

**February 2, 2017**  
**HRA Meeting**  
**Regular Meeting Agenda**  
**7:00 p.m.**

Call to order

Roll call.

Action Items

1. Approval of Expenditures
2. Approval of December 1, 2016 Meeting Minutes
3. Approval of Resolution Designating Official Depositories
4. Approval of Resolution Designating Official Newspaper

Informational Items

1. Columbia Arena – Municipal Center & Development RFQ Update
2. Housing Program Update

Adjournment



City of Fridley, MN

# Check Report

By Check Number

Date Range: 12/05/2016 - 12/19/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-HRA-APBNK-HRA</b>						
hra-623	FRIDLEY, CITY OF	12/14/2016	Regular	0.00	61.45	29963
hra-1113	MONROE MOXNESS BERG PA	12/19/2016	Regular	0.00	2,701.80	29964
hra-1933	SEVENICH, BUTLER, GERLACH & BRAZIL	12/19/2016	Regular	0.00	122.50	29965
hra-238	BUST OUT SOLUTIONS	12/19/2016	Regular	0.00	82.35	29966
hra-306	CASTLEVISIONS	12/19/2016	Regular	0.00	1,350.90	29967
hra-506	ECONOMIC DEVELOPMENT OF MN	12/19/2016	Regular	0.00	295.00	29968
hra-506	ECONOMIC DEVELOPMENT OF MN	12/19/2016	Regular	0.00	530.00	29969

**Bank Code APBNK-HRA Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	7	0.00	5,144.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>8</b>	<b>7</b>	<b>0.00</b>	<b>5,144.00</b>



City of Fridley, MN

# Check Report

By Check Number

Date Range: 12/20/2016 - 12/30/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-HRA-APBNK-HRA						
hra-1202	LAKE STATE REALTY SERVICES, INC.	12/30/2016	Regular	0.00	9,500.00	29970

**Bank Code APBNK-HRA Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	9,500.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>9,500.00</b>



City of Fridley, MN

# Check Report

By Check Number

Date Range: 01/01/2017 - 01/20/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-HRA-APBNK-HRA</b>						
hra-623	FRIDLEY, CITY OF	01/11/2017	Regular	0.00	64.33	29971
hra-311	CENTER FOR ENERGY & ENVIRONMENT	01/20/2017	Regular	0.00	4,503.50	29972
hra-329	CLEAR CHANNEL OUTDOOR	01/20/2017	Regular	0.00	1,100.00	29973
hra-505	EHLERS & ASSOCIATES, INC	01/20/2017	Regular	0.00	570.00	29974
hra-612	FINANCE AND COMMERCE	01/20/2017	Regular	0.00	42.34	29975

**Bank Code APBNK-HRA Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	5	0.00	6,280.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>7</b>	<b>5</b>	<b>0.00</b>	<b>6,280.17</b>

**CITY OF FRIDLEY  
HOUSING AND REDEVELOPMENT AUTHORITY COMMISSION  
DECEMBER 1, 2016**

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**CALL TO ORDER:**

**Chairperson Pro Tem Gabel** called the HRA Meeting to order at 7:00 p.m.

**ROLL CALL:**

**MEMBERS PRESENT:** William Holm  
Pat Gabel  
Stephen Eggert  
Gordon Backlund

**MEMBERS ABSENT:** Lawrence Commers

**OTHERS PRESENT:** Paul Bolin, HRA Assistant Executive Director  
Wally Wysopal, City Manager

**ACTION ITEMS:**

**1. Approval of Expenditures**

**MOTION** by Commissioner Holm to approve the expenditures. Seconded by Commissioner Eggert.

**Chairperson Pro Tem Gabel** asked who Bust Out Solutions was.

**Paul Bolin**, HRA Assistant Executive Director, replied they set up the Home and Garden Show website on the internet.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON PRO TEM GABEL DECLARED THE MOTION CARRIED**

**2. Approval of November 3, 2016 Meeting Minutes**

**MOTION** by Commissioner Holm to approve the minutes as presented. Seconded by Commissioner Eggert.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON PRO TEM GABEL DECLARED THE MOTION CARRIED**

**3. Approval of Final 2017 HRA Budget**

**Commissioner Eggert** commented that looking at the analysis from Mr. Casserly and Mr. Johnson it seems to be some action points coming up in the near future and in a couple areas it will be interesting to see how much taxes have been influenced by our redevelopment areas.

**Chairperson Pro Tem Gabel** recalled that once they had the final number, and it was pretty impressive.

**Mr. Bolin** will mail out that information to the Authority.

**MOTION** by Commissioner Backlund to approve the Final 2017 HRA budget. Seconded by Commissioner Eggert.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON PRO TEM GABEL DECLARED THE MOTION CARRIED**

#### **4. Approval of CEE Contract Extension**

**Paul Bolin.** HRA Assistant Executive Director, stated that the HRA has contracted with CEE to administer the City's loan programs since 1996. The program administration includes: marketing, processing applications, determining eligibility, and customizing loans to individual needs. CEE provides technical assistance on remodeling – Remodeling Advisor and the CEE-HRA partnership allows residents to access other loan dollars (MHFA & Met Council). There is also the CEE Home Energy Squad that has provided Home Energy Squad enhanced visits since 2014. The HRA helps write down cost of visits; \$50 HRA / \$50 Residents / balance Centerpoint & Xcel. Staff and residents have been pleased with CEE. Staff recommends that the HRA approve the contract extension thru 12-31-18. Staff also recommends the HRA approve a contract extension with CEE to continue the “Home Energy Squad” service through 2019.

**MOTION** by Commissioner Backlund to approve the loan program contract through 2018. Seconded by Commissioner Eggert.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON PRO TEM GABEL DECLARED THE MOTION CARRIED**

**Commissioner Backlund** asked if “work order” was defined anywhere.

**Mr. Bolin** replied no, it isn't defined. The language can be changed.

**MOTION** by Commissioner Backlund to approve the CEE Home Energy Squad Visits through 2019. And requesting the word “work order” be changed to be consistent with the rest of the contract. Seconded by Commissioner Eggert.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON PRO TEM GABEL DECLARED THE MOTION CARRIED**

#### **INFORMATIONAL ITEMS:**

##### **1. Housing Program Update**

**Paul Bolin,** HRA Assistant Executive Director, stated that there was one new revolving loan, making a total of 18 year-to-date, which is three times as many as last year at this time. Remodel Advisor Visits had none in November, making 11 year-to-date, which is eight more visits than last year. The Home Energy Squad had three visits in November making 57 year-to-date.

**ADJOURNMENT**

**MOTION** by Commissioner Eggert to adjourn. Seconded by Commissioner Backlund.

**UPON A VOICE VOTE, ALL VOTING AYE, CHAIRPERSON PRO TEM GABEL DECLARED THE MOTION CARRIED UNANIMOUSLY AND THE MEETING ADJOURNED AT 7:16 P.M.**

Respectfully Submitted,

Krista Peterson, Recording Secretary



AGENDA ITEM  
HRA MEETING  
FEBRUARY 2, 2017

To: Wally Wysopal, Executive Director  
Paul Bolin, Assistant Executive Director

From: Shelly Peterson, Finance Director/Treasurer

Date: December 28, 2016

Re: Resolution Designating Official Depositories for the Year 2017

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Attached is a resolution appointing Wells Fargo Bank Minnesota N.A. as the Housing & Redevelopment Authority's official depository for 2017.

The service the HRA receives from Wells Fargo has been first-rate. Wells Fargo is responsive to not only our requests for information, but also other banking issues that may arise.

In today's world of increasing demands for electronic banking, Wells Fargo Bank provides a one-stop-shop for the Authority's required banking needs. This proves to be both beneficial and efficient, as our banking needs are quite complex.

Wells Fargo also monitors the Authority's daily cash balances to assure the deposits are fully collateralized. This assures deposits are safe and not subject to loss if the bank were to fail. This daily monitoring is critical, since the Authority can experience large swings in cash balances at different points throughout the year.

Staff recommends a motion adopting a resolution designating official depositories for the Housing & Redevelopment Authority for 2017.



**RESOLUTION NO. 2017 - \_\_\_\_**

**RESOLUTION DESIGNATING AN OFFICIAL DEPOSITORY FOR THE HOUSING & REDEVELOPMENT AUTHORITY**

I, Shelly M. Peterson, do hereby certify that I am the Finance Director-Treasurer of the Housing & Redevelopment Authority in and for the City of Fridley, a corporation organized under the laws of the State of Minnesota. I further certify that at a meeting of said corporation duly and properly called and held on the 2nd day of February 2017 the following resolution was passed; that a quorum was present at said meeting; and that said resolution is set forth in the minutes of the meeting and has not been rescinded or modified.

IT IS HEREBY RESOLVED, that Wells Fargo Bank Minnesota N.A. is hereby designated as a depository for the funds of this corporation.

IT IS FURTHER RESOLVED, that checks, drafts or other withdrawal orders issued against the funds of this corporation on deposit with said bank shall be signed by the following two individuals:

Walter T. Wysopal, Executive Director  
Shelly M. Peterson, Finance Director-Treasurer  
Korinne R. Johnson, Assistant Finance Director

and that said bank is hereby fully authorized to pay and charge to the account of this corporation any checks, drafts, or other withdrawal orders.

BE IT FURTHER RESOLVED, that Wells Fargo Banks as a designated depository of the corporation is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this corporation's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signatures of the following two individuals:

Walter T. Wysopal, Executive Director  
Shelly M. Peterson, Finance Director-Treasurer  
Korinne R. Johnson, Assistant Finance Director

and Wells Fargo Banks shall be entitled to honor and to charge this corporation for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with Wells Fargo Banks by the City Clerk or other officer of this corporation.

BE IT FURTHER RESOLVED, that any and all resolutions heretofore adopted by the Housing & Redevelopment Authority of the corporation and certified to as governing the operation of this corporation's account(s) with it, be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing part of this resolution.

BE IT FURTHER RESOLVED, that all transactions, if any relating to deposits, withdrawals, re-discounts and borrowings by or on behalf of the corporation with said bank prior to the adoption of this resolution be, and the same hereby are, in all things ratified, approved and confirmed.

BE IT FURTHER RESOLVED, that any bank or savings and loan may be used as depositories for investment purposes so long as the investments comply with authorized investments as set forth in Minnesota Statutes.

BE IT FURTHER RESOLVED, that the signatures of the following two named City/HRA employees are required for withdrawal of Housing & Redevelopment Authority investment funds from savings and loan associations:

Walter T. Wysopal, Executive Director \_\_\_\_\_

Shelly M. Peterson, Finance Director-Treasurer \_\_\_\_\_

Korinne R. Johnson, Assistant Finance Director \_\_\_\_\_

BE IT FURTHER RESOLVED, that any brokerage firm may be used as a vendor for investment purposes so long as the investments comply with the authorized investments as set forth in Minnesota Statutes.

I further certify that the Board of this corporation has, and at the time of adoption of said resolution, had full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons named who have full power and lawful authority to exercise the same.

PASSED AND ADOPTED BY THE FRIDLEY HOUSING & REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF FRIDLEY THIS 2nd DAY OF FEBRUARY 2017.

\_\_\_\_\_  
, CHAIRPERSON

ATTEST:

\_\_\_\_\_  
WALLY WYSOPAL – EXECUTIVE DIRECTOR



AGENDA ITEM  
HRA MEETING OF FEBRUARY 2, 2017

To: Wally Wysopal, Executive Director  
Paul Bolin, Assistant Executive Director

From: Shelly Peterson, Finance Director/Treasurer

Date: December 28, 2016

Re: Resolution Designating Official Newspaper for the Year 2017

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The Fridley City Charter Section 12.01 requires the designation of an official newspaper for the Fridley Housing and Redevelopment Authority.

Attached is a resolution designating the Fridley Sun Focus News as the official legal newspaper of the Fridley Housing and Redevelopment Authority for the year 2017. The Minneapolis Star Tribune is designated as the Fridley Housing and Redevelopment Authority's second official newspaper for the year 2017.

**RESOLUTION NO. HRA 2017 -**

**RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER  
FOR THE YEAR 2017**

WHEREAS, the Charter of the City of Fridley requires in Section 12.01 thereof that the Fridley Housing and Redevelopment Authority, annually designate an official newspaper for the Housing and Redevelopment Authority.

NOW, THEREFORE, BE IT RESOLVED that the Focus News is designated the official legal newspaper for the City of Fridley for the year 2017 for all publications required to be published therein.

BE IT FURTHER RESOLVED that the Minneapolis Star and Tribune be designated as the Fridley Housing and Redevelopment Authority's second official newspaper for the year 2017.

PASSED AND ADOPTED BY THE FRIDLEY HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF FRIDLEY THIS 2nd DAY OF FEBRUARY 2017.

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, CHAIRPERSON

ATTEST:

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WALLY WYSOPAL, EXECUTIVE DIRECTOR



## INFORMATIONAL ITEM HRA REGULAR MEETING FEBRUARY 2, 2017

Date: January 26, 2017  
To: Wally Wysopal, Executive Director  
From: Paul Bolin, Asst. Executive HRA Director  
Subject: Columbia Arena – Municipal Center & RFQ Update

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The City held the bond sale for the \$50.5M needed to construct the new municipal center on January 9<sup>th</sup>. Final design work is nearly complete and construction agreements are being drafted. Scott Hickok will provide a verbal update on the City's progress during next Thursday's HRA meeting.



Staff released an updated Request for Qualifications (RFQ) to begin the process of selecting a development partner for private development around the new Municipal Campus. On January 13<sup>th</sup> the RFQ was made available to developers through a notice in Finance and Commerce. RFQ's were sent out to 10 developers that requested copies.

A mandatory, pre-submittal meeting was held on January 25<sup>th</sup> for those developers wanting to submit responses to the RFQ. There were eight attendees representing developers at the meeting. RFQ's are due back at noon on Friday February 17<sup>th</sup>.

**Fridley HRA  
Housing Program Summary  
Cover Page  
February 2, 2017 HRA Meeting**

**Report**

**Description**

Loan Summary Report

Loan application activity (e.g. mailed out, in process, closed loans) for year-to-date.

Also shows the number of field appointments scheduled and completed for the Remodeling Advisor Services administered by Center for Energy and Environment.

Home Energy Squad

E-mail detailing recent activity and year to date.

# Fridley Loan Summary Report

## Activity for Period 11/16/16 - 12/15/16



Application packets requested/mailed:	This period:	1	Year-to-Date:	18
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Residential Advisor Visits:	This period:	0	Year-to-Date:	11
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Loans currently in process for residents in your City/Neighborhood:	1
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Closed Loans	This period:	Units
Fridley		0
Closed End	0.00	0
Last Resort	0.00	0
Last Resort Emergency Deferred	3,353.50	1
Mobile Home Closed End		0
Total	3,353.50	1

Year-to-Date:	Units
	0
346,390.60	15
0.00	0
13,353.50	2
0	0
Total	17

Leveraged Funds	This period:	Units
MHFA FUF	0.00	0
Total	0.00	0

Year-to-Date:	Units
34,035.00	2
Total	2

Types of Improvements Financed YTD	# of Projects	% of Total
Additions/Finishing off unused space	1	4.00
Bathrooms	1	4.00
Driveways	1	4.00
Flooring/Carpet/Tile	1	4.00
Foundations/Basement	1	4.00
Garage	1	4.00
Heating System	1	4.00
Kitchens	4	16.00
Landscaping	2	8.00
Other Exterior Improvements	2	8.00
Other Interior Improvements	2	8.00
Plumbing	3	12.00
Roof	1	4.00
Siding, Stucco, Exterior Paint	1	4.00
Windows, Doors, Storm Windows, Storm	3	12.00

Types of Properties Financed YTD	#	% of Total
Single Family Residence	19	100.00