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

April 19, 2012

1.) Roll Call.

The regular meeting of the Housing & Redevelopment Authority of Austin was held April 19, 2012 at 3:30 PM at the HRA Office. Present were Commissioners Repinski, Boughton, Poshusta, Prenosil and Schlieve. Also present were Executive Director Hurm, Finance Director Detloff, Property Managers Mattson, Volstad & Grover and Housing Specialists Ackland and Fitterer. There being a quorum, the meeting was called to order by Chairman Repinski.

2.) Approval of Minutes.

It was moved by Commissioner Prenosil and seconded by Commissioner Schlieve to approve the minutes of the regular meeting of March 15, 2012. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

3.) Approval of Accounts Payable.

Finance Director Detloff asked for authorization of the commissioners to approve a monetary donation to the Riverland Carpentry Scholarship program. She expressed that the students helped out with the HIP project and at no expense to us. It was moved by Commissioner Poshusta and seconded by Commissioner Prenosil to authorize a donation payment of \$100.00.

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

4.) Other Business:

a. Audit report for FYE 9/30/11 presented by Kim Hillberg from CliftonLarsonAllen. Kim Hillberg of CliftonLarsonAllen presented the report of Financial Statements and Supplementary Information for the year ended September 30, 2011. Ms. Hillberg outlined the audit process and explained the most significant parts of the report. The finances of the HRA were found to be stated accurately.

Finance Director Detloff stated that the audit report was for review and discussion and it didn't require Board approval. Commissioner Repinski requested that it be noted in the minutes that the financial audit was received and reviewed.

b. Report by John Garry with DCA -Update on Vision 2020.

John Garry handed out the Top Ten Vision 2020 projects that were chosen from hundreds of ideas solicited from area residents. He pointed out that the HRA of Austin had a pertinent purpose to the community and future to the Vision 2020 mission. Mr. Garry announced there will be a meeting on May 3, 2012 at 6:00 PM in the Riverland Community College Theater to explain the projects and form groups of interested parties for each project. These individual groups are charged with formulating an agenda and picking a coordinator.

c. Report by Sarah Douty with Austin Main Street Project.

Sarah Douty handed out "before and after" pictures of the two most recent businesses that had store front renovations done. Ms. Douty also mentioned that three more businesses are looking at renovation projects, they are planning a festival in conjunction with the Austin Arts committee this summer, their interest in two of the Vision 2020 projects and plans to use the downtown fire site as a designated public space.

d. Further discussion on Commissioner Boughton's 8-question handout from last month.

Commissioner Boughton said that most of the items were discussed at the last meeting and didn't warrant further discussion.

e. **Executive Director discussion:**

1.) **Memo given to City Council on possibility of a new HRA Executive Director (ED).** Included in the Board packet was a memo James Hurm, acting as City Administrator, handed out to the City Council expressing his future vision for a new HRA executive director in which he wanted the HRA Board to consider Jon Erichson for this position upon his considered retirement from the City.

Commissioner Prenosil requested to read a statement about the way the above idea was given to the Commissioners and how it related to the open meeting law. Executive Director Hurm responded to Commissioner Prenosil's statement by saying he was only making a courtesy call to the Board to explain he was going to give his memo to the City Council first, also as a courtesy to them, which indicated long time City Engineer Jon Erichson is considering retirement and would be interested in the HRA Executive Director position on a part-time basis and there was no action to be taken as a result of this call.

Mr. Hurm also said that going forward he will read a statement regarding open meeting law so there will no longer be any confusion. Mr. Hurm went on to apologize to the Board and to Commissioner Prenosil for any misunderstandings this may have caused.

Commissioners Prenosil and Repinski felt that this idea should have gone before the HRA board first because it is the HRA's consideration and not the City Council's.

2.) **Report by Commissioner Boughton to bring back to the City Council on where we are at in the process of making a change in the Executive Director position and why.** Commissioner Boughton presented his report on the direction the HRA is heading with the hiring of a new executive director to the City Council and Mayor at the April 16, 2012 City Council meeting.

Commissioner Prenosil asked that in the future his report should be brought to the HRA first for review and then to the City Council.

3.) Process in determining future of the ED position.

Executive Director Hurm outlined steps in the process of hiring a new ED for the HRA. These steps include determining the need for a part-time or full-time ED, skills and knowledge required of an ED, determining pay and benefit package, how to recruit candidates and establish a timeline.

5.) Public Housing:

a. Twin Towers - Motion to award bid for lavatory faucets and misc. plumbing.

The following bids were received for plumbing work to be done at the Twin Towers.

Harty Mechanical	\$133,900.00
Jim & Dude's Plumbing	\$130,700.00

Commissioner Schlieve asked if the bid could be given to Harty Mechanical because they do very good work and were familiar with the plumbing at the Twin Towers even though they were higher. Staff said that unless you have a very good reason not to give it to Jim and Dude's, that it needs to be awarded to the low bidder. It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to award the bid to the low bidder Jim & Dude's Plumbing. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

b. Twin Towers - Motion to award bid for washers and dryers.

The following bids were received to replace all 10 washers and 10 dryers at the Twin Towers:

Donker's Appliance	\$28,999.00
Sorenson's Appliance	\$28,855.00
BDS Laundry Systems	\$28,781.44

It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to award the bid to the low bidder BDS Laundry Systems. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

- c. **Pickett Place - Motion to award bid for replacing outlets.** The following bids were received to replace all 1,010 electrical outlets at Pickett Place.

Schammel Electric	\$18,373.00
O'Connor Electric	\$14,333.00
Kestner Electric	\$ 8,775.00
Austin Electric	\$ 8,436.00
Fox Electric	\$ 8,435.00
Matyas Electric	\$ 6,051.54

It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to award the bid to the low bidder Matyas Electric. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

- d. **Scattered Sites - Motion to award bid for landscaping.** The following bids were received to replace the existing landscaping at 17 scattered site units.

Dolan's Landscaping	\$24,975.00
Stiver's Nursery	\$24,500.00
L.L. Hage	\$22,400.00
Weis Landscaping	\$18,980.00

It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to award the bid to the low bidder Weis Landscaping. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

- e. **Scattered Sites - Motion to award bid for shingling roofs.** The following bids were received to shingle 15 scattered site houses.

L.L. Hage	\$78,915.40
Kiker Brothers	\$70,484.00
Weitzel Roofing	\$70,400.00
Larry Baker	\$67,000.00
Hutch & Sons	\$52,122.00
K&L Construction	\$49,690.00
JB Siding & Roofing	\$44,500.00

It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to award the bid to the low bidder JB Siding & Roofing. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

f. Twin Towers - Review bid for pickup Truck. Bid was awarded by ED. The following bids were received to purchase a new pickup truck for Twin Towers.

Vern Eide Chevrolet	\$25,217
Motor Inn	\$24,129
Usem's Chevrolet	\$24,000
Nelson Auto Center	\$23,541

The ED awarded the bid to Usem's Chevrolet based upon best value to the HRA in which Usem's also threw in \$500 worth of products such as a spray-in bed liner and mud flaps and had truck in stock for immediate delivery. There was also minor differences between vehicles.

It was moved by Commissioner Boughton and seconded by Commissioner Prenosil to affirm the award of the bid to Usem's Chevrolet by the ED. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

6.) Market Rate Housing:

a. Courtyard & Chauncey - Motion to award bid for lawn mowing services. The following bids were received to perform weekly lawn mowing services for Courtyard and Chauncey combined.

Kim Crawford	\$170.00 per mow
Parker Bracken	\$150.34 per mow
Craig Poshusta	\$145.00 per mow
Terry Plath	\$136.80 per mow

It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to award the bid to the low bidder Terry Plath. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

7.) Executive Director's Report:

- a. Housing Market Study.** Executive Director Hurm was considering updating the Housing Market Study which was last done in 2005 for use with the Housing Improvement Program. Director Hurm stated an updated study would run somewhere between \$10,000 and \$15,000 and decided a "windshield survey" would be done instead by staff. Craig Hoium has maps that Karen, Vera and our intern could drive up and down the streets of Austin and mark on the maps the addresses of distressed properties or even entire blocks.

8.) Adjourn: There being no further business it was moved by Commissioner Poshusta and seconded by Commissioner Prenosil to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried. The meeting was adjourned at 5:00 PM.

Marvin Repinski, Chair

SEAL

Marilyn Prenosil, Secretary