

**MINUTES OF THE
SCHEDULED REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF DULUTH, MINNESOTA
HELD ON THE 29th DAY OF NOVEMBER, 2022**

The Commissioners of the Housing and Redevelopment Authority of Duluth, Minnesota, met in a Scheduled Regular Meeting at 3:30 P.M. on the 29th day of November 2022.

Chair Glumac called the meeting to order and on roll call, the following members were present: Commissioners Cich, Glumac, Meyer, and Talarico. The Chair declared a quorum present. Commissioner Nephew arrived at 3:35 P.M. and Commissioners Randorf and Hanek arrived at 3:40 P.M.

Also, present were staff members Anna Carlson, Traci Nindorf, Rachel Downs, and Jake Morgan; Chris Virta, Fryberger Law; and Theresa Bajda, Senior Housing Developer.

SCHEDULED PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

CONSENT AGENDA:

The following items were introduced by Chair Glumac:

MINUTES OF THE SCHEDULED REGULAR MEETING OF OCTOBER 25, 2022

RESOLUTION NO. 4348-22

**RESOLUTION AUTHORIZING AGREEMENT WITH AMERICAN FEDERATION OF
STATE, COUNTY, AND MUNICIPAL EMPLOYEES – LOCAL 66**

RESOLUTION NO. 4349-22

**RESOLUTION AUTHORIZING AGREEMENT WITH GENERAL DRIVERS,
WAREHOUSEMEN, HELPERS, AND INSIDE EMPLOYEES LOCAL 346
CONFIDENTIAL UNIT**

RESOLUTION NO. 4350-22

**RESOLUTION AUTHORIZING AGREEMENT WITH GENERAL DRIVERS,
WAREHOUSEMEN, HELPERS, AND INSIDE EMPLOYEES LOCAL 346
SUPERVISORY UNIT**

Commissioner Talarico moved that the foregoing items be approved as introduced.
Commissioner Meyer seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Meyer, and Talarico

Nays: None

Chair Glumac declared the motion carried and said items approved as introduced and read.

DISCUSSION ITEMS

RESOLUTION APPROVING MODIFICATIONS TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

This resolution requests changes to the Executive Director's employment contract. Two of the changes are to put her contract in line to match the Collective Bargaining Agreements Cost of Living Adjustment effective date and adding Juneteenth as a Holiday. The last change is to add additional vacation days. There has never been a contract adjustment request in the 7 ½ years the Executive Director has been employed with the HRA.

There being no questions, the following resolution was introduced by Chair Glumac:

RESOLUTION NO. 4351-22 APPROVING MODIFICATIONS TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Commissioner Cich moved that the foregoing items be approved as introduced.
Commissioner Talarico seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Meyer, Nephew, and Talarico

Nays: None

Chair Glumac declared the motion carried and said item approved as introduced and read.

RESOLUTION AUTHORIZING THE SELECTION OF JOHNSON WILSON CONSTRUCTORS, INC. AS THE GENERAL CONTRACTOR FOR SKYRIDGE FLATS

This resolution authorizes a contract with Johnson Wilson Constructors for the building of Skyridge Flats. Entering into the contract would be subject to MHFA approval of the value engineering and the ability to bring funding together to close the gap.

After discussion, the following resolution was introduced by Chair Glumac:

RESOLUTION NO. 4352-22 AUTHORIZING THE SELECTION OF JOHNSON WILSON CONSTRUCTORS, INC. AS THE GENERAL CONTRACTOR FOR SKYRIDGE FLATS

Commissioner Nephew moved that the foregoing resolution be approved as introduced.
Commissioner Meyer seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Hanek, Meyer, Nephew, Randorf, and Talarico

Nays: None

Chair Glumac declared the motion carried and said item approved as introduced and read.

RESOLUTION AUTHORIZING THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA TO MAKE A LOAN TO HARBORVIEW PHASE V, LLC FOR GAP FINANCING OF THE SKYRIDGE FLATS, AFFORDABLE, SENIOR HOUSING DEVELOPMENT

This resolution authorizes an internal loan between the HRA and Harborview Phase V to assist with covering the funding gap for Skyridge Flats.

After a short discussion, the following resolution was introduced by Chair Glumac:

**RESOLUTION NO. 4353-22
AUTHORIZING THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA TO MAKE A LOAN TO HARBORVIEW PHASE V, LLC FOR GAP FINANCING OF THE SKYRIDGE FLATS, AFFORDABLE, SENIOR HOUSING DEVELOPMENT**

Commissioner Nephew moved that the foregoing items be approved as introduced.
Commissioner Randorf seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Hanek, Meyer, Nephew, Randorf, and Talarico

Nays: None

Chair Glumac declared the motion carried and said item approved as introduced and read.

RESOLUTION AUTHORIZING THE DIRECT CONTINGENT SALE OF 3007 DEVONSHIRE ST., DULUTH, MN 55806 TO AMELIA BERGQUIST AND AUSTIN CHRISTENSEN BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA

This resolution authorizes the sale of the construction training program house at 3007 Devonshire St. It is a full price offer with the contingency that the HRA pays up to \$5000.00 towards closing costs. It was noted that this is a ratifying resolution as last month it was agreed upon that the Executive Director could enter into purchase agreements and then bring forth a ratifying resolution to the Board at the next scheduled meeting.

There being no questions, the following resolution was introduced by Chair Glumac:

**RESOLUTION NO. 4354-22
AUTHORIZING THE DIRECT CONTINGENT SALE OF 3007 DEVONSHIRE ST., DULUTH, MN 55806 TO AMELIA BERGQUIST AND AUSTIN CHRISTENSEN BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA**

Commissioner Meyer moved that the foregoing resolution be approved as introduced.
Commissioner Talarico seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Hanek, Meyer, Nephew, Randorf, and Talarico

Nays: None

Chair Glumac declared the motion carried and said item approved as introduced and read.

RESOLUTION AUTHORIZING THE ACQUISITION OF TAX FORFEIT PROPERTY IN THE CITY OF DULUTH FROM THE ST. LOUIS COUNTY LAND DEPARTMENT, AND SUBSEQUENTLY EXECUTE A CONTRACT FOR HOUSING DEVELOPMENT WITH, AND CONVEY PROPERTY TO, INLAND DEVELOPMENT PARTNERS (IDP)

This resolution authorizes the HRA to act as a conduit to secure tax forfeit land from St. Louis County for Inland Development Partners. They propose to build approximately 250 units of housing – combination of rental and home ownership. Twenty percent will be for households at or below 80% AMI. This is the threshold required by St. Louis County in order to procure the land at the lower tax forfeit price.

After discussion, the following resolution was introduced by Chair Glumac:

**RESOLUTION NO. 4355-22
AUTHORIZING THE ACQUISITION OF TAX FORFEIT PROPERTY IN THE CITY OF DULUTH FROM THE ST. LOUIS COUNTY LAND DEPARTMENT, AND SUBSEQUENTLY EXECUTE A CONTRACT FOR HOUSING DEVELOPMENT WITH, AND CONVEY PROPERTY TO, INLAND DEVELOPMENT PARTNERS (IDP)**

Commissioner Talarico moved that the foregoing resolution be approved as introduced.
Commissioner Randorf seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Hanek, Meyer, Nephew, Randorf, and Talarico

Nays: None

Chair Glumac declared the motion carried and said item approved as introduced and read.

RESOLUTION AUTHORIZING DEVELOPMENT AGREEMENT RELATING TO “THE RESIDENCE” RESIDENTIAL DEVELOPMENT

This resolution authorizes the development agreement with MERGE for “The Residence” residential development. This TIF district was previously approved by the Board and has since been approved by City Council. This development agreement approval is the final step to finalizing the TIF district.

After a short discussion, the following resolution was introduced by Chair Glumac:

RESOLUTION NO. 4356-22

**AUTHORIZING DEVELOPMENT AGREEMENT RELATING TO “THE RESIDENCE”
RESIDENTIAL DEVELOPMENT**

Commissioner Nephew moved that the foregoing resolution be approved as introduced.
Commissioner Hanek seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Hanek, Meyer, Nephew, Randorf, and Talarico

Nays: None

Chair Glumac declared the motion carried and said item approved as introduced and read.

**RESOLUTION AUTHORIZING A CONTRACT WITH AIKEY ELECTRIC FOR THE
REPLACEMENT OF EXISTING PNEUMATIC HVAC CONTROLS/DEVICES WITH
ELECTRIC AT RAMSEY AND GRANDVIEW MANORS**

This resolution authorizes a capital fund project to replace pneumatic controls with electric controls for the HVAC systems in both Grandview Manor and Ramsey Manor. Only one bid was received, but it was within the independent cost estimated. It should be noted, the HRA did not receive any bids from Duluth contractors. This contractor is out of Chisholm. The Executive Director noted that although it is a shame not to have local contractors with the capacity to bid on HRA jobs, it is a positive sign to see new contractors willing to work on HRA projects.

After discussion, the following resolution was introduced by Chair Glumac:

**RESOLUTION NO. 4357-22
AUTHORIZING A CONTRACT WITH AIKEY ELECTRIC FOR THE
REPLACEMENT OF EXISTING PNEUMATIC HVAC CONTROLS/DEVICES WITH
ELECTRIC AT RAMSEY AND GRANDVIEW MANORS**

Commissioner Nephew moved that the foregoing resolution be approved as introduced.
Commissioner Meyer seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Hanek, Meyer, Nephew, Randorf, and Talarico

Nays: None

Chair Glumac declared the motion carried and said item approved as introduced and read.

COMMUNICATIONS/CORRESPONDENCE

Board members can find the department reports in this section of the Board Packet. Housing articles were sent separately.

REPORTS OF COMMITTEES

Finance Committee: The Finance Committee has not met since the last Board meeting. The Executive Director pointed out that there were no financials included in this Board Packet as this time of year the Authority is closing out one year, beginning the audit process, and setting up the new fiscal year. In January's Board Packet, there will be financials for October-December 2022.

OPPORTUNITY FOR VISITORS TO BE HEARD

None.

BUSINESS BY COMMISSIONERS

None.

REPORT OF THE EXECUTIVE DIRECTOR

The Executive Director gave a positive report on the Section 8 Landlord event that was held at the beginning of this month. HUD came up to present along with the HRA's Rent Subsidy Supervisor Rachel Downs, and some current tenants and landlords. Rachel will look to hold another similar event if this starts showing successful interest.

The annual Board Dinner will be held at the end of January after the meeting on the 31st. There are no terms ending this year for Board members so the Executive Director asked that the current officers let her know if they would like to remain in their positions or if they would like to take nominations to elect new officers in January.

REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES

Brandon Engblom was not in attendance, the Executive Director summarized his written report that was included in the Board Packet that was sent out.

No Closed Session was needed.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board, Chair Glumac declared the meeting adjourned at 4:28 P.M.



Chair

ATTEST:



Secretary

Next Scheduled Regular Meeting – January 31, 2023.