

HOUSING AND REDEVELOPMENT AUTHORITY
OF THE CITY OF SOUTH ST. PAUL

BOARD OF COMMISSIONERS
MINUTES
SPECIAL MEETING
April 4, 2022

The Special Meeting of the Housing and Redevelopment Authority of the City of South St. Paul was held on April 4, 2022 in the South St. Paul City Hall Council Chambers. Commissioner Seaberg called the meeting to order at 6:46 P.M.

The following Commissioners were present: Chair Sharon Dewey, Todd Podgorski, Jimmy Francis, Lori Hansen, Joe Kaliszewski and Tom Seaberg.

Staff was represented by: Executive Director Ryan Garcia, Tiffany Greene, Housing Programs Administrator, and Joel Hanson, City Administrator.

APPROVAL OF AGENDA

It was moved by Commissioner Kaliszewski and seconded by Commissioner Dewey to approve the agenda as presented. Motion carried.

CONSENT AGENDA

It was moved by Commissioner Kaliszewski and seconded by Commissioner Francis to approve the Consent Agenda as follows:

- A. Approval of Minutes – Special Meeting – December 6, 2021

Motion carried 6 ayes / 0 Nays

GENERAL BUSINESS

- A. Approval of Qualifications and Enter into Contract with Finn Daniels Architects – John Carroll and Nan McKay Properties

Ms. Greene discussed the Request for Qualifications process and advised that Finn Daniels, who has served as consulting architect to the HRA for several years, was the only respondent. Ms. Greene recommended Approval of Contract with Finn Daniels Architects.

Motion by Commissioner Hansen and seconded by Commissioner Dewey to accept preferred qualifications for architectural and engineering services and enter into a contract with Finn Daniels Architects for architectural and engineering services related to upcoming capital projects at the John Carroll and Nan McKay high rises.

Motion carried 6 ayes / 0 nays

B. Authorization of Signatories – Tenant Accounts

Ms. Greene discussed the need to update signatories on the tenant accounts at MidWestOne Bank for both public housing properties. Accounts are reconciled weekly. Ms. Greene suggested that Clara Hilger and Tiffany Greene be designated as signatories on these accounts.

Motion by Commissioner Francis and seconded by Commissioner Kaliszewski to authorize Clara Hilger, City Finance Director, and Tiffany Greene, Housing Programs Administrator as signatories for tenant accounts at John Carroll and Nan McKay properties.

Motion carried 6 ayes / 0 nays

C. Amendment to the Admissions and Continued Occupancy Policy (ACOP) – Annual Rent Increase Required by HUD – Resolution 2022-3344

Ms. Greene discussed the HUD requirement that public housing agencies must update Flat Rent Amounts based on income eligibility on an annual basis. Income eligibility and flat rents are spelled out in the Admissions and Continued Occupancy Policy (ACOP), thus an update to the ACOP is necessary at this time in order to continue to phase in these mandatory adjustments per federal policy.

Motion by Commissioner Francis and seconded by Commissioner Hansen to approve Resolution 2022-3344, approving amendments to the Public Housing Admission and Continued Occupancy Policy.


Motion carried 6 ayes / 0 nays

ADJOURNMENT

Prior to adjournment, Commissioner Hansen requested a future update relating to turnover time and the number of vacant units at the Public Housing properties.

There being no further business to come before the Board it was moved by Commissioner Kaliszewski and seconded by Commissioner Hansen to adjourn. Commissioner Seaberg declared the meeting adjourned at 6:54 PM.

Respectfully submitted,



Pam Bakken, Secretary



Sharon Dewey, Chairperson

Dated: June 6, 2022