

MEETING MINUTES FROM EXECUTIVE BOARD MEETING  
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY  
615 Nicollet Avenue, North Mankato, MN 56003  
3 p.m., January 24, 2012

**Roll Call**

Members Present:                 John Daley, Board Chair  
  Sue Roemer, Vice Chair  
  Leon Bembenek, Board Member

Member Absent:                 Steve Mork, Secretary-Treasurer  
  Billy Steiner, Board Member

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

**Amendments to Agenda**

Executive Director Pfau asked that Item E. Open meeting for Resident comment(s) be moved to the end of the agenda.

**Approval of Meeting Minutes**

Board Member Roemer moved, seconded by Board Member Bembenek, to approve the minutes of the December 20, 2011 Executive Board Regular meeting. Vote on the motion: Roemer, and Bembenek, aye; Daley abstained; no nays. Motion carried.

**Approval of Financials – December 31, 2011**

Executive Director Pfau reviewed the financials for the month of December 2011 and answered questions about the contract costs and the low amount for gas. Member Roemer moved, seconded by Board Member Bembenek, to approve financials for December 2011. Vote on the motion: Roemer, Bembenek and Daley, aye; no nays. Motion carried.

**Approval of Checks: #12532-12533, December Bills and Checks #12534-12564, January Bills**

Executive Director Pfau presented checks #12532 - 12533 for December 2011 bills and checks #12534-12564 for January 2012 bills. She reported that payroll will be automatically deposited every month and Frandsen Bank charges a fee for each automatic deposit. In response to a question, she reported the Housing Data Systems, Inc. payment is for the maintenance agreement to keep the computer software upgraded. Board Member Roemer moved, seconded by Board Member Bembenek, to approve Checks #12532 – 12533 for December 2011 and Checks #12534-12564 for January 2012. Vote on the motion: Roemer, Bembenek and Daley, aye; no nays. Motion carried.

**New Business**

Physical Needs Assessment

Executive Director Pfau reported that at the HRA Board Planning Session held on January 9, 2012, discussion was held about conducting a Physical Needs Assessment prior to adopting the Capital Improvement Plan. She requested Board authority to submit a Request for Proposals (RFP) to obtain bids for a Physical Needs Assessment. Board Member Roemer moved, seconded by Board Member Bembenek, to approve submittal of a Request for Proposals (RFP) to obtain bids for a Physical Needs Assessment. Vote on the motion: Roemer, Bembenek and Daley, aye; no nays. Motion carried.

#### Garage Door

Executive Director Pfau reported problems with the garage door that allows Waste Management to collect the garbage. She has contacted a door company for a garage door with a keypad located both inside and outside. The door company gave an estimate for a door; however, the location of a heating vent is delaying the installation. In the meantime, she has called Waste Management and asked that they make sure the door is locked when they leave and she has also asked the Custodian to check the door each day when he leaves and log it on his timesheet.

#### Door by Elevator

Executive Director Pfau reported in response to concerns about the door on the other side of the elevator that in order to get in this door, someone must have a key or someone must let a person in.

#### City Rental License

Executive Director Pfau reported that as part of the City's rental license policy, the City is requiring an inspection of the rental units. She reported a notice went out to residents that an inspection of all units would be done by the City Building Inspector starting next week. She will be getting the REACT Inspection report to the City and if there are any changes to the inspection schedule she will notify the residents. In response to a question from a resident about why the notice stated the units should be clean and accessible, she reported that the Inspector needs to be able to move around the units and make sure the units are safe and are not a fire hazard.

#### **Open Meeting for Resident Comments**

The resident living in Apartment 311 reported a couple of weekends ago she had water pouring into her bathroom. She reported she was unable to reach anyone at the emergency number but she left a message. However no one contacted her until Tuesday morning. She went upstairs and turned off the resident's water to the toilet to stop it from flooding. Executive Director Pfau reported she was aware this event and that Mike, the emergency back-up person, came and helped clean up the water and the next morning the toilet was fixed. She will get notifications to the residents with the updated emergency information.

Resident Pam Rivers appeared before the Board and presented a memo regarding several areas including accessing the key person, replacement keys, emergency number protocol, asking that the open portion of the meetings be at the end of the agenda, and requesting that the approved HRA Board minutes and agendas be listed on the City web

site. Executive Director Pfau stated the concerns would be taken under advisement. The open portion of the meeting has been moved to end of the meetings. Clerk Gehrke will ensure the agendas and approved minutes are listed on the City web site effective with the January 2012 agenda and approved December 2011 minutes.

Discussion was held about the role of the Koppen Gardens' focus group. Board Chair Daley asked that the meetings be kept positive. He stated that the HRA Board has complete confidence in Security Management. Executive Director Pfau stated that if a resident has a maintenance issue, a maintenance card should be filled out. Other items should be addressed to Jim and a resident is not getting an answer from him, the she should be called.

**Set Next Meeting Dates**

The next HRA Board Meeting was set for 3 p.m. on Tuesday, February 21, 2012.

**Adjournment**

There being no further business, on a motion by Member Roemer, seconded by Member Bembenek, the meeting was adjourned at 3:50 p.m.

---

Chair

---

Secretary