

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

August 18, 2004

1.) Roll Call.

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held at 4:30 PM, August 18, 2004, at the HRA Office. The meeting was called to order by Chairperson Jorgenson. Present were Commissioners Lang, Nordin, Nelson, Chamberlain, and Pacholl. Also present were Executive Director Hurm, Deputy Director for Housing Volstad, Deputy Director for Community Development Smith, and HRA Finance Director Detloff. Commissioner Valerio was absent.

2.) Approval of the meeting minutes of June 30, 2004.

It was moved by Commissioner Nordin and seconded by Commissioner Pacholl to approve the minutes of June 30, 2004. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

3.) Approval of the claims for payment.

It was moved by Commissioner Chamberlain and seconded by Commissioner Lang to authorize payment of the list of claims for July and August as presented. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

4.) Public Housing:

a. Motion to approve Scattered Site Utility Allowances. The results of the required annual review to determine utility allowances for the scattered site homes were presented. The allowances are based on averages computed from actual costs during the past year. It was moved by Commissioner Pacholl and seconded by Commissioner Chamberlain to approve the utility allowance schedule as presented. All present voted in favor of the motion, none in opposition thereto. The Chairperson declared the motion passed and carried.

b. Motion to approve Pickett Place lease w/Northern PCS for communication equipment on the roof.

Northern PCS Services LLC requested permission to install cellular communication equipment on the roof of Pickett Place. A lease agreement has been negotiated and reviewed by Craig Byram of the Hoversten Law Office. The lease calls for a \$1,100.00 monthly payment and a \$1,500.00 sign on bonus. It was moved by Commissioner Chamberlain and seconded by Commissioner Nordin to approve the lease with a 15% increase at the end of each five year renewable term. All present voted in favor of the motion, none in opposition thereto. The Chairperson declared the motion passed and carried.

5.) Market Rate Housing:

a. Motion to approve carpet bid for Courtyard.

The results of a solicitation for 2,500 square yards of carpet for the Austin Courtyard Apartments were presented. It was moved by Commissioner Nordin and seconded by Commissioner Pacholl to accept the low bid of \$45,250.00 from Thoroughbred Carpet. All present voted in favor of the motion, none in opposition thereto. The Chairperson declared the motion passed and carried.

b. Motions to approve the following proposed changes in the operations of Courtyard & Chauncey.

1. Designate both buildings as "Smoke Free". It was recommended that the Chauncey and Courtyard Apartments be made completely smoke free. The reasons for the change were explained in detail in a written recommendation. The Board agreed in principal to the smoke free policy but some members felt that smoking should be allowed in designated areas outside the building. It was moved by Commissioner Lang and seconded by Commissioner Chamberlain to finalize the wording on the on the smoke free policy allowing smoking in designated areas outside the buildings. The policy will be reviewed again at the next regular meeting. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

2. It was moved by Commissioner Nordin and seconded by Commissioner Pacholl to increase the security deposit for the Courtyard and Chauncey Apartments from \$500.00 to \$750.00.

All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

3. Garbage disposals in the Chauncey and Courtyard Apartments have been a continuing source of maintenance problems. Disposals would be removed from units where they are not used. They will also be removed at apartment turnover. The removed disposals will be used as replacements in units where tenants still want them. It was moved by Commissioner Chamberlain and seconded by Commissioner Nordin to approve the plan for the removal of garbage disposals as presented. All present voted in favor of the motion, none in opposition thereto. The Chairperson declared the motion passed and carried.

6.) Community & Economic Development.

a. Motion to approve sale of lot in NE neighborhood to Travis Hommerding. The HRA owns a small parcel of land behind a home owned by Travis Hommerding at 1102 7th. Av. NE. The lot is too small for redevelopment and must be maintained by the HRA. Travis Hommerding has offered to purchase the property for \$500.00.

It was moved by Commissioner Chamberlain and seconded by Commissioner Pacholl to authorize sale of the property described as Lot 1, except the West 90 feet, Block 10, Railroad Addition to the City of Austin, Mower County Minnesota. The property will be conveyed by quitclaim deed for a price of \$500.00. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

b. Local Tax Levy Budget FYE 9/30/2005. Executive Director Hurm presented a budget for the tax levy available for the fiscal year ending 9/30/2005. It was moved by Commissioner Chamberlain and seconded by Commissioner Nordin to approve the Local Tax Levy Budget FYE 9/30/2005 as presented. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

Commissioner Lang is concerned about inadequate parking in the East Side business area. At one time the City had funds budgeted to create a larger and better lot west of the East Side businesses facing 10th. St. NE. Because of budget constraints the project was dropped. Commissioner Lang asked if the Tax Levy fund balance could be used to assist with

parking lot development. It was moved by Commissioner Chamberlain and seconded by Commissioner Nordin to add the parking lot discussion to the agenda of the next regular meeting. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

7.) Other Business:

a. Housing Needs Assessment Proposal Update. Director Hurm reported that he is working in cooperation with the County HRA on a request for proposals for a housing needs assessment. Proposals should be available for review at the next regular meeting.

b. Economic Development Partnership-Downtown Vision. Director Hurm reported to the board on the status of efforts of the City Council to select a consultant to assist with creating a plan for redevelopment of the downtown area. The topic was discussed and a presentation was made at a recent City Council work session. The plan will be developed collaboratively with citizen input. The plan will also consider possible re-uses of the existing Courthouse. The Board will be kept informed.

c. Set a special meeting date for the sale of land in the railroad project area. It was agreed to schedule a special meeting for 8/30/04 at 4:30 P.M.

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

8/18/04 Minutes:

Michelle Jorgenson, Chairperson

SEAL

Gloria Nordin, Secretary

