

City of East Bethel
Housing and Redevelopment Authority

Regular Meeting – 6:45 p.m.

Date: April 4, 2012



	Item	
6:45 PM	1.0	Call to Order
6:46 PM	2.0	Adopt Agenda
6:47 PM	3.0	Approve Minutes January 18, 2012
6:49 PM	4.0	2012 & 2013 Budget Review
7:00 PM	5.0	MPCA Technical Assistance Grant Application
7:20 PM	6.0	Adjourn

City of East Bethel
Housing and Redevelopment Authority

January 18, 2012

The Housing and Redevelopment Authority (HRA) met on January 18, 2012 for a regular meeting at City Hall at 7:00 PM.

MEMBERS PRESENT: Bob DeRoche Richard Lawrence Heidi Moegerle
 Steve Voss

MEMBERS EXCUSED: Bill Boyer

ALSO PRESENT: Jack Davis, City Administrator

Call to Order Moegerle called the meeting to order at 7:05 PM.

Adopt **Voss made a motion to adopt the January 18, 2012 Housing and Redevelopment Authority (HRA) meeting agenda. DeRoche seconded; all in favor, motion carries.**
Agenda

Approve **Moegerle made a approve the October 5, 2011 HRA minutes. DeRoche seconded. Voss**
Minutes **abstained. DeRoche, Lawrence and Moegerle, aye; motion carries.**

Appoint Davis explained according to the HRA By-Laws, the Board is required to elect HRA Officers at
2012 its annual meeting. **Section 2.2 Officers.** The officers of the Authority shall consist of a
Officers 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
Heidi Moegerle, Vice-Chair
Steve Voss, Secretary

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2012-01 electing the 2012 HRA officers.

Moegerle asked, "What is the HRA going to do that we need the leadership on?" Davis explained the only thing that might come up is some projects Coon Lake Beach. Voss asked, "Don't we have the Housing Action Plan? That has been adopted." Davis said, "Yes and yes."

DeRoche made a motion to nominate Steve Voss as Chair, Boyer as Secretary and himself as Vice Chair and to adopt Resolution 2012-01 Appointing 2012 HRA Officers. Lawrence seconded; all in favor, motion carries.

Res. 2012- Davis explained that State Statute requires that the East Bethel Housing and Redevelopment
02 Designate Authority publish its official notices in a newspaper that has general distribution throughout the
Official City. The Housing and Redevelopment Authority is required to designate an official newspaper
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 2012-02 designates the Anoka Union as the official newspaper for 2012.

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2012-02 designating the Anoka County Union as the Official Newspaper for 2012.

DeRoche made a motion to adopt Resolution 2012-02 Designating the Anoka County Union as the Official Newspaper of the HRA. Voss seconded; all in favor, motion carries.

Res. 2012-03
Designating
Bank
Depositories

Davis explained that Resolution 2012-03 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.

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2012-03 designating the official depositories for 2012.

DeRoche asked "Why are there two depositories listed?" Davis explained because we use both those accounts.

Moegerle made a motion to adopt Resolution 2012-03 Designating Bank Depositories. DeRoche seconded. Voss asked, "What is the 4M fund?" Davis explained the 4M fund is a cash management and investment program for Minnesota public funds sponsored and governed by the League of Minnesota Cities. **All in favor, motion carries.**

Res. 2012-04
Setting
Meeting
Dates

Davis 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.

Attached is Resolution 2012-04 setting the HRA meeting dates for 2012.

Staff recommends adoption of Resolution 2012-04 Setting the Meeting Dates for Housing and Redevelopment Authority meetings.

DeRoche made a motion to adopt Resolution 2012-04 Setting Meeting Dates for 2012. Lawrence seconded. Moegerle said "This makes a liar out of us time and again, because like tonight our meeting was supposed to be held at 6:30 p.m. She asked do we have to designate a time for these meetings in our resolution?" Voss asked, "Can we say preceding the Council meeting?" **DeRoche amended his motion to amend the Resolution, deleting the time and adding preceding the Council meeting. All in favor, motion carries.**

Adjourn

DeRoche made a motion to adjourn the HRA meeting at 7:15 PM. Moegerle seconded; all in favor, motion carries.

Attest:

Wendy Warren
Deputy City Clerk



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

April 4, 2012

Agenda Item Number:

Item 4.0

Agenda Item:

2012 & 2013 Budget Review

Requested Action:

Discuss and Review of Draft 2013 HRA Budget

Background Information:

Per MN State Statute 469.033, subdivision 6, the East Bethel HRA must each year formulate and file a budget in accordance with the budget procedure of the City in the same manner as required of executive departments of the City.

The City did not levy an HRA tax for pay 2012. The unaudited cash balance of the HRA Fund at the end of 2011 is \$800,727.

Attachments 1 & 2 are the 2013 narrative and 2013 proposed budget.

The HRA currently contracts with the City for administrative support staff services to support the administrative undertakings, including fiscal support services of the HRA and such other responsibilities such as recording and maintaining accurate records of the meetings of the HRA and of all official actions taken by or on behalf of the HRA. The proposed 2013 Budget includes a transfer of \$15,000 to City General Fund to support the Executive Director, City Planner, Fiscal and Services Support Director, and Administrative Support staff. This number is based on one day a month for both the City Planner and Administrative support staff. It also includes one day a quarter for the City Administrator/Executive Director and the Fiscal and Services Support Director.

Attachments:

1. Draft 2013 Budget
2. 2013 Narrative for Budget

Fiscal Impact:

Undetermined

Recommendations:

Staff requests HRA discuss and review the proposed 2013 HRA Budget.

East Bethel Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



	2010 Actual	2011 Actual	2012 Budget	2013 Proposed Budget
Dept 23000 Housing & Redevelopment Authority				
REVENUES				
R 230-31010 Current Ad Valorem Taxes	\$0	\$123,215	\$0	\$0
R 230-36210 Interest Earnings	\$69	\$1,227	\$0	\$0
R 230-39201 Transfer from General Fund	\$126,058	\$0	\$0	\$0
R 230-39203 Transfer from non-General Fund	\$642,025	\$0	\$0	\$0
	\$768,152	\$124,442	\$0	\$0
EXPENDITURES				
E 230-23000-201 Office Supplies	\$48	\$0	\$100	\$100
E 230-23000-303 Legal Fees	\$42,028	\$9,672	\$10,000	\$1,000
E 230-23000-307 Professional Services Fees	\$0	\$0	\$10,000	\$5,000
E 230-23000-322 Postage	\$0	\$0	\$100	\$100
E 230-23000-331 Travel Expenses	\$0	\$0	\$100	\$100
E 230-23000-342 Legal Notices	\$0	\$0	\$100	\$100
E 230-23000-361 Insurance	\$0	\$0	\$1,300	\$1,300
E 230-23000-433 Dues and Subscriptions	\$0	\$0	\$100	\$0
E 230-23000-434 Conferences/Training	\$0	\$0	\$300	\$200
E 230-23000-933 General Fund Reimburse Transfer	\$15,000	\$15,000	\$15,000	\$15,000
	\$57,076	\$24,672	\$37,100	\$22,900
REVENUES LESS EXPENDITURES	\$711,076	\$99,770	(\$37,100)	(\$22,900)



2013 Budget

FUND: 230 – Housing & Redevelopment Authority
DEPT/ACTIVITY/PROJECT: 23000 – Housing & Redevelopment

DEPARTMENTAL PROFILE

The City is authorized by Minnesota Statutes, Chapter 469.001 to 469.047(the ACT) to establish a Housing and Redevelopment Authority (HRA) to address;

- a) the shortage of decent, safe and sanitary dwelling accommodations available to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel;
- b) substandard, slum or blighted areas existing with the City of East Bethel which cannot be redeveloped without government assistance.

DEPARTMENTAL GOALS

The East Bethel Housing and Redevelopment Authority's purpose, pursuant to Minnesota law, is to provide a sufficient supply of adequate, safe and sanitary dwellings to persons of low and moderate income and their families at prices and amounts they can afford within the City of East Bethel; to address substandard, slum or blighted areas existing with the City of East Bethel which cannot be redeveloped without government assistance.

EXPENDITURE DETAILS

201-Office Supplies

\$100

Miscellaneous office supplies

303-Legal Fees

\$1,000

Contracted legal services

307-Professional Services Fees

\$5,000

Contract consulting services for housing study

322-Postage

\$100

Postage costs for mailings

331-Travel Expenses

\$100

Personal auto mileage or meal reimbursement while conducting HRA business

342-Legal Notices

\$100

Publications of legal notices

361-Insurance

\$1,300

434-Conferences/Training

\$200

Staff and Board members continued education

933-Transfer to City General Fund

\$15,000

Support Executive Director, City Planner, Fiscal Support Services Director, and Support Staff

CAPITAL OUTLAY

None

STAFFING

None. Transfer of \$15,000 to City General Fund to support Executive Director, City Planner, Fiscal Support Services Director, and Administrative Staff



City of East Bethel HRA Agenda Information

Date:

April 4, 2012

Agenda Item Number:

5.0

Agenda Item:

MPCA Technical Assistance Grant

Requested Action:

Information Item

Background Information

City staff has contacted the Minnesota Pollution Control Agency and the Minnesota Public Facilities Authority regarding program eligibility for the City through the Clean Water Revolving Fund (CWRP). The CWRP is designed to assist public agencies in developing public wastewater, storm water, and drinking water infrastructure improvement projects through low interest loans, principal forgiveness, and grants. Currently funding is not available for privately owned infrastructure through these programs.

To qualify for funding, municipalities must submit an application, supporting documentation, and wastewater facilities plans by early March of each year. Once submitted, the project is scored and given a priority based on urgency and need.

Staff is currently assembling data to document needs for drinking water and wastewater improvements in the Coon Lake Beach area. This data is the septic inspection reports and the number of noncompliant septic systems in the area. If the data supports a need for further action, the information can be used to submit an application for placement on the Project Priority List. The City may be able to qualify for a technical assistance grant through the CWRP that could be used to help plan publicly owned and operated wastewater facilities (i.e. cluster subsurface septic systems, neighborhood treatment plant, etc.). Without any specific project plans for publicly owned wastewater infrastructure, any other funding from the CWRP would not be available to the City at this time.

Should the City desire to pursue other avenues other than public systems for this area or any other area in the City that has collective septic system issues, PFA officials have recommended two resources which may be available. These programs are the Agriculture BMP Program and the Board of Water & Soil Resources Program (BWSR). These programs are administered at the County level with preference given to low-income households and areas with an imminent public health threat. Staff is researching any opportunities that these programs may offer. Staff is also working with Senator Jungbauer to explore other possibilities for solutions to City septic system

problems and will continue to work with Bill Dunn, MPCA, for both private and public solutions to this problem

Attachment(s):

Fiscal Impact:

Recommendation(s):

Staff is seeking direction in this matter from the HRA.

City Council Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____