

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

September 20, 2006

1.) Roll Call.

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held at 4:30 PM, September 20, 2006, at the HRA Office. The meeting was called to order by Secretary Gloria Nordin. Present were Commissioners Lang, Pacholl, Christopherson, and Schlieve. Also present were Executive Director Hurm, Deputy Director for Community Development Smith, and Deputy Director of Housing Volstad. Chairman Nelson and Commissioner Hecimovich were absent.

2.) Approval of the meeting minutes of August 16, 2006.

It was moved by Commissioner Christopherson and seconded by Commissioner Pacholl to approve the minutes of the regular meeting of August 16, 2006. All present voted in favor thereof, none in opposition thereto. The Secretary declared the motion passed and carried.

3.) Approval of Claims for Payment.

It was moved by Commissioner Christopherson and seconded by Commissioner Lang to authorize payment of the list of claims for payment. All present voted in favor thereof, none in opposition thereto. The Secretary declared the motion passed and carried. Secretary Nordin pointed out that the list of claims was not totaled. She requested that the total be added.

4.) Redevelopment Business:

No business

5.) Public Housing:

- a. **Twin Towers, Pickett Place & Scattered Sites - Resolution to adopt the operating budgets for all three projects.** Director Hurm presented the Public Housing Budget for the fiscal year 10-1-06 to 9-30-07. As ordered by HUD, any Housing Authority that operates more than 250 units has to prepare a budget for each project. As presented, the budget divides income, expenses and operating subsidies into separate columns for the Twin Towers, Pickett Place and Scattered Site housing projects. All three projects show comfortable net incomes largely due to the HUD operating subsidies.

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

**RESOLUTION #448
RESOLUTION APPROVING PUBLIC HOUSING
OPERATING BUDGET FOR FYE 9/30/07**

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

- b. **Public Housing - Resolution to write off tenant bad debts.** At the end of every fiscal year the HRA writes off tenant debts that have proved uncollectible at the end of the year. The write off is an accounting procedure. The HRA continues efforts to collect bad debt after the write off. The following resolution was introduced by Commissioner Christopherson and seconded by Commissioner Lang.

**RESOLUTION #447
RESOLUTION ACCEPTING COLLECTION LOSSES FOR
PUBLIC HOUSING AND MARKET RATE HOUSING PROJECTS**

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

- c. **Twin Towers, Pickett Place, Scattered Sites & HRA Office - Motion to award bid for Property, Liability, and Auto Insurance.** Insurance bids were opened on September 13, 2006. The bids were analyzed and a variety of factors made it impossible to recommend an insurance carrier that would be in the best interests of the HRA. After discussing the situation with City Attorney, David Hoversten, Director Hurm recommended rejecting all bids and preparing specifications for re-bidding.

It was moved by Commissioner Christopherson and seconded by Commissioner Lang to reject all bids on property and liability insurance and order preparation of new specifications for re-bidding the entire insurance package. All present voted in favor of the motion, none in opposition thereto. The Secretary declared the motion passed and carried.

It was moved by Commissioner Christopherson and seconded by Commissioner Lang to request temporary renewal of insurances with the League of Minnesota Cities Insurance Trust until the new bid procedure is completed, and bids are opened and awarded. All present voted in favor of the motion, none in opposition thereto. The Secretary declared the motion passed and carried.

- d. **Landscaping Bids.** Bids were solicited to make landscaping improvements at several locations of scattered site properties. It was moved by Commissioner Pacholl and seconded by Commissioner Christopherson to accept the low bid from the Garden Center for \$7,200.00. All present voted in favor of the motion, none in opposition thereto. The Secretary declared the motion passed and carried.

6.) Market Rate Housing:

- a. **Courtyard & Chauncey Apts. - Motion to award bid for Property and Liability Insurance.** This insurance bid is covered under the previous motions to re-bid the entire insurance package and to temporarily renew the existing insurance package.

7.) Executive Director Reports:

b. Salaries - Motion to adopt Wage and Implementation Schedule effective 10/1/06. The HRA Wage and Implementation Schedule for the upcoming fiscal year was presented to the Board. It was moved by Commissioner Christopherson and seconded by Commissioner Lang to approve the Wage and Implementation Schedule as presented effective October 1, 2006. All present voted in favor of the motion, none in opposition thereto. The Secretary declared the motion passed and carried.

8.) Adjourn. There being no further business it was moved by Commissioner Christopherson and seconded by Commissioner Pacholl to adjourn the meeting. All present voted in favor thereof, none in opposition thereto. The Secretary declared the motion passed and carried.

Jay Nelson, Chairman

SEAL

Gloria M. Nordin, Secretary