

**MINUTES OF THE
RESCHEDULED REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF DULUTH, MINNESOTA
HELD ON THE 19th DAY OF DECEMBER, 2024**

The Commissioners of the Housing and Redevelopment Authority of Duluth, Minnesota, met in a Rescheduled Regular Meeting at 3:30 P.M. on the 19th day of December 2024.

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

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

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 REGULAR MEETING OF OCTOBER 29, 2024

APPROVAL OF THE FINANCIAL REPORT FOR PERIOD ENDING SEPTEMBER 2024

RESOLUTION NO. 4585-24

**RESOLUTION AUTHORIZING THE SALE OF A BED BUG TRAILER AND EXTERMINATION
EQUIPMENT BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH,
MINNESOTA**

RESOLUTION NO. 4586-24

**RESOLUTION AUTHORIZING THE DIRECT SALE OF LOT 12, BLOCK 2, HAWK RIDGE
ESTATES FIRST ADDITION TO NATHAN PALMOLEA AND JAIMIE PALMOLEA BY THE
HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA**

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 Awal, Cich, Joeckel, Meyer, and Talarico

Nays: None

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

DISCUSSION ITEMS

RESOLUTION AUTHORIZING A NEW COMMERCIAL LEASE AGREEMENT BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA, AND ARROWHEAD ECONOMIC OPPORTUNITY AGENCY FOR CENTRAL KITCHEN

The resolution approves a new commercial lease with AEOA for the use of the commercial kitchen at Midtowne Manor. AEOA currently utilizes this space for their Meals on Wheels program. Both the Authority and AEOA desire to update the lease agreement given changes in utility costs related to the addition of the warming center at the site and because the previous lease agreement is from the 1990s.

After a short discussion regarding the lease terms and future of the kitchen space, the following resolution was introduced by Chair Cich:

RESOLUTION NO. 4587-24 AUTHORIZING A NEW COMMERCIAL LEASE AGREEMENT BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA, AND ARROWHEAD ECONOMIC OPPORTUNITY AGENCY FOR CENTRAL KITCHEN

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, Joeckel, Meyer, 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 approves a two-month extension for the Esmond project (through February 2025). The current extension expires on December 31, 2024; however, the City is currently working out the terms for a longer extension with Urbane. Given that those terms are still being negotiated, the Authority did not want it's agreement to lapse, but also did not want to extend for a long period in case the City was going move in a different direction. Once the City has the terms worked out with the developer, a resolution with be brought forth to the Board with a similar extension.

After answering Commissioners questions, the following resolution was introduced by Chair Cich:

**RESOLUTION NO. 4588-24
APPROVING 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 Talarico moved that the foregoing resolution be approved as introduced.
Commissioner Meyer seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Joeckel, Meyer, and Talarico

Nays: None

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

**RESOLUTION ACCEPTING AND ESTABLISHING BYLAW AMENDMENTS AND
MODERNIZATION**

This resolution approves the Bylaw amendments as presented at the Committee of the Whole meeting on October 29, 2024. These amendments will modernize the bylaws and clarify certain processes for the Board and Executive Director.

The Board discussed meetings conducted remotely. To accommodate this, Commissioner Awal made a motion to amend Section 7A to add “Attendance will follow Minnesota Open Meeting Law.”

Commissioner Talarico seconded the motion. The vote was unanimous for all Board members in attendance.

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

**RESOLUTION NO. 4589-24
ACCEPTING AND ESTABLISHING BYLAW AMENDMENTS AND MODERNIZATION**

Commissioner Meyer moved that the foregoing items be approved as introduced and amended.
Commissioner Joeckel seconded the motion.

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Joeckel, Meyer, and Talarico

Nays: None

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

**RESOLUTION APPROVING ADDITIONS TO THE HIRING POLICIES RELATED TO
PROCEDURES FOR THE BOARD TO USE WHEN HIRING AN EXECUTIVE DIRECTOR**

This resolution updates the Authority’s hiring policy to include a procedure for the Board to hire an Executive Director. This procedure was requested by the Board during the Committee of the Whole

meeting on October 29, 2024. The Executive Director mirrored the process that was utilized when she was hired in 2015 and made sure that the timelines were included to allow for a thorough search process as well as for timelines necessary for if a board member wanted to apply.

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

**RESOLUTION NO. 4590-24
APPROVING ADDITIONS TO THE HIRING POLICIES RELATED TO PROCEDURES FOR
THE BOARD TO USE WHEN HIRING AN EXECUTIVE DIRECTOR**

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 Awal, Cich, Joeckel, Meyer, and Talarico

Nays: None

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

RESOLUTION OF APPRECIATION TO MAUREEN ZUPANCICH

The Executive Director read the Resolution of Appreciation to Maureen Zupancich into the record as follows:

**RESOLUTION NO. 4591-24
RESOLUTION OF APPRECIATION TO
MAUREEN ZUPANCICH**

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, Maureen Zupancich has, since August 2, 1999, been an outstanding employee of the Housing and Redevelopment Authority of Duluth, Minnesota, and plans to retire effective December 6, 2024; and

WHEREAS, she has executed her responsibilities as a Financial Operations Supervisor, Comptroller, and Deputy Director with dedication, sincerity, and excellence during her twenty-five (25) years and four (4) months 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 Maureen.

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 Maureen Zupancich 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 Cich:

**RESOLUTION NO. 4591-24
RESOLUTION OF APPRECIATION TO MAUREEN ZUPANCICH**

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

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Joeckel, Meyer, and Talarico

Nays: None

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

**RESOLUTION IMPLEMENTING THE ANNUAL OPERATING COST ADJUSTMENT
FACTOR (OCAF) FOR NORTH POINTE APARTMENTS, LLC**

This resolution authorizes the implementation of the HUD approved Operating Cost Adjustment Factor (OCAF) for North Pointe Apartments effective 5/1/2025. North Pointe Apartments qualifies for an increase factor of 1.038. The increase will support building improvements and general operating expenses for North Pointe Apartments.

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

**RESOLUTION NO. 4592-24
IMPLEMENTING THE ANNUAL OPERATING COST ADJUSTMENT FACTOR (OCAF) FOR
NORTH POINTE APARTMENTS, LLC**

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

Roll was called with the following results:

Ayes: Commissioners Awal, Cich, Joeckel, Meyer, 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 had nothing to add in addition to her written report.

REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES

Legal Counsel had nothing to add in addition to his written report.

No Closed Session was needed.

OTHER BUSINESS

Banking changes with Wells Fargo Investment Accounts, along with US Bank and North Shore Bank Accounts, were discussed.

For Wells Fargo:

- North Pointe and Bluewater, remove Maureen Zupancich from accounts and add Roberta Cich, Board Chair. Sarah Pierce, Comptroller, and Jill Keppers, Executive Director, are already authorized on these accounts.
- Duluth HRA, all other investment accounts, remove Maureen Zupancich and Ann Glumac, add Sarah Pierce, Comptroller, and Roberta Cich, Board Chair. Jill Keppers, Executive Director, is already authorized on these accounts.

For US Bank:


- Remove Maureen Zupancich from accounts. Roberta Cich, Board Chair, Sarah Pierce, Comptroller, Tim Meyer, Secretary, and Jill Keppers, Executive Director, are already authorized on these accounts.


For North Shore Bank:

- Remove Maureen Zupancich and Ann Glumac from these accounts. Add Sarah Pierce, Comptroller, and Roberta Cich, Board Chair, to these accounts. Jill Keppers, Executive Director, is already authorized on these accounts.

ADJOURNMENT

There being no further business to come before the Board, Chair Cich declared the meeting adjourned at 4:06 P.M.


Chair

ATTEST:

Secretary

Next Scheduled Regular Meeting – January 28, 2025.