

# MINUTES

## WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

August 9, 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 9<sup>th</sup> 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](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, 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.

# MINUTES

## WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

August 9, 2023

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

### 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

**MINUTES**

**WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY**

**August 9, 2023**

Absent:               None

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

  
\_\_\_\_\_  
Annie W. Burt, Chair

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