

**City of East Bethel**  
**Housing and Redevelopment Authority Meeting**  
January 17, 2018

The Housing and Redevelopment Authority (HRA) met on January 17, 2018, for a regular meeting at City Hall at 6:30 p.m.

MEMBERS PRESENT:      Steve Voss                      Tim Harrington              Brian Mundle  
                                 Tom Ronning                      Randy Plaisance

ALSO PRESENT:              Jack Davis, City Administrator  
                                 Mark Vierling, City Attorney

**1.0**                      Mundle called the regular meeting to order at 6:30 p.m.  
**Call to Order**

**2.0**                      **Voss stated I'll move to adopt tonight's agenda. Harrington stated I'll second.** Mundle  
**Adopt**                      asked any discussion? All in favor say aye? **All in favor.** Mundle asked against? Motion  
**Agenda**                      carries. **Motion passes unanimously.**

**3.0**                      Davis recommended the HRA appoint a Chairperson, Vice-Chairperson, and a Secretary  
**Appointment**                      for 2018.  
**of Officers,**                      **Voss stated I'll move to reappoint Mundle as Chair, Plaisance as Vice-Chair, and**  
**Resolution**                      **Harrington as Secretary. Ronning stated I'll second.** Mundle asked discussion? All in  
**2018-01**                      favor? **All in favor.** Mundle asked against? Motion carries. **Motion passes unanimously.**

**Voss stated I'll move to approve Resolution 2018-01. Harrington stated I'll second.**  
Mundle asked discussion? All in favor? **All in favor.** Mundle asked against? Motion  
carries. **Motion passes unanimously.**

**4.0**                      Davis recommended the HRA set the following 2018 HRA Meeting dates: January 17,  
**Resolution**                      2018, April 4, 2018, July 18, 2018, and October 3, 2018.  
**2018-02,**                      **Harrington stated I'll make a motion to adopt Resolution No. 2018-02, Setting**  
**Setting**                      **Housing and Redevelopment Authority Meeting Dates for 2018 including January 17,**  
**Meeting**                      **2018 Annual Meeting, April 4, 2018 Regular Meeting, July 18, 2018 Regular Meeting,**  
**Dates**                      **and October 3, 2018 Regular Meeting. Ronning stated I'll second.** Mundle asked any  
discussion?

Voss asked if they needed to set the 2019 Annual meeting date at this meeting? Davis  
responded the annual meeting date is supposed to be held either the first or second week in  
January. Voss stated it made more sense to set the January 2019 date set. Davis stated the  
By-Laws state they must have an annual meeting in January and the past practice has been  
to have it the second week in January.

**Voss stated I'll make a motion to amend to include on the Resolution January 16, 2019**  
**as the Annual meeting for 2019. Ronning stated I'll second.** Mundle asked any  
discussion? All in favor? **All in favor.** Mundle asked opposed? Motion carries. Meeting  
is adjourned. **Amended Motion passes unanimously.**

Mundle asked to the original motion if there was any additional discussion? All in favor?  
**All in favor.** Mundle asked opposed? Motion carries. Meeting is adjourned. **Motion**  
**4.0**                      **passes unanimously**

Res. 2018-02,  
Setting Mtg.  
Dates

**5.0 Resolution 2018-03, Designating Official Newspaper** Davis recommended the HRA designate the *Anoka County Union Herald* as the HRA official newspaper.  
**Ronning stated I'll make a motion to adopt Resolution 2018-03, Designating the Anoka County Union Herald as the Official Newspaper for 2018. Voss stated I'll second.** Mundle asked any discussion? All in favor? **All in favor.** Mundle asked opposed? Motion carries. Meeting is adjourned. **Motion passes unanimously.**

**6.0 Resolution 2018-04, Designating Official Depositories** Davis recommended the HRA designate Peoples Bank of Commerce, 4M Fund, and Village Bank as the official bank depositories for 2018.  
**Harrington stated I'll make a motion to adopt Resolution 2018-04, Designating Official Bank Depositories for 2018. Plaisance stated I'll second.** Mundle asked any discussion?

Voss asked if Peoples State Bank had a new name. Davis responded it has been changed to First Bank and Trust. All in favor? **All in favor.** Mundle asked opposed? Motion carries. Meeting is adjourned. **Motion passes unanimously.**

**7.0 Approve Minutes – Oct. 4, 2017 HRA Mtg.** **Voss stated I'll make a motion to approve the October 4, 2017 HRA Meeting. Harrington stated I'll second.** Mundle asked any discussion? All in favor? **All in favor.** Mundle asked opposed? Motion carries. Meeting is adjourned. **Motion passes unanimously.**

**8.0 Senior Housing Projects** Davis presented the staff report, requesting the HRA consider authorizing the solicitation of proposals for a Senior Housing Market Study. He noted they have had two inquires within the past two weeks for Senior Housing or other types of multi-family housing. He indicated staff believes this would be a good tool to have. He noted a study would cost around \$3,500, but they would like to get bids for the study.

Mundle asked if this would be to authorize getting bids and not for the study? Davis stated they would go out for proposals and that would be brought back to the HRA for approval.

**Voss stated I'll make a motion to authorize the solicitation of proposals for a Senior Housing Market Study. Harrington stated I'll second.** Mundle asked any discussion?

Plaisance stated since this was the authorization for solicitation of proposals and not an authorization to agree to one, and they were not going to have another meeting until April, would this be brought to Council? Davis responded they could call a special HRA meeting or since the HRA was the Council it could be taken directly to the Council for approval.

Ronning asked how much notice do they need for an HRA meeting. Davis responded three days.

All in favor? **All in favor.** Mundle asked opposed? Motion carries. Meeting is adjourned. **Motion passes unanimously.**

**9.0 Adjourn**    **Ronning stated I'll make a motion to adjourn. Harrington stated I'll second.** Mundle asked any discussion? All in favor? **All in favor.** Mundle asked opposed? Motion carries. Meeting is adjourned. **Motion passes unanimously.**

Meeting adjourned at 6:44 p.m.

Submitted by:  
Kathy Altman  
*TimeSaver Off Site Secretarial, Inc.*