

**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 JANUARY 2024**

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
Cheryl Key	Rhonda Toquam	Marcia Ward
Rodney Peterson		

Absent: Laura Mielke

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

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

The Oath of Office was read and signed by Brad Anderson and was notarized thereby swearing in Commissioner Anderson.

The Board Chairperson, Commissioner Key recessed the regular meeting and opened the public hearing. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to open the Public Hearing. The Executive Director explained the purpose of the public hearing. There were no additional comments from the public on the Housing Choice Voucher Administrative Plan (ADMIN PLAN) and the Admission and Continued Occupancy Policies (ACOP) for Public Housing updates. The SEMMCHRA Executive Director provided an overview of the documents. With no further questions or comments, the Board Chairperson, Commissioner Key, asked if anyone had any additional questions or comments for staff and asked an additional two (2) times. Motion made by Commissioner Keehn and seconded by Commissioner Anderson to close the Public Hearing. The Board Chairperson, Commissioner Key, closed the public hearing and re-convened the regular meeting.

The minutes were reviewed from the regular meeting held on December 20, 2023. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, December 20, 2023. Passed unanimously.

Staff requested Board approval by resolution to approve updates to the Housing Choice Voucher Administrative Plan (ADMIN PLAN) and the Admission and Continued Occupancy Policies (ACOP) for public housing. The resolution was introduced by Commissioner Key, read in full and considered:

24/01/17/01

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

AYES	NAYES
Brad Anderson	
Rich Hall	
Cheryl Key	

Rodney Peterson
Marcia Ward
Rhonda Toquam
Robert Keehn

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the submission of a 2024 Publicly Owned Housing Program (POHP) Application. The resolution was introduced by Commissioner Key, read in full and considered:

24/01/17/02

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	
Cheryl Key	
Rodney Peterson	
Marcia Ward	
Rhonda Toquam	
Robert Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of changes to the Rural Rehab Loan Program Handbook Guidelines. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the changes to the Rural Rehab Loan Program Handbook Guidelines. 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. Staff reported on the 2023 appropriations for the Section 8 program and expect the utilization to increase in January given the continued briefing, issuing of vouchers, changes in incomes, and rent increases. Finding affordable housing and landlord accepting Section 8 continue to add the underutilization. The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly new staff and the system changes. The new Minnesota tenant laws and the impact was discussed as well. The various Community Development grant status', utilization risk, and negative market dynamics were shared again with the Board. Community Development has made great strides in fostering demand and stimulating interest. Capital improvements work is less in 2024 with the focus on unit turns and maintenance updates. Continued focus on the FSS program and moving to favorable statuses is a key issue.

Staff reviewed and requested acceptance of the preliminary unaudited December 31, 2023, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to accept the preliminary unaudited December 31, 2023, 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 Board was informed of a recent water/sewer line issue at Pepin Apartments and the use of capital or reserve funds was disclosed. The Executive Director will be attending legislative meetings and participating in MN NAHRO day at the Capital in February, statewide Executive Director training/meetings at the end of February and legislative meetings with Minnesota Housing Partnership. Housing committee work and individual legislative meetings will be occurring throughout the session. Staffing and hiring were discussed. The pay study and preliminary results were shared. The Board and Executive Director agreed that keeping a performance-based system is favorable for individual and operational performance and aligning policy and expectations are key.

OLD BUSINESS:

Staff provided an update on the *Bring it Home* initiative and application. The application and press release were reviewed. The timing, communication and award process were also discussed. Staff will move forward with the plan as presented. Rolling out of grant writing funds will occur first and utilization of housing trust fund for leverage will occur as the Housing Trust Fund Committees agree on the program guidelines and process.

NEW BUSINESS:

Staff provided an update on the State Rental Assistance Program. A State rental assistance program that is part of the \$1.3B is being developed by members of MN NAHRO, a consultant hired by MN NAHRO, and MHFA. The program is targeted to be administered by HRAs with existing Section 8 Voucher programs. The Section 8 Voucher Program Director and the Executive Director are participating in the State meetings and providing feedback into the development of the program. Application for the program is expected in late summer with the award being announced by year end. Implementation would occur in 2025.

The Executive Director provided a staffing and program/department reorganization update. With recent staffing changes, operational demands, skill sets, and to meet upcoming financial needs, the Executive Director shared upcoming changes to the organization chart. Preliminary staff discussions have occurred and full roll-out is expected in late January and the beginning of February. Remote work conducted off SEMMCHRA sites by exempt staff was also discussed. During 2024, exempt hybrid positions will be rolled out depending on individual and department performance/needs and job requirements. Security and covered core business hours will all be addressed in each remote work agreement.

Staff requested the Board to review and approve submission of the Pay Equity Report. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson to approve the review and submission of the Pay Equity Report.

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 January 17, 2024, at which the majority of the members of said Board was present.

(SEAL)

Rodney R. Peterson
Rodney R. Peterson (Mar 20, 2024 09:45 CDT)

Rodney Peterson, 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 FEBRUARY 2024**

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:

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

Absent: Rhonda Toquam, Brad Anderson

Others Present: Buffy Beranek

Commissioners Richard Hall, Marcia Ward, Rodney Peterson, and Laura Mielke attended the meeting remotely for personal or professional reasons.

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

The minutes were reviewed from the regular meeting held on Wednesday January 17, 2024. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, January 17, 2024. Passed unanimously.

Staff requested Board approval by resolution to approve the Section 8 Housing 2024 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/01

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Public Housing 2024 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/02

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Fiscal Year End 2023 SEMAP Certification. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/03

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Architect/Professional Engineer for the Wabasha Apartments Rural Rehabilitation Deferred Loan (RRDL) project. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/04

Commissioner Keehn 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:

1	AYES	NAYES
	Rich Hall	
	Cheryl Key	
	Rodney Peterson	
	Marcia Ward	
	Laura Mielke	
	Robert Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of bids for plumbing repairs at Pepin Apartments. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to accept the bids for plumbing repairs at Pepin Apartments. Passed unanimously.

Staff requested Board approval by resolution to purchase a maintenance truck. The resolution was introduced by Commissioner Key, read in full and considered:

24/02/21/05

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

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 improve. Staff are targeting full utilization with rent increase and a long waiting list. With the alignment of FSS within the Rental Assistance department, a continued focus is on enrollment and moving participants to meeting their goals. The rental housing occupancy rates hit agency standards. Overall operating budgets are favorable due to a warmer winter and staffing model changes. The legislative policy changes continue to challenge the affordable housing model. The new Minnesota tenant laws and the impact were discussed. The various Community Development open grant statuses were shared with the Board. Community Development has made great strides in closing loans, fostering demand and stimulating interest. The new grant writer hired is compiling the POHP grants due in March and in training. Contracted work for SCDP grant writing and mentoring the new grant writer will continue through first quarter 2024. Capital improvements work is less in 2024 with the focus on unit turns and maintenance updates.

Staff reviewed and requested acceptance of the final December 31, 2023, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to accept the final December 31, 2023, financial statements. Passed unanimously.

Staff reviewed and requested acceptance of the January 31, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Keehn and seconded by Commissioner Peterson to accept the January 31, 2024, 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 Executive Director will be attending legislative meetings and participating in MN NAHRO day at the Capital in February, statewide Executive Director training/meetings at the end of February

and legislative meetings with Minnesota Housing Partnership. Housing committee work and individual legislative meetings will be occurring throughout the session. Staffing and hiring were discussed. The pay study, staffing models and upcoming 2025 budgeting impacts were shared. The Board and Executive Director agreed that keeping a performance-based system is favorable for individual and operational performance and aligning policy and expectations are key.

OLD BUSINESS:

Staff provided an update on the *Bring it Home* initiative. Applications are posted on the SEMMCHRA website. Email, web, social media and newspaper notifications of the funding continue to be released. The lack of response has been surprising, but staff are hopeful that the deadline of March 8th for grant writing and April 1st for the Goodhue Housing Trust funds will foster applications.

Staff provided an update on County Housing Trust Funds. Work on Wabasha and Winona ordinances is underway with April/May implementation expected. Staff reiterated the need for housing trust funds to supplement existing programs or work. The current SEMMCHRA staffing model and the size of the housing trust funds does not support the creation of new programs to be administered by SEMMCHRA staff. Following the Goodhue County model is critical. With the regional HECAT program services moving to Three Rivers in our region, SEMMCHRA will look to supplement existing programs at Three Rivers with housing trust fund down payment assistance programs rather than staffing for two loans per year.

NEW BUSINESS:

Staff provided an update on open TIF Districts. Staff have reviewed funding streams and encourage the Board to think about the impact on upcoming 2025 HRA budget requests. Staff are working with a developer in Kenyon and hopeful that the Bring It Home initiative will help foster lot sales.

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 February 21, 2024, at which the majority of the members of said Board was present.

(SEAL)

Rodney R. Peterson
Rodney R. Peterson (Mar 21, 2024 20:06 CDT)

Rodney Peterson, 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 MARCH 2024**

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:

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

Absent: Rhonda Toquam, Laura Mielke

Others Present: Buffy Beranek

Commissioners Marcia Ward and Rodney Peterson attended the meeting remotely for personal or professional reasons.

The agenda and addendum were reviewed. Staff noted that an update to the agenda item 10C resolution was made and provided to commissioners. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the agenda and addendum. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday February 21, 2024. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday, February 21, 2024. Staff noted those that attended virtual for professional or personal reasons were Rich Hall and Laura Mielke. Passed unanimously.

Staff requested approval to accept request for proposals (RFP) for Legal Services, particularly for tenant law, real estate law, human resources, and general counsel. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the acceptance of request for proposals (RFP) for Legal Services, particularly for tenant law, real estate law, human resources, and general counsel. Passed unanimously.

Staff requested Board approval by resolution to submit a "Bring It Home" application and use of restricted Goodhue County Funds. The resolution was introduced by Commissioner Key, read in full and considered:

24/03/20/01

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to write-off tenant account receivables. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the write-off of tenant account receivables. 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 improve, and final funding will be made available soon, which may have an impact on our utilization. Staff are targeting full utilization with rent increase and a long waiting list. With the alignment of FSS within the Rental Assistance department, a continued focus is on enrollment and moving participants to meeting their goals. The rental housing occupancy rates hit agency standards. Overall operating budgets are favorable due to a warmer winter and staffing model changes. The legislative policy changes continue to challenge the affordable housing model. The new Minnesota tenant laws and the impacts were discussed, particularly the time of staff and legal counsel. The various Community Development open grant statuses were shared with the Board. Community Development has made great strides in closing loans, fostering demand, and stimulating interest. The POHP grants due in March were submitted, which totaled close to \$2.5 million. Contracted work for SCDP grant writing and mentoring the new grant writer will continue into the second quarter 2024. Capital improvements work is less in 2024 with the focus on unit turns and maintenance updates.

Staff reviewed and requested acceptance of the February 29, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Keehn and seconded by Commissioner Anderson to accept the February 29, 2024, 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 Executive Director continues to attend legislative meetings and participated in MN NAHRO day at the Capital in February, statewide Executive Director training/meetings at the end of February and legislative meetings with Minnesota Housing Partnership. Housing committee work and individual legislative meetings are expected to occur throughout the session. Staffing and hiring were discussed. Staff trainings for HOTMA, INSPIRE, and Yardi are being scheduled as needed and as the regulations are rolled out. The pay study, staffing models and upcoming 2025 budgeting impacts were shared. The Board and Executive Director discussed, and the Board agreed again that keeping a performance-based system is favorable for individual and operational performance. Staff noted the importance of the updated study and implementation for attracting and retaining employees. Next month the study, results, and implementation plan will be brought forward for approval.

OLD BUSINESS:

Staff provided an update on the State Rental Assistance Program. Preliminary financial impact numbers were shared. The staff involvement in MHFA guideline involvement was shared. Various program options were discussed. Staff noted that a proposal to apply for the funding will be forthcoming.

Staff provided an update on the "Bring it Home Initiative," and open pipeline. Staff shared the marketing and response rates. The Board consensus was 2024 projects were underway for organizations and 2025 is not yet on the horizon. Future applications should be expected as MHFA programs are better defined and cites, non-profits, and developers look to 2025 for project and funding opportunities. The Board agreed the grant writing funds should continue to be made available on an open pipeline basis with another marketing if funds continue to be underutilized.

The Executive Director updated the Board and led a discussion about the legislative impacts on SEMMCHRA policy, operations, and staff. The need for strong legal representation on tenant law issues was emphasized.

NEW BUSINESS:

The Executive Director brought forth a discussion about the 2025 Agency and Levy Budget Planning. Discussion on TIF districts occurred and the financial impact on decertifying was shared. Budget assumptions regarding the staff salary study, staffing model changes, and general budget planning were discussed. The Board advised staff to bring proposals forward for policy changes and a preliminary budget with discussed assumptions. The levy assumptions from 2024 will be used and Commission Anderson noted they can be changed in December, if deemed prudent.

Staff requested approval of "Bring It Home Initiative" Grant Writing Awards. Motion was made by Commissioner Peterson and seconded by Commissioner Anderson to approve the "Bring It Home Initiative" Grant Writing Awards. Passed unanimously.

Staff requested Board approval by resolution of the Countryside Meadow TIF Declaration of Restricted Covenant Amendments. The resolution was introduced by Commissioner Key, read in full and considered:

24/03/20/02

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution of the Countryside Meadow lot sales and execution of documents by Executive Director. The resolution was introduced by Commissioner Key, read in full and considered:

24/03/20/03

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of the Wabasha County Trust Fund Ordinance. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the Wabasha County Trust Fund Ordinance. Passed unanimously.

There being no further business to come before the Board, the Board Chair declared the meeting 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 March 20, 2024, at which the majority of the members of said Board was present.

(SEAL)



Rodney Peterson, 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 APRIL 2024**

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 role call the following answered present:

Rich Hall	Robert Keehn	Marcia Ward	Rhonda Toquam
Cheryl Key	Brad Anderson	Laura Mielke	Erik Sievers(4.17.24 appt)

Absent: Rodney Peterson

Others Present: Buffy Beranek, Bobbi Willers, Tammy Moyer, Patty Heraty, Sara Fuher, and Patrick Michener

Commissioners Cheryl Key and Laura Mielke attended the meeting remotely for personal or professional reasons.

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

The Oath of Office was read by Erik Sievers thereby swearing in Commissioner Sievers. Commissioner Sievers was selected by the Winona County Board to represent Winona County. Erik is the Executive Director for Hiawatha Valley Mental Health representing Winona County and other Counties in SEMMCHRA's jurisdiction too. Erik stated he was not a resident of Winona County and the SEMMCHRA Board requested the oath be changed to state representative instead of resident to align with the By Laws. The SEMMCHRA Board suggested the SEMMCHRA By Laws could more clearly define "from" an area within the boundaries of a county.

The minutes were reviewed from the regular meeting held on Wednesday March 20, 2024. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the minutes from the regular meeting held on Wednesday, March 20, 2024. Passed unanimously.

Staff requested approval of a bid packet for the Rural Rehabilitation Deferred Loan (RRDL) Project for River Valley-Wabasha Apartments. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the bid packet for the Rural Rehabilitation Deferred Loan (RRDL) Project for River Valley-Wabasha Apartments. Passed unanimously.

Staff requested approval of a Federal Home Loan Application for Small Cities Development Program (SCDP) Gap Funds. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the Federal Home Loan Application for Small Cities Development Program (SCDP) Gap Funds. Passed unanimously.

Staff requested approval of a Federal Home Loan Application for Goodhue County Rural Rehab. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the Federal Home Loan Application for Goodhue County Rural Rehab. Passed unanimously.

Staff requested approval to add a position of Accounting Technician I. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the addition of the position of Accounting Technician I. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. Staff representing each department and function were present. A lengthy discussion occurred outlining the challenging environment and recent legislative impacts. The Board acknowledged staffs' dedication to the SEMMCHRA mission and thanked them for their public service. Staff shared their program reports and their progress on meeting agency goals. Patrick Michener was introduced to the Board and he provided updates on current grants in progress and new grants on the horizon.

Staff reviewed and requested acceptance of the March 31, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Keehn and seconded by Commissioner Ward to accept the March 31, 2024, 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 Executive Director shared updates on the State Rental Assistance and the need to look at all options for the administration of this program, including other organizations. Highlights from the staff updates on risk mitigation – financially and legally – were reiterated again. Impacts of “source of income” legislation and perceived tenant protection legislation was discussed in more detail. The Executive Director also shared concerns on the inability to use SAHA funding into housing trust funds for administration costs. The Wabasha Housing Trust Fund is in the process of setting up its ordinance. Staff are waiting for follow-up and feedback from Winona County on their ordinance. There will be follow-up with the County Administrators on the SAHA administrative cost concerns.

OLD BUSINESS:

Staff requested approval of the “Bring It Home Initiative” Goodhue County Trust Fund application recommendations. Motion was made by Commissioner Keehn and seconded by Commissioner Toquam to approve the “Bring It Home Initiative” Goodhue County Trust Fund application recommendations. Passed unanimously. The Goodhue County Housing Trust Fund Committee and finally, the Goodhue County Board will act on final approval of this recommendation.

NEW BUSINESS:

Staff requested Board approval by resolution of the 2024 Housing Study, Salary Schedule, Implementation Plan and to update Section 3-12 Positions, Pay Grades and Salary Schedules of the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Anderson, read in full and considered:

24/04/17/01

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

AYES
Rich Hall

NAYES
Marcia Ward

Rhonda Toquam
Robert Keehn
Brad Anderson
Laura Mielke
Erik Sievers

Commissioner Anderson thereupon declared said motion carried and resolution adopted.

Staff requested approval for Executive Director to explore the options to sell Skyview Apartments in Caledonia, MN, Houston County and bring back the options to the Board at a future meeting for further consideration. Motion was made by Commissioner Toquam and seconded by Commissioner Hall to approve the Executive Director to explore the options to sell Skyview Apartments in Caledonia, MN, Houston County. Passed unanimously.

There being no further business to come before the Board, Commissioner Anderson declared the meeting 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 April 17, 2024, at which the majority of the members of said Board were present.

(SEAL)



Rodney Peterson, 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 MAY 2024**

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:

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

Absent: Brad Anderson and Marcia Ward

Others Present: Buffy Beranek and Patty Heraty

Commissioners Laura Mielke and Rhonda Toquam attended the meeting remotely for personal or professional reasons.

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

The minutes were reviewed from the regular meeting held on Wednesday April 17, 2024. Motion was made by Commissioner Peterson and seconded by Commissioner Sievers to approve the minutes from the regular meeting held on Wednesday, April 17, 2024. Passed unanimously.

Staff requested approval of an update to the Family Self Sufficiency Action Plan. Motion was made by Commissioner Peterson and seconded by Commissioner Sievers to approve the update to the Family Self Sufficiency Action Plan. Passed unanimously.

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

Staff reviewed and requested acceptance of the April 30, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Keehn and seconded by Commissioner Mielke to accept the April 30, 2024, 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 Executive Director shared updates on the State Rental Assistance, SCDP grant status, and legislative updates. Housing Trust Funds and SAHA continued to be discussed. The Executive Director also shared tenant issues and concerns.

OLD BUSINESS:

The Executive Director provided an update on Skyview Apartments and MHFA feedback. Bond documents are being reviewed and two mortgage satisfactions are being pursued.

NEW BUSINESS:

Staff requested Board approval by resolution to approve the 5-Year Capital Fund Program Action Plan. This item was pulled from consent by Commissioner Peterson for discussion and explanation of SEMMCHRA annual planning and budgeting process. The resolution was introduced by Commissioner Key, read in full and considered:

24/05/15/01

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

AYES	NAYES
Rich Hall	
Cheryl Key	
Rodney Peterson	
Robert Keehn	
Laura Mielke	
Erik Sievers	
Rhonda Toquam	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Preliminary 2025 Levy Budgets after Patty Heraty shared the details of the budgets and assumptions. The resolution was introduced by Commissioner Key, read in full and considered:

24/05/15/02

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

The Chairperson thereupon declared said motion carried and resolution adopted.

The Executive Director provided an update on Small Cities Development Program (SCDP) extensions and 2024/2025 impact.

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

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

Staff reviewed the 2023 Lake Pepin Plaza, LLC audit with the Board. Motion was made by Governor Keehn and seconded by Governor Peterson to accept the 2023 audit and report. Passed unanimously.

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

There being no further business to come before the Board, the motion was made by Governor Key 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 15, 2024, at which the majority of the members of said Board were present.

(SEAL)


Rodney Peterson, 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 26th DAY OF June 2024**

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:

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

Absent: Robert Keehn

Others Present: Buffy Beranek, Patty Heraty, Brian Opsahl

Commissioners Laura Mielke, Rhonda Toquam, Eric Sievers, and Marcia Ward attended the meeting remotely for personal or professional reasons.

The agenda was reviewed. Staff provided additional information for item 4D for the Board to review and approve. Motion was made by Commissioner Hall and seconded by Commissioner Anderson to approve the agenda. Passed unanimously.

The minutes were reviewed from the regular meeting held on Wednesday May 15, 2024. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, May 15, 2024. Passed unanimously.

Staff requested the review and acceptance of the Resident Advisory Board Minutes. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the Resident Advisory Board Minutes. Passed unanimously.

Staff requested approval of Small Cities Development Program (SCDP) grant extensions. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the Small Cities Development Program (SCDP) grant extensions. Passed unanimously.

Staff requested approval of updates to the Tenant Selection Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall approve the updates to the Tenant Selection Plan. Passed unanimously.

Staff requested approval to write-off Tenant Accounts Receivable. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the write-off of Tenant Accounts Receivable. Passed unanimously.

Brian Opsahl of Brady Martz & Associates presented the SEMMCHRA 2023 Audit. The Board asked questions and staff provided additional clarification. Brady Martz & Associates made recommendations, and the Board and Staff concurred with suggestions. The motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the 2023 audit as presented. Passed unanimously.

Staff requested Board approval by resolution of the Minnesota Housing Finance Agency (MHFA) borrowing resolution and certification of organizational documents for River Valley Apartments-Wabasha Rental

Rehabilitation Deferred Loan (RRDL). This item was pulled from consent by Commissioner Key for discussion. The resolution was introduced by Commissioner Key, read in full and considered:

24/06/26/01

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

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of Rental Rehabilitation Deferred Loan (RRDL) River Valley Apartments-Wabasha construction bid. This item was pulled from consent by Commissioner Key for discussion. Motion was made by Commissioner Anderson and seconded by Commissioner Sievers to approve Rental Rehabilitation Deferred Loan (RRDL) River Valley Apartments-Wabasha construction bid. Passed unanimously.

Staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. Specifically, rental housing tenant resolutions were shared, section 8 staffing, the housing trust funds and SCDP grants were noted.

Staff reviewed and requested acceptance of the May 31, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to accept the May 31, 2024, 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 Executive Director shared updates on tenant related law changes, upcoming State Rental Assistance meeting, requests for HRA consultation services outside our services area, legal RFP status, and legislative updates. Housing Trust Funds and SAHA administration continued to be discussed.

OLD BUSINESS:

There was no old business brought forward.

NEW BUSINESS:

Staff requested Board approval by resolution of the submission of a Resident Opportunity and Self Sufficiency (ROSS) grant application. Staff provided background information and shared the purpose of the grant with our current programs and staffing model. The resolution was introduced by Commissioner Key, read in full and considered:

24/06/26/02

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval to contract out Housing Choice Voucher Coordinator Training. Staff shared the reasons for the request and recent changes in program requirements. The high program utilization rates make this request financially feasible. Legal was consulted and contract has been drafted. Motion was made by Commissioner Peterson and seconded by Commissioner Sievers to approve to contract out Housing Choice Voucher Coordinator Training. Passed unanimously.

There being no further business to come before the Board, the motion was made by Commissioner Key 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 26, 2024, at which the majority of the members of said Board were present.

(SEAL)

Rodney R. Peterson

Rodney R. Peterson (Aug 7, 2024 08:35 CDT)

Rodney Peterson, 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 July 2024**

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:

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

Absent: Erik Sievers, Rodney Peterson

Others Present: Buffy Beranek, Sara Fuher, Patrick Michener, Tammy Moyer, Bobbi Willers

Commissioners Laura Mielke and Rich Hall attended the meeting remotely for personal or professional reasons.

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

The Oath of Office to be read by Rodney Peterson thereby swearing in Commissioner Peterson was tabled.

The minutes were reviewed from the regular meeting held on Wednesday June 26, 2024. Motion was made by Commissioner Ward and seconded by Commissioner Keehn to approve the minutes from the regular meeting held on Wednesday, June 26, 2024. Passed unanimously.

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

24/07/17/01

Commissioner Ward 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
Rich Hall	
Cheryl Key	
Marcia Ward	
Laura Mielke	
Rhonda Toquam	
Brad Anderson	
Rob Keehn	

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.

Staff reviewed and requested acceptance of the June 30, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to accept the June 30, 2024, 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 Executive Director shared updates on tenant related law changes, upcoming State Rental Assistance meeting, requests for HRA consultation services outside our services area, legal RFP status, and legislative updates. Housing Trust Funds and SAHA continued to be discussed.

OLD BUSINESS:

The Executive Director provided an update on the RFP for Legal Services.

NEW BUSINESS:

Staff requested approval of a resolution approving to set a public hearing for the Annual PHA Plan, Family Self Sufficiency Action Plan and Capital Fund Program Plan on Wednesday September 25, 2024, at 10:05 AM. The resolution was introduced by Commissioner Key, read in full and considered:

24/07/17/02

Commissioner Keehn 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	
Cheryl Key	
Laura Mielke	
Marcia Ward	
Brad Anderson	
Robert Keehn	
Rhonda Toquam	

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 Key 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 17, 2024, at which the majority of the members of said Board were present.

(SEAL)


Cheryl Key (Sep 9, 2024 14:49 CDT)

Cheryl Key, Chairperson