

# Presidents Council Zoom Meeting Minutes

April 26, 2021

## CALL TO ORDER

Jason Bruce, Exchange, Chairperson, called the Presidents Council Meeting to order at 10:00 a.m. and took a roll call of hi-rise Representatives present.

## SECRETARY'S REPORT

Bob Knutson, PC/RPC Secretary, Ravoux, stated you can find a copy of the Minutes posted on the PC website. He also asked Representatives to instruct their resident council Secretaries to print a copy of the PC Minutes and post them along with the Minutes from their resident council meetings. Yasmine Aminou, Central, made a Motion to accept the March Minutes as they stand. Richard Scaglione, Neill, seconded and the Motion carried.

## GUEST SPEAKER

Marcell Walker, Minnesota Department of Transportation (MnDOT). A PowerPoint presentation was given regarding a project which will be completed in three primary stages from the summer 2021 through fall 2022. This information in the presentation should help to better manage any traffic impacts.

Project Overview: MnDOT will be repairing and resurfacing I-94 between Western Avenue and Mounds Boulevard and I-35 from I-94 north to University Avenue. MnDOT will also repair several ramps and the Robert Street Bridge over the I-94/I-35 commons and will address drainage issues throughout the project area. Additionally, MnDOT will repair and upgrade sidewalks and curb ramps along the frontage roads to meet Americans with Disabilities Act (ADA) standards He continued on with his presentation in more detail.

You can join MnDOT for a virtual construction open house and learn more about the two-year construction project on I-94 between Western Avenue and Mounds Boulevard and I-35E between I-94 and University Avenue. This open house is scheduled to begin this summer 2021. Find out how it could impact you, and the ways to stay informed and plan ahead for changes. Meeting dates and times are listed below.

**Meeting #1:** Tuesday, April 27, 12:00 to 1:00 p.m.

**Meeting #2:** Wednesday, April 28, 4:00 to 5:00 p.m.

To participate, go online to [www.dot.state.mn.us/metro/projects/i94-i35e-stpaul](http://www.dot.state.mn.us/metro/projects/i94-i35e-stpaul) to register for the meeting that fits your schedule.

MnDot invites and encourages participation by all. If you need an ASL, a foreign language interpreter, or other reasonable accommodation, or need documents in an alternative format (such as braille or large print), please email your request to Janet Miller at [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us) or call **651-366-4720**. Presentation videos will also be available in accessible format on the website after the meetings.

## **TREASURER'S REPORT**

*Melissa Pappas*, PC/RPC Treasurer, Seal, gave a rundown of income and expenses for the month of March. The cleared balance is sixty-two thousand, one hundred twenty-one dollars and forty-two cents (\$62,121.42). The ending balance is fifty-eight thousand, six hundred forty-eight dollars and thirty-six cents (\$58,648.36). The report will be filed for audit. Melissa answered any questions.

## **PHA MAINTENANCE REPORT**

Brent Feller, Construction Program Manager / Maintenance Contracts, gave an update on construction projects that are going on throughout the hi-rises:

At the March Board Meeting, the Budget for fiscal year 2022 which started April 1<sup>st</sup> was approved. These funds will be used for Maintenance and Maintenance Contracts projects. A list of projects coming up are:

- Continuing with the Front Hi-Rise plumbing renovation and boiler work.
- Replacing the hot water storage tanks at Iowa Hi-Rise.
- Continuing with brick repair work at Valley Hi-Rise
- HBAC work at Wabasha Hi-Rise.
- Central Hi-Rise AC unit replacements.
- Replacing Dunedin's fire alarm panel.
- HBAC work at Cleveland Hi-Rise
- Common area painting and flooring at various hi-rises.
- Sweeping and cleaning of hi-rise parking areas.
- Miscellaneous electrical system repairs at various hi-rises.
- Valley will be getting the entry doors replaced on both the first and second floor vestibule areas, along with removing an underground storage tank. Valley will also get a new fire alarm panel.
- Phone entry system replacement at Cleveland and Central Hi-Rises.
- Ravoux Hi-Rise heating system pump replacement.

Mike Silvan, Assistant Maintenance Director, stated they are beginning to catch up on Work Orders (WOs) which were put on hold due to the pandemic. In addition:

1. Preventative Maintenance will be starting back up this summer at some point. They're still working on the timeline based on the situation with Covid-19. Notices will be given when that begins.
2. They continue to do the light safety systems checks with their third-party contractors. This will continue at various hi-rises through Memorial Day.
3. They're continuing to work with the new Pest Control Contractor. Four hi-rises per month are being done.
4. Parking lot sweeping and cleaning will begin May 11<sup>th</sup> and run through June, so be prepared to move your cars. Notices will be posted.
5. The heat in the hi-rises will continue to be on until May 15<sup>th</sup>. After that date it will be turned off until September.

Maintenance then took questions from the hi-rise Representatives.

## PHA MANAGEMENT REPORT

Tara Johnson, Resident Services Senior Manager, talked about the hours hi-rise Community Rooms (CRs) should be open. All CRs should be open Monday through Friday, 8:00 to 4:30 p.m. and only fifteen (15) people should be in the CRs at any given time and should be socially distanced and wearing masks.

If you have a resident willing to open and close the CRs, they should also be open on the weekends 8:00 to 4:30 p.m. Without someone to open and close on the weekends the CRs will remain closed. The PHA would prefer that all CRs in the sixteen hi-rises be consistent in their hours of operation. Also, vending machines will remain outside of the CRs. She also stated that when the temperature is 85 degrees or higher, the CRs will remain open 24-hours a day. She then opened the floor for questions and concerns regarding these spaces.

You should continue to wear masks in all of the common areas of the hi-rises, even if you've been fully vaccinated. The dangers of contracting Covid-19 are still very real.

## SAFETY & SECURITY REPORT

Sgt. Amy Boyer, St. Paul Police Department, ACOP Unit, stated there were no serious issues regarding the Chauvin trial and the verdict concerning that. She reiterated that the Police Department was fully prepared for any problems that may have arisen.

The catalytic converter thefts from the hi-rise parking lots have decreased. There has been, however, an increase of people rummaging through the dumpsters and she encourages anyone who witnesses this, or if you see strange people or activities occurring in the parking areas, to call the police.

A resident at Seal Hi-Rise was assaulted on Friday, but it was an isolated incident, so there is no reason for residents in other hi-rises to be concerned. The assailant was arrested and was also an acquaintance of the victim. She then answered any questions.

If you need further information regarding ACOP, or have any questions regarding policing activities, contact Sgt. Boyer at **651-558-2305**, or email her at [Amy.Boyer@ci.stpaul.mn.us](mailto:Amy.Boyer@ci.stpaul.mn.us).

In addition, if you're in need of information regarding Covid-19, the Minnesota Department of Health has a Covid-19 hotline number which is **651-201-3920**. It's open from **7:00 a.m. to 7:00 p.m.**

## OLD BUSINESS

Youa Thao, Resident Council Coordinator spoke about the Resident Council 2021 Elections. Any residents running for a position on the resident council Board are required to either show up in person or join the Council meeting through Zoom for the meetings in May and June. The **May** meeting is to accept the nomination and the **June** meeting is when voting will take place and any necessary paperwork completed. Youa answered any questions. One question concerned how the actual voting would take place, as it isn't feasible to do that through the Zoom app. Youa said this would be discussed at the May P.C. meeting.

## **NEW BUSINESS**

1. **Quickbook Peer Recruitment.** Applications for anyone wanting to become a Quickbook Peer will open today and close on May 31<sup>st</sup>. The requirements for this position are:
  - You must have the knowledge and skills to complete financial audits with zero or very little assistance.
  - You must be able to communicate with the Treasurers and communicate all findings and concerns with the Treasurers.
  - You must make all correction as requested by the Resident Council Coordinator.
  - You must submit a financial report to the resident council and Assistant Manager on time.
  - Quickbook Peers meet quarterly and during these meetings you must be respectful to all who attend.
  - Contact Youa Thao, Resident Council Coordinator to obtain an Application.
  
2. **Easy Form For Recording Minutes Approval.** Youa had sent out the Easy Form for taking Minutes and wanted everyone to look at it prior to this meeting. Resident councils that choose to take long-hand Minutes have been using a variety of different forms, so to ensure that there is consistency she would like all councils to use this new version of the Easy Form for recording the Minutes. Be sure that all areas of this form are completed. If you don't have a copy of this new Form, contact Youa. She then took questions regarding this new Form. Yasmine Aminou, Central, made a Motion that the new Minutes Form be accepted. It was seconded by Melanie Fox, Montreal, and the Motion carried.
  
3. **Memorial Services.** Memorial gatherings are for residents of the hi-rise only and all residents of the hi-rise must have an equal opportunity to participate. A *Hi-Rise Space Use Agreement* must also be completed; however, no fees will be charged for the use of the space where the memorial will be held. If you choose to offer light refreshments – such as a cake or other snacks – the funds for the refreshments **must come out of the Hi-Rise Fund only**. In addition no checks can be written to residents or family members who are involved in the Memorial. Youa then opened the floor for any questions or comments. Melanie Fox, Montreal, made a motion to approve that no check can be written to residents or family of residents for any memorial related business. The Motion was seconded by Yasmine Aminou, Central, and the Motion carried.
  
4. **Vending Machine Contracts.** The PC is seeking approval for adding language to the Vending Machine Contract to require that Vendors provide a Change Machine to the hi-rises. It should also be noted that all Vending Contracts should be submitted to Youa Thao, Resident Council Coordinator, by June 30<sup>th</sup>. Youa then opened the floor for questions and comments regarding this. John Cardoza, Cleveland, made a Motion that language be added to Vending Contracts requiring Vendors to provide a change machine to the hi-rises. It was seconded by Dennis Loudon, Edgerton, and the Motion carried.
  
5. **May Presidents Council Meeting.** Although the Officer Recognition Event was cancelled for this year due to the pandemic, the PC would like to vote on inviting Jon Gutzmann, PHA Executive Director, to attend our May meeting to give a quick speech, after which Award Certificates would be created and mailed out to the hi-rise resident councils. The floor was opened for questions or comments regarding this, after which Melanie Fox, Montreal, made a Motion that the PC extend an invitation to Mr. Gutzmann to attend our May meeting and approve the mailing out of Award Certificates to hi-rise councils. Richard Scaglione, Neill, seconded and the Motion carried.

## **BOARD OF COMMISSIONERS REPORT**

John Cardoza, Cleveland, Commissioner, stated that during the three March Board of Commissioners Meetings that took place, they went over the details of six Operating Budgets. The Budgets that were approved were for the Business Activities Fund, the Central Office Cost Center, Section 8 and the Building Fund, as well as the Low Income Scattered Sites. Another item that was approved was the renewal of the Workers Comp Policy with the Leagues of Minnesota Cities Insurance Trust. John then took questions.

John Cardoza also reminded everyone that if they have any questions regarding the Commissioners' Report, give him a call at **651-955-5450** or send an email. In addition, the Minutes for Commissioners' meetings are posted on the PHA website under the section *News & Advocacy*.

### **SECTION 3 UPDATE**

Beth Pacunas, Section 3 Projects Coordinator/Youth Literacy, had planned on doing a short presentation on all of the trainings that are available, but due to time constraints she said she will just send this information out to everybody. She did say there is a lot of training in pretty much every aspect from medical to construction, etc., including the Twin Cities Ride partnership which continues with new trainings every month in maintenance facilities and customer service. She will distribute copies of her Powerpoint presentation as a resource to everyone so it can be referred to in the event anybody has any questions. You can also remind people that she is there to answer any questions where employment, training and education is concerned. She did want everybody to know that Target Field is hiring, along with Menards, Home Depot, the Post Office, among others. Also, Comcast Internet Essentials is still offering two-months of free Internet, but only up until June 30<sup>th</sup>. Beth then took questions or comments. All-in-all, opportunities are beginning to open up more than they were before the pandemic.

If you or someone you know is trying to find a job, obtain job skills, education, employment counseling; or if they just need more information on Section 3, they can contact Beth Pacunas at: **651-228-3204**, or email her at [elizabeth.pacunas@stpha.org](mailto:elizabeth.pacunas@stpha.org). She also now has a PHA phone number which is **651-252-5799** if you need assistance in the areas mentioned above. Also, keep an eye out for flyers and posters in your hi-rises as well. She then took questions.

### **RESIDENT INITIATIVES REPORT**

Alicia Huckleby, Resident Initiatives Director & Human Services Director, gave an update on where things stand regarding the Moderna Covid-19 Vaccination Clinics. As of last Friday they finished Wabasha Hi-Rise as well as Exchange Hi-Rise which had their second Clinic. They are planning on being at both Mt. Airy Hi-Rise and the Mt. Airy Community Center this Friday, April 30<sup>th</sup>. This will be the first time a Clinic will be tried at a large scale development, so half of the team will be dealing with the hi-rise and the other half will be at the Community Center.

On May 6, Cleveland Hi-Rise will have their second vaccination Clinic. She fully expects that as these Clinics continue to roll out, registrations will decrease due to the fact that people are finding alternative places to obtain the vaccine. They will continue making their way through the other hi-rises and family sites. Alicia then opened the floor for questions.

## HIP REPORT

Betsy Christensen, *Health Improvement Programs* (HIP) Coordinator, stated that at the last meeting a couple of people had questions regarding the on-site Covid-19 testing. The focus right now is on-site vaccination clinics for both Ramsey County and our Clinic Partners and they are not looking to do on-site clinic testing at this time. However, there are other resources available for that testing and she can share where to find those resources.

She has face masks available if any resident councils would like to have some made available for council meetings, so let her know if you need masks. She has been regularly distributing face masks to housing managers, so they have some in their offices as well. Continue to wear the masks when at all possible.

Things have been a little off schedule this year regarding coordinating gardens and helping support that, but there is still plenty of time to get that organized. Some of the bike events that typically happened during the winter have been rescheduled for spring. But she is there to support gardens and she will be getting in touch with those people who have reached out to her regarding gardening.

In light of Earth Day that took place last week, she wanted to send a “thank you” out to the hi-rise Recycling Coordinators. She will continue to work to figure how they can better support the recycling role at the PHA. The floor was then opened for any questions. There was some concern about hi-rises getting new raised planting beds and Betsy said first priority will go to those sites whose existing raised beds are falling apart. She will also be looking to see what other funding is available to help with this and she will update as soon as she knows anything more.

## CLOSING

Youa Thao, Resident Council Coordinator, stated some resident council Secretaries are failing to get a Motion and a Second to accept the Minutes Report. A Motion and a Second to accept and approve the Minutes must be done at every meeting. Also be sure to include the Treasury balance in all reports as well. In addition, the Minutes need to be posted in a conspicuous area for all residents to see. Youa then took questions.

No further Presidents Council business was discussed or conducted, and the meeting adjourned at 12:30 p.m.

Submitted by:



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PC/RPC Secretary  
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## **MEETING REMINDERS:**

### **Next Presidents Council Zoom Meeting:**

Monday, May 24, 10:00 a.m. – Noon.

**Zoom Executive Committee Meeting:** Friday, May 14 @ 11:00 a.m.

**Zoom Computer Team Meeting:** Thursday, May 27 @ 1:30 p.m.