



308 Second Ave. NE, Austin, MN 55912
Phone 507-433-1866 Fax 507-433-8317
Website www.austinhra.org

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

1.) Roll Call.

Date & Time: August 15, 2019 @ 3:30 PM

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

Commissioners Absent: None

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

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

2.) Approval of Minutes

It was moved by Commissioner Repinski and seconded by Commissioner Helle to approve minutes of the regular meeting held on June 20, 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 Helle 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

a. Public Housing Budget-Resolution to adopt the budget for Twin Towers, Pickett Place and Scattered Sites for FYE 9/30/20

The budgets for Twin Towers, Picket Place and Scattered Sites for the fiscal year 10/01/19 to 9/30/2020 were presented to the board and ED Medgaarden highlighted the most notable changes, such as training and computer software upgrades.

Motion was made and seconded by Commissioners Repinski and Fischer to adopt the following Resolution:

RESOLUTION #619

**RESOLUTION APPROVING THE BUDGET FOR THE
TWIN TOWERS, SCATTERED SITES AND PICKETT PLACE FOR THE FISCAL YEAR
ENDING 9/30/2020**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and adopted.

b. Public Housing 5-year Capital Improvement Plan – Review.

The HRA has prepared a 5-year Capital Improvement Plan for the Public Housing units which includes funds for the 2019 Capital Fund Grant year totaling \$784,121. The plan consists of projects that the Austin HRA is proposing to HUD to improve our Public Housing units located at Twin Towers, Pickett Place and the Scattered Site HUD Houses. There needs to be a Public Hearing regarding the adoption of this plan which has not been set and the proposed plan is for review only by the Commissioners at this point.

c. HUD's Compliance Review Monitoring – Update.

To date we have not heard back from our HUD representative in regards to our Compliance Report.

d. Scattered Sites

Change orders: Given the extra time it took securing the bids for our scattered site projects, several of them needed change orders to change the date of completion.

Concrete Bid Change order #1: Changes the date from 11/01/2019 to 11/15/2019

Alarm and Electrical Bid Change order #1: Changes to completion in 6 weeks of start date

Stove Replacement Bid Change order #1: Change to Completion in 6 weeks of start date

Furnace and Water Heater Bid Change order #1: Change from 10/15/2019 to 11/30/2019

e. Twin Towers Flooring Bid

Despite being publicized and solicited, only one bid was received for the Twin Towers Flooring Project. That bid was from Hiller Carpets in Rochester, MN in the amount of \$394,166.00. Motion was made and seconded by Commissioners Fischer and Lippert to award the Twin Towers Flooring bid to Hiller Carpets. All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and adopted.

5.) Market Rate Housing:

Nothing to report

6.) Executive Director Reports:

a. General Fund-Resolution to adopt Budget and Tax Levy for FYE 9/30/2020

The General Fund budget was presented for the fiscal year 10/1/18 to 9/30/19 which includes a Special Benefit Tax Levy in the amount of \$196,117.00. The funding is provided for the targeted areas of redevelopment. We have completed the application for Hormel Foundation Grant to provide for matching funds and are scored #4 on their list. Overall there were no major changes in the year's General Fund budget.

The following Resolution was introduced by Commissioner Lippert and seconded by Commissioner Helle:

RESOLUTION #620
RESOLUTION AUTHORIZING THE LEVY OF A SPECIAL
BENEFIT TAX PURSUANT TO MN STATUTE 469.033,
SUBDIVISION 6 AND APPROVAL OF THE GENERAL FUND BUDGET
FOR FISCAL YEAR 10/1/2019 TO 9/30/2020

All present voted in favor thereof, none in opposition thereto. The Chair declared the resolution passed and adopted.

b. Wages-Motion to adopt a new wage schedule effective 10/01/19

Executive Director Medgaarden presented the proposed wage schedule to be effective October 1, 2019. In determining wages, the following items were evaluated:

- Comparison of other local units of government
- Funding ability of the HRA
- A review of employee insurance copayments

His proposal included:

- All full time HRA Employees receive a 3% salary adjustment
- Change the Administrative Assistant wage step schedule range to \$19.50-\$23.21 From \$17.75-\$21.13.
- Seasonal help to increase from \$10.50 to \$11.00
- Board to determine any increase for the Executive Director

Commissioner Repinski made the proposal that Finance Director Felten receive larger than the suggested 3% increase. His thoughts were that she has adapted so well to in her new position and her increased workload that she should receive 6-7%. While no one suggested that she didn't

deserve the increase but as remarked by Commissioner Helle, increases and steps are for the positions, not the individual. It was suggested that FD Felten could receive a step increase as well as the cost of living increase. After brief discussion it was decided that ED Medgaarden would bring a recommendation that would include budget implications to the next board meeting.

Motion was made and seconded by Commissioners Helle and Baskin to adopt the wage schedule proposed by ED Medgaarden. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

c. Targeted Redevelopment Area

Purchase Option Agreement for 1019 8th Ave NE

This purchase option gives the owner the ability to look for new housing knowing that she can sell hers for the agreed amount of \$47,700. Motion was made and seconded by Commissioners Lippert and Granholm to approve the Purchase Option Agreement. All present voted in favor thereof, none in opposition thereto Motion was declared passed and carried.

Award Bid for Asbestos Removal on 1015 8th Ave NE

Three bids were received for the asbestos removal at the property at 1015 8th Ave NE with the lowest of those being from Environmental Plant Services for \$4200.00. Motion was made and seconded by Commissioners Repinski and Granholm to award the bid to EPS. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

d. Audit RFP-Motion to Approve Auditor for 3-year Contract

HUD regulation mandated that the HRA put its yearly audit process out for bids. We received two bids with the lowest being from CLA for \$18,200, \$18,400, and \$18,600 respectively.

Motion was made and seconded by Commissioners Repinski and Granholm to award the bit for the HRA yearly audit 3-year contract to CLA. All present voted in favor thereof, none in opposition thereto Motion was declared passed and carried.

7.) Adjourn:

There being no further business it was moved by Commissioner Helle and seconded by Commissioner Baskin 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