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**MINUTES OF A REGULAR MEETING
OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF AUSTIN, MINNESOTA**

1.) Roll Call.

Date & Time: February 21, 2019 at 3:30 PM

Commissioners Present: Jason Baskin
Laura Helle
Paul Fischer
Jerome McCarthy
Carole Granholm
Marv Repinski
Vernon Lippert

Commissioners Absent: None

HRA Staff Present: Jon Erichson, Executive Director
Angela Felten, Finance Director
Lori Wieseler, Administrative Assistant

2.) Approval of Minutes.

It was moved by Commissioner Lippert and seconded by Commissioner Baskin to approve minutes of the regular meeting held on January 24, 2019. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

3.) Approval of Accounts Payable.

It was moved by Commissioner Repinski and seconded by Commissioner Helle to authorize payment of the list of accounts payable. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

4.) Public Housing

As discussed at the January meeting the HRA has contracted with the consulting firm of Nan McKay to keep us up to date on the changes to our policies put forth by HUD. These changes consisted of mainly regulatory items, current statute numbers and mandated items. The HRA staff has made the necessary changes to our policies and it was moved by Commissioner Helle and seconded by Commissioner Baskin to approve these changes. All present voted in favor thereof, none in opposition. The motion was declared passed and carried.

5.) Market Rate Housing

a. Chauncey Debt Payments: ED Erichson gave a brief explanation of the process in which the Chauncey bonds were refinanced and referenced the savings, the shortened payments terms, etc. The refinancing is now a bank loan versus a bond sale. With the bank loan the HRA will be retaining the rental payments and making semi-annual payments to the bank versus having a bond trustee make the payments. He went on to explain that instead of payments being made monthly to the bonding agent as they have in the past, that going forward payments would be just twice a year via direct bank payments

b. Chauncey Painting Bids: The interior common areas of Chauncey building are needing to be painted and updated. HRA sent out seven bid packages of which three were returned with the lowest bid coming from Pence Painting in the amount of \$17,365.00. We have budgeted \$22,000.00 for the project and with the HRA purchasing the paint at an estimated cost of \$2400.00 (40 gallons @ \$60/gallon) we will be well within our budget. Motion was made by Commissioner Baskin and seconded by Commissioner Lippert to award the bid to Pence Painting. All present voted in favor thereof, none in opposition. Motion was declared passed and carried.

c. Courtyard Lighting Fixtures: The lighting fixtures at Courtyard have become old and brittle and need to be updated. We have received bids for the installation of the interior lighting with Austin Electric being the lowest at a cost of \$5446.00 for all three floors. The HRA will be purchasing the fixtures at an estimated cost of \$4819.35 bringing the total cost of \$10,364.35. The HRA had budgeted \$11,000 for floor one. It was recommended by ED Erichson to accelerate the project to include all three floors and award the bid to Austin Electric. Motion was made by Commissioner Repinski and seconded by Commissioner Granholm to award the lighting bid to Austin Electric and proceed with all three floors. All present voted in favor thereof, none in opposition. Motion was declared passed and carried.

6.) Executive Director Reports:

a. HRA Property Tours: ED Erichson suggested to the new board members taking tours of the properties to become more familiar with who we are and what we do. After brief discussion it was decided to wait until spring and possibly schedule two sessions before the board meetings, with one to view the public housing and the other the market rate buildings.

b. Succession Planning: The HRA has begun advertising for the Executive Director position. A committee of board members will plan to review the applications sometime after the March 8, deadline.

c. Government Shutdown Impacts: With the Federal Government back up and running the HRA contingency plan to fund the Section 8 plan with fund balances will not be required

d. Seasonal Salaries: During the summer months the HRA regularly employs a handful of college students to do some of the regular maintenance. We have not had a policy in place in regards to the salary for these employees that we refer to as our “summer kids”. We have typically been paying them \$10/hour with a \$0.50 increase for each year they return. It was

recommended by ED Erichson that we include this in our current pay plan. Motion was made by Commissioner Lippert and seconded by Commissioner Granholm to include the seasonal kids in our existing pay plan. All present voted in favor thereof, none in opposition. Motion was declared passed and carried.

e. Bed Bug Update: As is our practice, the HRA has been diligent in its efforts to stay on top of the bed bug issue. With continued education and cooperation from the tenants we are confident that the situation is under control.

7.) Adjourn

There being no further business it was moved by Commissioner Basking to adjourn the meeting. Motion seconded by Commissioner Lippert. All present voted in favor thereof, none in opposition. Motion was declared passed and carried.

SEAL

Jerome McCarthy, Chair

Jason Baskin, Secretary