



NOTICE AND AGENDA

July 27, 2022

A SPECIAL MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD AT 1:30 P.M. AT THE CORA MCCORVEY HEALTH & WELLNESS CENTER, 1015 NORTH 4th AVENUE, MINNEAPOLIS, MINNESOTA

The Resident Advisory Board will meet at 12:00 Noon, same date and place

Commissioners: **Tom Hoch, Chair**
 Andrea Brennan, Vice-Chair
 Mikkel Beckmen, Secretary
 Abdullahi Isse, Commissioner
 Cara Letofsky, Commissioner
 Tamir Mohamud, Commissioner
 Hon. James Rosenbaum, Commissioner
 Tessa Wetjen, Commissioner
 Faith Xiong, Commissioner

GENERAL:

- Roll Call
- Approval of Agenda
- Minutes of a Special Meeting of June 22, 2022

RESIDENT ADVISORY BOARD – RAB Chairperson Comments

EXECUTIVE DIRECTOR’S UPDATE

DISCUSSION:

1. Window Replacement at Third Avenue Towers (Laura Dykema, Director of Planning & Development)

RECEIVE AND FILE:

- Monthly Performance Report for June 2022 (Abdi Warsame, Executive Director /CEO)
- Newsletter and News Clippings (Jennifer Keogh, Deputy Executive Director)



Next Regular Meeting:

**Wednesday, August 24, 2022 - 1:30 p.m.
1001 Washington Avenue North
Minneapolis, MN 55401**

Notice: *A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.*



**MINUTES OF A SPECIAL MEETING OF THE
MINNEAPOLIS PUBLIC HOUSING AUTHORITY
IN AND FOR THE CITY OF MINNEAPOLIS
June 22, 2022**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a special meeting at 1:32 P.M. on June 22, 2022, at the Cora McCorvey Health & Wellness Center at 1015 North 4th Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

Roll Call:

The Chair called the meeting to order, the following members of the Board being present:

Tom Hoch	Chair
Andrea Brennan	Vice Chair
Mikkel Beckmen	Secretary
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner

The following members of the Board were absent:

Hon. James Rosenbaum	Commissioner
Tessa Wetjen	Commissioner
Faith Xiong	Commissioner

The following others were also present:

Abdi Warsame	Executive Director / CEO
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The Chair declared the presence of a quorum.

Approval of Agenda:

The Chair motioned to amend the proposed agenda by adding one item "Committee Appointments." Commissioner Brennan moved approval of the amended proposed agenda. The motion was seconded by Commissioner Beckmen. Upon a voice vote, the Chair declared the motion carried.

Approval of Minutes:

The Minutes of a Special Meeting of June 22, 2022, were presented for approval. Commissioner Mohamud moved the minutes be accepted as presented. The motion was seconded by Commissioner Isse. Upon a voice vote, the Chair declared the motion carried.



Resident Advisory Board (RAB):

RAB Chair Lisa Anderson declared there was a quorum, and the agenda item “Approval of the Revised Out of Town Travel Policy” was discussed and passed. Also discussed were the receive and file items: Monthly Performance Report for May and Newsletter and News Clipping.

RAB discussion items:

1. Write a letter to the Mayor and the Minneapolis Police Department concerning ongoing security issues around the MPHA high rises. The RAB discussed, voted, and passed this item.

Note: The discussion items listed below were read by the RAB Chair and the answers were provided in advance of their board meeting

2. Horn residents continued to ask for security gates and fencing installation:

Answer: At this time, it is not feasible without a major expense because of where the Fire Department’s standpipes are located. As always, MPHA will continue to seek additional funding for these projects, and look at options during 2023 budget planning. And 3116 Oliver recently had perimeter security fencing installed

3. Need Securitas to proactively patrol the parking lots and outdoor sitting areas more frequently, especially at night.

Answer: Heidi will instruct the guards to patrol the outdoor areas more frequently. She wants to remind everyone to please call her and the Security Center to report incidents as they are occurring. Cameras cover most of the areas and it is much easier to pull the footage while it’s fresh. In addition, the license plate readers are great and can provide Heidi much more information to work with.

4. An incident was reported at the Elliots that a resident was lifting something from the kitchen cabinet and the cabinet fell off the wall and onto the man. The man was not hurt. Request that MPHA check all efficiencies for cabinet security.

Answer: MPHA General Contractor and Architect has identified a solution after completing a mock up in an efficient unit. This correction was completed in all efficiency units. Work started today and will be complete by Friday, June 17, 2022

5. Regarding Air Conditioning in the high-rises. Cost of living increasing, and inflation is high. Can MPHA waive the A/C payments this summer?

Answer: After doing some research, MPHA is unable to waive AC charge due to HUD rules.

6. Horn Towers appreciates the major vent cleaning. They would also like the floorboard heating vents cleaned.



Answer: The fin tubes were all cleaned at 3110 Blaisdell, 115 West 31st and at 3121 Pillsbury in 2019/2020 as part of the QMP. What wasn't cleaned at 3121 Pillsbury at that time were the vertical bathroom exhaust ducts. The bathroom ducts will be put on a three-year cleaning schedule.

Executive Director's Update:

In an effort to keep MPHA Commissioners, staff and the public informed regarding significant activities being addressed by the Agency, Executive Director Warsame spoke briefly on the topics shown below, upon which the Board took no official action:

- On June 14, 2022, MPHA held an open house on the completion of the landmark \$27 million renovation of the 60-year-old Elliot Twin Towers. Numerous local elected officials participated, including the mayor, as well as MPHA residents, staff, and the various partners who made the transformation possible. The responses received have been overwhelmingly positive and thanks to the MPHA Team involved and the board's support everyone was able to celebrate this tremendous accomplishment
- Executive cabinet meets weekly. This is the agency's primary brain trust, and consists of Executive Director/CEO, Deputy Executive Director, Chief Financial Officer, and General Counsel. Since installing the executive cabinet and executive leadership team structures, the team has been able to make agency-wide decisions more collaboratively and has had robust discussions around some of the biggest challenges and opportunities before the agency. The Executive Cabinet meets biweekly with the executive leadership team in addition to the Executive Director/CEO's weekly or biweekly one-on-one meetings with each individual executive leader. Overall, the agency continues to work in fewer silos and solves problems more collaboratively.
- We are adding two new positions to the agency leadership ranks focused on operations: The Director of Affordable Property Operations and the Assistant Director of Operations. The Director of Affordable Property Operations will manage and oversee the planning, coordinating, and management of MPHA's non-Section 9 affordable housing properties. The Assistant Director of Operations will be directly supporting the Director of Operations in leading and managing the operations team. We are still in the early stages of recruitment and interviewing candidates for these roles.

(The Executive Director's full report will be filed with these minutes)

Item No. 1: Revised Out of Town Travel Policy

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Mohamud seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2023]



Receive and File Items:

The following items were received and filed by the Board:

- The Monthly Performance Report for May 2022. [See Document No. 2024]
- Newsletter and News Clippings [See Document No. 2025]

Announcement:

The Director of Policy & Strategic Initiatives Kyle Hanson worked for the MPHA a total of 16 years and today's board gathering is his last meeting, because he's leaving the agency for Agate Housing as its new Executive Director. Vice-Chair Brennan acknowledged him for his service and leadership with the MPHA and his work with the residents.

Committee Appointments:

Chair Hoch appointed each Commissioner to the following Standing Committees:

Executive Committee:

Chair Hoch (Chair)
Commissioner Rosenbaum
Commissioner Mohamud
Vice Chair Brennan

Resident Services Committee:

Commissioner Beckmen (Chair)
Commissioner Letofsky
Commissioner Xiong
Chair Hoch

Resident Engagement Committee:

Commissioner Wetjen (Chair)
Commissioner Isse
Chair Hoch

Adjournment:

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 1:56 p.m.

Secretary of the Board of Commissioners

Date These Minutes Approved



July 27, 2022

Agenda Item 1

REPORT TO THE COMMISSIONERS

FROM: Abdi Warsame, Executive Director / CEO

SUBJECT: Window Replacement at Third Avenue Towers

Previous Directives: The Board has previously approved the Capital Fund Program (CFP) Plan for FY 2022 as part of the Agency's 2022 Moving to Work (MTW) Annual Plan.

Resident Council Review/Recommendation: This Report will be discussed with the Resident Advisory Board (RAB) immediately prior to the Board's July 27, 2022 meeting.

Budget Impact: Expenditures will be charged to the Capital Fund Program.

Affirmative Action Compliance: The contractor is a certified Section 3 vendor and has signed an Equal Employment Opportunity / Affirmative Action Policy statement. MPHA will monitor compliance.

Procurement Review: This Report has been reviewed and approved by the Agency's Contracting Officer.

RECOMMENDATION: It is recommended that the Board of Commissioners authorize the Executive Director or his designee to execute a contract and all related documents in the amount of \$2,378,369.20 with Huot Construction and Services, Inc., for window replacement at 1707 Third Avenue South.

1707 Third Avenue South is a 22-story high-rise with 199 apartments. Despite repairs over the years, window component and adjacent exposed aggregate panel failures have allowed for water infiltration into apartments during driving rains. The scope of work includes the installation of new, double-pane insulated windows and re-covering of the existing aggregate panels.



On May 27, 2022, an invitation for bids was publicly advertised with a bid due date of June 23, 2022. The following bids were received:

Midwest Star Construction	<i>Deemed Non-Responsive</i>
Huot Construction and Services, Inc.	\$2,378,369.20
Murphy Window and Door	\$2,406,000.00
National Window Associates	\$2,450,205.00
Frerichs Construction	\$3,040,485.00
JPMI Construction	\$3,300,300.00
Timekey Enterprise	\$4,115,208.00

The lowest responsive bidder, Huot Construction and Services, Inc., has successfully completed similar projects and MPHA staff is confident they will perform well on this project.

This Report was prepared by Laura Dykema, Director of Planning & Development. For further information, please contact Ms. Dykema at (612) 702-5669 or ldykema@mplspha.org.



Monthly Performance Report

Minneapolis Public Housing Authority
Board of Commissioners
For the month ending June 30, 2022

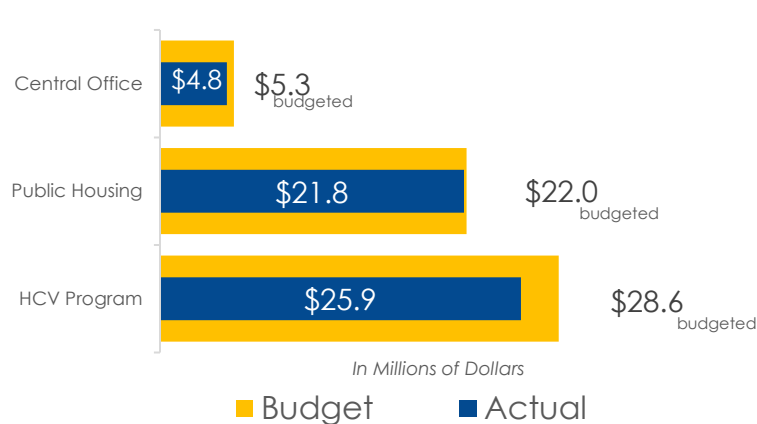
Contents

1. Financials
2. Performance of Operations
 - Public Housing Programs
 - Housing Choice Voucher Programs
3. Building Improvement and Development Projects
 - Update on Elliot Twins RAD Conversion and Scattered Sites Section 18 Process
4. Inquiry Response and Social Media

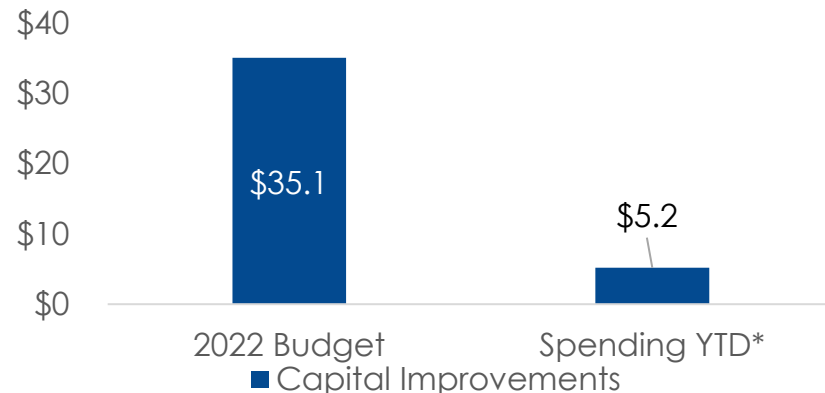
Operating Sources and Uses MTW Public Housing and Housing Choice Voucher (HCV) Program

Sources	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance	Variance %
Tenant Revenue -Rents & Other	\$ 8,910,029	\$ 8,752,525	\$ (157,504)	-2%
Public Housing Operating Subsidy	\$ 11,382,096	\$ 11,746,288	\$ 364,192	3%
HCV HAP Subsidy & Admin Fees	\$ 27,973,617	\$ 25,201,329	\$ (2,772,288)	-10%
Other Revenues, Fees, & Grants	\$ 1,107,405	\$ 1,231,966	\$ 124,561	11%
Transfers-In	\$ 124,998	\$ 147,500	\$ 22,502	18%
Total Sources	\$ 49,498,145	\$ 47,079,608	\$ (2,418,537)	-5%
Uses				
Public Housing Operations	\$ 21,998,959	\$ 21,800,889	\$ 198,070	1%
Housing Choice Vouchers	\$ 28,620,625	\$ 25,948,053	\$ 2,672,572	9%
MTW Initiatives and Other Services	\$ 147,994	\$ 15,085	\$ 132,909	90%
Total Uses	\$ 50,767,578	\$ 47,764,027	\$ 3,003,551	6%
Net Sources/(Uses)	\$ (1,269,433)	\$ (684,419)	\$ 585,014	46%

Year to Date (YTD) Expenses



MTW Capital Fund Program

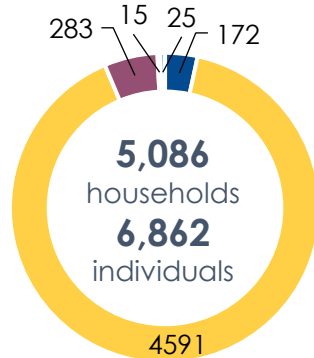


*An additional \$19.7 million is under obligation for capital projects YTD

Public Housing Programs



Occupied Units*



- Glendale
- MHOP
- Scattered Sites
- Highrise
- Minnehaha Townhomes

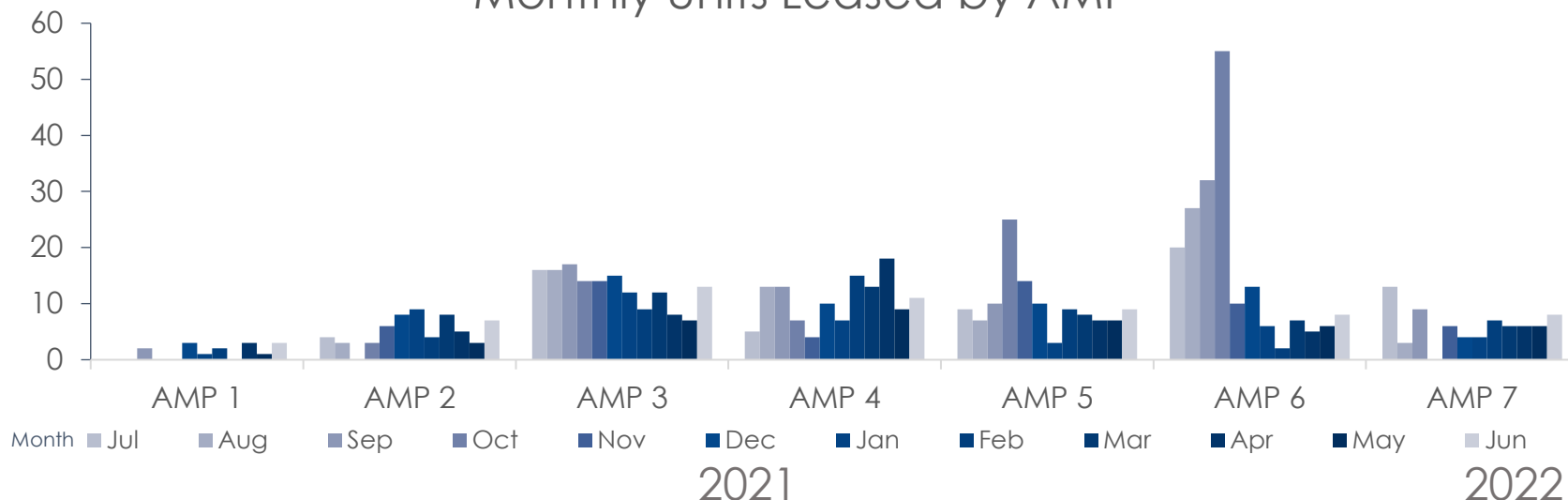
61

new units leased during month

98%

occupancy

Monthly Units Leased by AMP



*At any given time, units may be vacant due to normal unit turnaround or because they are undergoing renovations.

**Metropolitan Housing Opportunities Program (Hollman consent decree units owned and operated by third-parties)

Public Housing Programs

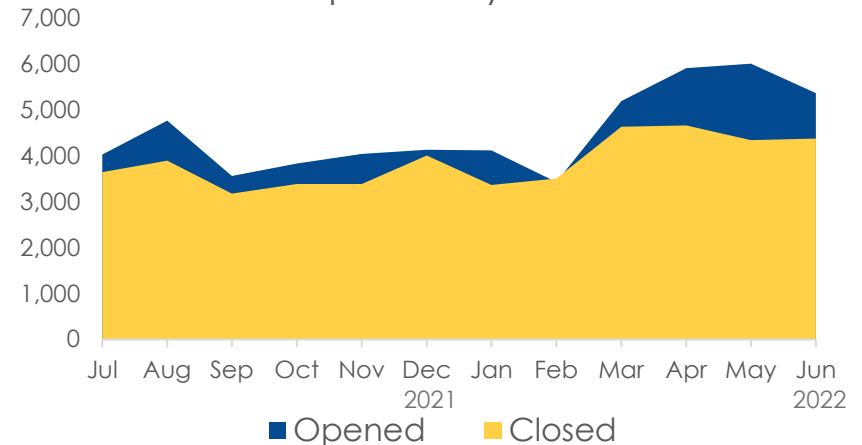


Reason for Vacating Unit	Count
Found Alternative Housing	7
Death	5
Moving Out of Town	3
Skip	2
To Nursing Home	2
Other	2
Mutual Agreement	1
Purchased Home	1
Dislike Unit	1
Evicted - Disturbing Neighbors	1
Moving in with or closer to Family	1

Applicants on Waiting List

Family 2021	2121
Family	1002
Disabled (18 - 49)	3194
Near Elderly (50-61)	3872
Elderly (62+)	327

Work Orders Opened and Completed by Month

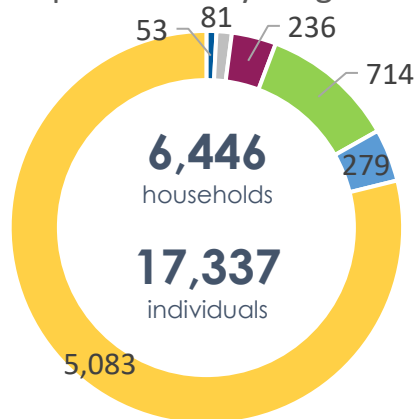


Goal	Total Completed	% Completed within Goal	Average Days Open
Emergency: 24 Hours	79	100%	0
Urgent: 1 Day	782	84%	1
After Hours Non-Emergency: 2 Days	6	83%	1
Important: 3 Days	918	73%	3
Routine: 10 Days	886	82%	5
Non-Routine: 20 Days	513	79%	11
Pest Control	510	100%	9

Housing Choice Voucher Programs



People Served by Program*



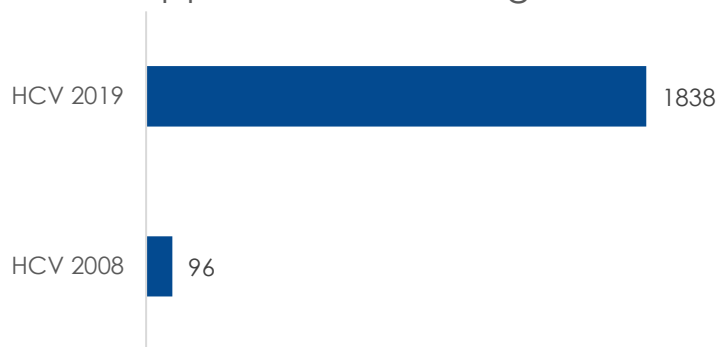
- Sponsor-Based
- Mod Rehab
- FUP and VASH

Family Unification Program and Veterans Affairs Supportive Housing

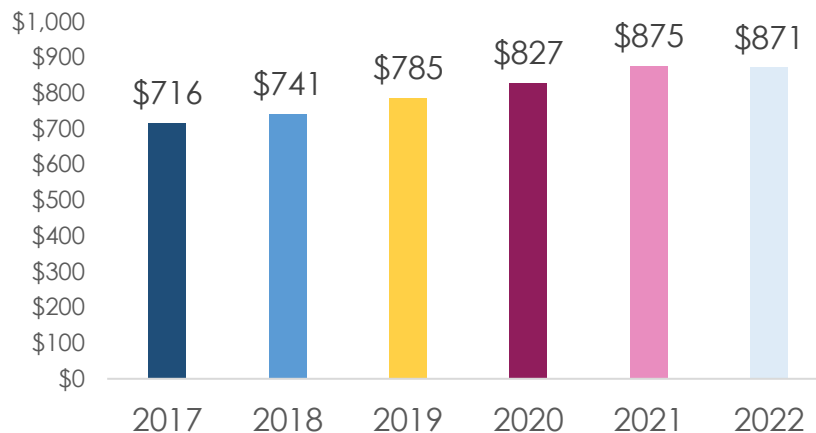
- Stable Homes Stable Schools
- Project-Based
- Tenant-Based

*Including port-ins and port-outs

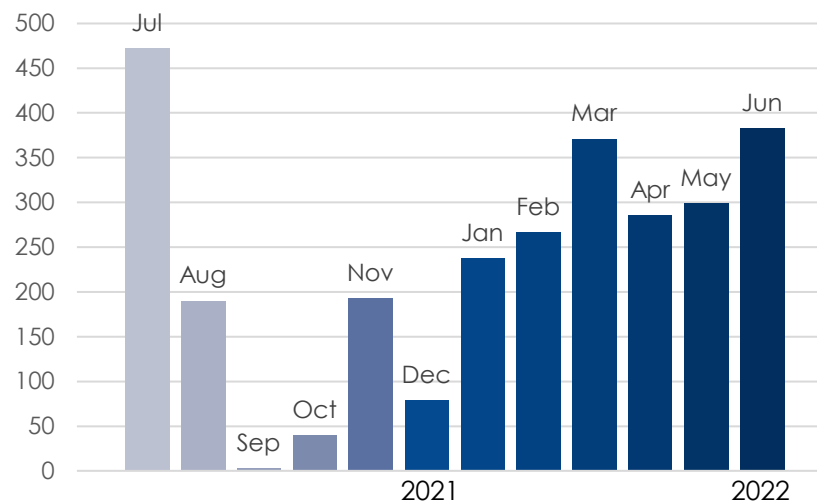
Applicants on Waiting List



Average Housing Assistance Payment per Unit, Year to Date



Annual Inspections Conducted*



*Inspections were subjected to interruption by COVID-19 Safety Procedures

Building Improvement Projects - Planning



ADDRESS	DESCRIPTION OF WORK	STATUS
Hiawatha Towers	Fire sprinkler system installation	Planning
314 Hennepin Avenue	Fire sprinkler system installation	Planning
1707 3 rd Avenue South	Exterior façade restoration & window replacement	Awarding contract
2415 North 3 rd Street	Exterior façade restoration & balcony repairs	Awarding contract
Cedars	Exterior façade/structural repairs	Awarding contract
1515 Park/1920 4 th /1710 Plymouth/710 2 nd	Main electrical switch gear & generator replacement	Planning
Glendale Townhomes	Flat roof replacement	Awarding contract
Multiple sites	Security related improvements	Planning

Development Projects - Planning

ADDRESS	DESCRIPTION OF WORK	STATUS
CHR scattered site units	Major modernization	Planning
Scattered sites new construction	Development of new family housing	Planning

Building Improvement Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
CHR units – various scattered sites	2022 improvements: roof & siding replacement, unit modernization, site improvements	Ongoing
314 Hennepin Avenue	Roof & skylight replacement	Complete
Cedars highrises	Window replacement and exterior façade repairs	Under construction; multi-year project
Multiple highrises	Fire sprinkler system installation	Under construction; timeline/status varies by site
1314 44 th Avenue North	Plumbing replacement, fire sprinkler system installation, unit bath modernization/new finishes	Under construction
1314 44 th Avenue North	Exterior façade restoration	Under construction
Multiple highrises	Security surveillance system upgrades funded via HUD's Safety & Security Grant	Under construction
Multiple sites	HVAC/systems upgrades	Under construction

Development Projects - Active

ADDRESS	DESCRIPTION OF WORK	STATUS
Elliot Twins	Comprehensive building modernization	Perm loan conversion July 1
Scattered Site	Energy efficient single-family construction	Under construction

Fire Suppression Installations



Building	Units	Budget	Funding Source(s)	Status	Construction
1206 2 nd St NE	57	\$620,000	MPHA Capital	Complete	Jan-Apr 2022
1717 Washington St NE	182	\$1,570,000	MPHA Capital	Under Construction	Apr-Sept 2022
2728 E Franklin St	151	\$1,200,000	MPHA Capital	Under Contract	Aug '22-Feb '23
Horn Towers	491	\$3,445,000	MPHA Capital	Under Construction	Jan '22-Mar '23
630 Cedar Ave S	190	\$1,592,000	MPHA Capital/City/State	Under Construction	May '22-Jan '23
2121 Minnehaha Ave	110	\$888,000	MPHA Capital/City/State	Under Contract	July-Dec 2022
1627 S 6 th St	116	\$868,000	MPHA Capital/City/State	Under Contract	Jan-Jun 2023
600 18 th Ave N	239	\$2,450,000	MPHA Capital/City/State	Under Contract	Nov '22-Aug -'23
1314 44 th Ave N	220	\$10,000,000*	MPHA Capital	Under Construction	Apr '22-Jun '23
Hiawatha Towers	281	\$2,100,000	MPHA Capital	Planning	Oct '22-Mar '24
314 Hennepin Ave	299	\$2,425,000	MPHA Capital/City	Planning	Oct '22-Sept '23
2415 N 3 rd St	62	\$500,000	Federal Appropriation	Not Started	TBD - 2023
1710 Plymouth Ave N	84	\$670,000	Federal Appropriation	Not Started	TBD - 2023
3116 Oliver Ave N	31	\$250,000	Federal Appropriation	Not Started	TBD - 2023
710 2 nd St NE	35	\$290,000	Federal Appropriation	Not Started	TBD - 2023
616 Washington St NE	35	\$290,000	Federal Appropriation	Not Started	TBD - 2023
809 Spring St NE	32	\$260,000	Not Identified	Not Started	Unknown
1900 3 rd St NE	32	\$260,000	Not Identified	Not Started	Unknown
3205 E 37 th St	28	\$230,000	Not Identified	Not Started	Unknown
3755 Snelling Ave S	28	\$230,000	Not Identified	Not Started	Unknown

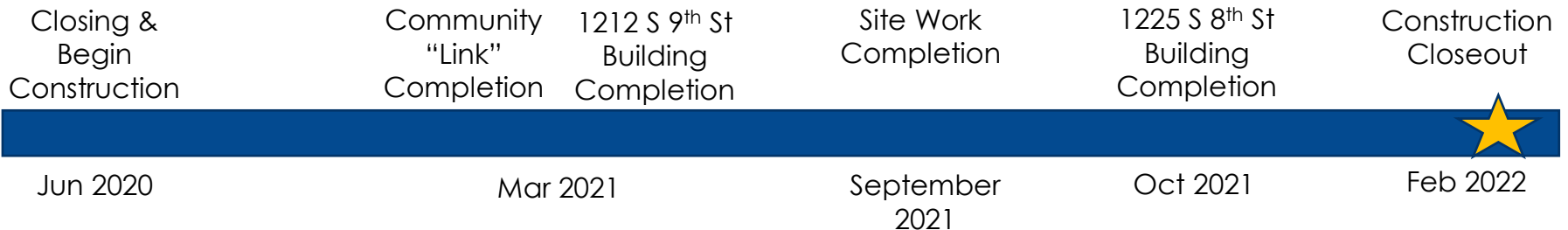
*Budget reflects costs of comprehensive building modernization project of which fire suppression is included

Elliot Twins RAD Conversion & Building Renovation



- **Permanent loan conversion closing July 1**
- Addressed deferred maintenance, **plus** unit improvements, community link addition, envelope enhancement, new HVAC system, addition of 10 fully accessible units
- Projected 30% reduction in utilities
- Hard costs: ~\$27M

Construction Timeline

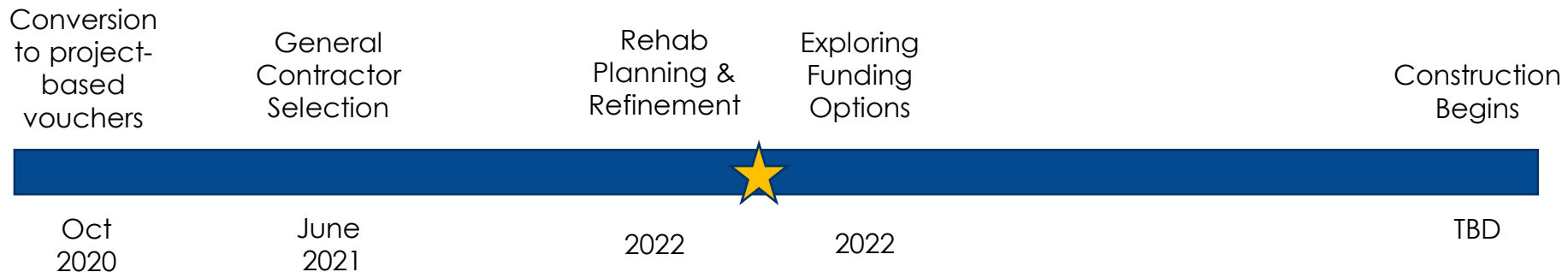


Scattered Site Rehab Process



- Conversion to project-based vouchers occurred on October 1st
- Exploring funding options to best preserve portfolio
- Will support investments in deferred maintenance and ongoing unit needs

Timeline (subject to change)



Scattered Site New Construction

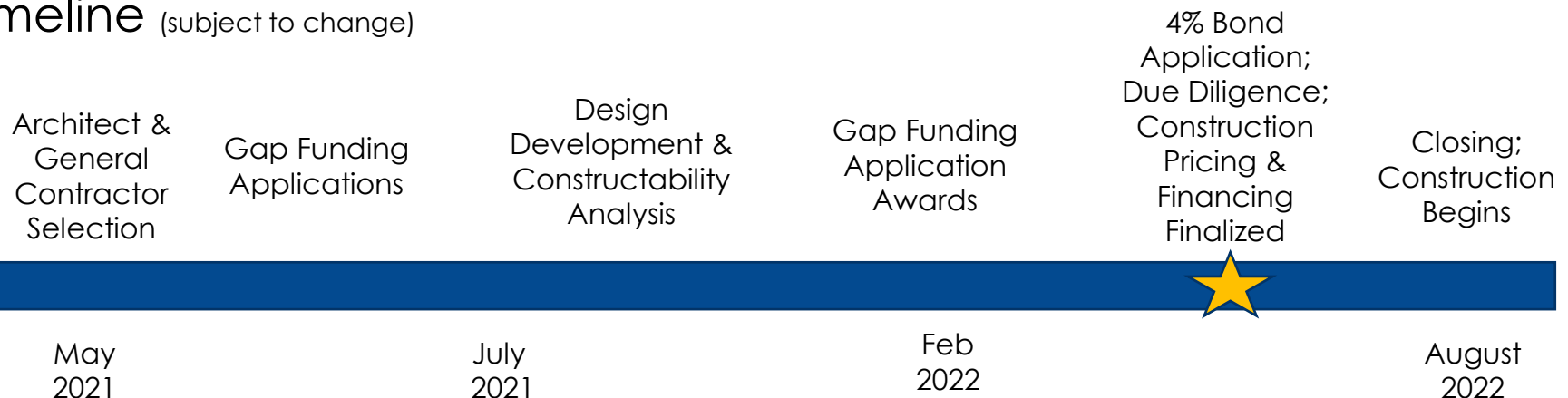


84-unit new scattered site construction



- 84 new deeply affordable family units in 16 small apartment buildings throughout the City
- Financing includes project-based vouchers, 4% bonds and Low- Income Housing Tax Credits, Soft Sources, and Debt
- Financial due diligence & draft agreement documents underway
- Finalizing financing sources; tax credit application submitted in June; bonds and soft source approvals in July-August

Timeline (subject to change)



Inquiry Response and Social Media



MPHA on Facebook

Top Performing Post (2,523 views)

June 2022



18

Posts for the Month

23

New Followers



MPHA on Twitter

Top Tweet (229 views)



12

Tweets for the Month

14

New Followers

Stabilizing Our Residents

Since May of 2021, our Housing Stability Coordinators have worked hard to stabilize 1,030 households and secure a total of \$3,482,488.00 in past due payments. A Vue, our current Housing Stability Coordinator, spends her days helping residents stabilize their housing through resources to pay past due rent. A says, "This work is personal to me. I see my family in every person I serve and am passionate about getting individuals and families back on track."



Celebrating the Completion of the Elliot Twins

This past month, MPHA employees, residents, and partners were finally able to celebrate the grand opening of the Elliot Twins.

Abdi Warsame, our Executive Director and CEO gave a powerful speech stating, "This comprehensive renovation updated 174 units of deeply affordable homes and added 10 disability accessible



homes. This work also added 6,200 square feet of community space, office space, security updates, and resident amenities in the new community link space. But beyond all of these renovations and additions, the most important piece of this entire undertaking is that every resident who wanted to return to the property following a temporary relocation was able to return to a newly renovated home."

The celebration was a great success and MPHA enjoyed the opportunity to honor everyone who made the renovation possible.

Supervisor Training

MPHA Human Resources team brought together all supervisors for a training. This continued education well equips our employees to be successful as they lead their teams.



Retirement of Tim Gaetz

MPHA employees were invited to gather and celebrate the retirement of Tim Gaetz. As Tim said in this speech, "Housing is a fundamental human necessity." Tim was a true example of a leader carrying our mission with him everyday and we are grateful for his years of service with MPHA.

FINANCE & COMMERCE



Minneapolis Public Housing Authority is looking to add four- and six-unit properties throughout the city. (Submitted image: DJR Architecture)

Minneapolis seeks more housing

By: J.D. Duggan July 15, 2022 1:34 pm

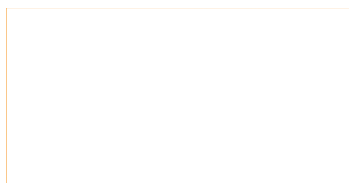
Minneapolis is moving ahead toward the construction of 84 public housing units across the city.

The Business, Inspections, Housing and Zoning Committee approved \$26 million in housing bonds to Minneapolis Public Housing Authority this week. The funds will support the construction of 84 units of housing across 16 small apartment buildings in a project with an overall development cost of \$49.2 million.

The project is MPHA's largest expansion of new construction for deeply affordable family housing. It's notable for having two- and three-bedroom units that cater to families and could help bring stable housing to more than 300 children.

"So the impact that we're having to change people's lives, I think, is probably the most exciting part for me ... we're housing kids," said Jennifer Keogh, deputy executive director of MPHA.

A partnership with Frerichs Construction and Rise Modular Manufacturing will be constructing the four- to six-unit apartments throughout the city. Most of the projects will involve razing MPHA single-family homes and duplexes to replace them with the multifamily structures.



Juan Torres, development manager with MPHA, said the modular construction model limits impacts to neighbors and expedites the construction timeline to house people more quickly.

Of the 84 units, 64 will be reserved for families making up to 30% of the area median income and 20 units will be reserved for families making up to 60% AMI. Within that, 17 units will be provided for families experiencing homelessness, which will be filled through the Hennepin County Coordinated Entry program.

All units will utilize project-based vouchers, meaning tenants will only have to pay one-third of their income on rent.

"We have a significant waitlist, thousands of people that need affordable housing soon," Torres said. "The largest demand is for family units, twos and threes. So being able to use our scattered sites to be able to meet that demand is really what the driver was here."

Currently, MPHA has about 8,000 people on its waitlist.

During demolition and construction, tenants will be temporarily housed at other MPHA properties.

The recent BIHZ approval will go to the next City Council meeting. Then, some final ARPA funding will have to go through the next council cycle. MPHA still has to acquire three parcels from the city and hopes to close in August with construction beginning immediately afterward. The first units are expected to be delivered in the latter half of the second quarter next year.

Brian Schaffer, assistant director of planning development with MPHA, said there are many benefits to public housing efforts.

"A lot of residents have seen increased employment once they've been housed with us in our scattered sites, we see increased income in many of our households and we see increased pathways to homeownership," he said. "So there's a lot of success for households to have stable housing to move forward."

See also: Wellington's large-unit affordable project in Seward neighborhood moves forward

Edit

ABOUT J.D. DUGGAN

