

**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 January 2021**

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 Peterson and seconded by Commissioner Keehn to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, December 16th, 2020. Motion was made by Commissioner Ward and seconded by Commissioner Toquam to approve the minutes from the regular meeting held on Wednesday, December 16th, 2020. Passed unanimously.

Staff requested approval of the Five-Year Comprehensive Plan and goals. Motion was made by Commissioner Ward and seconded by Commissioner Toquam to approve the Five-Year Comprehensive Plan and goals. Passed unanimously.

Staff requested approval for the 2021 objectives for the approved 2021 agency standards. Motion was made by Commissioner Ward and seconded by Commissioner Toquam to approve the 2021 objectives for the approved 2021 agency standards. 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 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 grant status and housing development activity. The Administrative Human Resources Director discussed the hiring for maintenance and finance positions, improving the hiring and orientation processes, payroll migration and pay equity report.

The Housing Director provided an overview of the Housing department operations including information/procedures including the programs that are offered, residents, and how the department is staffed. This overview is part of SEMMCHRA's preparation for and strategic planning process.

Staff reviewed the preliminary December 31st, 2020 Financial Statements. Formal action will be taken at the February 2021 meeting.

The Executive Director provided an update on the real estate schedule yearend report to be included in next month's packet with the financials. This report will be a planning tool and keep the Board apprised of cash flow at year end and current and future debt obligations.

The Executive Director led a discussion on 2022 Agency & Levy Budget Planning. The Board indicated to budget within previous year levels or for possible decreases for levy budgets. Discussions will continue as SEMMCHRA prepares initial budgets for county levy budget by April 2021.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates.

OLD BUSINESS:

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 provided an update on the strategic plan process and the contract status. The 5-year comprehensive plan, agency standards and department objectives will be forwarded to the consultant. The Executive director will work with the consultant to develop a contract that will be designed to meet the Board and staff needs. The contract terms will be brought back to the Board in February for approval. Execution of the contract is not expected until meeting in person is an option.

NEW BUSINESS:

The Executive Director provided an update on a former USDA property. The Board directed the Executive Director to decline the opportunity to acquire the property due to project size, needs and current owner expectations.


The Executive Director provided an update on the Goodhue County Habitat for Humanity Program. Staff discussed the creation of a program for small scale rehab projects on rural properties in Goodhue County utilizing Goodhue County levy funds.

Staff requested approval of the submission of the Pay Equity Report. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve the submission of the Pay Equity Report. 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 December 16, 2020 at which the majority of the members of said Board was present.

(SEAL)


Laura Mielke (May 11, 2021 13:45 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 FEBRUARY 2021**

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	Rodney Peterson
Rich Hall	Marcia Ward
Cheryl Key	Robert Keehn
Laura Mielke	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 Hall to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, January 20th, 2021. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday, January 20th, 2021. Passed unanimously.

Staff requested approval of a resolution to approve Patricia Heraty to be a signor on SEMMCHRA accounts. The resolution was introduced by Commissioner Key, read in full and considered:

21/02/17/01

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	
Rich Hall	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution to approve to Submit Pine Island SCDP Full Application. The resolution was introduced by Commissioner Key, read in full and considered:

21/02/17/02

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	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution to approve to submit West Concord with Claremont SCDP full application. The resolution was introduced by Commissioner Key, read in full and considered:

21/02/17/03

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	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to execute contract for roof replacement at Heritage Hill Apartments. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve to execute contract for roof replacement at Heritage Hill Apartments. Passed unanimously.

Staff requested approval to execute contract for Nor-Stone Apartments rehab. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve to execute contract for Nor-Stone Apartments rehab. Passed unanimously.

Staff requested approval to execute contract for door replacement at Lake Pepin Plaza. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve to execute contract for door replacement at Lake Pepin Plaza. Passed unanimously.

Staff requested approval of Owner's Match loan procedure. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve Owner's Match loan procedure. Passed unanimously.

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

21/02/17/04

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	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

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

21/02/17/05

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	
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 grant status and housing development activity. The Administrative Human Resources Director discussed the hiring for maintenance and finance positions, improving the hiring and orientation processes, payroll migration, and employee trainings.

The Section 8 Housing Director provided an overview of the Section 8 Housing department operations including information/procedures including the programs that are offered, residents, and how the department is staffed. This overview is part of SEMMCHRA's preparation for and strategic planning process.

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

Staff reviewed the January 31, 2021 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to accept the January 31, 2021 Financial Statements. Passed unanimously.

The Executive Director led a discussion on 2022 Agency & Levy Budget Planning. The Board indicated to budget within previous year levels or for possible decreases for levy budgets. Discussions will continue as SEMMCHRA prepares initial budgets for county levy budget by April/May 2021.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates.

OLD BUSINESS:

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 provided an update on the strategic planning process and the contract status. The 5-year comprehensive plan, agency standards and department objectives were forwarded to Board members and the consultant. They will also be shared with the County Administrators. The Board agreed that after reviewing the documents, that a formal strategic planning process was not necessary at this time. The Board decided to not engage in a formal strategic planning contract.

NEW BUSINESS:

Staff provided a summary of a developer offer to purchase the majority of the single family lots in Wabasha Eagles Basin TIF district. The Board authorized the Executive Director to sign the purchase agreement presented.


The Executive Director review will be conducted in March and facilitated by the SEMMCHRA Board Chair.

Staff discussed the conflict of interest policy and notified the Board that the conflict of interest form and policy will be routed to Board members for signature.

There being no further business to come before the Board, 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 the regular meeting on February 17th, 2021 at which the majority of the members of said Board was present.

(SEAL)


Laura Mielke (May 11, 2021 13:45 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 MARCH 2021**

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

Brad Anderson	Marcia Ward
Rich Hall	Robert Keehn
Laura Mielke	Rhonda Toquam
Rodney Peterson	

Others Present: Buffy Beranek

The Oath of Office was read and signed by Richard Hall and was notarized thereby swearing in Commissioner Hall.

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

The minutes were reviewed from the regular meeting held on Wednesday, February 17th, 2021. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve the minutes from the regular meeting held on Wednesday, February 17th, 2021. Passed unanimously.

Staff requested approval of a resolution to approve of the Rural Rehab Loan Program Guidelines and funding. The resolution was introduced by Commissioner Anderson, read in full and considered:

21/03/17/01

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:

<p>AYES</p> <p>Brad Anderson</p> <p>Rich Hall</p> <p>Robert Keehn</p> <p>Laura Mielke</p> <p>Rodney Peterson</p> <p>Rhonda Toquam</p> <p>Marcia Ward</p>	<p>NAYES</p>
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The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Waivers Related to COVID-19. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve of Waivers Related to COVID-19. Passed unanimously.

Staff requested approval of Public Housing Tenants Accounts Receivable Write-Off. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approval of Public Housing Tenants Accounts Receivable Write-Off. Passed unanimously.

Staff reviewed the 2020 Annual Report with the Board and highlighted key points. The monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards were also reviewed. The program lease-up challenges, market changes, the eviction moratorium, and the new social services demands on staff related to Covid-19 were shared. The Board on occupancy rates and collection rates. The outstanding grant status and housing development activity was reviewed. Capital improvements and large projects were discussed. The hiring's and open position challenges were shared. The Executive Director explained how they are looking at ways to utilize freelancing or outsourcing services to fill employment needs. Staff are beginning to talk about operating system migration and long-term planning. The Board will continue to receive updates on this process.

Staff reviewed the February 28th, 2021 Financial Statements. Motion was made by Commissioner Toquam and seconded by Commissioner Peterson to accept the February 28th, 2021 Financial Statements. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report.

OLD BUSINESS:

The Executive Director led a discussion on Sale Options and Conditions for Existing Land. The Board discussed the risk of holding land and determined the sales constraints to be considered for each parcel. The Executive Director will follow-up with City and County staff. The Board directed the Executive Director to sell the land so the vision of SEMMCHRA programs and services can be fully operationalized, expanded and focused on.

The Executive Director led a discussion on the Altura Community Retirement Home, a former USDA property. An outlined preservation and affordability plan was shared. SEMMCHRA will reach out to tenants to apply for section 8 and seek preservation grants. SEMMCHRA directed the current owner to three different management companies to outsource management. Long-term HRA acquisition plans will be discussed when and if the need presents itself. The Board supported this plan.

NEW BUSINESS:

Staff requested approval to conduct an RFP process for Tenant Management Outsourcing. Motion was made by Commissioner Toquam and seconded by Commissioner Peterson for approval to conduct RFP process for Tenant Management Outsourcing if needed. Passed unanimously.

The Executive Director provided an update on Roseview Apartments. Staff requested approval to transfer Roseview Apartments property management to another management company. Motion was made by

Commissioner Peterson and seconded by Commissioner Keehn for approval of staff to transfer Roseview Apartments to an outside management company. No timeframe was stated. Passed unanimously.

The Executive Director updated the Board on HF 545 which would provide an allocation of LGA to housing. This bill is not viable in this session. The Board directed the Executive Director to discontinue work on this option. The Board preferred supporting legislation that provided housing options to local governments versus blanket legislation.

There being no further business to come before the Board, the motion was made by Commissioner Ward and seconded by Commissioner Mielke 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 17th, 2021 at which the majority of the members of said Board was present.

(SEAL)



[Laura Mielke \(May 11, 2021 13:46 CDT\)](#)

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 21st DAY OF April 2021**

The Commissioners of Southeastern Minnesota Multi-County Housing and Redevelopment Authority met in a monthly 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	Rodney Peterson
Rich Hall	Marcia Ward
Cheryl Key	Robert Keehn
Laura Mielke	Rhonda Toquam

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

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

The minutes were reviewed from the regular meeting held on Wednesday, March 17th, 2021. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the minutes from the regular meeting held on Wednesday, March 17th, 2021. Passed unanimously.

Staff requested approval to close the Section 8 waiting list. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval to close the Section 8 waiting list. Passed unanimously.

Staff requested approval of the revisions to the Goodhue County Workforce Housing Assistance Programs Guidelines. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval of the revisions to the Goodhue County Workforce Housing Assistance Programs Guidelines. Passed unanimously.

Staff requested approval of a resolution for approval of borrowing resolution and for Secretary to certify the organizational documents. The resolution was introduced by Commissioner Key, read in full and considered:

21/04/21/01

Commissioner Hall 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	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution for approval to submit 2020 POHP application. The resolution was introduced by Commissioner Key, read in full and considered:

21/04/21/02

Commissioner Hall 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	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to sell lots in Countryside Meadow TIF at \$5,000 discount. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve to sell lots in Countryside Meadow TIF at \$5,000 discount. Passed unanimously.

Staff requested Approval to relist lot along HWY 14 in South Fork addition. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve to relist lot along HWY 14 in South Fork addition. 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 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.

Staff reviewed the March 31st, 2021 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the March 31st, 2021 Financial Statements. Passed unanimously.

The Executive Director led a discussion on the Preliminary Levy Budget updates and discussed adding a case manager housing specialist position match and also the HECAT match to the budget request.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates. The Administrative HR Director's report was shared by the Executive Director. The report including information on new hiring's, the difficulties of hiring in the current environment and ways to mitigate.

OLD BUSINESS:

The Executive Committee requested approval of the Executive Director annual review and their recommendation for contract change. Motion was made by Commissioner Key and seconded by Commissioner Anderson for approval of the Executive Director annual review and recommendation for contract change. A copy of the review and the board approve recommendation will be signed and dated by Commissioner Key for the Executive Director's personnel file. Passed unanimously.

The Executive Director provided an Update on Tenant Management Outsourcing.

NEW BUSINESS:

Staff requested approval to issue an RFP for operating system replacement. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson for approval to issue an RFP for operating system replacement. Passed unanimously.

The Executive Director provided an update on Goodhue County Housing Trust Fund.

The Executive Director provided an update on federal funding.

The Executive Director provided an update on state funding & RentHelpMN.org

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 April 21st, 2021 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

[Laura A Mielke \(Jun 30, 2021 13:23 CDT\)](#)

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 19TH DAY OF MAY 2021**

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	Marcia Ward	

Others Present: Buffy Beranek, Patricia Heraty

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

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

Staff requested approval of a resolution approving of the HECAT Grant Submission. The resolution was introduced by Commissioner Key, read in full and considered:

21/05/19/01

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	NAYES
Brad Anderson	
Rich Hall	
Robert Keehn	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Rhonda Toquam	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Contractor for Elevator Replacement at Maple Grove. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve of Contractor for Elevator Replacement at Maple Grove. Passed unanimously.

Staff requested approval of Revisions to the Procurement Policy. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve of Revisions to the Procurement Policy. Passed unanimously.

Staff requested approval of OB Insurance Renewal. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve of OB Insurance Renewal. Passed unanimously.

Staff requested approval of Updated COVID Preparedness Plan and Action Plan. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve of Updated COVID Preparedness Plan and Action Plan. Passed unanimously.

Staff requested approval of a resolution approving St Charles TIF De-Certification. The resolution was introduced by Commissioner Key, read in full and considered:

21/05/19/02

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	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 for the Section 8 Admin Plan Update. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve of the Section 8 Admin Plan Update. Passed unanimously.

Staff requested approval for Subordination #01006. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve Subordination #01006. Passed unanimously.

Staff requested approval for a Temporary Rental Housing System Analyst position. This position will assist with the conversion to electronic files, streamlining processes, planning for operating system conversion, and fill short-term staff capacity issues related to rental housing staff turnover. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to approve the Temporary Rental Housing System Analyst. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. Section 8 current program status and plan for full utilization of funds was discussed. Section 8 did not receive emergency HUD fund vouchers. The number of PORT is on the increase and at a five-year high. The Rental Housing Department achieved 98% occupancy

with one new property manager and two open positions. The renthelpMN program continues to be a challenge to administer and no funds have been received to date. Community Development grant status was discussed along with housing development activity. Extensions for SCDP grants will be requested as needed due to the limited and costly supplies as well as Covid-19 influences. The staffing needs and concerns on hiring were shared with the Board. Additional resources are needed to properly staff and provide adequate service to the people we serve. The time tracking and personnel system replacement is being analyzed.

Staff reviewed the April 30, 2021 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to accept the April 30, 2021 Financial Statements. Passed unanimously.

Staff requested approval of a resolution approving of the 2022 Preliminary Levy Budget. The resolution was introduced by Commissioner Key, read in full and considered:

21/05/19/03

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	Rodney Peterson
Rich Hall	Rhonda Toquam
Robert Keehn	Marcia Ward
Cheryl Key	
Laura Mielke	

The Chairperson thereupon declared said motion carried and resolution adopted.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates.

OLD BUSINESS:

The Executive Director provided an update on staffing and the higher cost for tenant management outsourcing. Rental property manager staff have been hired and a temporary rental housing system analyst position will be hired to address the concerns for considering outsourcing.

NEW BUSINESS:

Staff requested approval by resolution to approve changing the retirement contribution policy for the 401A Retirement and 457 deferred compensation accounts and to change the retirement plan administrators. Staff shared the hiring concerns with the current contribution policy and the fiduciary responsibility for ensuring proper administration, cost, and funds that need to be maintained by the Administrator. Both staff and the Board comments and current market labor cost concerns. The current Administrator is higher cost, has made administrative errors, and funds/services are not conducive to staff needs. SEMMCHRA

staff have been asked about the changes and support both changes. Both resolutions were tabled until further information and discussion occurs. Staff will provide further information at the next Board meeting. Motion was made by Commissioner Ward and seconded by Commissioner Anderson to table the change in administrators and the contribution mix to the 457 and 401a plans until further information is shared. Passed unanimously.

Staff requested approval for the sale of Sandstone Ridge property to the City of Cannon Falls for a public purpose. A formal resolution will be requested from the SEMMCHRA Board once the public purpose is known. Staff shared the Goodhue County Levy reimbursed SEMMCHRA for the cost associated with assessing and clearing the title. Motion was made by Commissioner Ward and seconded by Commissioner Keehn to approve Sale of Sandstone Ridge to the City of Cannon Falls for the acquisition price from Goodhue County. 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 May 20, 2021 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

Laura A Mielke (Jun 30, 2021 13:23 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 16TH DAY OF JUNE 2021**

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	

Absent: Rodney Peterson

Others Present: Buffy Beranek, Patty Heraty

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

The minutes were reviewed from the regular meeting held on Wednesday, May 19th, 2020. Motion was made by Commissioner Mielke and seconded by Commissioner Ward to approve the minutes from the regular meeting held on Wednesday, May 19th, 2020. Passed unanimously.

Staff requested approval of the Updated COVID Action Plan. Motion was made by Commissioner Mielke and seconded by Commissioner Ward to approve of the Updated COVID Action Plan. Passed unanimously.

Staff requested approval to Issue a Contract for Whitewater Way Apartments Rehab. Motion was made by Commissioner Mielke and seconded by Commissioner Ward to approve to Issue a Contract for Whitewater Way Apartments Rehab. Passed unanimously.

Staff requested review of the Family Self-Sufficiency (FSS) Contract Completion Summary. The Board accepted the summary as presented.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The program lease up is down and program challenges and the lease up plan was discussed. Occupancy rates and collection rates were shared with the board as well as the challenges of property management. The grant status and housing development activity was shared. Extension of grants were discussed. The administrative and human resource challenges of hiring for maintenance and property management positions were shared. Improving the hiring and orientation processes, payroll related system enhancements, and employee trainings were also noted.

Staff reviewed the May 31, 2021 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to accept the May 31, 2021 Financial Statements. Passed unanimously.

The Executive Director and Accountant provided a Comparison & Updates on the 2022 Budget. The Board discussed the need to share taxpayer impact and total dollar change in addition to percentage changes. The Board appreciated the efforts to continue to analyze and potentially restructure allocations.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report.

OLD BUSINESS:

Staff requested approval of a resolution approving to Change Retirement Plan Administrator. The resolution was introduced by Commissioner Key, read in full and considered:

21/06/16/01

Commissioner Ward 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	
Rhonda Toquam	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution approving to Change Policy for Retirement Contributions. The resolution was introduced by Commissioner Key, read in full and considered:

21/06/16/02

Commissioner Ward 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	
Rhonda Toquam	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of the changes to the SEMMCHRA Policy and Procedure Employee Handbook to reflect the retirement plan and policy changes presented by staff and included in the request for action. Motion was made by Commissioner Ward and seconded by Commissioner Anderson to approve of the OB Partnership Riverview Apartments Refinance. Passed unanimously.

Staff requested approval for the sale of Sandstone Ridge property to the City of Cannon Falls without the condition of a public purpose. Motion was made by Commissioner Ward and seconded by Commissioner Anderson to approve Sale of Sandstone Ridge to the City of Cannon Falls for the acquisition price from Goodhue County without any conditions of future public purpose. A formal resolution will be added to the July consent agenda. Passed unanimously.

NEW BUSINESS:

Staff requested approval to pursue the OB Partnership Riverview Apartments Refinance. Staff will bring the refinance proposals forward to the Board for future approval. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve of the OB Partnership Riverview Apartments Refinance. Passed unanimously.

The Executive Director provided an updated on the Wabasha Eagles Basin lot sales.

Staff requested approval of Support Services Coordinator Job Description Position. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve of the Support Services Coordinator Job Description Position. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Hall 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 June 16, 2021 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke
[Laura A Mielke \(Jul 25, 2021 19:26 CDT\)](#)

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 21ST DAY OF JULY 2021**

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	Marcia Ward	

Others Present: Buffy Beranek, Patty Heraty, Bobbi Willers, Karen DuCharme, Maggie Gallagher

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

The minutes were reviewed from the regular meeting held on Wednesday, June 16th, 2021. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday, June 16th, 2021. Passed unanimously.

Staff requested approval of a resolution for Approval to Set Public Hearing for the Submission of the PHA Plan and Review of the Resident Advisory Board Meeting Minutes. The resolution was introduced by Commissioner Key, read in full and considered:

21/07/21/01

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	
Rich Hall	
Robert Keehn	
Cheryl Key	
Laura Mielke	
Rhonda Toquam	
Maria Ward	
Rodney Peterson	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution for a Borrowing Resolution and Certification of By-Laws for Maple Grove Elevator Replacement Project. The resolution was introduced by Commissioner Key, read in full and considered:

21/07/21/02

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	
Rhonda Toquam	
Maria Ward	
Rodney Peterson	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to Increase Indirect Costs from 10% to 12.5% in 2022. After discussion, a motion was made by Commissioner Peterson and seconded by Commissioner Anderson for approval to Increase Indirect Costs from 10% to 12.5% in 2022. Passed unanimously.

Staff requested approval of a resolution for Sandstone Sale to Cannon Falls from Goodhue County for \$1. The resolution was introduced by Commissioner Key, read in full and considered:

21/07/21/03

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	
Rhonda Toquam	
Maria Ward	
Rodney Peterson	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested review of the Family Self-Sufficiency (FSS) Contract Completion Summary. The Board accepted the summary as presented.

Staff reviewed the quarterly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The program lease up is down and program challenges and the lease up plan was discussed. Occupancy rates and collection rates were shared with the board as well as the challenges of property management. The grant status and housing development activity was shared. The administrative and human resource challenges of hiring for maintenance, property management and accounting positions were shared. The need for operating system replacement was highlighted and its impact on hiring and retention as well.

Staff reviewed the June 30th, 2021 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the June 30th, 2021 Financial Statements. Passed unanimously.

Monica Hauser of Hawkins Ash CPAs presented the 2020 Audit. The audit was accept as presented. The motion was made by Commissioner Peterson and seconded by Commissioner Anderson. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report. The Executive Director will follow up with the county administrators to discuss and hopefully, develop a framework for general SEMMCHRA uses of ARP resources to support the HRA.

OLD BUSINESS:

The Executive Director led a discussion on the Altura Community Retirement Home, a former USDA property. The Board will continue to discuss this as additional information is brought forward. Prior concerns and cautions were noted by the Board members.

NEW BUSINESS:

Staff requested approval of a resolution for approval of a Key FOB policy and to add it to the SEMMCHRA Policy and Procedure Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

21/07/21/04

Commissioner Anderson moved that the foregoing resolution by 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	
Rhonda Toquam	
Maria Ward	
Rodney Peterson	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution for approval to add Juneteenth to Paid Holidays. Until more information is available, Commissioner Ward made the motion to table this agenda item and the motion was seconded by Commissioner Peterson. Pass unanimously.

The Board discussed moving to in person meeting and decided to continue with virtual meetings. 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 July 21st, 2021 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

[Laura A Mielke \(Aug 21, 2021 10:30 CDT\)](#)

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 AUGUST 2021**

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:

Robert Keehn	Cheryl Key	Rich Hall
Laura Mielke	Rhonda Toquam	Marcia Ward

Others Present: Buffy Beranek

The agenda was reviewed. Agenda Item 4C was corrected to state, "Approval of Rent Increase for River Valley Apartments – Mazeppa, Lake City, and Wabasha; Riverview Apartments, The Corners, and Parkview Apartments" Motion was made by Commissioner Keehn and seconded by Commissioner Ward to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday, July 21st, 2021. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the minutes from the regular meeting held on Wednesday, July 21st, 2021. Passed unanimously.

Staff requested approval of an updated COVID-19 Business Preparedness Plan and Action Plan. After discussion, a motion was made by Commissioner Hall and seconded by Commissioner Ward for approval of an updated COVID-19 Business Preparedness Plan and Action Plan. Passed unanimously.

Staff requested approval of a resolution for approval of Rent Increase for the River Valley Apartments of Wabasha, Lake City and Mazeppa; Riverview Apartments, The Corners, and Parkview Apartments as of October 1, 2021. The resolution was introduced by Commissioner Key, read in full and considered:

21/08/18/01

Commissioner Hall 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
Rich Hall	
Robert Keehn	
Cheryl Key	
Laura Mielke	
Rhonda Toquam	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Extended HUD Waivers Related to COVID-19. After discussion, a motion was made by Commissioner Hall and seconded by Commissioner Ward for approval of Extended HUD Waivers Related to COVID-19. Passed unanimously.

Staff requested approval of a resolution for approval of Submission of the Family Self-Sufficiency (FSS) Renewal Application. The resolution was introduced by Commissioner Key, read in full and considered:

21/08/18/02

Commissioner Hall 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
Rich Hall	
Robert Keehn	
Cheryl Key	
Laura Mielke	
Rhonda Toquam	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to update Maintenance Technician & Self Sufficiency and Home Ownership Coordinator Positions. After discussion, a motion was made by Commissioner Hall and seconded by Commissioner Ward for approval to Update Maintenance Technician & Self Sufficiency and Home Ownership Coordinator Positions. 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 program lease up is down and the program is seeing the largest drop rate historically. The program challenges and the lease up plan was discussed. The Section 8 program will open their waiting list on September 1, 2021 again. The Board concurred with need. The optimal occupancy rates and collection rates were shared with the board as well as the challenges of property management. The grant status and housing development activity was shared. The Public Housing grants offered through MHFA were not awarded to SEMMCHRA. The administrative and human resource challenges of hiring for the property management positions were shared. The need for operating system replacement was highlighted and its impact on hiring and retention on staff as well.

Staff reviewed the July 31st, 2021 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Keehn to accept the July 31st, 2021 Financial Statements. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report. The Executive Director discussed and sought input on the department level reorganization of duties and staffing levels to be considered to meet the business needs for community development and housing. The Executive Director did follow up with the county administrators and shared SEMMCHRA possible uses of ARP resources to support the HRA. Funding and meetings were discussed.

OLD BUSINESS:

The Executive Director updated the Board on Altura Community Retirement Home, a former USDA property, whose USDA loan has been paid in full. The Altura Community Retirement Home was provided USDA contact information to follow-up on sale restrictions. The USDA had stated to SEMMCHRA staff that there were no restrictions, and they were free to sell it. The owner and Executive Director discussed selling it to an individual or organization that was motivated to keep the rents affordable and skilled to find the resources at the local, state, and federal level to do so.

NEW BUSINESS:

Staff requested approval to conduct RFP process for Legal Service. After discussion, a motion was made by Commissioner Keehn and seconded by Commissioner Ward for approval to conduct RFP process for Legal Service. Passed unanimously.


Staff discussed submitting a budget request to the City of Winona. Staff and the Board shared the Winona County Levy meeting and City of Winona discussions. Discussions occurred about the budget amount and allocation share for the City of Winona. After discussion, the Board decided due to timing and the ability to plan for a budget request, that SEMMCHRA would follow-up with a letter of consideration for future planned increases to help obtain a program sustainable level.

The Executive Director gave an update on the Wabasha Eagles Basin TIF and discussions with bond counsel.

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 August 18th, 2021 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Sep 23, 2021 18:41 CDT\)](#)

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 22nd DAY OF SEPTEMBER 2021**

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	Rodney Peterson	Rhonda Toquam

Others Present: Buffy Beranek, Karen DuCharme, Patty Heraty

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

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

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

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

The Board Chair, Commissioner Key recessed the regular meeting and open the public hearing. There were no comments from the public to the 5-Year PHA Plan. With no further questions or comments, Commissioner Key asked if anyone had any additional questions or comments for staff and asked an additional two (2) times. The Board Chair, Commissioner Key closed the public hearing and re-convened the regular meeting.

The minutes were reviewed from the regular meeting held on Wednesday, August 18, 2021. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, August 18, 2021. Passed unanimously.

Staff requested approval of a new Time Tracking / HRIS System. Motion was made by Commissioner Anderson and seconded by Commissioner Hall for approval of new Time Tracking / HRIS System. Passed unanimously.

Staff requested approval of relocation bonuses. Motion was made by Commissioner Anderson and seconded by Commissioner Hall for approval of relocation bonuses. Passed unanimously.

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:

21/09/22/01

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	
Robert Keehn	
Cheryl Key	
Rodney Peterson	
Rhonda Toquam	

The Chairperson thereupon declared said motion carried and resolution adopted.

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

21/09/22/02

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	NAYES
Brad Anderson	
Rich Hall	
Robert Keehn	
Cheryl Key	
Rodney Peterson	
Rhonda Toquam	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Norstone exterior improvements. Motion was made by Commissioner Anderson and seconded by Commissioner Hall for approval of Norstone exterior improvements. 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 program lease up is down and the program is seeing the largest drop rate historically. The program challenges and the lease up plan was discussed as well as landlord participation. The occupancy rates were shared with the board as well as the challenges of property management. The grant status and housing development activity was shared. The status of restructuring staffing for the additional grant awards and performance was noted. Funding for West Concord/Claremont and Pine Island grants was shared. The administrative and human resource challenges of hiring for the property management and maintenance technician positions were shared. Staff are working overtime to address demand and capacity issues. The need for an HRIS / Time Tracking system was highlighted and its impact on hiring and retention on staff as well.

Staff reviewed the August 31, 2021 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to accept the August 31, 2021 Financial Statements. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report. The Executive Director discussed and sought input on the department level reorganization of duties and staffing levels to be considered to meet the business needs for community development and housing. The Executive Director did follow up with the county administrators and shared SEMMCHRA possible uses of ARP resources to support the HRA. Eagles Basin TIF district discussions were shared and the Board concurred with the executive committee convening if an offer worth entertaining was received between meetings.

OLD BUSINESS:

Staff provided an update on the Altura Retirement Home and the work being done to ensure property maintenance, affordability, and limited impact of displacement for current tenants.

NEW BUSINESS:

Staff requested approval of approval of South Fork Multi-Family Development Concept. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson for approval of South Fork Multi-Family Development Concept. Further discussion will occur with Habitat for Humanity, Winona County and the City of St. Charles. Passed unanimously.

Staff requested input in the process for selling Lookout Point Property in Cannon Falls. After discussing the legacy project and investment to date, the Board provide direction for Commissioner Anderson and staff to meet with the City of Cannon Falls to seek input.

Staff updated the board on the 457(b) Employer Match for 2021 & requested reimbursement/payment for/to employees for unforeseen expenses. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn for approval of reimbursement/payment for/to employees for unforeseen 457(b) Employer Match impact for 2021 to employees. Passed unanimously.

Staff requested approval of a resolution approving changing retirement contribution policy for 401A retirement accounts. The resolution was introduced by Commissioner Key, read in full and considered:

21/09/22/03

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	
Rodney Peterson	
Rhonda Toquam	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution approving changing retirement contribution policy for 457(b) retirement accounts. The resolution was introduced by Commissioner Key, read in full and considered:

21/09/22/04

Commissioner Peterson 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	
Rodney Peterson	
Rhonda Toquam	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff presented on Advocacy: Understanding who SEMMCHRA serves to serve better. Staff shared three stories of active participants and tenants. The intent of sharing the stories was to educate and create awareness of those we serve so as public servants we can share their stories and make more informed decisions.

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 22, 2021 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

Laura A Mielke (Oct 21, 2021 19:01 CDT)

Laura Mielke, Secretary

**5'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 OCTOBER 2021**

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	Marcia Ward	

Others Present: Buffy Beranek, Patty Heraty, Karen Ducharme, Tammy Moyer, Bobbi Willers, Maggie Gallagher

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 annual meeting held on Wednesday, Sept 22, 2021. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the minutes from the annual meeting held on Wednesday, Sept 22, 2021. Passed unanimously.

Staff requested approval of a resolution approving Board Meeting Dates for 2022. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/01

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of the Rev Recap Policies. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve of the Rev Recap Policies. Passed unanimously.

Staff requested approval of Subordination 83018. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve of Subordination 83018. Passed unanimously.

Staff requested approval to Submit SCDP Preliminary Proposal for Cannon Falls. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/02

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to Submit SCDP Preliminary Proposal for Mazeppa. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/03

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to Submit SCDP Preliminary Proposal for Altura & Rollingstone. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/04

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Borrowing Resolution and for Secretary to Certify Organizational Documents. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/05

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval for Closing Waiting List for Housing. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve of Closing Waiting List for Housing. Passed unanimously.

Staff requested approval of Outsourcing Section 8 Utility Allowance. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve of Outsourcing Section 8 Utility Allowance Passed unanimously.

Staff requested approval by resolution to increase interfund loan maximums with interest. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/06

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to Write Off Tenant Accounts over 6yr Statute of Limitation. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve to Write Off Tenant Accounts over 6yr Statute of Limitation Allowance. Passed unanimously.

Staff reviewed the quarterly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 program lease up is down and program challenges and the lease up plan was discussed. Occupancy rates and collection rates were shared with the Board as well as the challenges of property management. The grant status and housing development activity was shared. TIF development activity was shared. The administrative and human resource challenges of hiring for maintenance and property management positions were shared. Status updates were given on the new time tracking/HRIS system, open enrollment, changes to retirement, and RFPs.

Staff reviewed the September 30, 2021 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the September 30, 2021 Financial Statements Passed unanimously.

The Executive Director and Accountant provided a presentation on the 2022 Budget. They reviewed the memo to the Board with the budgeted items and assumptions. The budget is favorable and comparable to prior year. Staffing assumptions are based on current levels. The annual salary increase will be set in January. Health savings account contribution were set at the 2022 limit and the benefit rates and premium contributions were set at the proposed levels approved by the Board. The retirement assumptions are at current levels but at the new plan levels. The final property insurance rates, health insurance and retirement plan participation levels are key items being watched. A revised budget will be brought forward if they are material changes.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report.

OLD BUSINESS:

No old business was discussed

NEW BUSINESS:

The Board accepted and approved the 9 percent health care premium rate increase for 2022. The motion was made by Commissioner Peterson and seconded by Commissioner Ward. Motion passed unanimously.

Staff requested approval by resolution to approving Health Care Premium Contributions. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/07

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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the SEMMCHRA 2022 agency and program operating Budgets and the items included in the budget. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/08

Commissioner Anderson 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2022 public housing and section 8 housing choice voucher program operating budgets and the items included in the budget. The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/09

Commissioner Keehn 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2022 Agency Budget and items included (form HUD 52574). The resolution was introduced by Commissioner Key, read in full and considered:

21/10/20/10

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Sale of Outlot B in Eagle's Basin to Cozy Homes LLC. The purchase agreement was presented. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve of Sale of Outlot B in Eagle's Basin. Passed unanimously.

The Executive Director provided an update on TIF Bond Loans. Staff shared the current tax-exempt bond structure and discussed the possible impact of selling the land that is currently owned by SEMMCHRA. Staff shared two possible solutions and the Board agreed with additional information gathering which may incur legal and/or consultant costs.

There being no further business to come before the Board, the motion was made by Commissioner Peterson 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 20th, 2021 at which the majority of the members of said Board was present.

(SEAL)


[Laura Mielke \(Nov 18, 2021 12:29 CST\)](#)

Laura Mielke, Secretary

**5'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 NOVEMBER 2021**

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	Marcia Ward	

Others Present: Buffy Beranek, Patty Heraty

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

The minutes were reviewed from the annual meeting held on Wednesday, October 20, 2021. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the minutes from the annual meeting held on Wednesday, October 20, 2021. Passed unanimously.

Staff requested approval to update job descriptions. Motion was made by Commissioner Hall and seconded by Commissioner Anderson for approval to update job descriptions. Passed unanimously.

Staff requested approval of legal RFP submissions. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve of legal RFP submissions. Passed unanimously.

Staff requested approval of a resolution approving to submit an RRDL application for Holden Meadow. The resolution was introduced by Commissioner Key, read in full and considered:

21/11/17/01

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution approving to submit an RRDL application for Countryside Way. The resolution was introduced by Commissioner Key, read in full and considered:

21/11/17/02

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Subordination 11003. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve of Subordination 11003. Passed unanimously.

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

Staff requested approval of a resolution approving of Section 8 payment standards. The resolution was introduced by Commissioner Key, read in full and considered:

21/11/17/03

Commissioner Hall 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

The Executive Director reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The Section 8 program lease up is down and program challenges and the lease up plan was discussed. Occupancy rates and collection rates were shared with the Board. Some open positions are planned to be filled. The grant status and housing development activity was shared. TIF development activity was shared. The new time tracking/HRIS system, open enrollment, changes to retirement, and RFPs were discussed.

Staff reviewed the October 31, 2021 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to accept the October 31, 2021 Financial Statements Passed unanimously. The Executive Director updated the Board on the 2022 benefit premium change approved as part of the budget at the October meeting; the January premiums will be paid as part of December 2021 expenses. The Executive Director also updated the Board on staff and department performance. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the discretionary allocation by the Executive Director of up to \$15,000 for 2021 performance payments to employees. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report.

OLD BUSINESS:

The Executive Director provided an update and led a discussion on Cannon Falls Lookout Point.

The Executive Director provided an updates TIF bond loans.

NEW BUSINESS:

The Executive Director provided an update Health & Housing, Housing Stabilization a BCBSMN – SEMMCHRA –Three Rivers Partnership.

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 17th, 2021 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

[Laura A Mielke \(Dec 31, 2021 10:23 CST\)](#)

Laura Mielke, Secretary

**EXTRACTS FROM THE MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 15th DAY OF DECEMBER 2021**

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	Robert Keehn	Cheryl Key
Rich Hall	Laura Mielke	Rodney Peterson
Rhonda Toquam	Marcia Ward	

Others Present: Buffy Beranek, Karen DuCharme, Patty Heraty

The Oath of Office will be read and signed by Laura Mielke in January at the beginning of the meeting.

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

The minutes were reviewed from the annual meeting held on Wednesday, November 17, 2021. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the minutes from the annual meeting held on Wednesday, November 17, 2021. Passed unanimously.

Staff requested approval to update the administrative manager job description. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval to update the administrative manager job description. Passed unanimously.

Staff requested approval of property & liability insurance rates for 2022. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval of property & liability insurance rates for 2022. Passed unanimously.

Staff requested approval of auto insurance rates for 2022. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval of auto insurance rates for 2022. Passed unanimously.

Staff requested approval of subordination 11015. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval of subordination 11015. Passed unanimously.

Staff requested denial of subordination 17006. Motion was made by Commissioner Hall and seconded by Commissioner Ward for denial of subordination 17006. Passed unanimously.

Staff requested approval to submit targeted economic injury disaster loan (EIDL) advance application for Lake Pepin Plaza, LLC. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval to submit targeted economic injury disaster loan (EIDL) advance application for Lake Pepin Plaza, LLC. Passed unanimously.

Staff requested approval to write off specific tenant accounts receivables. Motion was made by Commissioner Hall and seconded by Commissioner Ward for approval to write off tenant accounts receivables. Passed unanimously.

The Executive Director reviewed the monthly Rental Assistance, Rental Housing, and Administrative Department Operations. Karen DuCharme was present to provide a detailed review of Community Development Program Reports, along with status on meeting agency standards. The Section 8 program lease up continues to be down. The new time tracking/HRIS system, open enrollment, changes to retirement, and RFPs were discussed. Open and filled positions was also shared.

Staff reviewed the November 30, 2021 Financial Statements. Motion was made by Commissioner Hall and seconded by Commissioner Peterson to accept the November 30, 2021. Financial Statements Passed unanimously.

Staff requested approval of SEMMCHRA 2022 Capital Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn for approval of SEMMCHRA 2022 Capital Plan. Passed unanimously.

Staff requested approval by resolution approving the SEMMCHRA 2022 agency and program operating Budgets and the items included in the budget. The resolution was introduced by Commissioner Key, read in full and considered:

21/12/15/01

Commissioner Peterson 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2022 public housing and section 8 housing choice voucher program operating budgets and the items included in the budget. The resolution was introduced by Commissioner Key, read in full and considered:

21/12/15/02

Commissioner Peterson 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
Brad Anderson
Rich Hall
Robert Keehn
Cheryl Key
Laura Mielke
Rodney Peterson
Rhonda Toquam
Maria Ward

NAYES

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2022 Agency Budget and items included (form HUD 52574). The resolution was introduced by Commissioner Key, read in full and considered:

21/12/15/03

Commissioner Peterson 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
Brad Anderson
Rich Hall
Robert Keehn
Cheryl Key
Laura Mielke
Rodney Peterson
Rhonda Toquam
Maria Ward

NAYES

The Chairperson thereupon declared said motion carried and resolution adopted.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, COVID-19 response, legislative activities and other project and program updates included in the Executive Director report. Follow-up from the Housing Trust Fund Meeting was discussed as well as Goodhue County Housing Subcommittee meeting discussions.

OLD BUSINESS:

Staff requested approval to set minimum bid for Cannon Falls Lookout Point based on information and legal advice. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson for approval to set minimum bid of \$100,000 for Cannon Falls Lookout Point. Passed unanimously.

NEW BUSINESS:

Staff requested approval of 2022 Annual Salary Adjustment and Salary Schedule Change in SEMMCHRA Policy and Procedure Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

21/12/15/04

Commissioner Keehn 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	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of 2022 agency standards. Motion was made by Commissioner Peterson and seconded by Commissioner Hall for approval of 2022 agency standards. Passed unanimously.

Staff requested approval of system replacement submissions. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson for approval of system replacement with Yardi Systems, Passed unanimously.


The Executive Committee of the Board met to discuss the performance of Executive Director and operations of SEMMCHRA for 2021. Motion was made by Commissioner Ward and seconded by Commissioner Peterson to accept the recommendation of the Executive Committee. Notations will be made and kept in the Executive Directors personnel file. Motion passed unanimously.

Staff reminded the Board that the Conflict of Interest Policy and signature requests will be sent out by SEMMCHRA staff for signing.

There being no further business to come before the Board, the motion was made by Commissioner Peterson and seconded by Commissioner Ward 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 15th, 2021 at which the majority of the members of said Board was present.

(SEAL)


Laura A Mielke (Jan 20, 2022 08:17 CST)
Laura Mielke, Secretary