

City of South St. Paul Housing and Redevelopment Authority Agenda Annual Meeting

Monday, June 11, 2018
6:30 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 – October 9, 2017
- B. Approval of Minutes – Special Meeting – May 7, 2018

6. GENERAL BUSINESS:

- A. Election of Officers
 - Chairperson
 - Vice Chairperson
 - Secretary
- B. Appoint Executive Director
- C. Designation of Depository
- D. Designation of Official Newspaper
- E. Notice to Amend HRA By-Laws
- F. HRA Special Meeting June 25, 2018 – *no attachment*

7. ADJOURNMENT:

Respectfully Submitted,

Stephen P. King, Acting Executive Director



HRA Agenda Report

Date: June 11, 2018

HRA Acting Executive Director: SPK

6-A

Agenda Item: Election of HRA Officers

Action to be considered: Motion to elect officers

Overview:

All members of the HRA are considered Commissioners and are members of the HRA Board. Per its Bylaws, the HRA Board has the following officers, which must be elected on an annual basis:

Chairperson
Vice Chairperson
Secretary

The current officers are Lori Hansen – Chairperson, Tom Seaberg - Vice Chairperson and Todd Podgorski - Secretary.

Source of Funds: N/A



HRA Agenda Report

Date: June 11, 2018

HRA Acting Executive Director: SPK

6-B

Agenda Item: Appoint Executive Director

Action to be considered: Motion to appoint Ryan Garcia as Executive Director

Overview:

The By-Laws of the Housing and Redevelopment Authority (HRA) provide the HRA with the right to employ an Executive Director to carry out technical and professional duties of the Authority on behalf of the HRA. City Administrator Steve King has served as the HRA's executive director since 2015, but with his pending retirement and the gradual evolution of the HRA's functions to be relatively minimal and closely tied to the Economic Development Authority the board is encouraged to consider appointing Economic Development Manager Ryan Garcia as Executive Director.

Source of Funds: N/A



HRA Agenda Report

Date: June 11, 2018

HRA Acting Executive Director: SPK

6-C

Agenda Item: Designation of Depository

Action to be considered: Adopt Resolution No. 2018-3321 designating the HRA's Depository.

Overview:

At the Annual Meeting the HRA specifies a financial institution as its designated depository. The financial institution for HRA federal funds activity has historically been Bremer Bank, N.A. The services of the institution have been satisfactory and staff recommends continuing business with the depository for highrise activity.

Source of Funds: N/A

Housing and Redevelopment Authority (HRA)
of the City of South St. Paul

RESOLUTION NO. 2018-3321

RESOLUTION DESIGNATING HRA DEPOSITORY

WHEREAS, the Housing and Redevelopment Authority (HRA) of the City of South St. Paul is required to designate a qualified institution as depository for HRA funds;

WHEREAS, the following institution is willing and able to pledge collateral in an amount and form sufficient to satisfy legal requirements;

NOW, THEREFORE, BE IT RESOLVED by the Housing and Redevelopment Authority of the City of South St. Paul, Minnesota, that Bremer Bank, N.A. is hereby designated as depository for the funds of the Housing and Redevelopment Authority of the City of South St. Paul.

Adopted this 11th day of June, 2018

Chair

Secretary



HRA Agenda Report

Date: June 11, 2018

HRA Acting Executive Director: SPK

6-D

Agenda Item: Designation of Official Newspaper

Action to be considered: Motion to designate Lillie Suburban Newspapers (Southwest Review) as the official publication for the Housing and Redevelopment Authority of the City of South St. Paul.

Overview:

Southwest Review has been the City's and HRA's legal newspaper for the past several years. After receiving proposals to provide legal notice services, the City once again designated the newspaper as its official publication in January 2018. The HRA typically follows the City's lead in designating the same publication as its official newspaper.

Source of Funds: N/A



HRA Agenda Report

Date: June 11, 2018

HRA Acting Executive Director: SPK

6-E

Agenda Item: Notice to Amend to HRA By-Laws

Action to be considered: Authorization to give written notice that amendment of the By-Laws will be considered at the June 25, 2018 HRA Special Meeting.

Overview:

Attached for your review is the proposed revision to the HRA By-Laws. The following sections have been deleted or revised:

- Section 307 - deleted
- Section 501 - revised
- Section 601 - revised
- Section 602 - revised
- Section 603 - revised
- Section 604 - revised

Section 701 states that the By-Laws may be amended only upon written notice of intention to amend by By-Laws at least seven days prior to the meeting at which the By-Laws are to be amended, unless notice is waived by the Authority.

Source of Funds: N/A

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

ARTICLE I – NAME

Section 101. The name of the Authority shall be “Housing and Redevelopment Authority of the City of South St. Paul, Minnesota.”

Section 102. Seal of the Authority: The Seal of the Authority shall be circular in form and shall bear the words, “Housing and Redevelopment Authority of the City of South St. Paul, Minnesota”, as hereto attached.

Section 103. Offices of the Authority: The offices of the Authority and usual meeting place shall be at the Municipal Building, South St. Paul, but the Authority may have offices or hold its meetings at such other place or places as the Authority may from time to time designate by motion.

ARTICLE II – OFFICERS

Section 201. Officers: The officers of the Authority shall be a Chairperson, Vice Chairperson and a Secretary.

ARTICLE III – POWERS & DUTIES

Section 301. The general power and duties of this Authority shall be vested in the members thereof unless specifically delegated to others by resolution duly adopted by the Authority of the Board.

Section 302. Chairperson: The Chairperson, as chief executive officer shall supervise the Authority’s affairs and activities. The Chairperson shall preside at all meetings of the Authority and shall submit such recommendations and information as the Chairperson may consider proper, or which the Chairperson was directed by the Authority to obtain, concerning the business affairs and policies of the Authority. The Chairperson and Secretary of the Authority shall sign all contracts, deeds and other instruments to be made by the Authority, except as otherwise determined by a resolution of the Authority.

Section 303. Vice Chairperson: The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. Upon the resignation or death of the Chairperson, the Vice Chairperson shall perform all the duties of the Chairperson until such time as the Authority shall elect a new Chairperson.

Section 304. Secretary: The Secretary shall be the custodian of all official records and documents as well as of the seal belonging to the Authority. The Secretary shall be required to give notice of all annual and special meetings of the Authority as provided by these By-laws.

The Secretary shall have the power to affix the seal to all instruments and documents directed to be so executed by the Authority.

Section 305. Executive Director: The Authority shall have the right to employ an Executive Director, whose duties shall be defined by the Authority at the time employment commences. The Executive Director shall have the right to employ any other technical or other personnel required in connection with the administration of the program, subject to the approval of the position by the Commissioners.

Section 306. The officers of the Authority shall perform such other duties and function as may be required by the Authority, state or federal law, or by the By-laws.

~~**Section 307.** All members of the Authority shall be entitled to reimbursement of all expenses incurred in performance of duties authorized by the Authority and shall be entitled to receive compensation for services up to the maximum allowed by state law.~~

ARTICLE IV – ELECTIONS

Section 401. The officers shall be elected at the first organization meeting of the Authority to hold office until the first annual meeting and thereafter at the annual meeting of the Authority from among the duly appointed members of the Authority. They shall thereafter hold office for one year from the time of their election, or until their successors are elected and qualify.

Section 402. Vacancies: Should the office of Chairperson, Vice Chairperson or Secretary become vacant, the Authority shall elect a successor from its membership for the balance of such vacant term.

ARTICLE V – GENERAL BUSINESS

Section 501. By resolution, the Authority shall indicate who shall sign and countersign all ~~vouchers, checks,~~ contracts, reports and documents of the Authority; who shall be authorized to sign in the absence or incapacity of those so first authorized; in what bank or banks shall be kept the funds of the Authority; the duties of all officers and employees.

Section 502. The Authority shall make such reports to the State and Federal agencies as required by law.

ARTICLE VI – MEETINGS

Section 601. Annual Meetings: Annual meetings of the Authority shall be held ~~on the first Tuesday of in~~ June ~~of~~ each year, ~~at the regular meeting place of the Authority, except when this date falls on a legal holiday, then the annual meeting shall be held on the next day after, that is not a legal holiday.~~ The Secretary shall give two weeks' notice of annual meetings. and other meetings as called pursuant to Section 602.

Section 602. Regular Meetings: Regular meetings shall be held at such times and places as the Authority shall determine, by resolution.

Section 603. Special Meetings: ~~The Chairperson of the Authority may, when it is necessary or expedient, and shall upon the request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting shall be delivered to each member of the Authority at least two full days prior to the meetings and shall specify the time and place thereof unless waived by all the members of the Authority. At such special meeting, no business shall be considered other than is designated in the call, except that if all members are present and all consent, any business consented to may be transacted at such meetings.~~ Special meetings of the Authority may be called by the Chairperson, any two Commissioners or by the Executive Director. The Executive Director or the Secretary shall post notice of any special meeting in the principal office of the Authority no less than three days prior to such special meeting.

Section 604. Quorum: At all meetings of the Authority, ~~three~~ four members shall constitute a quorum for the purpose of elections and transacting all other business. However, at all annual, regular and special meetings a smaller number may meet to establish another meeting date when a quorum would be present.

Section 605. Minutes: Written minutes shall be maintained of all actions taken at meetings of the Authority.

Section 606. Voting: The voting on all questions coming before the Authority shall be by voice vote unless any member requests a roll call vote. The name of any member voting “nay” shall be entered in the minutes.

Section 607. Parliamentary Authority: The rules contained in the current edition of Roberts Rules of Order shall govern the Authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order of the Authority may adopt.

ARTICLE VII – AMENDMENTS

Section 701. Amendments: The By-laws of the Authority shall be amended only upon written notice of intention to so amend by By-laws given by any member of the Authority, at least seven days prior to the meeting at which the By-laws are to be amended, unless all of the members waive such notice in writing. A majority vote of the Authority shall be required to amend the By-laws.