



HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

Regular Meeting

January 15, 2019

CALL TO ORDER

The meeting was called to order by Commissioner Mary Supple at 7:00 p.m. in the Council Chambers.

HRA Members Mary Supple, Chair; Pat Elliott; Maria Regan Gonzalez; Sue Sandahl; and Erin Vrieze Daniels.

Staff Present: John Stark, Executive Director, Julie Urban, Housing Manager, Elizabeth VanHoose, City Clerk; Kate Aitchison, Housing Specialist.

**OATH OF OFFICE OF RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY
COMMISSIONER, PAT ELLIOTT**

**OATH OF OFFICE OF RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY
COMMISSIONER, MARY SUPPLE**

**OATH OF OFFICE OF RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY
COMMISSIONER, MARIA REGAN GONZALEZ**

City Clerk VanHoose administered the oath of office to Commissioners Elliott, Supple, and Regan Gonzalez.

**CONSIDERATION OF THE ELECTION OF OFFICERS AND DESIGNATION OF ASSISTANT
TO THE SECRETARY FOR THE RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY
FOR 2019. (S.R. NO. 1)**

Chair Supple opened nominations.

M/Sandahl, S/Elliott to elect Mary Supple to serve as Chairperson.

Motion carried 5-0.

M/Supple, S/Vrieze Daniels to elect Pat Elliott to serve as Vice Chairperson.

Motion carried 5-0.

M/Supple, S/Elliott to elect Erin Vrieze Daniels to serve as Secretary.

Motion carried 5-0.

M/Supple, S/Vrieze Daniels to elect Kate Aitchison to serve as assistant to the Secretary.

Motion carried 5-0.

APPROVAL OF THE MINUTES OF THE: (1) SPECIAL CONCURRENT CITY COUNCIL, HOUSING AND REDEVELOPMENT AUTHORITY, AND PLANNING COMMISSION WORK SESSION OF NOVEMBER 13, 2018; AND (2) REGULAR HOUSING AND REDEVELOPMENT AUTHORITY MEETING OF NOVEMBER 19, 2018.

M/Elliott, S/Sandahl to approve the minutes of the: (1) Special concurrent City Council, Housing and Redevelopment Authority, and Planning Commission work session of November 13, 2018; and (2) Regular Housing and Redevelopment Authority meeting of November 19, 2018.

Motion carried 5-0.

Item #1	APPROVAL OF THE AGENDA
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M/Vrieze Daniels, S/Sandahl to approve the agenda.

Motion carried 5-0.

Item #2	CONSENT CALENDAR
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Executive Director Stark presented the Consent Calendar:

- A. Consideration of the adoption of resolutions designating official depositories for the Housing and Redevelopment Authority for 2019, including the approval of collateral. (S.R. No. 2)

RESOLUTION NO. 1318
RESOLUTION DESIGNATING U.S. BANK A DEPOSITORY OF FUNDS OF THE HRA OF RICHFIELD FOR THE YEAR 2019

RESOLUTION NO. 1319
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 2019

RESOLUTION NO. 1320
RESOLUTION DESIGNATING CERTAIN FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF HOUSING AND REDEVELOPMENT AUTHORITY OF RICHFIELD FUNDS IN 2019

- B. Consideration of the approval of an amended Contract with the Center for Energy and Environment to provide loan and remodeling advising services to Richfield homeowners for 2019. (S.R. No. 3)

- C. Consideration of the adoption of a resolution approving the Assignment and Assumption of Contract between NHH Companies, LLC, CPII Development, LLC, and the Housing and Redevelopment Authority. (S.R. No. 4)

RESOLUTION NO. 1321
RESOLUTION APPROVING ASSIGNMENT OF CONTRACT FOR
PRIVATE DEVELOPMENT

- D. Consideration of the adoption of a resolution approving execution of a Right of Entry Agreement with Cedar Point Investments, LLC, for the Cedar Point II properties owned by the Housing and Redevelopment Authority. (S.R. No. 5)

RESOLUTION NO. 1322
RESOLUTION APPROVING THE EXECUTION AND DELIVERY OF A
RIGHT OF ENTRY AGREEMENT WITH CEDAR POINT
INVESTMENTS LLC

- E. Consideration of the adoption of a resolution approving collateral assignment of the Secondary Developer Tax Increment Financing Note to be issued by the Richfield Housing and Redevelopment Authority for the benefit of the Secondary Developer. (S.R. No. 6)

RESOLUTION NO. 1323
RESOLUTION APPROVING COLLATERAL ASSIGNMENT OF
SECONDARY DEVELOPER TIF NOTE

M/Regan Gonzalez, S/Elliott to approve the consent calendar.

Motion carried 5-0.

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

Item #4	CONSIDERATION OF THE ADOPTION OF A RESOLUTION AUTHORIZING ACCEPTANCE OF A DONATION OF \$100,000 TO THE HOUSING AND REDEVELOPMENT AUTHORITY FROM AFFORDABLE SUBURBAN HOUSING AND APPROVAL OF PROGRAM GUIDELINES FOR DISTRIBUTING THE FUNDS THROUGH AN AFFORDABLE APARTMENT IMPROVEMENT GRANT PROGRAM. (S.R. NO. 7)
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Housing Manager Julie Urban presented Staff Report 7, and provided some background information regarding the organization, Affordable Suburban Housing (ASH), offering the funding.

Commissioner Elliott asked about the amount of funding per unit and how the grant money and match funds will be used. Housing Manager Urban responded. Commissioner Elliott asked about the number of buildings that may be eligible for use of these funds and how the program will be marketed to landlords. Housing Manager Urban estimated that there are approximately 50 buildings in the community that may be eligible and that information will be sent out to eligible

landlords with eligible tenants. Commissioner Elliott stated his support for this program and suggested this may be something the HRA may consider continuing in the future.

Commissioner Regan Gonzalez expressed her support for the program and gratitude for the grant from ASH.

M/Sandahl, S/Vrieze Daniels to adopt a resolution authorizing acceptance of a donation of \$100,000 to the Housing and Redevelopment Authority from Affordable Suburban Housing for funding of an Affordable Apartment Improvement Grant Program and approve guidelines for the Affordable Apartment Improvement Grant Program, with guidelines amended to reduce the requirement for eligibility from ten years to five years tenancy, with priority given to renters who have lived in their unit for ten years or more.

RESOLUTION NO. 1324
RESOLUTION AUTHORIZING ACCEPTANCE OF A DONATION
RECEIVED BY THE HOUSING AND REDEVELOPMENT
AUTHORITY (HRA) AND TO AUTHORIZE THE HRA TO
ADMINISTER THE FUNDS IN ACCORDANCE WITH AFFORDABLE
APARTMENT IMPROVEMENT GRANTS PROGRAM GUIDELINES

Motion carried 5-0.

Item #5	CONSIDERATION OF THE ADOPTION OF A RESOLUTION AUTHORIZING THE PURCHASE OF 6412 BLOOMINGTON AVENUE S. FOR FUTURE DEVELOPMENT AS A SINGLE-FAMILY HOME. (S.R. NO. 8)
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Housing Specialist Kate Aitchison presented Staff Report 8.

Commissioner Elliott stated that the home's exterior looks well-preserved, despite the age of the structure.

Commissioner Vrieze Daniels stated that she is typically conflicted about these situations and removing these lower-cost houses. She appreciates the answers she has received from staff regarding this situation, and she stated that she looks forward to the conversation next month.

M/Regan Gonzalez, S/Sandahl to adopt a resolution authorizing the purchase of 6412 Bloomington Avenue S for future development as a single-family home.

RESOLUTION NO. 1325
RESOLUTION AUTHORIZING PURCHASE OF REAL PROPERTY
LOCATED AT 6412 BLOOMINGTON AVENUE

Commissioner Sandahl reflected that this is a very small home and that it will be a good to see it redeveloped.

Motion carried 5-0.

Item #6	CONSIDERATION OF THE ADOPTION OF A RESOLUTION AMENDING THE BYLAWS OF THE RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY TO REFLECT THE COMPOSITION OF MEMBERSHIP AS AUTHORIZED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF RICHFIELD. (S.R. NO. 9)
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Executive Director John Stark presented Staff Report 9.

In addition to the changes outlined in the staff report, it is also recommended that the language around the voting of the HRA members in Section 6 Manner of Voting shall be amended from:

The voting on all questions coming before the Authority shall be by roll call and the yeas and nays shall be entered upon the minutes of such meeting, to now read:

The voting on all questions coming before the Authority shall be ~~by roll call~~ made verbally and the yeas and nays shall be entered upon the minutes of such meeting.

M/Vrieze Daniels, S/Sandahl to adopt a resolution amending the Bylaws of the Richfield Housing and Redevelopment Authority to reflect the composition of membership as authorized by the Mayor and City Council of the City of Richfield, with the amended Section 6 Manner of Voting to state: "The voting on all questions coming before the Authority shall be made verbally and the yeas and nays shall be entered upon the minutes of such meeting".

RESOLUTION NO. 1326
RESOLUTION AMENDING THE BYLAWS OF THE HOUSING AND
REDEVELOPMENT AUTHORITY OF THE CITY OF RICHFIELD,
MINNESOTA

Motion carried 5-0.

Item #7	CONSIDERATION OF THE APPROVAL OF THE USE OF UP TO \$180,000 FROM THE HOUSING AND REDEVELOPMENT AUTHORITY'S CAPITAL IMPROVEMENTS FUND TO ADVANCE PAYMENTS FOR THE HOUSING CHOICE VOUCHER PROGRAM FOR THE MONTH OF MARCH (IF NECESSARY). (S.R. NO. 10)
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Executive Director John Stark presented Staff Report 10.

Commissioner Vrieze Daniels expressed her support for this action. Chair Supple expressed her agreement for the good of the tenants.

Commissioner Regan Gonzalez asked about how voucher-holders will receive communications. Housing Manager Urban stated that letters will go out to voucher-holders and landlords in the next few days to provide an update.

M/Sandahl, S/Regan Gonzalez to approve the use of up to \$180,000 from the Housing and Redevelopment Authority's Capital Improvements Fund to advance payments for the Housing Choice Voucher Program for the month of March, if necessary.

Motion carried 5-0.

Item #8	HRA DISCUSSION ITEMS
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None.

Item #9	EXECUTIVE DIRECTOR REPORT
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Executive Director Stark updated the HRA on the acquisition of the property at 6501 Penn Avenue and the next steps in the redevelopment process.

Executive Director Stark also shared the Local Government Innovation Award for the work towards preserving apartment communities in Richfield. This includes the Apartment Remodeling Program, the Tenant Protection Ordinance, and other policy and programmatic endeavors.

Item #10	CLAIMS AND PAYROLLS
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M/Sandahl, S/Vrieze Daniels that the following claims and payroll be approved:

U.S. BANK	12/17/18
Section 8 Checks: 130288 - 130366	\$161,403.42
HRA Checks: 33559 - 33569	\$78,528.44
TOTAL	\$239,931.86

U.S. BANK	01/15/19
Section 8 Checks: 130368 - 130453	\$169,419.84
HRA Checks: 33570 - 33590	\$62,565.19
TOTAL	\$231,985.03

Motion carried 5-0.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 7:33 p.m.

Date Approved: April 15, 2019

Mary B. Supple
HRA Chair

Kate Aitchison
Housing Specialist

John Stark
Executive Director