

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

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 19th 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 roll 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)

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 19th 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 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.

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

NAYES

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

NAYES

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)

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 16th 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 (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 21st 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

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

NAYES

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 18th 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 30th.

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 7th.

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)

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 16th 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 roll 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 30th. Andrew has had two weeks of training with Patrick in person, with Patrick's last day being July 11th. 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 29th. 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 7th.

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)

Rodney Peterson, Secretary