



HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

Regular Meeting

May 18, 2020

CALL TO ORDER

The meeting was called to order by Chair Supple at 7:03 p.m. via Webex.

HRA Members Present: Mary Supple, Chair; Sue Sandahl; and Erin Vreize Daniels

HRA Members Absent: Maria Regan Gonzalez; and Pat Elliott.

Staff Present: John Stark, Executive Director; Julie Urban, Housing Manager; and LaTonia DuBois, Administrative Assistant.

OPEN FORUM

No speakers

APPROVAL OF THE MINUTES

M/Sandahl, S/Vreize Daniels to approve the minutes of the regular Housing and Redevelopment Authority meeting of April 20, 2020.

Motion carried 3-0

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

Motion carried 3-0

Item #2	APPROVAL OF THE CONSENT CALENDAR
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Executive Director Stark presented the consent calendar.

- A. Consider adoption of a resolution authorizing the Housing and Redevelopment Authority to affirm monetary limits on statutory municipality tort liability. (S.R. No. 16)

M/Vreize Daniels, S/Sandahl to approve the consent calendar.

Motion Carried 3-0

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

Item #4	CONSIDERATION OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH VOLUNTEERS ENLISTED TO ASSIST PEOPLE TO PROVIDE EMERGENCY RENT ASSISTANCE TO LOW-INCOME RICHFIELD HOUSEHOLDS IMPACTED BY THE COVID-19 CRISIS. (S.R. NO. 17)
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Housing Manager Urban presented Staff Report No.17 and read a thank you letter sent by VEAP.

Commissioner Vreize Daniels expressed support for the much needed funding and inquired about funding for the coming months.

Housing Manager Urban mentioned other sources of funding that may be available going forward if necessary.

Executive Director Stark added that the practice has been to keep the Capital Improvement Funds at a one million dollar balance, but there is no requirement to maintain the one million dollar balance of the Capital Improvement Fund could be spent down in an appropriate way if necessary.

Housing Manager Urban explained why funding was being assessed on a month to month basis.

Commissioner Sandahl inquired about when the fund was established and what the original balance was in the 1990's.

Executive Director Stark explained where the funds came from and what they have been used for in the past.

Commissioner Sandahl expressed desire to maintain funds close to the one million dollar balance.

Executive Director Stark explained that if the full \$95,000 was granted the Capital Improvement Fund balance would be at one million.

RESOLUTION NO. 1361

RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH VEAP, INC.

M/Sandahl, S/Vreize Daniels to approve an amendment to the professional services agreement with Volunteers Enlisted to Assist People, Inc., (VEAP).

Motion Carried 3-0

Item #5	HRA DISCUSSION ITEMS
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Chair Supple inquired about the EDA Small Business COVID-19 Loan program.

Executive Director Stark provided commissioners with an update to the EDA's Small Business COVID-19 Loan program applicants and next steps to get the funds distributed.

Item #6	EXECUTIVE DIRECTOR REPORT
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Executive Director Stark informed Commissioners that staff has begun work on the budget process.

Item #9	CLAIMS
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M/Sandahl, S/Vreize Daniels that the following claims be approved:

U.S. BANK	5/18/2020
Section 8 Checks 131694-131777	\$184,539.83
HRA Checks 33838-33845	\$71,029.94
Total	\$255,569.77

Motion carried 3-0

Item #10	ADJOURNMENT
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The meeting was adjourned by unanimous consent at 7:38 p.m.

Date Approved: June 15, 2020

Mary B. Supple
HRA Chair

LaTonia DuBois
Administrative Assistant

John Stark
Executive Director