



HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

**Regular Meeting
Held via WebEx**

February 23, 2022

CALL TO ORDER – ATTENDANCE ROLL CALL

The meeting was called to order by Chair Supple at 7:01 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, Community Development Director; Julie Urban, Assistant Community Development Director; LaTonia DuBois, Administrative Assistant; Jane Skov, IT Manager; and Kari Sinning, City Clerk.

OPEN FORUM

Chair Supple provided instructions to call in for the open forum. Administrative Assistant DuBois stated that there were no callers and no prior emails.

APPROVAL OF THE MINUTES

M/Regan Gonzalez, S/Sandahl to approve the minutes of the regular Housing and Redevelopment Authority meeting of January 18, 2022.

City Clerk Sinning took roll call vote:

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

Motion carried 5-0

Item #1	APPROVAL OF THE AGENDA
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M/Sandahl, S/Vrieze Daniels 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

Item #2	CONSENT CALENDAR
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Assistant Community Development Director Urban presented the Consent Calendar:

- A. Designation of Community Development Director Melissa Poehlman as the Executive Director of the Richfield Housing and Redevelopment Authority for 2022. (Staff Report No. 7)
- B. Consideration of the approval of revisions to the First Time Homebuyer Program Guidelines. (Staff Report No. 8)

M/Sandahl, S/Regan Gonzalez to approve the Consent Calendar.

Chair Supple mentioned that the First Time Homebuyer Program revisions will help with Woodlawn Terrace and welcomed and congratulated Executive Director Poehlman.

City Clerk Sinning took roll call vote:

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

Motion Carried 5-0

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

Item #4	CONSIDER THE ADOPTION OF A RESOLUTION AMENDING THE BYLAWS OF THE RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY TO CLARIFY THE STAGGERING OF APPOINTMENT TERMS, CHANGE THE ANNUAL MEETING DATE, AND INDICATE THE RULES OF ORDER UNDER WHICH THE BOARD WILL OPERATE (STAFF REPORT NO. 9)
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Assistant Community Development Director Urban presented Staff Report No. 9.

Commissioner Vrieze Daniels asked for future revisions to include vacancy language if Council Members are no longer active.

Commissioner Sandahl asked about the start of other City commissions. Assistant Community Development Director Urban stated that they would continue to be at the beginning of the year.

M/Sandahl, S/Regan Gonzalez to adopt a resolution amending the Bylaws of the Richfield Housing and Redevelopment Authority.

HRA RESOLUTION NO. 1424

RESOLUTION AMENDING THE BYLAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF RICHFIELD, MINNESOTA

City Clerk Sinning took roll call vote:

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

Motion Carried 5-0

Item #6	HRA DISCUSSION ITEMS
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Commissioner Regan Gonzalez asked if there was any media about the great work regarding the Woodlawn Terrace. Assistant Community Development Director Urban stated that there were press releases through the property owners. Commissioner Sandahl commented that they are already moving new homes into the area. Assistant Community Development Director Urban stated that seven new units are available.

Chair Supple stated that there is a multi-family housing accessibility bill going through legislature and Richfield’s inclusive housing policies were lifted up as an example. Chair Supple brought up an item for staff to think about regarding eligibility for unsheltered individuals applying for Richfield Housing Programs as Richfield residents tend to get priority in some programs.

Chair Supple thanked Commissioner Sandahl for her service and wisdom in the HRA/EDA as this is her last meeting. Commissioner Regan Gonzalez also thanked Commissioner Sandahl for her leadership throughout her many roles in the Richfield community. Commissioner Ohnesorge also thanked Commissioner Sandahl for her time and commitment to the HRA. Commissioner

Vrieze Daniels stated that she will miss sitting next to her in meetings and will see her around the community. Commissioner Sandahl appreciated her time on the HRA and the good that the HRA brings to the community.

Item #7	EXECUTIVE DIRECTOR REPORT
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Assistant Community Development Director Urban stated that 6501 Penn did not receive tax exempt funding. Chair Supple asked if demolition has started on the property. Assistant Community Development Director Urban stated that there are some groundwater issues and a contract might be brought to the HRA in April.

Assistant Community Development Director Urban shared the status of the housing voucher program of which over 3700 applications were received and 250 of those will receive Richfield local preference. She expressed the importance of this program for housing stability.

Assistant Community Development Director Urban stated that the Kids @ Home Program will be accepting new applications at the end of the month.

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

U.S. BANK	2/23/2022
Section 8 Checks: 133546 – 133629	\$190,155.00
HRA Checks: 34140 – 34152	\$16,675.83
TOTAL	\$206,830.83

City Clerk Sinning took roll call vote:

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

Motion carried 5-0

Item #9	ADJOURNMENT
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The meeting was adjourned by unanimous consent at 7:26 p.m.

Date Approved: March 21, 2022


 Mary B. Supple
 HRA Chair

Kari Sinning
City Clerk

Julie Urban
Acting Executive Director