



# HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

**Regular Meeting  
Held via WebEx**

**January 18, 2022**

## CALL TO ORDER

The meeting was called to order by Chair Supple at 7:00 p.m. via WebEx.

*HRA Members Present:* Mary Supple, Chair; Maria Regan Gonzalez; Sue Sandahl; Erin Vrieze Daniels; and Lee Ohnesorge

*HRA Members Absent:* None

*Staff Present:* Melissa Poehlman, Interim Community Development Director; Julie Urban, Housing and Redevelopment Manager; Kelly Wynn, Administrative Assistant; Jane Skov, IT Manager; and Kari Sinning, City Clerk.

*Others Present:* Rebecca Kurtz, Ehlers Inc.

## CONSIDER THE ELECTION OF OFFICERS FOR THE RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY FOR 2022. (STAFF REPORT NO. 1)

Chair Supple opened nominations.

M/Sandahl, S/Regan Gonzalez to elect Mary Supple as Chairperson.

City Clerk Sinning took roll call vote:

Supple: AYE  
Regan Gonzalez: AYE  
Vrieze Daniels: AYE  
Sandahl: AYE  
Ohnesorge: AYE

Motion carried 5-0

M/Regan Gonzalez, S/Sandahl to elect Erin Vrieze Daniels as Vice Chair.

City Clerk Sinning took roll call vote:

Supple: AYE  
Regan Gonzalez: AYE  
Vrieze Daniels: AYE  
Sandahl: AYE  
Ohnesorge: AYE

Motion carried 5-0

M/Vrieze Daniels, S/Supple to elect Maria Regan Gonzalez as Secretary.

City Clerk Sinning took roll call vote:

- Supple: AYE
- Regan Gonzalez: AYE
- Vrieze Daniels: AYE
- Sandahl: AYE
- Ohnesorge: AYE

Motion carried 5-0

<b>OPEN FORUM</b>
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Administrative Assistant Wynn provided instructions to call in for the open forum and stated that there were no callers.

<b>APPROVAL OF THE MINUTES</b>
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M/Vrieze Daniels, S/Regan Gonzalez to approve the minutes of the regular Housing and Redevelopment Authority meeting of December 20, 2021.

City Clerk Sinning took roll call vote:

- Supple: AYE
- Regan Gonzalez: AYE
- Vrieze Daniels: AYE
- Sandahl: AYE
- Ohnesorge: AYE

Motion carried 5-0

<b>Item #1</b>	<b>APPROVAL OF THE AGENDA</b>
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M/Sandahl, S/Regan Gonzalez to approve the agenda.

City Clerk Sinning took roll call vote:

- Supple: AYE
- Regan Gonzalez: AYE
- Vrieze Daniels: AYE
- Sandahl: AYE
- Ohnesorge: AYE

Motion carried 5-0

<b>Item #2</b>	<b>CONSENT CALENDAR</b>
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Interim Community Development Director Poehlman presented the Consent Calendar:

- A. Consider resolutions designating official depositories for the Housing and Redevelopment Authority for 2022, including the approval of collateral. (Staff Report No. 2)

**HRA RESOLUTION NO. 1420**

**RESOLUTION DESIGNATING CERTAIN FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF HOUSING AND REDEVELOPMENT AUTHORITY OF RICHFIELD FUNDS IN 2022**

**HRA RESOLUTION NO. 1421**

**RESOLUTION DESIGNATING CERTAIN SAVING AND LOAN ASSOCIATIONS, BANKS AND CREDIT UNIONS AS DEPOSITORIES FOR THE INVESTMENT OF HOUSING AND REDEVELOPMENT AUTHORITY OF RICHFIELD FUNDS IN 2022**

**HRA RESOLUTION NO. 1422**

**RESOLUTION DESIGNATING U.S. BANK A DEPOSITORY OF FUNDS OF THE HRA OF RICHFIELD FOR THE YEAR 2022**

- B. Consider the approval of a Right of Entry Agreement with Twin Cities Habitat for Humanity for 6600 Logan Avenue South. (Staff Report No. 3)
- C. Consideration of the adoption of a resolution approving an Assignment and Assumption Agreement of a Development Contract between the Housing and Redevelopment Authority and RM Senior Living Richfield LLC to Gopher (Richfield) LLC for the Havenwood senior housing project. (Staff Report No. 4)

**HRA RESOLUTION NO. 1423**

**RESOLUTION APPROVING ASSIGNMENT AND ASSUMPTION OF CONTRACT WITH RM SENIOR LIVING RICHFIELD LLC AND GOPHER (RICHFIELD) LLC**

M/Sandahl, S/Vrieze Daniels to approve the Consent Calendar.

City Clerk Sinning took roll call vote:

- Supple: AYE
- Regan Gonzalez: AYE
- Vrieze Daniels: AYE
- Sandahl: AYE
- Ohnesorge: AYE

Motion Carried 5-0

<b>Item #3</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM THE CONSENT CALENDAR</b>
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None.

<b>Item #4</b>	<b>CONSIDER A REQUEST FOR THE FORGIVENESS OF A DEFERRED LOAN ISSUED TO ROGER AND EILEEN JOHNSON AT 7045 BLOOMINGTON AVENUE SOUTH. (STAFF REPORT NO. 5)</b>
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Housing Manager Urban presented Staff Report No. 5.

M/Sandahl, S/Vrieze Daniels to approve full loan forgiveness for \$7,537.95 for the estate of Roger and Eileen Johnson at 7045 Bloomington Avenue South.

Chair Supple offered sympathies to the family of Roger and Eileen Johnson who were present at the meeting.

City Clerk Sinning took roll call vote:

Supple: AYE  
 Regan Gonzalez: AYE  
 Vrieze Daniels: AYE  
 Sandahl: AYE  
 Ohnesorge: AYE

Motion Carried 5-0

<b>Item #5</b>	<b>CONSIDER APPROVAL A PROPOSAL FOR THE PREPARATION OF A TAX INCREMENT FINANCING MANAGEMENT PLAN BY EHLERS, INC. (STAFF REPORT NO. 6)</b>
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Interim Community Development Director Poehlman presented Staff Report No. 6.

M/Vrieze Daniels, S/Sandahl to approve a proposal of a Tax Increment Financing Management Plant with Ehlers, Inc.

Chair Supple supported the idea as it very cost efficient and can keep everything running smoothly.

City Clerk Sinning took roll call vote:

Supple: AYE  
 Regan Gonzalez: AYE  
 Vrieze Daniels: AYE  
 Sandahl: AYE  
 Ohnesorge: AYE

Motion carried 5-0

<b>Item #6</b>	<b>HRA DISCUSSION ITEMS</b>
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Chair Supple introduced Interim Executive Director Poehlman to discuss two items: 1) Review the HRA Bylaws; and 2) Reschedule the February 21 HRA meeting to February 23.

Interim Executive Director Poehlman explained that there is a discrepancy in the length of terms between the HRA and the EDA bylaws however the terms lengths are prescribed by state statute. She also mentioned that the HRA and EDA currently do not have a standard timeframe for appointments and proposed a March timeframe for appointment to allow new mayors to understand the role of the HRA.

Commissioner Vrieze Daniels stated that it would be better to keep the staggered terms for citizen appointments and asked if there could be clarification to have commissioners continue until their vacancy is filled to ensure of a quorum. She also asked if the bylaws could state which rules of procedure the commission will follow for clarity.

Commissioner Sandahl agreed with the later appointment time in March and asked for clarification of her attendance at the March HRA meeting.

Commissioner Regan Gonzalez agreed with the March appointment start timeframe.

Interim Executive Director Poehlman proposed to have the officials be appointed at the March meeting instead of the January meeting to coincide with the start dates which would have to be changed in the bylaw.

Chair Supple asked about the procedure to stagger the appointments and Interim Executive Director Poehlman stated that staff will work with the HRA Attorney so that we could get to the staggered terms.

Interim Executive Director Poehlman stated that the revisions to HRA Bylaws would be brought to the meeting next month.

Interim Executive Director Poehlman explained that the HRA would need to reschedule the February 21, 2022 HRA meeting to Wednesday, February 23, 2022 due to the President's Day Holiday and the regular City Council meeting occurring on the following Tuesday. The Authority was in agreement with rescheduling the meeting.

Chair Supple mentioned that the Section 8 wait list is open for applications. Housing Manager Urban explained the process of the online application and also how to apply via phone or in person appointments.

<b>Item #7</b>	<b>EXECUTIVE DIRECTOR REPORT</b>
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Interim Community Development Director Poehlman shared several updates:

- 1) The MWF project did not receive tax exempt bonds and they would try again in July. MWF would bring the land use approvals to the Planning Commission and Council soon.

- 2) The proposed Minnesota Independence College and Community (MICC) project has been recommended to receive 1.2 million dollars in LCDA funding. The Met Council would approve the awards by the end of January.
- 3) The awards for 9% tax credit have been delayed but should be approved by the end of January which this includes the 6501 Penn Project.
- 4) The Woodlawn Terrace Cooperative closed on the property improvements in December.
- 5) The Kids @ Home Program will have openings this spring and more information on applying will be available in February.

Commissioner Vrieze Daniels asked a question about covid safety to connect families in the Kids @ Home Program. Housing Manager Urban stated that they have used Zoom more frequently to make those connections.

<b>Item #8</b>	<b>CLAIMS</b>
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M/Sandahl, S/Regan Gonzalez that the following claims be approved:

<b>U.S. BANK</b>	<b>1/18/2022</b>
Section 8 Checks: 133456 – 133545	\$192,286.20
HRA Checks: 34127 – 34139	\$49,050.11
<b>TOTAL</b>	<b>\$241,336.31</b>

City Clerk Sinning took roll call vote:

Supple: AYE  
 Regan Gonzalez: AYE  
 Vrieze Daniels: AYE  
 Sandahl: AYE  
 Ohnesorge: AYE

Motion carried 5-0

<b>Item #9</b>	<b>ADJOURNMENT</b>
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**The meeting was adjourned by unanimous consent at 7:33 p.m.**

Date Approved: February 23, 2022

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 Mary B. Supple  
 HRA Chair

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 Kari Sinning  
 City Clerk

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 Melissa Poehlman  
 Executive Director