

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

**October 21, 2009**

**1.) Roll Call.**

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held October 21, 2009 at 4:30 P.M. at the HRA Office. The meeting was called to order by Chairman Nelson. Present were Commissioners Pacholl, Lang, Schlieve, Martin, and McAlister. Also present were Executive Director Hurm, Deputy Director for Community Development Smith, Finance Director Detloff and Deputy Housing Director Volstad. Commissioner Clennon was absent.

**2.) Approval of the meeting minutes of September 16, 2009.**

It was moved by Commissioner Pacholl and seconded by Commissioner Schlieve to approve the minutes of the regular meeting of September 16, 2009. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**3.) Approval of accounts payable.**

It was moved by Commissioner Martin and seconded by Commissioner McAllister to authorize payment of the list of accounts payable. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**4.) Executive Director Reports:**

- a. **Discussion of Henrietta Weeks' Health Insurance Reimbursement Arrangement.** At the last regular meeting questions were raised about providing health care benefits for part-time employee, Henrietta Weeks. The personnel policy dated May, 1994, allowed payment of the benefit. The policy was changed in 2007 to allow health benefits only for full-time

employees. The policy was reviewed by the HRA attorney and Ms. Weeks is considered "grandfathered" under the 1994 policy and the payment of benefit will continue for Ms. Weeks.

**5.) Public Housing:**

- a. **Public Housing Capital Fund Program - Resolution to close out grant year 2006.** The capital grant funds for the 2006 public housing capital improvement program have been spent. The following resolution was introduced by Commissioner Pacholl and seconded by Commissioner Schlieve.

**RESOLUTION #476  
RESOLUTION APPROVING THE PERFORMANCE AND EVALUATION  
REPORT FOR THE 2006 CAPITAL FUND GRANT PROGRAM FOR  
THE FEDERAL FISCAL YEAR ENDING JUNE 30, 2006  
CFP GRANT #MN46P0850106**

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

- b. **Public Housing - Award quote for painting units.** Quotes were solicited for painting apartments at unit turnover at the Twin Towers and Pickett Place on a per-unit price. It was moved by Commissioner Martin and seconded by Commissioner Schlieve to award the apartment painting contract to Pence Painting of Owatonna. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.
- c. **Public Housing - Award quote for cleaning units at turnover.** Quotes were solicited for cleaning apartments at unit turnover. Quotes were solicited from four contractors and only one bid was received. Based on the costs of cleaning at the market rate units, it was determined that the submitted quote was reasonable. It was moved by Commissioner Pacholl and seconded by Commissioner McAllister to award the unit-turnover cleaning contract for the HRA public housing units to B&K Office Cleaning. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

**6.) Market Rate Housing:**

- a. **Public Housing and Market Rate Housing – Award quote for snow removal from parking lots and sidewalks at the Market Rate buildings only.** Three quotes were received for snow removal service from the parking lots at the Twin Towers, Pickett Place, HRA Office, Chauncey and Courtyard Apartments. It was moved by Commissioner Martin and seconded by Commissioner Dolan to award the contract to Dolan's Landscape Center. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

Two quotes were received for snow removal from sidewalks at the Chauncey and Courtyard Apartments. Sherri Detloff said that since the bids were close and the type of equipment used may be faster for snow removal time she could justify awarding the contract to All Seasons Outdoor Maintenance (see attached quotes). Commissioner Lang said contract should go to the lowest bidder. It would also be more efficient if the same contractor was responsible for both the parking lot and sidewalks.

It was moved by Commissioner Lang and seconded by Commissioner McAllister to award the contract for sidewalk snow removal at Chauncey and Courtyard Apartments to Dolan's Landscape Center. All present voted in favor of the motion, none in opposition thereto, the Chairman declared the motion passed and carried.

- b. **Update on Chauncey refinancing.** The request for Mower County's assistance in refinancing the Chauncey bonds was denied by the Mower County Board. The HRA will repackage the request and present it to the Mower County Board again at a later date.

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

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Signature Page

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Jay Nelson, Chairman

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Shirley Schlieve, Secretary