

**EXTRACTS FROM THE MINUTES OF THE REGULAR MEETING OF THE  
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING  
AND REDEVELOPMENT AUTHORITY HELD ON THE 15<sup>th</sup> DAY OF JANUARY 2025**

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	Rodney Peterson	Laura Mielke
Cheryl Key	Rhonda Toquam	Marcia Ward	Erik Sievers

Absent: Brad Anderson

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

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

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

The Oath of Office by Marcia Ward was delayed until February Board meeting.

The Oath of Office was read and signed by Cheryl Key and was notarized thereby swearing in Commissioner Key for the term ending January 15, 2030.

The minutes were reviewed from the regular meeting held on December 18, 2024. Motion was made by Commissioner Ward and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, December 18, 2024. Passed unanimously.

Staff requested approval to apply for State Bring It Home Rental Assistance Program. Motion was made by Commissioner Ward and seconded by Commissioner Hall to approve the approval to apply for State Bring It Home Rental Assistance Program. Passed unanimously.

Staff requested approval to submit an application to Minnesota Housing's Publicly Owned Housing Program (POHP). Motion was made by Commissioner Ward and seconded by Commissioner Hall to approve the submission of an application to Minnesota Housing's Publicly Owned Housing Program (POHP).

Staff requested approval of additional capital work not previously approved on a Capital Plan and approval of bids. Motion was made by Commissioner Ward and seconded by Commissioner Hall to approve of additional capital work not previously approved on a Capital Plan and approval of bids.

Department staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly mental health, new staff and the system changes. All administrative plans have been updated, and a new property manager has been hired. The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. Staff shared the needs, by community, to utilize all SCDP grant funds. Community Development has made great strides in fostering demand and stimulating interest with extensive marketing.

Capital improvement work was less in 2024 with the focus on unit turns and maintenance updates. In 2025, Wabasha Apartments, Riverview Apartments, and Countryside Way will undergo substantial rehab projects, which are funded and planned. The Section 8 program lease-up continues to be slightly overutilized. Staff reported on the speculative 2025 appropriations for the Section 8 program and plan for the funding to remain flat which will likely decrease the number of vouchers issued in 2025 and therefore underfund administration. The per unit administrative funding is not anticipated to increase with the newly elected Administration. Staff discussed the State's Bring It Home Voucher program. SEMMCHRA intends to apply and is actively working with the MHFA and Legislature to make necessary administrative changes to the program which are critical before accepting the award. Continued focus on the FSS program and new participant program development is a key issue.

Staff reviewed and requested acceptance of the preliminary unaudited December 31, 2024, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Sievers and seconded by Commissioner Keehn to accept the preliminary unaudited December 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. Positive comments from staff were shared with the Board regarding the new salary step system and management philosophy. All agreed that keeping a performance-based system is favorable for individual and operational performance and aligning policy and expectations are key.

#### **OLD BUSINESS:**

There was no old business brought forward for discussion or action.

#### **NEW BUSINESS:**

There was no new business brought forward for discussion or action.

There being no further business to come before the Board, the 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 January 15, 2025, at which the majority of the members of said Board was present.

(SEAL)

Rodney R Peterson  
Rodney R Peterson (Feb 20, 2025 11:23 CST)

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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 19<sup>th</sup> DAY OF FEBRUARY 2025**

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

Absent: Robert Keehn

Others Present: Buffy Beranek

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

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

The Oath of Office was read and signed by Rhonda Toquam and was notarized thereby swearing in Commissioner Toquam for the term ending February 19, 2030.

The minutes were reviewed from the regular meeting held on January 15, 2025. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, January 15, 2025. Passed unanimously.

Staff requested Board approval by resolution to approve the Section 8 Housing 2025 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

25/02/19/01

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Public Housing 2025 Utility Allowance. The resolution was introduced by Commissioner Key, read in full and considered:

25/02/19/02

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Fiscal Year End 2024 SEMAP Certification. The resolution was introduced by Commissioner Key, read in full and considered:

25/02/19/03

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the purchase of a new central office vehicle. The resolution was introduced by Commissioner Key, read in full and considered:

25/02/19/04

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to incorporate Executive Director Title Changes to By-Laws and SEMMCHRA Operations. The resolution was introduced by Commissioner Key, read in full and considered:

25/02/19/05

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of an Architectural Review Decision. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve an Architectural Review Decision. Passed unanimously.

Staff requested approval of changes to the SEMMCHA Business Continuity Plan and the SEMMCHRA Emergency Action Plan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve changes to the SEMMCHA Business Continuity Plan and the SEMMCHRA Emergency Action Plan. Passed unanimously.

Staff requested approval of a request to waive the debt-to income requirement for Owner's Match Loan. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve a request to waive the debt-to income requirement for Owner's Match Loan. Passed unanimously.

Staff requested approval to apply for Wabasha, Winona and Goodhue County local housing trust funds through the request for proposal process. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve applications for local housing trust funds. Passed unanimously.

Department staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports, along with status on meeting agency standards. Overall SEMMCHRA is positioned well with expected Federal funding changes. SEMMCHRA is not aware of any specific funding or program changes currently.

The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly mental health. Staff are excited about the partnership with Hiawatha Valley Mental Health. Maintenance staff are continuing to improve and score well on independent inspections.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. Staff shared the needs, by community, to utilize all SCDP grant funds. Community Development has made great strides in fostering demand and stimulating interest with extensive marketing. In 2025, Wabasha Apartments, Riverview Apartments, and Countryside Way will undergo substantial rehab projects, which are funded and planned. The SEMMCHRA grant writer is preparing to write nine (9) grants by the end of April. Staff are not planning for extensions to be approved for open and existing grants.

The Section 8 program lease-up continues to be slightly overutilized. The Board noted the ten (10) percent decrease in families served. Staff reported on the speculative 2025 appropriations for the Section 8 program and plan for the funding to remain flat which will likely decrease the number of vouchers issued in 2025 and therefore underfund administration. Staff and the Board discussed the need for capacity and comparison analysis. It was particularly noted for the need to apply for the Bring It Home voucher through MHFA and ability to absorb the new program with current staffing levels to assist with overall expected rental assistance shortfalls. The per unit administrative funding is not anticipated to increase with the newly elected Administration. Staff discussed the State's Bring It Home Voucher program. SEMMCHRA intends to apply and is actively working with the MHFA and Legislature to make necessary administrative changes to the program which are critical before accepting the award. Continued focus on the FSS program and new participant program development is a key issue.

Staff reviewed and requested acceptance of the final December 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 Sievers to accept the final December 31, 2024, financial statements. Passed unanimously.

Staff reviewed and requested acceptance of the January 31, 2025, financial statements. The current financial notes and commentary were reviewed with the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Sievers to accept the final unaudited January 31, 2025, financial statements. Passed unanimously.

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

The Chief Executive Officer 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. The CEO reminded the Board of education opportunities included in the handbook and online webinars. Staffing and hiring were discussed. Staff will send the legislative district profiles to the Board following the meeting.

**OLD BUSINESS:**

There was no old business brought forward for discussion or action.

**NEW BUSINESS:**

The Chief Executive Officer provided an update on 2024 Agency Goal Outcomes.

The Chief Executive Officer shared a staffing update. Consultants are being utilized to temporarily assist staff with procedures and to assess capacity, process and system usage. Capacity and Agency needs are being considered with all positions.

There being no further business to come before the Board, the 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 January 15, 2025, at which the majority of the members of said Board was present.

(SEAL)

Rodney R. Peterson  
Rodney R. Peterson (Mar 22, 2025 08:33 CDT)

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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 19<sup>th</sup> DAY OF MARCH 2025**

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      Rodney Peterson      Brad Anderson      Robert Keehn      Rhonda Toquam  
Cheryl Key

Absent: Erik Sievers, Marcia Ward and Laura Mielke

Others Present: Buffy Beranek

Commissioners Rodney Peterson, Rich Hall, Cheryl Key and Rhonda Toquam attended the meeting remotely for personal or professional reasons.

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

The minutes were reviewed from the regular meeting held on February 19, 2025. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the minutes from the regular meeting held on Wednesday, February 19, 2025. Passed unanimously.

Staff requested Board approval by resolution to approve for authority to sign when Executive Director is absent and staff for signing transfers and transmittal of banking funds. The resolution was introduced by Commissioner Key, read in full and considered:

25/03/19/01

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to decertify a lot in the Kenyon Countryside Meadow TIF District. The resolution was introduced by Commissioner Key, read in full and considered:

25/03/19/02

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
Brad Anderson	
Rodney Peterson	
Rich Hall	
Cheryl Key	
Rhonda Toquam	
Rob Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

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

Staff requested Board approval by resolution to change the SEMMCHRA Bylaws. The resolution was introduced by Commissioner Key, read in full and considered:

25/03/19/03

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

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of changes to the Capital Plan for Pepin Apartments. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve changes to the Capital Plan for Pepin Apartments. Passed unanimously.

Staff requested approval of changes to the Capital Plan for Heritage Hills. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve changes to the Capital Plan for Heritage Hills. Passed unanimously.

Staff requested approval to write-off accounts receivables. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the write-off of accounts receivable. Passed unanimously.

Department staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports and narratives provided by each department, along with status on meeting agency standards.

The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly mental health related issues and the impact on staff capacity. Staff are excited about the partnership with Hiawatha Valley Mental Health. Maintenance staff are continuing to improve and score well on independent inspections. Noted and approved expenditures were discussed in detail.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. The grant needs were shared to utilize all SCDP grant funds. Community Development has made great strides in fostering demand and stimulating interest with extensive marketing. In 2025, Wabasha Apartments, Riverview Apartments, and Countryside Way are planned to undergo substantial rehab projects, which are funded through MHFA, SCDP, and Goodhue County Housing Trust Fund/MHFA. The SEMMCHRA grant writer is preparing to write ten (10) grants by the end of April. Staff have recently discussed grant extensions with funders and request the SEMMCHRA Board to approve requesting extensions for grants that need additional time for applications, construction completions and contractor availability.

The Section 8 program lease-up continues to be slightly overutilized while overall families served is down. The Board noted the ten (10) percent decrease in families served. Staff will be bringing forward a budget amendment related to the Section 8 administrative funding in the approved federal government continuing resolution. Preliminary estimates are an administrative shortfall. Comparable staffing capacity at other HRAs and mulit-county HRAs were shared. The MHFA Bring It Home rental assistance vouchers (approximately 50) may be able to be absorbed by some of the capacity with current staffing levels. This may in turn, assist with overall expected rental assistance shortfalls. The Bring It Home program risks as a current two-year grant without incremental rental assistance funding in year two were shared. SEMMCHRA intends to apply and is actively working with the MHFA and Legislature to make necessary administrative changes to the program which staff believe are critical before accepting the award. The CEO was successful in obtaining a waiver for 20 percent of the FSS Coordinator grant to be used to complete Section 8 Coordinator work for FSS participants. This will streamline the process and provide additional capacity for the Section 8 program coordinator work. Currently, 30+ vouchers could be moved to this position and up to 50+ as the FSS program grows.

February 28, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. The Board has been provided with an update on the need for two budget revisions in April. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to accept the February 28, 2025, financial statements. Passed unanimously.

An update on the Auditing Reporting Changes for SCDP Grants was provided by staff. Administrative revenue and expenses will continue to flow through SEMMCHRA financials. Rehabilitation revenue and expenses will flow through as a pass through from the cities.

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

The Chief Executive Officer 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 Report. Housing committee work and individual legislative meetings will occur for the CEO throughout the session. The CEO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD "Lead the Way" quick reference guides are continuing to be included in

monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail.

### **OLD BUSINESS:**

The Chief Executive Officer provided an update on Bring It Home Rental Assistance. Acceptance of the program risks were shared, which primarily focused on the flat funding for rental assistance, expected number of vouchers to be leased, and the potential impact on administrative funding.

The Board was asked to consider and established the service coverage area for Bring It Home Rental Assistance Program. After discussion it was decided it should match all other funding applications and be the official HRA jurisdiction of Wabasha County, Dodge County, Winona County excluding the City of Winona, and Goodhue County excluding the City of Red Wing. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to approve the service coverage area for Bring It Home Rental Assistance Program. Passed unanimously.

Budget approval for the administration of the Bring it Home rental assistance program will be brought forward in April for approval by the Board. The program is designed to be a shrinking program, with rental assistance remaining flat per current legislative language.

The Chief Executive Officer provided an update on staffing, planning and capacity.

### **NEW BUSINESS:**

The Chief Executive Officer shared the notification and implications of HUD Comprehensive Compliance Monitoring Review (CCMR).

The Chief Executive Officer brought forth a discussion of about 2026 Agency & Levy Budget Planning. Staff capacity, cross-training for the future, prior noted risk mitigation and ability to cover leaves of absence were discussed. Funding for a CFO/Fiscal Director, Community Development Director, a Housing Navigator, Section 8 Program shortfalls, and the State employer paid leave program expense will all be brought forward in the preliminary request. The positions will need to be funded in a combination of ways. Existing programs are planned to continue. The preliminary budget will be presented at the May meeting.

Staff requested approval to submit and execute requests for extensions for necessary Small Cities Development Program grants. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the submission and execution of requests for extensions for the necessary Small Cities Development Program grants. Passed unanimously.

Staff requested Board approval by resolution to submit a final Small Cities Development Program application for the city of Wanamingo. The resolution was introduced by Commissioner Key, read in full and considered:

25/03/19/04

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

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to submit a final Small Cities Development Program application for the city of Plainview. The resolution was introduced by Commissioner Key, read in full and considered:

25/03/19/05

Commissioner Key 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	
Rodney Peterson	
Rich Hall	
Cheryl Key	
Rhonda Toquam	
Rob Keehn	

The Chairperson thereupon declared said motion carried and resolution adopted.

There being no further business to come before the Board, the 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 19, 2025, at which the majority of the members of said Board was present.

(SEAL)

Rodney R. Peterson  
Rodney R. Peterson (Apr 18, 2025 20:17 CDT)

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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 16<sup>th</sup> DAY OF APRIL 2025**

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	Rodney Peterson	Brad Anderson	Robert Keehn	Rhonda Toquam
Cheryl Key	Erik Sievers	Marcia Ward	Laura Mielke	

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

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

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

The minutes were reviewed from the regular meeting held on March 19, 2025. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to approve the minutes from the regular meeting held on Wednesday, March 19, 2025. Passed unanimously.

Staff requested Board approval by resolution to approve the Revenue Recapture Policy. The resolution was introduced by Commissioner Key, read in full and considered:

25/04/16/01

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Capitalization, Inventory, Disposition Policy. The resolution was introduced by Commissioner Key, read in full and considered:

25/04/16/02

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Department staff reviewed the monthly Rental Assistance, Rental Housing, and Community Development Program Reports and narratives provided by each department, along with status on meeting agency standards.

The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly mental health related issues and the impact on staff capacity. Staff are excited about the partnership with Hiawatha Valley Mental Health. Maintenance staff are continuing to improve and score well on independent inspections. Noted and approved expenditures were discussed in detail.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. The grant needs were shared to utilize all SCDP grant funds. Community Development has made great strides in fostering demand and stimulating interest with extensive marketing. In 2025, Wabasha Apartments, Riverview Apartments, and Countryside Way are planned to undergo substantial rehab projects, which are funded through MHFA, SCDP, and Goodhue County Housing Trust Fund/MHFA. The SEMMCHRA grant writer is preparing to write ten (10) grants by the end of April. Staff have recently discussed grant extensions with funders and request the SEMMCHRA Board to approve requesting extensions for grants that need additional time for applications, construction completions and contractor availability.

The Section 8 program lease-up continues to be slightly overutilized while overall families served is down. The Board noted the ten (10) percent decrease in families served. Staff will be bringing forward a budget amendment related to the Section 8 administrative funding in the approved federal government continuing resolution. Preliminary estimates are an administrative shortfall. Comparable staffing capacity at other HRAs and multi-county HRAs were shared. The MHFA Bring It Home rental assistance vouchers (approximately 50) may be able to be absorbed by some of the capacity with current staffing levels. This may in turn, assist with overall expected rental assistance shortfalls. The Bring It Home program risks as a current two-year grant without incremental rental assistance funding in year two were shared. SEMMCHRA intends to apply and is actively working with the MHFA and Legislature to make necessary administrative changes to the program which staff believe are critical before accepting the award. The CEO was successful in obtaining a waiver for 20 percent of the FSS Coordinator grant to be used to complete Section 8 Coordinator work for FSS participants. This will streamline the process and provide additional capacity for the Section 8

program coordinator work. Currently, 30+ vouchers could be moved to this position and up to 50+ as the FSS program grows.

March 31, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the March 31, 2025, financial statements. Passed unanimously.

Staff requested Board approval by resolution to approve the revision of the Section 8 budget. The resolution was introduced by Commissioner Key, read in full and considered:

25/04/16/03

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

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested approval of the Bring It Home State Rental Assistance budget. Motion was made by Commissioner Peterson and seconded by Commissioner Ward to approve the Bring It Home State Rental Assistance budget. Passed unanimously.

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

The Chief Executive Officer 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 Report. Housing committee work and individual legislative meetings will occur for the CEO throughout the session. The CEO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD “Lead the Way” quick reference guides are continuing to be included in monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail.

#### **OLD BUSINESS:**

The Chief Executive Officer provided an update on Bring It Home Rental Assistance Program. Acceptance of the program risks were shared, which primarily focused on the flat funding for rental assistance, expected number of vouchers to be leased, and the potential impact on administrative funding.

The Chief Executive Officer provided updates on staffing, funding, planning and capacity.

Staff initiated a discussion on and recommendations for 2026 levy requests.

Staff requested approval of open position postings and job classification changes. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve open position postings and job classification changes. Passed unanimously.

The Chief Executive Officer provided an update on the HUD Comprehensive Compliance Monitoring Review (CCMR).

Staff provided an update on the Small Cities Development Program (SCDP) extensions.

**NEW BUSINESS:**

Staff requested approval of housing trust fund application recommendations for Goodhue County. Motion was made by Commissioner Keehn and seconded by Commissioner Sievers to approve the housing trust fund application recommendations for Goodhue County. Passed unanimously.

Staff requested approval of housing trust fund application recommendations for Wabasha County. Motion was made by Commissioner Anderson and seconded by Commissioner Mielke to approve the housing trust fund application recommendations for Wabasha County. Passed unanimously.

Staff requested approval of housing trust fund application recommendations for Winona County. Motion was made by Commissioner Anderson and seconded by Commissioner Sievers to approve the housing trust fund application recommendations for Winona County. Passed unanimously.

The Chief Executive Officer reminded Board members of the conflict-of-interest forms.

The Chief Executive Officer advised of forthcoming personnel policy changes.

There being no further business to come before the Board, the 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 April 16, 2025, at which the majority of the members of said Board was present.

(SEAL)

Rodney R. Peterson  
Rodney R. Peterson (Jun 4, 2025 06:38 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 21<sup>st</sup> DAY OF MAY 2025**

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 a meeting.

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

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

Others Present: Buffy Beranek and Patty Heraty

Commissioners Marcia Ward and Rhonda Toquam attended the meeting remotely for personal or professional reasons.

Commissioners Erik Sievers, Laura Mielke and Robert Keehn were absent.

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

The minutes were reviewed from the regular meeting held on April 16, 2025. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the minutes from the regular meeting held on Wednesday, April 16, 2025. Passed unanimously.

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

25/05/21/01

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

AYES	NAYES
Brad Anderson	
Rodney Peterson	
Rich Hall	
Cheryl Key	
Rhonda Toquam	
Marcia Ward	

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested approval of job title and description changes for Family Self Sufficiency Coordinator and Community Development Administrator. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve job title and description changes for Family Self Sufficiency Coordinator and Community Development Administrator. Passed unanimously.

Staff requested approval of request for subordination. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the request for subordination. Passed unanimously.

Staff requested Board approval by resolution to approve a new bank account for Section 8 and the designation of signers. The resolution was introduced by Commissioner Key, read in full and considered:

25/05/21/02

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

AYES	NAYES
Brad Anderson	
Rodney Peterson	
Rich Hall	
Cheryl Key	
Rhonda Toquam	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

The rental housing occupancy rates were shared with the Board as well as the issues facing property management, particularly mental health related issues and the impact on staff capacity. Maintenance staff are continuing to improve and score well on independent inspections. Inspections from MHFA, HUD, and USDA were discussed. Staff noted their pushback on funders and need to advocate staggering the workload for staff. Regulatory impacts on staff were discussed.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. The grant needs and expectations were shared to utilize SCDP grant funds. Community Development has made great strides in fostering demand and stimulating interest with extensive marketing. Staff have recently discussed grant extensions with funders and staff have a plan for extensions that need additional time for applications, construction completions and/or contractor availability. The Community Development Grant Writer has well positioned SEMMCHRA and its affiliates with successful awards for 2025/26 capital work on projects.

The Section 8 program lease-up continues to be slightly underutilized now that total funding has been made available. The overall number of families served is down. The Board noted the ten (10) percent decrease in families served. Preliminary estimates are an administrative shortfall into 2026. No updates were provided on the MHFA Bring It Home rental assistance vouchers (approximately 50). The CEO was successful in obtaining a waiver for 20 percent of the FSS Coordinator grant to be used to complete Section 8 Coordinator work for FSS participants. This will streamline the process and provide additional capacity for the Section 8 program coordinator work. Currently, 30+ vouchers could be moved to this position and up to 50+ as the FSS program grows. Staff continue to interview to fill a part time FSS Coordinator position.

April 30, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept the April 30, 2025, financial statements. Passed unanimously.

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

The Chief Executive Officer 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 Report. Housing committee work and individual legislative meetings occurred for the CEO throughout the session. The CEO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD "Lead the Way" quick reference guides are continuing to be included in monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail. Staff will bring back to the Board in June the option and cost of utilizing recruiting services for the CFO position to attract prior housing, financing and regulatory experience.

#### **OLD BUSINESS:**

The Chief Executive Officer provided an update on Housing Trust Fund Awards in all three counties.

The Chief Executive Officer delivered an update on Small Cities Development Program (SCDP) Extensions and 2025/26 financial impact.

#### **NEW BUSINESS:**

Staff requested Board approval by resolution to approve Preliminary 2026 Levy Budgets. Staff discussed the HRA preliminary levy budget assumptions and requested approval as part of the resolution to move forward with executing benefit and rent revenue related assumptions. Staff will bring forward to the Board the assumptions requiring formal approval as part of the final Agency budget in the Fall. The resolution was introduced by Commissioner Key, read in full and considered:

25/05/21/03

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

AYES	NAYES
Brad Anderson	Marcia Ward
Rodney Peterson	
Rich Hall	
Cheryl Key	
Rhonda Toquam	

The Chairperson thereupon declared said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve changes to the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

25/05/21/04

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	
Rodney Peterson	
Rich Hall	
Cheryl Key	
Rhonda Toquam	
Marcia Ward	

The Chairperson thereupon declared said motion carried and resolution adopted.

The Chief Executive Officer provided an update on utilizing legal services for Countryside Meadow TIF District.

Staff requested the approval of the Chief Executive Officer to make this one-time additional pay grade adjustment. The motion was made by Commissioner Anderson and seconded by Commissioner Key to approve the Chief Executive Officer to make a one-time pay grade adjustment. Discussions occurred around setting precedence and staff noted the Board's words of caution. 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.

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

Staff reviewed the 2024 Lake Pepin Plaza, LLC audit with the Board. Motion was made by Governor Anderson and seconded by Governor Hall to accept the 2024 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 Hall 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 21, 2025, at which the majority of the members of said Board were present.

(SEAL)

Rodney R. Peterson  
Rodney R. Peterson (Jul 7, 2025 18:40 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 18<sup>th</sup> DAY OF JUNE 2025**

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 a meeting.

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

Rich Hall	Rodney Peterson	Brad Anderson	Rhonda Toquam	Rodney Peterson
Cheryl Key	Marcia Ward	Erik Sievers	Rob Keehn	

Others Present: Buffy Beranek, Brian Opsahl and Bryce Karel

Commissioners Marcia Ward and Laura Mielke attended the meeting remotely for personal or professional reasons.

The agenda and agenda addendum were 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 May 21, 2025. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the minutes from the regular meeting held on Wednesday, May 21, 2025. Passed unanimously.

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

Staff requested Board approval by resolution to approve changes to the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

25/06/18/01

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the Revised Goodhue County Preliminary 2026 Levy Budget. The resolution was introduced by Commissioner Key, read in full and considered:

25/06/18/02

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested approval the subordination of loan #WB557D-I1. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the subordination of loan #WB557D-I1. Passed unanimously.

Staff requested approval the subordination of loan #00605D-I1. Motion was made by Commissioner Anderson and seconded by Commissioner Toquam to approve the subordination of loan #00605D-I1. Passed unanimously.

The rental housing occupancy rates (98%) were shared with the Board as well as the continued challenges facing property management, particularly mental health-related issues and the impact on staff capacity. Maintenance staff are continuing to improve and stay ahead of backlogs and moveouts. Regulatory impacts on staff were discussed. Two new property managers have been hired, and filling of the units could be delayed with staff turnover. An upcoming retirement and temporary part-time work through the end of the year is being explored for staff training and decompression. With an ongoing open position in the fiscal department, that will create room in the budget through the end of the year. The Yardi consultant contract continues month-to-month for new staff training and process documentation.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. The grant needs and expectations were shared to utilize SCDP grant funds. Community Development has made great strides in fostering demand and stimulating interest with extensive marketing. Staff have recently secured four grant extensions to plan for additional time for applications, construction completions and/or contractor availability. The Community Development Administrator has well positioned SEMMCHRA and its affiliates with successful awards for 2025/26 capital work on projects. The new Community Development Administrator starts June 30<sup>th</sup>.

The Section 8 program lease-up continues to be underutilized now that total funding has been made available. The overall number of families served is down. The Board noted the ten (10) percent decrease in families served. Preliminary estimates are an administrative shortfall into 2026. No updates were provided on the MHFA Bring It Home rental assistance vouchers (approximately 50). The CEO was successful in obtaining

a waiver for 20 percent of the FSS Coordinator grant to be used to complete Section 8 Coordinator work for FSS participants. This will streamline the process and provide additional capacity for the Section 8 program coordinator work. Currently, 30+ vouchers could be moved to this position and up to 50+ as the FSS program grows. The Section 8 coordinator position has been vacant, and staff are working to find a return-to-work option. Business needs require a full-time coordinator position. The part time FSS Coordinator position has been filled as of July 7<sup>th</sup>.

May 31, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept May 31, 2025, financial statements. Passed unanimously.

Staff requested acceptance of the 2024 SEMMCHRA Audit as presented by Brady Martz & Associates. Motion was made by Commissioner Peterson and seconded by Commissioner Keehn to accept the 2024 SEMMCHRA Audit as presented by Brady Martz & Associates. Passed unanimously.

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

The Chief Executive Officer 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 Report. Housing committee work and individual legislative meetings occurred for the CEO throughout the session. The CEO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD “Lead the Way” quick reference guides are continuing to be included in monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail. The upcoming work schedule and vacation of the CEO was shared.

## **OLD BUSINESS:**

The Chief Executive Officer provided an update on the Fiscal Department open position. The CEO and Board discussed the option and cost of utilizing recruiting services for the CFO position to attract prior housing, financing and regulatory experience. The Board asked the CEO to pivot to a controller position if candidates are not coming in for a CFO position. Contracting for higher level financial services was discussed on an as needed option too. The Board agreed that two fiscal positions are necessary for SEMMCHRA operations, controls, system expansion and risk mitigation. Given the current market conditions, trying alternative staffing models is necessary.

## **NEW BUSINESS:**

Staff requested the approval to contract out Community Development Administrator Training. The motion was made by Commissioner Keehn and seconded by Commissioner Sievers to approve to contract out Community Development Administrator Training. Passed unanimously.

Staff requested the approval of a donation of \$10,000 from Impact Fund through Alliance Bank of Lake City and Federal Home Loan Bank. The motion was made by Commissioner Peterson and seconded by Commissioner Toquam to approve the donation of \$10,000 from Impact Fund through Alliance Bank of Lake City and Federal Home Loan Bank. 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 18, 2025, at which the majority of the members of said Board were present.

(SEAL)

*Rodney R. Peterson*

Rodney R. Peterson (Aug 5, 2025 12:33:39 CDT)

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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 16<sup>th</sup> DAY OF JULY 2025**

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 a meeting.

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

Rich Hall	Rodney Peterson	Brad Anderson	Rhonda Toquam	Rodney Peterson
Cheryl Key	Marcia Ward	Erik Sievers	Rob Keehn	

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

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

The agenda and agenda addendum were 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 June 18, 2025. Motion was made by Commissioner Keehn and seconded by Commissioner Anderson to approve the minutes from the regular meeting held on Wednesday, June 18, 2025. Passed unanimously.

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

25/07/16/01

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution of updates to the Housing Choice Voucher Program Administrative (ADMIN) Plan. The resolution was introduced by Commissioner Key, read in full and considered:

25/07/16/02

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution of updates to the Admission and Continued Occupancy Policies (ACOP) for Public Housing. The resolution was introduced by Commissioner Key, read in full and considered:

25/07/16/03

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to set a public hearing for the PHA Annual Plan, Capital Fund Program (CFP) 5-Year Action Plan, the Housing Choice Voucher Program Administrative Plan and the Admission and Continued Occupancy Policies (ACOP) for Public Housing. The resolution was introduced by Commissioner Key, read in full and considered:

25/07/16/04

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested approval to obligate restricted program income to River Valley Projects for 2025. Motion was made by Commissioner Keehn and seconded by Commissioner Anderson to approve the re-obligation of restricted program income to all Wabasha County River Valley Projects rather than just Mazeppa for 2025. Passed unanimously.

The rental housing occupancy rates (98%) were shared with the Board as well as the continued challenges facing property management, particularly mental health-related issues and the impact on staff capacity. Maintenance staff are continuing to improve and stay ahead of backlogs and moveouts. Regulatory impacts on staff were discussed. Two new property managers have been hired, and filling of the units with staff turnover has not impacted the vacancy rates. An upcoming retirement and temporary part-time work through the end of the year will be viable within the 2025 budget. This will assist staff with training and decompression. SEMMCHRA will be returning to one full-time maintenance technician in Winona. With the part-time maintenance staff retired earlier this year from RCIL properties, the part-time maintenance in Winona will be able to stay as needed to assist with Rollingstone and RCIL properties. A full-time Maintenance Supervisor position has been posted. Staff are looking for a computer system savvy individual who is also experienced in supervision, scheduling, procurement, contracts and inventory management. With an ongoing open position in the fiscal department, that will also create room in the budget through the end of the year. The Yardi consultant contract continues month-to-month for new staff training and process documentation.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. The grant needs and expectations were shared to utilize SCDP grant funds. Community Development has made great strides in fostering demand and stimulating interest with extensive marketing. Staff have recently secured four grant extensions to plan for additional time for applications, construction completions and/or contractor availability. The Community Development Administrator has well positioned SEMMCHRA and its affiliates with successful awards for 2025/26 capital work on projects. The new Community Development Administrator, Andrew Londre, started on June 30<sup>th</sup>. Andrew has had two weeks of training with Patrick in person, with Patrick's last day being July 11<sup>th</sup>. Andrews initial focus will be on SCDP Mantorville and Zumbrota grant administration which will assist the Grant Administrator in finalizing

six SCDP grants by the end of 2025. His administration training will transition to Sara Fuher, Grant Administrator. In addition, Andrew will focus on the 2025 Housing Trust Fund grant agreement and award announcements and kicking off the State Housing Trust Fund project management for Countryside Way apartments in Winona which will utilize the 2024 Housing Trust Funds as well.

The Section 8 program lease-up continues to be underutilized (92%) now that total funding has been made available. The overall number of families served is down. The Board noted the continued decrease in families served. Preliminary estimates are an administrative shortfall into 2026. No updates were provided on the MHFA Bring It Home rental assistance vouchers (approximately 50). The CEO reminded the Board of the success in obtaining a waiver for 20 percent of the FSS Coordinator grant to be used to complete Section 8 Coordinator work for FSS participants. This will streamline the process and provide additional capacity for the Section 8 program coordinator work. Currently, 30+ vouchers could be moved to this position and up to 50+ as the FSS program grows. The Section 8 coordinator position has been vacant, and this will be filled on June 29<sup>th</sup>. The Section 8 intake housing specialist position is now open. Staff are asking for the option to partially fill this with a coordinator (.50) and a .50 intake or a 1.0 coordinator if full reorganization is optimal. The part time FSS Coordinator position was filled as of July 7<sup>th</sup>.

June 30, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to accept the June 30, 2025, financial statements. Passed unanimously.

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

The Chief Executive Officer 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 Report. The CEO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD “Lead the Way” quick reference guides are continuing to be included in monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail. The FTE neutral restructuring in the Community Development and Fiscal Department was discussed and the Board agreed necessary. Continuing to move forward now with the Fiscal hire was reiterated as necessary to address the audit concerns, while waiting for funding through the 2026 HRA levy for the Community Development restructuring was agreed appropriate. The posting for the part-time temporary housing coordinator will occur in August. This may transition into a permanent position if funded through the 2026 HRA levy. The upcoming work schedule and PTO of the CEO was shared.

## **OLD BUSINESS:**

Staff requested approval of the position and job description for Comptroller. Discussion regarding the length of time for posting and number of applications for the Comptroller position and trying then alternative staffing models after two-three weeks of the posting was suggested by the Board. Motion was made by Commissioner Anderson and seconded by Commissioner Peterson to approve the position and job description for Comptroller. Passed unanimously.

## **NEW BUSINESS:**

The Chief Executive Officer provided an update on the St. Charles Southfork TIF bond debt and discussed future alternatives for the interfund loan the Board can decide on. The review of the Boards decision on the Countryside Meadow TIF, write-off/close district or simple payback of the loan were reiterated and noted for future Board decision. Financial impacts were discussed. Staff also shared the new construction

occurring by First Homes in the district. First Homes has been a long-time, valuable partner in this housing district.

Staff requested approval for the option to fill Section 8 Intake Housing Specialist as a Coordinator. Discussion regarding the different staffing models arose and the benefit of having this option. The motion was made by Commissioner Anderson and seconded by Commissioner Sievers to approve the option to fill Section 8 Intake Housing Specialist as a Coordinator. 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 July 16, 2025, at which the majority of the members of said Board were present.

(SEAL)

*Rodney R. Peterson*

Rodney R. Peterson (Sep 16, 2025 10:13:32 CDT)

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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 20<sup>th</sup> DAY OF AUGUST 2025**

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 a meeting.

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

Rich Hall	Rodney Peterson	Rodney Peterson
Cheryl Key	Marcia Ward	Rob Keehn

Absent: Brad Anderson, Erik Sievers and Rhonda Toquam

Others Present: Buffy Beranek

Commissioners Marcia Ward and Laura Mielke attended the meeting remotely for personal or professional reasons.

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

The minutes were reviewed from the regular meeting held on July 16, 2025. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the minutes from the regular meeting held on Wednesday, July 16, 2025. Passed unanimously.

Staff requested Board approval by resolution to approve the purchase of a maintenance van and trade-in vehicles. The resolution was introduced by Commissioner Key, read in full and considered:

25/08/20/01

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to Decertify Countryside Meadow TIF Lot. The resolution was introduced by Commissioner Key, read in full and considered:

25/08/20/02

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested approval of the subordination of Loan #00596D-I1. Motion was made by Commissioner Hall and seconded by Commissioner Ward to approve the subordination of Loan #00596D-I1. Passed unanimously

The rental housing occupancy rates (98%) were shared with the Board as well as the continued challenges facing property management, particularly mental health-related issues and the impact on staff capacity. Maintenance staff are overlapping service areas to compensate for staff turnover. Regulatory impacts on staff were discussed. New property managers are acclimating to SEMMCHRA systems and the HRA industry. A temporary part-time position will be posted to test the housing navigator position proposed in the 2026 budget. This will assist housing staff with training and decompression. Interviews are planned for the Maintenance supervisor and applications continue to flow in for the technician positions. Staff are looking for a computer system savvy individual who is also experienced in supervision, scheduling, procurement, contracts and inventory management. With an ongoing open Comptroller position in the fiscal department, that will also create room in the budget through the end of the year. The Yardi consultant contract continues month-to-month for new staff training, module implementation and process documentation.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. The grant needs and expectations were shared to utilize SCDP grant funds. The estimated administrative losses are \$109,000 for the SCDP grants closing in September. Moving forward, post-covid, it is critical staff stay focused and manage to complete all contracted rehabs and close out grants within the 36-month contract to mitigate administrative losses. Grant extensions should not be approved without budgeting for administrative losses. The Community Development Administrator continues to have contracted staff available as a resource for training and to assist with questions and review. Funding for this is expected to end in the next two months.

The Section 8 program lease-up continues to be underutilized (93%) now that total funding has been made available. The overall number of families served is down. The Board noted the continued decrease in families served due to the declining Federal funding. Preliminary budget estimates are an administrative shortfall in 2026. An update on the MHFA Bring It Home rental assistance vouchers (approximately 50 vouchers) was shared. The Section 8 coordinator position was filled on June 29<sup>th</sup>. The Section 8 intake housing specialist position is conducting interviews and expecting a quick fill of the position. The part time FSS Coordinator position was filled as of July 7<sup>th</sup>, and the second half of an FTE will be posted and filled as department staff are able to get the "core" program staff trained.

July 31, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to accept the July 2025 financial statements. Staff noted impacts of the TIF districts and bank debt being paid off as of today. Interfund loan write-offs were discussed for 2026 for those districts that may close. Staff noted the positive budget variance due to staffing fluctuations. Passed unanimously.

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

The Chief Executive Officer 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 Report. The CEO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD "Lead the Way" quick reference guides are continuing to be included in monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail. The FTE neutral restructuring in the Community Development and Fiscal Department was discussed and the Board continued to agree they were necessary for skill building, capacity, and risk mitigation. Continuing to move forward now with the Fiscal hire was reiterated as necessary to address the audit concerns, while waiting for funding through the 2026 HRA levy for the Community Development restructuring was agreed appropriate. The CEO provided an update on the preliminary levy discussions. The posting for the part-time temporary housing coordinator will occur in August. This may transition into a permanent position if funded through the 2026 HRA levy. The upcoming work schedule and conference attendance of the CEO was shared.

#### **OLD BUSINESS:**

The Chief Executive Officer provided an update on the MHFA Bring It Home State Voucher Program Award. An update on the due diligence items and webinar was provided. The CEO reiterated to the Board the importance of having a system solution and knowing the reporting requirements before authorizing and approving the contract with MHFA. The rental assistance director will begin work on the due diligence items and implementation in October and early November once staffing and training have stabilized.

#### **NEW BUSINESS:**

The Chief Executive Officer initiated a budget discussion to determine compensation and benefit options for 2026. The Board concurred, offering the two plans that staff are currently enrolled in makes sense and offering a third plan that would encourage staff retention through retirement. The base plan would increase the deductible to the highest silver value plan with Blue Cross and Blue Shield. No changes are proposed to the Health Savings Account contributions. The Board also concurred with the proposed salary increases. Staff noted that last year, SEMMCHRA was above industry and market average for step increases. Concurrence with these assumptions provides the CEO and Accountant guidance to finalize the 2026 Budget for the October meeting.

Staff requested Board approval by resolution of 2026 Rent Increases. Approval in September allows staff to finalize the budget in October to meet multiple funder reporting deadlines. The resolution was introduced by Commissioner Key, read in full and considered:

25/08/20/03

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

**EXTRACTS FROM THE MINUTES OF THE ANNUAL MEETING OF THE COMMISSIONERS  
OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING AND  
REDEVELOPMENT AUTHORITY HELD ON THE 17<sup>th</sup> DAY OF SEPTEMBER 2025**

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 a meeting.

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

Rich Hall	Rhonda Toquam	Brad Peterson	Erik Sievers
Cheryl Key	Marcia Ward	Rob Keehn	Laura Mielke

Absent: Rodney Peterson

Others Present: Buffy Beranek, Bob Hawley

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

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

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

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

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

The Board Chairperson, Commissioner Key, recessed the regular meeting and opened the public hearing. Motion was made by Commissioner Anderson and seconded by Commissioner Keehn to open the Public Hearing. The Executive Director explained the purpose of the public hearing and the plan processes. There were no additional comments from the public on the HUD PHA Annual Plan, the Capital Fund Plan (CFP) 5 Year Action Plan, ACOP and ADMIN Plans. 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 Anderson and seconded by Commissioner Keehn 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 August 20, 2025. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, August 20, 2025. Passed unanimously.

Staff requested Board approval by resolution to approve the HUD Plans. The resolution was introduced by Commissioner Key, read in full and considered:

25/09/17/01

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to change the policy for the 457 retirement contributions and update Section 3-11 of the SEMMCHRA Policy and Procedure Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

25/09/17/02

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

The Chairperson there upon declared and said motion carried and resolution adopted.

The various Community Development grant status', utilization risk, and market dynamics were shared again with the Board. The grant needs and expectations were shared to utilize SCDP grant funds. The estimated administrative losses are \$109,000 for the SCDP grants closing in September. Moving forward, post-covid, it is critical staff stay focused and manage to complete all contracted rehabs and close out grants within the 36-month contract to mitigate administrative losses. Grant extensions should not be approved without budgeting for administrative losses. The Community Development Administrator continues to have contracted staff available as a resource for training and to assist with questions and review. Funding for this is expected to end next month.

The rental housing occupancy rates (98%) were shared with the Board as well as the continued challenges facing property management, particularly mental health-related issues and the impact on staff capacity. Maintenance staff are overlapping service areas to compensate for staff turnover. Regulatory impacts on staff were discussed. New property managers are acclimating to SEMMCHRA systems and the HRA industry. A temporary part-time position was filled to test the housing navigator position proposed in the 2026 budget. This will assist housing staff with training and decompression. Interviews are planned for the Maintenance supervisor and applications continue to flow in for the technician positions. The Yardi consultant contract continues month-to-month for new staff training, module implementation and process documentation.

The Section 8 program lease-up continues to be underutilized. The overall number of families served is down. This creates capacity. The Board noted the continued decrease in families served due to the declining Federal funding. Preliminary budget estimates are larger than expected administrative shortfall in 2026 and demonstrating the need for additional program revenue. An update on the MHFA Bring It Home rental assistance vouchers (approximately 50 vouchers) was shared. The Section 8 intake housing specialist position was filled in September. The part time FSS Coordinator position second half of an FTE will be posted and filled as department staff are able to get the "core" program staff trained.

August 31, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. Motion was made by Commissioner Keehn and seconded by Commissioner Anderson to accept the August 2025 financial statements. Interfund loan write-offs or write-downs were discussed for 2026 for those districts. Staff noted the positive budget variance due to staffing fluctuations. Passed unanimously.

The Chief Executive Officer shared the Investments and Financial Advisor Statement.

The Chief Executive Officer provided an update about interim Financial Coverage. The Board agreed that outsourcing proposals should be considered and brought forward.

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

The Chief Executive Officer 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 Report. The CEO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD "Lead the Way" quick reference guides are continuing to be included in monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail. The FTE neutral restructuring in the Community Development and Fiscal Department was discussed and the Board continued to agree they were necessary for skill building, capacity, and risk mitigation. Continuing to move forward now with the Fiscal hire was reiterated as necessary to address the audit concerns, while waiting for funding through the 2026 HRA levy for the Community Development restructuring was agreed appropriate. Outsourcing for the comptroller position was discussed. The CEO provided an update on the hiring and recruiting. The upcoming work schedule, meetings and conference attendance of the CEO was shared and approved as part of the budget process.

**OLD BUSINESS:**

The Chief Executive Officer initiated a discussion concerning Wabasha Eagles Basin and South Fork TIF District Decertification. The Board will act in October in regards to timing and process.

**NEW BUSINESS:**

Staff requested approval of Goodhue County Rural Rehab Loan Program from Housing Trust Fund. Bob Hawley presented the program, and the Board asked questions. Motion was made by Commissioner Anderson and seconded by Commissioner Sievers to approve the Goodhue County Rural Rehab Loan Program for Housing Trust Fund. Passed unanimously.

Staff requested re-approval of Goodhue County Habitat for Humanity Grant from Wabasha County Housing Trust Fund. After much discussion this item was tabled. Bob Hawley will research the possibility of having repayment of the funds awarded to the Wabasha Housing Trust Fund if the home is sold. The Board suggested a zero percent deferred forgivable loan after 30 years, which is similar to other affordable housing financing options.

Staff requested ratifying the SEMMCHRA Hiring Committee's approval of the hiring of David Drown and Associates. Two other firms provided cost estimates. Cost, experience, and location were all considered in the decision. The motion was made by Commissioner Anderson and seconded by Commissioner Hall to ratify the approval of the hiring of David Drown and Associates for recruiting for a Chief Executive Officer position. Motion was passed with all in favor except Commissioner Ward, who voted no.

The Chief Executive Officer provided an update on the new phone system, Cytracom.

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 September 17, 2025, at which the majority of the members of said Board were present.

(SEAL)



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Rodney Peterson, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGUALR MEETING OF THE  
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING  
AND REDEVELOPMENT AUTHORITY HELD ON THE 15<sup>th</sup> DAY OF OCTOBER 2025**

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 a meeting.

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

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

Absent: Rob Keehn

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

Commissioner Laura Mielke attended the meeting remotely for personal or professional reasons.

The agenda and addendum were reviewed. Item 10C was moved to Item 6B for meeting efficiency and staff involvement. Motion was made by Commissioner Anderson and seconded by Commissioner Ward to approve the agenda. Passed unanimously.

The minutes were reviewed from the annual meeting held on September 17, 2025. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve the minutes from the annual meeting held on Wednesday, September 17, 2025. Passed unanimously.

Staff requested Board approval by resolution to apply for a Family Self Sufficiency grant. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/01

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution of the 2026 Board meeting dates. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/02

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution of the Eagle's Basin TIF Interfund Loan payment use of fund restrictions. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/03

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution of the St. Charles TIF Interfund Loan payment use of fund restrictions. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/04

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve 2026 payment standards. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/05

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested approval of an additional capital project for River Valley Apartments-Lake City. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to approve an additional capital project for River Valley Apartments-Lake City. Passed unanimously.

Staff requested Board approval by resolution to administer Bring It Home Rental Assistance Grant and approval to authorize signers to execute the grant contract agreement. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/06

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested acceptance of retirement plan funds. Motion was made by Commissioner Anderson and seconded by Commissioner Hall to accept retirement plan funds. Passed unanimously.

The Community Development and Grant Administrators provided various quarterly updates on Community Development grant statuses and awards. The grant needs and expectations were shared to utilize SCDP grant funds. The estimated administrative losses of \$109,000 for the SCDP grants closing in September were overstated; actual losses will be shared in November. The Administrators noted they have detailed project lists and standard operating guidelines for moving forward to stay focused and manage all contracted rehabs and SCDP grants within the designated contract limits to mitigate administrative losses. SCDP grants and capital projects were reviewed by the administrators. Plainview and Wanamingo were just awarded SCDP grants. The goal is to have Policy and Procedures and Environmentals completed by end of year, so the grants are ready in first quarter of 2026 to begin administration. The housing trust funds operations were reviewed by the Community Development Administrator. The RFP template and matrix will be approved in December, with only minor changes expected. The RFP for 2026 will kick off in January 2026 and be open through mid-March 2026. SEMMCHRA Board and the Goodhue County Housing Trust Fund Committee will approve recommendations in April 2026. The respective county boards will approve in April/May of 2026. Notification and funding agreements will be finalized in June/July of 2026. This timeline aligns with the budget cycle and county communications. The Community Development Administrator continues to have contracted staff available as a resource for training and to assist with questions and review. Funding for this is expected to end in late November or December.

The Housing Director provided a quarterly update to the Board. The rental housing occupancy rates (98%) were shared as well as the continued challenges facing property management, particularly mental health-related issues and the impact on staff capacity. The Housing Director shared how the current federal and state laws make property management difficult and add additional work to staff. She explained the impact on retaining staff and the result of both the Housing Director and CEO having to be involved in day-to-day operations for training and workload management. Tight budgets and limits on administrative costs make it even more difficult. Maintenance staff continue to overlap service areas to compensate for staff turnover. Regulatory impacts of funding audits and tenant rights laws on staff were discussed. New property managers are acclimating to SEMMCHRA systems and the HRA industry. A temporary part-time position was filled to test the housing navigator position proposed in the 2026 budget. This will assist housing staff with training and decompression. A maintenance supervisor and a technician were hired and now two of four maintenance technician positions are open. The Housing Director explained how this impacted management work as well. The Yardi consultant contract with Fitch and Daisy continues month-to-month for new staff training, module implementation and process documentation.

The Rental Assistance Program Director provided the quarterly update to the Board. Section 8 program lease-up continues to be underutilized (92%). The expectation is 100%. The overall number of families served is down. The Director explained how this has created capacity, however, staffing levels and turnover have made attaining program utilization difficult and may impact program scores in 2026. Staff and the Board noted the continued decrease in families served due to the declining Federal funding, keeping up with rising rents and lower incomes. Port outs and ins have increased recently. The Port Ins will be absorbed to help with utilization. Preliminary budget estimates are larger than expected administrative shortfall in 2026 and demonstrating the need for additional program revenue from the MHFA Bring It Home rental assistance vouchers (approximately 50 vouchers). The program director is expecting the first state rental assistance voucher to be issued by April 1, 2026. The program director shared the effect on staff of Federal law changes. Mental health and client assistance has impact on this department as well. The part time FSS Coordinator position second half of an FTE will be posted and filled as department staff are able to get the “core” program staff trained.

September 30, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. Motion was made by Commissioner Anderson and seconded by Commissioner Sievers to accept the September 30, 2025 financial statements. Passed unanimously.

Staff requested approval by resolutions to approve the 2026 Agency and individual Program Budgets. Staff explained the assumptions and budget line items that the Board is approving as part of the budget approval process (e.g. training, conference attendance, salary increase, etc). Staff explained the need to approve the budgets early in October with the USDA budget submission deadline of October 31<sup>st</sup>. Staff noted that a revised budget would be brought forward in December if there are material or funder required budget revisions when final levy and property insurance numbers are known.

Staff requested Board approval by resolution to approve the SEMMCHRA agency and program operating budgets. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/07

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the 2026 Public Housing and Section 8 Housing Choice Voucher Program operation budgets. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/08

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the 2026 agency budget form HUD52574 and program operating budgets. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/09

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

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

The Chief Executive Officer presented an executive summary and strategic analysis of the Housing Continuum in Goodhue County.

Staff 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 Report. The CEO/CFO reminded the Board of education opportunities included in the handbook and online commissioner webinars. HUD “Lead the Way” quick reference guides are continuing to be included in monthly Board Packets as reminders. Staffing challenges, including skill capacity, impacts on 2025/26 grant cycles, and hiring were discussed in detail. The FTE neutral restructuring in the Community Development and Fiscal Department was discussed and the Board. The 2026 Dodge County levy did not include the restructuring funding. The Board and CEO/CFO continued to agree they were necessary for skill building, capacity, and risk mitigation. The budget capacity and reserves will be used to pay for shortfalls in the interim. Outsourcing for the comptroller position was discussed and a contract will be requested to be approved. The CEO/CFO provided an update on the hiring and recruiting for the CEO position. The CEO/CFO also made the Board aware of a lot in the City of Mazeppa that was acquired from the city to construct then named Rivers Edge Apartments. A title search is being prepared, and staff will take appropriate steps upon learning more. In addition, Wabasha County made the CEO and fiscal staff aware of a 2025 levy payment issue. More information will be shared after a meeting occurs later in the week. Finally, the CEO/CFO made the Board aware that the Section 8 department was contacted by Olmsted County regarding billings. Our Section 8 staff are following up on this for a resolution in fourth quarter, so HAP funds are properly accounted for by both entities.

## **OLD BUSINESS:**

The CEO/CFO provided an update on the Rental Rehabilitation Deferred Loan (RRDL) Wabasha Apartments rehabilitation work and 2026 sidewalk repairs. Reserves or restricted funds will need to be used in 2026 to correct sidewalk grades. Work involving architects requires SEMMCHRA staff to avoid advising contractors and to ensure the specs and scope of work are coordinated only between the architect and contractor.

The CEO/CFO shared an update on the St. Charles TIF district legal follow-up. Staff confirmed the two lots sold to a builder/developer are within the income guidelines.

**NEW BUSINESS:**

An update on Salary Step hiring starting rates of pay was shared by the CEO/CFO. The Board will be asked to accept the process at the next Board meeting.

Staff requested Board approval by resolution to accept the Healthcare Insurance and Benefits plans and contributions. The two health insurance plans, like the current plans, being used by staff, will continue; however, an increase in the deductible will occur. Dental and vision insurance and contribution levels to the health savings account will continue to be offered. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/10

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	
Marcia Ward	
Rodney Peterson	
Erik Sievers	
Brad Anderson	
Laura Mielke	
Rhonda Toquam	

The Chairperson there upon declared and said motion carried and resolution adopted.

Upcoming changes to the SEMMCHRA Policy and Procedures Employee Handbook were introduced by the Chief Executive Officer. The CEO/CFO noted the paid family leave policy changes and elimination of disability insurance, health insurance changes, and the change from PTO to vacation and sick. Sick is unplanned time off and vacation is planned time off. Industry standards and legal review will be used to develop the policy. The changes are necessary for expense management and to manage operations effectively and efficiently.

Staff requested Board approval by resolution to approve to outsource the Comptroller position. The Board reviewed the contract and terms. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/11a

Commissioner Toquam 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	
Marcia Ward	
Rodney Peterson	
Erik Sievers	

Brad Anderson  
Laura Mielke  
Rhonda Toquam

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve a temporary Consultant contract. The Board reviewed the contract and terms. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/11b

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	
Marcia Ward	
Rodney Peterson	
Erik Sievers	
Brad Anderson	
Laura Mielke	
Rhonda Toquam	

Staff requested Board approval by resolution to approve to increase the Community Development Administrator contract limit. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/11c

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the sale/donation of lot for a park to the city of St. Charles. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/12

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve authority in absence of Executive Director/CEO. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/13

Commissioner Ward 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	
Marcia Ward	
Rodney Peterson	
Erik Sievers	
Brad Anderson	
Laura Mielke	
Rhonda Toquam	

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested Board approval by resolution to approve the removal of Executive Director/CEO, Buffy Beranek, as a signor from all SEMMCHRA bank accounts. The resolution was introduced by Commissioner Key, read in full and considered:

25/10/15/14

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

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

Rhonda Toquam

The Chairperson there upon declared and 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 October 15, 2025, at which the majority of the members of said Board were present.

(SEAL)

*Rodney R. Peterson*

Rodney R. Peterson (Nov 24, 2025 16:11:51 CST)

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Rodney Peterson, Secretary

**EXTRACTS FROM THE MINUTES OF THE REGUALR MEETING OF THE  
COMMISSIONERS OF THE SOUTHEASTERN MINNESOTA MULTI-COUNTY HOUSING  
AND REDEVELOPMENT AUTHORITY HELD ON THE 19<sup>th</sup> DAY OF NOVEMBER 2025**

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 a meeting.

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

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

Others Present: Buffy Beranek and Ashley Jergenson

Commissioner Laura Mielke, Marcia Ward, Rodney Peterson and Erik Sievers attended the meeting remotely for personal or professional reasons.

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

The minutes were reviewed from the regular meeting held on October 15, 2025. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to approve the minutes from the regular meeting held on Wednesday, October 15, 2025. Passed unanimously.

Staff requested Board approval by resolution to approve changes to the SEMMCHRA Policy and Procedures Employee Handbook. The resolution was introduced by Commissioner Key, read in full and considered:

25/11/19/01

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	
Marcia Ward	
Rodney Peterson	
Erik Sievers	
Brad Anderson	
Laura Mielke	
Rhonda Toquam	
Rob Keehn	

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested approval of updates to job descriptions. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to approve updates to job descriptions. Passed unanimously.

Staff requested acceptance of the Salary Step Hiring Framework. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to approve the Salary Step Hiring Framework. Passed unanimously.

Staff requested Board approval by resolution to submit MCPP application for the 2026 allocation. The resolution was introduced by Commissioner Key, read in full and considered:

25/11/19/02

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	
Marcia Ward	
Rodney Peterson	
Erik Sievers	
Brad Anderson	
Laura Mielke	
Rhonda Toquam	
Rob Keehn	

The Chairperson there upon declared and said motion carried and resolution adopted.

Staff requested approval of a Housing Trust Fund RFP Template and Scoring Matrix. Motion was made by Commissioner Keehn and seconded by Commissioner Hall to approve a Housing Trust Fund RFP Template and Scoring Matrix. Passed unanimously.

The consultant staff provided updates from the staff reports. Significant discussion occurred around the hiring of property management staff and how best to address this issue. Ideas for future consideration were noted for the new CEO and Comptroller to analyze with the Housing Director. Staff noted the housing trust fund reporting that is required and occurring with Counties and SEMMCHRA staff, the upcoming 2026 HTF RFP process and the return to the “normal” SCDP processing. The Consultant reiterated the need for and importance of the successful grant writing for 2026 SCDP grants. The consultant noted the under utilization of the Section 8 rental assistance funds and that staff are working on address a payable of approximately \$20,000 for port-out expenses which will “help” the underutilization numbers for Section 8.

October 31, 2025, financial statements were reviewed and requested to be accepted. The current financial notes and commentary were reviewed with the Board. Full financial reports were provided for all programs. The new Comptroller, Ashley Jergenson of Abdo Financial Solutions, presented the financial reports and noted key financial items. Motion was made by Commissioner Keehn and seconded by Commissioner Anderson to accept the October 31, 2025. Passed unanimously.

An executive summary was presented. Legal service response times were shared with the board. The board suggested the new CEO look into this and consider RFP for services to address areas of concern.

#### **OLD BUSINESS:**

The consultant provided an update that our attorneys are working on a workable solution for the recently identified SEMMCHRA Mazeppa lot.

The consultant provided an update on Bring It Home State Rental Assistance Program and expectation for an award contract within the next month. This program will help offset the administrative shortfall of the section 8 program. Fewer vouchers issued will be offset by the vouchers being issued with the State voucher

program. The State program is planned to run similar to the Section 8 Voucher program with added State requirements.

**NEW BUSINESS:**

Staff requested approval of 2026 Agency Goals and Standards. Staff will work on objectives for Board acceptance in December. The Board thanked the consultant for coordinating and ensuring the incoming CEO had this groundwork and goals established. Motion was made by Commissioner Toquam and seconded by Commissioner Anderson to approve the 2026 Agency Goals. Passed unanimously.

An update on the Yardi system and consultant use for 2026 system planning, training and implementation of Bring It Home Voucher system modifications was shared. The budget and plan is to use the current consultants through June. Written notification on contract termination needs to be sent by May 31<sup>st</sup>.

The new CEO and staff hiring updates were shared. The Board requested that the Consultant follow up with DDA to move up the interview date if all background and reference work was completed. The Board requested that a special board meeting be scheduled so the new CEO hiring can be ratified by the Board before the next regularly scheduled board meeting. The date of December 3<sup>rd</sup> at 10 am was proposed. This would allow for a full month of training with the consultant.

Staff requested Board approval by resolution to approve to amend the Consultant contract. The resolution was introduced by Commissioner Key, read in full and considered:

25/11/19/03

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

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

The Chairperson there upon declared and said motion carried and resolution adopted.

There being no further business to come before the Board, Commissioner Key declared the meeting adjourned.

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

Staff requested approval by resolution to name Lake Pepin Plaza, LLC Chief Manager and Treasurer. The resolution was introduced by Governor Key, read in full and considered:

25/11/19/01

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

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

The Governor Key declared said motion carried and resolution adopted

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 November 19, 2025, at which the majority of the members of said Board were present.

(SEAL)

*Rodney R. Peterson*

Rodney R. Peterson (Dec 24, 2025 16:09:03 CST)

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Rodney Peterson, Secretary