

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

September 30, 2020

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 30th day of September 2020.

Call to Order

Chair Anne Burt called the meeting to order at 7:10 p.m.

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; Clinton Gridley, HRA Executive Director; Mary Tietjen, Woodbury City Attorney; and Karl Batalden, Community Development Coordinator.

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 – February 12, 2020 HRA Meeting

Item B Approval of 2019 Year-End HRA Financial Statements

Item C To adopt the following resolution

Resolution 20-06

Resolution of the Housing and Redevelopment Authority in and for the City of Woodbury, Washington County, Minnesota Amending Loan Documents Executed in Connection with the Multifamily Housing Revenue Note Issued for the Benefit of Woodbury Leased Housing Associates III, LLLP; and Authorizing the Execution and Delivery of an Amendment Document in Connection therewith

Ms. Scoggins moved, seconded by Ms. 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

Public Hearings

No items scheduled

Discussion

A. Authorization of 2021 Not-to-Exceed HRA Levy

Community Development Coordinator Karl Batalden shared that Minnesota law requires the Housing and Redevelopment Authority to adopt a not-to-exceed property tax levy amount not later than September 30, 2020. The levy may not exceed 0.0185% of the market value of the City. The maximum potential levy would be \$1,942,763. The Housing and Redevelopment Authority budget proposal was evaluated at the September 16, 2020 City budget workshop. The proposed 2021 levy amount is \$250,000, approximately 12.9% of the maximum allowable amount. If approved, this would be a zero percent change from 2020. The amount may be decreased prior to final adoption of the budget, but could not be increased. Staff recommended the Board adopt HRA Resolution 20-07, a resolution

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

September 30, 2020

establishing \$250,000 as the not-to-exceed 2021 Housing and Redevelopment Authority levy amount for purposes of the truth in taxation public meeting.

Chair Burt opened the opportunity for discussion and questions from the Board, hearing none she asked for a motion.

Ms. Santini moved, seconded by Mr. Morris,

To adopt the following resolution

Resolution 20-07

Resolution of the Housing & Redevelopment Authority in and for the City of Woodbury, Washington County, establishing \$250,000 as the not-to-exceed 2021 HRA levy amount for purposes of truth in taxation public meeting.

Voting via voice:

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

B. Extension of HRA Loan Administrator Agreement with Community Neighborhood Housing Services dba NeighborWorks Home Partners

Community Development Coordinator Karl Batalden explained that the Woodbury Housing and Redevelopment Authority operates housing loan programs. NeighborWorks Home Partners serves as the contract Housing and Redevelopment Authority Loan Administrator. They undertake application review, underwriting, pre-closing document preparation, compliance, etc. Staff has over the years considered bringing the work in house; but, due to the volume of work, that has never been recommended. The current contract authorized a two-year extension, but the fee schedule and scope of service would not be impacted.

Chair Burt opened the opportunity for discussion and questions from the Board, hearing none she asked for a motion.

Ms. Santini moved, seconded by Mr. Morris,

To adopt the following resolution

Resolution 20-08

Resolution of the Housing & Redevelopment Authority of the City of Woodbury, Washington County, authorizing the extension of HRA Loan Administrator Agreement with Community Neighborhood Housing Services dba NeighborWorks Home Partners.

Voting via voice:

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

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

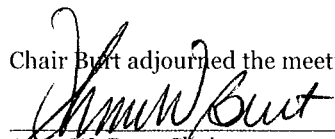
September 30, 2020

Adjournment

Ms. Scoggins moved, seconded by Mr. Morris, to adjourn the September 30, 2020 Housing & Redevelopment Authority meeting.

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

Chair Burt adjourned the meeting at 7:25 p.m.



Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on November 10, 2020.