

**EXTRACTS FROM THE MINUTES OF A REGULAR MEETING
OF THE COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA
MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON THE
16th DAY OF NOVEMBER 2011**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a regular meeting at the SEMMCHRA Main Office in Wabasha, MN, at the hour and date duly established for the holding of such meeting.

Commissioner Beniak called the regular meeting to order and on role call the following answered present:

Robert Beniak	Jim Bryant	Rich Hall
Doug Klevos	Laura Mielke	Robert Noah
Jack Roberts	Marcia Ward	

Others Present: Joseph P. Wheeler and Karen DuCharme

The agenda and addendum were reviewed. Motion was made by Commissioner Bryant and seconded by Commissioner Roberts to approve the agenda and addendum. Passed unanimously.

OLD BUSINESS:

The minutes were reviewed and discussed from a regular meeting held on Wednesday, October 19, 2011. Motion was made by Commissioner Noah and seconded by Commissioner Hall to approve the minutes from a regular meeting held on Wednesday, October 19, 2011. Passed unanimously.

The minutes were reviewed and discussed from a special meeting held on Friday, October 28, 2011. Motion was made by Commissioner Roberts and seconded by Commissioner Bryant to approve the minutes from a special meeting held on Friday, October 28, 2011. Passed unanimously.

Staff reviewed the Financial Summary Reports. Motion was made by Commissioner Klevos and seconded by Commissioner Roberts to approve the Financial Summary Reports. Passed unanimously.

Staff reviewed the Section 8, Public Housing, Rivers Edge, Wabasha Apartments, Pepin Apartments, Lake Pepin Plaza, Lake Pepin Plaza II, Greenview Estates, Parkview Court, Holden Meadows, Countryside Way, Whispering Woods, Trailside Terrace, Rolling Hills, Fuller Estates, Heritage Hill, Nor-Plain Apartments, and Nor-Stone Apartments monthly reports.

Staff gave updates on the Dodge Center SCDP, Winona County SCDP, Dodge Center II SCDP, MIF Flood Recovery Grant – Wabasha County, and Revolving Loan Rehab Programs.

Staff requested approval of commercial SCDP loan WC-107. Motion was made by

Commissioner Bryant and seconded by Commissioner Noah to approve commercial SCDP loan WC-107. Passed unanimously.

Staff requested approval of residential SCDP loans DCII-120, DCII-121, DCII-123, DCII-122 (Request for HRA Loan for Owner's Match), DCII-124, and DCII-125. Motion was made by Commissioner Klevos and seconded by Commissioner Bryant to approve residential SCDP loans DCII-120, DCII-121, DCII-123, DCII-122 (Request for HRA Loan for Owner's Match), DCII-124, and DCII-125. Passed unanimously.

Staff reviewed subordination WAB-108.

Staff reviewed the Satisfied Mortgages and the Public Housing Capital Improvement Project Reports.

Staff requested approval of a resolution approving and authorizing use of the 2011 CFP Funds for Public Housing capital improvements.

The resolution was introduced by Commissioner Beniak, read in full and considered:

11/11/16/01

Commissioner Bryant moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Roberts and upon the roll call the AYES and NAYES were as follows:

AYES	NAYES
Robert Beniak	
Jim Bryant	
Rich Hall	
Doug Klevos	
Laura Mielke	
Robert Noah	
Jack Roberts	
Marcia Ward	

The chairperson thereupon declared said motion carried and resolution adopted.

Staff gave updates on the St. Charles, Elgin, Kenyon, Wabasha projects; Oak Court Apartments and Wabasha Apartments; the Minnesota City Participation Program (MCP); Wabasha County Public Health Building.

Staff requested approval to offer a \$2,500 rebate on the rambler and split entry houses being constructed in Eagles Basin as long as the purchase agreement is received and the closing takes place within 30 days of receiving the certificate of occupancy. Motion was made by Commissioner Klevos and seconded by Commissioner Noah to approve a \$2,500 rebate on the rambler and split entry houses being constructed in Eagles Basin as long as the purchase agreement is received and the closing takes place within 30 days of receiving the certificate of occupancy. Passed unanimously.

Staff gave updates the Board on the Flood 2007 recovery efforts and the September 2010 flood recovery efforts.

NEW BUSINESS:

Staff reviewed the two (2) proposals received for the elderly housing market study for Dodge, Goodhue, Wabasha, and Winona Counties. The proposals received were from Community Partners Research for \$80 per hour and Maxfield Research for \$14,965. Motion was made by Commissioner Klevos and seconded by Commissioner Roberts to select Maxfield Research to complete the elderly housing market study. Passed unanimously.

Staff reviewed the proposed 2012 benefit package for management, line staff, and the Executive Director. Motion was made by Commissioner Noah and seconded by Commissioner Klevos to approve a 2% Cost of Living Adjustment (COLA) and an additional \$50 per year to the employees' Health Savings Account (HSA). Passed unanimously.

Staff requested approval of a resolution approving the employment contract with the executive director.

The resolution was introduced by Commissioner Beniak, read in full and considered:

11/11/16/02

Commissioner Noah moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Klevos and upon the roll call the AYES and NAYES were as follows:

AYES	NAYES
Robert Beniak	
Jim Bryant	
Rich Hall	
Doug Klevos	
Laura Mielke	
Robert Noah	
Jack Roberts	
Marcia Ward	

The chairperson thereupon declared said motion carried and resolution adopted.

Staff updated the Board on the levy legislation.

Staff requested approval of a resolution approving and authorizing use of the Publicly Owned Housing Program funds for improvements at June Kjome Place.

The resolution was introduced by Commissioner Beniak, read in full and considered:

11/11/16/03

Commissioner Bryant moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Noah and upon the roll call the AYES and NAYES were as follows:

AYES
Robert Beniak
Jim Bryant
Rich Hall
Doug Klevos
Laura Mielke
Robert Noah
Jack Roberts
Marcia Ward

NAYES

The chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the three (3) proposals received for the audit request for proposal for 2011, 2012, and 2013. The proposals were received from Babcock, Langbein and Company with a not to exceed \$9,500 price that is locked for 3 years; Hawkins, Ash, Baptie & Company for \$17,000 in 2011, \$17,500 in 2012, and \$18,000 in 2013; Malcolm Johnson & Company for \$18,800 price that is locked for 3 years. Motion was made by Commissioner Roberts and seconded by Commissioner Bryant to select Babcock, Langbein and Company to complete the 2011, 2012 and 2013 audits. Passed unanimously.

Staff requested approval of a resolution approving the Southeastern Minnesota Multi-County Housing and Redevelopment Authority as an administrator for Minnesota Housing Finance Agency's Rental Rehabilitation Deferred Loan Program.

The resolution was introduced by Commissioner Beniak, read in full and considered:

11/11/16/04

Commissioner Bryant moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Roberts and upon the roll call the AYES and NAYES were as follows:

AYES
Robert Beniak
Jim Bryant
Rich Hall
Doug Klevos
Laura Mielke
Robert Noah
Jack Roberts
Marcia Ward

NAYES

The chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution endorsing the submission of an application through Minnesota Housing Finance Agency's Rental Rehabilitation Deferred Loan Program for River's Edge Apartments.

The resolution was introduced by Commissioner Beniak, read in full and considered:

11/11/16/05

Commissioner Bryant moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Roberts and upon the roll call the AYES and NAYES were as follows:

AYES	NAYES
Robert Beniak	
Jim Bryant	
Rich Hall	
Doug Klevos	
Laura Mielke	
Robert Noah	
Jack Roberts	
Marcia Ward	

The chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution endorsing the submission of an application through Minnesota Housing Finance Agency's Rental Rehabilitation Deferred Loan Program for Nor-Plain Apartments.

The resolution was introduced by Commissioner Beniak, read in full and considered:

11/11/16/06

Commissioner Bryant moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Roberts and upon the roll call the AYES and NAYES were as follows:

AYES	NAYES
Robert Beniak	
Jim Bryant	
Rich Hall	
Doug Klevos	
Laura Mielke	
Robert Noah	
Jack Roberts	
Marcia Ward	

The chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution endorsing the submission of an application through Minnesota Housing Finance Agency's Rental Rehabilitation Deferred Loan Program for Nor-Stone Apartments.

The resolution was introduced by Commissioner Beniak, read in full and considered:

11/11/16/07

Commissioner Bryant moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Roberts and upon the roll call the AYES and NAYES were as follows:

AYES
Robert Beniak
Jim Bryant
Rich Hall
Doug Klevos
Laura Mielke
Robert Noah
Jack Roberts
Marcia Ward

NAYES

The chairperson thereupon declared said motion carried and resolution adopted.

There being no further business to come before the Board, on motion duly made by Commissioner Bryant and seconded by Commissioner Noah, the meeting was adjourned.

I certify that the above is a true and correct record of the proceedings of the Southeastern Minnesota Multi-County Housing and Redevelopment Authority at a regular meeting on November 16, 2011, at which a majority of the members of said Board was present.

(SEAL)

Robert Noah, Secretary