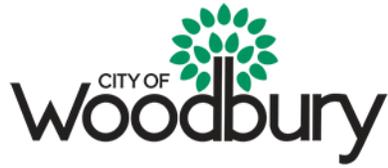


1. Agenda

Documents:

[1\\_AGENDA HRA 2021-01-27.PDF](#)  
[AGENDA PACKET - HRA MEETING - 01-27-2021.PDF](#)



**Housing and Redevelopment Authority Meeting Agenda  
January 27, 2021 following the Woodbury EDA meeting estimated to be 7:10 p.m.  
Council Chambers, Woodbury City Hall**

**Please note: Due to COVID-19, this HRA meeting is taking place virtually and at Woodbury City Hall in the Council Chambers.**

**Members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device.**

[Watch the Live Meeting](#)

**Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.**

**Please note that all agenda times are estimates.**

- 7:10 p.m. 1. Call to Order
- 7:11 p.m. 2. Roll Call
- 7:12 p.m. 3. Consent Agenda

All items listed under the consent agenda are considered to be routine by the HRA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

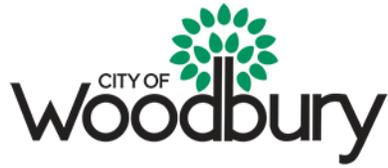
- A. 2021 HRA Annual Meeting 21-01  
  
Staff recommends HRA adopt HRA Resolution 21-01 appointing the 2021 HRA officers and establishing the 2021 HRA regular meeting schedule.
- B. Approval of Minutes – December 9, 2020 HRA Meeting
- C. Designating Depository of Public Funds 21-02  
  
Staff recommends HRA adopt a motion designating CorTrust Bank as the HRA’s depository of public funds for the year 2021.

- 7:13 p.m. 4. Public Hearings – No items

**Housing and Redevelopment Authority Meeting Agenda**  
**January 27, 2021 | 7:10 p.m.**

- 7:14 p.m. 5. Discussion Agenda
- A. Approving Carryovers to the 2021 HRA Budget 21-03
- Staff recommends HRA adopt HRA Resolution 21-02 authorizing \$72,110 to be carried forward to the 2021 HRA budget.
- 7:25 p.m. 6. Adjournment

The City of Woodbury HRA is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The HRA is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the Executive Director's office at 651-714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley at 651-714-3523 (TDD 651-714-3568) to make arrangements.



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- C. Designating Depository of Public Funds 21-02  
  
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City of Woodbury, Minnesota  
Office of the HRA Executive Director

**HRA Letter 21-01**

**January 27, 2021**

**To: The Honorable Chair and Commissioners of the Woodbury HRA**

**From: Clinton P. Gridley, HRA Executive Director**

**Subject: 2021 HRA Annual Meeting**

**Summary**

Per the by-laws of the HRA, it is necessary to hold an annual meeting of the HRA on the fourth Wednesday of January. At this annual meeting, the HRA commissioners shall appoint the officers and adopt a regular HRA meeting schedule for the year.

**Recommendation**

Staff recommends HRA adopt HRA Resolution 21-01 appointing the 2021 HRA officers and establishing the 2021 HRA regular meeting schedule.

**Fiscal Implications**

None.

**Policy**

The by-laws of the HRA require the HRA to hold its annual meeting on the fourth Wednesday of each January.

**Public Process**

This item has not had previous public process.

**Background**

The Woodbury HRA has officer positions of Chair, Vice Chair and Secretary which are filled by members of the Board as required by Section 2.1 of the HRA by-laws. In addition, the HRA has staff-level officer positions of Executive Director, Deputy Executive Director, Clerk, and Treasurer.

In the past, Woodbury's mayor has served as the Chair, the mayor pro tem has served as the Vice Chair and the remaining commissioner with the longest tenure on the Board has served as the Secretary. Additionally, Woodbury's City Administrator has served as the Executive

**HRA Letter 21-01**  
**January 27, 2021**  
**Page 2**

Director, the Assistant City Administrator has served as the Deputy Executive Director, the Community Development Director has served as the Clerk and the Controller has served as the Treasurer.

If the 2021 HRA Board chooses to follow these past practices and staff recommendations, the officers of the HRA for 2021 would be:

Chair:	Anne Burt
Vice Chair:	Andrea Date
Secretary:	Steve Morris
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Clerk:	Janelle Schmitz
Treasurer:	Judith Afdahl

The specific appointment of officers is at the discretion of the Board although, as noted above, the positions of Chair, Vice Chair and Secretary must be filled by members of the Board. Staff would like to highlight that Commissioners Morris and Santini joined the HRA at the same time. As such staff is recommending that Commissioner Morris be appointed HRA Secretary and, via separate action, staff will recommend that Commissioner Santini be appointed EDA Treasurer.

Finally, staff recommends adopting a 2021 meeting calendar. The meetings of the HRA will be held prior to City Council meetings in the Council Chambers. Staff has identified the need for the following meetings:

January 27, 2021, 7:10 p.m.  
September 29, 2021, 7:10 p.m.  
December 8, 2021, 7:10 p.m.

Should the need arise for additional meetings of the HRA, the HRA Clerk will coordinate the scheduling of such meetings in accordance with the HRA by-laws.

Written By: Karl Batalden, Community Development Coordinator  
Approved Through: Janelle Schmitz, HRA Clerk  
Attachments: HRA Resolution 21-01

**HRA Resolution 21-01**

**Resolution of the Board of Commissioners  
of the Housing and Redevelopment Authority  
in and for the City of Woodbury, Washington County, Minnesota**

**Appointing 2021 HRA Officers and  
Adopting 2021 HRA Regular Meeting Schedule**

BE IT RESOLVED by the Board of Commissioners (the "Board") of the Housing and Redevelopment Authority in and for the City of Woodbury, Minnesota (the "HRA"), as follows:

1. Recitals. All things required by the applicable provisions of Minnesota Statutes, Sections 469.001 to 469.047, have been duly taken in order to create, constitute, and activate the HRA.

2. Appointment of Officers. In accordance with the by-laws of the HRA hereby adopted, the Board hereby appoints to the following offices of the HRA the following persons, respectively:

Chair:	Anne Burt
Vice Chair:	Andrea Date
Secretary:	Steve Morris
Executive Director:	Clinton Gridley
Deputy Executive Director:	Angela Gorall
Clerk:	Janelle Schmitz
Treasurer:	Judith Afdahl

3. Adoption of 2021 Regular Meeting Schedule. In accordance with the by-laws of the HRA, the Board hereby adopts the following regular meeting schedule for 2021:

January 27, 2021, upon the conclusion of the EDA meeting, estimated to be 7:10 p.m.

September 29, 2021, 7:10 p.m.

December 8, 2021, upon the conclusion of the EDA meeting, estimated to be 7:10 p.m.

All meetings will be held in the Council Chambers of the Woodbury City Hall, 8301 Valley Creek Road, Woodbury, MN, unless otherwise noted or subsequently posted to the contrary.

This Resolution was declared duly passed and adopted and was signed by the Chair and attested to by the Executive Director this 27th day of January, 2021.

Attest:

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Anne W. Burt, Chair

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Clinton P. Gridley, Executive Director

## MINUTES

### WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

December 9, 2020

3B

Pursuant to the due call and notice thereof, a regular meeting of the Woodbury Housing and Redevelopment Authority was duly held virtually and at the Woodbury City Hall, 8301 Valley Creek Road, on the 9<sup>th</sup> day of December 2020.

#### Call to Order

Chair Anne Burt called the meeting to order at 7:09 p.m.

Chair Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email [council@woodburymn.gov](mailto:council@woodburymn.gov) or call 651-714-3524 and leaving a voicemail message.

#### Roll Call

Upon roll call the following were present: Chair Anne Burt, Andrea Date, Amy Scoggins, Steve Morris, Jennifer Santini. Absent: None.

Others Present: Janelle Schmitz, HRA Clerk; Karl Batalden, Community Development Coordinator; Clinton Gridley, HRA Executive Director; and Mary Tietjen, Woodbury City Attorney.

#### Consent Agenda

All items listed under the consent agenda are considered to be routine by the HRA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

Item A Approval of Minutes – November 10, 2020 HRA Meeting

Item B To adopt the following resolution

**Resolution 20-11**

**Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota Approving the 2021 Management Agreement between the City of Woodbury and the Housing and Redevelopment Authority in and for the City of Woodbury**

Member Scoggins moved, seconded by Member Date, to approve the Consent Agenda items.

#### Voting via voice:

Andrea Date – aye  
Amy Scoggins – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

## MINUTES

### WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

December 9, 2020

#### Public Hearings

No items scheduled

#### Discussion

##### A. Adoption of 2021 HRA Budget

Community Development Coordinator Karl Batalden shared the proposed 2021 HRA Budget:

- \$744,900 of proposed appropriations
  - \$550,000 in loan pool disbursements
  - \$115,000 in labor reimbursement of associated General Fund
  - \$79,900 in operating expenditures
- Sources of revenue
  - \$303,350 in HRA fund balance
  - \$250,000 from the HRA property tax levy less \$2,500
  - \$183,000 in loan principal and interest payments
  - \$11,000 in investment income
  - \$50 from LMCIT dividends
- Minnesota law allows HRA levy to be up to 0.0185% of taxable market value
  - Potential HRA levy amount of \$1,942,763

Member Scoggins moved, seconded by Member Date,

To adopt the following resolution

**Resolution 20-12**

**Resolution of the Housing & Redevelopment Authority of the City of Woodbury,  
Washington County, Minnesota Adopting the 2021 HRA Budget**

#### Voting via voice:

Andrea Date – aye  
Amy Scoggins – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

#### Adjournment

Member Scoggins moved, seconded by Member Morris, to adjourn the December 9, 2020 Housing & Redevelopment Authority meeting.

Voting in Favor: Date, Scoggins, Morris, Santini, Burt  
Absent: None

Chair Burt adjourned the meeting at 7:15 p.m.

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Anne W. Burt

Approved by the Woodbury Housing and Redevelopment Authority on January 27, 2021.

City of Woodbury, MN  
Office of the HRA Executive Director

HRA Letter 21-02

January 27, 2021

**To:** The Honorable Chair and Commissioners of the Woodbury HRA  
**From:** Clinton P. Gridley, Executive Director  
**Subject:** Designating Depository of Public Funds

**Summary**

Minnesota State Statutes 118A.02 et seq. requires the Woodbury HRA’s Board to designate the HRA’s depository of public funds. Currently, the City of Woodbury has a five year banking service agreement with CorTrust Bank ending September 30, 2021.

**Recommendation**

Staff recommends that the Woodbury HRA Board adopt a motion designating CorTrust Bank as the HRA’s depository of public funds for the year 2021.

**Fiscal Implications**

The interest income and fees per the agreement are accounted for in the 2021 budget.

**Policy**

In accordance with the investment policy, this action affirms staff’s recommendation to designate CorTrust as the HRA’s depository of public funds.

**Public Process**

This is the first public process for this item.

**Background**

Not Applicable.

Written By: Judy Afdahl, HRA Treasurer  
Approved By: Clinton P. Gridley, HRA Executive Director  
Attachments: None

**City of Woodbury, Minnesota  
Office of the HRA Executive Director**

**HRA Letter 21-03**

**January 27, 2021**

**To:                   The Honorable Chair and Commissioners of the Woodbury HRA**

**From:               Clinton P. Gridley, Executive Director**

**Subject:            Approving Carryovers to the 2021 HRA Budget**

**Summary**

The HRA's Neighborhood Reinvestment Fund assists Woodbury homeowners with access to capital to prevent or cure blight, encourage home renovation and increase home values in the City. Low-interest loans of up to \$40,000 are available to income-qualified households who earn no more than 125 percent of the Woodbury median household income, currently \$146,000. Eligible improvements include home renovation that remedies a code violation as well as exterior improvements such as new roofs, siding, windows or interior improvements that would increase the value of the home. Also eligible are any improvements that address health and safety, habitability, energy conservation or accessibility.

The adopted 2020 HRA budget included funds for the HRA's loan programs. There were three Neighborhood Reinvestment Fund loans that closed in 2020 that did not see final closeouts because the construction activity was still ongoing at the end of the year. Staff recommends that these funds be carried forward to the 2021 HRA budget.

**Recommendation**

Staff recommends HRA adopt HRA Resolution 21-02 authorizing \$72,110 to be carried forward to the 2021 HRA budget.

**Fiscal Implications**

Three loans were issued via the HRA's Neighborhood Reinvestment Fund in the second half of 2020 in connection to properties in Woodbury where the construction is still active. The Neighborhood Reinvestment Fund is structured in a manner that pays the contractors upon the completion of construction. As such, \$72,110 of HRA funds that were obligated in 2020 will not be expended until calendar year 2021. Therefore, staff is recommending that these dollars be carried forward from the 2020 HRA budget into 2021.

Carryovers are generally funded from fund balance. Since the authorized appropriations were not expended fully in 2020, the dollars were automatically transferred to the HRA Fund's fund balance on December 31, 2020 in accordance with Generally Accepted Accounting Principles. Funding for the proposed 2020 HRA carryovers will come from the use of HRA fund balance.

**Policy**

The carryover technique is a common financial practice and is typically utilized by the City of Woodbury on an annual basis at the beginning of the year.

**Public Process**

This item has not had previous public process.

**Background**

See above.

Written By: Karl Batalden, Community Development Coordinator  
Approved Through: Janelle Schmitz, HRA Clerk  
Attachments: HRA Resolution 21-02

**HRA Resolution 21-02**

**Resolution of the Board of Commissioners  
of the Housing and Redevelopment Authority  
in and for the City of Woodbury, Washington County, Minnesota**

**Authorizing \$72,110 to be carried forward to the 2021 HRA budget**

WHEREAS, the 2020 HRA budget included funds to issue loans via the Woodbury First-Time Homeownership Program and the Neighborhood Reinvestment Fund; and

WHEREAS, there were three Neighborhood Reinvestment Fund loans that were issued in 2020 but were not closed out because the construction activity had not concluded as of December 31, 2020; and

WHEREAS, the unexpended amount of said loans sums to \$72,110.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Woodbury, Washington County, Minnesota to approve the following 2020 HRA Fund budget carryovers:

<u>Department</u>	<u>Item</u>	<u>Amount</u>
HRA	Loan Program Disbursements	\$72,110

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Woodbury, Washington County, Minnesota that the following revenue adjustments be made:

<u>Revenue Category</u>	<u>Amount</u>
Use of Fund Balance—HRA Fund	\$72,110

This Resolution was declared duly passed and adopted and was signed by the Chair and attested to by the Executive Director this 27th day of January 2021.

Attest:

\_\_\_\_\_  
Anne W. Burt, Chair

\_\_\_\_\_  
Clinton P. Gridley, Executive Director