

# City of South St. Paul

## Housing and Redevelopment Authority Agenda

### Special Meeting

Monday, March 4, 2019  
2<sup>nd</sup> Floor Conference Room  
6:45 P.M.

**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. AGENDA:**

*A. Approval of Agenda  
Action – Motion to Approve  
Action – Motion to Approve as Amended*

**4. PUBLIC HEARINGS:**

**5. CONSENT AGENDA:**

*All items listed on the Consent Agenda are items, which are considered to be routine by the Economic Development Authority and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda and considered at the end of the Consent Agenda.*

A. Approval of Minutes – Special Meeting – January 22, 2019

**6. GENERAL BUSINESS:**

A. Approval of Borrowing Resolution for Minnesota Housing Publically Owned Housing Program – Resolution No. 19-3326

**7. ADJOURNMENT:**

Respectfully Submitted,



Ryan Garcia, HRA Executive Director

HOUSING AND REDEVELOPMENT AUTHORITY  
OF THE CITY OF SOUTH ST. PAUL

BOARD OF COMMISSIONERS  
MINUTES  
SPECIAL MEETING  
JANUARY 22, 2019

The Special Meeting of the Housing and Redevelopment Authority of the City of South St. Paul was held on January 22, 2019 in the South St. Paul City Hall Council Worksession Room. Chairperson Hansen called the meeting to order at 6:30 P.M.

The following Commissioners were present: Sharon Dewey, Bill Flatley, Joe Forester, Jimmy Francis, Joe Kaliszewski, Tom Seaberg and Chairperson Lori Hansen.

Staff was represented by: Ryan Garcia and Joel Hanson. Legal Counsel Tim Kuntz was present.

#### APPROVAL OF AGENDA

It was moved by Commissioner Flatley and seconded by Commissioner Seaberg to approve the agenda as presented. Motion carried.

#### PUBLIC HEARINGS

A. Transfer of HRA Properties to the South St. Paul Economic Development Authority – Resolution No. 19-3324

Chair Hansen opened the public hearing.

Mr. Garcia reported the HRA properties listed on Exhibit A of Resolution No. 19-3324 are considered developable properties and as such should be transferred to the Economic Development Authority.

No correspondence was received nor was anyone in attendance to speak to the matter.

It was moved by Commissioner Flatley and seconded by Commissioner Seaberg to close the public hearing.

It was moved by Commissioner Flatley and seconded by Commissioner Seaberg to approve Resolution No. 19-3324 approving the transfer of HRA Properties to the South St. Paul Economic Development Authority. Motion carried.

Correspondence re above is recorded as Document No. 6645A.  
The above resolution is attached and made part of these minutes.

B. Transfer of HRA Properties to the City of South St. Paul – Resolution No. 19-3325

Chair Hansen opened the public hearing.

Mr. Garcia reported the HRA owns several remnant parcels of property throughout the City that have been deemed undevelopable.

No correspondence was received nor was anyone in attendance to speak to the matter.

It was moved by Commissioner Forester and seconded by Commissioner Francis to close the public hearing.

It was moved by Commissioner Forester and seconded by Commissioner Francis to approve Resolution No. 19-3325 approving the transfer of HRA undevelopable remnant properties listed in Exhibit A of the aforementioned resolution to the City of South St. Paul. Motion carried.

Correspondence re above is recorded as Document No. 6645B.  
The above resolution is attached and made part of these minutes.

CONSENT AGENDA

It was moved by Commissioner Francis and seconded by Commissioner Flatley to approve the Consent Agenda as follows:

A. Approval of Minutes – Special Meeting – October 8, 2018

Motion carried        7 ayes / 0 Nays

GENERAL BUSINESS

A. Approval of Bid and Award Contract for Elevator Project at the John Carroll Highrise

Mr. Garcia reported that the bidding process for the elevator modernization project at the John Carroll building, located at 300 Grand Avenue West, was resulted in the receipt of four qualified bids, with the low qualified bidder being Larson Elevator with a total bid price of \$363,083. Mr. Garcia reported that the architect's recommendation was to award the bid to Larson Elevator. Mr. Garcia clarified that Alternate Number 1, which included pricing for ongoing elevator maintenance, could be accepted at the board's discretion separate from the primary bid. Commissioner Seaberg suggested staff exploration of utilizing CommonBond's maintenance contracts for these services.

Moved by Commissioner Seaberg and seconded by Commissioner Forester to accept the bid and award a contract for the Elevator Modernization Project at the John Carroll Apartments to Larson Elevator Group.

Correspondence re above is attached as Document No. 6646.

Motion carried        7 ayes / 0 Nays

ADJOURNMENT

There being no further business to come before the Board it was moved by Commissioner Francis and seconded by Commissioner Kaliszewski to adjourn. Chairperson Hansen declared the meeting adjourned at 6:43 PM.

Respectfully submitted,

\_\_\_\_\_  
Bill Flatley, Secretary

\_\_\_\_\_  
Lori Hansen, Chairperson

Dated: \_\_\_\_\_



## HRA Agenda Report

Date: March 4, 2019

HRA Executive Director: \_\_\_\_\_

*Rg*

6-A

### **Agenda Item: Approval of Borrowing Resolution for Minnesota Housing Publicly Owned Housing Program – Resolution No. 19-3326**

**Action to be considered:** Motion to approve Resolution No. 2019-3326, a borrowing resolution for the Minnesota Publicly Owned Housing Program.

#### **Overview:**

The Publicly Owned Housing Program (POHP) was first established by the Minnesota Legislature in 2005. POHP was established to provide assistance to Housing and Redevelopment Authorities (HRAs)/Public Housing Authorities (PHAs) that provide public housing to individuals and families. The purpose of POHP is to rehabilitate and preserve public housing units. POHP funds are provided in the form of a 20-year, deferred, forgivable loan to HRAs/PHAs that operate public housing.

The South St. Paul HRA was notified of an award of \$595,580 in POHP funding in May of 2018, and we have been working on due diligence to prepare for loan closing since that time. The funding will be utilized to undertake the elevator modernization project at the John Carroll building at 300 Grand Avenue West. As the Board will recall, the HRA accepted the low bid and awarded the contract for this project to Larson Elevator in January 2019. The funding requires 15% leverage (or match), which will be funded through our HUD Capital Fund.

The attached resolution is a required document committing the HRA to accept and utilize the POHP funds in accordance with our loan agreement, and must be provided to MHFA prior to closing. We expect to close on the financing within the next 60 days.

**Source of Funds:** POHP funds are provided as a deferred, forgivable loan. The 15% match will be sourced from the City's HUD Capital Fund.

**CERTIFIED COPY OF RESOLUTIONS ADOPTED BY THE  
MEMBERS OF**

*The Housing and Redevelopment Authority of the City of South St. Paul, Minnesota*

*RESOLUTION NO. 2019-3326*

**I HEREBY CERTIFY** that I am the duly elected Secretary and keeper of the records of *Housing and Redevelopment Authority of the City of South St. Paul, a public body corporate and politic* (the “HRA”), that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the HRA on *March 4, 2019*, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and the by-law requirements of the HRA; that such Resolutions do not conflict with any by-law of the HRA nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of the HRA, as of the aforementioned date, and that the members of the HRA have, and at the time of adoption of such Resolution, had, full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same:

**WHEREAS**, on this *4th* day of *March, 2019* there has been presented to this meeting of the members of this HRA a proposal for the HRA to borrow from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102-1109 (the “Agency”) a sum not to exceed *five hundred ninety-five thousand five hundred eighty* Dollars (\$595,580) to finance the acquisition or construction or rehabilitation of a housing development to be known as *John Carroll Apartments* which borrowing shall be evidenced by the Loan Repayment Agreement and Mortgage (the “Repayment Agreement”) covering the personal property owned by the HRA and located at *300 Grand Avenue West* in *Dakota* County, Minnesota, and more fully described in **Exhibit A** attached hereto and made a part hereof (the “Property”); further the proposed form of Repayment Agreement, Construction Loan Agreement, General Obligation Bonds Declaration, and Declaration of Covenants, Conditions, and Restrictions (the “Agency Documents”); further the proposed forms of the Agency Documents have been presented to the members of this HRA;

**WHEREAS**, it is also necessary that the HRA enter into a Construction Contract with *Larson Elevator Company, a Minnesota Corporation*, in connection with such borrowing;

**NOW, THEREFORE**, Be it Resolved by the members of the HRA, that the HRA be and it hereby is authorized to borrow the funds referred to hereinabove from the Agency; and

**BE IT FURTHER RESOLVED**, that Lori Hansen, Chairperson, of the HRA or William Flatley, Secretary of the HRA be and they hereby are authorized and directed on behalf of the HRA at any time and from time to time hereafter and without further action by or authority or direction from the members of the HRA, to execute and deliver or cause to be executed and delivered those documents referred to hereinabove, and all such other further agreements, assignments, statements, instruments, certificates and documents and to do or cause to be done all such other and further acts and things as such Officers may determine to be necessary or advisable under or in connection with such borrowing, and that the execution by such Officers of any such agreement, assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect, including, but not limited to, the execution of any and all agreements with the Agency for the extension of the time of payment for the aforesaid loan or any part thereof; and

**BE IT FURTHER RESOLVED**, that the Agency be and it hereby is authorized to rely on the continuing force and effect of these Resolutions, until receipt by the Commissioner of the Agency at its principal office of notice in writing from the HRA of any amendments or alterations thereof.

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

Secretary

\_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_.

(Seal)

EXHIBIT A

LEGAL DESCRIPTION

That part of Union Addition and Stockyards Rearrangement of Blocks One, Two, Three, Four, Five, Six, Seven, Eight, Nine, Ten, Eleven and Twelve of South St. Paul, according to the recorded plats thereof, Dakota County, Minnesota described as follows:

Beginning at the southwest corner of Lot 7, Block 9 of said Stockyards Rearrangement; thence North  $26^{\circ}34'14''$  West along the southwesterly line of said Block 9 a distance of 276.01 feet to the angle point in the westerly line of Lot 1 of said Block 9; thence bearing North along the west line of said Lot 1 and along the westerly line of Lots 55, 56, 57, 58 and 59, Block 3 of said Union Addition a distance of 158.88 feet to the angle point in the westerly line of said Lot 59; thence North  $26^{\circ}38'50''$  West along the southwesterly line of said Block 3, Union Addition a distance of 112.00 feet; thence North  $63^{\circ}21'10''$  East a distance of 214.00 feet; thence South  $22^{\circ}49'14''$  East a distance of 125.93 feet; thence South  $45^{\circ}10'46''$  West a distance of 79.48 feet; thence South  $2^{\circ}10'46''$  West a distance of 50.12 feet; thence South  $15^{\circ}49'14''$  East a distance of 55.34 feet; thence South  $33^{\circ}49'14''$  East a distance of 59.54 feet; thence South  $53^{\circ}34'14''$  East a distance of 56.64 feet; thence South  $26^{\circ}34'14''$  East parallel with the northeasterly line of Block 5, Stockyards Rearrangement, to its intersection with the southeasterly line of Lot 4 of said Block 5; thence South  $63^{\circ}25'46''$  West along the southeasterly line of said Lot 4, Block 5 and along the southwesterly extension of said southeasterly line of Lot 4, Block 5 and along the southeasterly line of Lot 7, Block 9 of said Stockyards Rearrangement a distance of 200.00 feet to the point of the beginning.

EASEMENT

An easement is hereby granted for the purpose of granting ingress and egress to the property described in the Declaration of Trust. Such easement shall be twenty (20) feet in width and shall consist of an asphalt drive, and may be located by the PHA across or upon any of the following described lots lying in the County of Dakota, State of Minnesota, to-wit:

Lots Five (5), Six (6), Seven (7), Eight (8), Nine (9), Ten (10), Eleven (11), Twelve (12), Fifteen (15) and Sixteen (16), Block Five (5); and Lots Eight (8), Nine (9), Ten (10), Eleven (11), Twelve (12), Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16) and Seventeen (17), Block Nine (9); both Block Five (5) and Block Nine (9) being located within the Stockyards Rearrangement of Blocks One, Two, Three, Four, Five, Six, Seven, Eight, Nine, Ten, Eleven and Twelve of South St. Paul, according to the plat thereof now on file and of record in the office of the Register of Deeds within and for said County of Dakota and State of Minnesota.

There is further granted across the property described above an easement for an eight (8) inch storm sewer and an eight (8) inch sanitary sewer, which are presently in place. The above described easement shall also grant the right to enter upon the lands above for the purpose of necessary repairs and maintenance to said storm sewer and sanitary sewer.