

MEETING MINUTES FROM EXECUTIVE BOARD MEETING
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY
615 Nicollet Avenue, North Mankato, MN 56003
3 p.m., December 20, 2011

Roll Call

Members Present: Sue Roemer, Vice Chair
Steve Mork, Secretary-Treasurer
Billy Steiner, Board Member
Leon Bembenek, Board Member

Member Absent: John Daley, Board Chair

Others Present: Joleen Pfau, Koppen Gardens Executive Director
Nancy Gehrke, North Mankato City Clerk

Amendments to Agenda - none

Executive Director Pfau added these Checks # 12529, 12530 and 12531 to Item F and Resolution 457B Plan (Retirement Account) as Item H.2.

Approval of Meeting Minutes

Board Member Steiner moved, seconded by Board Member Bembenek, to approve the minutes of the November 22, 2011 Executive Board Regular meeting. Vote on the motion: Roemer, Steiner, Mork and Bembenek, aye; no nays. Motion carried.

Approval of Financials – November 30, 2011

Executive Director Pfau reviewed the financials for the month of November 2011. Board Member Steiner moved, seconded by Board Member Mork, to approve financials for November 2011. Vote on the motion: Roemer, Steiner, Mork and Bembenek, aye; no nays. Motion carried.

Open Meeting for Resident Comments

Vice Chair Roemer opened the meeting for resident comments with no one appearing.

Approval of Checks: #12449 - 12531

Executive Director Pfau presented checks #12449 - 12531 for November 2011. She reported that check numbers 12451 through 12500 were voided and taken to Frandsen Bank to be shredded by them since they had the old account number preprinted on them. Board Member Mork moved, seconded by Board Member Steiner to approve Checks #12449 - 12531. Vote on the motion: Roemer, Steiner, Mork and Bembenek, aye; no nays. Motion carried.

New Business

SMR Staff Management and Responsibility

Vice Chair Roemer requested clarification of the staff management and responsibilities for Koppen Gardens. Executive Director Pfau reported that Jim Rovney is the Site Manager for Koppen Gardens and works 9 a.m. to 3 p.m., Tuesday, Wednesday and Thursday. He is responsible for collecting rent, sending out notices, handling complaints and is the first point of contact to make sure the maintenance issues are completed. Executive Director Pfau reported she is the direct supervisor of Jim and the custodian and completes the necessary paperwork and all functions required by HUD. She does not work specific hours but works at both the Mankato SMR Office and Koppen Gardens. Rachel Malecka is the certification compliance specialist and will complete the recertifications.

Resolution No. 2011.1220.01 Amendment to North Mankato HRA 457B Plan

Executive Director Pfau presented a resolution amending the 457B Plan to comply with new IRS regulations that impact the plan. Board Member Steiner moved, seconded by Board Member Mork, to adopt Resolution No. 2011.1220.01 Amendment to North Mankato HRA 457B Plan. Vote on the Resolution: Roemer, Steiner, Mork and Bembenek, aye; no nays. Motion carried.

Set Next Meeting Dates

A closed planning session was set for 9 a.m. on Monday, January 9, 2012. The next HRA Board Meeting was set for 3 p.m. on Tuesday, January 24, 2012.

Adjournment

There being no further business, the meeting was adjourned at 3:35 p.m.

Chair

Secretary