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

Date & Time: May 21, 2020 at 3:30 PM

**Meeting was held virtually via Zoom as provided by Minn. Statute 13D.021, Subd 1 condition 1
All voting was done by roll call.**

1.) Roll Call.

Commissioners Present: Jerome McCarthy, Chair
Carole Granholm
Vernon Lippert
Paul Fischer
Jason Baskin

Commissioners Absent: Laura Helle
Marvin Repinski

HRA Staff Present: Taggert Medgaarden, Executive Director
Angela Felten, Finance Manager
Lori Wieseler, Administrative Assistant

There being a quorum, the meeting was called to order by Chair McCarthy.

2.) Approval of Minutes.

It was moved by Commissioner Fischer and seconded by Commissioner Granholm to approve minutes of the regular meeting held on February 20, 2020. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

3.) Approve Accounts Payable

It was moved by Commissioner Baskin and seconded by Commissioner Fischer 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 & Section 8

Recently the HRA advertised for bids for several of our Public Housing Sites. Below are the winning bids seeking approval:

- a. Approve Pickett Place refrigerator Bid—two bids were received. GE bid the refrigerators at \$52,128 and Sorensons bid was \$49,440. Sorensons bid package was not complete and could not be accepted so we submit the bid from GE for approval. Motion was made and seconded

- by Commissioners Fischer and Lippert to award the bid to GE in the amount of \$52,128. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.
- b. Approve Twin Towers & Pickett Place Parking Lot Bid—two bids were received for the mill and overlay projects at Twin Towers and Pickett Place. Rochester Sand & Gravel bid the project at \$129,209 and Ulland Bros. at \$126,285. Motion was made and seconded by Commissioners Lippert and Fischer to award the bid to Ulland Bros in the amount of \$126,285. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.
 - c. Approve Window Washing Bid, All Buildings—only one bid was received for this project. Endres bid for the window washing project is \$14,197. Motion was made and seconded by Commissioners Baskin and Granholm to award the bid to Endres in the amount of \$14,197. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.
 - d. Approve Scattered Sites Shed Roofs Bid—two bids were received for this project. Tom Larson bid the Shed Roofs at \$41,611 and K&L Construction bid them at \$31,750. Motion was made and seconded by Commissioners Fischer and Lippert to award the bid to K&L Construction in the amount of \$31,750. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.
 - e. Approve Scattered Sites Doors and Windows Bid—two bids were received for the project of replacing many of the exterior doors and windows in several of our Scattered Sites. Hutch & Sons bid the project at \$310,171 and Anderson Construction bid \$397,114. Motion was made and seconded by Commissioners Lippert and Baskin to award the bid for the Scattered Sites Doors and Windows project to Hutch & Sons in the amount of \$310,171. All present voted on favor thereof, none in opposition thereto. Motion was declared passed and carried.
 - f. Approve Twin Towers A/C sleeve covers.
We received quotes from two suppliers for the A/C sleeve covers. Minncor bid the covers at \$37,950 and Park Supply bid them at \$9,995.80. Motion was made and seconded by Commissioners Fischer and Baskin to award the bid to Park Supply in the amount of \$9,995.80. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.
 - g. Approve Pickett Place A/C Covers
We received quotes from two suppliers for the A/C sleeve covers. Minncor bid the covers at \$18,975 and Park Supply bid them at \$4,997.90. Motion was made and seconded by Commissioners Baskin and Granholm to award the bid to Park Supply in the amount of \$4,997.90. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.
 - h. Scattered Sites: Motion to Adopt a new Utility Allowance
Request was made to Austin Utilities showing the annual utility costs at each of the fifty-six scattered site units. Averages are then 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. At this time changes will only be made to the four-bedroom units. It was moved by Commissioner Lippert and seconded by Commissioner Granholm to approve the Scattered Site Utility Allowances as

presented to be effective April 1, 2020 and will be applied to the affected tenants at their annual recertification. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

- i. Adopt HUD Waivers for possible use
During these unprecedented circumstances, HUD has issued waivers (Notice PIH2020-05) that pertain to timelines for in-person inspections and interviews and other circumstances that due to Covid-19 may be difficult to comply. Our office has not had the need for such waivers yet but ask that the Board adopt them for possible future use. Motion was made and seconded by Commissioners Lippert and Fischer to adopt the HUD Waivers (Notice PIH 2020-05) for possible future use. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.
- j. Approve Borrowing Resolution with MHFA
The Housing and Redevelopment Authority of Austin Minnesota (HRA) has entered into a Borrowing Resolution with the MHFA for projects on our public housing units. This a forgivable loan assuming the HRA retains ownership of the property for the agreed upon number of years. Motion was made and seconded by Commissioners Lippert and Fischer to approve the Borrowing Resolution with MHFA. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

5.) Executive Director Reports:

- a. Approve 1010 W Oakland Ave demo/rebuild Bid
The HRA advertised for bids for the demolition and rebuild of the 1010 W Oakland Avenue house that was damaged by fire. We received three bids for this project. Premiere Restoration bid the job at \$165,309.27. K & L Construction bid it at \$103,664.15 and Tom Larson bid it at \$74,789.00. It was recommended by ED Medgaarden to award the bid to Tom Larson in the amount of \$74,789. Motion was mad and seconded by Commissioners Fischer and Lippert to award the bid for the Demo and Rebuild of the 1010 W Oakland property to Tom Larson. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.
- b. Covid-19 Update
ED Medgaarden explained to the board the various measures that we as the HRA have taken to protect tenants, visitors and staff. The HRA office remains closed to the public as do the Community rooms in all of our buildings. We remain diligent in our cleaning, sanitizing and social distancing. A protective glass has been installed in the main office. Multiple hand sanitizers have been installed in all of the buildings, etc.
- c. Assistant Finance Position-Internship
Former ED Erichson had created a split position, part time finance assistant and part time office assistant at Twin Towers. It was decided prior to his retirement that the hiring be put on hold for the new ED to fill based on what his thoughts were in regards to the need. ED Medgaarden has hired Sam Esplan as an intern for the summer to fill this position. Sam is currently a college student with his focus on business management. He should be a good fit for the position.
- d. Western Manor Vouchers
The management for Western Manor Apartments are considering opting out of the project based vouchers that they currently hold. These vouchers are set to expire this fall. At that time HUD

may offer those vouchers to the Austin HRA and we will make a decision then as to whether we want to take them on.

- e. 106 2nd St SE
ED Medgaarden updated the board on the status of this purchase. Covid-19 has caused a delay in the process.
- f. Riverland Update
After much talk and negotiations over the last several months about the HRA selling one of the North Pointe Lots to Riverland for their construction programs, they have decided that they are not interested in acquiring any property at this time. ED Medgaarden is looking at other options for those lots.

6.) Adjourn

There being no further business it was moved by Commissioner Fischer and seconded by Commissioner Lippert to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

Jerome McCarthy, Chair

SEAL

Jason Baskin, Secretary