

**City of East Bethel  
Housing and Redevelopment Authority  
Regular Meeting – 6:30 p.m.  
Date: April 8, 2019**



**Item**

<b>6:30 PM</b>	<b>1.0</b>		Call to Order
<b>6:30 PM</b>	<b>2.0</b>		Adopt Agenda
<b>6:30 PM</b>	<b>3.0</b>	p. 2-3	Approve Minutes – January 21, 2019 HRA Meeting
<b>6:31 PM</b>	<b>4.0</b>	p. 4-5	2020 HRA Preliminary Budget
<b>6:35 PM</b>	<b>5.0</b>	p. 6	Housing Projects Update
<b>6:40 PM</b>	<b>6.0</b>		Adjourn

**City of East Bethel**  
**Housing and Redevelopment Authority Meeting**  
January 16, 2019

The Housing and Redevelopment Authority (HRA) met on January 16, 2019, for a regular meeting at City Hall at 6:30 p.m.

MEMBERS PRESENT:      Steve Voss                      Tim Harrington              Suzanne Erkel  
                                 Tom Ronning                      Randy Plaisance

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

**1.0**                      Plaisance 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.**  
**Adopt**                      Plaisance asked any discussion? All in favor say aye? **All in favor.** Plaisance asked  
**Agenda**                      against? Motion carries. **Motion passes unanimously.**

**3.0**                      Davis stated it was necessary to appoint HRA officers at this meeting. He recommended  
**Appointment**                      the HRA appoint a Chairperson, Vice-Chairperson, and Secretary and adopt Resolution  
**of Officers,**                      2019-01.  
**Resolution**  
**2019-01**

**Voss stated I'll move to appoint Commissioner Plaisance Chairperson and Commissioner Harrington as Vice-Chairperson. Harrington stated I'll second.** Plaisance asked any discussion? All in favor say aye? **All in favor.** Plaisance asked against? Motion carries. **Motion passes unanimously.**

**Harrington stated I'll move to appoint Commissioner Erkel as Secretary. Voss stated I'll second.** Plaisance asked any discussion? All in favor say aye? **All in favor.** Plaisance asked against? Motion carries. **Motion passes unanimously.**

**Ronning stated I'll move to adopt Resolution 2019-01, Designating the Officers for the 2019 HRA term. Voss stated I'll second.** Plaisance asked any discussion? All in favor say aye? **All in favor.** Plaisance asked against? Motion carries. **Motion passes unanimously.**

**4.0**                      **Harrington stated I'll move to approve the October 4, 2018 HRA Minutes as**  
**Oct. 4, 2018**                      **presented. Ronning stated I'll second.** Plaisance asked discussion? All in favor? **All**  
**Minutes**                      **in favor.** Plaisance asked against? Motion carries. **Motion passes unanimously.**

**5.0 HRA**                      Davis presented the staff report and recommended approval of Resolution 2019-02 Setting  
**Resolution**                      RA Meeting Dates for 2019.  
**2018-02,**

**Setting**                      **Harrington stated I'll make a motion to adopt Resolution 2019-02, Setting HRA**  
**Meeting**                      **Meeting Dates for 2019. Voss stated I'll second.** Plaisance asked any discussion? All in  
**Dates**                      **favor? All in favor.** Plaisance asked opposed? Motion carries. Meeting is adjourned.  
**Motion passes unanimously.**

**6.0**                      Davis presented the staff report and recommended adoption of Resolution 2019-03  
**Resolution**                      Designating the Official Newspaper for the HRA for 2019.  
**2018-03,**

**Designating Official Newspaper**

**Harrington stated I'll make a motion to adopt Resolution 2019-02, Designating the Official Newspaper. Erkel stated I'll second.** Plaisance asked any discussion? All in favor? **All in favor.** Plaisance asked opposed? Motion carries. Meeting is adjourned. **Motion passes unanimously.**

**7.0 Resolution 2018-04, Designating Official Depositories**

Davis presented the staff report and recommended adoption of Resolution 2019-04 Designating the Official Depository.

**Voss stated I'll make a motion to adopt Resolution 2019-04, Designating Official Depository. Harrington stated I'll second.** Plaisance asked any discussion? All in favor? **All in favor.** Plaisance asked opposed? Motion carries. Meeting is adjourned. **Motion passes unanimously.**

**8.0 Senior Housing Project Update**

Davis presented he staff report and giving updates on the Viking Preserve PUD, East Bethel Village Apartments, Cedar Creek Senior Living, and Cambia Hills of East Bethel. He noted the update was for informational purposes only.

**9.0 2019 HRA Budget Update**

Davis presented an update on the HRA budget and indicated no action was required.

**10.0 Adjourn**

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

Meeting adjourned at 6:42 p.m.

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



# City of East Bethel Housing & Redevelopment Authority Agenda Information

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**Date:**

April 8, 2019

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**Agenda Item Number:**

Item 4.0

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**Agenda Item:**

2020 Preliminary Budget Proposal

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**Requested Action:**

Discuss the HRA Levy and the Proposed Preliminary Budget for 2020

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**Background Information:**

Per MN State Statute 469.033, subdivision 6, the East Bethel HRA must prepare and file a budget in accordance with the budget procedure of the City.

The HRA approved a levy amount of \$56,600 for 2019 to reaffirm the legal status of the City HRA as a stand-alone Authority and to keep the HRA fund balance available for necessary projects.

The HRA's staff services are funded by a transfer from the HRA account to the City General Fund to support the administrative duties and other responsibilities required of the HRA.

The proposed 2020 Budget includes a transfer of \$29,000 to the City General Fund to support the City Administrator, Community Development Director, Finance Director, and Administrative Support Staff for HRA related work items.

The maximum statutory levy for an HRA is 0.0185 percent of the previous year's estimated market value of all property in the City. In 2019 the estimated market value of all property in the City was \$1,139,951,000 which could produce a maximum levy of \$210,891 for 2020.

The unaudited cash balance of the HRA Fund as of March 21, 2019 was \$105,050. The 2019 HRA Levy of \$ 56,600 will be received in equal installments in July and December of 2019.

A \$100,000 transfer of HRA funds will be made to the 189<sup>th</sup> Avenue Project in June 2019. If no other HRA expenses are incurred through 2019, the projected HRA balance at the end of December 2019 would be \$61,650.

**Attachments:**

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**Fiscal Impact:**

The 2020 HRA Budget was discussed at the Finance Committee meeting on March 26, 2019. For the initial Budget request, it was recommended that the HRA consider approval of a levy increase of \$6,000 for a total request of \$62,600. This would be an 11% increase over the 2019 budget but is only 29% of the maximum levy that could be approved.

Projected 2020 Budget items are:

- General Fund Transfer for Staff Support Activities.....\$29,000
- Administrative and Legal.....\$ 1,600
- HRA Projects/Gap Financing.....\$32,000

The HRA Levy is separate from and not part of the General Fund.

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**Recommendations:**

As the HRA has no scheduled meetings until July 8, 2019, staff is seeking direction for the HRA portion of the preliminary 2020 City Budget.

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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 & Redevelopment Authority
Agenda Information

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Date:

April 8, 2019

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Agenda Item Number:

Item 5.0

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Agenda Item:

Senior Housing, Cambia Hills, Viking Preserve and East Bethel Village Project Reports

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Requested Action:

Information Item

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Background Information:

Staff will update the HRA on the current status of the projects listed above.

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Attachments:

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Fiscal Impact:

To be determined

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Recommendations:

No Action Required

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East Bethel Housing and Redevelopment Authority Action:

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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