

**ST. LOUIS COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY**

AGENDA

**March 17, 2009
9:35 a.m.**

1. Approve minutes of January 6, 2009 meeting
2. HRA 2008-2009 Pay Plans
3. Negotiate a Contract with St. Louis County to Provide Staffing Services

ST. LOUIS COUNTY HOUSING AND REDEVELOPMENT AUTHORITY (HRA)

Tuesday, January 6, 2009

The St. Louis County Housing and Redevelopment Authority (HRA) meeting was called to order at 11:40 a.m. in the County Boardroom, 2nd Floor, Courthouse, Duluth, MN, with the following members present: Commissioner Dennis Fink, Commissioner Steve O'Neil, Commissioner Chris Dahlberg, Commissioner Mike Forsman, Commissioner Peg Sweeney, Commissioner Keith Nelson and Commissioner Steve Raukar - 7. Absent: None

Paul Tynjala, Clerk of the County Board, asked for nominations for Chair of the HRA Board for 2009. Commissioner Nelson, supported by Commissioner Sweeney, moved to approve the same slate of officers that served in 2008; seven yeas, zero nays:

Commissioner Raukar, Chair
Commissioner Peg Sweeney, Vice-chair
Commissioner Keith Nelson, Secretary

Commissioner Sweeney, supported by Commissioner O'Neil, moved to approve the minutes from the September 2, 2008, HRA meeting; seven yeas, zero nays.

Commissioner Nelson, supported by Commissioner Sweeney, moved to establish the Duluth News Tribune as the official newspaper of the HRA for 2009. Alan Mitchell, HRA Director, said the HRA uses the same official newspaper as St. Louis County; seven yeas, zero nays.

HRA RESOLUTION NO. 141

RESOLVED, that the HRA Board of Commissioners hereby establishes the official newspaper for the HRA to be the Duluth News Tribune, the same as the official newspaper established for St. Louis County.

Yeas: Commissioners Fink, O'Neil, Dahlberg, Forsman, Sweeney, Nelson and Chair Raukar - 7
Nays: None
Absent: None

Commissioner Forsman, supported by Commissioner Nelson, moved to approve execution of an agreement with the County Attorney's Office for legal services for 2009 in an amount not to exceed \$40,000. Barbara Hayden, Planning Director, briefly described services provided; seven yeas, zero nays.

HRA RESOLUTION NO. 142

RESOLVED, that the Chair of the HRA and the Executive Director are hereby authorized to execute an agreement with the St. Louis County Attorney's Office for legal services for 2009 in an amount not to exceed \$40,000, payable from Fund 250.

Yeas: Commissioners Fink, O'Neil, Dahlberg, Forsman, Sweeney, Nelson and Chair Raukar - 7
Nays: None
Absent: None

Commissioner Sweeney, supported by Commissioner O'Neil, moved to authorize submission of an application to the Minnesota Housing Finance Agency for the Minnesota City Participation Program. Director Hayden explained the program which is in its fifth year and provides 30-year mortgages at below market rates for income eligible applicants. Chair Raukar noted this has been a very successful program in St. Louis County; seven yeas, zero nays.

HRA RESOLUTION NO. 143

WHEREAS, the Minnesota Housing Finance Agency has issued a request for proposals for the Minnesota City Participation Program; and

WHEREAS, the St. Louis County HRA is an eligible applicant to the Program and the HRA application to MCPP is consistent with the mission and vision of the HRA; and

WHEREAS, MHFA approval of the HRA application will provide affordable mortgage financing to first-time home buyers throughout St. Louis County.

NOW, THEREFORE, BE IT RESOLVED, the HRA Board approves the submission of a Minnesota City Participation Program application to the Minnesota Housing Finance Agency and authorizes the Executive Director's designee to sign this application.

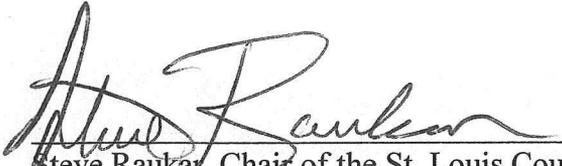
RESOLVED FURTHER, that upon approval of the application by the Minnesota Housing Finance Agency, the HRA Board authorizes payment of the required one percent application fee and the refundable deposit to the Auditor of the State of Minnesota with payment to be made from HRA Fund 250.

RESOLVED FURTHER, the appropriate HRA officials, or their designee, and a representative of the County Attorney are authorized to execute the agreement on behalf of the St. Louis County HRA, along with all necessary forms, attachments, addendums, and certifications to complete the agreement with the Minnesota Housing Finance Agency.

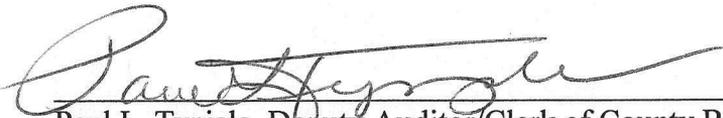
Yeas: Commissioners Fink, O'Neil, Dahlberg, Forsman, Sweeney, Nelson and Chair Raukar - 7
Nays: None
Absent: None

Director Mitchell said some HRA issues will be discussed at the January County Board workshop. In response to a question from Commissioner O'Neil concerning more housing assistance for the homeless, Director Mitchell said areas most affected by homelessness, including the cities of Duluth, Virginia and Hibbing, have their own HRAs. Director Hayden said the County HRA does look for opportunities to partner with other agencies such as Arrowhead Economic Opportunity Agency (AEOA) to help the homeless.

At 11:54 a.m., Commissioner Sweeney, supported by Commissioner Nelson, moved to adjourn the HRA meeting; seven yeas, zero nays.

A handwritten signature in cursive script, appearing to read "Steve Raukar".

Steve Raukar, Chair of the St. Louis County HRA

A handwritten signature in cursive script, appearing to read "Paul L. Tynjala".

Paul L. Tynjala, Deputy Auditor/Clerk of County Board3

HRA BOARD LETTER NO. 09-05

DATE: March 17, 2009

RE: HRA 2008-2009 Pay Plans

FROM: Alan L. Mitchell
HRA Executive Director

Barbara Hayden
Planning and Development Director

The St. Louis County Housing and Redevelopment Authority (HRA) compensation and benefit plan states that it is the intent of the HRA Board to amend and update the plan annually. Past practice has been the amendments have been consistent with the St. Louis County Civil Service Supervisory Unit agreement.

It is recommended the HRA Board adopt the salary rate increase of 2 percent for the HRA staff pay plans retroactive to the first pay period of 2008, 2 percent increase for the 2009 payroll year, and an additional 1.5 percent effective with the 14th payroll period of 2009, consistent with the 2008-2009 St. Louis County Civil Service Supervisory Unit agreement.

The HRA pay plans will also adopt the “Self-Insured Medical Plan Funding” employee contributions agreed to in the 2008-2009 St. Louis County Civil Service Supervisory Unit agreement retroactive to January 1, 2008.

HRA RESOLUTION NO. _____

RESOLVED, the HRA Board hereby adopts the salary rate increase of 2 percent for the HRA staff pay plans retroactive to the first pay period of 2008, 2 percent increase for the 2009 payroll year, and an additional 1.5 percent effective with the 14th payroll period of 2009.

BE IT FURTHER RESOLVED, that the HRA pay plans will adopt the “Self-Insured Medical Plan Funding” employee contributions agreed to in the 2008-2009 St. Louis County Civil Service Supervisory Unit agreement retroactive to January 1, 2008.

HRA BOARD LETTER NO. 09-06

DATE: March 17, 2009

RE: Negotiate a Contract with St. Louis
County to Provide Staffing Services

FROM: Alan L. Mitchell
HRA Executive Director

Barbara Hayden
Planning and Development Director

The St. Louis County Housing and Redevelopment Authority (HRA) currently has one staff. St. Louis County has an agreement with the HRA to provide professional services to assist in administering the federal HOME Investment Partnership Program (HOME). The HOME program is a U.S. Department of Housing and Urban Development (HUD) entitlement program that is allocated to St. Louis County on behalf of the five county Northeast Minnesota Consortium. HOME Administration can be provided by county staff.

The HRA staff is housed in the Planning and Development Department. The Planning and Development Director provides oversight of the HRA and all HUD entitlement programs.

Having separate payroll, benefits and hiring processes for one or two employees is not efficient. The HRA can purchase services from St. Louis County similar to the way it purchases services from the County Attorney. The HRA has the option of terminating professional services agreement and hiring staff at a future date.

It is recommended that the HRA authorize the Executive Director to enter into negotiations with St. Louis County to reach an agreement transferring all staff responsibilities from the HRA to the St. Louis County Planning and Development Department by June 1, 2009, with implementation to follow.

HRA RESOLUTION NO. _____

RESOLVED, the HRA Board hereby authorizes the Executive Director to enter negotiations with St. Louis County to reach an agreement transferring all staff responsibilities from the St. Louis County HRA to the St. Louis County Planning and Development Department by June 1, 2009, with implementation to follow.