

BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA
SEPTEMBER 17, 2019

The Washington County Community Development Agency Board of Commissioners convened in Regular Session at Washington County CDA, 7645 Currell Blvd., Woodbury, MN on September 17, 2019 at 3:00 p.m. Staff present: Barbara Dacy, Executive Director; Chris Eng, Economic Development Director; Aaron Christianson, Finance Director; Ann Hoechst, Housing Assistance and Administrative Services Director; Ashley Engh, Finance Assistant Director; Becky Nelson, Senior Accountant; Bill Lightner, Project Manager II; Angie Shuppert, Community Development Programs Manager; and Lori Creamer, Administrative Specialist.

Guests present: Lisa Weik, Washington County Commissioner; Stan Karwoski, Washington County Commissioner and Karl Batalden, Community Development Coordinator, City of Woodbury

ROLL CALL

Commissioners Present: Dingle, Miron, Ryan, Belisle, Zeller and Green.

Commissioner Absent: Widen

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
August 20, 2019

Abstract of Bills August 2019
Total \$ 1,275,755.64

- A-1 Resolution No.19-35. Resolution Authorizing the Adoption of the Passbook Savings Rate for Federal Assistance Programs Effective January 1, 2020
- A-2 Resolution No.19-36. Resolution Authorizing the Adoption of the Revised Housing Choice Voucher Payment Standards Effective January 1, 2020
- A-3 Resolution No.19-37. Resolution Authorizing the Adoption of the Revised Public Housing Flat Rents Effective January 1, 2020

Commissioner Zeller moved to approve the Consent Calendar, seconded by Commissioner Green. Motion carried 6-0.

PUBLIC HEARING

- A-4 Resolution No. 19-38. Resolution Authorizing Execution of the PHA Certification of Compliance with the Annual PHA Plan 2020- and Five-Year Plan 2020-2024 and Related Regulations including Required Civil Rights Certifications

Commissioner Miron moved to open both public hearings, seconded by Dingle. Motion carried 6-0.

Director Hoechst presented the Annual Public Housing Plan 2020 and the Five-Year Plan 2020-2024. The most significant proposed change in both plans is the CDA's proposal to apply to the Department of Housing and Urban Development (HUD) to convert 105 public housing units to the Housing Choice Voucher program.

The CDA held multiple meetings with the Public Housing participants regarding the conversion plan. The CDA met with the Resident Advisory Board (RAB) met on May 14, 2019 to review the plans. RAB members made comments that were read into the record. RAB comments were supportive of the proposed changes. Following are comments: A resident stated he understands there are increased expenses as properties age and the CDA must find ways to make the program financially stable. Commissioner Ryan stated he trusts the CDA staff to find a solution and manager the programs well.

The 2020-2024 Five-Year Plan include responses to the PHA Goal is to expand the supply of housing assistance. Comments were no issue with moving to a Moving To Work (MTW) agency and streamlining processes if it saves money; as we look at expanding assisted housing, how do we make sure to provide choices with different types of housing, for example 4-plexes with limited amenities to keep rents lower. Different types of housing depend on financial options and making the property flow financially.

Public housing goal to improve the quality of assisted housing. Comments included does the tenant survey include public housing units and yes, they do. There were no concerns on conversion of public housing units if it saves money while maintaining units and relies on the quality work of the CDA staff to make good decisions regarding the conversion of public housing units.

Public housing goal to increase assisted housing choices. Comments included additional affordable and/or assisted housing is needed in the northern area of the county; question, does the CDA connect with landlords? CDA staff response is the Rental Specialist connect regularly with landlords, particularly the home inspector.

Public housing goal to promote self-sufficiency and asset development of assisted households. Comments included when looking at increasing jobs in the county, need to look at companies that pay a living wage and can support the cost of housing. More jobs needed in the northern area of the county; question, is the senior coordinator hours at the properties adequate to meet the needs of the residents. CDA staff responded with explaining the services currently offered and it's about connecting tenants to different resources instead of the CDA staff providing them.

Public housing goal to ensure equal opportunity and affirmatively further fair housing, there were no comments.

Progress on previous five-year plan, there were no comments.

Capital Funds: Whispering Pines comments were carpet in bedrooms is too light of color and is always dirty. Question if there is a schedule to replace the carpet in bedrooms? Carpets are changed out as needed at turns, there is not a specific schedule. With updates in the common areas it would be nice to have a new flat screen TV in the community room for residents to watch movies. That one has been completed.

Scattered Sites representative comment was trusting the good work of the CDA staff to make decision on what needs to be done to the properties to keep them in good shape.

Chair Belisle asked the public for any additional comments. No comment on the proposed changes to the Administrative Plan.

A-5 Resolution No.19-39. Resolution Endorsing the Washington County 2018 Consolidated Annual Performance and Evaluation Report and Authorizing Submission to Washington County Board of Commissioners

Ms. Shuppert presented the information for the Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and the Home Investment Partnership (HOME) program

The CAPER details accomplishments including funds invested in projects and activities; households and persons assisted; actions taken to affirmatively further fair housing and grant funded projects that meet housing and community development needs in Washington County.

Chair Belisle asked the public for any additional comments. No public comment on the Washington County 2018 Consolidated Annual Performance and Evaluation Report.

Commissioner Ryan moved to close both public hearings, seconded by Commissioner Miron. Motion carried 6-0.

Commissioner Green moved to approve Resolution 19-39, seconded by Commissioner Dingle. Motion carried 6-0.

Commissioner Dingle moved to approve Resolution 19-38, seconded by Commissioner Ryan. Motion carried 6-0.

NEW BUSINESS

A-6 Resolution No.19-40. Resolution Adopting the Washington County Community Development Agency Policy for the Naming of CDA-Owned Facilities and Amenities

Executive Director Dacy addressed the board regarding the naming policy of CDA-Owned facilities and amenities. She stated at the August meeting Director Taphorn presented the draft policy.

Based on the Board's discussion at that meeting, staff amended the draft policy to add criteria for naming a facility or amenity in recognition of a financial or real estate contribution to the agency. Staff also clarified the need for Board approval, by resolution to name a facility or amenity after an individual or family. Those amendments were added to the proposed final policy.

The policy is as follows: if a family or individual recognition is not proposed, the name of the facility will be developed by staff in the capital planning process. Ms. Dacy noted a minor correction in the attachment, Exhibit A states it as a draft policy. She suggested deleting the word "draft" in the heading.

Commissioner Zeller moved to approve Resolution 19-40, seconded by Commissioner Green. Motion carried 6-0.

A-7 Resolution No.19-41. Resolution Naming the Common Space at the Glen at Valley Creek the "Bill and Joan Hargis Community Room"

Executive Director Dacy stated staff is suggesting this request because it exceeds the requirements of the Naming Policy just adopted. Bill Hargis was the chair of the CDA board for several years, advocated for a variety of affordable housing issues specifically senior housing. As Mayor of the City of Woodbury, he made a significant impact not only in the City of Woodbury, but in the region as well in affordable housing. For those who work in public service, their families are affected by the commitment of the individual, therefore, CDA staff would also suggest including his wife Joan's name.

Executive Director Dacy recommended the Board approve the resolution naming the community room at The Glen at Valley Creek the Bill and Joan Hargis Community Room.

Chair Belisle asked if there was any board discussion. There was none.

Commissioner Miron moved to approve Resolution 19-41, seconded by Commissioner Zeller. Motion carried 6-0.

A-8 Resolution No.19-42. Resolution Amending the Predevelopment Finance Fund Policy allowing for the CDA Board to increase the maximum grant amount that a community may receive per application and per year at the discretion of the CDA Board

Director Eng thanked Commissioner Weik and Commissioner Karwoski for being here today and the support shown for economic development.

This item is an amendment to the policies and procedures for the predevelopment fund. In 2018 the CDA board approved the predevelopment financing fund for the purpose of helping cities increase available land for economic development, providing opportunities for existing businesses to stay and grow, spur new business development opportunities, create increased commercial and industrial market values and assist with redeveloping blighted properties

Staff requested the CDA Board consider amending the current policy to authorize grant awards of more than \$40,000 (the current maximum allowed on a case-by-case basis at the sole discretion and upon approval of the CDA Board.

Director Eng stated that language in the policy has been changed from specific dates to “the grant award must be fully executed by the end of the year of the grant agreement approval and the funds must be spent by the end of the following year”.

Commissioner Green moved to approve Resolution 19-42 seconded by Commissioner Dingle. Motion carried 6-0.

A-9 Resolution No.19-43. Resolution Approving a Predevelopment Finance Fund Grant Application and Subsequent Award to the City of Woodbury in the amount of \$50,000

Director Eng introduced Karl Batalden from the City of Woodbury to answer any specific questions regarding the funding request. The City of Woodbury Economic Development Authority would be the grant award recipient for this project. The City of Woodbury Economic Development Authority is applying for a \$50,000 grant from the Predevelopment Finance Fund. The City of Woodbury EDA is committing \$100,000 in local funds to match the requested \$50,000 in CDA dollars, a two for one match to assist with station area master planning surrounding the three proposed METRO Gold Line station areas in Woodbury. The goal of the studies is to spur and guide future commercial development and redevelopment opportunities. There are 80 parcels in the three study areas including 400 acres.

Commissioner Miron stated Commissioner Weik and Commissioner Karwoski are here today because of their extensive work on the Gold Line over the years. and for the economic development potential to grow the tax base and jobs.

Commissioner Miron moved to approve Resolution 19-43 seconded by Commissioner Ryan. Motion carried 5-0-1. Green Abstained.

DISCUSSION

D-1 Preservation of Natural Occurring Affordable Housing Incentive Program

Mr. Lightner stated the CDA is looking for direction from the Board on which option to move forward with to preserve Natural Occurring Affordable Housing (NOAH). 1. Present a formal proposal at October meeting; 2. Provide additional research on current pilots and gather more “hard” numbers; 3. Stop, don't do anything.

Commissioners Ryan, Green and Zeller asked questions relating to the tax implications on this type of endeavor.

Commissioners Zeller and Belisle were in favor of the CDA purchasing the properties instead of providing funds to a developer or third party. That would ensure the affordability factor to be maintained in the future for Washington County residents.

Commissioners Green responded, thinking more strategically, would it make sense to work with organization such as Common Bond or others doing that work on affordable housing projects.

Commissioner Miron expressed a combination of the two, pilot program with other partners and purchase of properties works. Let's start with the pilot and the information gathered through that process will assist in future decisions to continue with the pilots or the CDA owning and managing properties.

Mr. Lightner will gather additional information on costs to the CDA in terms of partnering with other entities for pilot programs, purchasing properties and the rehabilitation costs of those properties for discussion at a later meeting.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Executive Director Dacy reported Deputy Executive Director Taphorn won the Outstanding Achievement Award from NARROH. She will be presented with the award at the October 15th Meeting.

ECONOMIC DEVELOPMENT

Director Eng stated there was nothing additional to add.

FINANCE AND PROPERTY MANAGEMENT

Director Christianson confirmed there will be a Finance Committee meeting on October 15th at 2:00 pm in Room 107, prior to the regularly scheduled Board meeting.

RENTAL ASSISTANCE

Director Hoechst stated there was nothing additional to add.

EXECUTIVE DIRECTOR

Executive Director Dacy reported she and Chris Sorenson, the Community Services Director for Washington County will be attending the next unsheltered homelessness collaboration with six other counties on a potential shelter for the homeless. CDA's role would be to facilitate some real estate and possible financing.

She and Director Eng will be attending the County Board workshop on October 1st and providing an update on the MN Tech Corridor. At a future meeting Director Eng and myself will be providing the results on the Economic Development survey.

BOARD COMMENTS

None.

Commissioner Green moved to move into closed executive session for the purposes of labor negotiations, seconded by Commissioner Ryan. Motioned carried 6-0

CLOSED EXECUTIVE SESSION

Commissioner Zeller moved to close the executive session and return to the regular meeting, seconded by Commissioner Ryan. Motion carried 6-0.

ADJOURNMENT

Commissioner Zeller moved to adjourn; seconded by Commissioner Ryan. Motion carried 6-0.

Meeting adjourned at 4:45 p.m.