REQUEST FOR COUNCIL ACTION

Date: April 9, 2012

Item No.: 12.a

Department Approval

City Manager Approval

Item Description: Waive Appointment Process and Confirm Mayoral Appointments to the

Housing and Redevelopment Authority

BACKGROUND

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Housing and Redevelopment Authority (HRA) Board Member Debora Battisto resigned from the HRA in March. She had been appointed to fill a term that expires September 23, 2015. The term had previously been held by Susan Elkins, who resigned because of a conflict. Ms. Elkins had originally been appointed to the HRA in January 2006 and was reappointed September 2010.

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The HRA is about to undertake an extensive strategic planning process. HRA Chair Dean Maschka has expressed to the Mayor his concern that this important process may be delayed while waiting for new appointments.

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Ms. Elkins has indicated that her circumstances have changed and she is willing and interested to return to service on the HRA. The Mayor notes that Ms. Elkins had been a very valuable and constructive member of the HRA board in the past.

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Councilmember Pust has indicated that she will not run for reelection in the November election. Her appointment to the HRA is congruent with her position on the Council. Councilmember Pust wishes to step down from the HRA now so that another councilmember with a longer tenure can be appointed to the HRA and to play a role in the strategic plan. Accordingly, the advertisement and interview process is not applicable in this case.

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Mayor Roe requests that the recruitment and interview process contained in Resolution 10783 be waived for these appointments and that Council approves appointing Susan Elkins to a term that expires September 23, 2015, and Councilmember Bob Willmus to a term that expires December 31, 2014.

REQUESTED COUNCIL ACTION

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Waive the Resolution 10783 appointment process for these appointments.

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Approve Mayor Roe's appointment of Susan Elkins to complete the HRA term through September 23, 2015.

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Approve Mayor Roe's appointment of Councilmember Bob Willmus to complete the HRA term starting May 1, 2012 through December 31, 2014.

Prepared by: William J. Malinen, City Manager

Attachments: A: Draft Resolution appointing Susan Elkins to the HRA

- B: Draft Resolution appointing Councilmember Bob Willmus to the HRA
- C: Certificate of Appointment D: Susan Elkins 2005 applicationE: Resolution 10783

1		Attachment A				
2 3 4	EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE					
5 6 7 8	Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota, was held on the ninth day of April 2012, at 6:00 p.m.					
9 10 11	The following members were present: and the following were absent:					
12 13 14	Councilmemb	per introduced the following resolution and moved its adoption:				
15 16 17		RESOLUTION #				
18 19 20 21 22 23		RESOLUTION APPROVING MAYOR'S APPOINTMENT OF SUSAN ELKINS TO THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ROSEVILLE TO FILL AN UNEXPIRED TERM				
25 24 25 26 27	WHEREAS,	On March 29, 2012, Ms. Deborah Battisto resigned her position as a Board Member for the Housing & Redevelopment Authority in and for the City of Roseville ("HRA"), and				
28 29	WHEREAS,	Ms. Battisto's term as HRA Board member will expire on September 23, 2015, and				
30 31 32 33	WHEREAS,	the Mayor has submitted for this Council's consideration the appointment to the HRA board of resident Susan Elkins, with a term expiring on September 23, 2015;				
34 35 36	NOW, THEREFORE, BE IT RESOLVED, by the Roseville City Council that the City Council approves the Mayor's appointment of Susan Elkins to the Roseville HRA Board.					
37 38 39 40	The motion for the adoption of the foregoing resolution was duly seconded by: and upon vote taken thereon, the following voted in favor thereof: and the following voted against the same:					
41 42	Whereupon said resolution was declared duly passed and adopted.					

1		A 440 olivno or 4 D			
1 2		Attachment B			
3		EXTRACT OF MINUTES OF MEETING OF THE			
4	CITY COUNCIL OF THE CITY OF ROSEVILLE				
5					
6	Pursuant to du	ue call and notice thereof, a regular meeting of the City Council of the City of Roseville,			
7	County of Ra	msey, Minnesota, was held on the ninth day of April 2012, at 6:00 p.m.			
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9	-	g members were present:			
10	and the follow	ving were absent:			
11 12	Councilmomh	per introduced the following resolution and moved its adoption:			
13	Councillient	bei introduced the following resolution and moved its adoption.			
14					
15		RESOLUTION #			
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17		RESOLUTION APPROVING MAYOR'S APPOINTMENT OF			
18		COUNCILMEMBER BOB WILLMUS TO THE			
19		HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR			
20		THE CITY OF ROSEVILLE TO FILL AN UNEXPIRED TERM			
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22 23	WHEDEAC	On April 1, 2012, Councilmember Tammy Pust resigned her position as a Board			
23 24	WHEREAS,	Member for the Housing & Redevelopment Authority in and for the City of Roseville			
25		("HRA"), and			
26		(TITEL), und			
27	WHEREAS,	Councilmember Pust's term as HRA Board member will expire on December 31,			
28		2012, and			
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30	WHEREAS,	Minnesota Statues 469.003 Subdivision 6, states that "any member of the governing			
31		body of a city may be appointed and may serve as a commissioner of the authority for			
32 33		the city. The council of any city which appoints members of the city council as commissioners may set the terms of office of a commissioner to coincide with the			
34		commissioner's term of office as a council member," and			
35		commissioner sterm of office as a council memoer, and			
36	WHEREAS,	the Mayor has submitted for this Council's consideration the appointment to the HRA			
37		board of Councilmember Bob Willmus, with a term expiring December 31, 2014;			
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40		EFORE, BE IT RESOLVED, by the Roseville City Council that the City Council			
41 42	approves the Mayor's appointment of Councilmember Bob Willmus to the Roseville HRA Board.				
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44	The motion for the adoption of the foregoing resolution was duly seconded by:				
45	and upon vote taken thereon, the following voted in favor thereof:				
46	and the following voted against the same:				
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48	Whereupon said resolution was declared duly passed and adopted.				



CITY OF ROSEVILLE STATE OF MINNESOTA

MAYOR'S CERTIFICATE of APPOINTMENT OF BOARD MEMBER to the HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ROSEVILLE

Pursuant to state law, I hereby appoint Susan Elkins as a Member of the Roseville Housing and Redevelopment Authority. As provided by law, this re-appointment is subject to Council Approval. Ms. Elkins will fill a term expiring September 23, 2015.

Witness my April, 2012.	Mayor of the	e City of	Roseville,	Minnesota	this ninth	day of
				Mayor Dan	iel J. Roe	



CITY OF ROSEVILLE STATE OF MINNESOTA

MAYOR'S CERTIFICATE of APPOINTMENT OF BOARD MEMBER to the HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ROSEVILLE

Pursuant to state law, I hereby appoint Bob Willmus as a Member of the Roseville Housing and Redevelopment Authority. As provided by law, this re-appointment is subject to Council Approval. Mr. Willmus's term will fill a term expiring December 31, 2014.

Witness my hand as the Mayor of the City of Roseville, Minnesota this ninth day of April, 2012.

Mayor Daniel J. Roe

XNew Term



HRA/City of Roseville • 2660 Civic Center Drive • Roseville MN 55113 Fax: 651,792,7070 Direct questions to Cathy Bennett at City Hall at 651-792-7015

Application for Housing & Redevelopment Authority

A Housing and Redevelopment Authority (HRA) is a separate legal authority under state statutes 469.001 to 469.047 that directs redevelopment projects with the specific purpose of removing blight and promoting affordable, safe and decent housing. The HRA was established by the Roseville City Council on June 17, 2002. The Roseville City Mayor makes the appointments to the HRA with City Council approval.

Name: Susan Elkins					
City/State/Zip:_Roseville, MN 55113	☐ Reappointment				
Work Experience: (specify any experience in a housing, finance or real	estate field)				
Currently- Bremer Bank, Community Development Products.					
Named co-chair of 2006 Affordable Housing congress					
Co-Chaired the 2005 Native American Housing Conference, Mil	le Lacs 9/05				
Member of the Governor's Emerging Market Initiative Advisory	Committee				
Member of Central MN Housing Partnership Advisory Group					
Written several CASA applications to MHFA					
Adminster the Bremer Employee Downpayment Assistance Prog	gram				
Member of the Payne-Lake Partnership (Knight-Ridder housing	grant)				
Work with all of our banks for CRA quotas	,				
Worked with GHMC on Arona-Hamline project					
Education: High School					
	4				
Civic and Volunteer Activities: (Past and Present)					
Board President of Concordia Arms, Maplewood, MN (housing for elderly)					
Board Member of No Place Like Home Communities (housing for disabled)					

Please state your reasons for wanting to serve as a member of the Housing & Rede Authority: (Please be as specific as possible - use additional sheet if necessary) Feel Roseville needs to be revitalized for affordable, first time homebuyers families. Also feel residents need to become fully aware of opportunities a Roseville, whether rehab monies or downpayment assistance for purchasin been actively involved and would like to continue with pilot programs in neighborhoods.	with young vailable in
What is your view of the role of a member of the Housing & Redevelopment Author To bring all available opportunities to the table, to discuss these opportunities to the table, to discuss these opportunities to the table.	es for the
Other Comments: (Include any further information you would like the Mayor and City consider or that you feel is relevant to the appointment you are seeking. You may also a materials you would like considered.)	Council to ttach other
ennessen Warning - Some or all the information that you are asked to provide is classified by State law	as aither private

Tennessen Warning - Some or all the information that you are asked to provide is classified by State law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

The City of Roseville is collecting the information to deteimine qualifications to serve on a Citizen Advisory Commission. You are not legally required to provide this information. However, if you do not supply the information, you may not serve on a Citizen Advisory Commission.

Other persons or entities authorized by law to receive this information are City Council members, staff, residents of Roseville, and interested others.

I understand that all information provided in this application, except my telephone numbers, fax number and email address, may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private

EXTRACT OF MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEVILLE

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Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 8th day of February, 2010 at 6:00 p.m.

The following members were present: Johnson, Ihlan, Roe and Klausing and the following were absent: Pust.

Member Ihlan introduced the following resolution and moved its adoption:

Resolution No. 10783 (Supersedes Resolution No. 10541) To Define the Appointment and Reappointment Process, for the Members of the Board of the Housing & Redevelopment Authority In and For the City of Roseville

- WHEREAS, the Housing & Redevelopment Authority In and For the City of Roseville (HRA) was established by the City Council in 2002 to provide housing programs and promote safe, decent, and affordable housing options for the community; and
- WHEREAS, the Roseville HRA Board is composed of seven resident members and is a separate entity with legal authority established under MN Statutes 469.001 to 469.047; and
- WHEREAS, the governing state statutes establish that appointments to the Roseville HRA Board are made by the Mayor, subject to the approval of the City Council; and
- WHEREAS, the Mayor and City Council desire to define an open and collaborative process by which appointments and reappointments to the Roseville HRA Board will be made; and
- WHEREAS, the appointment and reappointment process for the Roseville HRA Board has not been specifically defined to this point;

NOW, THEREFORE, BE IT RESOLVED, by the Roseville City Council as follows:

POLICY STATEMENT:

It is the intent of this policy to establish a fair and open notification and selection process that encourages Roseville residents to apply for appointment to the Roseville HRA Board.

PROCEDURE STATEMENT:

I.

When a vacancy occurs on the HRA Board the following procedure will be used.

- A. The Ma yor and City Council, at a regular meeting, will establish a deadline for receiving applications, and the date(s) of the Council Meeting(s) to interview the applicants. The time between the application deadline and the interviews will be no more than 30 days.
- B. HRA Board vacancies will be advertised in the City's legal newspaper and, if different, the Roseville Review at least two (2) times before the application deadline. Vacancies will also be advertised on the City of Roseville's Cable Television Channel and posted on the City Hall Bulletin Board.
- C. Applications received after the established deadline but before the established date of applicant interviews may be considered, at the discretion of the Mayor.
- D. The names and applications of applicants will be provided to the Mayor and City Council, and to the public, after the application deadline.
- E. Applicants will be interviewed at the established meeting(s) by the Mayor and the City Council. The Chair or designee of the HRA Board will be invited to attend and participate in the interviews. The interviews will be open to the public. The Mayor may elect to eliminate any applicants from consideration, with reasonable notice to such applicants and the City Council, prior to the established date of applicant interviews.
- F. The Mayor will make appointments to the HRA Board from among the qualified applicants at a subsequent City Council meeting following the meeting at which the interviews are conducted.
- G. The City Council will vote on approval of the Mayor's appointments at the same meeting at which the appointments are made.
- H. If not enough Mayoral appointments from among the qualified applicants are approved by the City Council to fill all of the associated vacancies, the remaining vacancies will be re-advertised as described in A-E above.
- I. HRA Board applications will be kept on file for one year. If during that time a vacancy occurs on the HRA Board or any standing City Advisory Commission, all applicants for the HRA Board, and all applicants for any standing City Advisory Commissions, whose applications are on file at the time of the vacancy, will be advised of the vacancy in writing.

When a current HRA Board member's term is expiring, the following procedure will be used.

- A. No later than 60 days prior to the expiration of a term, at a regular City Council meeting, the Mayor will either reappoint HRA Board members whose terms are expiring, or declare the appropriate vacancies to exist.
- B. The City Council will vote on approval of the Mayor's reappointments at the same meeting at which the reappointments are made.
- C. If the City Council does not approve of a reappointment, that shall create a vacancy on the HRA Board.
- D. The procedure for filling vacancies declared or created by this procedure shall be as described in Section I above.

The motion for the adoption of the foregoing resolution was duly seconded by Member Roe, and upon a vote being taken thereon, the following voted in favor thereof: Johnson, Ihlan, Roe and Klausing

and the following voted against the same: none.

WHEREUPON said resolution was declared duly passed and adopted.

Resolution - HRA Appointment Process

STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 8th day of February, 2010 with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 8th day of February, 2010.

William J. Malinen, City Manager

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