

**MINUTES OF THE
SCHEDULED REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF DULUTH, MINNESOTA
HELD ON THE 30th DAY OF NOVEMBER, 2021**

The Commissioners of the Housing and Redevelopment Authority of Duluth, Minnesota, met in a Scheduled Regular Meeting virtually via https://www.gotomeet.me/Duluth_HRA at 3:00 P.M. on the 30th day of November 2021.

Chair Talarico called the meeting to order and on roll call, the following members were present: Commissioners Talarico, Cich, Glumac, Hanek, Meyer, Nephew, and Sipress. The Chair declared a quorum present.

Also present were Jill A. Keppers, Executive Director; staff members Lenelle Hrabik, Maureen Zupancich, Traci Nindorf, Anna Carlson, Rachel Downs, Brandon Engblom, Jacob Morgan, and Steve Pelofske; and Jason Hale, Senior Housing Developer.

SCHEDULED PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

CONSENT AGENDA:

The following items were introduced by Chair Talarico:

MINUTES OF THE SCHEDULED REGULAR MEETING OF OCTOBER 26, 2021

FINANCIAL REPORT FOR PERIOD ENDING OCTOBER 2021

**RESOLUTION NO. 4230-21
APPROVING MODIFICATIONS TO THE HOUSING CHOICE VOUCHER
ADMINISTRATIVE PLAN**

**RESOLUTION 4231-21
APPROVING THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH,
MINNESOTA'S HOME TENANT BASED RENTAL ASSISTANCE PROGRAM
POLICY AND PROCEDURES GUIDEBOOK**

RESOLUTION 4232-21

**APPROVING THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH,
MINNESOTA'S SINGLE ROOM OCCUPANCY PROGRAM POLICY AND
PROCEDURES GUIDEBOOK**

Commissioner Sipress moved to table Resolution No 4230-21.
Commissioner Nephew seconded the motion.

Roll was called with the following results:

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

Nays: None

Chair Talarico declared the motion tabled.

Commissioner Glumac moved that the foregoing items be approved as introduced with the exception of Resolution No. 4230-21, which will be tabled until the January 2022 Board meeting.

Commissioner Nephew seconded the motion.

Roll was called with the following results:

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

Nays: None

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

DISCUSSION ITEMS

**RESOLUTION ESTABLISHING PRICING SCHEDULE FOR 4005 W 5TH STREET,
DULUTH, MN 55807**

The Executive Director explained that this resolution establishes the floor for the sale of the first construction training program house. HRA staff worked with Commissioner Lynn Nephew and Senior Housing Developer Jason Hale to get estimates and comparables and \$165,000.00 represents a middle ground of these two estimates.

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

**RESOLUTION NO. 4233-21
ESTABLISHING PRICING SCHEDULE FOR 4005 W 5TH STREET, DULUTH, MN
55807**

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

Commissioner Sipress seconded the motion.

Roll was called with the following results:

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

Nays: None

Chair Talarico 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 OFR HOUSING DEVELOPMENT WITH, AND CONVEY PROPERTY TO, ECOLIBRIUM 3

This resolution approves the acquisition and conveyance of land to Eco3 for their House3 project, an energy efficient, panelized design. Further, it also approves the development agreement for this project. There had been another lot acquired for this purpose; however, it unfortunately has a sewer line running diagonally through the property making it unbuildable. That development agreement is being amended for future Board approval to allow them to transform that lot into a community garden.

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

**RESOLUTION NO. 4234-21
AUTHORIZING THE ACQUISITION OF TAX FORFEIT PROPERTY IN THE CITY OF DULUTH FROM THE ST. LOUIS COUNTY LAND DEPARTMENT, AND SUBSEQUENTLY EXECUTE A CONTRACT OFR HOUSING DEVELOPMENT WITH, AND CONVEY PROPERTY TO, ECOLIBRIUM 3**

Commissioner Sipress moved that the foregoing resolution be approved as amended.
Commissioner Glumac seconded the motion.

Roll was called with the following results:

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

Nays: None

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

RESOLUTION APPROVING AGREEMENT FOR PAYMENT IN LIEU OF TAXES (PILOT) BETWEEN THE CITY OF DULUTH AND THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA

The Executive Director explained that this resolution approves updates to the PILOT agreement. Legal Counsel has been working with the City of Duluth to ensure that the HRA is capturing the

full extent of the law with regard to our PILOT eligibility. The Executive Director reported that PILOT is for property owned OR managed by the HRA not owned AND managed as previously thought by the City. The new PILOT agreement essentially just captures that distinction.

Legal Counsel added that there are more changes to be expected, but they will be minor and will not change the substance of what is occurring.

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

**RESOLUTION NO. 4235-21
APPROVING AGREEMENT FOR PAYMENT IN LIEU OF TAXES (PILOT)
BETWEEN THE CITY OF DULUTH AND THE HOUSING AND REDEVELOPMENT
AUTHORITY OF DULUTH, MINNESOTA**

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

Roll was called with the following results:

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

Nays: None

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

**RESOLUTION APPROVING INITIAL DATA PRACTICES POLICY FOR DATA,
SUBJECT DATA REQUESTS, AND DATA PRACTICES POLICY FOR PUBLIC DATA
REQUESTS**

The Executive Director stated this resolution updates the HRA's privacy policies and procedures. Legal Counsel has worked to make this compliant with the Minnesota Data practices act so that the HRA is ensuring we handle public data requests in the correct manner.

After a brief discussion, the following resolution was introduced by Chair Talarico:

**RESOLUTION NO. 4236-21
APPROVING INITIAL DATA PRACTICES POLICY FOR DATA, SUBJECT DATA
REQUESTS, AND DATA PRACTICES POLICY FOR PUBLIC DATA REQUESTS**

Commissioner Sipress moved that the foregoing resolution be approved as introduced.
Commissioner Glumac seconded the motion.

Roll was called with the following results:

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

Nays: None

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

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

The Executive Director explained that this resolution authorizes the Collective Bargaining Agreement with the Teamsters Supervisory Unit. Negotiations were completed in one day. A one-year contract was requested given the uncertainty with the City health plan and what that means for the HRA and its employees. The hope is to bring all three bargaining units together next year after the City health plan is more definitive.

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

**RESOLUTION NO. 4237-21
AUTHORIZING AGREEMENT WITH GENERAL DRIVERS, WAREHOUSEMEN,
HELPERS AND INSIDE EMPLOYEES LOCAL 346 SUPERVISORY UNIT**

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

Roll was called with the following results:

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

Nays: None

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

**RESOLUTION APPROVING, ON A PRELIMINARY BASIS, THE ISSUANCE OF
MULTIFAMILY HOUSING REVENUE BONDS FOR A PROJECT BY LASALLE
DEVELOPMENT GROUP, LTD., OR ITS AFFILIATE, AND AUTHORIZING AN
APPLICATION FOR ALLOCATION OF BONDING AUTHORITY FROM THE STATE
OF MINNESOTA, PREPARATION OF A MULTIFAMILY HOUSING
DEVELOPMENT PROGRAM, A PUBLIC HEARING AND A FEE AGREEMENT**

The Executive Director explained that this resolution authorizes the LaSalle Development Group to make an application for an allocation of multi-family housing revenue bonds in the amount of \$12,750,000.00. The HRA is a conduit for these bonds and retains a 1% fee to cover costs as well as to put toward housing initiatives. The project is a 112 unit senior, assisted living project on E. 4th St. between 7th and 8th Ave. E. The affordability component is listed on page 218 of your Board packet.

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

RESOLUTION NO. 4238-21

APPROVING, ON A PRELIMINARY BASIS, THE ISSUANCE OF MULTIFAMILY HOUSING REVENUE BONDS FOR A PROJECT BY LASALLE DEVELOPMENT GROUP, LTD., OR ITS AFFILIATE, AND AUTHORIZING AN APPLICATION FOR ALLOCATION OF BONDING AUTHORITY FROM THE STATE OF MINNESOTA, PREPARATION OF A MULTIFAMILY HOUSING DEVELOPMENT PROGRAM, A PUBLIC HEARING AND A FEE AGREEMENT

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

Roll was called with the following results:

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

Nays: None

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

RESOLUTION OF APPRECIATION TO KELLY DONAHUE

The Executive Director read the resolution of appreciation to Kelly Donahue into the record as follows:

**RESOLUTION NO. 4239-21
RESOLUTION OF APPRECIATION TO
KELLY DONAHUE**

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, Kelly Donahue has, since October 16, 2000, been an outstanding employee of the Housing and Redevelopment Authority of Duluth, Minnesota, and plans to retire effective December 17, 2021; and

WHEREAS, she has executed her responsibilities as a Steno Clerk, FSS Coordinator, Housing Inspector, and Housing Specialist with dedication, sincerity, and excellence during her twenty-one (21) 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 Kelly.

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 Kelly Donahue 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 Talarico:

**RESOLUTION NO. 4239-21
RESOLUTION OF APPRECIATION TO KELLY DONAHUE**

Commissioner Glumac moved that the foregoing resolution be approved as introduced. Commissioner Sipress seconded the motion.

Roll was called with the following results:

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

Nays: None

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

RESOLUTION OF APPRECIATION TO JEFF STRATIOTI

The Executive Director read the resolution of appreciation to Jeff Stratioti into the record as follows:

**RESOLUTION NO. 4240-21
RESOLUTION OF APPRECIATION TO
JEFF STRATIOTI**

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, Jeff Stratioti has, since April 5, 1999, been an outstanding employee of the Housing and Redevelopment Authority of Duluth, Minnesota, and plans to retire effective December 30, 2021; and

WHEREAS, he has executed his responsibilities as a Junior Accountant, Accountant, Accountant II, and Financial Analyst with dedication, sincerity, and excellence during his twenty-two (22) 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 Jeff.

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 Jeff Stratioti 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 Talarico:

**RESOLUTION NO. 4240-21
RESOLUTION OF APPRECIATION TO JEFF STRATIOTI**

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

Roll was called with the following results:

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

Nays: None

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

RESOLUTION OF APPRECIATION TO GREGG ARSENEAU

The Executive Director read the resolution of appreciation to Gregg Arseneau into the record as follows:

**RESOLUTION NO. 4241-21
RESOLUTION OF APPRECIATION TO
GREGG ARSENEAU**

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, Gregg Arseneau has, since September 20, 1999, been an outstanding employee of the Housing and Redevelopment Authority of Duluth, Minnesota, and plans to retire effective December 30, 2021; and

WHEREAS, he has executed his responsibilities as a Housing Specialist, Housing Specialist II, and Property Manager with dedication, sincerity, and excellence during his twenty-two (22) 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 Gregg.

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 Gregg Arseneau 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 Talarico:

**RESOLUTION NO. 4241-21
RESOLUTION OF APPRECIATION TO GREGG ARSENEAU**

Commissioner Cich moved that the foregoing resolution be approved as introduced. Commissioner Sipress seconded the motion.

Roll was called with the following results:

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

Nays: None

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

COMMUNICATIONS/CORRESPONDENCE

The Executive Director stated that in this section Board members would find the department reports. Housing articles were sent separately.

OTHER BUSINESS

This is Commissioner Sipress and Commissioner Nephew's final Board meeting as their terms are up at the end of this year. The Executive Director believes the Mayor will be re-swearing in Commissioner Nephew for another term, and will follow up to confirm.

REPORTS OF COMMITTEES

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

OPPORTUNITY FOR VISITORS TO BE HEARD

None.

BUSINESS BY COMMISSIONERS

Jason Hale was in attendance to discuss the Cottage Village. The design and affordability recommendations were discussed with Commissioners. Once final costs are received upon scoring of the issued RFP, a recommendation will come to the Board for funding sources and

final contract approval. Land was previously approved and acquired for the project per HRA Board resolution 4197-21.

REPORT OF THE EXECUTIVE DIRECTOR

The Executive Director added that negotiations for the Teamsters Confidential contract begin tomorrow. She is hoping that can be completed in one day as well, and the contract will come to the Board at the January meeting.

Finally, the Executive Director wanted to address the January annual meeting. All officers have agreed to serve another year; however, in different capacities. Given the new variant of COVID-19 and the surging of cases, she suggested postponing the Board dinner to July so that it could be held outdoors.

The Executive Director also announced the passing of Carol Schultz on November 19, 2021.

A question was brought up regarding the status of Decker Dwellings. Legal Counsel gave an update.

REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES

Legal Counsel added that, in addition to his written report, we are preparing to issue some evictions for non-payment of rent in the coming weeks for renters who have not complied. A discussion was had surrounding non-compliance, evictions, and processes in place to help the tenants as best as we can. Legal Counsel also added that there continues to be progress made in the RAD conversion.

No closed session was needed.

ADJOURNMENT

There being no further business to come before the Board, Chair Talarico declared the meeting adjourned at 4:54 P.M.



Chair

ATTEST:



Secretary

Next Scheduled Regular Meeting – January 25, 2022.