



308 Second Ave. NE, Austin, MN 55912
Phone 507-433-1866 Fax 507-433-8317
Website www.austinhra.org

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

1.) Roll Call.

Date & Time: March 30, 2023 @ 3:30 P.M.

Commissioners Present: Vern Lippert
Mike Postma
Paul Fischer
Tim Ruzek
Marsha Podein

HRA Staff Present: Taggart Medgaarden, Executive Director
Lori Gansen, Administrative Assistant
Angela Maiden, Financial Director

There being a quorum, the meeting was called to order by Chair Lippert.

2.) Approval of Minutes

It was moved by Commissioner Fischer and seconded by Commissioner Postma to approve minutes of the regular meeting held on February 22, 2023. 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 Postma and seconded by Commissioner Fischer 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.

a. Approve Finance Director, Section 8 Staff Duties

As a requirement from our auditors, any financial staff making funds transfers must have Board approval. Motion was made and seconded by Commissioners Ruzek and Fischer to approve Finance Director Angela Maiden and Section 8 staff Julie Ackland and Jamaal Gibson to make these transfers. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

4.) Public Housing & Section 8

a. Approve Scattered Sites HRV Bid (CFP)

There were four bidders for the replacement of 34 of our HRV units in our Scattered Sites with the lowest coming from Pro Plumbing at \$73,440. Motion was made and seconded by Commissioners Postma and Ruzek to approve the bid for the HRV replacements in 34 of our Scattered Site units from Pro Plumbing in the amount of \$73,440. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Approve Scattered Sites Doors Bid (CFP)

Four bids were received for the replacement 96 (in 15 different locations) interior doors in our Scattered Sites units with the lowest coming from DS Carpentry in the amount of \$82,225.92. Motion was made and seconded by Commissioners Postma and Fischer to approve the bid from DS Carpentry in the amount of \$82,225.92. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. Approve Pickett Place Tractor Cab Quote

While working on snow removal with the new tractor it became apparent that the controls of the tractor should be protected from the elements and that the tractor would benefit from a removable cab. Motion was made and seconded by Commissioners Fischer and Ruzek to approve the quote from Midwest Machinery Co. for a removable cab for the Pickett Place tractor in the amount of \$648.89. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

d. Approve Pickett Place Furniture Reupholster (CFP)

The HRA received a bid from MinnCor to reupholster/refinish the existing furniture at the Pickett Place location in the amount of \$11,346. Motion was made and seconded by Commissioners Postma and Ruzek to award the bid to MinnCor. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

e. Approve Twin Towers Cell Tower Lease Revision

Motion was made and seconded by Commissioners Postma and Ruzek to approve the revisions to the Verizon Cell Tower lease contingent on the approval from Turtle Creek Engineering. The lease revisions represent an \$125/month increase. 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. 1st & 3rd Apartments update

Executive Director Medgaarden gave an update on the progress at the 1st & 3rd Apartment site.

b. Approve Significant Amendment

Motion was made and seconded by Commissioners Postma and Fischer to approve the revisions to the Significant Amendment language required by HUD as it pertains to our 5-year Capital Fund Plan. All present voted in favor thereof, none in opposition thereto. The motion was

declared passed and carried.

c. Set date for Public Hearing for July 25, 2023

Executive Director requested the Board approve the date for the Public Hearing for the Capital Fund Program for July 25, 2023. Motion was made and seconded by Commissioners Fischer and Ruzek to approve July 25, 2023 for the Public Hearing for the Capital Fund Program. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

d. Move May Board Meeting

New date for May meeting---May 30, 2023

7.) Adjourn

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

SEAL

Vernon Lippert, Chair

Paul Fischer, Secretary