


REQUEST FOR COUNCIL ACTION

Date: April 9, 2012
Item No.: 12.a

Department Approval

City Manager Approval

W. J. Mahonen

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

1 **BACKGROUND**

2
3 Housing and Redevelopment Authority (HRA) Board Member Debora Battisto resigned from the
4 HRA in March. She had been appointed to fill a term that expires September 23, 2015. The term
5 had previously been held by Susan Elkins, who resigned because of a conflict. Ms. Elkins had
6 originally been appointed to the HRA in January 2006 and was reappointed September 2010.

7
8 The HRA is about to undertake an extensive strategic planning process. HRA Chair Dean
9 Maschka has expressed to the Mayor his concern that this important process may be delayed
10 while waiting for new appointments.

11
12 Ms. Elkins has indicated that her circumstances have changed and she is willing and interested to
13 return to service on the HRA. The Mayor notes that Ms. Elkins had been a very valuable and
14 constructive member of the HRA board in the past.

15
16 Councilmember Pust has indicated that she will not run for reelection in the November election.
17 Her appointment to the HRA is congruent with her position on the Council. Councilmember Pust
18 wishes to step down from the HRA now so that another councilmember with a longer tenure can
19 be appointed to the HRA and to play a role in the strategic plan. Accordingly, the advertisement
20 and interview process is not applicable in this case.

21
22 Mayor Roe requests that the recruitment and interview process contained in Resolution 10783 be
23 waived for these appointments and that Council approves appointing Susan Elkins to a term that
24 expires September 23, 2015, and Councilmember Bob Willmus to a term that expires December
25 31, 2014.

26 **REQUESTED COUNCIL ACTION**

27
28 Waive the Resolution 10783 appointment process for these appointments.

29
30 Approve Mayor Roe's appointment of Susan Elkins to complete the HRA term through
31 September 23, 2015.

32
33 Approve Mayor Roe's appointment of Councilmember Bob Willmus to complete the HRA term
34 starting May 1, 2012 through December 31, 2014.

35

36

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 application
E: Resolution 10783

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

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.

The following members were present:
and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION # _____

**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**

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

WHEREAS, Ms. Battisto’s term as HRA Board member will expire on September 23, 2015, and

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;

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.

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:

Whereupon said resolution was declared duly passed and adopted.

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

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.

The following members were present:
and the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION # _____

**RESOLUTION APPROVING MAYOR’S APPOINTMENT OF
COUNCILMEMBER BOB WILLMUS TO THE
HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR
THE CITY OF ROSEVILLE TO FILL AN UNEXPIRED TERM**

WHEREAS, On April 1, 2012, Councilmember Tammy Pust resigned her position as a Board Member for the Housing & Redevelopment Authority in and for the City of Roseville (“HRA”), and

WHEREAS, Councilmember Pust’s term as HRA Board member will expire on December 31, 2012, and

WHEREAS, Minnesota Statutes 469.003 Subdivision 6, states that “any member of the governing body of a city may be appointed and may serve as a commissioner of the authority for 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 commissioner’s term of office as a council member,” and

WHEREAS, the Mayor has submitted for this Council’s consideration the appointment to the HRA board of Councilmember Bob Willmus, with a term expiring December 31, 2014;

NOW, THEREFORE, BE IT RESOLVED, by the Roseville City Council that the City Council approves the Mayor’s appointment of Councilmember Bob Willmus to the Roseville HRA Board.

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:

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

Mayor Daniel 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

SEP 23 2005


www.ci.roseville.mn.us

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 New TermCity/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, Mille 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

Administer the Bremer Employee Downpayment Assistance Program

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

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)

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

* * * * *

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 Klausung 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 Mayor 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.

II.

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 Klausung

and the following voted against the same: none.

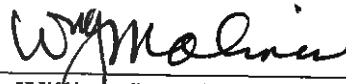
WHEREUPON said resolution was declared duly passed and adopted.

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

(Seal)