

# HOUSING AND REDEVELOPMENT AUTHORITY

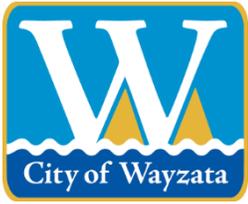
## Meeting Agenda

Wayzata City Hall Community Room, 600 Rice Street

Thursday, January 20, 2022

7:30 AM

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
  - a. Consider Approval of HRA Minutes of November 29, 2021
4. **Old Business**
5. **New Business**
  - a. Consider Election of Officers
  - b. Consider Appointment of Executive Director
  - c. Consider Discussion and Amendments of Bylaws
  - d. Update of HRA-related Activities
6. **Next Meeting Date: Wednesday, April 27, 2022**
7. **Adjournment**



**City of Wayzata  
Housing and Redevelopment Authority  
Agenda Report**

<b>MEETING DATE:</b> January 20, 2022	<b>AGENDA ITEM:</b> 3.a
<b>TITLE:</b> Consider Approval of HRA Minutes of November 29, 2021	
<b>PROPOSED MOTION:</b> To Approve the Regular Meeting Minutes of the November 29, 2021 Meeting	
<b>PREPARED BY:</b> Kathy Leervig, City Clerk	
<b>REVIEWED BY:</b> Jeffrey Dahl, Executive Director	

**ACTION REQUESTED:**

Staff recommends approval of the attached minutes.

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

N/A

**ATTACHMENTS:**

1. November 26, 2021 HRA Minutes (draft)

**CALL TO ORDER**

Chair Shaver called the meeting of the Housing and Redevelopment Authority to order at 3:30 p.m.

Members Present: Commissioners Bob Ambrose, Terri Huml, Steve Fox, and Thomas Shaver

Members Absent: Commissioner Roger Wothe (due to his passing)

City Staff present: Executive Director Jeff Dahl, Community Development Director Emily Goellner, City Attorney David Schelzel, and City Clerk Kathy Leervig.

**APPROVAL OF AGENDA**

Commissioner Huml made a motion, seconded by Commissioner Fox, to approve the November 29, 2021 agenda as presented. Motion carried 4/0.

**APPROVAL OF MINUTES**

**A. Consider Approval of HRA Minutes of July 13, 2021 Meeting**

Commissioner Ambrose noted a change needed on the heading of the minutes that noted it was a Charter Commission meeting.

Commissioner Ambrose made a motion, seconded by Commissioner Fox, to approve the July 13, 2021 meeting minutes, as amended. Motion carried 4/0.

**B. Consider Approval of HRA Workshop Minutes of October 26, 2021**

Commissioner Ambrose made a motion, seconded by Commissioner Huml, to approve the October 26, 2021 meeting minutes as presented. Upon roll call vote, the motion carried 5/0.

**OLD BUSINESS**

**A. Consider Amendments to HRA Bylaws**

Chair Shaver expressed his appreciation for the hard work that has gone into amendments to the HRA Bylaws.

Commissioner Fox gave a suggestion for page 2 of the redlined version of the Bylaws. He stated that there is a list of 10 items and would suggest adding something onto the list about enhancing public access to Lake Minnetonka lakeshore area. He noted that alternate language could match what is used in the business subsidy portion of the packet, on page 33, which references that the desired qualifications include implementation of the City's values and vision for its lakefront.

Chair Shaver stated that he would feel comfortable with that addition, if the HRA supported it. He stated that there could be a broad statement in the goal and then a definition to make it clear.

The HRA discussed amending the goals.

Executive Director Dahl suggested stating, “promoting connected, walkable, and pedestrian friendly development related public and private projects, such as Panoway.”

The HRA discussed leaving out the word ‘Panoway’ and include language that stated ‘enhance public access to the lakefront’.

City Attorney Schelzel explained that the idea of the lakefront probably transcends just the walkability and connectivity goal that is here. He stated that he would not have a problem with it being a stand-alone 11<sup>th</sup> goal. He stated that this section is set up with reference to the goals of the City’s Comprehensive Plan, the strategic plan, the TIF policies, and the business subsidy policies. He reiterated that he would support a stand-alone new goal.

Chair Shaver stated that he would agree because trying to include this information in the existing 10 goals would make it rather cumbersome. He stated that would support an 11<sup>th</sup> goal associated with the lakefront and the natural resources it provides to the community.

Commissioner Ambrose stated that would be beyond the access and enhancing the lakeshore and the natural resources it provides.

Executive Director Dahl confirmed that the Commission would like to add an 11<sup>th</sup> goal that is, ‘enhancing the lakefront and the natural resources it provides to the community’.

Commissioner Huml asked about the annual meeting taking place on the third Thursday in January or other date and time set by the HRA. She asked if they were required to have that meeting a certain time period before a normally held meeting. She stated, for example, the HRA will not be able to meet on January 26, 2022 as originally planned because so many of the Commissioners will be gone. She asked if the HRA would need to set that meeting date today and if not, asked how far in advance that meeting would need to be scheduled.

Executive Director Dahl noted that generally those types of meetings require at least three days of notice. He stated that the Bylaws are used to set the path for the next year, but when individual schedule issues arise, as soon as they know, they can cancel it and reschedule it, but it does need at least three days’ notice.

Commissioner Huml made a motion, seconded by Commissioner Fox, to approve the proposed amendments to the HRA Bylaws, with the addition of an 11<sup>th</sup> goal, as discussed. Motion carried 4/0.

Commissioner Fox noted that he had neglected to point out an issue in the October 26, 2021 workshop minutes with the attendance.

Executive Director Dahl noted that staff will ensure that it actually reflects the attendance and explained that this change can be made administratively.

**NEW BUSINESS**

**A. Consider Amendments to Business Subsidy Policy to Incorporate Affordable Housing**

Community Development Director Goellner gave a brief overview of the proposed amendments to the Business Subsidy Policy to incorporate affordable housing. She noted that affordable housing was a matter of public policy that is an explicit goal of the City Council and is very much a part of the 2040 Comprehensive Plan.

Chair Shaver stated that he feels these proposed changes are very meaningful.

Commissioner Huml noted that for item #9 on page 31, they included preservation and reinvestment of existing stock, which she feels is very important. She stated that there was a City Council meeting where they talked about funding for some property owners in town so they could reinvest or upgrade their buildings. She asked if that conversation was part of this or if it was a different funding source that they were discussing. She stated that she remembers the City Council turned it down which surprised her because she didn't feel they really understood what the money was set aside for.

Executive Director Dahl stated that he did not recall that specific conversation, but knows that there is an older affordable housing fund that is really just for what was mentioned by Commissioner Huml to rehab and maintain the existing stock through the use of TIF dollars. He noted that it was not highly utilized and in terms of ROI with administration, it did not seem like it was a useful program and did not get to what they were trying to accomplish.

Chair Shaver explained that this was an initiative 11 or 12 years ago to establish this fund to support existing housing stock. He noted that, traditionally, the fund would be able to be used for maintenance items associated with the housing stock with low interest loans and a few other separate programs that they were providing to the community, but it just was not accepted and was utilized very infrequently.

Commissioner Huml noted that she wonders if it is just a matter of people not understanding what it was for, how to access the funds, and how it can be repaid. She stated that she picked up on a lot of confusion.

Executive Director Dahl agreed that confusion was probably part of the issue in addition to some pretty stringent low income requirements which really limited the amount of utilizers.

Commissioner Ambrose made a motion, seconded by Commissioner Fox, to approve the proposed amendments to the Business Subsidy Policy to incorporate Affordable Housing, as presented. Motion carried 4/0.

**B. Recognition of Commissioner Roger Wothe**

Chair Shaver explained that the original reason for holding this meeting in the afternoon was in anticipation of celebrating with Commissioner Wothe regarding his dedication to the City for his 30+ years of service on the HRA. He stated that unfortunately between the time this was scheduled and this meeting, Commissioner Wothe has passed away and will be greatly missed. He stated that the question becomes how a community can honor Commissioner Wothe for what he has done for the City. He stated that he does not have a suggestion at this time but asked that the HRA give it some thought and come up with some ideas that would be appropriate as a way to honor Commissioner Wothe and his family for his life of service to the community.

Executive Director Dahl noted that the City has already sent flowers to the family. He noted that staff has a matrix of recognition that really tries to build some consistency and thresholds for community members who have given so much. He stated that he will check on where Commissioner Wothe's service will fall into that matrix in terms of recognizing him, his family, and what he has done for the community. He stated that he will send this information to the HRA when he checks into it and noted that if there needs to be some assistance in gathering information or working on something to honor Commissioner Wothe, he feels it would be great if it came out of the HRA.

Chair Shaver stated that he would 1000% support this body finding a way to support those efforts. He stated that Commissioner Wothe has been an extraordinary member to this body and noted that his institutional knowledge he brought will be greatly missed.

Executive Director Dahl stated that he suspects that there are other initiatives directed towards the City and the community that Commissioner Wothe has been involved in that were not included in the memo for this HRA meeting. He stated that he thinks that is why it will be important to work with the family and the HRA on putting together the appropriate recognition that encompasses everything Commissioner Wothe meant to the City.

**NEXT MEETING DATE: January 26, 2022**

Chair Shaver noted that due to scheduling conflicts, this meeting will need to be rescheduled.

The Commission discussed their upcoming availability, conflicts, and expected travel plans.

**There was a consensus to schedule the HRA meeting on January 20, 2022, at 7:30 am.**

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Executive Director Dahl noted that the City Council will be conducting interviews for prospective Board and Commission members sometime in December.

Chair Shaver reiterated how much Commissioner Wothe will be missed.

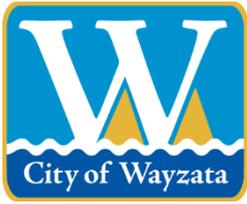
**ADJOURN**

There being no further business, Commissioner Huml made a motion, seconded by Commissioner Ambrose to adjourn the meeting. Motion carried 4/0. The meeting adjourned at 4:11 pm.

Respectfully submitted,

Kathy Leervig  
City Clerk  
City of Wayzata

DRAFT



**City of Wayzata  
Housing and Redevelopment Authority  
Agenda Report**

<b>MEETING DATE:</b> January 20, 2022	<b>AGENDA ITEM:</b> 5.a
<b>TITLE:</b> Consider Election of Officers	
<b>PROPOSED MOTION:</b> To Appoint a Chair, Vice Chair, and Secretary	
<b>PREPARED BY:</b> Jeffrey Dahl, Executive Director	
<b>REVIEWED BY:</b> N/A	

**ACTION REQUESTED:**

A motion is needed to appoint the HRA officers for 2022, per HRA bylaws.

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

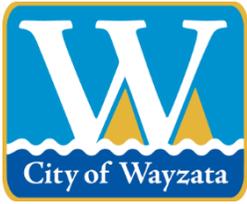
**BACKGROUND:**

Per HRA Bylaws, the HRA should appoint officers annually. 2021 Officers were Chair Shaver, Vice Chair Ambrose, and Secretary Huml. Below are the descriptions of each officer position:

- **Chair:** The HRA shall select a Chair from among its Commissioners who shall preside at all meetings of the HRA.
- **Vice Chair:** The HRA shall select a Vice Chair from among its Commissioners who shall preside at all meetings of the HRA in the absence of the Chair and shall perform such other duties as may be assigned by the Commissioners. In the case of death, retirement, or resignation of the Chair, the Vice Chair shall perform and be vested with all the duties and powers of the Chair until such time that a new Chair is chosen by the Commissioners.
- **Secretary:** The HRA shall select a Secretary from among its Commissioners who shall be responsible for certification of official actions of the HRA.

**ATTACHMENTS:**

None



**City of Wayzata  
Housing and Redevelopment Authority  
Agenda Report**

<b>MEETING DATE:</b> January 20, 2022	<b>AGENDA ITEM:</b> 5.b
<b>TITLE:</b> Consider Appointment of Executive Director	
<b>PROPOSED MOTION:</b> To Re-appoint Jeffrey Dahl as Executive Director	
<b>PREPARED BY:</b> Jeffrey Dahl, Executive Director	
<b>REVIEWED BY:</b> N/A	

**ACTION REQUESTED:**

A motion is needed to re-appoint City Manager Jeffrey Dahl as the Executive Director of the HRA.

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

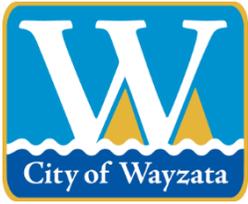
Per HRA Bylaws, the HRA should annually appoint or reappoint the Executive Director. Below is the description of the Executive Director position. The City Manager has traditionally served this role.

The Executive Director, who shall not be a commissioner, shall be responsible for:

- Securing, supervising and directing any personnel required for work to be accomplished by the HRA;
- Providing for the taking of and preparing minutes of each meeting of the HRA;
- Maintaining any appropriate files as deemed necessary by the Commissioners, including files of minutes, publication of meetings, and meeting agendas;
- The general administration and financial management of the affairs of the HRA pursuant to policies determined by the Commissioners; and
- Any other responsibilities assigned by the Chair or Commissioners.

**ATTACHMENTS:**

None



**City of Wayzata  
Housing and Redevelopment Authority  
Agenda Report**

<b>MEETING DATE:</b> January 20, 2022	<b>AGENDA ITEM:</b> 5.c
<b>TITLE:</b> Consider Discussion and Amendments of Bylaws	
<b>PROPOSED MOTION:</b> N/A	
<b>PREPARED BY:</b> Jeffrey Dahl, Executive Director	
<b>REVIEWED BY:</b>	

**ACTION REQUESTED:**

N/A

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

As stated in the bylaws, the HRA should contemplate any needed updates to the bylaws at its annual meeting in January. Over the past year, the HRA-led effort to significantly update its bylaws. This update was passed by the City Council at its January 4th Meeting. The updated bylaws are attached. As a result of these recent updates, staff recommends no additional updates at this time.

**ATTACHMENTS:**

1. BYLAWS FINAL - 01.04.22

**AMENDED AND RESTATED  
BYLAWS  
of the  
HOUSING AND REDEVELOPMENT AUTHORITY  
In and for the City of Wayzata, Minnesota  
(Adopted January 4, 2022)**

**PREAMBLE**

State law provides that cities may create housing and redevelopment authorities to undertake certain types of housing and redevelopment or renewal activities. Housing and redevelopment authorities are separate public entities, governed by a board of commissioners, which may authorize the acquisition of real estate, housing and commercial loans and grants, and the issuance of bonds.

The Housing and Redevelopment Authority in and for the City of Wayzata (HRA) was created by the Wayzata City Council in 1967, after holding a hearing and determining the need for an HRA in the City. The original goals of the HRA were:

1. Set a standard for future development of Wayzata;
2. Exploit the natural advantages of Lake Minnetonka;
3. Preserve the distinctive atmosphere of Wayzata;
4. Create a business climate that will enable local businesses to compete with the planned investment in nearby commercial centers;
5. Attract businesses that will offer improved employment opportunities;
6. Establish an improved quality in multiple housing facilities; and
7. Maximize tax return.

Additional area-specific goals have been established in connection with the creation of individual tax increment (TIF) districts within the City.

Overall, the Wayzata HRA seeks to help realize the goals of the Wayzata 2040 Comprehensive Plan, the vision and mission of the City's most recent Strategic Plan, and the provisions of the City's TIF and Business Subsidy Policies. These include:

1. Redeveloping blighted areas
2. Creating and enhancing areas of greater housing diversity
3. Supporting housing density initiatives in targeted neighborhood zones
4. Establishing and supporting, financially and politically, a local Inclusionary Housing Policy
5. Promoting environmental sustainability initiatives and components of projects
6. Promoting connected, walkable, and pedestrian friendly development
7. Promoting charming, thoughtful, and managed development
8. Diversifying and enhancing jobs and local tax base
9. Enhancing public parking infrastructure, and upgrading parking facilities with green energy features
10. Maintaining and enhancing vibrant commercial corridors

11. Enhancing the lakefront and natural resources it provides to the community

## ARTICLE I. **AUTHORITY**

Section A. Name. The legal name of the HRA is “Housing and Redevelopment Authority of the City of Wayzata”.

Section B. Office. The offices of the HRA shall be at the City Hall in the City of Wayzata, Minnesota, but the HRA may hold its meetings at such place or places as it may designate.

## ARTICLE II. **MEETINGS**

Section A. Date of Annual Meeting. The annual meeting shall be held on the third Thursday in January of each year at 7:30 A.M., or such other date and time as set by the HRA, at the regular meeting place of the HRA. In the event such day shall be a legal holiday, the annual meeting shall be on the preceding Wednesday or such other time as set by the HRA.

Section B. Quorum. There must be a quorum, as defined in Article IV, to conduct business at all meetings. If a quorum is not present for an annual meeting, the Chair shall establish a date for a new annual meeting. If a quorum is not present for a regular or special meeting, the Chair shall adjourn the meeting to the next regular or special meeting of the HRA.

Section C. Annual Meeting. The following, among any other appropriate matters, shall be considered at the annual meeting:

1. Election of officers;
2. Determination of need for regular meetings to be held until the next annual meeting and if necessary determination of dates for regular meetings;
3. Discussion of bylaws and any suggested amendments;
4. Receipt of Financial Report, unless scheduled and presented at a subsequent meeting; and
5. Appointment of Executive Director

Section D. Regular Meetings. If determined necessary by the HRA, regular meetings shall be held at a fixed place and at a time as determined by the HRA at its annual meeting. The time may be changed by the HRA at any subsequent meeting by a majority vote of all Commissioners and after notification of such change in the City’s official newspaper. Agendas for regular meetings shall include at least the following order and items of business:

1. Call to Order;
2. Approval of Agenda;
3. Approval of Minutes;
4. Unfinished or Organizational Business;
5. New Business; and
6. Adjournment.

Section E. Special Meetings. Special meetings of the HRA may be called by the Chair, or any two members of the HRA, for any proper purpose of the HRA upon oral or written notice to each of the Commissioners and to the local newspapers at least 3 days prior to the date of the special meeting. A written notice shall set forth the time and place of the special meeting and be posted at City Hall at least 3 days prior to the date of the special meeting.

Section F. Public Meetings. All meetings shall be open to the public in accordance with the provisions of Minnesota Statutes.

### ARTICLE III. **COMMISSIONERS, OFFICERS, ADMINISTRATOR, STAFF**

Section A. Commissioners. The HRA shall consist of five (5) Commissioners who must be residents of the City of Wayzata. The Commissioners shall be appointed by the Wayzata City Council. Each Commissioner shall serve a term of five (5) years in accordance with Minnesota statute § 469.003.

Section B. Officers. The officers of the HRA shall consist of a Chair, a Vice Chair, a Secretary, and such other officers as shall from time to time be chosen and appointed by the HRA.

Section C. Chair. The HRA shall select a Chair from among its Commissioners who shall preside at all meetings of the HRA.

Section D. Vice Chair. The HRA shall select a Vice Chair from among its Commissioners who shall preside at all meetings of the HRA in the absence of the Chair and shall perform such other duties as may be assigned by the Commissioners. In the case of death, retirement, or resignation of the Chair, the Vice Chair shall perform and be vested with all the duties and powers of the Chair until such time that a new Chair is chosen by the Commissioners.

Section E. Secretary. The HRA shall select a Secretary from among its Commissioners who shall be responsible for certification of official actions of the HRA.

Section F. Executive Director. The HRA shall appoint an Executive Director, who shall not be a Commissioner. The Executive Director shall be responsible for:

1. Securing, supervising and directing any personnel required for work to be accomplished by the HRA;
2. Providing for the taking of and preparing minutes of each meeting of the HRA;
3. Maintaining any appropriate files as deemed necessary by the Commissioners, including files of minutes, publication of meetings, and meeting agendas;
4. The general administration and financial management of the affairs of the HRA pursuant to policies determined by the Commissioners; and
5. Any other responsibilities assigned by the Chair or Commissioners.

Section G. Staff Services. If the HRA appoints the City Manager as the Executive Director and/or uses personnel under the control of the City Manager, a contract for staff services shall be entered into which clearly designates the services provided.

#### ARTICLE IV. **QUORUM AND VOTING**

Section A. Quorum. A quorum of the HRA shall be three Commissioners. A quorum shall be required to conduct business at any meeting of the HRA.

Section B. Voting. An affirmative vote of a majority of those Commissioners present at a meeting shall be required to take action on or approve any matter before the HRA, except that with respect to the following matters, an affirmative vote of three (3) or more Commissioners shall be required:

1. To appoint or revoke the appointment of the Executive Director;
2. To cancel a contract;
3. To amend the Bylaws;
4. To change the time of regular meetings or the time of the annual meeting;
5. To borrow money; or
6. To approve a project.

#### ARTICLE V. **FINANCE AND CONTRACTS**

Section A. Fiscal Year. The Calendar year shall be the fiscal year of the HRA. However, other fiscal years for specific purposes or undertaking of the HRA may be established as required or desirable.

Section B. Budgets. The Executive Director shall prepare a budget for each project that is being considered by the HRA. If an annual operating budget is desired by the HRA, the HRA shall submit its request in accordance with the City's established budget approval process. City Council approval of project and operating budgets is required.

Section C. Investments of the HRA. The investments of the HRA funds shall be the responsibility of the Executive Director in accordance with the investment policies of the City.

Section D. Project and Procurement Manager. The responsibility for Project Management and Procurement for each approved HRA project shall be outlined in a Project Manager/Procurement Contract.

Section E. Disbursements.

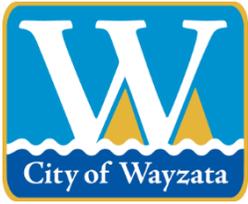
1. Federal and State funds. All funds received from the Government of the United States or any of its agencies, and the state of Minnesota or any of its agencies, shall be disbursed and accounted for in accordance with the regulations or requirements from time to time made by the Federal or State agencies furnishing funds to the HRA.
2. Official Depository. All monies received by the HRA from any source whatsoever shall be deposited in bank accounts in accordance with the established practices of the City. All disbursements shall be in accordance with the established practices of the City.
3. Checks. All checks drawn on bank accounts of the HRA shall indicate the fund and, in the case of a project, the project to be charged. All checks shall be signed by the Executive Director.

## ARTICLE VI. **POWERS AND DUTIES**

Section A. General Powers and Duties. The HRA shall have the powers and duties provided to the HRA by Minnesota Statutes.

## ARTICLE VII. **AMENDMENTS**

These Bylaws may be amended at any meeting of the HRA provided that notice of such proposed amendment is mailed to each Commissioner of the HRA at least ten days prior to such meeting. The amendment of the Bylaws and the vote required shall be in accordance with Article IV of these Bylaws.



**City of Wayzata  
Housing and Redevelopment Authority  
Agenda Report**

<b>MEETING DATE:</b> January 20, 2022	<b>AGENDA ITEM:</b> 5.d
<b>TITLE:</b> Update of HRA-related Activities	
<b>PROPOSED MOTION:</b> N/A	
<b>PREPARED BY:</b> Jeffrey Dahl, Executive Director	
<b>REVIEWED BY:</b> N/A	

**ACTION REQUESTED:**

N/A

**FINANCIAL OR BUDGET CONSIDERATION:**

N/A

**BACKGROUND:**

At the meeting, staff will provide an update on the following items:

- Housing Policy Discussion with the City Council
- TIF Financials
- Downtown Parking
- Panoway on Wayzata Bay
- Other Development Activities

**ATTACHMENTS:**

None