

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

September 19, 2007

1.) Roll Call.

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held September 19, 2007 at 4:30 PM at the HRA Office. The meeting was called to order by Vice-Chairman Hecimovich. Present were Commissioners Christopherson, Dick Pacholl, Lang, Scott Pacholl, and Schlieve. Also present were Executive Director Hurm, Deputy Director for Community Development Smith, Deputy Director of Housing Volstad, and HRA Finance Director Detloff. Chairman Nelson was absent.

2.) Approval of the meeting minutes of August 15, 2007.

It was moved by Commissioner Dick Pacholl and seconded by Commissioner Christopherson to approve the minutes of the regular meeting of August 15, 2007. All present voted in favor thereof, none in opposition thereto. The Vice-Chairman declared the motion passed and carried.

3.) Approval of the list of Accounts Payable.

It was moved by Commissioner Christopherson and seconded by Commissioner Dick Pacholl to authorize payment of the list of accounts dated September 19, 2007. All present voted in favor of thereof, none in opposition thereto. The Vice-Chairman declared the motion passed and carried.

4.) Public Housing:

a. Twin Towers, Pickett Place, and Scattered Sites - Resolution to approve budgets for FYE 9/30/08. Effective October 1, 2007 HUD has mandated that all housing authorities

that have over 250 public housing units, adopt a separate budget for each public housing project under their management. The budget for each project reflect this requirement. The following resolution was introduced by Commissioner Dick Pacholl and seconded by Commissioner Christopherson.

**RESOLUTION #459
RESOLUTION APPROVING THE OPERATING
BUDGETS FOR EACH PUBLIC HOUSING PROJECT
FOR THE FISCAL YEAR BEGINNING 10/1/07**

All present voted in favor of the resolution, none in opposition thereto. The Vice-Chairman declared the resolution passed and adopted.

It was moved by Commissioner Dick Pacholl and seconded by Commissioner Schlieve to amend the previous Resolution #459 (which originally adopted the Twin Towers budget) to include the Pickett Place and Scattered Site budgets for the fiscal year beginning 10/1/07. All present voted in favor of the motion, none in opposition thereto. The Vice-Chairman declared the motion passed and carried.

b. Twin Towers, Pickett Place, and Scattered Sites - Resolution to write off collection losses. The following resolution was introduced by Commissioner Dick Pacholl and seconded by Commissioner Scott Pacholl.

**RESOLUTION #458
RESOLUTION ACCEPTING COLLECTION LOSSES FOR
PUBLIC HOUSING AND MARKET RATE HOUSING PROJECTS**

All present voted in favor of the resolution, none in opposition thereto. The Vice-Chairman declared the resolution passed and adopted.

5.) Other Business:

a. Motion to award bid for Property, Liability, and Auto Insurance for both Public Housing and Market Rate Housing. The results of the solicitation to provide insurance coverage for the fiscal year beginning 10/1/2007 were reviewed by the Commissioners. It was moved by Commissioner Christopherson and seconded by Commissioner Dick Pacholl to select the low bidder, League of Minnesota Cities, to provide property, liability, and auto insurance for the fiscal year beginning

10/1/2007 for an annual premium of \$112,201.00. All present voted in favor of the motion, none in opposition thereto. The Vice-Chairman declared the motion passed and carried.

b. Motion to approve Wage Adjustments effective 10/1/07. The worksheet outlining the annual employee wage adjustment along with the step schedule was presented. It was moved by Commissioner Dick Pacholl and seconded by Commissioner Scott Pacholl to approve the wage schedule and step schedule as presented effective 10/1/2007. All present voted in favor thereof, none in opposition thereto. The Vice-Chairman declared the motion passed and carried.

c. Motion to approve changing the Pickett Place part-time custodian position to a full-time position. Based on the age of the building and on maintenance staff to apartment ratio in the HRA projects, Pickett Place is understaffed for maintenance. It was moved by Commissioner Christopherson and seconded by Commissioner Dick Pacholl to authorize the replacement of the part-time custodian position at Pickett Place with a full-time position. All present voted in favor of the motion, none in opposition thereto. The Vice-Chairman declared the motion passed and carried.

d. Resolution to approve new Personnel Policy, updated job descriptions and organizational chart. Director Hurm presented the new employee personnel policy, updated job descriptions and organizational chart. The new policy was developed after several meetings between Director Hurm and the HRA employees. The new personnel policy and job descriptions have been reviewed by Chairman Nelson and HRA attorney Steve Hovey with the Hoversten Law Office.

The following resolution was introduced by Commissioner Christopherson and seconded by Commissioner Schlieve.

**RESOLUTION #460
RESOLUTION ADOPTING THE PERSONNEL POLICY,
UPDATED JOB DESCRIPTIONS AND ORGANIZATIONAL CHART
FOR THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF AUSTIN**

All present voted in favor of the resolution, none in opposition thereto. The Vice-Chairman declared the resolution passed and adopted.

6.) Executive Director Reports:

The Minnesota Pollution Control Agency has ordered that the remaining dirt pile from the railroad site construction must be removed. The soil has slight levels of residual petroleum contamination and should be distributed around the site. City Engineer Erichson has developed a plan where the subject soil can be relocated to the existing retention pond on the site and a new retention area can be built on the old site of the Lakeside Shopping Center. This plan has been approved by MPCA.

The cost of this project is estimated up to \$168,000.00. The existing cleanup grant through DEED has been closed. HRA and City staff are working with DEED and MPCA in an attempt to secure funds to help with this cost. If no funds are available, the HRA will need to pay the cost with Tax Levy and any other available dollars. A special meeting may need to be called to address this issue within two weeks.

7.) Adjournment:

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

Norman Hecimovich, Vice-Chairman

SEAL

Shirley Schlieve, Secretary