

**MINUTES OF THE
SCHEDULED REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF DULUTH, MINNESOTA
HELD ON THE 29th DAY OF AUGUST, 2023**

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 August 2023.

Chair Glumac called the meeting to order and on roll call, the following members were present: Commissioners Cich, Glumac, Meyer, and Talarico. Commissioner Hanek arrived at 3:45 P.M. Commissioners Awal and Nephew were absent. The Chair declared a quorum present.

Also present were Jill A. Keppers, Executive Director; staff members Anna Carlson, Rachel Downs, Brandon Engblom, Jacob Morgan, Traci Nindorf, Lenelle Hrabik, and Maureen Zupancich; Officer Jared Warneke, Duluth Police Department; Rachael Anderson, HRA Resident; and Community Members DyAnna Grondahl and Sarah Kjorlien..

SCHEDULED PUBLIC HEARINGS
None.

UNFINISHED BUSINESS
None.

CONSENT AGENDA:
The following items were introduced by Chair Glumac:

MINUTES OF THE SCHEDULED REGULAR MEETING OF JULY 25, 2023

FINANCIAL REPORT FOR PERIOD ENDING JULY 2023

RESOLUTION NO. 4448-23

**RESOLUTION AUTHORIZING AN AGREEMENT WITH THE CITY OF DULUTH FOR
PUBLICLY OWNED AND MANAGED HOUSING COMMUNITY BASED POLICE OFFICER
SERVICES**

RESOLUTION NO. 4449-23

**RESOLUTION APPROVING TWO UNITS TO BE PLACED INTO HOLD FOR
MODERNIZATION AT MIDTOWNE MANOR II, #405 AND #701**

Commissioner Meyer 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, and Talarico

Nays: None

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

DISCUSSION ITEMS

RESOLUTION APPROVING THE CONVEYANCE OF FAIRMOUNT COTTAGES TO BLUEWATER HOUSING, LLC

This resolution approves the conveyance of Fairmount Cottages to Bluewater Housing, LLC. This conveyance allows the Authority to accept housing choice vouchers in the 50% AMI units.

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

**RESOLUTION NO. 4450-23
APPROVING THE CONVEYANCE OF FAIRMOUNT COTTAGES TO BLUEWATER HOUSING, LLC**

Commissioner Cich moved that the foregoing item 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 item approved as introduced and read.

RESOLUTION APPROVING THE AMENDMENT AND REDESIGNATION OF HOUSING DEVELOPMENT REVENUE NOTE, SERIES 2022A, AND AUTHORIZING THE EXECUTION OF RELATED DOCUMENTS

This resolution approves conveyance of the debt for Fairmount Cottages to Bluewater Housing, LLC. As Bluewater is acquiring the property, they are also acquiring the debt.

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

**RESOLUTION NO. 4451-23
APPROVING THE AMENDMENT AND REDESIGNATION OF HOUSING DEVELOPMENT REVENUE NOTE, SERIES 2022A, AND AUTHORIZING THE EXECUTION OF RELATED DOCUMENTS**

Commissioner Talarico moved that the foregoing item 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 item approved as introduced and read.

RESOLUTION APPROVING MODIFICATIONS TO SMOKE FREE HOUSING POLICY

This resolution modifies the Authority's existing smoke free policy to include the prohibition of smoking of any substance in Authority owned housing. In order for the Authority to offer a safe and healthy living environment for the tenants and continue to be compliant with both state and federal laws, this policy has been revised and is presented to the Board today.

Commissioner Hanek arrived during the discussion of this resolution.

After Legal Counsel answered Commissioners questions and reiterated that this resolution is expanding the current smoke-free policy to include the prohibition of smoking any substances in the buildings, not just tobacco as it currently reads, the following resolution was introduced by Chair Glumac:

RESOLUTION NO. 4452-23 APPROVING MODIFICATIONS TO SMOKE FREE HOUSING POLICY

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

At Commissioner Hanek's request, individual Commissioner roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Meyer, and Talarico

Nays: Commissioner Hanek

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

RESOLUTION OF APPRECIATION TO KEVIN MAKI

The Executive Director read the Resolution of Appreciation to Kevin Maki into the record as follows:

RESOLUTION NO. 4453-23 RESOLUTION OF APPRECIATION TO KEVIN MAKI

WHEREAS, the effectiveness of carrying out the various programs of the Housing and Redevelopment Authority of Duluth, Minnesota is dependent upon qualified and dedicated individuals; and

WHEREAS, Kevin Maki has, since December 26, 2000, been an outstanding employee of the Housing and Redevelopment Authority of Duluth, Minnesota, and plans to retire effective August 25, 2023; and

WHEREAS, he has executed his responsibilities as a Maintenance Mechanic with dedication, sincerity, and excellence during his twenty three (23) years of service to the Authority.

NOW, THEREFORE, BE IT RESOLVED, that as evidence of their sincere appreciation, the Commissioners and Staff of the Housing and Redevelopment Authority of Duluth, Minnesota, herewith extend their deep gratitude and best wishes for the future to Kevin.

BE IT FURTHER RESOLVED, that the Executive Director shall cause to be prepared a copy of this Resolution with the seal of the Housing and Redevelopment Authority impressed thereon, to be presented to Kevin Maki as a visible reminder of the appreciation herein expressed, and this Resolution be adopted and spread upon the Minutes of this Meeting.

The following resolution was introduced by Chair Glumac:

**RESOLUTION NO. 4453-23
RESOLUTION OF APPRECIATION TO KEVIN MAKI**

Commissioner Talarico moved that the foregoing item be approved as introduced.
Commissioner Hanek seconded the motion.

Roll was called with the following results:

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

Nays: None

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

RESOLUTION APPROVING A PUBLIC HOUSING CONVERSION PREFERENCE FOR THE ADMINISTRATIVE PLAN

This resolution was added to the agenda this morning as guidance from HUD was not received until yesterday. This preference is an added protection for public housing residents that underwent a public housing conversion to prevent them from becoming displaced by virtue of the public housing conversion within a 24 month period after the conversion date.

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

**RESOLUTION NO. 4454-23
APPROVING A PUBLIC HOUSING CONVERSION PREFERENCE FOR THE ADMINISTRATIVE PLAN**

Commissioner Hanek moved that the foregoing item be approved as introduced.
Commissioner Meyer seconded the motion.

Roll was called with the following results:

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

Nays: None

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

COMMUNICATIONS/CORRESPONDENCE

Board members received monthly reports and correspondence prior to the meeting. A discussion was had surrounding the occupancy rates and improving those numbers, especially in the buildings where occupancy was below 90%.

REPORTS OF COMMITTEES

Finance Committee: The Finance Committee has not met since the last Board meeting.

OPPORTUNITY FOR VISITORS TO BE HEARD

Rachael Anderson, HRA Resident spoke on current issues she is experiencing with her housing, and Community Member Sarah Kjolrien spoke on the topic of smoking policies and marijuana legalization.

BUSINESS BY COMMISSIONERS

Legal Counsel gave a brief presentation on Fair Housing as requested by Commissioner Nephew. This was the last of the three planned presentations on this topic.

Officer Warneke was in attendance to answer any questions Commissioners may have regarding the police call summary.

REPORT OF THE EXECUTIVE DIRECTOR

In addition to the written report, the Executive Director let Commissioners know to watch their emails as the ground breaking for Skyridge Flats is planned for Friday, September 15 at 2:30 p.m. The Authority also held a ribbon cutting for Fairmount Cottages and is currently taking applications and beginning the screening process.

REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES

Legal Counsel submitted a written report and has nothing further to report.

No Closed Session was needed.

OTHER BUSINESS

After the discussion and vote, Commissioner Hanek realized that she has a possible conflict of interest on Resolution 4454-23 and made a motion to rescind her previous motion. Commissioner Talarico seconded the motion.

Roll was called with the following results:

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

Nays: None

Chair Glumac declared the motion carried and reintroduced Resolution 4454-23:

RESOLUTION NO. 4454-23 APPROVING A PUBLIC HOUSING CONVERSION PREFERENCE FOR THE ADMINISTRATIVE PLAN

Commissioner Meyer moved that Resolution 4454-23 be approved as reintroduced.
Commissioner Talarico seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Cich, Glumac, Meyer, and Talarico

Nays: None

Commissioner Hanek abstained.

Chair Glumac declared the motion carried and Resolution 4454-23 approved as reintroduced.

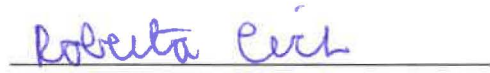
ADJOURNMENT

There being no further business to come before the Board, Chair Glumac declared the meeting adjourned at 5:19 P.M.



Chair

ATTEST:



Secretary

Next Scheduled Regular Meeting – September 26, 2023.