

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

September 16, 2009

1.) Roll Call.

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held September 16, 2009 at 4:30 P.M. at the HRA Office. The meeting was called to order by Chairman Nelson. Present were Commissioners Pacholl, Clennon, Lang, Schlieve, and McAlister. Also present were Executive Director Hurm, Deputy Director for Community Development Smith, Finance Director Detloff and Deputy Housing Director Volstad. Commissioner Martin was absent.

2.) Approval of the meeting minutes of August 19, 2009 and September 8, 2009.

It was moved by Commissioner Pacholl and seconded by Commissioner McAlister to approve the minutes of the regular meeting of August 19, 2009. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

It was moved by Commissioner McAlister and seconded by Commissioner Pacholl to approve the minutes of the special meeting of September 8, 2009. All present voted in favor of thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

3.) Approval of accounts payable.

It was moved by Commissioner Clennon and seconded by Commissioner Schlieve to authorize payment of the list of accounts payable. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

4.) Executive Director Reports:

- a. **Proposal to contract for services for Twin Towers position.** Director Hurm presented a proposal to eliminate one maintenance specialist position at the Twin Towers and utilize contract work on an as needed basis to do apartment turnover cleaning and painting. The change is projected to save \$33,400 next year and shorten the length of time for apartment turnover. It was moved by Commissioner Pacholl and seconded by Commissioner McAllister to eliminate one maintenance specialist position at the Twin Towers and utilize contracted work as needed to do apartment turnover cleaning and painting. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.
- b. **Proposal to hire one administrative person to assist in Twin Towers management duties and perform apartment rentals at the Austin Courtyard and Chauncey Apartments.** Director Hurm requested that a full-time management assistant be hired at the Twin Towers to collect rent, attend to the needs of tenants, assist Gwen in tenant annual recertifications and other miscellaneous tasks. The new employee will also be responsible for the rental of units at Austin Courtyard and Chauncey. Over the years, more clients with special needs have been housed at the Twin Towers requiring more staff attention and time. Commissioner Lang expressed support for the staff and the need for help, but said he is concerned that the HRA has taken on too much responsibility in renting to so many special needs tenants. The HRA complies with HUD requirements in the tenant application and selection process and must accept eligible applicants regardless of special needs if they are capable of independent living with outside help.

It was moved by Commissioner Pacholl and seconded by Commissioner Schlieve to hire a management assistant as recommended. The new employee and position will be reviewed after six months. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

- c. **Motion to approve new salary schedules effective 10/1/2009.** Director Hurm presented the proposed salary schedule for the fiscal year beginning 10/1/2009. The salary schedule included a separate explanation on the medical benefit coverage for Henrietta Weeks. It was moved by Commissioner Pacholl and seconded by Commissioner Lang to request a legal opinion on the medical coverage provided to Henrietta Weeks. All present voted in favor thereof, none in opposition thereto, the Chairman declared the motion passed and carried.

It was moved by Commissioner Pacholl and seconded by Commissioner Schlieve to approve the wage schedule for the HRA effective for the fiscal year beginning 10/1/2009. All present voted in favor thereof, none in opposition thereto, the Chairman declared the motion passed and carried.

- d. **Discussion and review of a memo to the Mayor regarding the number of members on the HRA Board.** Based on suggestions for changes in the make-up of the HRA Board, a list of recommendations was prepared for consideration by the Mayor. It was moved by Commissioner Pacholl and seconded by Commissioner Lang to approve the list of recommendations as presented. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

5.) Public Housing:

- a. **Capital Funds - Annual Certification/Resolution to approve 2009 Capital Fund Projects which includes the 5-year Action Plan.** A list of proposed projects covering the next five years (Years 2009 through 2013) was presented to the Board which included the current grant year 2009 to which the Austin HRA was awarded \$573,220.

The following resolution was introduced by Commissioner Pacholl and seconded by Commissioner Clennon.

RESOLUTION #475
RESOLUTION APPROVING THE CAPITAL FUND GRANT
PROGRAM ANNUAL STATEMENT FOR GRANT #MN46P08550109
FOR THE FISCAL YEAR 2009 INCLUDING THE
FIVE-YEAR ACTION PLAN

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

- b. **Resolution to approve budgets for Twin Towers, Pickett Place, and Scattered Sites for FISCAL YEAR 10/1/09 TO 9/30/2010.** Budgets for the Twin Towers, Pickett Place and Scattered Sites were presented to the Board. Significant changes to various line items were pointed out. The following resolution was introduced by Commissioner Clennon and seconded by Commissioner Pacholl.

RESOLUTION #473
Resolution Approving Operating Budgets
For Twin Towers, Pickett Place, and Scattered Sites
for Fiscal Year 10/1/2009

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

- b. **Resolution to Write-off collection losses.** A list of tenant numbers that have moved-out or died that left owing money was presented to the Board. These past tenants do not have any intention of paying balances owed and have been turned over to the Credit Bureau for collection and the Minnesota Revenue Recapture Unit. The following resolution was introduced by Commissioner McAlister and seconded by Commissioner Schlieve.

Resolution #474
Resolution Accepting Collection Losses for
Public Housing Projects

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

d. **Twin Towers (CFG) Award quote for kitchen floor tile.**

It was moved by Commissioner McAlister and seconded by Commissioner Schlieve to award the bid for installation of floor tile in the Twin Towers Community Room kitchen to Jason Culbert for a contract price of \$4,777.96. All present voted in favor of the motion with the exception of Commissioner Pacholl who abstained. The Chairman declared the motion passed and carried.

e. **Twin Towers (CFG) Award quotes for both fabric and reupholstery of furniture.** It was moved by Commissioner McAlister and seconded by Commissioner Schlieve to award the bid for fabric for the Community Room furniture to Belita's Interiors for a contract price of \$9,587.20. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

It was moved by Commissioner Schlieve and Seconded by Commissioner McAlister to award the bid for reupholstering the Community Room furniture to Nelson Upholstery for a contract price of \$5,939.10. All present voted in favor of the motion, none in opposition thereto, the Chairman declared the motion passed and carried.

f. **Twin Towers (CFG) Award quote for stack chairs.**

It was moved by Commissioner McAlister and seconded by Commissioner Schlieve to award the bid to provide 75 stack chairs for the Community Room to Belita's Interiors for a contract price of \$11,995.77. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

g. **Twin Towers (CFG) Award quote for drapes.** It was moved by Commissioner Pacholl and seconded by Commissioner Schlieve to award the bid for Community Room drapes to Belita's Interiors for a contract price of \$10,362.95. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

- h. **Twin Towers (Operating) Award quote to repair parking lot.** It was moved by Commissioner Schlieve and seconded by Commissioner Pacholl to award the bid for repairing the east parking lot to M & W Blacktopping for a contract price of \$2,815.00. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

6.) Market Rate Housing:


- a. **FYI - Conversion of a 1 bedroom apartment to a Guest Unit.** Sherri Detloff reported that a hard to rent one bedroom unit at Chauncey Apartments has been converted for use as a guest unit for guests of Austin Courtyard and Chauncey tenants at a cost of \$50.00 per night. August income was \$500 for this guest unit.
- b. **Update on Chauncey Refinancing.** Work is continuing on the process of refinancing the Chauncey Apartment bonds. A timetable of refinancing tasks for the various entities involved was distributed.

Also discussed was a State Statute requirement for general obligation bonds which states tenants under age 55 must meet income guidelines in that their income cannot exceed 80% of median income for Mower County. If a tenant is over 55, there is no income guideline requirements. In the next few weeks we will be sending letters to those tenants under age 55 to verify their wages to see who would be affected by this refinancing requirement.

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



Jay Nelson, Chairman

SEAL


Shirley Schlieve, Secretary