

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

January 25, 2023

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 25th day of January 2023.

Call to Order

Chair Anne Burt called the meeting to order at 8:05 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 To adopt the following resolution **HRA Resolution 23-01**

Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota appointing the 2023 HRA officers.

Item B Approval of Minutes – December 14, 2022 HRA Meeting

Item C To adopt a motion designating CorTrust Bank as the HRA's depository of public funds for the year 2023.

Member Morris moved, seconded by Member Santini, 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

A. Approving Carryovers to the 2023 HRA Budget

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HRA Clerk, Janelle Schmitz stated there is a request to carry over \$21,528 from the 2022 HRA budget to the 2023 HRA budget. She stated the dollar amount is from three neighborhood reinvestment loans that were issued in 2022. She stated the nature of the loans are to reimburse after the work is completed so while the loan has been issued, the payments have not be finalized yet.

Member Morris moved, seconded by Member Santini,

To adopt the following resolution

HRA Resolution 23-02

Resolution of the Housing & Redevelopment Authority of the City of Woodbury, Washington County, authorizing \$21,528 to be carried forward to the 2023 HRA budget.

Voting via voice:

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

B. Review of the 2023 HRA Work Plan

Ms. Schmitz stated the City adopted its 2021 Housing Action Plan (HAP) on April 14, 2021 which included fifteen separate implementation strategies to guide housing policy for the City over the next decade. She stated to date, five of the implementation strategies have been completed, while other strategies range from short-term to longer-term for implementation. She stated the five implementation strategies that have been completed include “Investigate 3.5% minimum contribution”, “HRA Fund Policy”, “Consider land banking”, “Update the TIF policy”, and “Adopt HAP.”

Ms. Schmitz stated the 3.5% minimum contribution was looked at in April 2022 and included a cap of \$10,000 which according to the loan servicer it was helpful to complete the goal.

Ms. Schmitz stated the goal for 2023 is for new marking of the HRA loan programs. She stated that staff is excited to announce that the new housing and economic development has accepted the position and will begin in the next 30 days, and marketing the loans will be a major priority for them.

Ms. Schmitz stated due to rising interest rates, the HRA’s 3% loans are much more attractive and we hope to see the program grow. She stated that the HRA issued 16 loans in 2022 which is on par to typical years. She mentioned out of the 16 loans, 5 were first generation loans.

Ms. Schmitz stated the other goal for 2023 is implementation of the rental licensure program. She mentioned that the newly hired code enforcement officer is leading this effort and that the HRA fund is covering a part of that salary.


Ms. Schmitz stated staff is working on the ordinances for the Gold Line Stationary Master Plan including the density policy.

Adjournment

Chair Burt moved, seconded by Member Morris, to adjourn the January 25, 2023 Housing & Redevelopment Authority meeting.

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

Chair Burt adjourned the meeting at 8:12 p.m.



Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on June 28, 2023 .