



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: June 27, 2023 @ 3:30 P.M.**

Commissioners Present: Vern Lippert  
Paul Fischer  
Tim Ruzek  
Marsha Podein  
Laura Helle  
Joe Fuhrman

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

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

Two items were added to the agenda after it had been submitted to the dropbox, ( 5. A. & 6.b. )  
Motion was made and seconded by Commissioners Ruzek and Fischer to approve the amended  
Agenda. All present voted in favor thereof, none in opposition thereto. The motion was declared  
passed and carried.

**2.) Approval of Minutes**

It was moved by Commissioner Helle and seconded by Commissioner Fuhrman to approve  
minutes of the regular meeting held on May 30, 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 Fischer and seconded by Commissioner Helle 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. Public Hearing—PHA Annual Plan FYE 2024**

Motion was made and seconded by Commissioners Helle and Ruzek to open the Public Hearing for the PHA Annual Plan. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

As a Non-qualified PHA the Austin HRA must file an Annual Plan as well as a 5-Year Plan with HUD. Executive Director Taggart reviewed the plans for all present. Comments and questions were not received from the public. Commissioner Fisher moved to close the Public Hearing, second by Commissioner Ruzek. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

##### **b. Approve Resolution #657 Annual Plan FYE 2024**

Motion was made and seconded by Commissioners Ruzek and Fuhrman to approve the Annual Plan for FYE 2024. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

##### **c. Pickett Place---POHP Grant—Approve Steen Engineering Consulting Proposal for the Make-up Air Units at Pickett Place.**

The HRA is requesting Board approval for the consulting proposal with Steen Engineering to aide in specifications for the Make-up air unit for compiling the bid package for replacement. We sent proposals to three firms and Steen was the only firm to submit a proposal. Motion was made and seconded by Commissioners Ruzek and Helle to approve the contract with Steen Engineering. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

##### **d. Twin Towers— Approve Proposal to test and label door frames for proper fire rating by a OSHA Approved Nationally Recognized Testing Laboratory (NRTL).**

Approve Proposal to test and label door frames for proper fire rating by a OSHA Approved Nationally Recognized Testing Laboratory (NRTL). The HRA is beginning a project to replace all of the doors at Twin Towers. In an effort to keep costs down we are attempting to use the existing door frames. However, the door frames must be fire rated. This proposal is for the testing and labeling of the door frames to nationally recognized standards by a NRTL. Motion was made and seconded by Commissioners Fischer and Fuhrman to approve the Proposal from Intertek, a NRTL, to complete this project. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

##### **e. Twin Towers—Approve Stove and Refrigerator project Change order #1 Completion date change.**

Motion was made and seconded by Commissioners Helle and Ruzek to approve the change order for the date completion date (from July 31, 2023 to September 30, 2023) on the Stove and Refrigerator project due to supply issues. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

##### **f. Scattered Sites—Approve Change Order #1-Additional door hinge stops.**

When creating the bid packet for this project a few door stops were missed. Motion was made and seconded by Commissioners Fuhrman and Ruzek to approve Change order #1 for 36 additional door stops in the amount of \$360. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

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

a. Approve bid for Smoke Detectors and CO Detectors for Chauncey

Motion was made and seconded by Commissioners Ruzek and Fischer to approve the bid from Fox Electric in the amount of \$12,519 for the replacement of the smoke detectors and CO detectors in the Chauncey building. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

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

a. Approve Purchase agreement of Parcel #s 34.575.0601, 34.575.0600, 34.575.0590, 34.575.0572, 34.575.0571, & 34.575.0607

Motion was made and seconded by Commissioners Helle and Ruzek to approve the Purchase Agreement for Parcel #s 34.575.0601, 34.575.0600, 34.575.0590, 34.575.0572, 34.575.0571, & 34.575.0607 in the amount of \$275,000. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Approve Purchase agreement of Parcel # 34.575.0580

Motion was made and seconded by Commissioners Ruzek and Helle to approve the Purchase agreement for Parcel # 34.575.0580 in the amount of \$115,000. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. Approve Riverland/HRA house plan and partnership for the 2023-2024 school year

Motion was made and seconded by Commissioners Ruzek and Fuhrman to approve the Riverland/HRA house plan and partnership for the 2023-2024 school year. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

d. Approve Hormel Grant requests

After some discussion a motion was made by Commissioner Helle and seconded by Commissioner Fuhrman to submit up to two applications for grants from the Hormel Foundation. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

e. Current Riverland house sale update

Executive Director Medgaarden gave an update on the status of the sale of the current Riverland house

### **7.) Adjourn**

Chair Lippert brought to the attention of the Board an alternative way to adjourn the meeting. After all of the items of the agenda have been addressed the Chair will ask if there is any other business to bring before the Board. If there is no response, he can at that point adjourn the meeting.

SEAL

---

Vernon Lippert, Chair

---

Paul Fischer, Secretary