



**Housing and Redevelopment Authority Meeting Agenda
August 9, 2023 | 7:00 P.M.
Council Chambers, Woodbury City Hall**

This Housing and Redevelopment Authority meeting is taking place virtually and at the Woodbury City Hall in the Council Chambers.

Members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone and accessing the virtual meeting link at woodburymn.gov/VirtualMeetings.

[Watch the Live Meeting](#)

Public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link.

Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at council@woodburymn.gov. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Please note that all agenda times are estimates.

7:00 p.m. 1. Call to Order

7:01 p.m. 2. Roll Call

7:02 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. Approval of Minutes – June 28, 2023 HRA Meeting

B. Authorization of 2023 HRA Fund Budget Adjustment

23-07

Staff recommends that the HRA adopt the attached HRA Resolution 23-04, adjusting the 2023 HRA Fund budget to accommodate demand for the HRA loan programs.

7:03 p.m. 4. Public Hearings – No items

7:04 p.m. 5. Discussion Agenda- No items

7:05 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 714-3568) to make arrangements.

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

June 28, 2023

3A

Pursuant to the due call and notice thereof, a regular meeting of the Woodbury Housing and Redevelopment Authority was duly held at the Woodbury City Hall, 8301 Valley Creek Road, on the 28th day of June 2023.

Call to Order

Chair Anne Burt called the meeting to order at 7:00 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 or call 651-714-3524 and leaving a voicemail message.

Roll Call

Upon roll call the following were present: Chair Anne Burt, Kim Wilson, Steve Morris, Jennifer Santini. Absent: Andrea Date

Others Present: Janelle Schmitz, HRA Clerk; Clinton Gridley, HRA Executive Director, and Kevin Sandstrom, 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 – January 25, 2023 HRA Meeting

Item B To approve the 2022 Year-End HRA Financial Statements.

Item C To adopt the following resolution

Resolution 23-03

Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota memorializing the proposed amendment to the Series 2016B Note.

Member Santini moved, seconded by Member Morris, to approve the Consent Agenda items.

Voting via voice:

Kim Wilson – aye
Andrea Date – absent
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Public Hearings

No items scheduled

Discussion

No items scheduled

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

June 28, 2023

Adjournment

Chair Burt moved, seconded by Member Morris, to adjourn the June 28, 2023 Housing and Redevelopment Authority meeting.

Voting in Favor: Wilson, Morris, Santini, Burt
Absent: Date

Chair Burt adjourned the meeting at 7:02 p.m.

Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on August 9, 2023.

DRAFT

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

HRA Letter 23-07

August 9, 2023

To: Woodbury Housing and Redevelopment Authority
From: Clinton P. Gridley, Executive Director
Subject: Authorization of 2023 HRA Fund Budget Adjustment

Summary

Woodbury's Housing and Redevelopment Authority continues to find success with the loan programs it launched in 2009, having already disbursed the majority of the \$550,000 allocated in the 2023 budget. The programs help create affordable homeownership opportunities for first time homebuyers by lowering their monthly mortgage payments, while also providing access to capital to residents in need of making repairs or updates to their homes. Despite the poor market conditions for buyers, spurred by increasing home prices and mortgage interest rates, the HRA first time homebuyer loan program is seeing a high level of demand.

To-date in 2023, the HRA has closed 15 loans in the amount of \$440,887.42, using the HRA Fund as its revenue source. An additional three pending loans are scheduled to close soon, bringing the total loan disbursement amount to \$537,000. Staff recommends increasing expenditures of the loan disbursement budget by \$240,000 to fund an additional eight (8) loans and increasing expenditures for professional services – administration of loan programs budget by \$16,192, to ensure that HRA resources are available through the end of the year.

Recommendation

Staff recommends the HRA Board adopt Resolution 23-04, a resolution increasing HRA revenues and expenditures by \$256,192.

Fiscal Implications

This action is a budget adjustment to the HRA Fund, a special revenue fund of the City. Fund balance is available to meet this request.

Policy

Housing Action Plan

Public Process

This is the first public process for this item.

Background

The 2023 HRA Fund budget initially established a \$550,000 loan disbursement pool, but demand for the loans is high and HRA fund balance is available to fund additional loans. Several times in the past, the HRA has taken a similar mid-year budget adjustment action to ensure that funds are available for the loan pool. The HRA most recently took a similar action in 2019.

In any given year, the HRA adopts a budget that includes a line item for loan issuances for the year. Historically, on average, the HRA issues roughly \$550,000 in loans per year with 2016 seeing the largest volume of \$913,748 for the year and 2018, by contrast, seeing the lowest volume of \$305,000 for the year. When available, the HRA uses passthrough CDBG and HOME dollars as sources of revenue for the loan issuances first and local HRA dollars second. CDBG and HOME funds have more restrictive household income limits than HRA levy funded loans, which can make CDBG and HOME dollars more difficult to fund loans with.

Written By: Jamie Fritts, Housing and Economic Development Coordinator
Approved Through: Janelle Schmitz, HRA Clerk
Jason Schirmacher, HRA Treasurer
Attachments: HRA Resolution 23-04

HRA Resolution 23-04

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

Authorizing a 2023 HRA Fund Budget Adjustment

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 revenue increases to the 2023 Budget:

<u>Fund/ Account</u>	<u>Amount</u>
Use of Fund Balance 620-000-00-00000-4424	<u>\$ 256,192</u>

BE IT RESOLVED that the following 2023 expenditure increases be made:

<u>Fund/ Account</u>	<u>Amount</u>
<u>Housing and Redevelopment Authority</u>	
Professional Services—Administration of Loan Programs 620-090-00-00000-5301	\$ 16,192
Loan Disbursements 620-090-00-00000-5624	<u>\$ 240,000</u>
	<u>\$ 256,192</u>

This Resolution was declared duly passed and adopted and was signed by the Chair and attested to by the Executive Director this 9th day of August, 2023.

Attest:

Anne W. Burt, Chair

Clinton P. Gridley, Executive Director