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

1.) Roll Call.

Date & Time: October 21, 2021 @ 3:30 PM

Commissioners Present: Jerome McCarthy
Paul Fischer
Carole Granholm
Vern Lippert
Oballa Oballa
Michael Postma

Commissioners Absent: Marvin Repinski

HRA Staff Present: Taggert Medgaarden, Executive Director
Lori Gansen, 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 Fischer and seconded by Commissioner Oballa to approve minutes of the regular meeting held on September 16, 2021. 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 Fischer and seconded by Commissioner Oballa 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 & Section 8

a. Capital Fund Grant—Public Hearing for 5-Year Capital Improvement Projects for years 2021-2025 and years 2018, 2019, & 2020 revisions.

Motion was made and seconded by Commissioners Fischer and Oballa to open the Public Hearing for the 5-Year Capital Improvement Projects for years 2021-2025 and years 2018, 2019, & 2020 revisions. All present voted in favor thereof, none in opposition thereto. The motion was

declared passed and carried. Executive Director Medgaarden explained to the Board the process of the Capital Improvement Projects and the 5-Year Plan and making sure that the potential projects are indicated so that the funds may be used. There being no members of the public present, motion was made and seconded by Commissioners Oballa and Lippert to close the Public Hearing and resume the regular Board Meeting. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Capital Fund Grant—Resolution to Adopt the 5-Year Capital Improvement Projects including a revision to the 2018, 2019, & 2020 Capital Grant Projects.

Motion was made and seconded by Commissioners Lippert and Oballa to approve the Resolution to Adopt the 5-Year Capital Fund Grant and Proposed Projects, including the 5-Year Action Plan and Revisions to the 2018, 2019, & 2020 Capital Grant Projects. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. Set Public Hearing Date for the HRA Annual Plan

Executive Director Medgaarden explained to the Board that, with the addition of vouchers that we received from Western Manor, our status as a PHA was changed to one that requires an Annual Plan be submitted to HUD. With this a Public Hearing must be held. Motion was made and seconded by Commissioners Lippert and Granholm to set the date for the Public Hearing for the Annual Plan for December 16, 2021 at 3:30 p.m. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

d. Resolution to write off vacated tenant bad debts.

Finance Director Maiden informed the Board of the process we use to write off the debt from former tenants that have left owing the HRA. The debts are written off as expenses but we continue to attempt to collect the amounts owed. Motion was made and seconded by Commissioners Fischer and Lippert to approve the Write Off of the Vacated Tenant Bad Debt. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

e. Approve Correction of wage on Lead Maintenance position

Due to a lack of communication, the wage approved for this new position was listed incorrectly at the last meeting. Motion was made and seconded by Commissioners Granholm and Oballa to approve the corrected wage for the Lead Maintenance Position. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

f. Pickett Place Camera Change order

The Board had previously approved the Security Cameras and the Entry Fobs. This Change order is for an addition of another camera and also for handicap entry system. Motion was made and seconded by Commissioners Fischer and Oballa to approve the Change order in the amount of \$4115.00. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

5.) Market Rate Housing

6.) Executive Director Reports

a. Staff Spotlight—Jamaal Gibson

Executive Director Medgaarden introduced Jamaal to the Board. Jamaal began working for the HRA as summer help, then assisting at Twin Towers and Pickett Place and finally moving into the PH and Section 8 Specialist 3 years ago. Jamaal also coaches for AHS in his free time.

b. Approve sale of house/property 703 10th Ave SE (Riverland Move House)

Ron Felten from Fawver Agency informed the Board that they had a buyer for the Riverland Move house and that he and said buyer had negotiated the terms of the purchase to the final sale price of the house being \$156,000 which was right in the middle of our selected range. Closing should be held on October 29, 2021. Motion was made and seconded by Commissioners Oballa and Granholm to approve the Sale of the Riverland Move House for \$156,000. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. Approve Purchase Agreements on Property in the TAR (Targeted Area Redevelopment)

Executive Director Medgaarden has been working with Three Rivers for a LMI Housing project just east of the Post Office. This project required the acquisition of three properties in the area.

We have signed purchase agreement with these three property owners. Motion was made and seconded by Commissioners Postma and Oballa for the property at 201. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

Motion was made and seconded by Commissioners Postma and Fischer to approve the purchase at 203. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried. Motion was made and seconded by Commissioners Fischer and Oballa to approve the purchase at 207. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

d. Discussion on property at 1301 3rd Ave NE

This lot was donated to the HRA by the Habitat for Humanity. Formerly there had been a house on the lot that burned down and when the debris from that was cleaned up it was just dumped into the basement. The lot is too small for any redevelopment for our purposes. The neighbor to the N has an interest in purchasing the lot. Executive Director Medgaarden will explore what options and requirements we have in order to sell the lot.

e. Payroll software upgrade/switch

Our current PH software will no longer have the option of doing payroll. HAB, our current software company has recommended a new product that is cloud based. This program has many options and would simplify payroll significantly.

f. Metro Net Fiber to buildings

MetroNet, formerly Jaguar, has approached the HRA to bring fiber into all of our buildings in hopes of soliciting and retaining customers. At the same time the HRA will be contracting with MetroNet for a new phone system that will incorporate all HRA buildings.

g. HAB Software Update

Our yearly renewal for our PH software is upon us and HAB is offering a 7% discount to sign for three years. Since we are satisfied with the software and have no intention to replace it it was felt

that it would be appropriate to contract for the three years for the 7% savings.

7.) Adjourn

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

Jerome McCarthy, Chair

SEAL

Paul Fischer, Secretary