

Housing & Redevelopment Authority in and for the City of Roseville
Meeting Agenda
Tuesday, May 20, 2014 at 6:00 p.m.

Roseville City Hall, Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes:** Minutes of Regular HRA Meeting on April 15, 2014
4. **Announcements, Agenda Adjustments, Recognitions, Correspondence, and Comments**
5. **Community/Citizen Comments:** Comments from the public on items that are not otherwise on the agenda
6. **Consent Agenda**
 - a. Acceptance of HRC Monthly Reports for April 2014
7. **Public Hearing:** None
8. **Presentations:** None
9. **Action/Discussion Items**
 - a. Dissolution Roseville Local Development Corporation – Martha Ingram
 - b. BR& E implementation strategies - Event partnering with St. Paul Area Chamber of Commerce, cohosting the Roseville Business Council meetings, and hiring an intern
 - c. Sherman and Associates redevelopment of 2785 Fairview Avenue
10. **Information Reports & Other Business (Verbal Reports by Staff and Board Members):**
 - a. Multifamily Rental Licensing update
 - b. Dale Street Development update
 - c. BR&E Educational Outreach with School Districts
 - d. Foreclosure

Adjourn

Next Regular Meeting: June 17, 2014, City Council Chambers at 6:00 p.m.

Housing & Redevelopment Authority
Roseville City Hall Council Chambers, 2660 Civic Center Drive
Minutes – Tuesday, April 15, 2014 at 6:00 p.m.

1
2
3
4
5 **1. Call to Order**

6 Chair Dean Maschka called to order the regular meeting of the Housing & Redevelopment Authority
7 (HRA) in and for the City of Roseville at approximately 6:00 p.m.
8

9 **2. Roll Call**

10
11 **Present:** Chair Dean Maschka; Members Vicki Lee; Bill Majerus; Jason Etten; Susan Elkins;
12 and William Masche
13

14 **Excused:** Kelly Quam
15

16 **Staff Present:** Acting HRA Executive Director Jeanne Kelsey
17

18 a. **Adopt 2014 By-laws**

19 Acting Director Kelsey reviewed HRA Attorney-recommended revisions to existing by-laws
20 and as requested by Mayor Roe on page 1, Section 2.2, Lines 28-33 regarding limiting terms of
21 HRA members to be more consistent with terms of members on City Council Advisory
22 Commissions. Ms. Kelsey noted that the Mayor still had the discretion to extend terms for
23 HRA Board members. Ms. Kelsey advised that the only other recommended change was on
24 Page 3, Section 4.2, Line 109 related to specifying regular meetings of the HRA will be held
25 on the third Tuesday of each month, not previously specified.
26

27 Member Etten expressed his preference to have the by-laws limit service for two consecutive
28 terms versus three, since three terms would be much longer than a typical citizen advisory
29 commission; and a shorter term would allow engagement of more people in the community
30 and more turnover on the board. Member Etten noted that the Mayor still made the
31 appointment and, at his discretion, could extend an appointment; however, he opined that
32 having the term open-ended was not healthy for the community or the organization itself.
33

34 Chair Maschka observed that turnover on the HRA has been frequent to-date.
35

36 Member Majerus opined that, since service on the HRA for the community was based on the
37 recommendation and appointment of the sitting mayor, he would prefer to leave it at that
38 person's prerogative, no matter how long the term was.
39

40 At the request of Member Masche, Ms. Kelsey clarified that there was no term limit listed in
41 previous by-laws.
42

43 Chair Maschka noted that a future mayor, at their discretion, could terminate the entire HRA,
44 similar to political appointments revised for the Metropolitan Council; opining that such a
45 situation could become a political issue, if the HRA was involved in projects or work that was
46 controversial or politically-charged. Chair Maschka cautioned the need for the body to have
47 the freedom to exhibit leadership for the long-term viability and health of the community
48 versus political risks that may be inherent in projects undertaken by the HRA.
49

50 Member Lee noted that, even with three terms, the body would still serve at will through
51 appointment by the mayor.
52

53 Chair Maschka agreed, noting that the Mayor did not need to reappoint a serving member,
54 making term limits an actuality every five years; with terms needing to expire at different
55 times to keep continuity and institutional knowledge available for the benefit of the HRA and

1 community. As an example, Chair Maschka noted that there were three member terms
2 scheduled to end in 2017, and with Member Quam not planning to apply for reappointment at
3 the end of her term, there would be another opening out to 2019.

4
5 Member Masche opined that he thought three years – or a possibility of fifteen years – was too
6 long.

7
8 Member Lee noted that, following a one year hiatus, a former member could apply for
9 reappointment.

10
11 Member Etten opined that he would be more supportive of two consecutive terms, as it still
12 would provide tenure, since the HRA had to have an in-depth level of understanding of City
13 Code and zoning laws, they were limited in their terms as well. While this proposed change
14 would extend beyond the six years of consecutive service for a Planning Commission, Member
15 Etten opined that it would be reasonable while ensuring that turnover didn't negatively impact
16 that institutional knowledge.

17
18 Ms. Kelsey noted that the original request for this change was received from Mayor Roe and
19 recommended by the City Attorney and HRA Attorney.

20
21 Chair Maschka clarified that the requested motion would include the changes as discussed,
22 including limiting service to two (2) consecutive, five (5) year terms for a total of ten (10)
23 years.

24
25 **Motion: Member Majerus moved, seconded by Member Etten to adopt Resolution No.**
26 **HRA53 entitled (Resolution of the Board of Commissioners of the Housing &**
27 **Redevelopment Authority in and for the City of Roseville, Minnesota; Approving By-**
28 **laws for 2014 as presented in Attachment A of the staff report dated April 15, 2014;" and**
29 **amended as follows:**

30 **Page 1, Section 2.2, Lines 28-33: Term of Office**

31 **"The term of office of any Board member serving at-large shall be five (5) years.**
32 **The City Council's Board representative shall serve for a term concurrent with**
33 **his or her term as a City Council member. Board members may serve a**
34 **maximum of two (2) consecutive five *5) year terms for a total of ten (10) years.**
35 **Thereafter, any Board member may re-apply for additional terms after a one (1)**
36 **year absence from the Board."**

37 **Ayes: 6**

38 **Nays: 0**

39 **Motion carried.**

40
41 **3. Approval of Minutes**

42
43 **Motion: Member Majerus moved, seconded by Member Etten to approve the Regular HRA**
44 **Meeting Minutes of January 29, 2014, and February 18, 2014, as presented.**

45
46 Due to his absence at the February 18, 2014 meeting, Chair Maschka abstained from voting.

47
48 **Ayes: 5**

49 **Nays: 0**

50 **Abstentions: 1 (Maschka)**

51 **Motion carried.**

52
53 **4. Announcements, Agenda Adjustments, Recognitions, Correspondence, and Comments**

54
55 **a. Resolution Thanking the Living Smarter Home & Garden Fair Volunteers**

1
2 **Motion: Member Masche moved, seconded by Member Lee to adopt Resolution No.**
3 **HRA 55 entitled, “Resolution of Appreciation for Sponsors and Volunteers of the 2014**
4 **Living Smarter Home & Garden Fair.”**

5
6 **Ayes: 6**

7 **Nays: 0**

8 **Motion carried.**

9
10 **5. Community/Citizen Comments**

11 None.

12
13 **6. Consent Agenda**

14 Acting Executive Director Kelsey briefly reviewed Consent Agenda items; as detailed in the staff report
15 and attachments dated April 15, 2014.

- 16
17 **a. Acceptance of Housing Resource Center (HRC) Monthly Report for February and**
18 **March 2014 (Attachment 6.a)**
19 **b. Approve transfer of funds for administrative and staff service fees per approved contract**
20 **for January, February, and March 2014; in the amount of \$7,942.50 for Administrative**
21 **Services and in the amount of \$26,450 for the Housing Program Manager (Attachment**
22 **6.b)**
23 **c. Approve transfer of funds for financial fee per approved contract with the City of**
24 **Roseville for January, February and March 2014; in the amount of \$2,415.50**
25 **(Attachment 6.c)**
26 **d. Quarterly Financial Updates by Fund (Attachments 6.d) for Funds 722, 723, 724, 720,**
27 **and 721**
28 **e. Abatement Report Update (Attachment 6.e)**

29
30 Discussion included removal of the Director’s funding from the budget, with no resources
31 current allocated, pending future direction given; the nearly depleted collateral in Program #82
32 for marketing materials, and current lack of direction from the City Council for a timeline for
33 involvement of the City’s Communications Manager in developing a citywide branding and
34 marketing campaign beyond recent City Council approval of a website enhancement and a
35 broader scope for that position at this time before delving into the finer points.

36
37 In response to questioned raised by Member Masche on marketing efforts, Member Etten,
38 from the City Council’s perspective, advised that the initial efforts, including for the HRA,
39 would be for the Communications Manager to take that work from individual departments over
40 time and coordinate that work. Member Etten noted that this would involve staff-wide
41 meetings with key department personnel during that evolution, and including the efforts of the
42 newly-appointed and created Community Engagement Commission (CEC) as different formats
43 are developed and reformulated internally and externally from department to department for a
44 cohesive branding. With the Communications Manager still pretty new to the position at this
45 point, Member Etten advised that those broader efforts across the city would take some time to
46 develop.

47
48 At the request of Chair Maschka, Ms. Kelsey advised that some funds were budgeted for the
49 implementation of the Business Retention and Expansion (BR & E) for the 2014 budget year.
50 Member Majerus asked whether assisting in funding the Communications Manager position
51 could be withdrawn for 2014; Ms. Kelsey sad no and the HRA could discuss whether they
52 wanted to continue that funding in 2015 as it relates to the HRA Budget (Program 723) and
53 upcoming discussion on using funds from 720 and 721 Community Development Block
54 Grants (CDBG).
55

1 At the request of Chair Maschka, Ms. Kelsey advised that the property at 1840 Hamline closed
2 in January of 2014; with the demolition permit issued and anticipated removal of the house in
3 the next month or two; at which time it will be marketed, including in the May 2014 *City News*
4 newsletter, and available for purchase by any interested party.
5

6 **Motion: Member Majerus moved, seconded by Member Masche to approve the Consent**
7 **Agenda as presented.**
8

9 **Ayes: 6**

10 **Nays: 0**

11 **Motion carried.**
12

13 **7. Public Hearings**

14 None.

15 **8. Presentations**

16 None.
17

18 **9. Action/Discussion Items**
19

20 **a. BR & E Recommendations**

21 Ms. Kelsey reviewed highlights of the BR & E Summary Report, as detailed in Attachment A)
22 of the staff report dated April 15, 2014. Ms. Kelsey advised that the report included direction
23 expressed by the HRA at previous discussions, including their joint meeting with the City
24 Council on March 3, 2014; and consolidated a number of overlapping themes into the three as
25 presented, with those subsequent recommendations provided by Michael Darger for
26 implementation of those top three items as noted.
27

28
29 Chair Maschka noted, and Ms. Kelsey confirmed, that some project implementation may need
30 to be delayed pending hiring of a new Economic Development/Community Development
31 Director as a new team is built.
32

33 **Motion: Member Majerus moved, seconded by Member Elkins to adopt the Roseville**
34 **Business Retention & Enhancement Summary Report for implementation of**
35 **recommended priority projects as presented (Attachment A).**
36

37 Member Masche, recognizing that this had been a goal of the HRA's Strategic Plan,
38 complimented Ms. Kelsey and City Manager Trudgeon for moving these efforts ahead to this
39 point, allowing the HRA to be in position to have valuable information available at hand.
40 Member Masche opined that having an outline of this important data would serve the existing
41 HRA and future members in the promotion of jobs and housing for the community. Member
42 Masche thanked staff for taking this step.
43

44 Member Etten concurred, opining that he had been amazed to find out how limited outreach to
45 the business community had been in the past; and offered his thanks as well. Member Etten
46 further opined that, once the Community Development Director position was filled, a
47 determination could be made in how to flesh out the details and how best to reach out and
48 establish a network to reach the greatest majority of businesses: who and how to connect,
49 whether those businesses represent subsidiaries or are independently owned. Member Etten
50 opined that by looking at strategies, the HRA would be able to reach businesses in the most
51 effective way.
52

53 Chair Maschka concurred, opining that the exercise and business survey had provided great
54 comments; and could be built upon. Chair Maschka noted that former Community
55 Development Director Welsh and his Assistant, Ms. Bennett, had made significant progress,

1 but a more comprehensive effort was needed. With the hiring of a new Director, and
2 formalization of these efforts, along with funding to do so, Chair Maschka opined that the
3 overall efforts would make those long-needed efforts even better for the entire community.

4
5 **Ayes: 6**

6 **Nays: 0**

7 **Motion carried.**
8

9 **b. Use of CDBG Funds for SHRP Program**

10 Ms. Kelsey reviewed the request of the GMHC for the use of Roseville Community
11 Development Block Grant (CDBG) funds for gap financing for affordable housing
12 opportunities for families. Ms. Kelsey noted that Ramsey County had also asked staff for
13 input on how they intended to use the funds, as they were often audited by the Federal
14 Government, originator of the funding, on how unexpended funds and why funds were not
15 being expended.

16
17 Ms. Kelsey opined that, when the GMHC presented their desire to target seniors wishing to
18 move into their proposed Dale Street Project or elsewhere in the community, but not wishing
19 to do improvements to their current homes, it provided a great opportunity to actively engage
20 those residents. Overall, Ms. Kelsey noted that the GMHC had a great reputation in providing
21 such assistance; and that their intent in this request would be for gap financing for down
22 payments to bring them into the affordability range for homeowners.

23
24 Ms. Kelsey noted that the GMHC would make application to Ramsey County, under the
25 CDBG program for City of Roseville-designated funds to be used for the purpose of
26 rehabilitating those homes, with one-third of their mortgage forgiven after a certain period of
27 time. Ms. Kelsey advised that, one caveat of this approval, would include RHRA staff review
28 and ultimate approval on a case by case basis, to ensure that no additional poverty issues were
29 created. Ms. Kelsey sought direction of the HRA in whether they were supportive of this
30 request that would essentially meet the goals and objections of its original Housing
31 Regeneration Program; and open opportunities for families in Roseville. Ms. Kelsey advised
32 that the HRA, at its discretion, could also restrict the funding to families with children under a
33 certain age.

34
35 At the request of Chair Maschka, Ms. Kelsey confirmed that these funds, if used to write down
36 the cost for a second mortgage, would be recycled; however, if they were used to fund
37 rehabilitation, they most likely would not be recycled. Ms. Kelsey advised that, depending on
38 the original purchase price of the home and its value after rehabilitation, first-time homebuyer
39 restrictions for Ramsey County would apply, based on income qualifications of less than 80%,
40 with no waiver available from that threshold, with income for a family of four at
41 approximately \$64,000 to qualify for utilization of those funds.

42
43 At the request of Chair Maschka and Member Etten, Ms. Kelsey clarified that the majority of
44 first mortgage funding would come from Fannie May or the State of MN, with a maximum
45 purchase price not exceeding \$298,000.

46
47 At the request of Member Etten, Ms. Kelsey reviewed practicalities of the program, in
48 providing assistance to home-buyers within the income range; with GMHC purchasing the
49 home, rehabilitating it and then reselling it on the open market. Ms. Kelsey noted that the
50 realtor of choice would most likely be the one representing the Dale Street Project, who was
51 willing to provide a discount on commissions, and it was anticipated they would do so for
52 selling on the back side as well.

53
54 Chair Maschka opined that the proposal made great sense to assist senior-aged, single-family
55 homeowners the ability to get into a townhome or other unit with less upkeep required.

1
2 At the request of Member Masche, Chair Maschka clarified that this would not serve as a
3 subsidy to the Dale Street Project; and while it could provide for the sale of more of those
4 units, it was not directly linked to that Project itself.
5

6 At the request of Member Masche, Ms. Kelsey confirmed that anyone could apply, with the
7 GMHC intending to have initial conversations with the senior population at large, and
8 everyone able to be eligible for the program; however, she noted that the funding was limited
9 to only \$270,000, allowing for only 3 – 5 homes maximum for buy-down. Ms. Kelsey advised
10 that, given that limited pool of funding, obviously the GMHC wanted to target seniors first for
11 the Dale Street Program.
12

13 At the request of Member Elkins, Ms. Kelsey clarified that the previous problem in the HRA
14 holding a property would not apply, as the HRA was not purchasing the homes and therefore
15 would not be charged a developer fee or other closing costs. Ms. Kelsey advised that, as
16 Acting HRA Director, she would have oversight and case by case approval rights.
17

18 Member Lee spoke in support of the proposal, opining that she liked the de-concentration
19 efforts it represented.
20

21 Member Masche noted that the HRA wanted to see the Dale Street Project be a success in all
22 ways; and while they already enjoyed a number of advantages in the market place, and since
23 this could be seen as another, he wanted to ensure that the program was open and marketed to
24 the general community as well, even if funding was limited. Member Masche opined that a
25 significant amount of rehabilitation could be accomplished with that amount of available
26 funding; and further opined that it may serve to initiate a move toward rehabilitation of single-
27 family homes within the broader community.
28

29 Chair Maschka clarified that the funds would not be used for the rehabilitation itself, but
30 provide a reduced second mortgage, with the GMHC doing the rehabilitation through Ramsey
31 County; but noted that the program would open up more housing for young families in
32 addition to the Dale Street development.
33

34 Further discussion ensued about the process involved in the proposal for qualified buyers
35 eligible for pay-down funds to help them afford a home.
36

37 Ms. Kelsey confirmed, with consensus of the body, that the HRA's direction to make this
38 program known to the general public, whether or not they have a direct interest in any of the
39 Dale Street units or not. Therefore, Ms. Kelsey advised that she would take advantage of the
40 City's quarterly newsletter with the HRA having access to a full page which would make that
41 education available to the community. However, Ms. Kelsey reiterated her concern with the
42 limited funds available, and with a broader marketing effort, her additional concerns that
43 people will express an interest in funds that were quickly depleted, creating frustration on their
44 part. At the request of Member Elkins, Ms. Kelsey noted that Ramsey County had already
45 questioned if the program was available for the entire Ramsey County or just Roseville; and
46 that staff had responded that the program would be limited to the City of Roseville only, but if
47 there were enough CDBG and or HOME funds county-wide, they could entertain similar
48 services for other homeowners, but the funding from the City of Roseville would not be
49 available for assisting them with those efforts.
50

51 **Motion: Member Majerus moved, seconded by Member Elkins for HRA support for the**
52 **use of Roseville CDBG funds for gap financing of affordable housing opportunities for**
53 **families in Roseville.**
54

55 **Ayes: 6**

1 Nays: 0

2 Motion carried.

3
4 c. Southeast Roseville Discussion

5 Ms. Kelsey provided demographic and economic characteristic data researched by staff from
6 the southeast portion of the City of Roseville, as part of researching census data. As detailed
7 in the staff report dated April 15, 2014, and attached maps, Ms. Kelsey reviewed that data
8 compared to the whole city, and using poverty census tracks.

9
10 Ms. Kelsey opined that the resulting information did not prove significant evidence of
11 disinvestment in this neighborhood, but did indicate some difference from the remainder of the
12 community. Ms. Kelsey clarified that the available information was limited, and therefore
13 compared over a five-year period from 2009 – 2013. As noted in the staff report, data was
14 taken from census information, Ramsey County property records, City building permits and
15 the Community Development Department’s PermitWorks database. Ms. Kelsey advised that
16 building permit officials made a concerted effort to review single-family building permits and
17 average home values to ensure those values were fair and not understated when making
18 improvements.

19
20 Ms. Kelsey advised that staff had also looked at single-family registered rentals to ensure no
21 concentration was evident, and found this area pretty much on par with other neighborhoods in
22 the community. Ms. Kelsey advised that homes around the lake were excluded, as they often
23 had more investment made in them making them worth more. However, Ms. Kelsey noted that
24 excluding that data did minimal affect the numbers.

25
26 Ms. Kelsey advised that staff was providing this information as a discussion point, and sought
27 direction as to whether the HRA wanted to implement any targeted programming for this
28 neighborhood.

29
30 At the request of Chair Maschka, Ms. Kelsey advised that a perceived concentration of multi-
31 family housing in this area did not significantly impact it, noting that staff found 21% of the
32 community’s multi-family housing was located in this neighborhood, which was comparable to
33 the neighborhood immediately to its north, also having concentrated rentals. Ms. Kelsey
34 opined that the lower median income and lower home values were more likely attributable to
35 a higher concentration of new immigrant population living in that neighborhood, and them not
36 currently being educated to the higher levels found in some of the community’s other
37 demographic areas. Ms. Kelsey noted that the census data did not provide poverty levels by
38 family, and while an assumption can be made, there was not definitive answer as data had not
39 been tracked down to that level.

40
41 At the request of Chair Maschka, Ms. Kelsey clarified that the multi-family housing in this
42 area was comparable to other multi-family properties in the community that were built in the
43 1960’s.

44
45 Member Etten advised that he had lived in that area most of his life; and he found a clearly
46 larger majority of heavier poverty coming from that multi-family complex. Member Etten
47 recognized the fantastic work being undertaken by the HRA to try to improve that situation.
48 Using his own home as an example, Member Etten clarified that people many homeowners are
49 investing a significant amount of money in their homes versus abandoning those efforts, as
50 well as representing the largest Nextdoor.com website participation in the entire City of
51 Roseville, confirming that the neighborhood was closely connected. In the most recent park
52 clean-up efforts, Member Etten noted that 40 neighbors and 60 members of the Minnesota
53 National Guard had participated, further indicating that the neighborhood was heavily invested
54 in the community.
55

1 Member Etten suggested further enhancing efforts to impact the neighborhood, such as using
2 the BR & E to find qualified workers and connect them with businesses, specifically through
3 targeted job training and using language and cultural liaisons to address some of that poverty
4 situation, ultimately improving the quality of housing and jobs to make connections.
5

6 Member Lee noted that, based on the BR & E survey, the businesses in that area were older
7 and few and far between, with many of them located on the Little Canada or Maplewood sides.
8 Member Lee questioned how best to get those businesses interested in reinvesting or
9 redeveloping their properties. Member Lee opined that she considered it more than an obvious
10 housing issue.

11
12 Chair Maschka agreed with the comments of Member Lee, and while recognizing that housing
13 was part of it, he liked the idea expressed by Member Etten, and suggested more consideration
14 was needed to bring training and other things into the picture. Chair Maschka opined that it
15 was a significant issue, but how to deal with it and fund it was another issue entirely.
16

17 At the request of Chair Maschka, Ms. Kelsey advised that there were some active federal
18 programs available for multi-family areas, but that all were income restricted. Ms. Kelsey
19 advised that she would not recommend that the HRA's pursuit of that funding, since there was
20 already a higher level of low-income residents in this area. Ms. Kelsey advised that the federal
21 government still targeted economic diversity in integrating affordable housing, but had yet to
22 do anything to desegregate how they provide that funding.
23

24 Having built a new home in this neighborhood, Member Masche opined that the proximity to
25 Rice Street had a tremendous influence for this neighborhood; and while former Community
26 Development Director Trudgeon had initiated discussions about the Rice Street corridor, there
27 was little willingness to tackle the issues due to too many municipalities along that corridor.
28 Member Masche opined that, whether a business was stable or not, they were unable to
29 reinvest much money. Member Masche noted similar issues along the Larpenteur Avenue
30 corridor connecting with Rice Street.
31

32 Member Lee concurred, noting that many of the shopping center along that corridor were aged
33 and boarded up.
34

35 After further discussion, HRA members were of the consensus that this provided a great
36 opportunity to get a multi-community consortium together for those communities to work
37 together on solutions for this corridor.
38

39 Member Majerus opined that a bigger problem needed to be addressed in providing
40 stabilization moving forward, and suggested that it may serve as a catalyst to get the BR & E
41 started for that whole area. Member Majerus opined that, while pockets of improvement were
42 occurring, they may not be real evident, but could serve as a starting point for discussions with
43 the Cities of St. Paul and Maplewood to determine their level of interest.
44

45 Member Lee noted the huge hole left by the closing of the Linder's business.
46

47 Chair Maschka suggested further consideration be given to this issue by the HRA, and while
48 no action was taken at this point or direction given to staff, he thanked staff for their research
49 and for pointing these economic and demographic characteristics out.
50

51 **d. Living Smarter Fair Survey Information**

52 As detailed in the staff report dated April 15, 2014, and related attachments, Ms. Kelsey briefly
53 reviewed survey information provided by vendors, sponsors and those attending this latest
54 Fair.
55

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Ms. Kelsey reported on ongoing issues with the location for the Fair, and difficulties in finding an alternate venue for the Fair, using Roseville High School, given their inability to commit to a date on an annual basis, with the exception of a Sunday that was problematic for vendors and staff for set-up and take-down efforts. Ms. Kelsey advised that the School was interesting in holding this community event in their building, but their teachers and coaches had first priority for sporting or other school events.

Ms. Kelsey reviewed some of the tweaks already being addressed as part of preliminary planning for the 2015 Fair to ensure the most hospitable and effective management of the event.

Ms. Kelsey reviewed the continued high interest of sponsors, vendors, engagement between businesses/vendors and those attending; and the residence of those attending; as well as the interest generated in workshops held at the Fair and offered at other times during the year.

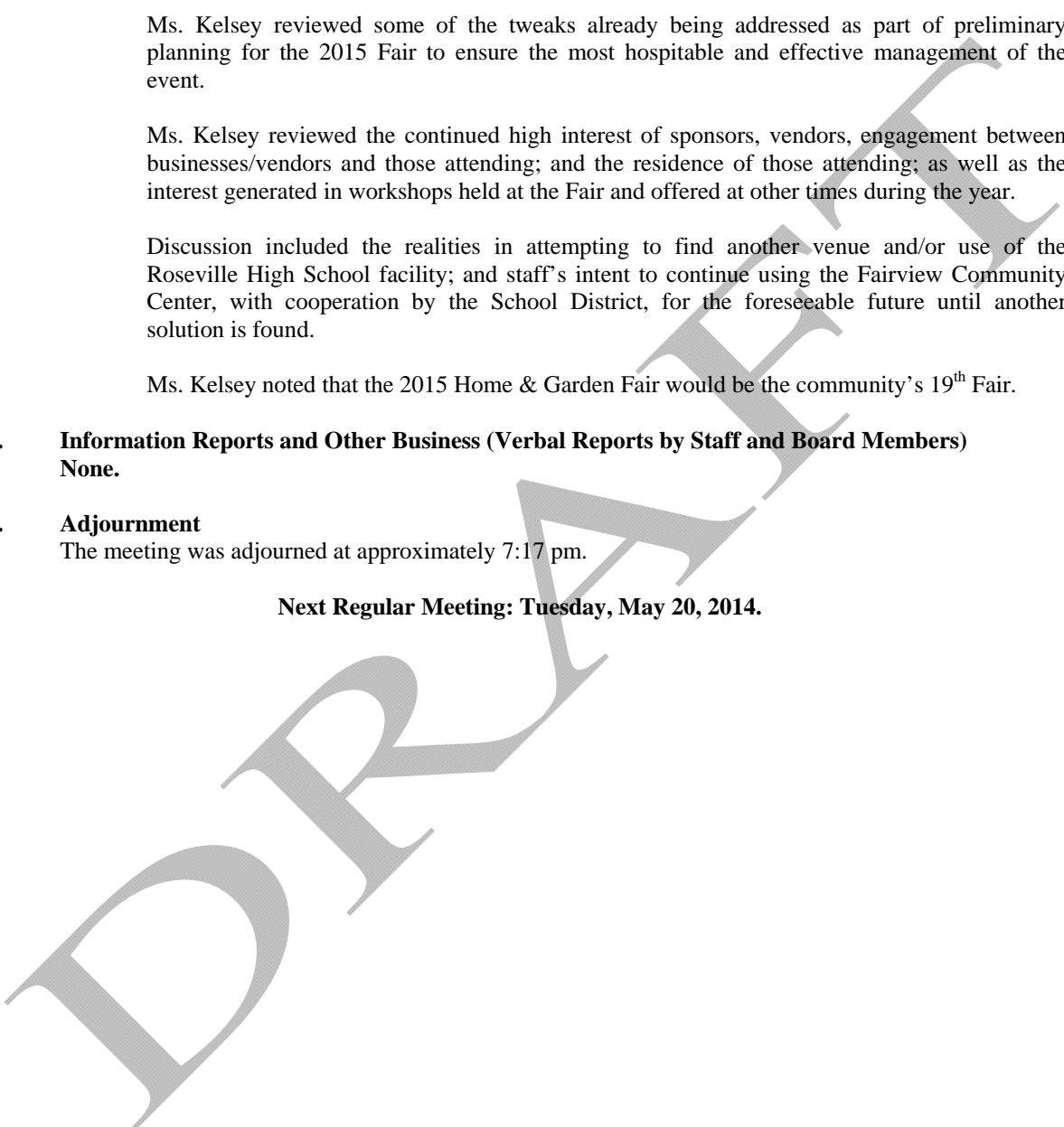
Discussion included the realities in attempting to find another venue and/or use of the Roseville High School facility; and staff’s intent to continue using the Fairview Community Center, with cooperation by the School District, for the foreseeable future until another solution is found.

Ms. Kelsey noted that the 2015 Home & Garden Fair would be the community’s 19th Fair.

10. Information Reports and Other Business (Verbal Reports by Staff and Board Members)
None.

10. Adjournment
The meeting was adjourned at approximately 7:17 pm.

Next Regular Meeting: Tuesday, May 20, 2014.



City of Roseville Monthly Status Report

Housing *Resource* Center - North and East Metro

January 1, 2000 - April 30, 2014

Attachment 6.a

	Thru- Dec '00	Jan- Dec '01	Jan- Dec '02	Jan- Dec '03	Jan- Dec '04	Jan- Dec '05	Jan- Dec '06	Jan- Dec '07	Jan- Dec '08	Jan- Dec '09	Jan- Dec '10	Jan- Dec '11	Jan- Dec '12	Jan- Dec '13	Jan '14	Feb '14	Mar '14	Apr '14	May '14	Jun '14	Jul '14	Aug '14	Sep '14	Oct '14	Nov '14	Dec '14	Year- to- Date	TOTAL	
Roseville Home Improvement Loan																													
Applications Rec'd									16	8	8	8	5	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48
Loans Closed									14	4	3	5	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30
Multi-Family Rental Loan																													
Calls/Inquiries										2	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7
Applications Rec'd										0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loans Closed										0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revolving Loan																													
Applications Rec'd	13	32	25	14	22	19	26	15	1	This loan merged into the Roseville Home Improvement Loan																	167		
Loans Closed	11	30	21	12	18	7	21	13	1	This loan merged into the Roseville Home Improvement Loan																	134		
Family Home Ownership Loan																													
Applications Rec'd							4	4	1	This loan merged into the Roseville Home Improvement Loan																	9		
Loans Closed							3	3	0	This loan merged into the Roseville Home Improvement Loan																	6		
MHFA Fix Up Fund/Rehab																													
Loan Applications Rec'd	0	0	6	2	4	7	2	1	4	1	5	5	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	40
Loans Closed	0	0	4	1	4	6	1	1	1	0	3	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	24
Ramsey County Deferred Loan																													
Loan Applications Rec'd	0	0	0	6	2	3	1	0	5	8	6	7	6	11	1	1	1	0	0	0	0	0	0	0	0	0	0	3	58
Loans Closed	0	0	0	4	2	1	1	0	2	3	7	2	3	7	0	0	1	0	0	0	0	0	0	0	0	0	0	1	33
Construction Consultation Report																													
Consultation Phone or W	25	61	61	49	156	125	153	165	152	196	244	143	91	204	7	12	8	8	0	0	0	0	0	0	0	0	0	35	1,860
Site Visits, Inspection	42	76	64	76	118	105	95	97	118	121	125	116	65	123	3	6	8	6	0	0	0	0	0	0	0	0	0	23	1,364
Scope of Work	38	100	54	85	20	4	2	0	2	5	5	1	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	324
Additional HRC Services																													
Number of calls	409	207	507	622	468	490	543	391	414	321	398	321	254	178	13	5	12	19	0	0	0	0	0	0	0	0	0	49	5,572
Total SERVICES Provi	538	506	742	871	814	767	852	690	731	669	805	612	428	538	24	24	30	35	0	0	0	0	0	0	0	0	113	9,676	
NOTE: These numbers reflect the number of CLIENTS serviced. In many instances a client will receive more than one service.																													

REQUEST FOR HRA ACTION

Date: 5-20-14

Item No: 9.a.

Staff Approval:

Jeanne Kelsey

Agenda Section:

Action Item

Item Description: Dissolving the Local Development Corporation

1.0 Requested Action

By resolution, dissolve Roseville's Local Development Corporation (LDC)

2.0 Background

The RHRA has been administering the duties and obligations of the Local Development Corporation (LDC) since 2003. Originally the LDC was established by the City of Roseville in 1988 to provide gap financing for the development of Villa Park Condominiums. The last loan was paid off in spring 2014, and there are no other outstanding loans for the LDC to administer. In 1999 state statute 465.719 was created to grandfather in existing LDCs if they filed a new resolution indicating the activities the LDC had yet to resolve. Staff could not locate any such resolution to satisfy the requirements of the 1999 law. There hence the LDC must be dissolved.

3.0 Staff Recommendation

Staff sought the advice of the RHRA's attorney, Martha Ingram, who indicated that, by law, the LDC must be dissolved.

4.0 Suggested HRA action

Adopt resolution No. 55 dissolving the LDC and authorize staff to work with Kennedy and Graven to file the necessary paper work to fulfill the requirements of dissolution.

Prepared by: Jeanne Kelsey (792-7086)

Attachments: Resolution with exhibits

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF ROSEVILLE

RESOLUTION NO. 55

AUTHORIZING NOTICE OF INTENT TO DISSOLVE LOCAL DEVELOPMENT
CORPORATION

WHEREAS, the Housing and Redevelopment Authority in and for the City of Roseville (the "HRA") serves as the board of directors of the Roseville Local Development Corporation (the "LDC"), which was established pursuant to Minnesota Statutes, Chapter 317 (now repealed and superseded by Minnesota Statutes, Chapter 317A, the "Act") in 1988; and

WHEREAS, the Board of Commissioners of the HRA have determined that the LDC has fulfilled the original purposes for which it was created, and therefore must be dissolved; and

WHEREAS, dissolution of a corporation under the Act may be initiated by a resolution of the board of directors; and

WHEREAS, the HRA has reviewed the plan of dissolution contained within this resolution as Exhibit A, and has determined that such plan is reasonable and is in the best interest of the City of Roseville.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board hereby approves the plan of dissolution set forth in Exhibit A.
2. The Board further authorizes HRA staff to file in the office of the Minnesota Secretary of State and in the office of the Minnesota Attorney General a notice of intent to dissolve the LDC, in substantially the form attached as Exhibit B.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Roseville this 20th day of May, 2014.

Chair

ATTEST:

Secretary

EXHIBIT A

Plan of Dissolution for Roseville Local Development Corporation

Pursuant to Minnesota Statutes, Section 317A.721, the Housing and Redevelopment Authority in and for the City of Roseville (“HRA”), as the board of directors of the Roseville Local Development Corporation (the “Corporation”), has formulated the following plan of dissolution in connection with the dissolution of the Corporation:

The assets owned or held by the Roseville Local Development Corporation consist solely of Ramsey County Community Development Block Grant (“CDBG”) funds for a low-interest loan housing program for low to moderate income seniors. All outstanding loans have been paid in full. All moneys in the loan fund shall be transferred to the HRA and used solely for the purpose of funding housing that meets CDBG affordability requirements, specifically the requirement that at least 51% of the units must be reserved for persons making 80% or less of area-wide median income.

The HRA will accept the assets of the Corporation by resolution, and will file articles of dissolution with the Minnesota Secretary of State. The HRA will pay all costs and expenses incurred by the Corporation in connection with its dissolution.

EXHIBIT B

NOTICE OF INTENT TO DISSOLVE LOCAL DEVELOPMENT CORPORATION

Notice is hereby given that pursuant to Minnesota Statutes, Chapter 317A (the "Act"), and particularly Section 317A.721, subdivision 2 of the Act, the Housing and Redevelopment Authority in and for the City of Roseville, Minnesota (the "HRA"), in its capacity as the board of directors of the Roseville Local Development Corporation, a nonprofit corporation under the laws of the State of Minnesota (the "Corporation"), has adopted a resolution approving dissolution of the Corporation by Resolution No. 55, adopted at a regular meeting of the HRA on May 20, 2014 and attached to this Notice. The resolution was adopted by a vote of ___ in favor and ___ opposed, and therefore the requisite approval of the directors was received. The Corporation does not have any additional members with voting rights.

Pursuant to Section 317A.811 of the Act, the HRA wishes to provide the following information as part of this notice:

(1) The purpose of the Corporation was to administer certain Ramsey County Community Development Block Grant ("CDBG") funds for a low-interest loan housing program for low to moderate income seniors in the City of Roseville.

(2) The sole assets of the Corporation consist of the CDBG loan funds.

(3) The CDBG loan funds are restricted to use for the purpose of funding housing that meets CDBG affordability requirements, specifically the requirement that at least 51% of the units must be reserved for persons making 80% or less of area-wide median income.

(4) The Corporation has no outstanding debts, obligations or liabilities.

(5) The Corporation has no tangible assets being converted to cash.

(6) The anticipated expenses of dissolution, including attorneys' fees, will be paid by the HRA and are not expected to exceed \$2,000.

(7) All assets of the Corporation will be transferred to the HRA.

(8) The HRA is a housing and redevelopment authority created under Minnesota Statutes, Sections 469.001 to 469.047, as amended.

(9) The assets of the Corporation will be used solely for the purposes described in (3) above.

As required by the Act, the Corporation shall only continue in existence to the extent necessary for the winding up of the affairs of the Corporation. Upon completion of all required dissolution proceedings, the HRA shall file articles of dissolution with the office of the Secretary of State, pursuant to Section 317A.733 of the Act.

BY ORDER OF THE BOARD OF
COMMISSIONERS OF THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF ROSEVILLE

REQUEST FOR HRA ACTION

Date: 5-20-14

Item No: 9.b.

Staff Approval:

Jeanne Kelsey

Agenda Section:

Action Item

Item Description: Implementation of two strategies from the Business Retention and Expansion report

1.0 Requested Action

Authorize staff to coordinate quarterly small business educational seminars with St. Paul Area Chamber of Commerce (SPACC), to cohost the Roseville Business Council meetings with SPACC and Twin Cities North Chamber of Commerce (TCNCC), and to establish an annual Roseville business networking event.

2.0 Background

The RHRA adopted at their April 15, 2014, meeting the summary report of the Business Retention and Enhancement (BR&E) project, which recommended these three strategies:

1. Enhance, Promote & Develop the Roseville Business Environment
2. Create Identity, Community & Networking for Roseville Businesses
3. Develop Roseville's Workforce and Connect Businesses to Qualified Workers

3.0 Staff Recommendation

To implement strategies 1 and 2, staff recommends establishing partnerships with existing organizations that are already providing resources to Roseville-area businesses.

1. The SPACC has recently started offering a small-business series of educational seminars. The series provides participants an opportunity to enhance professional development by attending educational events focused on important business topics. Currently the seminar series is offered to SPACC members. Based upon conversations RHRA staff has had with SPACC, they would be interested in having the RHRA cohost the events at the Roseville Radisson. Staff is recommending that the RHRA sponsor the attendance of invited Roseville business representatives by paying the fee on their behalf. The cost would be \$20.00 per person/per event. To sponsor 40 business persons for a full year of events would cost the RHRA \$3200 (40 people x \$20 per event x 4 events = \$3200).
2. The SPACC and TNACC co-host the Roseville Business Council, which meets the 4th Wednesday of every month at Affinity Plus Credit Union's Roseville location. In discussions with both Chambers, staff has learned that they would be happy to have the RHRA as a cohost. The Roseville Business Council provides networking opportunities and hosts speakers who talk about the city, county, and

regional business community. This co-hosting opportunity would not cost the RHRA anything other than staff time to help develop the speaker roster.

3. Staff recommends the RHRA host an annual networking event at the Oval to engage the local businesses and allow for outreach to occur with staff, elected officials, and the RHRA Board. Other communities that have provided this networking opportunity have found it to be a valuable way to build and strengthen the relationships between City representatives and existing businesses. There would be no cost associated with hosting the event. Staff can bring back a budget at a later time for review by the RHRA.
4. In order to continue communication with our businesses and inviting them to these opportunities, staff is recommending hiring an intern to assist with development of a database. This database would also be used to implement a liaison and business visitation program.

The RHRA budget for 2014 provided for \$25,000 to implement the BR&E strategies so the RHRA would not need to reallocate the existing budget.

4.0 Suggested HRA action

The RHRA supports cohosting the SPACC quarterly small-businesses seminar series, cohosting the SPACC and TNACC the Roseville Business Council, and an annual Roseville Business Networking event hosted by the RHRA. To develop a database of business contacts, the RHRA also supports the hiring of an intern to assist with the BR&E implementation plan.

Prepared by: Jeanne Kelsey (792-7086)

REQUEST FOR HRA ACTION

Date: 5-20-14

Item No: 9c.

Director Approval:



Agenda Section:

Action

Item Description: Support for Sherman and Associates redevelopment of 2785 Fairview Avenue and financing needs (HF0126)

1.0 Requested Action

Sherman Associates, Inc. is requesting that the City Council offer a resolution of support to establish a housing tax increment financing (TIF) district and to provide financial assistance for sewer access charges (SAC). They are also requesting that the RHRA provide Community Development Block Grant (CDBG) funds and apply for Livable Community Development Account (LCDA) funds from the Metropolitan Council to redevelop 2785 Fairview Avenue North.

2.0 Background

Sherman Associates, Inc. is a leading firm specializing in the design, construction, and financing of quality commercial and housing properties in Minnesota, Wisconsin, Iowa, Missouri, Colorado, and California. Through its successful execution of several projects, Sherman Associates, Inc. has earned a strong reputation for high quality and strong follow-through around the country.

Sherman Associates, Inc. is proposing a two-phase redevelopment of 2785 Fairview Avenue North. Phase 1 would result in two buildings with a total of 190 units – approximately 126 market rate units and 64 affordable units. Income ranges for the affordable units can be found in the chart below. All housing units would be non-age restricted. Phase 2 would feature approximately 6,000 square feet of office/retail. This proposal supports the 3 top priorities and housing needs identified in the Comprehensive Market Study that was completed in 2013 for the City: to build market rate rental units and to provide affordable housing for seniors and families.

Number of family members	Income range
1 person	\$29,400-\$35,280
2 person	\$33,600-\$40,320
3 person	\$37,800-\$45,360
4 person	\$41,950-\$50,340

Estimated construction costs for both buildings is over \$23,000,000, and the total project cost is estimated to be more than \$32,000,000, which is a great reinvestment for a site that's buildings are currently valued at just \$1,000.

Phases 1 would commence construction in summer 2015 if all funding requirements are met; Phase 2 would commence construction later in 2015.

Sherman Associates, Inc. is requesting the following financial commitments from the RHRA and the City.

- The use of the CDBG funds, which has a current balance of approximately \$270,000. Previously the RHRA had committed the CDBG funds to the Greater Metropolitan Housing Corporation (GMHC) for the Senior Housing Regeneration Program (SHRP), however, the GMHC did not receive the additional funding it needed from Ramsey County and has withdrawn the request for CDBG funds from Roseville. Staff is recommending we commit the CDBG funds to the redevelopment of 2785 Hamline, since CDBG funds have income limitations, which Phase 1 of the Sherman project would meet.
- That the RHRA apply for LCDA grant dollars in the amount of \$1,442,395. If granted, the funds would be used to pay for redevelopment costs such as demolition of existing buildings, putting in a public road in front of the apartment complexes, and assisting with some of the costs to acquire the site and improve the storm water management.
- That the City assist with paying the sewer access charge (SAC) fees. The City has an account balance of \$1,125,000 to use as they decide for projects. The total SAC fees for 2014 would be \$472,150. In addition, Sherman Associates, Inc. is requesting that the City establish a housing tax increment financing (TIF) district for 25 years. The estimated value of this assistance is roughly \$3,500,000.

Sherman Associates, Inc. will also be applying for loans through the Minnesota Housing Finance Agency, from the Tax Base Revitalization Account (TBRA) through the Met Council, and for additional CDBG funds from Ramsey County. Ramsey County has already committed \$162,063 of the initial request of \$350,000 this year and has asked Sherman Associates, Inc. to apply for the difference (\$187,937) in the spring of 2015.

All requests for funds from the RHRA and the City would be contingent on final underwriting from Springsted, the City's Financial Advisor, which would determine what, if any, gaps in financing exist once all other resources have been explored.

This redevelopment project would assist with implementing the new road to be finished on Twin Lake Parkway and would address a high priority of the City for redeveloping the Twin Lakes Area.

3.0 Staff Recommendation

The proposed redevelopment supports the City's priorities in the following ways:

1. By addressing housing priorities that were identified in the Comprehensive Multifamily Housing Needs Analysis.

2. By addressing the Comprehensive Plan goal of providing a wide variety of housing options in order to retain and attract a diverse mix of people and family types with various economic statuses, ages, and abilities.
3. By redeveloping a contaminated and blighted property in the Twin Lakes Redevelopment Area.
4. By achieving the following goals outlined in the RHRA's 2012-2016 Strategic Plan: "to create and maintain high quality, sustainable multi-family housing options and to pursue partnerships with other public, private and non-profit housing providers."

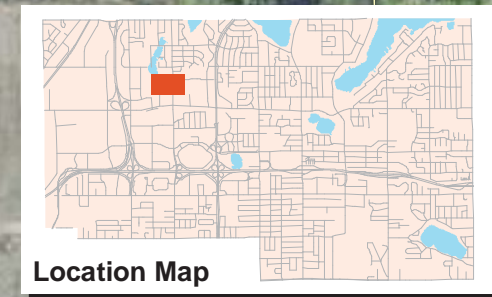
4.0 Suggested HRA Action

1. The RHRA is recommending that the City of Roseville assist the redevelopment of 2785 Fairview by establishing a TIF district and by assisting with SAC fees, contingent on a final underwriting review by Springsted.
2. Authorize a letter of support from the RHRA that commits to using \$270,000 of the CDBG funds and allows the RHRA to submit an application for LCDA funds to assist with the development of 190 housing units, 64 of which would be affordable.

Attachment – A: Aerial
B: Site Plan

Prepared by: Jeanne Kelsey, Acting Executive Director (792-7086)

2785 Fairview Ave N



ROSEVILLE
 Prepared by:
 Community Development Department
 Printed: May 13, 2014

Future Twin Lakes Pkwy


 Site Location

Data Sources
 * Ramsey County GIS Base Map (4/30/2014)
 * Aerial Data: MnGeo (4/2012)
 For further information regarding the contents of this map contact:
 City of Roseville, Community Development Department,
 2660 Civic Center Drive, Roseville MN

Disclaimer
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7085. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





