

**MINUTES OF THE
SCHEDULED REGULAR MEETING OF THE COMMISSIONERS
OF THE HOUSING AND REDEVELOPMENT AUTHORITY
OF DULUTH, MINNESOTA
HELD ON THE 30th DAY OF AUGUST, 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 30th day of August 2022.

Chair Glumac called the meeting to order and on roll call, the following members were present: Commissioners Cich, Glumac, Nephew, Talarico, and Meyer. Commissioner Randorf arrived at 3:40 p.m. and Commissioner Hanek was 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, Jake Morgan, Brandon Engblom; and Theresa Bajda, City of Duluth.

SCHEDULED PUBLIC HEARINGS

None.

UNFINISHED BUSINESS

None.

CONSENT AGENDA:

The following items were introduced by Chair Glumac:

MINUTES OF THE SCHEDULED REGULAR MEETING OF JULY 26, 2022

FINANCIAL REPORT FOR PERIOD ENDING JULY 2022

RESOLUTION NO. 4324-22

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

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 Cich, Glumac, Meyer, Nephew, and Talarico

Nays: None

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

DISCUSSION ITEMS

RESOLUTION AUTHORIZING CONTRACT FOR TRI-TOWERS KITCHEN WASTE LINE & PLUMBING STACK REPLACEMENT

The Executive Director explained that this resolution authorizes a contract with A.G. O'Brien Plumbing and Heating for the replacement of the kitchen plumbing stacks at Tri-Towers. North Pointe budgeted \$300,000.00 for waste line replacement in this next fiscal year. This contract will complete the kitchen stacks in Tri-Towers over the next three to five years, subject to budget approval each year.

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

RESOLUTION NO. 4325-22 AUTHORIZING CONTRACT FOR TRI-TOWERS KITCHEN WASTE LINE & PLUMBING STACK REPLACEMENT

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 Cich, Glumac, Meyer, Nephew, and Talarico

Nays: None

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

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

The Executive Director explained that this resolution authorizes modifications to the Public Housing Admissions and Continued Occupancy policy. Because Tri-Towers and King Manor are no longer public housing, the HRA had to unwind the changes that were made earlier this year. The process is now to pull from separate waiting lists for public housing and project based rental assistance.

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

RESOLUTION NO. 4326-22 APPROVING MODIFICATIONS TO THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP) RELATING TO UNIT OFFERS

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 Cich, Glumac, Meyer, Nephew, and Talarico

Nays: None

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

**RESOLUTION AUTHORIZING A LOAN FOR BLUEWATER HOUSING, LLC BY
THE HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA**

This resolution approves the establishment of a line of credit for Bluewater Housing. This will be paid back with cash flow from the project as they begin to establish reserves. As a reminder, when Bluewater Housing starts operations in October, they will have a bank balance of \$0 and will need a line of credit from the HRA as they start up.

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

**RESOLUTION NO. 4327-22
AUTHORIZING A LOAN FOR BLUEWATER HOUSING, LLC BY THE HOUSING
AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA**

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

Nays: None

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

**RESOLUTION ESTABLISHING A REVISED PRICING SCHEDULE FOR 3007
DEVONSHIRE STREET, DULUTH, MN 55806**

This resolution revises the asking price for the Construction Training Program house at 3007 Devonshire. The \$170,000.00 original asking price has generated interest, but it is likely that the recent rise in interest rates are making it difficult for the target buyers to afford. The HRA is looking to decrease the price by \$10,000.00, but also would like the ability to negotiate if a buyer has an offer close to asking.

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

**RESOLUTION NO. 4328-22
ESTABLISHING A REVISED PRICING SCHEDULE FOR 3007 DEVONSHIRE
STREET, DULUTH, MN 55806**

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

Roll was called with the following results:

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

Nays: None

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

**RESOLUTION AUTHORIZING HOUSING CHOICE VOUCHER PAYMENT
STANDARDS**

This resolution was removed from the Agenda due to FMRs not being released by HUD in time for this meeting. It will be added to next months agenda.

The following resolution was removed from consideration:

**RESOLUTION NO. 4329-22
AUTHORIZING HOUSING CHOICE VOUCHER PAYMENT STANDARDS**

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

In addition to her written report, the Executive Director wanted to let the Board know that the open house for the construction training program was held recently and there was a wonderful showing. The program is still looking at the 3-5 plex on 24th Ave. W. and there will be an engineer going through the property to give a structural report and estimated costs to rehabilitate before a recommendation is made to the Board.

She also reported that the Esmond Ground Breaking that was scheduled for September 1 has been canceled. Their costs came in higher than expected. They did this same product in two other locations and the costs in Duluth are 30% higher so they are doing a deeper dive into what the drivers of this are.

Finally, she wanted to let the Board know that the HRA's presentation to City Council on their tax levy and budget is scheduled for September 12, 2022.

REPORT OF LEGAL COUNSEL: MONTHLY ACTIVITIES

Legal Counsel informed the Board, in addition to his written report, the Section 18 start date has been pushed again to October 1, 2022. He also added that 50% of the leases have been signed with more lease signing sessions added to the calendar.


No closed session was needed.

ADJOURNMENT

There being no further business to come before the Board, Chair Glumac declared the meeting adjourned at 4:05 P.M.


Chair

ATTEST:


Secretary

Next Scheduled Regular Meeting – September 27, 2022.