

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

**August 28, 2002**

A special meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held at 4:30 PM, August 28, 2002, at the HRA Office. The meeting was called to order by Chairman Lang. Present were Commissioners Chaffee, Jorgenson, Nordin, and Nelson. Also present were Interim Executive Director Smith, Deputy Director of Housing Volstad, HRA Financial Officer Detloff, City Administrator McGarvey, and City Finance Director Dankert.

**AUSTIN COURTYARD AND CHAUNCEY APARTMENTS:**

**Bid Proposals for Property & Liability Insurance.** Three bids were received for Property and Liability Insurance for the Austin Courtyard and Chauncey Apartment Buildings. It was moved by Commissioner Nordin and seconded by Commissioner Jorgenson to accept the low bid of \$31,750.00 with a \$1,000.00 deductible from the League of Minnesota Cities. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

**Approval of Revised Budget for FYE 9/03/03.** It was moved by Commissioner Chaffee and seconded by Commissioner Jorgenson to approve the revised budget as presented for fiscal year 10/1/02 to 9/30/03 for Austin Courtyard and Chauncey Apartments. All present voted in favor of the motion none in opposition thereto. The Chairman declared the motion passed and carried.

**OTHER:**

**Review Pay Plan Data.** The board will continue to review the pay plan to insure that it fits properly with the structure of the City of Austin Plan and the plans of comparable HRA plans.

**Review Executive Director Resumes.** The Commissioners reviewed the resumes submitted for the Executive Director position. It was moved by Commissioner Nordin and seconded by Commissioner Chaffee to select three applicants (3, 7, & 11) to be interviewed for the position. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

The interviews will take place beginning at 1:00 P.M. on September 11, 2002. Trish Wiechmann will contact the applicants and schedule the interview times.

It was moved by Commissioner Chaffee and seconded by Commissioner Nordin to approve the Position Profile for the HRA Executive Director position. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**ADJOURNMENT:** There being no further business it was moved by Commissioner Jorgenson seconded by Commissioner Nelson to adjourn the meeting. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

Richard Lang, Chairman

SEAL

Mickey Jorgenson Secretary/Treasurer