

**MINUTES OF THE
SCHEDULED REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF DULUTH, MINNESOTA
HELD ON THE 22nd DAY OF FEBRUARY, 2022**

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 3:30 P.M. on the 22nd day of February 2022.

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

Also present were Jill A. Keppers, Executive Director; staff members Lenelle Hrabik, Maureen Zupancich, Traci Nindorf, Anna Carlson, 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 Glumac:

MINUTES OF THE SCHEDULED REGULAR MEETING OF JANUARY 25, 2022

MINUTES OF THE SCHEDULED ANNUAL MEETING OF JANUARY 25, 2022

FINANCIAL REPORT FOR PERIOD ENDING JANUARY 2022

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

Commissioner Cich seconded the motion.

Roll was called with the following results:

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

Nays: None

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

DISCUSSION ITEMS

RESOLUTION APPROVING MODIFICATIONS TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) RELATING TO UNIT OFFERS

The Executive Director explained that this resolution changes the ACOP section related to offering units to new potential tenants. The HRA has already made the change to go from three down to two offers after transitioning to PBRA under RAD. However, it is believed that there is a need to start doing that now for the public housing units as well. HRA staff has found that the process of offering three units is slowing down the leasing process. The HRA wants to start offering two units, the first unit to be the AMP with the most vacancies (except AMP 3) and then the second offer will be to AMP 3 (Tri-Towers). It is believed this is one process that can help speed up the leasing and help occupancy rates.

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

RESOLUTION NO. 4257-22 APPROVING MODIFICATIONS TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) RELATING TO UNIT OFFERS

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

Roll was called with the following results:

Ayes: Commissioners Glumac, Cich, 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 SUBMIT A LOW INCOME HOUSING TAX CREDIT APPLICATION (LIHTC) TO MINNESOTA HOUSING, AND UTILIZE \$1,000,000 OF HOPE VI PROGRAM INCOME TO DEVELOP AFFORDABLE HOUSING ON THE HARBOR HIGHLANDS SITE

This authorizes the HRA to submit an application for a new development project. Commissioners may remember that when it was being looked at to build Skyridge Flats, there was talk about doing a second phase that would be the mirror image of that building. However, there is knowledge of other projects that are going in for Housing Infrastructure Bonds for Senior housing. Additionally, the HRA thought that perhaps the density at the site and the difficulty building into the hill might make the project more difficult. The Executive Director is

suggesting to the Board today, that the HRA look at townhomes that are similar to the existing housing at Harbor Highlands. This would be approximately 40 units of family housing. This resolution also requests approval to use the remaining \$1 million of HOPE VI funds for this project.

After discussion regarding income level requirements for the units and density at Harbor Highlands the following resolution was introduced by Chair Glumac to be tabled and discussed at a committee of the whole meeting:

RESOLUTION NO. 4258-22
**AUTHORIZING THE HOUSING AND REDEVELOPMENT AUTHORITY OF
DULUTH, MINNESOTA TO SUBMIT A LOW INCOME HOUSING TAX CREDIT
APPLICATION (LIHTC) TO MINNESOTA HOUSING, AND UTILIZE \$1,000,000 OF
HOPE VI PROGRAM INCOME TO DEVELOP AFFORDABLE HOUSING ON THE
HARBOR HIGHLANDS SITE**

Commissioner Cich moved that the foregoing resolution be tabled.
Commissioner Nephew seconded the motion.

Roll was called with the following results:

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

Nays: None

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

**RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE HUD
SPECIAL APPLICATIONS CENTER FOR DISPOSITION APPROVAL OF VACANT
LAND (TRACT B) AT HARBOR HIGHLANDS FOR HOUSING DEVELOPMENT**

The Executive Director explained that this resolution authorizes the submission of a disposition application to the SAC for Tract B of Harbor Highlands. This is the land where One Roof plans to build single family and duplex units for home ownership. A board resolution is required as part of the disposition application.

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

RESOLUTION NO. 4259-22
**AUTHORIZING SUBMISSION OF AN APPLICATION TO THE HUD SPECIAL
APPLICATIONS CENTER FOR DISPOSITION APPROVAL OF VACANT LAND
(TRACT B) AT HARBOR HIGHLANDS FOR HOUSING DEVELOPMENT**

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 Glumac, Cich, Meyer, Nephew, Randorf, and Talarico

Nays: None

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

**RESOLUTION AUTHORIZING ACQUISITION OF NEW PROPERTY FOR
REHABILITATION UNDER THE CONSTRUCTION TRAINING PROGRAM**

The Executive Director stated this resolution authorizes the acquisition of a home for the construction training program. The HRA did not hear back from the bank on the other two homes it had hoped to purchase. The HRA's Rehab and Real Estate staff have been through the home and developed an initial estimate of the rehab needs. This is a four bedroom, two bathroom home.

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

**RESOLUTION NO. 4260-22
AUTHORIZING ACQUISITION OF NEW PROPERTY FOR REHABILITATION
UNDER THE CONSTRUCTION TRAINING PROGRAM**

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 Glumac, Cich, Meyer, Nephew, Randorf, and Talarico

Nays: None

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

**RESOLUTION APPROVING THE AUTHORIZATION OF CAMERA ACCESS BY THE
DULUTH POLICE DEPARTMENT'S HRA COMMUNITY POLICE OFFICER(S)**

The Executive Director explained that this resolution authorizes the HRA's community police officers to have on-site access to the high-rise camera and fob systems. Currently, if the police need footage from the HRA's cameras, property management or IT staff spend hours finding the correct footage and preparing it for the police. Approving this resolution would do two things: 1 – allow the HRA's officers to search through footage and fob reports, thus saving staff time; and 2 – create a police presence at the high rises as they would need to be on-site to view the cameras. This is not so any officer can access our cameras from their own offices, this is strictly for the HRA officers to be on-site and review footage and fob reports.

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

**RESOLUTION NO. 4261-22
APPROVING THE AUTHORIZATION OF CAMERA ACCESS BY THE DULUTH
POLICE DEPARTMENT'S HRA COMMUNITY POLICE OFFICER(S)**

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

Roll was called with the following results:

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

Nays: None

Chair Glumac 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

None.

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

None.

REPORT OF THE EXECUTIVE DIRECTOR

The Executive Director submitted a written report and wanted to add that the HRA is still navigating the old Esmond demo contract but are very confident it will work out. Also, the Esmond has now been demolished and can be conveyed to Merge to start redevelopment.

One other item reported was that the HRA police officer vacancy should be posted next month.

REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES

Legal Counsel, in addition to his written report, noted that the door for renthelpmn.org has closed as of the end of January 2022. He also added that an internal OSHA investigation was conducted and was largely uneventful with a few areas of improvement noted.

No closed session was needed but we finally have resolution on a case from last summer. Case was dismissed and could be appealed to the 8th Circuit, however, Legal Counsel does not believe it would be successful.

ADJOURNMENT

There being no further business to come before the Board, Chair Glumac declared the meeting adjourned at 4:10 P.M.



Chair

ATTEST:



Secretary

Next Scheduled Regular Meeting – March 29, 2022.