

**MINUTES OF THE  
SCHEDULED REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF DULUTH, MINNESOTA  
HELD ON THE 26<sup>th</sup> DAY OF APRIL, 2022**

The Commissioners of the Housing and Redevelopment Authority of Duluth, Minnesota, met in a Scheduled Regular Meeting at 3:30 P.M. on the 26<sup>th</sup> day of April 2022.

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

Also present were Jill A. Keppers, Executive Director; staff members Anna Carlson, Maureen Zupancich, Traci Nindorf, Lenelle Hrabik, Brandon Engblom, Jacob Morgan; and Teresa Bajda, City of Duluth.

**SCHEDULED PUBLIC HEARINGS**

None.

**UNFINISHED BUSINESS**

None.

**CONSENT AGENDA:**

The following items were introduced by Vice Chair Talarico:

**MINUTES OF THE SCHEDULED REGULAR MEETING OF MARCH 29, 2022**

**FINANCIAL REPORT FOR PERIOD ENDING MARCH 2022**

**RESOLUTION NO. 4274-22  
RESOLUTION APPROVING CHANGES TO HOUSING CHOICE VOUCHER UTILITY  
ALLOWANCE SCHEDULE**

**RESOLUTION 4275-22  
RESOLUTION APPROVING CHANGES TO THE LOW RENT PUBLIC HOUSING  
UTILITY ALLOWANCE SCHEDULE FOR AMPS 6-7-8-9-10-12 – HOPE VI HOUSING  
PROGRAM**

**RESOLUTION 4276-22  
RESOLUTION APPROVING CHANGES TO PUBLIC HOUSING UTILITY  
ALLOWANCE SCHEDULES**

**RESOLUTION 4277-22  
RESOLUTION APPROVING MODIFICATIONS TO ADMIN PLAN FOR THE  
HOUSING CHOICE VOUCHER PROGRAM**

**RESOLUTION 4278-22  
RESOLUTION APPROVING PROPOSALS FOR PROJECT BASED SECTION 8  
RENTAL ASSISTANCE PROGRAM FOR THE CENTER CITY HOUSING WADENA  
WEST APARTMENTS**

**RESOLUTION 4279-22  
RESOLUTION APPROVING PROPOSALS FOR PROJECT BASED SECTION 8  
RENTAL ASSISTANCE PROGRAM FOR AICHO / BLUELINE DEVELOPMENT  
MORGAN PARK APARTMENTS**

**RESOLUTION 4280-22  
RESOLUTION APPROVING PROPOSALS FOR PROJECT BASED SECTION 8  
RENTAL ASSISTANCE PROGRAM FOR THE BREWERY CREEK APARTMENTS**

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

Roll was called with the following results:

Ayes: Commissioners Cich, Hanek, Nephew, Randorf, and Talarico

Nays: None

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

**DISCUSSION ITEMS**

**RESOLUTION RATIFYING THE ESTABLISHMENT OF HARBORVIEW PHASE VI,  
LLC**

The Executive Director explained that the following four resolutions are all in relation to the Harbor Highlands Phase VI. In order to make a Low Income Housing Tax Credit application, the HRA needed to form an LLC to be the developer. The Executive Director asked the HRA's legal team at Fryberger to create the LLC and this first resolution (4281-22) ratifies its creation.

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

**RESOLUTION NO. 4281-22  
RATIFYING THE ESTABLISHMENT OF HARBORVIEW PHASE VI, LLC**

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

Roll was called with the following results:

Ayes: Commissioners Cich, Hanek, Nephew, Randorf, and Talarico

Nays: None

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

**RESOLUTION ADOPTING THE OPERATING AGREEMENT AND APPOINTING  
JILL A. KEPPERS AS PRESIDENT FOR HARBORVIEW PHASE VI, LLC.**

This resolution, in continuance of 4281-22, approves the operating agreement for Harborview Phase VI, LLC and is written in similar fashion as the HRA's other LLCs.

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

**RESOLUTION NO. 4282-22  
ADOPTING THE OPERATING AGREEMENT AND APPOINTING JILL A. KEPPERS  
AS PRESIDENT FOR HARBORVIEW PHASE VI, LLC.**

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 Cich, Hanek, Nephew, Randorf, and Talarico

Nays: None

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

**RESOLUTION AUTHORIZING A GROUND LEASE WITH HARBORVIEW PHASE  
VI, LLC**

Again, in continuance of resolutions 4281-22 and 4282-22, the Executive Director explained this resolution authorizes the ground lease at Harbor Highlands, written by the Fryberger legal team, between the new LLC and the HRA.

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

**RESOLUTION NO. 4283-22  
AUTHORIZING A GROUND LEASE WITH HARBORVIEW PHASE VI, LLC**

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

Roll was called with the following results:

Ayes: Commissioners Cich, Hanek, Nephew, Randorf, and Talarico

Nays: None

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

**RESOLUTION APPROVING PROJECT BASED SECTION 8 RENTAL ASSISTANCE  
FOR TH EHARBORVIEW PHASE VI, LLC, AFFORDABLE HOUSING  
DEVELOPMENT AT HARBOR HIGHLANDS**

This resolution awards up to 40 project based vouchers to the project approved by the previous three resolutions. The Executive Director informed the Board that the HRA was given permission from HUD to project base units at this location without competition under HOTMA (Housing Opportunities Through Modernization Act) because there was previously public housing on this site.

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

**RESOLUTION NO. 4284-22  
APPROVING PROJECT BASED SECTION 8 RENTAL ASSISTANCE FOR TH  
EHARBORVIEW PHASE VI, LLC, AFFORDABLE HOUSING DEVELOPMENT AT  
HARBOR HIGHLANDS**

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

Roll was called with the following results:

Ayes: Commissioners Cich, Hanek, Nephew, Randorf, and Talarico

Nays: None

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

**RESOLUTION FOR THE RENEWAL OF ANNUAL PROPERTY AND LIABILITY  
INSURANCE**

The Executive Director apologized for the late entry of this Resolution to the Board packet as she was just given the final quote yesterday. The Executive Director explained there are no bids to review with this resolution as this is a renewal with the current carrier. However, the HRA's procurement manager has been instructed to put the HRA's portfolio out for bid over the course of the next year due to the increase in deductible and premium. She went on to explain that historically, HAI has given the best prices given its specialty with housing authorities. HAI is no longer offering a \$5,000 deductible, so the deductible is increasing to \$10,000 per claim. Last

year the HRA paid \$192,135.00 just for property coverage, but that included King Manor and Tri-Towers. Those properties are now insured separately. This new amount is \$138,518.00 for property and \$37,588.00 for liability.

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

**RESOLUTION NO. 4285-22  
RENEWAL OF ANNUAL PROPERTY AND LIABILITY INSURANCE**

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

Roll was called with the following results:

Ayes: Commissioners Cich, Hanek, Nephew, Randorf, and Talarico

Nays: None

Vice 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**

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 but also added that she presented at the City Council's Committee of the Whole meeting last night, along with other Affordable Housing Coalition members, and reported that it went well and councilors had good questions for the

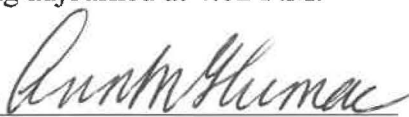
group. She also stated that she will be scheduling a finance committee meeting to review the audit as soon as it is ready to go.

#### **REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES**


Legal Counsel reported that the HRA has fully complied with data retention policies. He also had some follow-up from MNDOT relating to the Midtowne Manor easement. They are unlikely to assist with putting gravel down on the proposed parking site as they are apprehensive to use property they don't have an easement on. No closed session was needed.

#### **ADJOURNMENT**

There being no further business to come before the Board, Vice Chair Talarico declared the meeting adjourned at 4:02 P.M.

  
Chair

ATTEST:

  
Secretary

Next Scheduled Regular Meeting – May 31, 2022.