



# HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

**Regular Meeting**

**October 15, 2018**

**CALL TO ORDER**

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

*HRA Members Present:* Mary Supple, Chair; Pat Elliott; Michael Howard; Sue Sandahl; and Erin Vrieze Daniels.

*Staff Present:* Steve Devich, Executive Director; John Stark, Community Development Director; Julie Urban, Housing Manager; and Kate Aitchison, Housing Specialist.

**APPROVAL OF THE MINUTES OF THE REGULAR HOUSING AND REDEVELOPMENT  
AUTHORITY MEETING OF SEPTEMBER 17, 2018.**

M/Sandahl, S/Howard to approve the minutes of the regular Housing and Redevelopment Authority meeting of September 17, 2018.

Motion carried 5-0.

<b>Item #1</b>	<b>APPROVAL OF THE AGENDA</b>
----------------	-------------------------------

M/Elliott, S/Vrieze Daniels to approve the agenda.

Motion carried 5-0.

<b>Item #2</b>	<b>CONSENT CALENDAR</b>
----------------	-------------------------

Executive Director Devich presented the Consent agenda:

- A. Consideration of the approval of the use of the Housing and Redevelopment Authority General Fund for one (1) Down Payment Assistance Loan in the amount of \$10,000. (S.R. No. 45)

M/Sandahl, S/Elliott to approve of the consent calendar.

Commissioner Vrieze Daniels stated her support for the program.

Commissioner Elliott asked for clarification on the program guidelines and eligibility. Housing Specialist Aitchison provided details about the funding and program requirements.

Motion carried 5-0.

<b>Item #3</b>	<b>CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM CONSENT CALENDAR</b>
----------------	--

None.

<b>Item #4</b>	<b>CONSIDERATION OF THE ADOPTION OF A RESOLUTION APPROVING AN INCLUSIONARY AFFORDABLE HOUSING POLICY. (S.R. NO. 46)</b>
----------------	---

Housing Manager Urban presented Staff Report No. 46.

Chair Supple asked for clarification about how single family scattered site programs would be evaluated under this policy.

Housing Manager Urban explained that the Richfield Rediscovered and New Home Programs would be evaluated based over a three-year period of the programs in whole. These projects happen on an individual basis, and the budget process also provides a means for balancing the programs.

Commissioner Elliot stated his desire for staff to take on the monitoring and proactive management of that planning.

Housing Manager Urban stated that yes, staff will be working to keep the programs and ratios in balance.

Commissioner Elliott asked for clarification on the opt-out funding available to the city, and the basis for establishing that amount.

Community Development Director Stark explained the process and stated that each case is different and specific to the individual project. Staff

Commissioner Sandahl stated that you can see evidence of this ratio over the years, and stated her understanding that the funding sources also help dictate which properties are purchased for each program.

Housing Manager Urban and Community Development Director Stark stated their perspective on how the changing housing market impacts these ratios, especially in times of a market slow-down.

Commissioner Vrieze Daniels asked for clarification on the Area Median Income (AMI).

Housing Manager Urban responded.

M/Howard, S/Elliott to adopt a resolution approving an Inclusionary Affordable Housing Policy.

RESOLUTION NO. 1315  
 A RESOLUTION APPROVING THE ADOPTION OF AN INCLUSIONARY  
 AFFORDABLE HOUSING POLICY

Commissioner Sandahl asked if the policy be distributed to surrounding communities.

Housing Manager Urban responded that it will be shared with other communities during their regularly scheduled working meetings on this topic.

Motion carried 5-0. This resolution appears as Resolution No. 1315.

<b>Item #5</b>	<b>HRA DISCUSSION ITEMS</b>
----------------	-----------------------------

None.

<b>Item #6</b>	<b>EXECUTIVE DIRECTOR REPORT</b>
----------------	----------------------------------

None.

<b>Item #7</b>	<b>CLAIMS AND PAYROLL</b>
----------------	---------------------------

M/Elliott, S/Sandahl that the following claims and payroll be approved:

<b>U.S. BANK</b>	
Section 8 Checks: 130125-130203	\$164,620.76
HRA Checks: 33531-33543	\$ 91,364.31
<b>TOTAL</b>	<b>\$255,985.07</b>

Motion carried 5-0.

Commissioner Elliot asked if incoming Executive Director Stark would like to add anything.

Community Development Director Stark stated that staff recently presented a grant proposal to the Metropolitan Council for Livable Communities Funds for \$1.2 million. Four suburban communities were competing for funds. Applications are reviewed by committee and then passed on to the Council for approval.

<b>Item #8</b>	<b>ADJOURNMENT</b>
----------------	--------------------

The meeting was adjourned by unanimous consent at 7:20 p.m.

Date Approved: November 19, 2018

\_\_\_\_\_  
 Mary B. Supple  
 HRA Chair

\_\_\_\_\_  
 Kate Aitchison  
 Housing Specialist

\_\_\_\_\_  
 Steven L. Devich  
 Executive Director