



308 Second Ave. NE, Austin, MN 55912  
Phone 507-433-1866 Fax 507-433-8317  
Website [www.austinhra.org](http://www.austinhra.org)

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

**1.) Roll Call.**

**Date & Time: September 19, 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: Taggert 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 Helle and seconded by Commissioner Fischer to approve minutes of the regular meeting held on August 15, 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 Repinski and seconded by Commissioner Granholm 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. Resolution to write off vacated tenant bad debts.**

At fiscal year- end, vacated tenants that owe balances are written off the tenant accounts receivable books and expensed out. The HRA continues efforts to collect the debts after they are written off through the Minnesota Dept. of Revenue's Revenue Recapture Program. There are 22 Public Housing vacated tenants to be written off this fiscal year totaling \$57,821.48.

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

#### **RESOLUTION #614**

##### **RESOLUTION TO WRITE OFF COLLECTION LOSSES**

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

##### **b. TT Painting Change Order #1**

The trash walls in each building were not included in the original scope of work to be done. Change order # 1 is to include these walls in the project. It was moved by Commissioner Repinski and seconded by Commissioner Lippert to approve change order # 1 for the Twin Towers Paint Project. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

#### **5.) Market Rate Housing:**

Dry sprinkler system at Chauncey will need to be checked. The heads will need to be tested and if one fails (of the 7) then all need to be replaced. ED Medgaarden suggested replacing all 7 of them at a potential cost of \$8K-\$11K depending on construction costs. This cost has been added to our capital improvement plan and will need to be done every three years going forward.

#### **6.) Executive Director Reports:**

##### **a. Hud Compliance Monitoring Review**

After the initial review result of 24 Findings and 20 Concerns, we are now down to 1 Finding and 2 Concerns which in essence means that HUD would like to see more written policy on our procurement training and records keeping in regards to criminal background checks. They also recommended amending our written policy in regard to quality control. Staff will be addressing this and sending documentation to HUD for approval.

b. Health Insurance Renewal

Insurance premiums have increased by 6.5%. We had budgeted for a 20% increase. ED Medgaarden, along with Financial Director Felton recommended increasing the HRA contribution to employees VEBA (or HSA) from \$2100 for singles and \$4800 for families to \$2700 for singles and \$6000 for families. The impact of this on the HRA would be approximately \$9000. Motion was made and seconded by Commissioners Helle and Granholm to approve the increase of the contributions to the employees VEBA or HSA accounts. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

c. Discuss City of Austin request for funding on potential housing project

Chair McCarthy spoke about a prospect of an entity that wishes to partner with the City to build a 60 unit apartment complex. It was thought by some that the project should have more partners. Chair McCarthy thought it may be a reasonable opportunity for the HRA to become involved. There will be more discussion in future meetings.

d. KIMT Weather Cam/Sky cam-TT

KIMT approached the HRA about wanting to put up a sky cam for their station. The GM, the meteorologist and a couple engineers came to scout out locations and looked at both Pickett Place and Twin Towers. They chose Twin Towers as their preferred location. They will pay \$75/month and it was felt by all that this is good exposure for our community. Motion was made and seconded by Commissioners Baskin and Fischer to approve the Sky Cam for KIMT. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

e. KMSQ Data Link—TT

KMSQ requested that the HRA provide them with a data link location on Twin Towers roof to serve as a backup in the instance that theirs was not working. Motion was made and seconded by Commissioners Fischer and Baskin to approve the Link. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

f. Riverland house update:

Riverland officials still have concerns about the environmental issue on the land adjacent to Northpointe Lots. At this time, we are waiting for the final report from the MPCA and if there are no more issues, Riverland is ready to proceed.

g. Discuss Pilot Program with RCC Criminal Justice Class

ED Medgaarden and TT Manager Poshusta went to RCC to explore the possibility of having the student of the Criminal Justice Program do an “internship” at the Twin Towers as a set of “eyes” during select weekend hours. They would be in a presence mode only but would be on site to make the call to law enforcement if needed. ED Medgaarden will do more research on cost and liability to us on this proposal.

#### h. Finance Director salary range adjustment

Commissioner Repinski had made the proposal at the prior meeting that the Finance Directors pay range be increased. It was decided then that the ED would do some research into where it should be and bring a proposal to this meeting. Commissioner Helle also felt that the decisions for the pay scale increases should begin with the ED and then be brought to the Board for approval.

Commissioners Helle, Baskin, and Chair McCarthy were in agreement that they did not feel it was the responsibility of the board to propose any salary increases and that they felt confident that the ED would make responsible recommendations in that regard. Motion was made and seconded by Commissioners Helle and Baskin to approve a 6% salary range increase for the Finance Director position. 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 Baskin and seconded by Commissioner Lippert to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

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Jerome McCarthy, Chair

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Jason Baskin, Secretary



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HRA Board Meeting Agenda September



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