could be approved. Projected 2020 Budget items are:

- General Fund Transfer for Staff Support Activities.....\$29,000
- Administrative and Legal..... \$ 1,600
- HRA Projects/Gap Financing.....\$32,000

Davis explained the HRA Levy is separate from and not part of the General Fund. As the HRA has no scheduled meetings until July 8, 2019, staff is seeking direction for the HRA portion of the preliminary 2020 City Budget.

**Voss stated I'll make a motion to approve the 2020 HRA levy at \$62,600. Harrington stated I'll second.** Plaisance stated any discussion?

Erkel noted that it outlines \$29,000 as a General Fund transfer for staff support activities and asked what kind of activities this would cover. Davis answered that it would be for any staff activities specifically related to the HRA, such as the 189<sup>th</sup> Avenue project.

Plaisance stated all in favor say aye? **All in favor.** Plaisance stated any opposed? That motion passes. **Motion passes unanimously.**

**5.0  
Housing  
Projects  
Update**

Davis gave a brief update on the housing projects in the City. He noted that Cambria Hills is currently about a week ahead of schedule. He stated that the Cedar Creek Senior Assisted Living Project is also ahead of schedule and should be completed in February of 2020. He stated that Viking Preserve has had two building permits issued this year which are under construction. He stated that several more applications are expected once the road restrictions are removed.

Voss asked when the East Bethel Village Apartments were expected to be open. Davis stated that they are planning for October of 2019.

Voss asked who people should contact if they are interested in the senior living facility. Davis stated that people can contact City Hall and noted that they are in the process of finding out the process for taking applications for the units.

Plaisance asked if there was an anticipated date for when the road restrictions would be lifted. Davis stated that he anticipates they will still be in effect for at least the next 2 weeks.

**6.0  
Adjourn**

**Voss stated I'll make a motion to adjourn. Harrington stated I'll second.** Plaisance stated any discussion? All in favor say aye? **All in favor.** Plaisance stated any opposed? Motion adjourned. **Motion passes unanimously.**

Meeting adjourned at 6:38 p.m.

Submitted by:  
Kayla Rokosz  
*TimeSaver Off Site Secretarial Inc.*

**City of East Bethel  
East Bethel Housing and Redevelopment Authority Meeting  
Agenda Item Information**



**Date:** July 22, 2019

**Agenda Item Number:** 4.0

**Agenda Item:** HRA Fund Transfer

**Requested Action:** Consider approval of HRA Resolution 2019-XX, A Permanent Fund Transfer - 189<sup>th</sup> Ave Project

**Background Information:**

As of July 12, 2019, the unaudited cash balance for the HRA including the first half levy of \$28,300 was \$135,597. The second half 2019 HRA Levy of \$28,300 will be received in December of 2019. The projected HRA account balance at year end 2019 is projected to be \$63,897.

As discussed at the April 8, 2019 HRA meeting, a fund transfer of \$100,000 was recommended from this account to the Street Capital Fund to pay the HRA share of the water and sewer extension for the 189<sup>th</sup> Ave Project.

\$50,000 of this transfer is assessable beginning in tax year 2020. Amortization will be over a ten year period at 4% interest and will amount to approximately \$6,100 being returned annually to the HRA during the term of the assessment.

The remaining balance of \$50,000 is a deferred assessment on three parcels on the north side of 189<sup>th</sup> Ave. These assessments will become effective upon the sale or development of these properties.

**Attachment(s):**

Attachment 1 - HRA Resolution 2019 -XX

**Fiscal Impact:** As noted above

**Recommendation(s):** Staff requests the HRA consider approval of Resolution 2019 – XX, A Permanent Fund Transfer -189<sup>th</sup> Ave Project

**East Bethel Housing and Redevelopment Authority Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_

**CITY OF EAST BETHEL  
EAST BETHEL, MINNESOTA**

**RESOLUTION NO. 2019 - 05**

**RESOLUTION AUTHORIZING A PERMANENT FUND TRANSFER**

**BE IT RESOLVED** by the East Bethel Housing and Redevelopment Authority (the "HRA") of the City of East Bethel, Minnesota (the "City"), as follows:

**Whereas**, the City of East Bethel awarded a contract to S.R. Weidema, Inc, for the 189<sup>th</sup> Ave Paving and Utilities Project in the amount of \$534,786.60 at the December 5, 2018 City Council Meeting;

**Whereas**, the need to transfer funds for the utilities portion of this project from the HRA Fund to supplement Street Capital monies designated for this work was discussed at the October 3, 2018 and April 8, 2019 meeting;

**Whereas**, the request for a transfer of \$100,000 from the City HRA Fund is necessary to complete the utilities portion of the funding of this project:

**Whereas**, the HRA Fund has balances sufficient for this transfer

**Whereas**, HRA Funds for this portion of the project will facilitate housing development in the area served by utility service extension

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF EAST BETHEL, MINNESOTA THAT:** The City hereby authorizes the Finance Director to make a one time permanent fund transfer of \$100,000 from the HRA Fund to the City Street Capital Fund. These funds will be used for contractual payments for the 189<sup>th</sup> Avenue Paving and Utilities Project.

Effective Date. This resolution is effective upon the date of its approval.

Adopted this 22<sup>th</sup> day of July, 2019 by the Housing and Redevelopment Authority of the City of East Bethel.

CITY OF EAST BETHEL

\_\_\_\_\_  
Steven R. Voss, Mayor  
ATTEST:

\_\_\_\_\_  
Jack Davis, City Administrator



## City of East Bethel Housing & Redevelopment Authority Agenda Information

**Date:** July 22, 2019

**Agenda Item Number:**

Item 5.0

**Agenda Item:**

Senior Housing, Cambia Hills, Viking Preserve and East Bethel Village Project Reports

**Requested Action:**

Information Item

**Background Information:**

Staff will update the HRA on the current status of the projects listed above.

**Attachments:**

**Fiscal Impact:**

To be determined

**Recommendations:**

No Action Required

**East Bethel Housing and Redevelopment Authority Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

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Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_