



HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

Regular Meeting

January 19, 2021

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; Pat Elliott and Erin Vrieze Daniels.

HRA Members Absent: None

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

Others Present: Rebecca Kurtz, Ehlers; Paul Lynch, PLH & Associates; Charlie Bird, PLH & Associates.

CONSIDERATION OF THE ELECTION OF OFFICERS AND DESIGNATION OF ASSISTANT TO THE SECRETARY FOR THE RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY FOR 2021. (S.R. NO. 1)

Chair Supple opened nominations.

M/Sandahl, S/Vrieze Daniels to elect Mary Supple as Chairperson.

Motion carried 5-0

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

Motion carried 5-0

M/Sandahl, S/Elliott to elect Maria Regan Gonzalez as Secretary.

Motion carried 5-0

M/Supple, S/Elliott to elect LaTonia DuBois to serve as Assistant to the Secretary.

Motion carried 5-0

OPEN FORUM

Administrative Assistant DuBois provided instructions to call in for the open forum.

No Callers.

APPROVAL OF THE MINUTES

M/Sandahl, S/Regan Gonzalez to approve the minutes of the regular Housing and Redevelopment Authority meeting of December 21, 2020.

Item #1	APPROVAL OF THE AGENDA
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M/Sandahl, S/Elliott 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 resolutions designating official depositories for the Housing and Redevelopment Authority for 2021, including the approval of collateral. (S.R. No. 2)

RESOLUTION NO. 1383

RESOLUTION DESIGNATING CERTAIN FINANCIAL INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF HOUSING AND REDEVELOPMENT AUTHORITY OF RICHFIELD FUNDS IN 2021

RESOLUTION NO. 1384

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 2021

RESOLUTION NO. 1385

RESOLUTION DESIGNATING U.S. BANK A DEPOSITORY OF FUNDS OF THE HRA OF RICHFIELD FOR THE YEAR 2021

- B. Consideration of a resolution approving up to \$13,500 in financial assistance for the West Hennepin Affordable Housing Land Trust to mitigate hazardous materials at 7132 Columbus Avenue South under the New Home Program. (S.R. No. 3)

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

Motion Carried 5-0

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

Item #4	CONSIDERATION OF THE ADOPTION OF RESOLUTIONS REGARDING THE MODIFICATION OF THE REDEVELOPMENT PLAN FOR THE REICHHFIELD REDEVELOPMENT PROJECT AREA, THE ESTABLISHMENT OF 2020-2 TAX INCREMENT FINANCING DISTRICT: EMI, AND ESTABLISHMENT OF AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH THE 2020-2 TAX INCREMENT FINANCE DISTRICT: EMI. (S.R. NO. 4)
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Assistant Community Development Director Poehlman presented Staff Report No. 4.

Commissioner Sandahl inquired about the meaning of EMI.

Paul Lynch, explained the EMI is his daughter’s nickname and the project is named after her.

M/Regan Gonzalez, S/Sandahl to adopt a resolution modifying the Redevelopment Plan for the Richfield Redevelopment Project Area, establishing a Tax Increment Finance District No. 2020-2: EMI therein, and adopting the Tax Increment Financing Plan therefor; and to adopt a resolution authorizing an internal loan for advance of certain costs in connection with the 2020-2 Tax Increment Finance District: Emi.

RESOLUTION NO. 1388

RESOLUTION APPROVING A MODIFICATION TO THE REDEVELOPMENT PLAN FOR THE RICHFIELD REDEVELOPMENT PROJECT; AN D APPROVING A TAX INCREMENT FINANCING PLAN FOR THE 2020-2 TAX INCREMENT FINANCE DISTRICT: EMI

RESOLUTION NO. 1387

RESOLUTION AUTHORIZING INTERNAL LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH THE 2020-2 TAX INCREMENT FINANCE DISTRICT: EMI

Motion Carried 5-0

Item #5	CONSIDERATION OF THE ADOPTION OF A RESOLUTION APPROVING A CONTRACT FOR PRIVATE DEVELOPMENT WITH PLH & ASSOCIATES – 6605 1ST, LLC AND AUTHORIZING THE ISSUANCE OF A TAX INCREMENT LIMITED REVENUE NOTE RELATED TO THE CONSTRUCTION OF A 42 UNIT MIXED USE PROJECT AT 101 66TH STREET EAST. (S.R. NO. 5)
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Assistant Community Development Director presented Staff Report 5.

Commissioner Vreize Daniels stated she was happy to see the project moving forward and thanked those who worked on the project.

Chair Supple inquired about unit size.

Assistant Community Development Director explained a two bedroom could be substituted for any other specified units, except the ADA unit.

M/Regan Gonzalez, S/Vreize Daniels to approve a resolution approving a Contract for Private Development with PLH & Associates – 6605 1st, LLC and authorizing the issuance of a Tax Increment Limited Revenue Note.

RESOLUTION NO. 1386

RESOLUTION APPROVING CONTRACT FOR PRIVATE DEVELOPMENT WITH PLH & ASSOCIATES – 6605 1ST, LLC AND AUTHORIZING THE ISSUANCE OF A TAX INCREMENT LIMITED REVENUE NOTE

Motion carried 5-0

Item #6	DESIGNATION OF COMMUNITY DEVELOPMENT DIRECTOR JOHN STARK AS THE EXECUTIVE DIRECTOR OF THE RICHFIELD HOUSING AND REDEVELOPMENT AUTHORITY FOR 2021. (S.R. NO.6)
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Executive Director Stark presented Staff Report 6.

Commissioner Sandahl expressed support for Executive Director Stark.

Commissioner Regan Gonzalez thanked Executive Director and Staff for innovative programs for the community.

Chair Supple echoed statements of Commissioner Regan Gonzalez.

M/Sandahl, S/Elliott to designate of Community Development Director John Stark as the Housing and Redevelopment Authority Executive Director until the first regular meeting is conducted by the HRA in 2022.

Motion carried 5-0

Item #7	CONSIDERATION OF AN AUTHORIZATION OF THE EXECUTIVE DIRECTOR TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH VOLUNTEERS ENLISTED TO ASSIST PEOPLE FOR PROVIDING EMERGENCY RENT ASSISTANCE, AS THE NEED ARISES. (S.R. NO. 7)
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Housing Manager Urban presented Staff Report No. 7.

Executive Director Stark explained that the City Manager has committed to the HRA that the City would reimburse the HRA up to \$25,000 if the HRA expends the entire \$125,000.

Commissioner Regan Gonzalez mentioned concerns regarding the lifting of the eviction moratorium and spoke of the need to advocate at the state level with VEAP and other partners and the desire to keep this discussion item open going forward. Inquired about communication kinks that residents experienced previously while trying to access funding.

Housing Manager Urban provided updates regarding housing groups at the state level as well as improvements VEAP has made by hiring more staff, including bi-lingual staff. Mentioned there are wait times and to call VEAP.

Commissioner Vrieze Daniels inquired about how much money is currently in the Capital Improvement Fund.

Executive Director Stark explained.

Chair Supple inquired about homeowner mortgage forbearance discussion with the governor.

Housing Manager Urban explained.

M/Vrieze Daniels, S/Regan Gonzalez to authorize the Executive Director to amend the Professional Services Agreement with Volunteers Enlisted to Assist People, as needed, up to \$125,000.

Motion carried 5-0

Item #8	HRA DISCUSSION ITEMS
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Commissioner Sandahl inquired about a study being done with the American Legion site.

Executive Director Stark explained that the study is beginning now. Assistant Community Development Director Poehlman spoke of steps being taken for the study.

Commissioner Elliott shared this would be his last HRA meeting, expressed his gratitude for working with staff and other commissioners.

Chair Supple, Commissioner Vrieze Daniels, Commissioner Regan Gonzalez and Commissioner Sandahl thanked Commissioner Elliott.

Item #9	EXECUTIVE DIRECTOR REPORT
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Executive Director Stark provided an update on the recruiting process for the vacant HRA seat Commissioner Elliott leaves behind.

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

U.S. BANK	1/19/2021
Section 8 Checks: 132426-132510	\$187,940.68
HRA Checks: 33939-33956	\$84,437.21
TOTAL	\$263,377.89

Motion carried 5-0

Item #10	ADJOURNMENT
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The meeting was adjourned by unanimous consent at 7:44 p.m.

Date Approved: February 16, 2021

Mary B. Supple
HRA Chair

LaTonia DuBois
Administrative Assistant

John Stark
Executive Director