

City of East Bethel
Housing and Redevelopment Authority

Regular Meeting – 7:00 p.m.

Date: December 1, 2010



	Item	
7:00 PM	1.0	Call to Order
7:01 PM	2.0	Adopt Agenda
7:05 PM	3.0	Approve Minutes September 1, 2010
7:07 PM	4.0	Resolution 2010-07 EBHRA Budget Amendment for 2010
7:15 PM	5.0	EBHRA 2011 Budget Resolution 2010-08 Adopting a Tax Levy in 2010 Collectible in 2011
7:20 PM	6.0	2011 HRA Meeting Schedule Discussion
7:25 PM	7.0	Adjourn



City of East Bethel Housing & Redevelopment Authority Agenda Information

Date:

December 1, 2010

Agenda Item Number:

Item 3.0

Agenda Item:

Meeting Minutes, September 1, 2010 HRA Meeting

Requested Action:

Review and approve meeting minutes from September 1, 2010.

Background Information:

Meeting minutes from the September 1, 2010 Housing and Redevelopment Authority meeting are attached for your review and approval.

Attachment(s):

- 1. HRA Minutes 090110

Fiscal Impact:

None

Recommendation(s):

Review and approve meeting minutes from September 1, 2010.

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 Agenda Information

Date:

December 1, 2010

Agenda Item Number:

Item 4.0

Agenda Item:

EBHRA Budget Amendment for 2010

Requested Action:

Consider adoption of Resolution 2010-07 amending the 2010 EBHRA budget.

Background Information:

The 2010 EBHRA was reviewed and approved by the Housing and Redevelopment Authority on July 1, 2009.

Attorney fees in the amount of \$5,000 were included in the 2010 budget. Due to the continued litigation with the Anoka County Housing and Redevelopment Authority, legal expenses for 2010 are estimated at \$45,000. Staff is proposing to increase 2010 budgeted legal fees from \$5,000 to \$45,000 and reduce contingency from \$93,558 to \$53,558.

The budget resolution presented reflects these amendments.

Fiscal Impact:

As noted.

Recommendation(s):

Staff recommends approval of Resolution 2010-07 amending the 2010 East Bethel HRA budget.

Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____

**HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA
HRA RESOLUTION NO. 2010-07**

RESOLUTION AMENDING THE 2010 BUDGET

WHEREAS, the Housing and Redevelopment Authority in or for the City of East Bethel approved a 2010 Budget on July 1, 2009; and

WHEREAS, the Housing and Redevelopment Authority in or for the City of East Bethel finds it necessary to amend the 2010 budget due to attorney expenses incurred during 2010.

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF EAST BETHEL, MINNESOTA THAT: the Budget for 2010 is hereby amended as follows:

	2010 Approved Budget	2010 Amended Budget
Legal fees	\$5,000	\$45,000
Contingency	\$93,558	\$53,558

Adopted this 1st day of December, 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

ATTACHMENT #1



City of East Bethel Housing and Redevelopment Authority Agenda Information

Date:

December 1, 2010

Agenda Item Number:

Item 5.0

Agenda Item:

2011 Budget and Final Levy

Requested Action:

Review the 2011 budget and consider adoption of Resolution 2010-08 adopting the 2011 Final EBHRA tax levy.

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 2011 EBHRA budget was discussed on September 1, 2010 and the resulting HRA tax levy approved. A final tax levy must be submitted to the Anoka County Auditor by December 28, 2010. A copy of the resolution is also presented to the City of East Bethel City Council.

City staff has prepared a 2011 HRA Budget based on .01241% HRA Levy and the taxable market value of \$1,015,785,900 for a proposed total of \$126,058 in tax revenue generated for the 2011 HRA Budget.

Staff is proposing a budget of \$50,000 for legal services for the current litigation regarding Anoka County Housing and Redevelopment Authority.

The HRA is required to prepare a Housing Plan and 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 budget of \$10,000 for the preparation of a Housing Plan.

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 2011 Budget includes a transfer of \$15,000 to City General Fund to support the 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 \$47,558 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 2011 EBHRA Budget for your review.

Attachment(s):

- 1. Proposed 2011 EBHRA Budget Narrative
- 2. Proposed 2011 EBHRA Budget
- 3. HRA Resolution 2010-08

Fiscal Impact:

None at this time.

Recommendation(s):

Staff is recommending the Housing and Redevelopment Authority discuss and review the proposed 2011 EBHRA Budget and consider adoption of Resolution 2010-08 adopting the 2011 EBHRA final levy.

Housing and Redevelopment Authority Action

Motion by: _____

Second by: _____

Vote Yes: _____

Vote No: _____

No Action Required: _____



2011 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

\$200

Miscellaneous office supplies

303-Legal Services

\$50,000

Contracted legal services

307-Professional Services Fees

\$10,000

Consulting Services for Housing Action Plan

322-Postage

\$200

Postage costs for mailings

331-Travel Expenses

\$200

Personal auto mileage or meal reimbursement while conducting HRA business

342-Legal Notices

\$250

Publications of legal notices

361-Insurance

\$1,300

433-Dues and Subscriptions

\$350

Membership fees or subscriptions of housing related organizations

434-Conferences/Training

\$1,000

Staff and Board members continued education

933-Transfer to City General Fund

\$15,000

Support Executive Director, Assistant City Administrator, City Planner and Fiscal and Services Support Director

999-Contingency

\$47,558

Future housing and redevelopment projects. Once the HRA Housing Action Plan is developed, funds can be allocated to specific projects, such Senior Housing.

CAPITAL OUTLAY

None

STAFFING

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

				
			2010	2011
	2008 Actual	2009 Actual	Adopted Budget	Proposed Budget
Dept 23000 Housing & Redevelopment Authority				
REVENUES				
R 230-39201 Current Ad Valorem Taxes	\$0	\$0	\$0	\$126,058
R 230-39201 Transfer from General Fund	\$0	\$0	\$126,058	\$0
	\$0	\$0	\$126,058	\$126,058
EXPENDITURES				
E 230-23000-201 Office Supplies	\$0	\$0	\$200	\$200
E 230-23000-303 Legal Fees	\$0	\$0	\$5,000	\$50,000
E 230-23000-307 Professional Services Fees	\$0	\$0	\$10,000	\$10,000
E 230-23000-322 Postage	\$0	\$0	\$200	\$200
E 230-23000-331 Travel Expenses	\$0	\$0	\$200	\$200
E 230-23000-342 Legal Notices	\$0	\$0	\$250	\$250
E 230-23000-361 Insurance	\$0	\$0	\$300	\$1,300
E 230-23000-433 Dues and Subscriptions	\$0	\$0	\$350	\$350
E 230-23000-434 Conferences/Training	\$0	\$0	\$1,000	\$1,000
E 230-23000-933 General Fund Reimburse Transfer	\$0	\$0	\$15,000	\$15,000
E 230-23000-999 Contingency	\$0	\$0	\$93,558	\$47,558
	\$0	\$0	\$126,058	\$126,058
REVENUES LESS EXPENDITURES	\$0	\$0	\$0	\$0

**HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA
HRA RESOLUTION NO. 2010-08**

RESOLUTION ADOPTING A FINAL TAX LEVY IN 2010 COLLECTIBLE IN 2011

WHEREAS, Minnesota Statutes require that a final levy amount be provided to the Anoka County Auditor on or before December 28, 2010; and

WHEREAS, the Housing and Redevelopment Authority in or for the City of East Bethel finds it necessary and in the best interest of the City and the Authority to adopt the General Levy to provide funds necessary to accomplish the goals of the authority for fiscal year 2011.

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF EAST BETHEL, MINNESOTA THAT: the following sums of money be levied for the current year, collectible in 2011, upon taxable property in the City of East Bethel.

Housing & Redevelopment Authority General Levy	\$126,058
--	-----------

BE IT FURTHER RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE ACITY OF EAST BETHEL, MINNESOTA THAT:

1. The executive director of the Authority is hereby instructed to transmit a certified copy of this Resolution to the Anoka County Auditor.
2. The executive director of the Authority is hereby instructed to transmit a copy of this Resolution to the City of East Bethel City Council.

Adopted this 1st day of December, 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 and Redevelopment Authority Agenda Information

Date:

December 1, 2010

Agenda Item Number:

Item 6.0

Agenda Item:

East Bethel Housing and Redevelopment Authority 2011 Annual Meeting Schedule

Requested Action:

Consider setting date/time for Housing and Redevelopment Annual Meeting

Background Information:

According to the Housing and Redevelopment Authority By-Laws, the annual meeting of the Board shall be held preceding the second regular City Council meeting date at 6:30 p.m. of the month of January in each year. For 2011, the annual meeting is tentatively scheduled for Wednesday, January 19, 2011 beginning at 6:30 p.m.

At the annual meeting of the Authority, the following agenda is the order of business:

- 1. ROLL CALL
- 2. Election of Officers
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
- 3. Depository bank
- 4. Official publication
- 5. Other
 - a. mileage and per diem compensation rates
 - b. reports
- 6. Miscellaneous

The East Bethel City Council serves as the Commissioners of the HRA. The commissioners' terms coincide with their terms as member of the City Council. As of January 2011, the HRA will have three new commissioners.

Staff is asking the HRA Board to consider postponing the annual meeting until February 2, 2011 to allow new members time to acclimate to their new roles as City Council members as well as HRA Commissioners.

Fiscal Impact:

None

Recommendation(s):

Staff is requesting HRA Board direction on the date for the annual meeting.

Housing and Redevelopment Authority Action

Motion by:_____

Second by:_____

Vote Yes:_____

Vote No:_____

No Action Required:_____

HRA Script

Item 3.0 Meeting Minutes, September 1, 2010 HRA Meeting

Meeting minutes from the September 1, 2010 Housing and Redevelopment Authority meeting are attached for your review and approval.

Review and approve meeting minutes from September 1, 2010.

Item 4.0 EBHRA Budget Amendment for 2010

The 2010 EBHRA was reviewed and approved by the Housing and Redevelopment Authority on July 1, 2009.

Attorney fees in the amount of \$5,000 were included in the 2010 budget. Due to the continued litigation with the Anoka County Housing and Redevelopment Authority, legal expenses for 2010 are estimated at \$45,000. Staff is proposing to increase 2010 budgeted legal fees from \$5,000 to \$45,000 and reduce contingency from \$93,558 to \$53,558.

The budget resolution presented reflects these amendments.

Staff recommends approval of Resolution 2010-07 amending the 2010 East Bethel HRA budget.

Item 5.0 2011 Budget and Final Levy

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 2011 EBHRA budget was discussed on September 1, 2010 and the resulting HRA tax levy approved. A final tax levy must be submitted to the Anoka County Auditor by December 28, 2010. A copy of the resolution is also presented to the City of East Bethel City Council.

City staff has prepared a 2011 HRA Budget based on .01241% HRA Levy and the taxable market value of \$1,015,785,900 for a proposed total of \$126,058 in tax revenue generated for the 2011 HRA Budget.

Staff is proposing a budget of \$50,000 for legal services for the current litigation regarding Anoka County Housing and Redevelopment Authority.

The HRA is required to prepare a Housing Plan and 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 budget of \$10,000 for the preparation of a Housing Plan.

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 2011 Budget includes a transfer of \$15,000 to City General Fund to support the 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 \$47,558 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 2011 EBHRA Budget for your review.

Staff is recommending the Housing and Redevelopment Authority discuss and review the proposed 2011 EBHRA Budget and consider adoption of Resolution 2010-08 adopting the 2011 EBHRA final levy.

Item 6.0 East Bethel Housing and Redevelopment Authority 2011 Annual Meeting Schedule

According to the Housing and Redevelopment Authority By-Laws, the annual meeting of the Board shall be held preceding the second regular City Council meeting date at 6:30 p.m. of the month of January in each year. For 2011, the annual meeting is tentatively scheduled for Wednesday, January 19, 2011 beginning at 6:30 p.m.

At the annual meeting of the Authority, the following agenda is the order of business:

1. ROLL CALL
2. Election of Officers
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
3. Depository bank
4. Official publication
5. Other
 - a. mileage and per diem compensation rates
 - b. reports
6. Miscellaneous

The East Bethel City Council serves as the Commissioners of the HRA. The commissioners' terms coincide with their terms as member of the City Council. As of January 2011, the HRA will have three new commissioners.

Staff is asking the HRA Board to consider postponing the annual meeting until February 2, 2011 to allow new members time to acclimate to their new roles as City Council members as well as HRA Commissioners.

Staff is requesting HRA Board direction on the date for the annual meeting.