

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

**September 11, 2002**

The Regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held at 4:30 PM, September 11, 2002 at the HRA Office. The meeting was called to order by Chairman Lang. Present were Commissioners Chaffee, Jorgenson, and Nordin. Also present were Interim Executive Director Smith, Deputy Director of Housing Volstad, City Administrator McGarvey, City Finance Director Dankert, City Human Resource representative Trish Wiechmann. Commissioner Nelson was absent.

**PUBLIC HOUSING:**

**Refrigerator Bids:** Advertising and a bid opening were conducted to provide 81 new refrigerators for Pickett Place. The selected bidder will supply the new refrigerators, install them in each apartment, and dispose of the old refrigerators and all packing material. The following bids were received:

Sorenson's Appliance - \$28,381.19  
Donkers Appliance - \$29,745.90  
Bissen Appliance - \$29,911.52  
R & C Appliance - \$37,007.69

It was moved by Commissioner Jorgenson and seconded by Commissioner Nordin to accept the low bid from Sorenson's Appliance. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**AUSTIN COURTYARD AND CHAUNCEY APARTMENTS:**

No business.

**COMMUNITY DEVELOPMENT:**

**East Side Homeownership Program.** Two homes have been moved into the northeast neighborhood project area. The HRA attorney has determined that a quiet title action needed to be done prior to selling the homes. This work is underway. In the interim the home at 802 5<sup>th</sup> Ave. NE is being rented to a person with an option to buy once the title is cleared.

Title problems seem to be common when dealing with distressed property. Two other acquisitions are pending. They are dependent on the current owner getting a release of tax liens on the property.

**Railroad yard Project.**

**Update on Sale of Lot to Bus Company:** A Developer's Agreement has been prepared and given to Austin Transportation for review and execution. As of today the agreement remains unsigned. The Contract for Private Redevelopment cannot be approved and a Business Subsidy can't be granted until the Developer's Agreement is executed.

**Approval of Change Order:** A request for approval of a Change Order to the Carl Bolander contract for Railroad Property cleanup was presented for approval. Change Order #1 consists of the following:

Removal of additional contaminated soil - \$75,322.62  
Extra concrete and rubble - 5,149.27  
Load stockpiled material, move and grade- 2,100.00  
Removal of railroad ties & treated wood - 7,303.20

Total - \$89,866.09

The cleanup cost remains under the approved budget. It was moved by Commissioner Nordin and seconded by Commissioner Chaffee to approve Change Order #1 to the Carl Bolander contract for an addition of \$89,866.09. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**Flood Progress Report.** Tom Smith reported that Jon Erickson is leading the effort to provide FEMA with the information required to approve the release of the promised \$2.5 million in buyout assistance. FEMA has assigned staff to work with Austin to expedite the approval process. They are now getting environmental clearances and running final cost-benefit ratios. We remain confident that the funds will be approved. Our congressional representatives, particularly Gil Gutnecht's office, are monitoring progress. The board will be kept up to date on the status of the funds.

**Flood Auction:** On August 29, 2002, two homes and a garage were sold at public auction. The three structures were part of the FEMA grant to acquire six homes. The sale prices were:

304 8 <sup>th</sup> Ave. SE	-	\$700.00
306 8 <sup>th</sup> Ave. SE	-	\$100.00
Garage	-	\$ 50.00
Total sale		\$850.00

Structures are scheduled to be moved by the end of October.

**OTHER:**

**Review proposed Employee Position Classification and Pay Plan Effective 10/1/02.** The following resolution was introduced by Commissioner Nordin and seconded by Commissioner Chaffee.

**RESOLUTION #392**

**Resolution Adopting the Employee Position Classification  
and Pay Plan and Policy for its Administration  
October 1, 2002, and Approving the Implementation Schedule  
Effective October 1, 2002.**

All present voted in favor of the Resolution, none in opposition thereto. The Chairman declared the Resolution passed and adopted.

Adjustments to the pay plan if required can be made after detailed job descriptions have been prepared and reviewed for accuracy on all positions. All positions will be reviewed by the Center for Evaluation Research and point values similar to the system used by the City of Austin will be assigned. This work should be done over the next few months.

**Appointment of New Executive Director.** The Personnel Committee of the HRA Board interviewed three finalists for the position of Executive Director prior to the meeting. The Committee said that all three were excellent candidates and the decision was difficult.

A motion to table action on the Selection of Executive Director for two weeks was made by Commissioner Jorgenson and died for lack of a second.

It was moved by Commissioner Chaffee and seconded by Commissioner Nordin to name Thomas W. Smith as Executive Director of the Housing and Redevelopment Authority. Executive Director Smith will be compensated at Step A of the approved HRA pay plan effective 10/1/02. Pay for the period Mr. Smith has

served as interim Director will be determined at a later date. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

It was moved by Commissioner Chaffee and seconded by Commissioner Nordin to authorize the Chairman to work with the new Director to set goals for the next six months.

**ADJOURNMENT:** There being no further business it was moved by Commissioner Jorgenson seconded by Commissioner Nordin 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