

BOARD OF COMMISSIONERS  
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY  
WASHINGTON COUNTY, MINNESOTA

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The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on November 21, 2017. Staff present: Barbara Dacy, Executive Director; Melissa Taphorn, Deputy Executive Director; Aaron Christianson, Director of Finance; Ann Hoechst, Housing Assistance and Administrative Services Director; Chris Eng, Economic Development Director; Angie Shuppert, Community Development Programs Manager; Kathryn Paulson, Community Development Project Manager; Ryan Gruber, Human Resources and Communications Coordinator; Becky Nelson, Senior Accountant; Kristen Scobie, Community Development Project Manager; Elena Shulman, Community Development Project Manager; and Leni Healy, Administrative Assistant.

Guest present: Stan Suedkamp, Mayor, City of Landfall; Stan Karwoski, Commissioner, Washington County; and Ed Shukle, City Administrator, City of Landfall.

**Meeting called to order at 3:00 p.m. by Commissioner Hargis**

**ROLL CALL**

Commissioners present: Hargis, Dingle, Miron, Zeller, Widen, Ryan and Belisle.

**OPEN FORUM**

None

**CONSENT CALENDAR**

Consent Calendar agenda items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

Minutes of Regular Meeting  
October 17, 2017

Abstract of Bills, November 2017  
Total: \$1,482,669.59

A-1 Resolution No. 17-46. Resolution Accepting An Unconditional Grant From Connexus Energy in the Amount of \$500

A-2 Resolution No. 17-47. Resolution Approving Organizational Documents of the Owner and Managing Member for the Glen at Valley Creek; and Declaring the Official Intent of the Agency to Reimburse Certain Expenditures from the Proceeds of the Bonds

**Commissioner Hargis moved to approve the Consent Agenda, seconded by Commissioner Widen. Motion carried 7-0.**

**PRESENTATION**

P-1 Update on Landfall Terrace Manufactured Home Park, Ed Shukle, Landfall City Administrator

Ms. Dacy introduced Mr. Ed Shukle and Mr. Stan Suedkamp, Mayor of the City of Landfall. Mr. Shukle provided an overview of some of the accomplishments the City has attained during the year. Mr. Shukle remarked that the City and the CDA staff enjoy a very good working relationship.

Commissioner Miron commented that it was a thorough report. He introduced Stan Karwoski, Washington County Commissioner who has an interest in the transit issue. Commissioner Miron also questioned nutrition issues in Landfall. Mr. Shukle indicated that Family Means provides those services.

Commissioner Zeller noted that, dispute local rumors to the contrary, he does not have any personal or professional, economic interests in property located in Landfall. He does not currently have any holdings in Landfall and does not anticipate any future acquisition of property in Landfall.

**PUBLIC HEARING**

A-3 Resolution No. 17-48. Public Hearing and Resolution Adopting a Significant Amendment to the 2015-2019 Capital Fund Plan Five Year Plan for the Public Housing Program

**Commissioner Zeller moved to open a Public Hearing on Resolution 17-48, seconded by Commissioner Miron. Motion carried 7-0.**

Mr. Christianson explained that the original budget had allocated \$90,000 of Capital Fund Program funding for each year 2015-2019 to be used for operational costs as allowed by HUD's framework for a small public housing agency. However, during the 2017 renewal process, HUD no longer allowed the CDA to use this exception and required the award be allocated to capital projects. This resolution will reallocate funding from operations to individual capital projects at Whispering Pines and the scattered sites as required by HUD. The proposed 2018 budget accommodates this change. The amendment has been properly noticed and placed on the website. Mr. Christianson indicated that he had received no questions or comments.

**Commissioner Zeller moved to close the Public Hearing, seconded by Commissioner Miron. Motion carried 7-0.**

Commissioner Belisle asked for clarification concerning the original plan. Mr. Christianson explained that the funding was originally in the operations budget but the amendment will move the funds into capital. Commissioner Belisle further asked about the impact of using levy funds instead of HUD grant funding for operations. Mr. Christianson explained that this change will affect the cash balance and the Public Housing Assessment System scores but the CDA will be adequately funded.

**Commissioner Miron moved to adopt the amendment, seconded by Commissioner Zeller. Motion carried 7-0.**

**CLOSED EXECUTIVE SESSION**

**Commissioner Widen moved to go into Closed, Executive Session regarding labor negotiations, seconded by Commissioner Dingle. Motion carried 7-0 at 3:35 PM.**

**Commissioner Zeller moved to close the Executive Session and return to the regular session, seconded by Commissioner Widen. Motion carried 7-0 at 3:50 PM.**

**NEW BUSINESS**

A-4 Resolution No. 17-49. Resolution Authorizing Executive of Collective Bargaining Agreement With AFSCME Minnesota Council 5 for 2018-2019

**Commissioner Zeller moved to approve Resolution No. 17-49 Authorizing Executive of Collective Bargaining Agreement With AFSCME Minnesota Council 5 for 2018-2019, seconded by Commissioner Widen. Motion carried 7-0.**

A-5 Resolution No. 17-50 Resolution Authorizing Submission of the Minnesota Housing Rehabilitation and Emergency Loans Administrator Application.

Ms. Taphorn stated that the CDA has applied to become an approved lender of state-funded rehabilitation loans to meet the needs of extremely low income homeowners (\$27,100 for a household of four). Currently, these programs are not available to Washington County residents as there are no approved loan administrators operating in the county after the closing of the Greater Metropolitan Housing Corporation's Housing Resource Center. Throughout the state, the programs are predominantly administered by the county housing and redevelopment authorities.

Ms. Taphorn explained that approximately 10% of all Washington County homeowners are eligible. Two-thirds of the eligible homeowners are rent burdened (paying more than 30% of their income on housing

costs). The programs are important to Washington County as they promote affordable homeownership and keep the housing stock in good condition, ultimately increasing neighborhood vitality.

She indicated that the Rehabilitation Loan Program provides deferred loan financing to eligible low-income homeowners statewide who are unable to secure home improvement financing in the private sector. The Emergency and Accessibility Loan Program assists homeowners needing emergency assistance or essential accessibility improvements. Loan funds, up to \$27,000, may be used for basic home improvements that directly affect the home's safety, habitability or energy efficiency.

Ms. Taphorn stated that historically, an average of six loans were made annually in Washington County. The CDA would be responsible for marketing, application processing, eligibility determinations, scopes of work, and closing the loans. Minnesota Housing would be responsible for funding and loan servicing. Based on the number of loans and workload, the programs can be administered with existing personnel. The CDA would receive up to \$3,000 per loan closed.

Ms. Taphorn indicated that if the Board supports the Resolution, the next steps would be to submit the application in early December. Minnesota Housing would approve or deny the application in late December. Loan administration would begin in early January.

**Commissioner Zeller moved to approve Resolution 17-50, seconded by Commissioner Widen.  
Motion carried 7-0.**

## **DISCUSSION**

### D-1 Preview of New CDA Website

Mr. Gruber presented a preview of a new website which could launch within the next few weeks. The site should improve navigation for users. The website is designed with responsive coding which allows for a better experience with mobile devices. The content has been designed to lead users to staff for more in-depth information. Another feature will be hosting detailed maps to properties. The Board of Commissioners page will feature pictures, biographies and direct contact vehicles.

## **REPORTS**

### DEPUTY EXECUTIVE DIRECTOR

Ms. Taphorn provided updates on the impact of tax reform on Glen at Valley Creek. She reviewed scenarios of the House and Senate proposals and the corporate tax rate decrease. Staff has set a course of action to close on the property by the end of the year to avoid losing the project completely.

Dakota County CDA will be holding a public hearing on December 12<sup>th</sup> to approve allocation of bonds to Washington County. There will also be a TEFRA public hearing at the county board.

Commissioner Belisle asked if Dakota County will be issuing the bonds. Ms. Taphorn indicated that Dakota County has agreed to issue the bonds. Commissioner Belisle then questioned why they couldn't issue everything before the end of the year. Ms. Taphorn indicated that Dakota County will issue the tax exempt bonds before the end of the year; however they could not act as the first mortgage lender.

Ms. Taphorn indicated that there would be a larger report of activities for the December Board meeting.

### ECONOMIC DEVELOPMENT DIRECTOR

Mr. Eng indicated that there was no update to the submitted written report.

### FINANCE & PROPERTY MANAGEMENT

Mr. Christianson reported that 2017 audit schedule has been set. The finance committee should meet before the January meeting. He proposed January 9<sup>th</sup> or January 16<sup>th</sup> for the committee meeting. Commissioners Zeller and Widen indicated that they would be available at two o'clock on January 16<sup>th</sup>. Mr. Christianson indicated that he would inform the auditors.

### RENTAL ASSISTANCE

Ms. Hoechst announced the retirement of Lucy Chavez after thirty-seven years. Joann Apman also retired earlier this year.

EXECUTIVE DIRECTOR

Ms. Dacy reported that the Tax Reform Act would significantly impact the private activity bond prohibition which would devastate the rental production and Minnesota Housing's ability to issue Homeownership Bonds. The House proposal would affect the ability for bonding 501 (c) 3 entities as well.

She distributed the login addresses for the Commissioners.

**Commissioner Zeller moved to adjourn the Board meeting, seconded by Commissioner Ryan.  
Motion carried 7-0.**

Meeting adjourned at 4:35 PM.

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/Steven Ryan/  
Steve Ryan