



**Housing and Redevelopment Authority Meeting Agenda
September 27, 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 – August 9, 2023 HRA Meeting

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

7:04 p.m. 5. Discussion Agenda

A. Authorization of the 2024 Not-to-Exceed HRA Levy

23-08

Staff recommends the HRA adopt the attached HRA Resolution 23-05 providing authorization of the 2024 not-to-exceed HRA levy in an amount of \$0.00.

7:10 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.

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

August 9, 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 9th day of August 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, Andrea Date, Steve Morris, Jennifer Santini. Absent: None.

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 – June 28, 2023 HRA Meeting

Item B Authorization of 2023 HRA Fund Budget Adjustment. **This item was removed from the Consent Agenda and moved to the Discussion portion of the meeting**

Member Santini moved, seconded by Member Date, to approve the Consent Agenda items with the exception of item A.

Voting via voice:

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

Public Hearings

No items scheduled

Discussion

A. Consent Agenda Item B. Authorization of 2023 HRA Fund Budget Adjustment

Member Morris pulled this item for discussion and stated there was discussion during a workshop about some potential changes to the HRA fund. He mentioned he is not in support of the adjustment until there are further budget discussions in September and added that he will be voting no.

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Member Wilson asked if the item should be tabled until the budget discussion in September. Chair Burt replied that the option is to approve or deny the request to adjust the budget. Member Wilson asked if the item could be tabled. HRA Executive Director Clinton Gridley stated the HRA could choose not to take any action tonight.

HRA Clerk Janelle Schmitz stated \$550,000 were budgeted in 2023 for the HRA loan programs. The two loan programs are First Time Homeowner Loans, which includes first generation loans, and Neighborhood Reinvestment Loans. There are 15 loans closed to date and 1 pending loan with a total of \$470,887. Out of the 15 loans, 13 were First Time Homeowner Loans, with eight being first generation loans, and two improvement loans. The loan processor stopped accepting applications in mid-July due to lack of funds. She added that staff was given direction to market these loan programs, especially in light of the interest rate environment, and that the programs have proven to be successful.

Chair Burt asked to provide more information regarding the fund balance. Ms. Schmitz replied she believed it was around \$1.6 million. There will be additional funds from the State sales tax for affordable housing. The City is estimated to receive \$600,000, which can be used for down payment assistance programs, however we don't know what the guidelines will be, including income and purchase price. She added that as loans are repaid, the funds are put back into the HRA fund, which allows for additional loans to be approved.

Chair Burt stated it is a focus in the community to have affordable housing available. She expressed her opinion that if there is a high demand and it is helping people get into housing, she is in favor of it.

Chair Burt moved, seconded by Member Santini,

To adopt the following resolution

Resolution 23-04

Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota adjusting the 2023 HRA Fund budget to accommodate demand for the HRA loan programs.

Discussion during the motion:

Member Date asked Member Morris what would need to change in September for him to vote yes on the resolution. Member Morris referred to the previous discussion was about funding sources for the HRA. He noted he is thinking about the sustainability of the fund, the fund balance, and any changes needed for the programs. He agreed with Chair Burt in being excited about the interest in the programs. He expressed his concerns about funding sources based on previous discussions and would like the fund to be sustainable long-term. He suggested tabling the item until after the budget meeting.

Member Date explained that she believes the Members should make a decision based on what is good for the City now. If the State funds aren't available in January then the budget can be reconsidered too. She mentioned the housing market starts to change in the fall and believes there is some urgency to make a decision now if people want to move into homes this fall.

Member Wilson asked if the funds came from a levy. Ms. Schmitz replied that the HRA levy was the primary funding source for the loan programs.

Mr. Gridley stated there may not be any more clarity at the September budget workshop since it is unknown what rules and restrictions the State will put on the funds from the new sales tax. Member Morris noted that there would be direction regarding the levy provided at the budget workshop, and he is not as concerned about having additional clarity about the state sales tax funds.

Voting via voice:

Kim Wilson – aye
Andrea Date – aye
Steve Morris – no
Jennifer Santini - aye
Anne Burt – aye

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Adjournment

Chair Burt moved, seconded by Member Morris, to adjourn the August 9, 2023 Housing and Redevelopment Authority meeting.

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

Chair Burt adjourned the meeting at 7:08 p.m.

Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on September 27, 2023.

DRAFT

City of Woodbury, Minnesota
Office of the HRA Executive Director

HRA Letter 23-08

September 27, 2023

To: Woodbury Housing and Redevelopment Authority
From: Clinton P. Gridley, Executive Director
Subject: Authorization of 2024 Not-to-Exceed HRA Levy

Summary

Minnesota Statutes require that the City’s HRA adopt a 2024 proposed property tax levy for purposes of truth-in-taxation and that the City also approve this action. This action must take place not later than September 30, 2023. The HRA cannot increase the amount of the tax levy above the amount adopted at this meeting.

Recommendation

Staff recommends the Board adopt HRA Resolution 23-05, a resolution providing authorization of the 2024 not-to-exceed HRA levy in an amount of \$0.00.

Fiscal Implications

The proposed 2024 HRA property tax levy is a one hundred percent decrease from the 2023 property tax levy. The proposed reduction of the tax levy will be replaced by the State Local Affordable Housing Aid funds which will be paid to metro cities by the State on a semi-annual basis beginning in 2024.

Policy

Not applicable.

Public Process

This item was reviewed as part of the annual budget workshop held on September 13, 2023.

Background

The HRA budget attempts to balance the funding of programs important to the City with maintaining as small of a tax burden as feasible. State statutes mandate that an HRA levy may not exceed 0.0185 percent of taxable market value in the City. The tax levy is being reduced to \$0.00 due to the passing of the Omnibus Housing Bill this year, which created a new 0.25% metro area sales tax to support affordable housing projects and programs. Metro cities, including Woodbury, will receive a portion of the sales tax collected by the State to support local

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affordable housing efforts. A formula based on the number of housing cost burdened households within a City is used to determine the amount of aid a City will receive. The state aid funds would be used to support current HRA loan programs. Additional uses of these funds will continue to be explored as the details of the program are finalized.

The focus of this staff report is on the action needed regarding the not-to-exceed amount for the 2024 HRA levy. Staff anticipates future public meetings and discussions regarding the HRA's budget and its programs.

Written By: Jamie Fritts, Housing and Economic Development Coordinator
Approved Through: Janelle K. Schmitz, HRA Clerk
Attachments: HRA Resolution 23-05

HRA Resolution 23-05

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

Authorization of the 2024 not-to-exceed HRA levy in an amount of \$0.00

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

Section 1. Recitals.

- 1.01. The HRA is authorized by Minnesota Statutes Section 469.033 to adopt a levy on all taxable property within its area of operation, which is the City of Woodbury, Minnesota.
- 1.02. The HRA is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Section 469.001 to 469.047 (the “General Levy”).

Section 2. Findings

- 2.01. The HRA hereby finds that it is necessary and in the best interest of the City of Woodbury and the HRA to adopt the General Levy to provide funds necessary to accomplish the goals of the HRA and in furtherance of the City’s comprehensive plan.
- 2.02. The levy does not exceed 0.0185 percent of estimated market value in the City of Woodbury.
- 2.03. State Law requires the certification of a proposed tax levy no later than September 30, 2023 for “truth in taxation” purposes.

Section 3. Adoption of General Levy.

- 3.01. The following sums of money are hereby levied, collectible in 2024, upon the taxable property of the City of Woodbury for the purposes of the General Levy described in Section 1.02 above:

Amount:	\$0.00
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Section 4. Report to City and Filing of Levies.

- 4.01. The Executive Director of the HRA is hereby instructed to inform the City Council of this Resolution so that the City Council may consent to the levy.
- 4.02. After the City Council has consented by resolution to the levy, the Treasurer of the HRA is authorized and directed to provide the property tax levy amounts to the county auditor of Washington County, Minnesota.

This Resolution was declared duly passed and adopted and was signed by the Chair of the HRA and attested to by the HRA Executive Director this 27th day of September, 2023.

Attest:

Anne W. Burt, Chair

Clinton P. Gridley, Executive Director