

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

**June 15, 2005**

**1.) Roll Call.**

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held at 4:30 PM, June 15, 2005, at the HRA Office. The meeting was called to order by Chairperson Jorgenson. Present were Commissioners Lang, Nordin, Christopherson, and Pacholl. Also present were Executive Director Hurm, Deputy Director for Community Development Smith, HRA Finance Director Detloff, Deputy Director of Housing Volstad, and Deputy Director of Family Housing Mattson. Commissioner Nelson was absent.

**2.) Approval of the meeting minutes of April 19, 2005.**

It was moved by Commissioner Nordin and seconded by Commissioner Pacholl to approve the minutes of the regular meeting of May 18, 2005. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**3.) Approval of the claims for payment.**

It was moved by Commissioner Nordin and seconded by Commissioner Lang to authorize payment of the list of claims for payment as presented. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**4.) Community and Economic Development.**

**a.) Flood Project-Motion to approve review appraiser.** It was moved by Commissioner Lang and seconded by Commissioner Pacholl to contract with Allen Paulson of Rochester to

review the appraisals of the six commercial properties being appraised by Robinson Appraisals. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**b.) Flood Project - Motion to approve the following documents and recommend their adoption by the City Council.**

Procedural Guidelines for the current phase of the flood acquisition and clearance program have been prepared by staff and approved by DEED. An updated copy of the Residential Anti-displacement and Relocation Assistance Plan has also been prepared. Both documents are required by program guidelines and are consistent with the procedures used in the past. Tom Smith requested that the commissioners approve the documents and recommend their adoption by the City Council.

**1.) City of Austin Acquisition & Demolition of Flood Damaged Structures Procedural Guidelines.**

It was moved by Commissioner Lang and seconded by Commissioner Nordin to approve the Acquisition and Demolition of Flood Damaged Structures Procedural Guidelines and recommend its adoption by the City Council. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**2.) Flood Project Residential Anti-displacement & Relocation Assistance Plan.**

It was moved by Commissioner Nordin and seconded by Commissioner Pacholl to approve the Residential Anti-displacement and Relocation Assistance Plan and recommend its adoption by the City Council. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**5.) Executive Director Reports.**

**a.) Usem Body Shop Property Update.** The AMCAT garage is no longer going to be developed on the west end of Block 15 of Original Village Addition. The City Engineering Department will prepare a plan to re-use the site for parking and green space. Staff will explore whether there is anyone interested in purchasing the body shop to move from the site.

## **6.) Public Housing.**

**a.) Pickett Place - Elevator Modernization** (Capital Fund Grant) When an elevator modernization consultant was selected in May, the cost of modernization services was inadvertently left off of the bid totals as presented. With modernization cost added to Elevator Consulting Services bid, they are no longer the low bidder. The problem was found prior to execution of the contract.

**1.) Rescind action awarding bid for elevator modernization consultant at the 5/18/05 meeting.** It was moved by Commissioner Pacholl and seconded by Commissioner Christopherson to rescind the May 18, 2005 award of the elevator modernization contract to Elevator Consulting Services. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**2.) Award bid for the elevator consulting contract.** It was moved by Commissioner Nordin and seconded by Commissioner Christopherson to award the consulting contract for elevator modernization at Pickett Place to Elevator Advisory Group. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**b.) Scattered Sites - Award bids on Renovation Project** (Capital Fund Grant) Karen Mattson presented the results of bidding for remodeling family housing units. She reported that she has been very pleased with the work done to date.

**1.) Windows, Siding & Doors.** It was moved by Commissioner Pacholl and seconded by Commissioner Lang to award the bid for windows, doors, and siding at two three bedroom scattered site homes to JB Siding for \$21,000.00. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**2.) Kitchen Cabinets.** It was moved by Commissioner Nordin and seconded by Commissioner Christopherson to award the bid for kitchen cabinets and bathroom vanities at four scattered-site two bedroom units to Dwight Matter for \$14,464.00. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**7.) Market Rate Housing.**

**a. Motion to approve "Section 11" added to Courtyard/Chauncey Policies.** Sherri Detloff reported that a dispute among tenants and staff over decorations and furnishings in the common spaces was encountered recently. An additional Section 11 to the Policies of the Austin Courtyard and Chauncey Apartments has been drafted to cover similar situations in the future.

It was moved by Commissioner Christopherson and seconded by Commissioner Pacholl to approve the addition of the modified Section 11 to the Courtyard/Chauncey Policies. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**b. Motion to hire Springsted, a bond financial advisor, to refund the Austin Courtyard 1995A Gross Revenue Bonds and finance same with General Obligation Bonds.** Sherri Detloff presented a request to authorize Springsted to initiate the process to market GO Housing Revenue Refunding Bonds for the Courtyard Project. A detailed breakdown of the transaction was also presented. The interest rate drop to 4.22% from 7.25% will make the cost of the refunding a good investment.

It was moved by Commissioner Christopherson and seconded by Commissioner Nordin to authorize HRA staff to work with Springsted to complete the re-funding of the Courtyard Bonds as requested. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

**8.) Other Business.**

**a. HRA Meeting.** Director Hurm requested that the next regular meeting of the HRA be moved up to 4:30 P.M., July 13, 2005. This will allow action on items that require approval prior to the regularly scheduled meeting time. There was no objection from the board members.

**b. Cedars of Austin Sprinklers.** Director Hurm reported that installation of the fire sprinkler system at the Cedars of Austin is complete. The installation was required by the HRA Board as a condition of the HRA's assistance in debt refinancing for the Cedars.

**9.) Adjourn.** There being no further business it was moved by Commissioner Lang and seconded by Commissioner Christopherson to adjourn the meeting. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

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Michelle Jorgenson, Chairperson

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Gloria M. Nordin, Secretary