

**City of East Bethel**  
**Housing and Redevelopment Authority**

**Regular Meeting – 6:30 p.m.**

**Date: January 20, 2010**



	<b>Item</b>	
6:30 PM	<b>1.0</b>	<b>Call to Order</b>
6:31 PM	<b>2.0</b>	<b>Adopt Agenda</b>
6:32 PM	<b>3.0</b>	<b>Approve Minutes</b>
	<b>A.</b>	<b>July 1, 2009</b>
6:35 PM	<b>4.0</b>	<b>Resolution 2010-01 Electing 2010 Officers</b>
	<b>a.</b>	<b>Chair</b>
	<b>b.</b>	<b>Vice-Chair</b>
	<b>c.</b>	<b>Secretary</b>
6:40 PM	<b>5.0</b>	<b>Resolution 2010-02 Designating Official Newspaper</b>
6:43 PM	<b>6.0</b>	<b>Resolution 2010-03 Designating Official Depository</b>
6:45 PM	<b>7.0</b>	<b>Administrative Support Agreement with the City of East Bethel</b>
6:50 PM	<b>8.0</b>	<b>Resolution 2010-04 Setting 2010 Meeting Dates</b>
6:55 PM	<b>9.0</b>	<b>Adjourn</b>



# City of East Bethel Housing & Redevelopment Authority Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 3.0

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**Agenda Item:**

Meeting Minutes, July 1, 2009 HRA Meeting

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**Requested Action:**

Review and approve meeting minutes from July 1, 2009.

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**Background Information:**

Meeting minutes from the July 1, 2009 Housing and Redevelopment Authority meeting are attached for your review and approval.

**Attachment(s):**

- 1. HRA Minutes 070109

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**Fiscal Impact:**

None

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**Recommendation(s):**

Review and approve meeting minutes from July 1, 2009.

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**East Bethel Housing and Redevelopment Authority Action**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

**City of East Bethel**  
**Housing and Redevelopment Authority**  
July 1, 2009

The East Bethel Housing and Redevelopment Authority (HRA) met on July 1, 2009 for a regular meeting at City Hall at 6:30 PM.

MEMBERS PRESENT:      Bill Boyer                      Greg Hunter (at 6:40 p.m.)      Anne Klein (at 6:52 p.m.)  
                                 Kathy Paavola                      Steven Voss

ALSO PRESENT:              Douglas Sell, City Administrator  
                                 Tammy Schutta, Asst. City Administrator/HR Director

Call to  
Order

Paavola called the meeting to order at 6:33 PM.

Appoint  
Acting  
Chairperson  
Adopt  
Agenda

**Boyer nominated Kathy Paavola, City Council member as the acting Chairperson. Paavola accepted. Voss seconded; all in favor, motion carries.**

**Boyer made a motion to adopt the July 1, 2009 HRA meeting agenda. Voss seconded; all in favor, motion carries.**

Review and  
Approve  
HRA By-  
Laws and  
Election of  
Officers

Schutta explained that our City Attorney provided some minor changes to the draft By-laws, nothing that will change the meaning of the by-laws. Voss said this is a work meeting; we haven't formally formed the HRA until we have officers, and can we adopt resolutions at a work meeting. Sell said yes, you can adopt the by-laws then you will have the authority to move to appoint or elect officers. Schutta said it was also done this way with the EDA.

Sell asked did you have a chance to review the by-laws. Boyer asked are these the same as the EDA. Schutta said they are very similar, but with the HRA we only have to have three (3) officers, we have to have five (5) for the EDA. Schutta said the annual meeting is scheduled for the first regular City Council meeting in January and regular meetings are the first Wednesday of the first month of the quarter, preceding City Council meetings. Boyer said he would suggest the 2<sup>nd</sup> meeting in January, because if it is an election year, we might not have a quorum because the new council members need to be sworn in at the City Council meeting. Schutta said the EDA meets the second Wednesday so we would have to meet earlier. Boyer said if we don't change this we could have a situation where we would not have a quorum, could only have two (2) council members, with three (3) new to be sworn in. Schutta said the EDA is on a quarterly basis or as needed. Voss said he would suggest the same for this. He said why have structured quarterly meetings if we don't have anything to discuss. Schutta said so change the annual meeting to preceding the second meeting of the Council in January. She said you will be appointing officials, reviewing bylaws and appointing the official newspaper at the annual meeting. Voss said he doesn't envision much activity right now.

Schutta said the ad-hoc members of the EDA were address by resolution. If you want to add some later on, you could by resolution. Schutta said with the HRA they all have to be

residents, but two of our HRA ad-hoc members are residents and could serve on the HRA. Boyer said he would suggest we do this the same as the EDA and have the two that are residents on the EDA also on the HRA. Voss said he thinks there will be others that have issues/interests that would want to serve on the HRA. Paavola said we could we just have the two on the EDA since they are residents if they would want to serve on the HRA. Voss said we might have others that would have a stronger interest in low income housing, etc. Boyer said in terms of structure he likes the type of structure that we get input from other residents, that is all he is saying. Voss said we need to find out what the committee is going to do, what is the big picture. He said once we have it narrowed down a little, then we can bring some ad-hoc members on by resolution. Voss said he doesn't think this is pressing at this moment. Boyer said it seems silly to him adopt by-laws that we know we want to change. Voss said we may not, we might not meet for another six (6) months.

Schutta said when the council adopted the resolution for the HRA it was set at five (5) members. She said she thinks it would be safe to do it the same as the EDA. Schutta said a non-voting Ad-Hoc committee; she thinks we could do by resolution.

Voss said on page 3 of 4, section 4.2, the last end of the sentence he doesn't understand what it means. Boyer said it means if the chairperson or executive director were incapacitated the board may appoint someone to take their place. Voss said it says officers of the Authority as the Board may be resolution prescribe. Sell said he thinks the *be* should be *by*.

Paavola asked in section 2.7, do we have to spell out the secretary's duties as indicated by the City Attorney, do we need to spell that out now. Sell asked were they spelled out in EDA by-laws. Schutta said no. Sell said you can assign these as you go.

Schutta said we will delete the word who on the fourth line in section 2.8. s

Schutta said and under 2.9 the City Attorney is suggesting we reference MN Stat. Sec 469.009 for conflict of interest.

Boyer said under 3.3 the City Attorney has suggested add as follows: Provide for written notice.

Boyer said he doesn't understand the attorney's comments on section 3.6. Sell said he is leaning towards providing some simpler extracts of Roberts Rules. Sell said either you adopt Roberts Rules or you don't. He said if you shall run across something you think we should change, let us know we will adopt a resolution.

Boyer said and per the City Attorney's comments section 4.4 statement becomes statements.

**Boyer made a motion to adopt the HRA By-Laws with amendments as noted. Hunter seconded; all in favor, motion carries.**

Appoint  
Officers

Hunter nominated Bill Boyer as the Chairperson. Paavola seconded. Hunter nominated Anne Klein as the Vice-Chairperson. Voss seconded. Hunter nominated Steve Voss as the Secretary. Boyer seconded. Voss asked what the secretary's duties are. Sell said we

haven't described that in the by-laws yet.

**Boyer made a motion to adopt Resolution 2009-01 Resolution of the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of East Bethel, Minnesota Appointing Officers and Adopting By-laws for 2009. Hunter seconded; all in favor, motion carries.**

2010  
Budget

Schutta explained that per MN State Statute 496.033, 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.

To request an HRA levy, the EBHRA must adopt a resolution and budget and present it to the City Council in August. Assuming approval, it will then be included within the City Budget and levy request that is submitted to Anoka County in September. The City Council holds hearings on all elements of the budget including any proposed HRA levy with eventual adoption of the EBHRA budget in December 2009.

According to Anoka County Tax Department, the Anoka County HRA levied \$135,566 on property in East Bethel in 2009. This relates to a rate of .0119% of the taxable market rate of \$1,139,050,300 for 2009. By statute, the City is allowed to levy up to .0185% on the taxable market value in East Bethel. At this rate, .0185%, the City would generate \$195,973 based on a taxable market value of \$1,059,316,779 for 2010.

The County has charged administration fee equal to 15% or \$20,334.90 on our annual tax collections in East Bethel for HRA purposes. This resulted in a net amount of \$115,231.10 for East Bethel activities 2009.

The City Assessor is estimating a decrease in market value of 7%. To be consistent with Anoka County HRA, City staff has prepared a 2010 HRA Budget based on .0119% HRA Levy and the taxable market value of \$1,059,316,779 for a proposed total of \$126,058 in tax revenue generated for the 2010 HRA Budget.

The HRA is required to prepare a Housing Plan. The HRA levy can be used to fund the preparation of a Housing Plan. The Housing Plan must describe the activities the HRA will undertake to achieve the goals identified in the Comprehensive Plan, state statutes and federal regulations. The preparation of a Housing Plan can be estimated to cost \$5,000 to \$10,000. Staff is proposing a budgeted of \$10,000 for the preparation of a Housing Plan.

Staff is also proposing a transfer of \$15,000 to City General Fund to support Executive Director, Assistant City Administrator, City Planner and Fiscal and Services Support Director. This number is based on one day a month for both the Assistant City Administrator and the City Planner. It also includes one day a quarter for the City Administrator/Executive Director and the Fiscal and Services Support Director.

Staff is also proposing a transfer \$93,558 to the HRA Contingency Fund to be used for future housing and redevelopment projects. Once the HRA Housing Action Plan is developed, funds can be allocated to specific projects, such as Senior Housing.

Attached is a draft 2010 EBHRA Budget for your review.

Boyer said while he sees that we are funding positions here, why are we not charging for facility usage. Sell said he didn't want to beat the fund up to bad. He said he knows we will

need postage, office supplies, etc. Voss asked will this be a transfer to the general fund. Sell said it will be an income line item. Voss said so as an example, if right now there is a \$100,000 budgeted for the City Administrator position and for next year we are proposing \$15,000 to fund the City Administrator does that mean that fund is increased to \$115,000. Sell said the short answer is no. Voss said regardless of how it is funded the cost of the City Administrator remains the same, but how it is funded is differently. He said so \$115,000 is going for the City Administrator. Boyer said the simple way is to say the \$15,000 goes into the general budget.

Voss said the way this is written it seems like we are going to take \$15,000 and throw it into the general fund to spend any way we want. Klein said the general fund will have more revenues so do we reduce the tax levy, etc. Voss said yes, are we going to offset it by reducing the general fund revenue. He said that was the way it was written. Klein said this will be decided at budget time. Hunter asked do we have a clarification of whether the county is going to levy for the HRA also. Sell said he talked to Ms. Skepper today, and there was no mention of this. He said they have been notified. Sell said we have not heard from them regarding our HRA. He said to our best knowledge they will only levy if they do it county-wide. Sell said they are still shopping for an opinion. He said we haven't heard but we do know that Andover, Anoka, East Bethel and Ham Lake have formally adopted resolutions against the county collecting county-wide for the HRA.

Schutta said we sent letters to all the county commissioners and everyone on May 22 with copies of our resolutions and we haven't heard anything. Voss said the write-up talks about a net amount of \$115,000 on East Bethel activities in 2009. Sell said that is what the county made available to us in 2009 out of what they collected. Sell said it will pretty much be all used. Hunter said on the tax statement is this a separate line item or just under East Bethel. Sell said our understanding is it will be a separate line item, EB HRA. Boyer said and the County line item Anoka HRA should go away. Sell said there was a line item that just said assessment and it ended up being the Coon Lake Improvement District and the county was directing calls on this to us.

**Boyer made a motion to adopt the 2010 HRA budget. Paavola seconded.** Voss said this is not adopting a budget; this is a recommendation to the City Council to include this in the 2010 budget. Sell said yes, the 2010 budget is all conclusive, includes HRA, EDA, etc. Voss said he understands the administrative cost; the net is roughly \$94,000 that we don't have allocated. Schutta said it can only be used for redevelopment activities. Voss said so this is a recommendation to Council. Sell said yes, you will see this again in December when council adopts the total budget. **All in favor, motion carries.**

Klein asked won't the levy come before us when the we do the levy for the whole budget. She said the HRA does not have the authority to levy.

**Boyer motion to adopt Resolution 2009-02 Adopting a Tax Levy in 2009 Collectable in 2010. Paavola seconded.** Klein said she thinks we need to add: for final approval by City Council. Voss said he thinks it is here. Klein said okay that is fine. Schutta said this will need to go to council as part of the whole budget process. **Boyer amended his motion adding the word *Recommending* before Adopting a Tax since the HRA Committee can only recommend this to the City Council.** Schutta said no matter what the HRA still needs to make a recommendation to city council on this. Boyer said so that is what he just did by changing the resolution. Klein said we are recommending a tax levy, not adopting. Voss said the HRA doesn't have the authority to adopt a levy. Sell said we have the authority to recommend, not adopt. **All in favor, motion carries.**

Adjourn      **Boyer made a motion to adjourn the HRA meeting at 7:16 PM. Hunter seconded; all in favor, motion carries.**

Attest:

Wendy Warren  
Deputy City Clerk

DRAFT



# City of East Bethel Housing & Redevelopment Authority Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 4.0

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**Agenda Item:**

Election of 2010 Officers

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**Requested Action:**

Adopt Resolution 2010-01 Electing 2010 HRA Officers

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**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

Vacant, Vice-Chair

Steve Voss, Secretary

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**Fiscal Impact:**

None at this time.

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**Recommendation(s):**

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

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**East Bethel Housing and Redevelopment Authority Action**

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

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

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

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

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

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

**RESOLUTION NO. 2010-01**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AND  
REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF EAST BETHEL,  
MINNESOTA, ELECTING OFFICERS FOR 2010**

**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:** \_\_\_\_\_

**Vice Chairperson:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

Adopted this 20<sup>th</sup> day of January, 2010 by the Housing and Redevelopment Authority of the City of East Bethel.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY

\_\_\_\_\_  
Bill Boyer, Chair

ATTEST:

\_\_\_\_\_  
Douglas Sell, HRA Executive Director/City Administrator



# City of East Bethel Housing & Redevelopment Authority Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 5.0

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**Agenda Item:**

Resolution 2010-02 Designating Official Newspaper

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**Requested Action:**

Adopt Resolution 2010-02 designating the Anoka County Union as the Official Newspaper for 2010

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

**ATTACHMENT(S):**

- 1. Resolution 2010-02 – Designating Official Newspaper

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**Fiscal Impact:**

None at this time.

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**Recommendation(s):**

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

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**East Bethel Housing and Redevelopment Authority Action**

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

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

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

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

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

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

**RESOLUTION NO. 2010 - 02**

**RESOLUTION DESIGNATING THE ANOKA COUNTY UNION AS THE OFFICIAL  
NEWSPAPER FOR 2010**

**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 2010.

Adopted this 20<sup>th</sup> day of January, 2010 by the Housing and Redevelopment Authority of the City of East Bethel.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY

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Bill Boyer, Chair

ATTEST:

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Douglas Sell, HRA Executive Director/City Administrator



# City of East Bethel Housing & Redevelopment Authority Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 6.0

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**Agenda Item:**

Resolution 2010-03 Designating Official Depository

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**Requested Action:**

Adopt Resolution 2010-03 designating the official depositories for the East Bethel Housing and Redevelopment Authority

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**Background Information:**

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.

**ATTACHMENT(S):**

- 1. Resolution 2010-03 – Designating Official Depository

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**Fiscal Impact:**

None at this time.

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**Recommendation(s):**

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

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**East Bethel Housing and Redevelopment Authority Action**

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

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

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

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

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

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

**RESOLUTION NO. 2010-03**

**RESOLUTION DESIGNATING OFFICIAL BANK DEPOSITORIES FOR 2010**

**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 2010.

- Peoples Bank of Commerce
- 4M Fund

Adopted this 20<sup>th</sup> day of January, 2010 by the Housing and Redevelopment Authority of the City of East Bethel.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY

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Bill Boyer, Chair

ATTEST:

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Douglas Sell, HRA Executive Director/City Administrator



# City of East Bethel Housing & Redevelopment Authority Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 7.0

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**Agenda Item:**

Administrative Support Agreement with the City of East Bethel

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**Requested Action:**

Review and approve the Administrative Support Agreement with the City of East Bethel

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**Background Information:**

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.

**Attachments:**

1. Administrative Support Agreement

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**Fiscal Impact:**

As noted above

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**Recommendation(s):**

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.

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**East Bethel Housing and Redevelopment Authority Action**

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

HOUSING AND REDEVELOPEMNT AUTHORITY  
IN AND FOR THE CITY OF EAST BETHEL  
SERVICE AGREEMENT FOR ADMINISTRATIVE SUPPORT SERVICES

**THIS IS AN AGREEMENT** entered into the \_\_\_\_ day of January, 2010 by and between the Housing and Redevelopment Authority in and for the City of East Bethel, Minnesota, hereinafter referred to as the “HRA,” and the City of East Bethel, hereinafter referred to as the “City.”

The HRA desires to contract 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.

1. **Scope of Services.** 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.

2. **Term.** This agreement shall be effective upon the approval of the HRA and the City and shall continue for an indefinite period of time. Either party may terminate this agreement with 30 days written notice to the other.

3. **Compensation.** The fees for City services shall be paid as a transfer of funds from the HRA to the City. The fee shall be set by resolution of the HRA from time to time.

4. **Indemnification.** The parties shall indemnify and hold harmless each other and their officials, agents, and employees from any loss, claim, liability, and expense (including reasonable attorney's fees and expenses of litigation) arising out of any action of the respective parties in the performance of the service of this contract.

5. **Assignment.** This agreement shall not be assigned, sublet, or transferred by the City or the HRA without written consent of the other party and a minimum of 30 days notice in writing by the City.

6. **Conflict of Interest.** The City agrees to immediately inform, by written notice, to the HRA Chair, potential contractual conflicts of interest in representing the HRA for staff services.

This AGREEMENT was adopted by the Housing and Redevelopment Authority Board of Commissioners in and for the City of East Bethel, Minnesota, on the 20<sup>th</sup> day of January, 2010.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY

\_\_\_\_\_  
Name, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Douglas Sell, Executive Director

\_\_\_\_\_  
Date

This AGREEMENT was accepted by East Bethel City Council on the 3rd day of February, 2010.

CITY OF EAST BETHEL

\_\_\_\_\_  
Greg Hunter, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Douglas Sell, City Administrator

\_\_\_\_\_  
Date



# City of East Bethel Housing & Redevelopment Authority Agenda Information

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**Date:**

January 20, 2010

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**Agenda Item Number:**

Item 8.0

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**Agenda Item:**

Resolution 2010-04 Setting Meeting Dates for 2010

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**Requested Action:**

Consider adopting Resolution 2010-04 setting meeting dates for Housing and Redevelopment Authority meetings.

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**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 2010-04 setting the HRA meeting dates for 2010.

**Attachments:**

1. Resolution 2010-04 Setting Housing and Redevelopment Authority Meeting Dates for 2010.

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**Fiscal Impact:**

None

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**Recommendation(s):**

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

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**East Bethel Housing and Redevelopment Authority Action**

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

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

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

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

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

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

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

**RESOLUTION NO. 2010-04**

**RESOLUTION SETTING HOUSING AND REDEVELOPMENT AUTHORITY MEETING  
DATES FOR 2010**

**WHEREAS**, the Housing and Redevelopment Board shall hold an annual meeting preceding the second regular City Council meeting date at 6:30 P.M. 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 2010 Meeting Schedule for the Housing and Redevelopment Authority meetings to be held at City Hall at 2241 221<sup>st</sup> Ave. NE is as follows:

**Housing and Redevelopment Authority**

January 20, 2010 – Annual Meeting  
April 7, 2010 – Regular Meeting  
July 7, 2010 – Regular Meeting  
October 6, 2010 – Regular Meeting

Adopted this 20<sup>th</sup> day of January, 2010 by the Housing and Redevelopment Authority of the City of East Bethel.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY

\_\_\_\_\_  
Bill Boyer, Chair

ATTEST:

\_\_\_\_\_  
Douglas Sell, HRA Executive Director/City Administrator



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

Item 3.0  
Meeting Minutes, July 1, 2009 HRA Meeting

Meeting minutes from the July 1, 2009 Housing and Redevelopment Authority meeting are attached for your review and approval.

Item 4.0  
Election of 2010 Officers

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.

Item 5.0  
Resolution 2010-02 Designating Official Newspaper

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.

Item 6.0  
Resolution 2010-03 Designating Official Depository

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.

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

#### Item 7.0

##### Administrative Support Agreement with the City of East Bethel

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.

#### Item 8.0

##### Resolution 2010-04 Setting Meeting Dates for 2010

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 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.