

City of East Bethel
Housing and Redevelopment Authority

Regular Meeting – 7:00 p.m.

Date: January 18, 2012



	Item	
7:00 PM	1.0	Call to Order
7:01 PM	2.0	Adopt Agenda
7:05 PM	3.0	Approve Minutes October 5, 2011
7:07 PM	4.0	Appoint 2012 Officers
7:10 PM	5.0	Resolution 2012-02 Designate Official Newspaper
7:12 PM	6.0	Resolution 2012-03 Designating Bank Depositories
7:14 PM	7.0	Resolution 2012-04 Setting Meeting Dates
7:20 PM	8.0	Adjourn



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

January 18, 2012

Agenda Item Number:

Item 3.0

Agenda Item:

Housing Redevelopment Authority Meeting Minutes, October 5, 2011

Requested Action:

Review and approve meeting minutes from October 5, 2011

Background Information:

Meeting minutes from the October 5, 2011 Housing and Redevelopment Authority meeting are attached for your review and approval.

Attachment:

- 1. HRA Minutes, October 5, 2011

Fiscal Impact:

None

Recommendation(s):

Review and approve meeting minutes from December 1, 2010.

Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

City of East Bethel
Housing and Redevelopment Authority
October 5, 2011

The Housing and Redevelopment Authority (HRA) met on October 5, 2011 for a regular meeting at City Hall at 6:30 PM.

MEMBERS PRESENT: Bob DeRoche Richard Lawrence Heidi Moegerle

MEMBERS EXCUSED: Bill Boyer Steve Voss

ALSO PRESENT: Jack Davis, City Administrator
 Mark Vierling, City Attorney
 Stephanie Hanson, City Planner

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

Adopt Agenda **Moegerle made a motion to adopt the October 5, 2011 Housing and Redevelopment Authority (HRA) meeting agenda. DeRoche seconded; all in favor, motion carries.**

Approve Minutes **Moegerle made a motion to approve the July 6, 2011 HRA minutes subject to the usual grammar and spelling changes. DeRoche seconded; all in favor, motion carries.**

Housing Action Plan Davis explained that as part of the participation of the Livable Communities Program and to be eligible to apply for grants, the City HRA must prepare a Housing Action Plan identifying how the city will address its housing goals. An approved HAP must be submitted by December 31, 2011 to qualify for 2012 funds.

The grant programs include Tax Base Revitalization (TBR), Livable Communities Demonstration (LCD), and Local Housing Incentives (LHI). Staff has additional information on each program at your request.

A draft of the HAP was presented to HRA at its July 6, 2011 meeting with the intention the final document would be presented at the October 5 HRA meeting.

The Metropolitan Council has reviewed the document and has no comments.

Staff requests the HRA to approve the Housing Action Plan and direct staff to submit the final plan to the Metropolitan Council.

DeRoche asked why are we going off the census from 2000. Hanson said actually the new census numbers are in here, but the Met Council asked that we keep the old numbers in there to see the difference. Moegerle asked on page one, 5th line down, middle paragraph, start with: The plan of the city to have a state of the art, can we say **realization of the plan**. She said because it is no longer a plan, it is close to a reality. Moegerle asked will this allow us to get CDBG Grants. Hanson said yes, it will. Moegerle asked is it redundant to say CDBG Grants, should it just be CDBG. Davis said it is Community Development Block Grant. Moegerle said so saying grant afterward is redundant.

DeRoche asked what grants would be available. Hanson said the three grants available from Met Council are Tax Base Revitalization and that provides funds to clean up polluted lands;

to make available for economic development, job retention, and job growth. Or for production of job growth that would enhance the tax base. She said the next one is the Livable Communities Demonstration Account. Hanson said this program funds development and redevelopment projects that demonstrate efficient and cost effective use of land and infrastructure and achieve connected development patterns linking affordable housing services. She said this is affordable housing and life cycle housing. DeRoche asked for a definition of affordable/life cycle housing. Hanson said Met Council has a definition you have to go by. She said they consider it affordable if it costs 30% or less of the total income for a family of low or moderate income. Hanson said the city isn't specifically saying it has to be the lowest value.

DeRoche asked what kind of time parameters are on this grants? He asked if we file for a grant and then get it, will they then come back and say you have to do in a certain amount of time or you don't get it? Hanson said yes, these grants are for projects that are ready to be done. Davis said these grants are for shovel ready projects, in other words, they are ready to go when you submit the grant application. So if the grant is approved, that secures the financing for the project, so it is a go. DeRoche said just so people understand it is not free money. Davis said there is no such thing as free money. Lawrence asked on these houses are they assembly unit homes, or fourplex style homes? Hanson said either; they have projects that have done either throughout the Twin Cities. Lawrence asked so it could be anything from an apartment to a single family unit? Hanson said yes.

Moegerle made a motion to approve the Housing Action Plan with the changes as noted and direct staff to submit to Met Council. Lawrence seconded; all in favor, motion carries.

Other
Business –
Septic
Programs

Moegerle said she does have another issue she wants to discuss and this has come up recently. She said due to fact that Phase 1A Sewer is not coming from our sewer plan in the indefinite future. Moegerle said there are a lot of people from Coon Lake Beach that have approached her last year and said their septic has failed or is failing. She said they were concerned about it, but since they thought the sewer was coming in tomorrow, or so they believed, they said they weren't going to fix it. Moegerle said now that it is clear that Phase 1A is not going to come in, these people have legitimate concerns about the environment and want to bring their septic systems up to code. However, because many of these residents are low income, they don't have the wherewithal to do that. Moegerle said it seems to here that the HRA is uniquely situated with a balance in its fund to do low income loans or grants that would go against a mortgage to secure updated septic's. She said she wanted to know whether there is any interest on the part of the authority to proceed with that.

DeRoche asked would that also cover the people that just put in a couple of tanks. He said they were told to do this because the sewer was going to come. Moegerle said she thinks we could also look at cluster systems and other alternatives for these people. She said she can think of three people off-hand that have active concerns about this. DeRoche said he has three people on Collen that were told to put in holding tanks because the sewer was coming. Davis said if they were told to put in holding tanks for that reason then they should come in and apply for a septic permit. DeRoche said he knows there were time perimeters set up, within a time frame you have to do something. Davis said but if that is their situation, they should come in and apply for a septic permit and see if they can get a system installed. Moegerle said because those aren't low income people.

Moegerle asked is there interest looking at into a loan fund because we still have \$700,000 in the HRA fund from what we got from the settlement with Anoka County and those accumulated funds. DeRoche said he is sure there are enough people on the beach that their systems are failing. Moegerle said and whether we make that a septic rehabilitation area and focus it for the beach, she is not sure. She said she has heard there are people on north side that have similar problems. Moegerle said maybe we want to make it a Coon Lake Shoreland Overlay District. DeRoche asked weren't their grants available for that. Moegerle said she has had people in her neighborhood apply for them that really want them and need them, but because they don't have enough equity in the house, thanks to the economic downturn, they don't qualify. They are stable people in the community, but they have too much income, or some other reasons, or technicalities.

Moegerle said what we could do is devise it as a lien, so if they transfer the property it is paid off when the property is sold so we would be protected there. She said if we did low interest loans they could pay it back. She asked Vierling for ideas how that could be structured. Vierling said depending on what you want to accomplish there are other options you have. Moegerle asked if we can direct staff to look more closely at more options of what we could do and come up with some preliminary guidelines through the HRA to utilize these funds. She said what we have been using these funds for currently is inter-fund loans to the EDA. Moegerle asked we taxed our residents for this; shouldn't we put the money to work?

Moegerle made a motion to direct staff to look into programs through the HRA to fund septic system replacement or upgrades for low income residents of East Bethel particularly focused on the Coon Lake area. Vierling said he doesn't think you want to limit this by geographic area. Moegerle said no, you are right, but because it is particularly low income there that is why it would be focused there, but for the whole city. **Moegerle amended her motion to city-wide. Lawrence seconded; all in favor, motion carries.**

Adjourn **Lawrence made a motion to adjourn the HRA meeting at 6:48 PM. Moegerle seconded; all in favor, motion carries.**

Attest:

Wendy Warren
Deputy City Clerk



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

January 18, 2012

Agenda Item Number:

Item 4.0

Agenda Item:

Election of 2012 Officers

Requested Action:

Adopt Resolution 2012-01 Electing 2012 HRA Officers

Background Information:

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
- Heidi Moegerle, Vice-Chair
- Steve Voss, Secretary

Fiscal Impact:

None at this time.

Recommendation:

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

Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**HOUSING & REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2012-01

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF EAST BETHEL,
MINNESOTA, ELECTING OFFICERS FOR 2012**

WHEREAS, On May 20, 2009, the City Council adopted Enabling Resolution 2009-36 establishing a Housing and Redevelopment Authority; and

WHEREAS, according to the East Bethel Housing and Redevelopment Authority By-Laws, the Board is required to elect HRA Officers at its annual meeting; and

WHEREAS, the officers of the Authority shall consist of a Chairperson, Vice Chairperson and a Secretary.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN
AND FOR THE CITY OF EAST BETHEL, MINNESOTA as follows:**

1. Appointment of Officers. In accordance with the By-Laws of the Authority hereby adopted, the Board hereby appoints to the following offices of the Authority the following persons, respectively:

Chairperson: Steven Voss

Vice Chairperson: Robert DeRoche, Jr.

Secretary: Bill Boyer

Adopted this 18th day of January, 2012 by the Housing and Redevelopment Authority of the City of East Bethel.

HOUSING AND REDEVELOPMENT AUTHORITY

Steven Voss, Chair

ATTEST:

Jack Davis, City Administrator



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

January 18, 2012

Agenda Item Number:

Item 5.0

Agenda Item:

Resolution 2012-02 Designating Official Newspaper

Requested Action:

Adopt Resolution 2012-02 designating the Anoka County Union as the Official Newspaper for 2012

Background Information:

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 2012-02 designates the Anoka Union as the official newspaper for 2012.

Attachment:

- 1. Resolution 2012-02 – Designating Official Newspaper

Fiscal Impact:

None at this time.

Recommendation(s):

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

Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**HOUSING & REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2012-02

**RESOLUTION DESIGNATING THE ANOKA COUNTY UNION AS THE OFFICIAL
NEWSPAPER FOR 2012**

WHEREAS, 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; and

WHEREAS, Minnesota State Statute requires the Housing and Redevelopment Authority to designate an official newspaper where legal notices will be published; and

WHEREAS, State Statute requires that the official newspaper have a publication at least weekly; and

WHEREAS, the Anoka County Union meets the publication and circulation requirements for the East Bethel Housing and Redevelopment Authority.

**NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AND
REDEVELOPMENT AUTHORITY OF EAST BETHEL, MINNESOTA THAT:** the
Housing and Redevelopment Authority hereby designates the Anoka County Union as the
official newspaper for the City for 2012.

Adopted this 18th day of January, 2012 by the Housing and Redevelopment Authority of the City of East Bethel.

HOUSING AND REDEVELOPMENT AUTHORITY

Steven Voss, Chair

ATTEST:

Jack Davis, City Administrator



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

January 18, 2012

Agenda Item Number:

Item 6.0

Agenda Item:

Resolution 2012-03 Designating Official Depository

Requested Action:

Adopt Resolution 2012-03 designating the official depositories for the East Bethel Housing and Redevelopment Authority

Background Information:

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.

Attachment:

- 1. Resolution 2012-03 – Designating Official Depository

Fiscal Impact:

None at this time.

Recommendation(s):

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

East Bethel Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**HOUSING & REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2012-03

RESOLUTION DESIGNATING OFFICIAL BANK DEPOSITORIES FOR 2012

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF EAST BETHEL, MINNESOTA THAT: the following entities are designated official depositories for the Housing and Redevelopment Authority in and for the City of East Bethel for 2012.

- Peoples Bank of Commerce
- 4M Fund

Adopted this 18th day of January, 2012 by the Housing and Redevelopment Authority of the City of East Bethel.

HOUSING AND REDEVELOPMENT AUTHORITY

Steven Voss, Chair

ATTEST:

Jack Davis, City Administrator



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

Date:

January 18, 2012

Agenda Item Number:

Item 7.0

Agenda Item:

Resolution 2012-04 Setting Meeting Dates for 2012

Requested Action:

Consider adopting Resolution 2012-04 setting meeting dates for Housing and Redevelopment Authority meetings.

Background Information:

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.

Attachment:

1. Resolution 2012-04 Setting Housing and Redevelopment Authority Meeting Dates for 2012.

Fiscal Impact:

None

Recommendation:

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

East Bethel Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes:_____

Vote No:_____

No Action Required:_____

**HOUSING & REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2012-04

**RESOLUTION SETTING HOUSING AND REDEVELOPMENT AUTHORITY MEETING
DATES FOR 2012**

WHEREAS, the Housing and Redevelopment Board shall hold an annual meeting preceding the second regular City Council meeting date of the month of January in each year; and

WHEREAS, the Housing and Redevelopment Board shall hold regular meetings at least once the first month of each quarter preceding the first regularly scheduled City Council meeting, or at such other time as the Board may determine; and.

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF EAST BETHEL, MINNESOTA THAT: the 2012 Meeting Schedule for the Housing and Redevelopment Authority meetings to be held at City Hall at 2241 221st Ave. NE is as follows:

Housing and Redevelopment Authority

January 18, 2012 – Annual Meeting
April 4, 2012 – Regular Meeting
July 5, 2012 – Regular Meeting
October 3, 2012 – Regular Meeting

Adopted this 18th day of January, 2012 by the Housing and Redevelopment Authority of the City of East Bethel.

HOUSING AND REDEVELOPMENT AUTHORITY

Steven Voss, Chair

ATTEST:

Jack Davis, City Administrator