

Regular Meeting Agenda

TUESDAY, MARCH 4, 2014 @ 4:30 PM

This meeting was re-scheduled from the 2/20/14 regular meeting which was cancelled due to a snow storm.

Please let Sherri know if you cannot attend this meeting.
Four Commissioners must be present to constitute a quorum.

1. **Roll Call.**
2. Approve **Meeting Minutes** of January 16, 2014.
3. Review **Accounts Payable.**
4. **Public Housing:**
 - a. Twin Towers CGP – Hire Paul Johnson Architect for window replacement project.
 - b. Twin Towers CGP – Award bid for replacement of thermostats & valves.
 - c. Twin Towers CGP – Award bid for replacement of the emergency generator and award bid to remove the underground diesel tank.
 - d. Twin Towers & Pickett Place CGP – Award bid to seal wall runs.
 - e. Scattered Sites CGP – Award bid for new pickup truck.
 - f. Scattered Sites – Motion to approve new utility allowances.
5. **Section 8:**
 - a. Resolution to increase payment standard \$1 on the 0 BR units.
6. **Executive Director Reports:**
 - a. CHIP - Mary Janning house at 409 2nd St. SW – Results of Hormel Foundation application for funds to tear down house.
 - b. SCDP Grant update for Crane Neighborhood.
 - c. Executive Director 1 year review – Emailing the employee survey results and turn in Commissioner Surveys.
7. **Adjourn.**



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

1.) Roll Call.

Date & Time: March 4, 2014 at 4:30 PM

Commissioners Present: Joyce Poshusta, Vice-Chair
Janet Anderson, Secretary
Roger Boughton
Marvin Repinski
Shirley Schlieve

Commissioners Absent: Judy Enright, Chair
Jerry McCarthy

HRA staff Present: Jon Erichson, Executive Director
Sherri Detloff, Finance Director

There being a quorum, the meeting was called to order by Vice-Chair Poshusta.

2.) Approval of Minutes.

It was moved by Commissioner Boughton and seconded by Commissioner Anderson to approve the minutes of the regular meeting on January 16, 2014. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the motion passed and carried.

3.) Approval of Accounts Payable.

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

4.) Public Housing - Capital Fund Projects:

a. Twin Towers - Hire Paul Johnson Architect for window replacement project.

Executive Director Erichson solicited a proposal from the Paul Johnson Architect firm to prepare bid specifications and construction administration for the replacement of 408 windows at the Twin Towers. His fee is estimated between \$15,500 and \$22,000 and would be billed on an hourly basis with total costs not to exceed \$22,000. The window project is estimated at \$475,000 which would put the architect fee at 4.5% of the estimated project amount.

It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to hire Paul Johnson as Architect for the Twin Towers window project. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the motion passed and carried.

b. Twin Towers - Award bid for the replacement of thermostats and valves in all apartments.

Four quotes were solicited and two quotes were received for labor only to replace 215 thermostats and valves in all apartments at the Twin Towers. The following quotes were received:

Harty Mechanical	\$24,990.00
Jim & Dudes Plumbing	\$27,090.00

It was moved by Commissioner Anderson and seconded by Commissioner Schlieve to accept the low bid from Harty Mechanical for \$24,990.00. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the motion passed and carried.

The thermostats and valves will be purchased by the HRA directly from Grainger under a state contract for \$25,076.03 which satisfies procurement requirements.

c. Twin Towers - Award bid to replace the emergency generator.

Public advertising was done to solicit bids to replace the emergency generator at Twin Towers. The following bids were received:

JD Driver	\$132,000.00
Fox Electric	\$132,760.00
Schammel Electric	\$133,000.00

Quotes were solicited separately for the removal of the underground diesel tank serving the generator along with removing approx. 20 cubic yards of contaminated material. Seven quotes were solicited and one quote was received as follows:

Bustad Excavation	\$3,500.00
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It was moved by Commissioner Repinski and seconded by Commissioner Boughton to accept the low bid from JD Driver for \$132,000.00 for the replacement of the generator and to accept the low bid from Bustad Excavation for \$3,500.00 for the removal of the underground tank and contaminated material. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the motion passed and carried.

d. Twin Towers and Pickett Place - Award bid to seal wall runs in all apartments in both buildings.

Five quotes were solicited and three quotes were received to seal wall runs for sprinkler lines, heating lines and/or plumbing lines running between apartments at the Twin Towers and Pickett Place. The following quotes were received:

LL Hage Siding	\$44,975.00
Joseph Construction	\$61,135.00
JD Driver	\$69,450.00

It was moved by Commissioner Boughton and seconded by Commissioner Anderson to accept the low bid from LL Hage Siding for \$44,975.00. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the motion passed and carried.

e. Scattered Sites - Award bid for new Pickup.

Two quotes were solicited under the MN Service Center Coop contract for a GMC and Ford 3/4 ton pickup with a snow plow prep package. Two local dealerships in Austin were given the opportunity to match the contracted prices to which they both matched it. Quotes are as follows:

Useem's Chevrolet	\$27,042.25
Holiday Ford	\$27,092.87

It was moved by Commissioner Boughton and seconded by Commissioner Anderson to accept the low quote from Useem's Chevrolet. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the motion passed and carried.

f. Scattered Sites - Approve new Utility Allowances.

Karen Mattson prepared spreadsheets showing the utility costs at each of the fifty-six scattered site units. Averages are calculated for each bedroom size. The utility allowance is subtracted from 30% of the family's adjusted gross income to arrive at their tenant rent. The family is responsible for paying their own utility bills to Austin Utilities.

It was moved by Commissioner Schlieve and seconded by Commissioner Boughton to approve the Scattered Site Utility Allowances as presented to be effective April 1, 2014. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the motion passed and carried.

5.) Section 8:

a. Resolution to increase payment standard \$1 on the 0 Bedroom units.

Currently the 0 bedroom units Payment Standard is not in compliance with HUD at the minimum 90% of the Fair Market Rents (FMR). The 0 bedroom category is currently at \$401 which is 89.9% of FMR and needs to be raised to \$402 so it is over the 90% minimum.

RESOLUTION #542

RESOLUTION TO CHANGE THE 0 BEDROOM PAYMENT STANDARD

It was moved by Commissioner Anderson and seconded by Commissioner Repinski to increase the 0 BR payment standard to \$402. All present voted in favor thereof, none in opposition thereto. The Vice-Chair declared the resolution adopted and carried.

6.) Executive Director Reports:

a. CHIP - Mary Janning property at 409 2nd St SW for a possible Scattered Site unit relocation.

Executive Director Erichson reported that an application for \$17,500 was made through Vision 2020 Community Pride and Spirit for asbestos abatement and demolition costs and was not funded by the Hormel Foundation. The HRA will now be responsible for these costs.

The HRA has been approached by Leaning Tree to purchase our scattered site unit at 1105 15th Ave. NE. Two other units were purchased 2 years ago by Leaning Tree and relocated out of this same area. We would be interested in moving this scattered site unit to the Janning property at 409 2nd St. SW. The HRA would ask for a purchase price of approx. \$75,000 for costs to move the house plus approx. \$35,000 for costs incurred for acquisition and demolition of the house at 409 2nd St. SW.

b. Small Cities Development Program (SCDP) Grant update for the Crane Addition Neighborhood.

Executive Director Erichson reported that the SCDP grant application has been received by MN DEED. The grant application was for 494,000 from DEED with commitments from the Austin HRA for \$100,000 and Hormel Foundation for \$50,000 and SEMCAC program funds of \$25,000. DEED will make their announcement for funding sometime this Spring.

Karen Mattson provided a recap of the responses to the surveys that were sent to the owner-occupied homes. Thirty out of forty or 75% of the surveys were returned and 50% of the families are in the extremely low income bracket which is below \$34,650.

c. Executive Director 1 year performance review.

A feedback survey was distributed to all HRA employees to complete to evaluate Jon Erichson's performance. These surveys were then sent to the Board for their review. The Commissioners were then given a performance evaluation form for them to complete for Jon similar to the City Administrator's evaluation form. A date will be set with the Board and Jon for them to complete his performance review.

Other issues discussed:

Fire site development downtown:

Executive Director Erichson gave the Board a quick update on offers made to property owners to clear the way for redevelopment of the fire site and possible adjacent properties. It was moved by Commissioner Boughton and seconded by Commissioner Repinski to support the fire site development as outlined by ED Erichson.

Transitional Housing:

The Board was wondering if the Victim's Crisis Center utilizes Apartments #3 and #4 very often. It was reported that both apartments are currently occupied but there are months when there is no one in these units. The Board also inquired if these units were furnished. They are not and the last tenant had nothing when she moved in with her children. HRA staff had gathered items from their homes and some furniture from several buildings to help her out. The Board directed Karen into looking at the possibility of furnishing these 2 apartments.

Vision 2020 - Rental Housing Community Forum:

The Board felt the HRA should show a presence at the Rental Housing Community Forum to be held at the Austin Public Library on Saturday 3/8/14 at 10 AM since we are the largest landlord in the City.

7.) Adjourn: There being no further business it was moved by Commissioner Anderson and seconded by Commissioner Schlieve to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Vice-Chair declared the motion passed and carried. The meeting was adjourned at 6:00 PM.

Joyce Poshusta, Vice-Chair

SEAL

Janet Anderson, Secretary