



HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

Regular Meeting

December 20, 2021

CALL TO ORDER

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, Interim Community Development Director; Julie Urban, Housing and Redevelopment Manager; Kelly Wynn, Administrative Assistant; and LaTonia DuBois, Administrative Assistant.

Others Present: Ryan Schwickert, MWF Properties

OPEN FORUM

No callers.

APPROVAL OF THE MINUTES

M/Regan Gonzalez, S/ Sandahl to approve the minutes of the regular Housing and Redevelopment meeting of November 15, 2021 with edits from Commissioner Vrieze Daniels.

Motion carried 5-0

Item #1

APPROVAL OF THE AGENDA

M/Sandahl, S/Regan Gonzalez to approve the agenda.

Motion carried 5-0

Item #2	CONSENT CALENDAR
----------------	-------------------------

Interim Community Development Director Poehlman presented the Consent Calendar:

- A. Consider a resolution designating buildings located at 6501-13 Penn Avenue South as structurally substandard within the Richfield Redevelopment Project Area and authorizing their demolition (Staff Report No. 41)

RESOLUTION NO. 1415

**RESOLUTION DESIGNATING BUILDINGS AS STRUCTURALLY SUBSTANDARD
WITHIN THE RICHFIELD REDEVELOPMENT PROJECT**

- B. Consider the approval of a resolution accepting donations to the Affordable Housing Trust Fund via the Just Deeds Project (Staff Report No. 42)

RESOLUTION NO. 1416

**RESOLUTION AUTHORIZING RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY
TO ACCEPT DONATIONS TO THE AFFORDABLE HOUSING TRUST FUND**

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

Motion Carried 5-0

Item #3	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM THE CONSENT CALENDAR
----------------	--

None.

Item #4	CONSIDER A RESOLUTION APPROVING THE EXECUTION AND DELIVERY OF A DONATION AGREEMENT WITH METRO CAMPUS 1, LLC TO ACCEPT THE DONATION OF THE OFFICE BUILDING AND PROPERTY AT 1600 78TH STREET EAST (STAFF REPORT NO. 43).
----------------	---

Interim Community Development Director Poehlman presented Staff Report No. 43.

Commissioner Vrieze Daniels inquired about the plans for the existing billboard.

Interim Community Development Director Poehlman explained the options for the billboard parcel.

Commissioner Sandahl expressed appreciation for the proposal.

Commissioner Vrieze Daniels inquired about another parcel on the other side of Metro Sales and the length of time that parcel has been owned by the HRA and asked that all implications be thought through. Commissioner Vrieze Daniels stated this would be a wonderful donation, but that she wouldn't want to see the parcel go undeveloped.

Interim Community Development Director explained that due to the development of the 77th street tunnel the space would be more desirable for redevelopment.

Commissioner Regan Gonzalez expressed her gratitude for the donation.

Chair Supple echoed Commissioner Regan Gonzalez’s gratitude for the donation.

M/Sandahl, S/Regan Gonzalez to approve the attached resolution approving the execution and delivery of a Donation Agreement with Metro Campus 1 LLC.

HRA RESOLUTION NO. 1417

RESOLUTION APPROVING THE EXECUTION AND DELIVERY OF A DONATION AGREEMENT WITH METRO CAMPUS 1 LLC

Motion carried 5-0

Item #5	CONSIDERATION OF A CONTRACT FOR PRIVATE DEVELOPMENT WITH MWF PROPERTIES TO DEVELOP 55 UNITS OF MULTI-FAMILY HOUSING AT 7700 PILLSBURY AVENUE SOUTH (STAFF REPORT NO. 44).
----------------	--

Housing Manager Urban presented Staff Report No. 44.

Commissioner Ohnesorge inquired about accessible units in the two and three bedroom units.

Housing Manager Urban explained that the decision has not been made regarding which units would be accessible and that the topic is open for discussion.

Commissioner Ohnesorge expressed the desire to spread out the accessible units and explained this would be a good opportunity to do so.

Ryan Schwickert MWF properties explained they are open to working with the HRA to provide specific accessible units.

Commissioner Regan Gonzalez supports Commissioner Ohnesorge’s request to spread out the accessible units.

Chair Supple inquired about the amount of units at 30% of the AMI required by the Met Council.

Housing Manager Urban explained how many units would be included at 30% of the AMI throughout the city with current developments and that MWF would be willing to provide additional units if funding was obtained.

M/Sandahl, S/Regan Gonzalez to adopt a resolution approving a Contract for Private Development with MW F Properties for the development of 55 units of multi-family housing at 7700 Pillsbury Avenue South and; adopt a resolution authorizing an internal loan to advance certain costs associated with the proposed development.

HRA RESOLUTION NO. 1418
RESOLUTION APPROVING CONTRACT FOR PRIVATE DEVELOPMENT
WITH MWF PROPERTIES, LLC

HRA RESOLUTION NO. 1419
RESOLUTION AUTHORIZING INTERNAL LOAN FOR ADVANCE OF CERTAIN COSTS IN
CONNECTION WITH A MULTIFAMILY HOUSING DEVELOPMENT PROPOSED BY MWF
PROPERTIES, LLC

Motion carried 5-0

Item #6	CONSIDERATION OF THE DESIGNATION OF MELISSA POEHLMAN AS INTERIM EXECUTIVE DIRECTOR OF THE HOUSING AND REDEVELOPMENT AUTHORITY (STAFF REPORT NO. 45)
----------------	--

Interim Community Development Director Poehlman presented Staff Report No. 45

M/Sandahl, S/Regan Gonzalez to designate Melissa Poehlman as the Interim Executive Director of the Housing and Redevelopment Authority coterminous with her appointment as the Interim Community Development Director, but not to exceed six months.

Commissioner Regan Gonzales welcomed and thanked Ms. Poehlman.

Chair Supple also thanked and welcomed Ms. Poehlman for taking on the role as Interim Executive Director.

Motion carried 5-0

Item #7	HRA DISCUSSION ITEMS
----------------	-----------------------------

None.

Item #8	EXECUTIVE DIRECTOR'S REPORT
----------------	------------------------------------

Interim Executive Director Poehlman shared that the Housing Choice Voucher program waiting list will be opening on January 18, 2021 for the first time since 2015. Applications can be submitted online January 18 to January 28 and in person and phone assistance will also be available.

Housing Manager Urban shared information about an improved process to assist with applications and that some staff would be available for some after-hours assistance and what methods of communication would be used to advertise the opening of the waiting list.

Commissioner Regan Gonzalez expressed excitement for the opening of the waiting list and thanked staff.

Item #9	CLAIMS
----------------	---------------

M/Regan Gonzalez, S/Sandahl that the following claims be approved:

U.S. BANK	12/20/2021
Section 8 Checks: 133363 - 133455	\$ 186,791.42
HRA Checks: 34112 - 34126	\$ 112,004.54
TOTAL	\$ 298,795.96

Motion carried 5-0

Item #10	ADJOURNMENT
-----------------	--------------------

The meeting was adjourned by unanimous consent at 7:40 p.m.

Date Approved: January 18, 2022

Mary B. Supple
HRA Chair

LaTonia DuBois
Administrative Assistant

Melissa Poehlman
Interim Executive Director