

**MINUTES OF THE
SCHEDULED REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF DULUTH, MINNESOTA
HELD ON THE 25th DAY OF FEBRUARY, 2025**

The Commissioners of the Housing and Redevelopment Authority of Duluth, Minnesota, met in a Scheduled Regular Meeting at 3:37 P.M. on the 25th day of February 2025.

Chair Cich called the meeting to order and on roll call, the following members were found to be present: Commissioners Awal, Cich, Nephew, and Talarico. Commissioners Joeckel, McShane, and Meyer were absent. The Chair declared a quorum present.

Also present were Jill A. Keppers, Executive Director; staff members Anna Carlson, Jacob Morgan, Rachel Downs, Brandon Engblom, Sarah Pierce, Lenelle Hrabik, Caleb Anderson, Rob Johnson, and Traci Nindorf; and Tom Church, City of Duluth/HRA Senior Housing Developer.

SCHEDULED PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

OPPORTUNITY FOR VISITORS TO BE HEARD

None.

NEW BUSINESS

CONSENT AGENDA:

The following items were introduced by Chair Cich:

MINUTES OF THE SCHEDULED ANNUAL MEETING OF JANUARY 28, 2025

MINUTES OF THE SCHEDULED REGULAR MEETING OF JANUARY 28, 2025

APPROVAL OF THE FINANCIAL REPORT FOR PERIOD ENDING JANUARY 2025

RESOLUTION NO. 4599-25

**RESOLUTION APPOINTING DIRECTORS TO GREAT LAKES DEVELOPMENT DULUTH,
INC. BOARD**

RESOLUTION 4600-25

**RESOLUTION AUTHORIZING THE DIRECT CONTINGENT SALE OF 106 VASSAR ST.,
DULUTH, MN, 55803 TO BRENTON FADUM BY THE HOUSING AND REDEVELOPMENT
AUTHORITY OF DULUTH, MINNESOTA**

RESOLUTION 4601-25

**RESOLUTION AUTHORIZING THE DIRECT SALE OF LOT 15, BLOCK 4, HAWK RIDGE
ESTATES FIRST ADDITION TO YAUHEN KARATAI AND ALIAKSANDRA KARATAI BY
THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA**

**RESOLUTION 4602-25
RESOLUTION AUTHORIZING APPLICATION AND ACCEPTANCE OF
CONGRESSIONALLY DIRECTED FUNDING FOR THE UNION GOSPEL MISSION
ENGAGEMENT CENTER**

**RESOLUTION 4603-25
RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT TO REPLACE MULTIPLE
ROOFS AT BLUEWATER HOUSING, LLC**

Commissioner Awal asked to hear more about the Union Gospel Mission resolution. Executive Director Keppers summarized the resolution in more detail.

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

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Nephew, and Talarico

Nays: None

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

DISCUSSION ITEMS

**RESOLUTION AUTHORIZING THE HOUSING AND REDEVELOPMENT AUTHORITY OF
DULUTH, MINNESOTA TO SUBMIT A MULTIFAMILY HOUSING FUNDING
APPLICATION TO MINNESOTA HOUSING TO DEVELOP MISSION HEIGHTS HOUSING
IN PARTNERSHIP WITH THE UNION GOSPEL MISSION**

This resolution authorizes the Authority to submit a dual housing infrastructure bond – low income housing tax credit application to Minnesota Housing for the Mission Heights project. It is anticipated that the competition for this funding will be extremely competitive this year and the estimated total development costs are thought to be over \$16,000,000 for 40 units.

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

**RESOLUTION NO. 4604-25
AUTHORIZING THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH,
MINNESOTA TO SUBMIT A MULTIFAMILY HOUSING FUNDING APPLICATION TO
MINNESOTA HOUSING TO DEVELOP MISSION HEIGHTS HOUSING IN PARTNERSHIP
WITH THE UNION GOSPEL MISSION**

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

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Nephew, and Talarico

Nays: None

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

RESOLUTION AUTHORIZING EXTENSION OF THE DEVELOPMENT AGREEMENT BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA, AND URBANE 218, LLC, FOR THE DEVELOPMENT OF THE OLD ESMOND SITE

This resolution authorizes the extension of the development agreement with Urbane 218 (formerly Merge) for the redevelopment of the Esmond building. The Authority was waiting for the City to complete its negotiations with Urbane in order to follow their lead in this endeavor. This extension gives Urbane until October 31, 2025 to complete this project.

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

**RESOLUTION NO. 4605-25
AUTHORIZING EXTENSION OF THE DEVELOPMENT AGREEMENT BETWEEN THE
HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA, AND
URBANE 218, LLC, FOR THE DEVELOPMENT OF THE OLD ESMOND SITE**

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

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Nephew, and Talarico

Nays: None

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

RESOLUTION OF RATIFICATION AND AUTHORIZATION OF MANAGEMENT REGARDING CELL TOWER LEASE AGREEMENT OF HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA PROPERTIES

This resolution ratifies existing leases and approves the continued negotiation and execution of cell tower lease agreements on the Authority's high-rise roof tops. Cell towers account for approximately \$280,000 per year worth of revenue for the Authority's owned housing. Executive Director Keppers brought it to the attention of Legal Counsel that the Authority has not been bringing these leases to the Board, and that these lease agreements have been in place for decades and will go on for decades. It is not known what type of approvals may have been obtained by previous boards from previous administrations, and although the Board is aware of the revenue via the budgets each year, Executive Director Keppers wanted to ensure that she had the authority to continue to negotiate and execute lease amendments and new leases moving forward.

After discussion surrounding the value and renewal timelines, the following resolution was introduced by Chair Cich:

RESOLUTION NO. 4606-25

**RATIFICATION AND AUTHORIZATION OF MANAGEMENT REGARDING CELL TOWER
LEASE AGREEMENT OF HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH,
MINNESOTA PROPERTIES**

Commissioner Awal moved that the foregoing items be approved as introduced.

Commissioner Nephew seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Nephew, and Talarico

Nays: None

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

**RESOLUTION APPROVING PROPOSAL FOR BRING IT HOME MINNESOTA STATE
RENTAL ASSISTANCE PROGRAM FOR DECKER DWELLINGS II APARTMENTS**

This resolution awards up to 20 project based Bring It Home rental assistance vouchers to the Decker Dwellings II project subject to award from Minnesota Housing and that the units meet the requirements of the Bring It Home guidebook. Bring It Home is the state rental assistance program that is being launched by Minnesota Housing.

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

RESOLUTION NO. 4607-25

**APPROVING PROPOSAL FOR BRING IT HOME MINNESOTA STATE RENTAL
ASSISTANCE PROGRAM FOR DECKER DWELLINGS II APARTMENTS**

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

Commissioner Nephew seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Nephew, and Talarico

Nays: None

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

RESOLUTION AWARDING CONTRACT FOR HIGH-RISE SECURITY GUARD SERVICES

This resolution authorizes the new Security Guard contract. Staff is asking for approval of the higher level of security guard. These guards are trained in use of force (mace, handcuffs, and batons) for self-defense only. The Director of Property Management has reviewed the training and policies of the company and believe they are commendable. They even include de-escalation, trauma informed and person-centered care. If this higher level of trained security guard does not show a difference, the Authority can look at adding an additional guard, but would like to try this higher trained guard as a first step.

Commissioners discussed polling residents after some time has passed to gauge how the higher level guard is working/not working.

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

**RESOLUTION NO. 4608-25
AWARDING CONTRACT FOR HIGH-RISE SECURITY GUARD SERVICES**

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

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Nephew, and Talarico

Nays: None

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

RESOLUTION OF APPRECIATION TO ANN GLUMAC

The Executive Director read the Resolution of Appreciation to Ann Glumac into the record as follows:

**RESOLUTION NO. 4609-25
RESOLUTION OF APPRECIATION TO
ANN GLUMAC**

WHEREAS, *Ann Glumac*, has served as a Commissioner of the Housing and Redevelopment Authority of Duluth, Minnesota from February 23, 2015 to January 7, 2025; and

WHEREAS, the effectiveness of the Authority in carrying out the City's Housing and Redevelopment requirements and in advancing the general progress of the community is dependent upon dedicated citizens who give freely of their time, efforts, and ideas; and

WHEREAS, *Ann Glumac* has given freely of her time, efforts, ideas, and professional knowledge to the best interest and advancement of the various programs and policies of the Housing and Redevelopment Authority; and

WHEREAS, *Ann Glumac* has in the discharge of her responsibilities and duties as a Commissioner of the Authority, played an influential role in effecting the orderly development and growth of housing in this community; and

WHEREAS, *Ann Glumac* has at all times executed her responsibilities and duties as a Commissioner with vigor, genuine sincerity, and a high degree of excellence in her service to the Housing and Redevelopment Authority and to the Community.

NOW, THEREFORE, BE IT RESOLVED, that as evidence of appreciation and gratitude of her fellow Commissioners and on behalf of the staff of the Housing and Redevelopment Authority, for her wise judgment, counsel, and conscientious leadership during her term of dedicated service, this Resolution be adopted and spread upon the minutes of this meeting.

BE IT FURTHER RESOLVED, that the Secretary shall cause to be prepared a certified copy of this Resolution with the seal of the Housing and Redevelopment Authority impressed thereon, to be presented to *Ann Glumac* as a visible reminder of the appreciation and gratitude herein expressed.

The following resolution was introduced by Chair Cich:

**RESOLUTION NO. 4609-25
RESOLUTION OF APPRECIATION TO ANN GLUMAC**

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

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Nephew, and Talarico

Nays: None

Chair Cich 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. The Executive Director had nothing else to add and there was no discussion.

REPORTS OF COMMITTEES

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

BUSINESS BY COMMISSIONERS

None.

REPORT OF THE EXECUTIVE DIRECTOR

The Executive Director updated the Board that she was advocating at the Capitol the last two weeks, first for Duluth/St. Louis County days and the second for Minnesota NAHRO.

REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES

Legal Counsel had nothing additional to report from his written report.

Commissioners asked questions and discussed the fire at Midtowne Manor. The only family that was relocated was the family whose unit kitchen started on fire. The sprinkler systems activated and did exactly as they should and contained the damage to only the one unit. The response time was also great as seven maintenance guys showed up within 30 minutes, minimizing every bit of water damage they could very quickly.

No Closed Session was needed.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board, Chair Cich declared the meeting adjourned at 4:15 P.M.

Roberta Cern
Chair

ATTEST:

Timothy C. Allen
Secretary

Next Scheduled Regular Meeting – March 25, 2025.