

**EXTRACTS FROM THE MINUTES OF A REGULAR MEETING OF THE COMMISSIONERS OF THE
SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY HELD ON
THE 19th DAY OF JANUARY 2022**

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:

Cheryl Key	Rich Hall	Amanda Hedlund
Laura Mielke	Rodney Peterson	Rhonda Toquam
Marcia Ward		

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

The Oath of Office was read and signed by Laura Mielke thereby swearing in Commissioner Mielke.

The Oath of Office was read and signed by Amanda Hedlund thereby swearing in Commissioner Hedlund.

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 regular meeting held on Wednesday, December 15, 2021. Motion was made by Commissioner Ward and seconded by Commissioner Toquam to approve the minutes from the regular meeting held on Wednesday, December 15, 2021. Passed unanimously.

Staff requested the Board to accept the objectives and measures developed for the Board-approved 2022 Agency Goals. Motion was made by Commissioner Ward and seconded by Commissioner Toquam to accept the objectives and measures developed for the Board-approved 2022 Agency Goals. Passed unanimously.

Staff requested approval to add the exempt position of Program Development and Environmental Director within the Administration/Community Development Department. Motion was made by Commissioner Ward and seconded by Commissioner Toquam to approve adding the Program Development Environmental Director position. Passed unanimously.

Staff requested approval of a resolution authorizing the Executive Director to execute the laundry services contracts with BDS Laundry Systems. The resolution was introduced by Commissioner Key, read in full and considered:

22/01/19/01

Commissioner Ward 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
Rich Hall	
Amanda Hedlund	
Cheryl Key	

Laura Mielke
Rodney Peterson
Rhonda Toquam
Marcia Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the quarterly Rental Assistance, Rental Housing, Community Development and Administrative Department Operations. The Section 8 program lease up continues to be down. Occupancy for Rental Housing averaged 97% for fourth quarter 2021. The eviction moratorium has ended, and lease terminations and evictions have started. The grant status and housing development activity was shared. Open and filled positions were shared.

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

The total increase for 2022 Medical and Dental Insurance rates increased by 12.3% versus the 9% that was reported to the Board at a previous meeting. The impact to SEMMCHRA is approximately \$3,600.

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 written report. The Executive Director provided a reflection of work accomplished in 2021.

OLD BUSINESS:

Staff updated the Board on the Covid-19 Action Plan for SEMMCHRA. Currently, there are no changes being proposed to the Plan.

Staff updated the Board on the approved Operating System Replacement with Yardi and the implementation plan. Staff requested approval to obtain estimate of financing through SEMMCHRA office equity. Motion was made by Commissioner Ward and seconded by Commissioner Peterson to approve obtaining estimate of financing the Operating System Replacement through SEMMCHRA office equity. Passed unanimously.

Staff proposed next steps for the vacant land along Hwy. 14 in the South Fork Addition in St. Charles. Staff proposed utilizing the Executive Committee to discuss any offers that come in. The Board agreed.

NEW BUSINESS:

Staff began discussions regarding continuing the Roseview Apartments outsourced property management to SEMMCHRA after 2022. The property does not have reserves and has zero subsidy. Section 8 Rental Assistance is an option for the tenants. SEMMCHRA has upfronted funds for cash flow, and SEMMCHRA made a loan to Roseview Apartments for its owner's match for the Small Cities Development Program rehab project. The owner's match loan is currently being repaid. Discussions will continue at future meetings.

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 January 19, 2022 at which the majority of the members of said Board was present.

(SEAL)

Laura Mielke
Laura Mielke (Feb 22, 2022 10:42 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 16th DAY OF FEBRUARY 2022**

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	Amanda Hedlund
Robert Keehn	Cheryl Key	Laura Mielke
Rhonda Toquam	Marcia Ward	

Others Present: Buffy Beranek

Excused: Rodney Peterson

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, January 19, 2022. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday, January 19, 2022. Passed unanimously.

Staff requested approval of a resolution approving the submission of a Small Cities Development Program Single Purpose Application for the City of Cannon Falls. The resolution was introduced by Commissioner Key, read in full and considered:

22/02/16/01

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	
Amanda Hedlund	
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 submission of a Small Cities Development Program Single Purpose Application for the City of Mazeppa. The resolution was introduced by Commissioner Key, read in full and considered:

22/02/16/02

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	
Amanda Hedlund	
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 submission of a Small Cities Development Program Single Purpose Application for the City of Rollingstone and Altura. The resolution was introduced by Commissioner Key, read in full and considered:

22/02/16/03

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	
Amanda Hedlund	
Robert Keehn	
Cheryl Key	
Laura Mielke	
Rhonda Toquam	
Marcia Ward	

The chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of subordination 15006. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve subordination 15006. Passed unanimously.

Staff requested approval of a resolution approving the submission of an application for the Winona Community Foundation's Community Grant Program. The resolution was introduced by Commissioner Key, read in full and considered:

22/02/16/04

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	
Amanda Hedlund	
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 authorizing revisions to the Section 8 Housing Choice Voucher Program Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

22/02/16/05

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	
Amanda Hedlund	
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 authorizing revisions to the Public Housing Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

22/02/16/06

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	
Amanda Hedlund	

Robert Keehn
Cheryl Key
Laura Mielke
Rhonda Toquam
Marcia Ward

The chairperson thereupon declared said motion carried and resolution adopted.

Staff reviewed the quarterly Rental Assistance, Rental Housing, Community Development and Administrative Department Operations. The Section 8 program lease up continues to be down. The Executive Director shared a deep dive funder review and discussion related to overall program performance. The Section 8 Director will develop a plan to build lease up and increase landlord participation. Occupancy for Rental Housing averaged 96% for January 2021. The grant status and housing development activity was shared. Grants are being watched closely due to supply chain issues and staffing. Open and filled positions were shared.

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

Staff reviewed the January 31, 2022 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to accept the January 31, 2022 Financial Statements. Passed unanimously.

Staff requested top level information to assist with planning and early preparation of the 2023 Agency and Levy Budget.

The Executive Director shared the 2021 Annual Report, affordable housing statistics, and the Wilder Research presentation to the Minnesota House of Representatives Housing Finance Policy committee. The Executive Director reported on maintenance van replacement expectations, life insurance options through HAI Group insurance and a new Vision Insurance plan through PEIP. The hiring challenges, increased expectations, and ability for flexibility as well as minor changes in policy for staff satisfaction were reviewed. The Executive Director also 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 written report.

OLD BUSINESS:

Staff provided an update on the Wabasha Eagles Basin TIF Development. The PUD was not filed even though it was referenced. The City and the Developer are working together. Our legal counsel has been informed as well to confirm that this is necessary for the sale and development of the property. SEMMCHRA will need to agree to the PUD once the process has been completed, and SEMMCHRA legal counsel approves.

Staff continued discussion with the Board on Roseview Apartments property management.

Staff provided an updated on the Lookout Point property in Cannon Falls and next steps. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the declaration of Cannon Falls

Property known as Lookout Point, by parcel and legal description, as surplus property. Passed unanimously. The official notice was included in the board packet, discussed at the meeting, and will be posted on the SEMMCHRA website. The Board also reaffirmed their decision on the listing price based on the comparative information previously presented and the legal recommendations.

NEW BUSINESS:

The Board and staff discussed planning and utilizing the same process as the prior year for the Executive Director's review.

Staff presented the refinance proposal from Alliance Bank. Staff requested approval of a resolution authorizing and approving the Southeastern Minnesota Multi-County Housing and Redevelopment Authority to borrow funds from Alliance Bank in Lake City for the operating system replacement and for the Executive Director to execute the necessary documents.

22/02/16/07

Commissioner Keehn 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	
Amanda Hedlund	
Robert Keehn	
Cheryl Key	
Laura Mielke	
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 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 February 16, 2022 at which the majority of the members of said Board was present.

(SEAL)

Laura A. Mielke

[Laura A. Mielke \(Apr 8, 2022 12:28 CDT\)](#)

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 16th DAY OF MARCH 2022**

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	Amanda Hedlund
Robert Keehn	Cheryl Key	Laura Mielke
Rodney Peterson	Rhonda Toquam	Marcia Ward

Others Present: Buffy Beranek

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, February 16, 2022. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve the minutes from the regular meeting held on Wednesday, February 16, 2022. Passed unanimously.

Staff requested approval of a resolution authorizing Housing Director, Bobbi Willers, to sign in the absence of the Executive Director and Accountant, Patty Heraty, to sign in the absence of the Executive Director and the Housing Director. The resolution was introduced by Commissioner Key, read in full and considered:

22/03/16/01

Commissioner Anderson 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	
Amanda Hedlund	
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 changing the Dress and Personal Appearance Policy of the SEMMCHRA Policy and Procedure Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

22/03/16/02

Commissioner Anderson 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	
Amanda Hedlund	
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 write off tenant accounts receivable. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve writing off tenant accounts receivable. Passed unanimously.

Staff requested approval of a resolution approving Board Chair, Cheryl Key, and SEMMCHRA Executive Director, Buffy Beranek, to execute and extend the mortgage for the St. Charles TIF under the current terms. The resolution was introduced by Commissioner Key, read in full and considered:

22/03/16/03

Commissioner Anderson 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	
Amanda Hedlund	
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 Rental Assistance, Rental Housing, Community Development and Administrative Department Operations. The Section 8 program lease up continues to be down. The Executive Director shared a deep dive funder review and discussion related to overall program performance. The Section 8 Director will develop a workout plan to build lease up and increase landlord participation. Occupancy for

Rental Housing averaged 97% for February 2021. The grant status and housing development activity was shared. Grants are being watched closely due to supply chain issues and staffing. Open and filled positions were shared.

Staff reviewed the February 28, 2022 Financial Statements. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson to accept the February 28, 2022 Financial Statements. Passed unanimously.

The Executive Director reported on the more cities and non-profits looking to set up local housing trust funds, the Goodhue County Spring Housing webinar forum, the Yardi software contract, ARPA funding requests, the annual audit, COVID-19 protocols, and the Winona Wapasa Apartments office spaces for property management and two (2) hotel offices. The Executive Director also reported on the meetings that took place since the last Board meeting, upcoming meetings, legislative activities and other project and program updates included in the Executive Director written report.

OLD BUSINESS:

Staff requested approval for the Executive Director to execute the Yardi Housing Management Software Contract. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson approving the Executive Director to execute the Yardi Housing Management Software Contract. Passed unanimously.

Staff updated the Board on the status of the multi-family lot in the South Fork St. Charles TIF Development.

Staff updated the Board on the American Rescue Plan Act (ARPA) requests made to Dodge, Goodhue, and Winona Counties.

The Executive Committee summarized the Executive Director’s annual review. Motion was made by Commissioner Peterson and seconded by Commissioner Toquam to accept the Executive Director’s annual review and contract amendments. Passed unanimously.

NEW BUSINESS:

Staff requested approval of a resolution to offer and provide SEMMCHRA copayments for Public Employee Insurance Plan (PEIP) Vision Plan of \$5 and \$12 per month for employee and family coverage. The resolution was introduced by Commissioner, read in full and considered:

22/03/16/04

Commissioner Toquam moved 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	
Amanda Hedlund	
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 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 March 16, 2022 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

[Laura A Mielke \(Apr 21, 2022 23:10 CDT\)](#)

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 20th DAY OF APRIL 2022**

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	Amanda Hedlund	Robert Keehn
Cheryl Key	Laura Mielke	Rhonda Toquam
Marcia Ward		

Excused: Rich Hall and Rodney Peterson

Others Present: Buffy Beranek, Karen DuCharme, Patty Heraty, Tammy Moyer

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

The minutes were reviewed from the regular meeting held on Wednesday, March 16, 2022. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the minutes from the regular meeting held on Wednesday, March 16, 2022. Passed unanimously.

Staff requested approval of updates to three position descriptions – Maintenance Supervisor, Grant Administrator (formally Program Development and Environmental Director), and the Rental Housing Coordinator (formally Special Projects Coordinator for the Rental Housing department) and to update the Employee Handbook. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the updates to the Maintenance Supervisor, Grant Administrator, and Rental Housing Coordinator position descriptions and to update the SEMMCHRA Policy and Procedures Employee Handbook. Passed unanimously.

Staff requested approval of the 2022-2023 property and general liability insurance renewal for O.B. Partnership. The overall increase to premiums for the 2022-2023 insurance renewal was 12.5%. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the 2022-2023 property and general liability renewal for O.B. Partnership. Passed unanimously.

Staff reviewed the quarterly Rental Assistance, Rental Housing, Community Development, and Administrative Department Operations. The Section 8 program lease up continues to be down a workout plan was presented to the board with action items and deliverable dates. Section 8 is working on enhancements to the website for staff to create efficiencies while continuing to provide a high level of service. Occupancy for Rental Housing averaged 97% for first quarter 2022. The Rental Housing Department is very busy with lease terminations and evictions. The capital improvement projects, status of grants, and housing development activities were shared.

Staff reviewed the March 31, 2022 Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to accept the March 31, 2022 Financial Statements. Passed unanimously.

Staff shared several articles regarding rental increases of 5-15% for 2023. SEMMCHRA will be budgeting for between a 5-10% increase based on market comparables and financial needs. Staff stated that there is a need to plan for tenant education and discussions regarding the need for rental increases.

The Executive Director reported on the City of Wabasha meeting to look at housing development options; SEMMCHRA has been invited to participate. The Board was updated on staffing and pay equity studies that have been shared among Minnesota HRA's. The Executive Director reported on the Yardi software conversion, legislative meetings, Eagle's Basin and South Fork development discussions, Cannon Falls Point Lookout property, Goodhue County Housing Trust Fund down payment assistance and rural rehab programs, lack of follow through to obtain services by Section 8 applicants, and the mental and social health crisis among tenants, participants, and applicants.

OLD BUSINESS:

Staff updated the Board on the status of the multi-family lot in the South Fork St. Charles TIF Development. The Executive Committee met on April 12th and reviewed and approved the purchase agreement and development agreement for the sale of the multi-family lot to Habit for Humanity of Winona.

Staff updated the Board on the purchase agreement with Cozy Homes for the multi-family in Eagle's Basin. Cozy Homes informed SEMMCHRA staff that the price of the homes with the current concept will be priced \$380,000-\$400,000 due to the current cost of materials.

Staff updated the Board on discussions with the president of Kenyon Roseview Apartments, Inc. regarding SEMMCHRA's continued management of Roseview Apartments.

Staff updated the Board on the steps being taken to sell the Cannon Falls Point Lookout property.

Staff update the Board on the Goodhue County Housing Trust Fund. An email will be sent to the Housing Trust Fund committee with a status of projects and programs, along with the financials.

NEW BUSINESS:

Staff updated the foreclosed property in Cannon Falls. SEMMCHRA's Rehab Specialist viewed the house in March, and the house needs demolition. It would be extremely costly to rehab the house, and it would be a huge liability. SEMMCHRA Board agreed that SEMMCHRA would not be participating in the rehab of this property.

Staff requested approval of the 2022-2023 Cyber Security Insurance package of \$1 million coverage through Axis with an annual premium of \$5,250. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve 2022-2023 Cyber Security Insurance package of \$1 million coverage through Axis. Motion passed. Ayes: Brad Anderson, Amanda Hedlund, Robert Keehn, Cheryl Key, Laura Mielke, Rhonda Toquam; Nays: Marcia Ward.

There being no further business to come before the Board, the motion was made by Commissioner Anderson 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 April 20, 2022 at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

[Laura A Mielke \(May 24, 2022 20:44 CDT\)](#)

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 18th DAY OF MAY 2022**

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
Laura Mielke	Rhonda Toquam	Rich Hall
Rodney Peterson		

Excused: Marcia Ward and Amanda Hedlund

Others Present: Buffy Beranek

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, April 20, 2022. Motion was made by Commissioner Mielke and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday, April 20, 2022. Passed unanimously.

Staff provided a completion summary for a family self-sufficiency contract. The Board congratulated the participant.

Staff requested approval to move the recognition of 2022 Veterans Day Holiday to December 23, 2022, due to the implementation schedule of Yardi Systems. Motion was made by Commissioner Mielke and seconded by Commissioner Anderson to approve the recognition of 2022 Veterans Day Holiday to December 23, 2022. Passed unanimously.

Staff requested approval of the elimination of the parcels R27.01381.00, R27.01454.00, R27.01455.00 from Tax Increment Financing District No. 2-1 within the development district No. 2 in the City of Wabasha. The resolution was introduced by Chairperson Key, read in full and considered:

22/05/18/01

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

AYES

NAYES

Rich Hall
Cheryl Key
Laura Mielke
Rodney Peterson

Rhonda Toquam
Brad Anderson
Robert Keehn

The Chairperson thereupon declared said motion carried and resolution was adopted.

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

22/05/18/02

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

The Chairperson thereupon declared said motion carried and resolution was adopted.

Staff requested approval of the updated Covid-19 Action Plan and Covid-19 Preparedness Plan to align with CDC and Minnesota Department of Health isolation guidelines. Motion was made by Commissioner Mielke and seconded by Commissioner Anderson to approve the recognition of 2022 Veterans Day Holiday to December 23, 2022. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development, operations. The Section 8 program lease up continues to be lower than agency standards however, progress is being made with the workout plan in place. Occupancy for Rental Housing averaged 97% again this month. The capital improvement projects, status of grants, and housing development activities were shared. Grant bottlenecks have been addressed and progress is expected considering difficult economic pressures.

Staff reviewed the April 30, 2022, Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the April 30, 2022, Financial Statements. Passed unanimously.

Staff requested approval of a resolution approving of the 2023 Preliminary Levy Budgets. The resolution was introduced by Commissioner Key, read in full and considered:

22/05/18/03

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

NAYES

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

The Chairperson thereupon declared said motion carried and resolution was 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, staff, and program updates.

OLD BUSINESS:

Staff updated the Board on the status of the multi-family lot in the South Fork St. Charles TIF Development. Staff provided an update from the meeting of SEMMCHRA staff and the Habit for Humanity of Winona Executive Director where they discussed and reiterated the role of SEMMCHRA as reflected in the development agreement.

Staff updated the Board on discussions related to the purchase agreement with Cozy Homes for the multi-family in Eagle's Basin. Cozy Homes informed SEMMCHRA staff that they are working on different concept plans to better price the homes.

The SEMMCHRA Board discussed the continuation of property management and the option to transfer ownership to SEMMCHRA of the Roseview Apartments property.

The Board decided the best option for SEMMCHRA was to not acquire Roseview Apartments and not renew the management agreement as of 01/01/2023. The resolution was introduced by Commissioner Key, read in full and considered:

22/05/18/04

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

ABSTAIN

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

Brad Anderson

The Chairperson thereupon declared said motion carried and resolution was adopted.

The SEMMCHRA Board would like SEMMCHRA staff to assist the Roseview Board in finding another management company if they so desire; and to reiterate to the Roseview Board our commitment to managing the building through this year and assisting in their search.

NEW BUSINESS:

Staff updated the board on their decision to request proposals for grant writing services for the current grant writing cycle that starts in May/June. The Board concurred with staff's recommendation to solicit proposals for grant writing services.

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

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

Staff reviewed the 2020 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 Key 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 Peterson and seconded by Governor Hall 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 18, 2022, at which the majority of the members of said Board was present.

(SEAL)

Laura Mielke
[Laura Mielke \(Jun 15, 2022 17:38 CDT\)](#)

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 JUNE 2022**

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

Robert Keehn	Amanda Hedlund	
Rich Hall	Laura Mielke	
Rhonda Toquam	Marcia Ward	Rodney Peterson

Absent: Cheryl Key and Brad Anderson

Others Present: Buffy Beranek

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

The minutes were reviewed from the regular meeting held on Wednesday, May 18th, 2022. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to approve the minutes from the regular meeting held on Wednesday, May 18th, 2022. Passed unanimously.

Staff requested approval of a resolution for Approval of the Rolling 5 Year CFP Plan for Public Housing. The resolution was introduced by Commissioner Toquam, read in full and considered:

22/06/15/01

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
Amanda Hedlund	
Rich Hall	
Robert Keehn	
Laura Mielke	
Rhonda Toquam	
Maria Ward	
Rodney Peterson	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff shared the Public Housing Resident Advisory Board meeting minutes. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to accept the Public Housing Resident Advisory Board meeting minutes. Passed unanimously.

Staff requested approval of CFP 2022 Significant Amendment Definition change. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to approve the requested CFP 2022 Significant Amendment Definition. Passed unanimously.

Staff requested approval to write-off commercial installment loan 581108II1. Motion was made by Commissioner Peterson and seconded by Commissioner Mielke to approve the write off commercial installment loan 58108II1. 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 increasing even though program challenges exist. Tammy will share her work out plan next month. 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 were shared. Grant goals will be reviewed and updated on the report for next month. Extension and target areas of grants were discussed.

Staff reviewed the May 31, 2022 Financial Statements. Motion was made by Commissioner Hedlund and seconded by Commissioner Mielke to accept the May 31, 2022 Financial Statements. Passed unanimously.

The Executive Director shared her written report and reported on the meetings that took place since the last Board meeting, the legislative session, and staffing. Two non-exempt and exempt positions are being tested as fifty percent remote positions. With the upcoming Yardi conversion there may be an option for more positions. Staff also shared the idea of future consideration of adding a floating holiday in place of the new Juneteenth Federal holiday.

OLD BUSINESS:

Staff updated the Board on the Cannon Falls excess property and upcoming meetings.

The Board and staff discussed the St. Charles TIF development and possible funding request notification of developers.

NEW BUSINESS:

The Board appointed an Audit Committee to review the RFPs for audit services. Commissioner Keehn, Buffy Beranek, and Patty Heraty were appointed to the committee. They will bring forth a recommendation at the July Board meeting.

The Board appointed a Grant Writer Committee to review the RFPs for grant writing services. Commissioner Key, Commissioner Hedlund, Buffy Beranek, and Sara Fuher were appointed to the committee. They will bring forth a recommendation at the July Board meeting.

Staff reviewed the need for additional administrative and community development training, documentation, and follow-up work by the former Administrative Development Director. Motion was made by Commissioner Keehn and seconded by Commissioner Ward for the Executive Director to execute a contract with the former Administrative Development Director at an established rate requested by the former Administrative Development Director for no more than 40 hours. 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 June 15, 2022 at which the majority of the members of said Board was present.

(SEAL)

Laura Mielke
Laura Mielke (Aug 24, 2022 15:20 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 JULY 2022**

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

Amanda Hedlund	Cheryl Key	Rich Hall
Laura Mielke	Brad Anderson	
Marcia Ward	Rodney Peterson	

Absent: Rhonda Toquam Robert Keehn

Others Present: Buffy Beranek, Bobbi Willers, Monica Hauser, Patty Heraty, Tammy Moyer, Sarah Fuher

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, June 15th, 2022. Motion was made by Commissioner Anderson and seconded by Commissioner Haul to approve the minutes from the regular meeting held on Wednesday, June 15th, 2022. Passed unanimously.

Staff requested approval of a Resolution Setting a Public Hearing for the HUD Programs Annual Plan. The resolution was introduced by Commissioner Key, read in full and considered:

22/07/20/01

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
Amanda Hedlund	
Rich Hall	
Cheryl Key	
Laura Mielke	
Brad Anderson	
Maria Ward	
Rodney Peterson	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to Change Goodhue County Housing Trust Fund Down Payment Assistance Program Guidelines. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve. Passed unanimously.

Staff requested approval to of changes to the Section 8 Homeownership Program Admin Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve. Passed unanimously.

Staff requested approval to write off tenant accounts receivable. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve. Passed unanimously.

Monica Hauser of Hawkins Ash CPAs presented the 2022 Audit. The audit was accepted as presented. The motion was made by Commissioner Anderson and seconded by Commissioner Hall. Passed unanimously.

Staff reviewed the June 30, 2022, Financial Statements. Motion was made by Commissioner Peterson and seconded by Commissioner Ward to approve to accept the June 30, 2022, Financial Statements. 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 increasing even though program challenges exist across the whole region. Tammy shared her work out plan. 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 were shared. The dashboard report, and grant goals were reviewed and updated on the report. Extensions and target areas of grants were discussed.

The Executive Director shared her written report and reported on the meetings that took place since the last Board meeting, the legislative session, and staffing. Cannon Falls Lookout Point was discussed. The sale of the land is being analyzed. The Grant Administrator discussed the impact of staffing, Covid and supply chain on their ability to utilize funding and spent down funds.

OLD BUSINESS:

Staff updated the Board on ARPA funding requests and Dodge and Winona Counties assistance to SEMMCHRA for operating system upgrades and temporary staffing needs. Goodhue County had previously provided support for contract costs.

Staff updated the Board on the Cannon Falls excess property and relator meetings. The Board directed staff to meet with Goodhue County and Cannon Falls city staff to determine best use and next steps for determine best steps and use of the property.

Staff shared the ARPA funding decision by Winona County for Habitat for Humanity to develop the multi-family lot for single family townhomes. City meetings and replating are necessary for the sale to finalize.

Staff updated the Board on Wabasha Eagles Basin current open purchase agreements, and the housing cost estimates they have obtained.

NEW BUSINESS:

Staff requested approval of the Audit Committee's recommendation brought forward to accept the bid of Hawkins Ash CPAs for 2022, 2023 and 2024 audits. Motion was made by Commissioner Ward and seconded by Commissioner Anderson to approve. Passed unanimously.

Staff requested approval of the Grant Writing Services Committee's recommendation brought forward to accept the proposals of both CEDA and DSI for grant writing services if immediate staffing capacity is not available or if the long-term Community Development Director position is not filled. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve. Passed unanimously.

Staff requested approval to execute a MOU with Three Rivers and Executive Director to execute the MOU for administering Goodhue County Emergency Housing Funds. The resolution was introduced by Commissioner Key, read in full and considered:

22/07/20/02

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
Amanda Hedlund	
Rich Hall	
Cheryl Key	
Laura Mielke	
Brad Anderson	
Maria Ward	
Rodney Peterson	

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 Peterson 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 20, 2022, at which the majority of the members of said Board was present.

(SEAL)

Laura Mielke

Laura Mielke (Aug 23, 2022 18:38 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 AUGUST 2022**

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

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

Absent: Amanda Hedlund

Others Present: Buffy Beranek

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, July 20th, 2022. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve the minutes from the regular meeting held on Wednesday, July 20th, 2022. Passed unanimously.

Staff requested approval to Set Public Hearing for 2023 Annual and PHA Plan. The resolution was introduced by Commissioner Key, read in full and considered:

22/08/18/01

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to void stale dated checks. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve. Passed unanimously.

Staff requested approval to execute contract for roof replacement at Lake Pepin Plaza I. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve to execute contract for roof replacement at Lake Pepin Plaza I. Passed unanimously.

**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 AUGUST 2022**

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

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

Absent: Amanda Hedlund

Others Present: Buffy Beranek

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, July 20th, 2022. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve the minutes from the regular meeting held on Wednesday, July 20th, 2022. Passed unanimously.

Staff requested approval to Set Public Hearing for 2023 Annual and PHA Plan. The resolution was introduced by Commissioner Key, read in full and considered:

22/08/18/01

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to void stale dated checks. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve. Passed unanimously.

Staff requested approval to execute contract for roof replacement at Lake Pepin Plaza I. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve to execute contract for roof replacement at Lake Pepin Plaza I. Passed unanimously.

Staff requested approval to execute contract for roof replacement at Lake Pepin Plaza II. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve to execute contract for roof replacement at Lake Pepin Plaza II. Passed unanimously.

Staff requested approval of the revisions to the Family Self Sufficiency (FSS) Action Plan. Motion was made by Commissioner Hall and seconded by Commissioner Toquam to approve. 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 increasing even though program challenges exist across the whole region. 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 were shared. The dashboard report, and grant goals were reviewed and updated on the report. Extensions, target areas and marketing of grants were discussed

Staff reviewed the July 31, 2022, Financial Statements. Motion was made by Commissioner Mielke and seconded by Commissioner Peterson to approve to accept the July 31, 2022, Financial Statements. Passed unanimously.

Commissioner Key shared her excitement about the affordable housing development in Lake City. Commissioner Peterson shared the addition of a Housing Specialist at MN Prairie to assist in the coordination of services, entities, and housing.

The Executive Director shared her written report and reported on the meetings that took place since the last Board meeting, the legislative session, and staffing. She shared concerns of management company transitions and the HRAs responsibility prior to December. The Executive Director shared the changes in staffing and its impact on workflow and grant application moving to 2023.

OLD BUSINESS:

Staff updated the Board on the activity at the Southfork St. Charles and Wabasha Eagles Basin TIF districts.

NEW BUSINESS:

Staff requested approval to conduct a survey of need and interest for the 2023 SCDP grant application for the City of Mantorville and Wasioja. Additional requests will be forthcoming. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Peterson 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 August 17, 2022, at which the majority of the members of said Board was present.

(SEAL)

Laura A. Mielke
[Laura A. Mielke \(Sep 28, 2022 14:18 CDT\)](#)

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 28th DAY OF SEPTEMBER 2022**

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	Marcia Ward
Cheryl Key	Amanda Hedlund	Rhonda Toquam	Laura Mielke

Others Present: Buffy Beranek

The agenda and addendum were reviewed. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the agenda and addendum. 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 Toquam. Passed unanimously. Motion made by Commissioner Anderson and seconded by Commissioner Hall to close nominations and cast a unanimous ballot. 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 Toquam. Passed unanimously. Motion made by Commissioner Toquam and seconded by Commissioner Hall to close nominations and cast a unanimous ballot. Passed unanimously.

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

The Board Chair, Commissioner Key recessed the regular meeting and opened the public hearing. Motion made by Commissioner Hall and seconded by Commissioner Anderson to open the Public Hearing. There were no comments from the public to the 5-Year PHA Plan. The SEMMCHRA Executive Director provided an overview of the documents. 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. Motion made by Commissioner Anderson and seconded by Commissioner Hall to close the Public Hearing. 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 17, 2022. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, August 17, 2022. 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:

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	
Amanda Hedlund	
Rhonda Toquam	
Laura Mielke	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval authorizing approval and submission of the HUD 5-Year PHA Annual Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve and submit the HUD 5-year PHA Annual Plan. Passed unanimously.

Staff requested approval to close the waiting lists for all rental properties owned and managed by SEMMCHRA. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to close the waiting lists for all rental properties owned and managed by SEMMCHRA. Passed unanimously.

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

Staff requested approval to of the final updates to the Family Self Sufficiency Action Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the final updates of the Family Self Sufficiency Action Plan. Passed unanimously.

Staff requested approval to issue contract for the Maple Grove capital improvements. Motion was made by Commissioner Anderson and seconded by Commissioner Hall for approval of Maple Grove capital improvements and contract issuing. Passed unanimously.

Staff requested approval of a resolution for approval of Submission of the two-year Family Self-Sufficiency (FSS) Renewal Application with one full time equivalent program support and benefits. The resolution was introduced by Commissioner Key, read in full and considered:

22/09/28/04

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	
Amanda Hedlund	

Laura Mielke
Rhonda Toquam
Maria 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 program lease up is down and the program is seeing the largest drop-rate historically. The program challenges, lease up plan and landlord participation were discussed. The rental housing occupancy rates were shared with the Board as well as the issues facing property management. The various Community Development grant status', utilization risk, and negative market dynamics were shared with the Board. Housing TIF development activity was discussed. The status and impact of new hiring and restructuring were noted. Funding for West Concord/Claremont and Pine Island grants was shared.

Staff reviewed the August 31, 2022, Financial Statements. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to accept the August 31, 2022, Financial Statements. Passed unanimously.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates included in the Executive Director report. The focus of staff budgeting and benefit renewals were highlighted. The new system, Yardi, progress and planned November conversion are on target. Staff expect some bumps and possible delays, but the overall implementation is on target. Full Yardi system conversion is expected in to 2023. The Executive Director floated of the idea of a possible constitutional amendment for the State of Minnesota related to Housing and updated the Board on discussion occurring at Minnesota Housing Partnership.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

Staff requested approval of a resolution approving authorizing the sale of the Cannon Falls property known as Lookout Point/Johnson property to the city of Cannon Falls and for the Executive Director to execute the necessary documents. The resolution was introduced by Commissioner Key, read in full and considered:

22/09/28/02

Commissioner Anderson 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
Brad Anderson
Rich Hall
Robert Keehn
Cheryl Key
Amanda Hedlund
Laura Mielke
Rhonda Toquam

NAYES

Maria Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of a resolution authorizing the lot sale incentives, setting of certain lot sales prices, and allowing change in use of lot. The resolution was introduced by Commissioner Key, read in full and considered:

22/09/28/03

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	
Amanda Hedlund	
Laura Mielke	
Rhonda Toquam	
Maria Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Discussion regarding SEMMCHRA's cell phone policy occurred. The Board agreed phone access via tablets and laptops serve the needs and expectations of operations. Job descriptions will be updated accordingly to reflect that cell phones are not required for most jobs. If staff choose to utilize personal cell phones upon Executive Director approval, a waiver will be signed to ensure transparency and understanding of expectations. Staff will have SEMMCHRA attorney review policy changes, if any and waivers.

The Executive Director shared the concept of funding a rental rehabilitation program utilizing Housing Trust Funds (HTF). The Board agreed and supported the concept of funding a HTF with levy dollars and agreed each County and/or HTF committee would determine the funding. The Executive Director will share the concept with the Goodhue County HTF Committee at their 4th quarter meeting and determine interest for a 2023 levy request.

The Executive Director shared agency standards, performance, and staff coverage. The Board agreed with the Executive Director utilizing policy and budget limits to determine compensation options. The Executive Director shared the status of the probable 2023 healthcare benefits premium increase. The official notice will be shared in early October. Options are being explored outside of the current healthcare benefit administrator. Staff will be updated in early October and feedback will be solicited. Depending on when the options are presented, the 2023 health insurance plans, SEMMCHRA copayment of the premiums, and agency/program budgets will be presented to the Board in October or November.

Staff requested approval of a resolution authorizing the Southeastern Minnesota Multi-County Housing and Redevelopment Authority to sell the land in Southfork fourth to Habitat for Humanity serving Winona County and for the executive director to execute the sale on behalf of the HRA. The resolution was introduced by Commissioner Key, read in full and considered:

22/09/28/05

Commissioner Anderson 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	
Amanda Hedlund	
Laura Mielke	
Rhonda Toquam	
Maria 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 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 annual meeting on September 28, 2022, at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke

[Laura A Mielke \(Oct 21, 2022 08:58 CDT\)](#)

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 OCTOBER 2022**

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

Brad Anderson	Rich Hall	Robert Keehn	Marcia Ward
Cheryl Key	Amanda Hedlund	Rhonda Toquam	Laura Mielke
Rod Peterson			

Others Present: Buffy Beranek, Tammy Moyer, Bobbi Willers, Sara Fuher, Nick Koverman, Patty Heraty

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 annual meeting held on Wednesday, September 28, 2022. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the annual meeting held on Wednesday, September 28, 2022. Passed unanimously.

Staff requested approval of a resolution approving Board Meeting Dates for 2023. The resolution was introduced by Commissioner Key, read in full and considered:

22/10/19/01

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	
Robert Keehn	
Cheryl Key	
Laura Mielke	
Rodney Peterson	
Rhonda Toquam	
Maria Ward	
Amanda Hedlund	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolutions to increase interfund loan maximums with interest for the Wabasha Eagles Basin TIF 2-1 and Kenyon TIF 4-5. The resolutions were introduced by Commissioner Key, read in full and considered:

22/10/19/02 and 22/10/19/03

Commissioner Anderson moved that the foregoing resolutions for the Wabasha Eagles Basin TIF 2-1 and Kenyon TIF 4-5 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	
Maria Ward	
Amanda Hedlund	

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 Anderson and seconded by Commissioner Hall to approve to Write Off Tenant Accounts over 6yr Statute of Limitation Allowance. Passed unanimously.

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

22/10/19/04

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	
Maria Ward	
Amanda Hedlund	

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 program lease up continues to be underutilized. Payment standard increases and rental increases are anticipated to close the utilization gap. The program challenges, lease up plan and landlord participation were discussed. The rental housing occupancy rates were shared with the Board as well as the issues facing property management with continued turnover in staffing. Overall, the Housing Department collection and occupancy standards are on target. The various Community Development grant status, utilization risk, and negative market dynamics were shared with the Board. Capital improvements on SEMMCHRA property were shared. HECAT and FSS program status numbers are under target. Meetings were shared. All departments are on mandatory overtime and

directors are developing work out plans where not meeting goals. The implementation of the new Yardi operating system, staffing and program performance not meeting standards or goals is driving the overtime.

Staff reviewed the September 28, 2022, Financial Statements. Staff notified the Board of potential delays in future financial, or program reports due to the Yardi implementation even though the overall implementation is currently on target. Motion was made by Commissioner Anderson and seconded by Commissioner Hedlund to accept the September 28, 2022, Financial Statements. Passed unanimously.

Staff requested approval of the SEMMCHRA 2023 Capital Improvement Budget and funding sources after sharing the basis and process to develop the budget. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn for approval of SEMMCHRA 2022 Capital Plan. Passed unanimously.

Commissioners shared updates from meetings and notified the Board of upcoming housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates included in the Executive Director report. The delay of grants previously applied for is due to the 5-year HUD plan not being approved; DEED is waiting to announce funding until the 5 year HUD plan is approved. The focus of staff budgeting and benefit renewals were highlighted. Concerns about the employment market were shared and the impact on current staff and the hiring process. The new system, Yardi, progress and planned November conversion are on target. Staff expect some bumps and possible delays, but the overall implementation is on target. Full Yardi system conversion is expected in to 2023. The Executive Director floated of the idea of a possible constitutional amendment for the State of Minnesota related to Housing and updated the Board on discussion occurring at Minnesota Housing Partnership.

OLD BUSINESS:

Staff shared the status of the sale of Cannon Falls property, Lookout Point. Staff anticipated this sale to be closed by the November meeting.

Staff provided the Board with an update on the health-related benefit renewals. Staff shared the preliminary proposal of staff percentage premium contribution ranges, networks, deductibles, health savings account contributions and plan designs for health-related benefits. Staff shared the current proposals and final decision are based on staff feedback and also the need to balance to the overall preliminary budget with all the moving inflationary and market driven increases. Given the timing of the open enrollment, staff requested the Executive Committee be utilized to approve the final benefit plans offered and employee premium contributions to all health-related plans before the next Board meeting. Motion was made by Commissioner Ward and seconded by Commissioner Peterson for approval of the Executive Committee to approval the 2023 health-related benefit plans and premium percentage contributions. Passed unanimously.

NEW BUSINESS:

No new business was discussed.

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 October 19, 2022, at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke
Laura A Mielke (Nov 25, 2022 17:11 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 NOVEMBER 2022**

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	Robert Keehn	Marcia Ward
Cheryl Key	Amanda Hedlund	Rhonda Toquam	Laura Mielke

Others Present: Buffy Beranek

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

The minutes were reviewed from the regular meeting held on Wednesday, October 19, 2022. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve the minutes from the annual meeting held on Wednesday, October 19, 2022. Passed unanimously.

Staff requested approval of a resolution approving the SEMMCHRA submit an application to Minnesota Housing for the Minnesota City Participation Program (MCP) for the Counties of Dodge, Goodhue, Wabasha, and Winona and authorization of its Executive Director to submit the application for the MCP. The resolution was introduced by Commissioner Key, read in full and considered:

22/11/16/01

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	
Rhonda Toquam	
Marcia Ward	
Amanda Hedlund	

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 program lease up continues to be underutilized. Payment standard increases and rental increases are anticipated to close the utilization gap. The program challenges, lease up plan and landlord participation were discussed. The rental housing occupancy rates were shared with the Board as well as the issues facing property management. Overall, the Housing Department collection and occupancy standards are on target. The various Community Development grant status, utilization risk, and negative market dynamics were shared again with the Board.

Community Development has created a marketing plan to stimulate interest. The department continues to draw on overall agency cash reserves. Significant program utilization must be scheduled in November and December for future months otherwise program performance will cause a need to reassess the short-term community development service model. Capital improvements are on schedule for the SEMMCHRA properties. HECAT and FSS program status numbers are under target. Meetings were shared. All departments are on mandatory overtime and directors are developing work out plans where not meeting goals. The implementation of the new Yardi operating system, staffing and program performance not meeting standards or goals is driving the overtime.

Staff reviewed the October 31, 2022, Financial Statements. Staff notified the Board of potential delays in future financial, or program reports due to the Yardi implementation even though the overall implementation is currently on target. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to accept the October 31, 2022, Financial Statements. Passed unanimously.

Commissioners shared updates from meetings and notified the Board of upcoming housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates included in the Executive Director report. The HUD 5-Year Plan was approved which allowed DEED to release the awards for the 2022/23 funding cycle. SEMMCHRA was awarded to administer Cannon Falls, Mazeppa, and Rollingstone/Altura small cities grants. The focus of staff budgeting and benefit renewals were highlighted. The new system, Yardi, progress and planned November conversion are on target. Staff expect some bumps and possible delays, but the overall implementation is on target. Full Yardi system conversion is expected in to 2023. The Executive Director shared the request for SEMMCHRA to be involved in the planning for a constitutional amendment for the State of Minnesota related to Housing and updated the Board on discussion occurring at Minnesota Housing Partnership.

OLD BUSINESS:

Staff shared the status of the sale of Cannon Falls property, Lookout Point. Final recorded documents are expected by year end.

One twin home lot was sold in Wabasha Eagles Basin in October. The current developer is assessing the remaining lots and considering an offer.

As of 1/1/2023 Roseview property management will transfer to another management company. This was a mutually agreed upon decision by the Roseview and SEMMCHRA Boards. Staff will be working to gather and transfer the information for before year end.

The Small Cities Grants for St. Charles, Goodhue/Dennison, and Wabasha have been administratively modified with DEED approval for the removal of income tiering and owners match requirements and they have all been extended to City Wide.

Staff and the Executive Committee updated the Board on the final Healthcare benefit decision approved by the Executive Committee. The decision included the Health Savings Account funding at the individual 2023 IRS limit, four health plan options with two different deductibles and networks, dental and vision coverages, as well as disability. The employee contribution amounts vary depending on deductible and network for the medical plan. For dental and vision coverages, SEMMCHRA pays 100% of the employee only, dependent coverage is available at the cost of the employee. Disability coverage is paid 100% by SEMMCHRA. The plans were designed to fit in the preliminary budget limits set by the SEMMCHRA Board and County Boards

so a balanced budget was achieved. The Board unanimously concurred with the decisions made by the Executive Committee and had no further questions.

NEW BUSINESS:

Staff shared the discussion with an USDA Rural Development Property owner in our service area. The owner is considering selling the property and would like to explore options for SEMMCHRA owning and managing the property. The Board unanimously concurred that SEMMCHRA should continue to explore options for preserving affordable rental properties especially if there is rental subsidy tied to the property. Staff will continue assessing the viability and bring options and updates back to the Board.

SEMMCHRA is not applying for Small Cities Grants for the 2022/23 funding cycle. However, they are planning to assess two communities and – Mantorville and Zumbrota. Preliminary discussions have occurred with both Cities.

Staff requested approval by resolution approving the SEMMCHRA 2023 agency and program operating budgets and the items included in the budget. The resolution was introduced by Commissioner Key, read in full and considered:

22/11/16/02

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	
Amanda Hedlund	
Rhonda Toquam	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2023 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:

22/11/16/03

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

AYES	NAYES
Brad Anderson	
Rich Hall	

Robert Keehn
Cheryl Key
Laura Mielke
Amanda Hedlund
Rhonda Toquam
Marcia Ward

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval by resolution approving the 2023 Agency Budget and items included (form HUD 52574). The resolution was introduced by Commissioner Key, read in full and considered:

22/11/16/04

Commissioner Toquam 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	
Amanda Hedlund	
Rhonda Toquam	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of 2023 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:

22/11/16/05

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	
Robert Keehn	
Cheryl Key	
Laura Mielke	
Amanda Hedlund	
Rhonda Toquam	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of 2023 Benefit Changes in the SEMMCHRA Policy and Procedure Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

22/11/16/06

Commissioner Mielke 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	
Amanda Hedlund	
Rhonda Toquam	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

Commissioner Key requested the Executive Committee meet to review the annual performance payments for staff and bring back a recommendation at the December meeting. The Board unanimously concurred with the recommendation and meeting.

The Board members were reminded of the SEMMCHRA Angel Fund where donations can be made to assist with keeping tenants housed and living independently.

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 November 16, 2022, at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke
Laura A Mielke (Jan 12, 2023 11:06 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 DECEMBER 2022**

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	Robert Keehn	Marcia Ward
Cheryl Key	Amanda Hedlund	Rhonda Toquam	Laura Mielke
Rodney Peterson			

Others Present: Buffy Beranek

The agenda was reviewed. 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, November 16, 2022. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday, November 16, 2022. Passed unanimously.

Staff requested the approval of the property and liability insurance rates for 2023. Motion was made by Commissioner Hall and seconded by Commissioner Anderson. Passed unanimously.

Staff requested the approval of the auto insurance rates for 2023. Motion was made by Commissioner Hall and seconded by Commissioner Anderson. Passed unanimously.

Staff requested the approval of the workers compensation rates for 2023. Motion was made by Commissioner Hall and seconded by Commissioner Anderson. Passed unanimously.

Staff requested the approval of a deferred forgivable loan for SCDP. Motion was made by Commissioner Hall and seconded by Commissioner Anderson. Passed unanimously.

Staff requested the approval of a GCHT Fund Workforce Housing Guidelines amendment. Motion was made by Commissioner Hall and seconded by Commissioner Anderson. Passed unanimously.

Staff requested the approval of a five (5) year lease for a copy machine. Motion was made by Commissioner Hall and seconded by Commissioner Anderson. 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 continues to be underutilized. The rental housing occupancy rates were shared with the Board as well as the issues facing property management. The various Community Development grant status', utilization risk, and negative market dynamics were shared again with the Board. Community Development has created a marketing plan to stimulate interest. The department continues to draw on overall agency cash reserves. Capital improvements are on schedule for the SEMMCHRA properties. HECAT and FSS program status numbers are under target. All departments are on mandatory overtime and directors are developing work out plans where not meeting goals. The implementation of the new Yardi operating system, staffing and program performance not meeting standards or goals is driving the mandatory overtime.

Staff reviewed the November 30, 2022, Financial Statements. Staff again notified the Board of potential delays in future financial, or program reports due to the Yardi implementation even though the overall implementation is currently on target. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to accept the November 30, 2022, Financial Statements. Passed unanimously.

Commissioners shared updates from meetings and notified the Board of upcoming housing related meetings.

The Executive Director reported on the meetings that took place since the last Board meeting, upcoming meetings, staffing, legislative activities and other project and program updates included in the Executive Director report. The meeting details of the Goodhue County Housing Trust Fund were shared. The Community Development Director is drafting a proposal for the Spring meeting on use of funds. Full Yardi system conversion is expected in to 2023. The Executive Director shared the issues being experienced with the SAMs system and use of legal counsel. The Executive Director shared the request for SEMMCHRA to be involved in the planning for a constitutional amendment for the State of Minnesota related to Housing and updated the Board on discussion occurring at Minnesota Housing Partnership.

OLD BUSINESS:

Staff provided an update on the Roseview Apartments management agreement and transition process. This will be completed by mid-January.

Staff provided an update on discussions with the owner of a Wanamingo USDA Rural Development apartment complex. The owner and SEMMCHRA will continue discussions in 2023 on options of how to preserve the affordable housing through SEMMCHRA. Options will be brought forward to the SEMMCHRA Board.

NEW BUSINESS:

Staff requested the approval of the 2023 Agency goals. Motion was made by Commissioner Keehn and seconded by Commissioner Anderson. Passed unanimously.

Staff requested approval of Zumbrota SCDP partner request for 2023/24. Motion was made by Commissioner Hedlund and seconded by Commissioner Toquam. Passed unanimously.

The Executive Committee of the Board met to discuss the performance of Executive Director and operations of SEMMCHRA for 2022. Motion was made by Commissioner Key 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. Motion was made by Commissioner Key for the Executive Committee to review and bring forward changes of the Executive Directors contract to the SEMMCHRA Board in March 2023. Commissioner Hall seconded the motion. Passed unanimously.

Staff reminded the Board of the signing of the Conflict-of-Interest policy form. Upon the hiring of the Administrative Manager in January, the forms will be sent for signature to the Board members.

There being no further business to come before the Board, the motion was made by Commissioner Key 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 December 21, 2022, at which the majority of the members of said Board was present.

(SEAL)

Laura A Mielke
Laura A Mielke (Jan 18, 2023 16:01 CST)

Laura Mielke, Secretary