



Housing and Redevelopment Authority Meeting
Council Chambers

January 28,

2026
Upon the conclusion of the Woodbury 2026 meeting, estimated to be 7:40 p.m.

This Housing and Redevelopment Authority (HRA) meeting is taking place virtually and at Woodbury City Hall in the Council Chambers.

Meetings are recorded by TrueLens Community Media and are broadcast live and replayed on cable channel 799. Meetings are also available on the [City of Woodbury's YouTube channel](#).

Members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone and accessing the virtual meeting link at woodburymn.gov/VirtualMeetings.

[Watch the Live Meeting](#)

Public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link.

Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. at 651-714-3524 or at council@woodburymn.gov. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Please note that all agenda times are estimates.

1. Call to Order
2. Roll Call
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.

3A. Approval of Minutes - December 10, 2025

3B. Approval of the 2026 HRA Annual Meeting

26-01

Staff recommends HRA adopt HRA Resolution 26-01, a resolution appointing the 2026 HRA officers.

3 Approval of Designating Depository of Public Funds 26-02

Woodbury Housing and Redevelopment Authority
Agenda January 28, 2026 | 7:40 PM

Staff recommends that the Woodbury HRA Board adopt a motion designating CorTrust Bank as the HRA's depository of public funds for the year 2026.

- 3D. Consider Adoption of HRAD-1.6: Housing and Redevelopment Authority 26-03 (HRA) Land Banking Policy Staff recommends HRA adopt HRA Resolution 26-02, a resolution adopting HRAD-1.6: Housing and Redevelopment Authority (HRA) Land Banking Policy.

4. Public Hearings No Items
Scheduled

5. Discussion No Items
Scheduled

6. Adjournment

The City of Woodbury is subject to Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability by public entities. The City is committed to full implementation of the Act to our services, programs, and activities. Information regarding the provisions of the Americans with Disabilities Act is available from the Administration office at 651-714-3500. Auxiliary aids for disabled persons are available upon request at least 72 hours in advance of an event. Please call the ADA Coordinator at 651-714-3500 (TDD 731-5796) to make arrangements.

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

Wednesday, December 10, 2025

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 10th day of December 2025.

Call to Order

Chair Anne Burt called the meeting to order at 7:35 p.m., and she welcomed those attending the meeting both in person and virtually.

Chair Burt explained that members of the public may attend the meeting in person and may also join the meeting using a computer, tablet, or smartphone. She stated public comments will be accepted during the meeting both in person and virtually. Virtual questions should be submitted via the online Q&A feature within the virtual meeting link. Questions regarding the meeting will also be taken between the hours of 8:00 a.m. to 4:30 p.m. via email at council@woodburymn.gov or at 651-714-3524. Questions received after 4:30 p.m. will be responded to in the next three to seven business days.

Roll Call

Upon roll call the following were present: Chair Anne Burt, Kim Wilson, Donna Stafford, Steve Morris, Jennifer Santini. Absent: None.

Others Present: Janelle Schmitz, HRA Clerk; Jeffrey Dahl, HRA Executive Director, Kevin Sandstrom, Woodbury City Attorney; and Jamie Fritts, Housing and Economic Development Coordinator.

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 – October 08, 2025 HRA Meeting

Item B To adopt a motion to approve the HRA Calendar for 2026, which will include the meetings listed in Council Letter 25-13.

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

Voting via voice:

Kim Wilson – aye
Donna Stafford – aye
Steve Morris – aye
Jennifer Santini – aye
Anne Burt – aye

Public Hearings

No items scheduled

Discussion

A. Approval of Adopting the 2026 Housing and Redevelopment Authority Budget

Housing and Economic Development Coordinator Jamie Fritts reviewed the 2026 Housing and Redevelopment Authority budget. The proposed 2026 Housing and Redevelopment Authority (HRA) budget includes \$479,200 of appropriations focusing on the broad categories of loan program disbursements, labor reimbursements, professional services, and operating expenditures. The primary revenue sources for these expenditures include the HRA Levy, loan principal and interest payments, and interest earnings.

MINUTES

WOODBURY HOUSING AND REDEVELOPMENT AUTHORITY

Wednesday, December 10, 2025

Mr. Fritts explained that the 2026 HRA budget is based on direction provided to staff at the April 30, 2025, Council Workshop regarding updates to the Housing Action Plan. The preliminary 2026 budget was first presented to the Council during the budget workshop on September 10, 2025. During the HRA budget presentation, staff introduced the proposed not-to-exceed 2026 HRA levy amount of \$250,000 for Council discussion. On September 24, 2025, the HRA adopted Resolution 25-08, establishing the 2026 not-to-exceed levy amount at \$250,000. As discussed at the April Council Workshop, the 2026 budget is structured to ensure the long-term sustainability of HRA operations and support future fund balance growth. A key highlight of the 2026 budget is that it is balanced, with expenditures not exceeding projected revenues. As a result, the historical reliance on fund balance to support HRA operations will not be necessary, and any unexpended revenues or revenues received above projections will contribute to increasing the fund balance over time.

Mr. Fritts stated that staff recommend the HRA Board adopt HRA Resolution 25-10, a resolution adopting the 2026 Housing and Redevelopment Authority Budget.

Member Santini asked why the LAHA funds were not reflected in the budget. Mr. Fritts replied that the LAHA funds are in a separate fund.

Member Santini moved, seconded by Member Stafford,

To adopt the following resolution

HRA Resolution 25-10

HRA Resolution of the Housing and Redevelopment Authority of the City of Woodbury, Washington County, Minnesota, adopting the 2026 Housing and Redevelopment Authority Budget.

Voting via voice:

Kim Wilson - aye
Donna Stafford - aye
Steve Morris - aye
Jennifer Santini - aye
Anne Burt - aye

Adjournment

Chair Burt moved, seconded by Member Morris, to adjourn the December 10, 2025, Housing and Redevelopment Authority meeting.

Voting in Favor: Wilson, Stafford, Morris, Santini, Burt
Absent: None

Chair Burt adjourned the meeting at 7:41 p.m.

Anne W. Burt, Chair

Approved by the Woodbury Housing and Redevelopment Authority on January 28, 2026.

City of Woodbury, Minnesota
Office of the HRA Executive Director

HRA Letter 26-01

January 28,
2026

To: The Honorable Chair and Commissioners of the HRA

From: Jeffrey J. Dahl, Executive Director

Subject: Approval of the 2026 HRA Annual Meeting

Summary

Per the by-laws of the HRA, it is necessary to hold an annual meeting of the HRA on the fourth Wednesday of January. At this annual meeting, the HRA commissioners shall appoint the officers for the year.

Recommendation

Staff recommends HRA adopt HRA Resolution 26-01 appointing the 2026 HRA officers.

Fiscal Implications

None

Policy

The by-laws of the HRA as most recently amended and adopted by HRA Resolution 20-01 on January 22, 2020 require the HRA to hold its annual meeting on the fourth Wednesday of each January.

Public Process

This is the first public meeting for this item.

Background

The Woodbury HRA has officer positions of Chair, Vice Chair and Secretary which are filled by members of the Board as required by Section 2.1 of the HRA by-laws. In addition, the HRA has staff-level officer positions of Executive Director, Deputy Executive Director, Clerk and Treasurer.

In the past, Woodbury's Mayor has served as the Chair, the Mayor pro tem has served as the Vice Chair and the remaining commissioner with the longest tenure on the Board has served as the Secretary. Additionally, Woodbury's City Administrator has served as the Executive Director, the Deputy City Administrator has served as the Deputy Executive Director, the Community Development Director has served as the Clerk and the CFO/Controller has served as the Treasurer.

HRA Letter 26-01
January 28, 2026
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If the 2026 HRA Board chooses to follow these past practices and staff recommendations, the officers of the HRA for 2026 would be:

Chair:	Anne Burt
Vice Chair:	Jennifer Santini
Secretary:	Steve Morris
Executive Director:	Jeffrey Dahl
Deputy Executive Director:	Angela Gorall
Clerk:	Janelle Schmitz
Treasurer:	Jason Schirmacher

The specific appointment of officers is at the discretion of the board although, as noted above, the positions of Chair, Vice Chair and Secretary must be filled by members of the Board.

Written By:	Jamie Fritts, Housing and Economic Development Manager
Approved Through:	Janelle Schmitz, Community Development Director/HRA Clerk
Attachment:	HRA Resolution

HRA Resolution 26-01

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

Appointing 2026 HRA Officers

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

1. Recitals. All things required by the applicable provisions of Minnesota Statutes, Sections 469.001 to 469.047, have been duly taken in order to create, constitute, and activate the HRA.
2. Appointment of Officers. In accordance with the by-laws of the HRA hereby adopted, the Board hereby appoints to the following offices of the HRA the following persons, respectively:

Chair:	Anne Burt
Vice Chair:	Jennifer Santini
Secretary:	Steve Morris
Executive Director:	Jeffrey Dahl
Deputy Executive Director:	Angela Gorall
Clerk:	Janelle Schmitz
Treasurer:	Jason Schirmacher

This Resolution was declared duly passed and adopted and was signed by the Chair and attested to by the Executive Director this 28th day of January, 2026.

Attest:

Jeffrey J. Dahl, Executive Director

Anne W. Burt, Chair

City of Woodbury, Minnesota
Office of the HRA Executive Director

HRA Letter 26-02

January 28,
2026

To: The Honorable Chair and Commissioners of the HRA

From: Jeffrey J. Dahl, Executive Director

Subject: Approval of Designating Depository of Public Funds

Summary

Minnesota State Statutes 118A.02 requires the Woodbury HRA's Board to designate the HRA's depository of public funds. Currently, the City of Woodbury has a banking service agreement with CorTrust Bank.

Recommendation

Staff recommend that the Woodbury HRA Board adopt a motion designating CorTrust Bank as the HRA's depository of public funds for the year 2026.

Fiscal Implications

The interest income and fees per the agreement are accounted for in the 2026 HRA budget.

Policy

In accordance with investment policy, this action affirms the staff's recommendation to designate CorTrust as the HRA's depository of public funds.

Public Process

This is the first public meeting for this item.

Background

Not applicable

Written By: Jamie Fritts, Housing and Economic Development Manager
Approved Through: Janelle Schmitz, Community Development Director/HRA Clerk
Attachment: None

City of Woodbury, Minnesota
Office of the HRA Executive Director

HRA Letter 26-03

January 28,
2026

To: The Honorable Chair and Commissioners of the HRA

From: Jeffrey J. Dahl, Executive Director

Subject: Consider Adoption of HRAD-1.6: Housing and Redevelopment Authority (HRA) Land Banking Policy

Summary

At the April 30, 2025, Council Workshop, the Council discussed the Housing Action Plan and directed staff to develop a policy establishing an HRA land banking program to advance City housing goals by facilitating the development of new affordable rental housing. The land banking program would be funded primarily through the City’s annual disbursements of Local Affordable Housing Aid (LAHA). Adoption of the proposed land banking policy by the HRA would formally establish the program and define the parameters for the acquisition, holding and conveyance of land for housing development.

Recommendation

Staff recommends HRA adopt HRA Resolution 26-02 adopting HRAD-1.6: Housing and Redevelopment Authority (HRA) Land Banking Policy.

Fiscal Implications

None

Policy

2021 Housing Action Plan
2040 Comprehensive Plan

Public Process

March 13, 2024 –Council Workshop
August 28, 2024 –Council Workshop
April 30, 2025 –Council Workshop
January 28, 2026 – HRA Meeting
Background

Since the creation of the Local Affordable Housing Aid (LAHA) metro area sales tax by the Minnesota Legislature in 2023, a series of Council workshops have been held to determine the most effective and impactful use of these new funds. Staff recommended several program concepts aimed at expanding opportunities for both affordable homeownership and rental housing within the City. These recommendations were based on strategies to address market barriers to the development of new affordable rental housing and attainable homeownership opportunities for first-time buyers. Following consideration of these recommendations, Council directed staff to develop the land banking policy described in this letter.

Land Banking

Acquiring real estate for land banking is a strategic tool for expanding housing opportunities for low- and moderate-income households. Land banking allows governmental or nonprofit entities to acquire and hold land in advance of development until market conditions are favorable for development of the parcel and/or the surrounding area. The land is then conveyed to an affordable housing developer proposing a project that meets an identified local housing need, typically at a price below market value. This approach reduces overall development costs and effectively injects equity into the project, as the market value of the land exceeds the developer's acquisition cost. Land banking also helps address challenges associated with purchasing land from private owners by providing greater certainty in transactions. Given the uncertainty of affordable housing financing resources, land acquisitions can be delayed, leading to complications between developers and landowners that increase costs or jeopardize transactions altogether.

In addition, four recent developments in Woodbury totaling nearly 1,000 affordable rental units were primarily facilitated by the 55129 ZIP code's designation as a Difficult Development Area (DDA) by the U.S. Department of Housing and Urban Development (HUD). Affordable housing projects located within a DDA are eligible for increased Low-Income Housing Tax Credit (LIHTC) subsidies, which enhanced financing for Woodbury's two most recent projects by nearly \$10 million each. DDA designations are reviewed and updated annually by HUD; however, as of 2026, the 55129 ZIP code is no longer designated as a DDA. It is unknown if or when Woodbury will receive this designation again, and the loss of the DDA incentive may result in increased funding gaps for future affordable housing developments and a greater need for local financial assistance. As a result, strategies such as the attached land banking policy will become increasingly important to attract and facilitate affordable housing development.

The purpose of the proposed HRA land banking policy is to establish clear guidelines for the acquisition, holding, management, and disposition of land to support the development of affordable housing. The policy prioritizes the acquisition of land for new rental housing serving households earning no more than 50 percent of the area median income (AMI). It establishes program objectives, outlines procedures for the acquisition and conveyance of land, and includes controls to ensure properties are properly managed, development is consistent with the City's Comprehensive Plan, and long-term affordability is maintained for projects developed on banked parcels.

Written By: Jamie Fritts, Housing and Economic Development Manager
Approved Through: Janelle Schmitz, Community Development Director/HRA Clerk

HRA Letter 26-03

January 28, 2026

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Attachment:

1. HRA Resolution
2. Housing and Redevelopment Authority (HRA) Land Banking Policy

HRA Resolution 26-02

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

Adopting HRAD-1.6: Housing and Redevelopment Authority (HRA) Land Banking Policy

WHEREAS, the Housing and Redevelopment Authority in and for the City of Woodbury (the “HRA”) is a municipal housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 through 469.047; and

WHEREAS, the powers granted to the HRA by Minnesota Statutes include the authority to acquire real property for purposes including redevelopment, removal of blight, and the production of affordable housing; and

WHEREAS, the City of Woodbury’s 2021 Housing Action Plan identified land banking as a strategy to facilitate the production of new affordable housing when adequate financial resources become available; and

WHEREAS, in 2023, the Minnesota State Legislature established a Local Affordable Housing Aid (LAHA) metro area sales tax to be distributed annually to metropolitan counties and municipalities, including the City of Woodbury; and

WHEREAS, at its April 30, 2025 Council Workshop, the City Council directed staff to develop affordable housing production strategies to be funded in part with LAHA funds, including said HRA Land Banking Policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Woodbury, Washington County, Minnesota, that HRAD-1.6: Housing and Redevelopment Authority (HRA) Land Banking Policy is hereby approved.


This Resolution was declared duly passed and adopted and was signed by the Chair and attested to by the Executive Director this 28th day of January, 2026.

Attest:

Jeffrey J. Dahl, Executive Director

Anne W. Burt, Chair

(SEAL)

 <p>Housing and Redevelopment Authority Directive</p>	Adopted: Revised:	Number: HRAD-1.6
	Chair: Anne Burt	Executive Director: Jeffrey Dahl
	For: Housing and Redevelopment Authority Board	
	Subject: Housing and Redevelopment Authority (HRA) Land Banking Policy	

Purpose

The City of Woodbury Housing and Redevelopment Authority (HRA) is authorized under Minn. Stat. § 469.012 to acquire real estate in accordance with a redevelopment plan for residential or commercial purposes, or without a redevelopment plan for the purpose of removing blight or facilitating low- and moderate-income housing.

Policy

Acquiring real estate for land banking is a strategic tool to expand housing opportunities for low- and moderate-income households. The purpose of this policy is to establish clear guidelines for the acquisition, holding, management, and disposition of land by the HRA to facilitate the development of affordable housing.

Objectives

- Acquire and hold land in strategic locations for future affordable housing development.
- Ensure a consistent and transparent process by which the HRA conveys its real estate for development.
- Facilitate the development of affordable housing that meets the needs of households earning up to 60 percent of the Area Median Income (AMI), with a priority for developments serving households at or below 50 percent AMI.
- Align future development and redevelopment efforts with the City’s Comprehensive Plan and Housing Action Plan.

Eligible Land Banking Activities

- Acquire vacant, underutilized, or strategically located parcels for future affordable housing development.
- Accept land donations or negotiate purchases at or below fair market value.
- Assemble land for future affordable housing development.
- Prepare land for future development, including demolition, environmental remediation, or infrastructure improvements, as funding allows.
- Convey land to public or private entities for the development of affordable housing.

Anticipated Funding Sources

- Metropolitan Local Affordable Housing Aid (LAHA) Minn. Stat. § 477A.35.
- Leveraging additional federal, state, local funding, and grants with authorization from the HRA Board of Commissioners.

Procedures

Property Acquisition

The HRA will consult with relevant City departments, particularly Community Development, to ensure that parcels identified for acquisition are consistent with the City's Comprehensive Plan, area master plans, and current zoning or are eligible for rezoning or re-guidance for future housing use.

In evaluating parcels for land banking, the HRA will consider:

- Availability of sufficient funds to hold and maintain the property over an extended period;
- Feasibility of future development based on environmental, legal, or title constraints;
- Ability to secure clear, insurable, and marketable title;
- Suitability for multifamily or mixed-use development;
- The existing supply of affordable housing in the vicinity and the scattered site approach as identified in the Comprehensive Plan;
- Housing production need; and
- Proximity to needed amenities such as transit, commercial areas, employment centers, schools, parks, and other amenities.

The HRA will not take title to, or perform work on, parcels with known or suspected environmental contamination without:

- Completion of a Phase I environmental site assessment;
- Prior approval from the HRA Board of Commissioners; and
- Completion of, or secured funding for, environmental remediation to ensure the site is clean and free of contaminants.

All land acquisitions must receive final approval from the HRA Board of Commissioners.

Property Holding and Management

The HRA will hold properties in its inventory until market conditions are favorable for affordable housing development that aligns with Housing Action Plan goals. Prior to acquisition, the HRA will attempt to estimate holding timelines and associated maintenance and holding costs.

The level of maintenance may vary from property to property. Maintenance activities will be coordinated to ensure properties remain well-kept. Maintenance activities may include lawn mowing, snow removal, trash removal, signage installation, and hazard abatement as needed to protect public safety and maintain compliance with City Code.

Insurance

The HRA shall maintain appropriate insurance coverage on all land banked properties to manage risk and limit liability exposure. All land banked parcels, regardless of whether structures are present, shall be covered under a general liability insurance policy. This coverage protects the HRA from claims of bodily injury or property damage occurring on HRA-owned land.

Disposition of Land and Project Selection

The HRA will conduct regular reviews of its land inventory to evaluate market conditions and site readiness for disposition.

Land title may be transferred to private developers, public entities, or nonprofit housing organizations under the following conditions:

- The property's end use is for housing affordable to households earning at or below 60 percent AMI, with priority for deeper affordability at or below 50 percent AMI;
- The development proposal receives the necessary approvals from the City Council;
- The developer has secured all construction financing; and
- Development is scheduled to begin immediately or shortly after transfer of title.

The HRA will not transfer title to any developer that has not met these requirements and reserves the right to rescind pending offers or purchase agreements.

In most cases the HRA will utilize a competitive Request for Proposals (RFP) or Request for Qualifications (RFQ) process to identify qualified end users and priority projects. The RFP or RFQ will include clear expectations for development, which will be used to evaluate proposals for selection. Development expectations and priorities stated in the request will be based on factors such as zoning and density, property location, master plans, current housing needs in the community and other goals identified by the HRA.

If an RFP process is not utilized, the HRA shall identify that the goals of this policy are met or exceeded via a direct sale.

Compensation

The agreed-upon compensation may include cash, deferred payments, contractual obligations, restrictive covenants, or other responsibilities assumed by the transferee. The HRA may also sell land at below-market value to support project feasibility, provided it aligns with Housing Action Plan goals and applicable laws.

Purchase Agreements

Each purchase agreement will be negotiated on a case-by-case basis. Term considerations may include, but are not limited to:

- Development agreements made with the City;
- Project timelines;
- Project outcomes; HRAD-1.6 HRA Land Banking Policy

- **Secured project financing; and**
- **Compensation terms.**

An appraisal shall be conducted prior to the acquisition or sale of property. All land conveyed by the HRA for affordable housing purposes will require a long-term Land Use Restriction Agreement (LURA) to ensure the property remains affordable for a permanent or nearly permanent duration. Additional covenants, conditions, and restrictions may also be applied at the HRA's discretion to align with public purposes and ensure development occurs with the intended end use.

Final purchase agreements must be authorized by the HRA Board of Commissioners prior to execution.

Interagency Partnerships

The HRA recognizes the value of collaborating with other public agencies to enhance its land banking efforts. Partnerships with other regional public entities may improve the effectiveness and efficiency of acquiring, holding, and developing land for affordable housing.

To that end, the HRA may enter into cooperative agreements, memoranda of understanding (MOUs), or joint ventures with public sector partners to:

- Co-acquire or jointly hold properties to achieve shared housing and community development goals;
- Pool resources to reduce acquisition, holding, or remediation costs;
- Align land banking efforts with broader regional initiatives in housing, transit, sustainability, or economic development; and/or
- Share data, expertise, and due diligence efforts to support informed decision-making.

The HRA shall ensure that any joint activities maintain alignment with the goals and objectives of this policy and are subject to approval by the HRA Board of Commissioners. Interagency partnerships shall also comply with City policies, Minnesota state law and public finance rules as applicable.