



308 Second Ave. NE, Austin, MN 55912
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REGULAR MEETING AGENDA

THURSDAY, APRIL 21, 2016 @ 4:30 PM

Please let Jon or Sherri know if you cannot attend this meeting.

Four Commissioners must be present to constitute a quorum.

1. **Roll Call.**
2. Approve **Meeting Minutes** of March 17, 2016.
3. Review **Accounts Payable**.
4. **Public Housing:**
 - a. Twin Towers – Motion to approve bid for the Window & Door project.
 - b. Public Hearing for the 5-year Capital Improvement Plan.
 - c. Transitional House – Motion to award roofing bid.
5. **Executive Director Reports:**
 - a. CHIP – Flip house at 609 10th Ave. NW
 - 1.) Motion to award bid to renovate house.
 - 2.) Motion to increase budget.
 - b. Fox Pointe proposed housing site update.
 - c. Downtown property acquisition at 119 2nd Ave. NE – Motion to approve purchase.
 - d. Part-time cleaning help – Motion to approve hiring part-time employees on an as-needed basis to clean vacant units.
 - e. Lawn Mower – Motion to approve sale of old mower and purchase new one.
 - f. Retirement announcement from Austin Courtyard Manager Rod Johnson.
6. **Adjourn.**



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

1.) Roll Call.

Date & Time: April 21, 2016 at 4:30 PM

Commissioners Present: Janet Anderson, Secretary
Jerry McCarthy
Marvin Repinski
Vernon Lippert

Commissioners Absent: Judy Enright, Chair
Leona Ruehmann, Vice-Chair
David Hagen

HRA staff Present: Jon Erichson, Executive Director
Sherri Detloff, Finance Director

There being a quorum, the meeting was called to order by Secretary Anderson.

2.) Approval of Minutes.

It was moved by Commissioner McCarthy and seconded by Commissioner Lippert to approve minutes of the regular meeting on March 17, 2016. 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 McCarthy and seconded by Commissioner Lippert 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. Twin Towers - Motion to approve bid for the Window & Door Project.

Five bids were received for the replacement of all windows at the Twin Towers along with replacing all the exterior doors on the main floor and office revisions for handicap accessibility and security issues. Bids were solicited for two different windows – a wood window and an aluminum window. Both window bids came in under budget.

HRA Staff and the Architect felt that the wood window provided by H-Window (the more expensive window) was the best choice for the following:

1. Aluminum window operating mechanism is a crank versus a push bar. With the window opening limited for safety reasons the push bar will create less maintenance
2. Push bar opener meets ADA Standards
3. The H-Window rotates (outside to inside) to provide easier cleaning
4. The H-Window is awning style that provides for better weather protection.
5. The screens with the H-Window are more user friendly
6. Warranty length is greater with the H-Window
7. The H-Window has a lower U value which makes it more energy efficient

Because we were under the budgeted amounts, both HUD and MHFA were contacted to gain approval for the more expensive window to which they both agreed. Olympic Builders from Holmen, WI was the low bidder for both window options .The recommendation was for the following:

1. Bid Package 1A - Wood H-Windows in all Apartments	\$ 1,006,243
2. Bid Package 2 - Main Level Doors and Windows	189,628
3. Bid Package 2 - Alternate #1 for Office Remodel	8,791
4. Bid Package 2 - Alternate #2 for H-Windows Caretaker Apt.	<u>7,367</u>
Total Bid Amount	\$ 1,212,029

It was moved by Commissioner Repinski and seconded by Commissioner Lippert to award the low bid to Olympic Builders for installation of the wood H-Windows and alternates as indicated above for \$1,212,029. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

b. Public Hearing & Resolution for the Capital Fund 5-year Action Plan.

The current projects for the year 2016 capital grant funds and also years 2017 through 2020 for planned improvements to the public housing properties were presented.

A public hearing was noticed in the paper to solicit public comment on the proposed projects. No one was in attendance.

The following Resolution was introduced by Commissioner McCarthy and seconded by Commissioner Repinski.

**RESOLUTION #569
RESOLUTION APPROVING AND ACCEPTING THE
2016 CAPITAL FUND GRANT #MN46P08550116
INCLUDING THE 5-YEAR ACTION PLAN.**

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

c. Transitional House - Motion to approve roofing bid.

Five bids were received to replace the shingles on the Transitional House. Low bid was received by Kiker Brothers in the amount of \$7,410. It was moved by Commissioner Lippert and seconded by Commissioner McCarthy to award the low bid to Kiker Brothers. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

5.) Executive Director Reports:

a. CHIP – Flip house at 609 10th Ave. NW:

Three bids were received for remodeling the interior of the house at 609 10th Ave. NW which is the tax forfeited property the HRA acquired from Mower County. Low bid was received from Luke Christenson for \$23,600. Based on the low bid, costs to date of \$18,000.00 and estimated final costs the original budget of \$50,000.00 is projected to be approximately \$57,500.00. It was recommended to increase the budget from \$50,000.00 to \$57,500.00 and to award the low bid of Luke Christenson. The house will be marketed too low to moderate income persons with the sales price to match total expenditures.

It was moved by Commissioner Repinski and seconded by Commissioner McCarthy to award the low bid to Luke Christenson for \$23,600 and increase the budget to \$57,500. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Fox Pointe – Three River’s proposed housing update:

Applications are being accepted by MHFA again this year with a mid-June deadline. Executive Director Erichson has met with the Hormel Foundation to see if they are still willing to be a partner in the land purchase if the project is awarded and funded by MHFA. They have indicated they will still partner with the HRA up to a \$350,000 match. ED Erichson has also met with Hormel Corporate Office executives hoping that Hormel would purchase the tax credits for this project. If they do, then the Three River’s application will receive more scoring points. ED Erichson is also negotiating a purchase option again with Pro-Growth Bank the owner of the property.

c. The Ville building acquisition at 119 2nd Ave. NE:

A purchase agreement has been signed by the owner of The Ville building located at 119 2nd Ave. NE for \$57,500 which is contingent on the building being vacant. The closing would occur on or before July 1, 2016. Funds currently held at the Port Authority for the BEEP store front easement program will be used for the purchase. The funds originally came from the Austin HRA and the Hormel Foundation to fund the BEEP program. The Hormel Foundation gave its approval to use said funds for this purchase and now the HRA Board is being asked to give their approval for these funds. It was moved by Commissioner Repinski and seconded by Commissioner McCarthy to approve the use of these funds for the acquisition. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried. The Austin Port Authority will be the owners of the building upon their approval.

d. Part-time cleaning help – Motion to approve hiring part-time employees on an as-needed basis to clean vacant units.

Staffing needs for the maintenance classification are very dependent upon apartment turnovers. The number of apartments vacating can vary significantly from month to month. Currently this fluctuation has been met by employing cleaning services to assist in this process when we have a high number of vacates. The maintenance staff has very high standards when it comes to cleaning and they are very frustrated with the cleaning services due to high employee turnover and the quality of work that is being performed.

The HRA's recommendation is to create a pool of part-time HRA employees that can be accessed during peak periods of time. Advantages to this recommendation include:

- Flexibility of schedules for this part-time staff. We can access employees who do not want to commit to a regular schedule and they can decline when called.
- HRA maintenance staff can train the pool of employees.
- High performing employees will get called more often resulting in better performance for the HRA.
- Apartment turnover will become more efficient.
- The pool would only be accessed during high numbers of apartment turnover times.
- Cost neutral:
 - We currently pay the cleaning service \$20.00/hr.
 - HRA job classification would be our custodian position which has a top salary range of \$13.70/hr. this year and with benefits (Social Security & Medicare) the total cost would be approx. \$15.00/hour.

It was moved by Commissioner McCarthy and seconded by Commissioner Lippert to authorize ED Erichson to hire a pool of part-time employees to perform unit turnovers at high vacancy times. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

e. Lawn Mower – Motion to approve sale of old mower and purchase new one.

The HRA owns a 1996 Toro mower/snow blower that is 20 years old and is seldom used by staff and the 2010 Cub Cadet has over 5,000 hours on it. We wish to sell the Toro and purchase a new riding lawn mower for approx. \$6,000 but would retain the 2010 mower for a spare and high use times. Market Rate Housing funds would be used for this purchase.

It was moved by Commissioner Lippert and seconded by Commissioner McCarthy to sell the Toro and purchase a new mower. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

f. Retirement announcement from Austin Courtyard Manager Rod Johnson.

Rod Johnson, Austin Courtyard Manager, announced he will be retiring May 31, 2016. An internal job posting would occur first to see if anyone is interested in the position. If no one was interested, then we would advertise for the position. It was moved by Commissioner McCarthy and seconded by Commissioner Lippert to hire another employee for replacement. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

6.) Adjourn:

There being no further business it was moved by Commissioner Lippert and seconded by Commissioner McCarthy to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried. The meeting was adjourned at 6:00 PM.

Judy Enright, Chair

SEAL

Janet Anderson, Secretary