



**Item**

- 1.0** Call to Order
- 2.0** Adopt Agenda
- 3.0** Appointment of Officers, Resolution 2020-01 (p. 2-3)
- 4.0** Approve Minutes – October 28, 2019 HRA Meeting (p. 4-5)
- 5.0** Resolution 2020-02, Setting Meeting Dates (p. 6-7)
- 6.0** Resolution 2020-03, Designating Official Newspaper (p. 8-9)
- 7.0** Resolution 2020-04, Designating Official Depositories (p.10-11)
- 8.0** 2020 HRA Budget Update (p. 12)
- 9.0** Adjourn

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



**Date:** January 27, 2020

**Agenda Item Number:** Item 3.0

**Agenda Item:** Appointment of 2020 Officers

**Requested Action:** Adopt Resolution 2020-01 Appointing 2020 HRA Officers

**Background Information:**

Per the HRA By-Laws, the Board is required to appoint 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 appointed annually, and no Commissioner may serve as Chair and Vice-Chair at the same time.

The 2019 HRA Officers were:

Randy Plaisance, Chairperson  
Tim Harrington, Vice-Chairperson  
Suzanne Erkel, Secretary

**Fiscal Impact:** None at this time.

**Recommendation:** Staff recommends that the Housing and Redevelopment Authority appoint a Chairperson, Vice-Chairperson and a Secretary and adopt Resolution 2020-01, designating the Officers for the 2020 HRA term.

**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. 2020-01**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AND  
REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF EAST BETHEL,  
MINNESOTA, ELECTING OFFICERS FOR 2020**

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

**WHEREAS**, the East Bethel Housing and Redevelopment Authority By-Laws requires the appointment of 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:**

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 27<sup>th</sup> day of January, 2020 by the Housing and Redevelopment Authority of the City of East Bethel.

HOUSING AND REDEVELOPMENT AUTHORITY

\_\_\_\_\_  
, Chairperson

ATTEST:

\_\_\_\_\_  
Jack Davis, City Administrator

# DRAFT MINUTES: NOT YET APPROVED

## EAST BETHEL HOUSING AND REDEVELOPMENT

### AUTHORITY MEETING

October 28, 2019

The East Bethel City Council met on October 28, 2019, at 6:30 p.m. for the regular City Council meeting at City Hall.

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

ALSO PRESENT:                Jack Davis, City Administrator  
   Chris Nelson, City Attorney

#### 1.0 – Call to Order

Plaisance called the regular meeting to order at 6:30 p.m.

#### 2.0 – Adopt Agenda

**Harrington stated I'll make a motion to adopt tonight's agenda. Voss stated I'll second.** Plaisance asked any discussion? To the motion, all in favor say aye. **All in favor.** Plaisance asked any opposed? That motion passes. **Motion passes unanimously.**

#### 3.0 – July 22, 2019 Minutes

**Ronning stated I'll make a motion to approve the July 22, 2019 Minutes as written. Harrington stated I'll second.** Plaisance asked any discussion? To the motion, all in favor say aye. **All in favor.** Plaisance asked any opposed? That motion passes. **Motion passes unanimously.**

#### 4.0 – HRA Financial Summary

Davis presented the staff report indicating as of October 18, 2019, the unaudited cash balance for the HRA was \$35,860. This amount includes the deduction of the \$100,000 fund transfer for the 189th Avenue Project, which was approved by the HRA at their July 22, 2019 meeting.

The second half 2019 HRA Levy of \$28,300 will be received in December of 2019. The projected HRA account balance at year end 2019 is projected to be \$64,160.

Erkel asked if HRA monies are supposed to be dedicated to a single purpose, and if so, are there bylaws or rules that stipulate what the money is supposed to be used for. Davis stated that the HRA monies can be used for a variety of purposes, and in this case, they were used to stimulate the development of additional housing along 189<sup>th</sup> Avenue by providing water and sewer utility services. Funds may also be used to address blighted areas, or to rehabilitate existing properties. Erkel asked if use of these funds relieves the burden from residents that live in those areas. Davis explained that all the money will be returned to the HRA, because it's assessable upon development of the properties.

#### 5.0 – Housing Projects Report

Davis updated the HRA on the current housing projects occurring in the City.

Erkel asked how many units were going to be in the East Bethel Village Apartments. Davis stated that there would be 68.

Erkel asked if Cambia Hills and Cedar Creek Senior Living have wait lists for residency prior to opening. Davis stated that he has not yet received any information about the current status of their client application process, but once he receives that information, he will let Council know via email.

Plaisance asked when was the last time staff had spoken with East Bethel Village Apartments, as he was curious if they were still on schedule for their original opening date. Davis responded that he spoke with their contacts last week.

#### **6.0 – Redevelopment Project Funding**

Davis reviewed that the City has previously discussed developing programs to address areas in the City that are in need of storefront renovations, property improvements, aesthetic enhancements or acquisition for redevelopment. Previous efforts to deal with these concerns have focused on grant funds/loans from the County's Community Development Block Grant Program (CBDG). While use of these funds for these purposes is an eligible activity, it is ranked as a low priority for CBDG funding. The City of East Bethel has inquired as to the availability of these grants, but have been advised that the prospects of approval for non-housing applications is highly unlikely.

Ronning asked if there was potential value to using monies from the sale of certain City properties to pursue the redevelopment goals of the City. Davis stated that he believes that there is, and that would be one of the purposes of such a program. This would not affect the budget or require any additional levies for the City's part, and may be the best means to address improvements in some areas of the City that need attention. Erkel asked if this would be used for business or residential properties. Davis said that it could be either one. Erkel asked if there was a map available, showing all City-owned properties that would be considered for sale. Davis said he could provide a map of all City-owned properties, but very few of those would be considered.

Davis asked if this is something that the HRA would like staff to develop more details on, to continue the discussion. Ronning expressed that it would be good to be prepared for whatever future items may come up. Voss agreed that it would be worthwhile to investigate into the framework for a program, and asked how this would inter-relate with the EDA. Davis stated that it could be made a purview of the EDA, if that is how the HRA board wishes to direct it.

#### **7.0 – Adjourn**

**Harrington stated I'll make a motion to adjourn. Erkel stated I'll second.** Plaisance asked any discussion? To the motion, all in favor say aye. **All in favor.** Plaisance asked any opposed? That motion passes. **Motion passes unanimously.**

Meeting adjourned at 6:16 PM.

Submitted by:

Carrie Frost

*Administrative Coordinator*

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



**Date:** January 27, 2020

**Agenda Item Number:** Item 5.0

**Agenda Item:** Resolution 2020-02, Setting Meeting Dates for 2020

**Requested Action:** Consider adoption of Resolution 2020-02 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 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 2020-02 recommending the HRA meeting dates for 2020.

**Attachment:**

1. Resolution 2020-02 Setting HRA Meeting Dates for 2020

**Fiscal Impact:** None

**Recommendation:**

Staff recommends adoption of Resolution 2020-02, Setting the Meeting Dates for the 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. 2020-02**

**RESOLUTION SETTING HOUSING AND REDEVELOPMENT AUTHORITY  
MEETING DATES FOR 2020**

**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 2020 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 27, 2020 – Annual Meeting

April 27, 2020 – Regular Meeting

July 27, 2020 – Regular Meeting

October 26, 2020 – Regular Meeting

Adopted this 27<sup>th</sup> day of January, 2020 by the Housing and Redevelopment Authority of the City of East Bethel.

HOUSING AND REDEVELOPMENT AUTHORITY

\_\_\_\_\_  
, Chairperson

ATTEST:

\_\_\_\_\_  
Jack Davis, City Administrator

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



**Date:** January 27, 2020

**Agenda Item Number:** Item 6.0

**Agenda Item:** Resolution 2020-03 Designating Official Newspaper

**Requested Action:** Consider Adoption of Resolution 2020-03 Designating the Official Newspaper for the HRA for 2020.

**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 Herald meets the publication and circulation requirements as required by Statute, has been designated the City of East Bethel's official newspaper for 2020 and is recommended as the HRA's official newspaper,

**Attachments:**

1. Resolution 2020-03 – Designating Official Newspaper

**Fiscal Impact:** None at this time.

**Recommendation(s):**

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2020-03 designating the Anoka County Union Herald as the Official Newspaper for 2020.

**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. 2020-03**

**RESOLUTION DESIGNATING THE ANOKA COUNTY UNION HERALD  
AS THE OFFICIAL NEWSPAPER FOR 2020**

**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 Herald as the official newspaper for the City for 2020.

Adopted this 27<sup>th</sup> day of January, 2020 by the Housing and Redevelopment Authority of the City of East Bethel.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY

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, Chairperson

ATTEST:

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Jack Davis  
City Administrator

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



**Date:** January 27, 2020

**Agenda Item Number:** Item 7.0

**Agenda Item:** Resolution 2019-04 Designating Official Depository

**Requested Action:** Consider adoption of Resolution 2020-04 designating the official depositories for the East Bethel Housing and Redevelopment Authority

**Background Information:**

Resolution 2020-04 recommends official depositories for East Bethel Housing and Redevelopment Authority funds. These agencies or institutions are the approved depositories for the City of East Bethel as adopted by the City Council on January 13, 2020.

Attachment:

1. Resolution 2020-04 – Designating Official Depository

**Fiscal Impact:**

**Recommendation(s):**

Staff is recommending the Housing and Redevelopment Authority Board adopt Resolution 2020-04 designating the official depositories for 2020.

**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. 2020-04**

**RESOLUTION DESIGNATING OFFICIAL BANK DEPOSITORIES FOR 2020**

**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 2020.

- First Bank and Trust
- 4M Fund
- Village Bank

Adopted this 27<sup>th</sup> day of January, 2020 by the Housing and Redevelopment Authority of the City of East Bethel.

EAST BETHEL HOUSING AND REDEVELOPMENT AUTHORITY

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, Chairperson

ATTEST:

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Jack Davis, City Administrator

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



**Date:** January 27, 2020

**Agenda Item Number:** Item 8.0

**Agenda Item:** 2020 Financial Report

**Requested Action:** Informational Item Only

**Background Information:**

The unaudited HRA account balance as of January 22, 2020 is \$33,968. HRA administrative expenses for 2020 of \$28,000 have been deducted from the 2019 carry over amount of \$61,968. The HRA levy for 2020 is \$62,600.

County tax payments to the HRA will be made in July and December of this year in approximate installments of \$28,300.

The projected HRA account balance at year end 2020 is projected to be \$96,298 given no other non-budgeted expenditures occur.

**Attachment(s):**

**Fiscal Impact:**

**Recommendations:** No Action Required