



**Housing and Redevelopment Authority Meeting Agenda  
September 29, 2021 | 7:10 p.m.  
Council Chambers, Woodbury City Hall**

**This HRA meeting is taking place virtually and at Woodbury City Hall in the Council Chambers. Members of the public may attend the meeting in person and may also join the meeting using a PC, Mac, iPad, iPhone or Android device.**

**Members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device.**

[Watch the Live Meeting](#)

**Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting.**

**Please note that all agenda times are estimates.**

7:10 p.m. 1. Call to Order

7:11 p.m. 2. Roll Call

7:12 p.m. 3. Consent Agenda

All items listed under the consent agenda are considered to be routine by the HRA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

A. Approval of Minutes – September 8, 2021 HRA Meeting

7:13 p.m. 4. Public Hearings – No items

7:14 p.m. 5. Discussion Agenda

A. Authorization of the 2022 Not-to-Exceed HRA Levy

21-07

Staff recommends the HRA adopt the attached HRA Resolution 21-05 providing authorization of the 2022 not-to-exceed HRA levy in an amount of \$250,000.

7:25 p.m. 6. Adjournment

The City of Woodbury HRA is subject to Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities. The HRA is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provision of the Americans with Disabilities Act is available from the Executive Director's office at 651-714-3523. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator, Clinton P. Gridley at 651-714-3523 (TDD 651-714-3568) to make arrangements.

## MINUTES

### WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

September 8, 2021

3A

Pursuant to the due call and notice thereof, a regular meeting of the Woodbury Housing and Redevelopment Authority was duly held at the Woodbury City Hall, 8301 Valley Creek Road, on the 8<sup>th</sup> day of September, 2021.

#### Call to Order

Chair Anne Burt called the meeting to order at 7:15 p.m.

Chair Burt welcomed those listening and attending. She said members of the public may attend the meeting but will be required to comply with social distancing parameters as determined by the City. Members of the public may also join the meeting using a PC, Mac, iPad, iPhone or Android device. Public comments will be accepted during the meeting both in person and by using the link to the virtual meeting to join the meeting and then submit your questions via the online Q&A feature within the meeting. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email [council@woodburymn.gov](mailto:council@woodburymn.gov) or call 651-714-3524 and leaving a voicemail message.

#### Roll Call

Upon roll call the following were present: Chair Anne Burt, Kim Wilson, Andrea Date, Steve Morris (remote attendance), Jennifer Santini. Absent: None.

Others Present: Janelle Schmitz, HRA Clerk; Clinton Gridley, HRA Executive Director; Karl Batalden, Community Development Coordinator; Mary Tietjen, City Attorney; and Sofia Lykke, Bond Counsel

#### Consent Agenda

All items listed under the consent agenda are considered to be routine by the HRA Board and will be enacted by one motion and an affirmative vote by roll call of a majority of the members present. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event, the items will be removed from the consent agenda and considered a separate subject of discussion by the Board.

Item A Approval of Minutes – July 14, 2021 HRA Meeting

Item B To adopt the following resolution

**Resolution 21-04**

**Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota amending loan documents executed in connection with the Multifamily Housing Revenue Note issued for the benefit of Woodbury Lease Housing Associates III, LLLP; and authorizing the execution and delivery of an amendment document in connection therewith.**

Member Date moved, seconded by Member Wilson, to approve the Consent Agenda items.

Member Wilson requested clarification regarding the Multifamily Housing Revenue Note, and whether this is an extension of a previously approved item. Chair Burt confirmed this.

## MINUTES

### WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

September 8, 2021

#### **Voting via voice:**

Kim Wilson – aye  
Andrea Date – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

#### **Public Hearings**

No items scheduled

#### **Discussion Agenda**

No items scheduled

#### **Adjournment**

Chair Burt moved, seconded by Member Date, to adjourn the September 8, 2021 Housing & Redevelopment Authority meeting.

#### **Voting via voice:**

Kim Wilson – aye  
Andrea Date – aye  
Steve Morris – aye  
Jennifer Santini - aye  
Anne Burt – aye

Chair Burt adjourned the meeting at 7:20 p.m.

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Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on September 29, 2021.

**City of Woodbury, Minnesota  
Office of the HRA Executive Director**

**HRA Letter 21-07**

**September 29, 2021**

**To: Woodbury Housing and Redevelopment Authority**  
**From: Clinton P. Gridley, Executive Director**  
**Subject: Authorization of 2022 Not-to-Exceed HRA Levy**

**Summary**

Minnesota Statutes require that the City's HRA adopt a 2022 proposed property tax levy for purposes of truth-in-taxation and that the City also approve this action. This action must take place not later than September 30, 2021. The HRA will have the option to decrease the tax levy prior to final adoption in December. The HRA cannot, however, increase the amount of the tax levy above the amount adopted at this meeting.

**Recommendation**

Staff recommends the Board adopt HRA Resolution 21-05, a resolution providing authorization of the 2022 not-to-exceed HRA levy in an amount of \$250,000.

**Fiscal Implications**

The proposed 2022 HRA property tax levy provides an income stream that helps shape the HRA budget. The proposed 2022 HRA property tax levy is a zero percent change from the 2021 property tax levy. The proposed \$250,000 HRA levy has a \$6.73 impact on the median-valued home in the community, a decrease of \$0.19, or 2.75 percent, from the 2021 impact.

**Policy**

Not applicable.

**Public Process**

This item was reviewed as part of the annual budget workshop held on September 15, 2021.

**Background**

The HRA budget attempts to balance the funding of programs important to the City with maintaining as small of a tax burden as feasible. State statutes mandate that an HRA levy may not exceed 0.0185 percent of taxable market value in the City. The 2022 taxable market value of the City of Woodbury is estimated to be \$11,110,388,600 which would allow for a maximum 2022 HRA property tax levy of \$2,055,421. As such, the 2022 HRA levy represents about 12.2 percent of the potential HRA property tax levy.

**HRA Letter 21-07**  
**September 29, 2021**  
**Page 2**

The main focus of this staff report is on the action needed regarding the not-to-exceed amount for the 2022 HRA levy. Staff anticipates future public meetings and discussions regarding the HRA's budget and its programs.

Written By: Karl Batalden, Community Development Coordinator  
Approved Through: Janelle K. Schmitz, HRA Clerk  
Judith Afdahl, HRA Treasurer  
Attachments: HRA Resolution 21-05

## HRA Resolution 21-05

### Resolution of the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Woodbury, Washington County, Minnesota

#### Authorization of the 2022 not-to-exceed HRA levy in an amount of \$250,000

BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Woodbury, Washington County, Minnesota (the "HRA"), as follows:

Section 1.     Recitals.

- 1.01. The HRA is authorized by Minnesota Statutes Section 469.033 to adopt a levy on all taxable property within its area of operation, which is the City of Woodbury, Minnesota.
- 1.02. The HRA is authorized to use the amounts collected by the levy for the purposes of Minnesota Statutes Section 469.001 to 469.047 (the "General Levy").

Section 2.     Findings

- 2.01. The HRA hereby finds that it is necessary and in the best interest of the City of Woodbury and the HRA to adopt the General Levy to provide funds necessary to accomplish the goals of the HRA and in furtherance of the City's comprehensive plan.
- 2.02. The levy does not exceed 0.0185 percent of estimated market value in the City of Woodbury.
- 2.03. State Law requires the certification of a proposed tax levy no later than September 30, 2021 for "truth in taxation" purposes.

Section 3.     Adoption of General Levy.

- 3.01. The following sums of money are hereby levied, collectible in 2022, upon the taxable property of the City of Woodbury for the purposes of the General Levy described in Section 1.02 above:

Amount:	\$250,000
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Section 4.     Report to City and Filing of Levies.

- 4.01. The Executive Director of the HRA is hereby instructed to inform the City Council of this Resolution so that the City Council may consent to the levy.
- 4.02. After the City Council has consented by resolution to the levy, the Treasurer of the HRA is authorized and directed to provide the property tax levy amounts to the county auditor of Washington County, Minnesota.

This Resolution was declared duly passed and adopted and was signed by the Chair of the HRA and attested to by the HRA Executive Director this 29<sup>th</sup> day of September, 2021.

Attest:

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Anne W. Burt, Chair

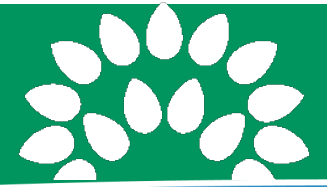
\_\_\_\_\_  
Clinton P. Gridley, Executive Director

# Woodbury HRA Meeting

September 29, 2021



# Woodbury HRA Meeting



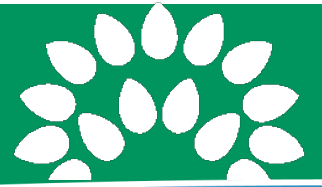
**Call to Order**

**and**

**Roll Call**

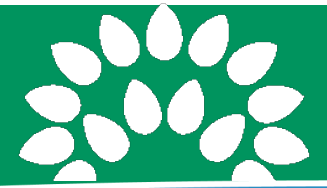


# Consent Agenda



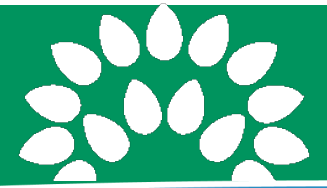
## A. Approval of Minutes – September 8, 2021 HRA Meeting

# 2022 not-to-exceed HRA levy



- MN law requires the HRA to adopt a not-to-exceed property tax levy amount not later than September 30<sup>th</sup>
- Levy may not exceed 0.0185% of EMV
  - Maximum potential levy would be **\$2,055,421**
- HRA budget proposal was evaluated at September 15<sup>th</sup> City Council budget workshop

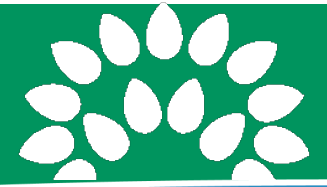
# Impacts of proposed HRA levy



Proposed 2022 levy amount of **\$250,000**

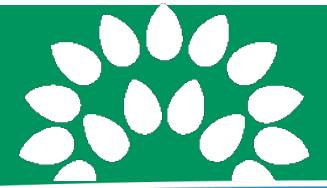
- Approximately 12.2% of max. allowable amount
- Zero percent change from 2021; **flat since '11**
- Annual impact on median-valued home of **\$6.73** in 2022
  - Down **2.75 percent** from 2021

# 2022 HRA expenditures



- The proposed 2022 HRA budget includes \$1,313,900 in expenditures:
  - \$550,000 in loan pool disbursements;
  - \$520,000 to implement the 2021 Housing Action Plan;
  - \$243,900 in personnel and program administration

# Requested action



- HRA Resolution 21-05 establishes **\$250,000** as the not-to-exceed 2022 HRA levy amount
- The amount may be decreased prior to final adoption of the budget but not increased
  - The final adoption of the 2022 HRA budget is anticipated on December 8, 2021.

# Questions?

