

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 22ND DAY OF JANUARY 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

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

| | | |
|---------------|------------------------|-------------|
| Brad Anderson | Cheryl Key (via phone) | Marcia Ward |
| Rich Hall | Laura Mielke | |
| Robert Keehn | Rodney Peterson | |

Excused: Greg Klevos

Others Present: Buffy Beranek, Executive Director, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve the agenda. Passed unanimously.

The minutes were discussed from the regular meeting held on Wednesday, December 18, 2019. Motion was made by Commissioner Peterson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, November 20th, 2019 and the regular meeting Wednesday, December 18th, 2019. Passed unanimously.

Staff presented Admissions and Continues Occupancy Policy (ACOP). Motion was made by Commissioner Peterson and seconded by Commissioner Hall to approve the Admissions and Continues Occupancy Policy (ACOP).

Staff requested approval of a resolution adopting the SEMMCHRA policy for retaining meeting minutes. The resolution was introduced by Commissioner Key, read in full and considered:

20/01/22/01

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the USDA properties (River Valley- Mazeppa, Lake City, Wabasha, NorPlain; NorStone; Riverview; The Corners; Roseview Apartments)

Staff reviewed the Preliminary December 31, 2019 Financial Statements. Staff reviewed the Financial Statements and Communications. The seven USDA Rural Development properties were discussed in detail along with Roseview apartments. The Board recommended a two-hour planning meeting be held after the regular meeting in February and lunch to be provided.

The Executive Director's report included updates from meetings attended since the last board meeting. SEMMCHRA is meeting and seeking to partner with agencies to ensure funding is maximized for our region, staff are best utilized, and services are linked. The 2019 audit process was kicked off on January 6th. Updates on prior audits was provided to the Board.

OLD BUSINESS:

Staff reviewed the monthly Rental Housing and Rental Assistance reports and programs. Staff provided updates on the Section 18 and the HUD updates and property management outsourcing.

Staff reviewed the Community Development reports and programs and updated the Board on the current projects.

Staff reviewed the Land Plan updates for all SEMMCHRA-owned property. Staff also updated the Board on the status of Cannon Falls Sandstone Development and on the TIF district lot sales as well as discussions.

Staff provided State and Federal Legislative updates. A brief review of the states bonding proposal, an update of discussions about increasing the TIF income limits due to the cost of new construction, and the opportunity for SEMMCHRA Executive Director to co-chair MN NAHRO's legislative Committee was shared.

Staff provided updates on SEMMCHRA staffing. SEMMCHRA has an open Maintenance Supervisor position. Executive Director shared need for succession planning and staff development.

NEW BUSINESS:

Staff requested approval of a resolution approving SEMMCHRA 2020 Agency Operating Budgets. The resolution was introduced by Commissioner Key, read in full and considered:

20/01/22/02

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

AYES
Brad Anderson
Rich Hall
Robert Keehn
Cheryl Key
Laura Mielke
Rodney Peterson
Marcia Ward

NAYES

The Chairperson thereupon declared said motion carried and resolutions adopted.

Staff requested approval of 2020 General Salary Increase and Salary Schedule Adjustment. The resolution was introduced by Commissioner Key, read in full and considered:

20/01/22/03

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

AYES
Brad Anderson
Rich Hall
Robert Keehn
Cheryl Key
Laura Mielke
Rodney Peterson
Marcia Ward

NAYES

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of rent increases for Roseview Apartments Inc.. The resolution was introduced by Commissioner Key, read in full and considered:

20/01/22/04

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

AYES
Brad Anderson
Rich Hall
Robert Keehn
Cheryl Key
Laura Mielke
Rodney Peterson
Marcia Ward

NAYES


The Chairperson thereupon declared said motion carried and resolution adopted.

Staff presented request for TIF lot decertification limits. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve up to five TIF lot decertification per district due to buyers being over income limits. Lot prices will be at full list price.

There being no further business to come before the Board, the motion was made by Commissioner Anderson and seconded by Commissioner Keehn to adjourn the meeting. Passed unanimously.

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 the regular meeting on January 22, 2020 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Jun 16, 2020 11:05 CDT\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 19TH DAY OF FEBRUARY 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

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

| | | |
|---------------|---------------|-------------|
| Brad Anderson | Cheryl Key | Marcia Ward |
| Rich Hall | Laura Mielke | |
| Robert Keehn | Rhonda Toquam | |

Excused: Rodney Peterson

Others Present: Buffy Beranek, Executive Director, Tammy Moyer, Karen DuCharme

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve the agenda. Passed unanimously.

The Oath of Office was read and signed by Rhonda Toquam and was notarized thereby swearing in Commissioner Toquam.

The Oath of Office was read and signed by Cheryl Key and was notarized thereby swearing in Commissioner Key.

The minutes were discussed from the regular meeting held on Wednesday, January 22, 2020. Motion was made by Commissioner Anderson and seconded by Commissioner Key to approve the minutes from the regular meeting held on Wednesday, January 22, 2020. Passed unanimously.

Staff presented motion to approve the Section 8 Administrative Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Key to approve the Section 8 Administrative Plan. Passed unanimously.

Staff requested approval of a resolution approving the Section 8 Housing 2020 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

20/02/19/01

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |

Laura Mielke
Rhonda Toquam
Marcia Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution approving the Public Housing 2020 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

20/02/19/02

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution for approval of the FYE 2019 SEMAP Certification. The resolution was introduced by Commissioner Key, read in full and considered:

20/02/19/03

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval and submission of the SCDP Full Application for the City of St. Charles. The resolution was introduced by Commissioner Key, read in full and considered:

20/02/19/04

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval and submission of the SCDP Full Application for the City of Goodhue with the City of Dennison. The resolution was introduced by Commissioner Key, read in full and considered:

20/02/19/05

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval and submission of the SCDP Full Application for the City of Wabasha. The resolution was introduced by Commissioner Key, read in full and considered:

20/02/19/06

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |

Rhonda Toquam
Marcia Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed bids received for kitchen and bathroom improvements at Oak Court Apartments Bids were received from All Craft Exteriors for \$60,696.00 and Creekwood Construction for \$83,130.00. Motion was made by Commissioner Anderson and seconded by Commissioner Key to issue contract to All Craft Exteriors for kitchen and bathroom improvements at Oak Court Apartments. Passed unanimously.

Staff reviewed the Tax Increment Financing (TIF) Properties (Eagles Basin, Kenyon, St. Charles, Zumbrota, Countryside Meadow).

Staff reviewed the Final December 31st, 2019 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to accept the Final December 31st, 2019 Financial Statements. Passed unanimously.

Staff reviewed the January 31, 2020 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to accept the January 31, 2020 Financial Statements. Passed unanimously.

The Executive Director's report was reviewed and discussed.

OLD BUSINESS:

Staff reviewed the monthly Rental Housing and Rental Assistance reports and programs. Staff provided updates on the Roseview Apartments as well as the REAC Inspections.

Staff reviewed the Community Development reports and programs and updated the Board on the Capital planning report.

Staff reviewed the Land Plan updates for all SEMMCHRA-owned property. Staff also updated the Board on the status of TIF district lots sales.

Staff provided State and Federal Legislative updates.

Staff provided updates on SEMMCHRA staffing. Executive Director discussed succession planning, Executive Director Review as well as Reorganization and Transition plan update.

NEW BUSINESS:

Staff discussed SCDP 2020-2021 Planning.

Staff requested review and feedback from Board members of new commissioner information packet sent on February 3rd, 2020.

Staff discussed the 2019 Agency Standards Results.

Staff discussed the conflict of interest policy.

There being no further business to come before the Board, the motion was made by Commissioner Keehn and seconded by Commissioner Anderson to adjourn the meeting. Passed unanimously.

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 the regular meeting on February 19, 2020 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Jun 16, 2020 11:05 CDT\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 18TH DAY OF MARCH 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

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

| | | |
|-----------------------|--------------|---------------------|
| Brad Anderson (Phone) | Cheryl Key | Rhonda Toquam |
| Rich Hall (Phone) | Laura Mielke | Marcia Ward (Phone) |
| Rodney Peterson | | |

Excused: Robert Keehn

Others Present: Buffy Beranek, Karen DuCharme, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Toquam and seconded by Commissioner Peterson to approve the agenda. Passed unanimously.

Commissioner Peterson requested that the "Temporary Telecommuting Policy" be pulled from the consent agenda for additional discussion.

The minutes were discussed from the regular meeting held on Wednesday, February 19, 2020. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to approve the minutes from the regular meeting held on Wednesday, February 19, 2020. Passed unanimously.

Staff requested approval to change the name of June Kjome Place to Skyview Apartments. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to change the name of June Kjome Place to Skyview Apartments. Passed unanimously.

Staff requested approval of a resolution adopting the Infectious Disease Control Policy. The resolution was introduced by Commissioner Key, read in full and considered:

20/03/18/01

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution adopting the Temporary Telecommuting Policy. The resolution was introduced by Commissioner Key, read in full and considered:

20/03/18/02

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution to delay all unit inspections for Public Housing, Section 8 Housing Choice Voucher, and other SEMMCHRA Programs. The resolution was introduced by Commissioner Key, read in full and considered:

20/03/18/03

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution authorizing Bobbi Willers, Housing Director, to execute and deliver contracts, deeds and other instruments made by SEMMCHRA in the absence of the Executive Director. The resolution was introduced by Commissioner Key, read in full and considered:

20/03/18/04

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

AYES

Brad Anderson
Rich Hall
Cheryl Key
Laura Mielke
Rodney Peterson
Rhonda Toquam
Marcia Ward

NAYES

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to re-open the Section 8 waiting list effective 4/1/2020. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to open the Section 8 waiting list effective 4/1/2020. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports along with status on meeting agency standards.

Staff reviewed the Small Cities Development Program Grants and the Revolving Loan Fund Financial Statements.

Staff reviewed the February 29, 2020 Financial Statements. Motion was made by Commissioner Mielke and seconded by Commissioner Peterson to accept the February 29, 2020 Financial Statements. Passed unanimously.

The Executive Director's report was reviewed and discussed. The Covid-19 action plan was reviewed with the board and steps taken to address business needs.

OLD BUSINESS:

Staff reviewed the Land Plan update for all SEMMCHRA-owned property.

Staff provided State and Federal Legislative updates. The family homeless prevention and assistance program (FHPAP) was discussed.

Staff updated the Board on the payroll conversion and pension plan changes. The payroll conversion will be delayed mitigating risk during these precarious times. All facets of the existing pension plan will be mirrored with a new administrator for efficiency, consolidation and streamlining reasons.

Staff provided updates on SEMMCHRA staffing, including planning for alternate shifts, remote access, and teleconference discussion. Staffing, contracting and work changes are being made to address the impact of Covid-19 on operations.

Staff updated the Board on those staff attending the Minnesota NAHRO Spring 2020 Conference.

NEW BUSINESS:

Staff updated the Board on the debt refinance for Fuller Estates and Pepin Apartments and discussed next steps in the process. The Board agreed to pursue moving forward on a refinance for the SEMMCHRA office building and additional funds for critical repairs.

Staff informed the Board of the 2021 Levy Budget preparation. Discussion occurred on what to bring forward for 2021 levy requests given the recent Covid-19 development and impact.

Staff updated the Board on the 5-Year Comprehensive Plan. The Board reviewed the questionnaire used for developing the Comprehensive Plan.

Staff updated the Board on the Strategic Plan and continued discussion for the Strategic Plan. The board agree to delay the process a few months due to the Covid-19 pandemic. The board agreed to look at options for a facilitated discussion.

Staff requested approval to draft and have legally approved a vacation donation policy. Staff requested that the policy be placed into operation prior to the next Board meeting, once legally approved and shared with the Board. Motion was made by Commissioner Toquam and seconded by Commissioner Mielke to have a vacation donation policy drafted, legally reviewed, shared with the Board and placed into operation if necessary, prior to the next Board meeting. Passed unanimously.


Staff discussed temporary health, safety and compassionate business measures that may need to be enacted by the Executive Director without delay. The board agreed such measures are appropriate and within the scope of management.

Motion was made by Commissioner Peterson and seconded by Commissioner Toquam to close the public meeting for the Executive Director Annual Performance Review and Contract. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Peterson and seconded by Commissioner Toquam to adjourn the meeting. Passed unanimously.

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 the regular meeting on March 18, 2020 at which the majority of the members of said Board was present.

(SEAL)


Laura Mielke (Jun 16, 2020 11:05 CDT)
Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 15TH DAY OF APRIL 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

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

| | | |
|---------------|--------------|---------------|
| Brad Anderson | Robert Keehn | Cheryl Key |
| Rich Hall | Laura Mielke | Rhonda Toquam |
| Marcia Ward | | |

Excused: Rodney Peterson

Others Present: Buffy Beranek, Karen DuCharme, Tammy Moyer, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the agenda. Passed unanimously.

The minutes were discussed from the regular meeting held on Wednesday, March 18, 2020. Motion was made by Commissioner Toquam and seconded by Commissioner Ward to approve the minutes from the regular meeting held on Wednesday, March 18, 2020. Passed unanimously.

Staff requested approval of a resolution adopting additions to the SEMMCHRA Policy and Procedures Employee Handbook, specifically adding the PTO Donation Policy and Paid Leave Utilization during Public Health Emergency Policy. The resolution was introduced by Commissioner Key, read in full and considered:

20/04/15/01

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to offer a \$5,000 discount/incentive on the first five (5) lot sales that occur in any of SEMMCHRA's land developments. Motion was made by Commissioner Toquam and seconded by Commissioner Ward to off a \$5,000 discount/incentive on the first five (5) lot sales that occur in any of SEMMCHRA's land developments. Passed unanimously.

Staff requested approval to issue a contract for exterior improvements at the Kasson, Pine Island, Plainview, and Zumbrota Scattered Site Units to Jeff Zabel Siding. Bids were received from Jeff Zabel Siding for \$110,950 and Quality Siding and Window for \$157,110. Motion was made by Commissioner Toquam and seconded by Commissioner Ward to issue a contact for exterior improvements at the Kasson, Pine Island, Plainview, and Zumbrota Scattered Site Units to Jeff Zabel Siding. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports along with status on meeting agency standards. Staff discussed impact of COVID-19 on programs from a financial and operational standpoint.

The Executive Director provided an update to the Board of upcoming and activities occurring this past month. The Covid -19 Action Plan was reviewed as well as the operational decisions that occurred this past month related to Covid-19. Waivers for programs were shared and will be approved at the May Board meeting. Plan to return to "normal" work schedule is to be developed so executable immediately following end of stay-at-home order.

Staff reviewed the March 31, 2020 Financial Statements. The financial impacts of COVID-19 were shared with the Board and the Board was informed of the limited financial resources available to SEMMCHRA/government agencies. Program and operational concerns where outlined for the Board. Actions taken by staff to access available cash for cashflow purposes was also outlined. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to accept the March 31, 2020 Financial Statements. Passed unanimously.

OLD BUSINESS:

Staff provided updates on the Land Plan, State and Federal Legislation, payroll change, and staffing.

NEW BUSINESS:


Staff updated the Board on the debt refinance for Fuller Estates and Pepin Apartments and discussed next steps in the process.

Staff informed the Board of the 2021 Levy Budget preparation. Discussion occurred on what to bring forward for 2021 levy requests given the recent COVID-19 development and impact.

There being no further business to come before the Board, the motion was made by Commissioner Ward and seconded by Commissioner Hall to adjourn the meeting. Passed unanimously.

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 the regular meeting on April 15, 2020 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Jun 16, 2020 11:05 CDT\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 20TH DAY OF MAY 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

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

| | | |
|---------------|--------------|-----------------|
| Brad Anderson | Robert Keehn | Cheryl Key |
| Rich Hall | Laura Mielke | Rodney Peterson |
| Rhonda Toquam | | |

Excused: Marcia Ward

Others Present: Buffy Beranek, Karen DuCharme, Tammy Moyer, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, April 15, 2020. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve the minutes from the regular meeting held on Wednesday, April 15, 2020. Passed unanimously.

Staff requested approval to add requirements that the employee must have a car available to carry out assignments to eight (8) position descriptions that currently didn't contain the requirement. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve adding that the employee must have a car available to carry out assignments to eight (8) position descriptions. Passed unanimously.

Staff requested approval of waivers for program regulations in the Rental Housing, Rental Assistance, and Community Development/Administration Departments as they relate to COVID-19. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve the waivers. Passed unanimously.

Staff requested approval of a resolution approving SEMMCHRA to loan Roseview Apartments a \$7,500 Operating Loan that is to be repaid. The resolution was introduced by Commissioner Key, read in full and considered:

20/05/20/01

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

| | |
|---------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |

Cheryl Key
Laura Mielke
Rodney Peterson
Rhonda Toquam

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports along with status on meeting agency standards.

The Executive Director reported on current meetings attended, COVID-19-related responses, and on various project updates.

Staff reviewed the April 30, 2020 Financial Statements. Motion was made by Commissioner Peterson and seconded by Commissioner Hall to accept the April 30, 2020 Financial Statements. Passed unanimously.

OLD BUSINESS:

Staff provided updates on the Land Plan, State and Federal Legislation, payroll change, and staffing.

NEW BUSINESS:

Staff updated the Board on the debt refinance for Fuller Estates and Pepin Apartments and discussed next steps in the process.

Staff requested approval of a resolution authorizing the tax levy of a special benefit tax pursuant to Minnesota Statutes, Section 469.033, Subd. 6, and approval of a budget for fiscal year 2021. The resolution was introduced by Commissioner Key, read in full and considered:

20/05/20/02

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the COVID Preparedness Plan and Action Plan with the Board.

Motion was made by Commissioner Anderson and seconded by Commissioner Hall to adjourn the regular meeting. Passed unanimously.

Motion was made by Governor Anderson and seconded by Governor Hall to open Lake Pepin Plaza, LLC meeting. Passed unanimously.


Staff reviewed the 2019 Lake Pepin Plaza, LLC audit with the Board.

Staff requested approval to appoint the SEMMCHRA Board of Commissioners as the Lake Pepin Plaza, LLC Board of Governors. Motion was made by Governor Toquam and seconded by Governor Anderson to appoint the SEMMCHRA Board of Commissioners as the Lake Pepin Plaza, LLC Board of Governors. Passed unanimously.

Motion was made by Governor Anderson and seconded by Governor Keehn to adjourn the Lake Pepin Plaza, LLC Meeting. Passed unanimously.

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 the regular meeting on May 20, 2020 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Jun 17, 2020 17:23 CDT\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 17TH DAY OF JUNE 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

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

| | | |
|---------------|-----------------|---------------|
| Brad Anderson | Robert Keehn | Cheryl Key |
| Laura Mielke | Rodney Peterson | Rhonda Toquam |
| Marcia Ward | | |

Excused: Rich Hall

Others Present: Buffy Beranek, Karen DuCharme, Tammy Moyer, Bobbi Willers

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

The minutes were reviewed from the regular meeting held on Wednesday, May 20, 2020. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve the minutes from the regular meeting held on Wednesday, May 20, 2020. Passed unanimously.

Staff requested approval of a trail easement in the St. Charles TIF District. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve the trail easement in the St. Charles TIF District. Passed unanimously.

Staff requested approval of Subordination 025132. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve Subordination 025132. Passed unanimously.

Staff requested approval of making a loan from the Goodhue County Levy Loan Fund for up to \$10,000 to the Kenyon VFW. The loan would require repayment at 3% over a 5-year term. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve the loan from the Goodhue County Levy Loan Fund for up to \$10,000 to the Kenyon VFW. Passed unanimously.

Staff requested approval to revise the hours of operation from 8:00 AM to 4:30 PM Monday through Friday to 7:00 AM to 4:30 PM Monday through Thursday and 7:00 AM to 11:00 AM on Fridays. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to revise the hours of operation to 7:00 AM to 4:30 PM Monday through Thursday and 7:00 AM to 11:00 AM on Fridays. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports along with status on meeting agency standards. Management discussed the difficulties of property management of Roseview Apartments. Commissioner Peterson requested that a complete financial projection be assessed prior to transfer or long-term management.

Staff discussed equity in program operations and policies with the Board. The Board requested a process be documented for how we methodically review work and policies. The Board noted the improvement to

objectively review policy through a race equity lens. Additional training was also noted as a need. Commissioner Keehn noted the importance to advocate in our communities and be seen as a leader in equality.

Staff reviewed the May 31, 2020 Financial Statements. Motion was made by Commissioner Peterson and seconded by Commissioner Keehn to accept the May 31, 2020 Financial Statements. Passed unanimously.

Staff informed the Board that Monica Hauser of Hawkins Ash CPAs will present the 2019 Audit at the July 22nd Board Meeting.

Staff updated the Board on the status of the SBA loans. Staff requested approval for the Executive Director to execute the loan documents for the SBA Loans for Lake Pepin Plaza, LLC for \$150,000, O.B. Partnership for \$8,600, and RCIL-Southeastern Minnesota Barrier Free Housing Corporation for \$150,000. Motion was made by Commissioner Mielke and seconded by Commissioner Peterson to approve the Executive Director to execute the loan documents for the SBA Loans for Lake Pepin Plaza, LLC for \$150,000, O.B. Partnership for \$8,600, and RCIL-Southeastern Minnesota Barrier Free Housing Corporation for \$150,000. Passed unanimously.

The Executive Director reported on current meetings attended, COVID-19-related responses, and on various project updates, and specifically noted our local community race equity discussions and telehealth pilot program discussions.

OLD BUSINESS:

Staff provided updates on the Land Plan, State and Federal Legislation, payroll change, and staffing.

NEW BUSINESS:

Staff requested approval of a resolution adopting additions to the SEMMCHRA Policy and Procedures Employee Handbook, specifically adding the Teleworking Policy. The Board emphasized the importance of monitoring higher performance and productivity of staff who are teleworking. The resolution was introduced by Commissioner Key, read in full and considered:

20/06/17/01

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff informed the Board that an offer to purchase the 23.92-acre parcel in the St. Charles TIF District. The Board provided direction on responding to an offer with authority of Executive Director to act. Motion was made by Commissioner Ward and seconded by Commissioner Toquam to provide the Executive Director with financial range of offer and authority to accept offer within stated range. Passed unanimously.

Staff informed the Board that several requests from outside agencies were received for SEMMCHRA to share its waiting list(s). Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to not share our waiting lists with external organizations. Passed unanimously.

Staff reviewed the 2020-2021 Health Insurance renewal and the 2021 Health Savings Account limit with the Board. Staff requested approval to renew the health insurance plan that is currently in place for the 2020-2021 period and to increase the 2021 Health Savings Account contribution to the 2021 IRS Limit. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to renew the health insurance plan and to increase the 2021 Health Savings Account contribution to the 2021 IRS Limit. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Anderson and seconded by Commissioner Peterson to adjourn the meeting. Passed unanimously.

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 the regular meeting on June 17, 2020 at which the majority of the members of said Board was present.

(SEAL)


Laura Mielke (Aug 13, 2020 15:12 CDT)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 22ND DAY OF JULY 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the regular meeting to order and on roll call the following answered present:

| | | |
|---------------|--------------|-----------------|
| Brad Anderson | Rich Hall | Robert Keehn |
| Cheryl Key | Laura Mielke | Rodney Peterson |
| Rhonda Toquam | Marcia Ward | |

Others Present: Monica Hauser, Alyssa Fort, Patty Heraty, Buffy Beranek, Karen DuCharme, Tammy Moyer, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Ward and seconded by Commissioner Peterson to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, June 17, 2020. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the minutes from the regular meeting held on Wednesday, June 17, 2020. Passed unanimously.

Staff requested approval to make changes to the Property Manager, Maintenance, Directors, and Rehab Specialist position descriptions. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the changes to the Property Manager, Maintenance, Directors, and Rehab Specialist position descriptions. Passed unanimously.

Staff reviewed two (2) Family Self-Sufficiency (FSS) graduate summaries.

Staff requested approval of Subordination 61100. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve Subordination 61100. Passed unanimously.

Staff requested approval for the Executive Director to execute a contract for services amendment for lead testing services. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the Executive Director to execute the contract for services amendment for lead testing services. Passed unanimously.

Staff requested approval a resolution setting a public hearing for Wednesday, September 16th at 10:05 AM. The resolution was introduced by Commissioner Key, read in full and considered:

20/07/22/01

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

AYES

Brad Anderson

Rich Hall

Robert Keehn

Cheryl Key

Laura Mielke

Rodney Peterson

Rhonda Toquam

Marcia Ward

NAYES

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff updated the Board on the HUD Waivers.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards.

Staff informed the Board that each department is reviewing and compiling a list of items to review for equity in program operations and policies.

Monica Hauser of Hawkins Ash CPAs presented the 2019 Audit.

Staff reviewed the June 30, 2020 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the June 30, 2020 Financial Statements. Passed unanimously.

Staff updated the Board on the status of the SBA loans. Multi-County Builders and Lewiston Housing Limited Partnership are not funded yet due to additional information being requested by the SBA.

The Executive Director reported on current meetings attended, COVID-19-related responses, and on various project updates, and specifically noted our local community race equity discussions and telehealth pilot program discussions.

OLD BUSINESS:

Staff provided updates on the timeframe for the strategic plan.

NEW BUSINESS:

Staff requested approval to establish two (2) new programs for housing and small businesses to assist counties and cities with CARES Act funding. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the two (2) new programs to assist counties and cities with CARES Act funding. Passed unanimously.

Staff also requested approval to enter into administrative agreements with counties and respective HRAs to administer the program if approved by the counties. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve entering into administrative agreements with counties and respective HRAs for program administration. Passed unanimously.

Staff requested approval of a resolution approving the submission of an application to Minnesota Housing for COVID-19 Housing Assistance Program (CHAP) funding. The resolution was introduced by Commissioner Key, read in full and considered:

20/07/22/02

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.


Staff requested approval to enter into an administrative agreement with Minnesota Housing and joint powers agreements with respective HRAs to administer the CHAP funding, if applicable. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve entering into an administrative agreement with Minnesota Housing and joint powers agreements with respective HRAs to administer the CHAP funding, if applicable. Passed unanimously.

Staff requested approval to move from North Risk Partners to the Public Employees Insurance Program (PEIP) for medical and dental insurance plans for the 2020/21-2022 renewal period. Motion was made by Commissioner Keehn and seconded by Commissioner Anderson to move from North Risk Partners to the Public Employees Insurance Program for medical and dental insurance plans for the 2020/21-2022 renewal period. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Anderson and seconded by Commissioner Hall to adjourn the meeting. Passed unanimously.

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 the regular meeting on July 22, 2020 at which the majority of the members of said Board was present.

(SEAL)


Laura Mielke (Aug 22, 2020 11:09 CDT)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 19TH DAY OF AUGUST 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in the regular meeting at the hour and date duly established for the holding of such meeting.

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

| | | |
|---------------|-----------------|---------------|
| Brad Anderson | Rich Hall | Cheryl Key |
| Laura Mielke | Rodney Peterson | Rhonda Toquam |
| Marcia Ward | | |

Excused Robert Keehn

Others Present: Buffy Beranek, Karen DuCharme, Tammy Moyer, Bobbi Willers

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

The minutes were reviewed from the regular meeting held on Wednesday, July 22, 2020. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, July 22, 2020. Passed unanimously.

Staff requested approval of a resolution approving the submission of an application to the Department of Housing and Urban Development for the Family Self-Sufficiency Program. The resolution was introduced by Commissioner Key, read in full and considered:

20/08/19/01

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to amend the Administrative Manager position to the Administrative Human Resource Director position. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to amend the Administrative Manager to the Administrative Human Resource Director position description. Passed unanimously.

Staff requested approval of updates to the COVID-19 Business Preparedness Plan and Action Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the updates to the COVID-19 Business Preparedness Plan and Action Plan. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 Director discussed challenges of leasing up families and the lack of affordable housing. The Housing Director shared the continued success of high occupancy and collections. The Administrative Development Director shared the successes of single-family home construction and lot sales in two of the active TIF districts.

Staff discussed with the Board equity in program operations and policies. After much discussion, the Board directed staff to develop a procedure for staff and the Board to utilize when analyzing and approving procedures to ensure the review is done through an equity lens. The procedure will be developed by the Administrative Human Resource Director by the end of the year for Board approval.

Staff reviewed the July 31, 2020 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the July 31, 2020 Financial Statements. Passed unanimously.

Staff updated the Board on the status of the SBA loans. Multi-County Builders and Lewiston Housing Limited Partnership are not funded yet due to additional information being requested by the SBA.

Staff also updated the Board on CARES Act Funding. Staff reported on the program status to-date. The demand for the housing program has revealed the lack of current need; as unemployment and CARES Act supplemental employment decreases or ends, economic loss due to Covid-19 will likely grow. The demand for grant assistance for Winona and Wabasha businesses continues to grow as intense marketing continues. Executive Director Buffy Beranek has reached out to Dodge, Goodhue, Wabasha, and Winona County and validated that program applicants must sustain an economic loss in order to be eligible to receive the grant funds. The Board agreed that profiting off the pandemic and government programs offered because of the pandemic should not be allowed and should be verified as part of SEMMCHRA's administration process.

Staff updated the Board on the preliminary HRA levy.

The Executive Director reported on meetings that took place since the last meeting, COVID-19 response, CARES funding, and other project and program updates. Extensive unplanned staff time has occurred due to the administration of the CARES Act programs.

OLD BUSINESS:

Staff provided updates on the Request for Proposal for Strategic Planning Services. A review committee was formed to consist of Executive Director Buffy Beranek, Commissioner Brad Anderson, Commissioner Rodney Peterson, and 1 Director.

Staff updated the Board on the 5-Year Comprehensive Plan and the preliminary survey response. The survey is still open in all four counties. The full report and results will be compiled by the Administrative Human Resource Director and shared at a fourth quarter SEMMCHRA Board Meeting.

NEW BUSINESS:

Staff requested approval of a resolution authorizing the SEMMCHRA Board of Commissioners to designate the bank signers for the entities that have a management agreement with SEMMCHRA. The resolution was introduced by Commissioner Key, read in full and considered:

20/08/19/02

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to amend the County Financial Assistance and Homeowner Stabilization Program for Renters and Homeowners guidelines. Motion was made by Commissioner Ward and seconded by Commissioner Mielke to amend the County Financial Assistance and Homeowner Stabilization Program for Renters and Homeowners guidelines. Passed unanimously.

Staff requested approval to amend the County Small Business Emergency Assistance Funds guidelines. Motion was made by Commissioner Ward and seconded by Commissioner Mielke to amend the County Small Business Emergency Assistance Fund guidelines. Passed unanimously.

Staff requested approval for the Executive Director Buffy Beranek to amend the County CARES Act Program guidelines as needed to increase eligibility and utilization of funds with County input for respective programs and within the regulatory and SEMMCHRA Board set parameters. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve Executive Director Buffy Beranek to amend the County CARES Act Program guidelines as needed to increase eligibility and utilization of funds with County input for respective programs and within the regulatory and SEMMCHRA Board set parameters. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Hall and seconded by Commissioner Peterson to adjourn the meeting. Passed unanimously.

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 the regular meeting on August 19, 2020 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Sep 25, 2020 11:23 CDT\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE ANNUAL MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 16TH DAY OF SEPTEMBER 2020**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in an annual meeting at the hour and date duly established for the holding of such meeting.

Commissioner Key called the annual meeting to order and on role call the following answered present:

| | | |
|---------------|--------------|-----------------|
| Brad Anderson | Rich Hall | Robert Keehn |
| Cheryl Key | Laura Mielke | Rodney Peterson |
| Rhonda Toquam | Marcia Ward | |

Others Present: Chris Meyer, Buffy Beranek, Karen DuCharme, Maggie Gallagher, Tammy Moyer, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the agenda. Passed unanimously.

A motion was made by Commissioner Anderson to nominate Commissioner Key for the office of the Chairperson which motion was seconded by Commissioner Peterson. Passed unanimously. Motion made by Commissioner Ward and seconded by Commissioner Anderson to close nominations. Passed unanimously.

A motion was made by Commissioner Ward to nominate Commissioner Anderson for the office of Vice-Chairperson, which motion was seconded by Commissioner Peterson. Passed unanimously. Motion made by Commissioner Ward and seconded by Commissioner Toquam to close nominations. Passed unanimously.

A motion was made by Commissioner Ward to nominate Commissioner Mielke for the office of the Secretary/Treasurer, which motion was seconded by Commissioner Anderson. Passed unanimously. Motion made by Commissioner Ward and seconded by Commissioner Anderson to close the nominations. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, August 19, 2020. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to approve the minutes from the regular meeting held on Wednesday, August 19, 2020. Passed unanimously.

Staff requested approval to maintain the payroll tax liability. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to maintain the payroll tax liability. Passed unanimously.

Staff requested approval of revisions to the CARES Small Business Guidelines. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to approve revisions to the CARES Small Business Guidelines. Passed unanimously.

Staff updated the Board on two (2) Family Self-Sufficiency Grant Summaries.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 Director discussed challenges of leasing up families and the lack of affordable housing. The Housing Director shared the continued success of high occupancy and collections. The Administrative Development Director shared the successes of single-family home construction and lot sales in two of the active TIF districts.

Staff reviewed the August 31, 2020 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to accept the August 31, 2020 Financial Statements. Passed unanimously.

Staff also updated the Board on CARES Act Funding. Staff reported on the program status to-date.

Staff updated the Board on the preliminary HRA levy.

The Executive Director reported on meetings that took place since the last meeting, COVID-19 response, CARES funding, and other project and program updates. Extensive unplanned staff time has occurred due to the administration of the CARES Act programs.

OLD BUSINESS:

Staff updated the Board on the CARES Act Funding Program Guidelines. The Board confirmed the guidelines, with great amounts of discussion, deliberation, and data, are in being administered in accordance with the CARES Act regulations.

NEW BUSINESS:

Staff requested approval of a resolution authorizing the SEMMCHRA Executive Director to execute an administrative contract with the Cities of Goodview and Plainview. The resolution was introduced by Commissioner Key, read in full and considered:

20/09/16/01

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to create a landlord incentive program for the Section 8 Rental Assistance Program. Motion was made by Commissioner Toquam and seconded by Commissioner Ward to create a landlord incentive program for the Section 8 Rental Assistance Program. Passed unanimously.

Staff requested approval of a resolution for the submission of the Annual Plan and the 5-Year Capital Fund Program Action Plan. The resolution was introduced by Commissioner Key, read in full and considered:

20/09/16/02

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution approving rent increases for rental properties owned and managed by the Southeastern Minnesota Multi-County Housing and Redevelopment Authority. The resolution was introduced by Commissioner Key, read in full and considered:

20/09/16/03

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

There being no further business to come before the Board, the motion was made by Commissioner Hall and seconded by Commissioner Anderson to adjourn the meeting. Passed unanimously.

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 the annual meeting on September 16, 2020 at which the majority of the members of said Board was present.

(SEAL)



[Laura Mielke \(Nov 25, 2020 15:05 CST\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 21st DAY OF October 2020**

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

Commissioner Key called the regular meeting to order and on roll call the following answered present:

| | | |
|---------------|--------------|-----------------|
| Brad Anderson | Rich Hall | Robert Keehn |
| Cheryl Key | Laura Mielke | Rodney Peterson |
| Rhonda Toquam | Marcia Ward | |

Others Present: Buffy Beranek, Karen DuCharme, Maggie Gallagher, Tammy Moyer, Bobbi Willers, Alyssa Fort, Patty Heraty

The agenda was reviewed. Motion was made by Commissioner Peterson and seconded by Commissioner Toquam to approve the agenda. Passed unanimously.

The minutes were reviewed from the annual meeting held on Wednesday, September 16, 2020. Motion was made by Commissioner Peterson and seconded by Commissioner Ward to approve the minutes from the annual meeting held on Wednesday, September 16, 2020. Passed unanimously.

Staff requested approval of a resolution establishing the Southeastern Minnesota Multi-County Housing and Redevelopment Authority meeting schedule for 2021. The resolution was introduced by Commissioner Anderson, read in full and considered:

20/10/21/01

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of revisions to the CARES Small Business Guidelines. Motion was made by Commissioner Peterson and seconded by Commissioner Ward to approve revisions to the CARES Small Business Guidelines. Passed unanimously.

Staff requesting approval to submit a preliminary proposal for funding through the Small Cities Development Program (SCDP) for the City of Pine Island. The resolution was introduced by Commissioner Anderson, read in full and considered:

20/10/21/02

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requesting approval to submit a preliminary proposal for funding through the Small Cities Development Program (SCDP) for the Cities of Claremont and West Concord. The resolution was introduced by Commissioner Anderson, read in full and considered:

20/10/21/03

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of subordination for Loan Number 00529. Motion was made by Commissioner Peterson and seconded by Commissioner Ward to approve subordination for Loan Number 00529. Passed unanimously.

Staff requesting approval to add the Outside Employment (Moonlighting) policy to the Employee Policy and Procedure Handbook. The resolution was introduced by Commissioner Anderson, read in full and considered:

20/10/21/05

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 Director reviewed the program lease up and status and plan while noting the challenges and market changes. The Housing Director updated the Board on occupancy rates and collection rates. The Administrative Development Director discussed the CARES Act program administration, grant status and housing development activity. The Administrative Human Resources Director discussed the strategic planning RFP and policy review underway.

Staff reviewed the September 30, 2020 Financial Statements. Motion was made by Commissioner Keehn and seconded by Commissioner Toquam to accept the September 30, 2020 Financial Statements. Passed unanimously.

The Executive Director reported on meetings that took place since the last meeting, COVID-19 response, CARES funding, and other project and program updates. Extensive unplanned staff time has occurred due to the administration of the CARES Act programs.

OLD BUSINESS:

The Executive Director update on the Update on Strategic Plan RFP status.

The Executive Director provided an update on Five Year Comprehensive Plan status, project plan, and how the work will be incorporated and used as part of the strategic planning process.

The Executive Director provided an update on Pepin/Fuller Refinance. Staff discussed the challenges of the prior complex financing the necessary approval process.

The Executive Director shared the status of Interfund Loans and the need for no changes to maximums or interest rate.

NEW BUSINESS:

Staff requesting approval of SEMMCHRA Agency Budget. The resolution was introduced by Commissioner Anderson, read in full and considered:

20/10/21/04

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Robert Keehn | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Rhonda Toquam | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Executive Director discussed with the board 2020 staff recognition. The Board agreed the executive committee of the Board would meet before the next SEMMCHRA Board meeting and bring a recommendation forward.

Executive Director discussed with the board Utilization of Assets to Create More Housing & Redirect Current Revenue Stream. The Board agreed that strategically thinking about utilizing assets to create affordable housing is important and to include it as part of the strategic planning process.

There being no further business to come before the Board, the motion was made by Commissioner Hall and seconded by Commissioner Anderson to adjourn the meeting. Passed unanimously.

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 the regular meeting on October 21, 2020 at which the majority of the members of said Board was present.

(SEAL)


Laura Mielke (Nov 23, 2020 17:57 CST)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 18th DAY OF NOVEMBER 2020**

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

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

| | |
|-----------------|--------------|
| Brad Anderson | Rich Hall |
| Cheryl Key | Laura Mielke |
| Rodney Peterson | Marcia Ward |

Excused: Robert Keehn and Rhonda Toquam

Others Present: Buffy Beranek, Karen DuCharme, Maggie Gallagher, Tammy Moyer, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Ward and seconded by Commissioner Anderson to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, October 21, 2020. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, October 21, 2020. Passed unanimously.

Staff requested approval of an Elevator Consultant for Maple Grove Apartments "B" Building Elevator Replacement. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve an Elevator Consultant for Maple Grove Apartments "B" Building Elevator Replacement. Passed unanimously.

Staff requested approval of a resolution authorizing revisions to the 2021 Section 8 Rental Assistance Payment Standards. The resolution was introduced by Commissioner Key, read in full and considered:

20/11/18/01

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

| | |
|-----------------|-------|
| AYES | NAYES |
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 Director reviewed the program lease up and status and plan while noting the challenges and market changes. The Housing Director updated the Board on occupancy rates and collection rates. The Administrative Development Director discussed the CARES Act program administration, grant status and housing development activity. The Administrative Human Resources Director discussed the strategic planning RFP, equity lens reviews, and policy review underway.

Staff reviewed the October 31, 2020 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to accept the October 31, 2020 Financial Statements. Passed unanimously.

The Executive Director reported on meetings that took place since the last meeting, COVID-19 response, CARES funding, and other project and program updates. Extensive unplanned staff time has occurred due to the administration of the CARES Act programs.

OLD BUSINESS:

Staff requested approval of a resolution authorizing the Southeastern Minnesota Multi-County Housing and Redevelopment Authority Executive Director to execute a contract for a Strategic Plan Facilitator NEED TO ADD THE NOT TO EXCEED AMOUNT. The resolution was introduced by Commissioner Key, read in full and considered:

20/11/18/02

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

| | |
|-----------------|--------------|
| AYES | NAYES |
| Brad Anderson | Laura Mielke |
| Rich Hall | Marcia Ward |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested review and approval of the Equity Lens Policy and Program Review Procedure. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to approve the Equity Lens Policy and Program Review Procedure. Passed unanimously.

Staff requested approval of the Employee Recognition of 2020 Service of Two Floating Holidays or a total of 16 hours. The days must be used by staff by the end of 2020 by active staff in good standing who work or take PTO during the same week. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the Employee Recognition of 2020 Service of Two Floating Holidays. Passed unanimously.

The Executive Director provided an update on Pepin/Fuller Refinance. Staff discussed the challenges of the prior complex financing the necessary approval process.

There being no further business to come before the Board, the motion was made by Commissioner Hall and seconded by Commissioner Anderson to adjourn the meeting. Passed unanimously.

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 the regular meeting on November 18, 2020 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Dec 18, 2020 10:11 CST\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 16th DAY OF December 2020**

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

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

Brad Anderson
Rich Hall
Cheryl Key
Laura Mielke

Rodney Peterson
Marcia Ward
Robert Keehn
Rhonda Toquam

Others Present: Buffy Beranek, Karen DuCharme, Maggie Gallagher, Tammy Moyer, Bobbi Willers

The agenda was reviewed. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, November 18, 2020. Motion was made by Commissioner Hall and seconded by Commissioner Keehn to approve the minutes from the regular meeting held on Wednesday, November 18, 2020. Passed unanimously.

Staff requested approval of 2021 property & liability insurance premiums. Motion was made by Commissioner Hall and seconded by Commissioner Keehn to approve the 2021 property & liability insurance premiums. Passed unanimously.

Staff requested approval of auto insurance rates for 2021. Motion was made by Commissioner Hall and seconded by Commissioner Keehn to approve auto insurance rates for 2021. Passed unanimously.

Staff requested approval of the 2021 Capital Plan. Motion was made by Commissioner Hall and seconded by Commissioner Keehn to approve the 2021 Capital Plan. Passed unanimously

Staff requested approval of a resolution authorizing approval of a 2.5% salary adjustment and adopting changes to the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

20/12/16/01

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

| AYES | NAYES |
|-----------------|-------|
| Brad Anderson | |
| Rich Hall | |
| Cheryl Key | |
| Laura Mielke | |
| Rodney Peterson | |
| Marcia Ward | |

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 Director reviewed the program lease up and status and plan while noting the challenges and market changes. The Housing Director updated the Board on occupancy rates, collection rates, and a new educational program being considered. The Administrative Development Director discussed the capital plan work, grant status and housing development activity. The Administrative Human Resources Director discussed the strategic planning RFP, equity lens reviews, and policy review underway. For the month of January, the Admin Human Resource Director will work with the Executive Director to develop a monthly report.

Staff reviewed the November 30, 2020 Financial Statements. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to accept the November 30, 2020 Financial Statements. Passed unanimously.

The Executive Director reported on meetings that took place since the last meeting and upcoming meetings, COVID-19 response, CARES funding, and other project and program updates. The Executive Director provided a report on the accomplishments of 2020.

OLD BUSINESS:

The Executive Director provided an update on the strategic plan process. The committee met after the November meeting and determined the background on the functions of each department could be conducted by department directors. This would eliminate the need for the consultant/facilitator's involvement, which would eliminate quite a bit of work. Thereby, the facilitator's cost would be reduced to \$15,900.

The Executive Director provided an update on the Five-Year Comprehensive Plan which will be used for grant applications, financing transactions, and other agency projects. Formal action will be taken at the January 2021 meeting.

The Executive Director provided an update on Pepin/Fuller Refinance. Staff discussed the challenges of the prior complex financing the necessary approval process.

NEW BUSINESS:

Staff requested approval of 2021 Agency Standards. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve the 2021 Agency Standards. Commissioners and staff discussed the historically termed agency standards in relation to the comprehensive plan, the budget, and the upcoming strategic planning process. As we go through the formal strategic planning process, looking at the “agency standards” as goals and setting individual standards will be addressed. The Motion passed unanimously.

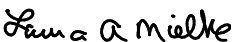
The Executive Director updated the board on the Goodhue County Institution Community Work Crew Affordable House Building Program (“ICWC”) and discussed SEMMCHRA’s possible involvement. Additional information will be shared at future meetings. The SEMMCHRA Board agreed a full assessment of adding a new additional line of work would need to be fully explored before consideration and a decision could be made as to its viability and fit with SEMMCHRA. Risk mitigation must be imbedded into a new program to preserve SEMMCHRA’s core program and work.

The Administrative Development Director provided an overview of the Community Development department operations including information/procedures on TIFs, Capital Improvements, grants, and home buyer education. This overview is part of SEMMCHRA’s preparation for and strategic planning process.

There being no further business to come before the Board, the motion was made by Commissioner Peterson and seconded by Commissioner Keehn to adjourn the meeting. Passed unanimously.

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 the regular meeting on December 16, 2020 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Jan 26, 2021 18:43 CST\)](#)

Laura Mielke, Secretary