

**MEETING MINUTES FROM EXECUTIVE BOARD MEETING
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY
615 Nicollet Avenue, North Mankato, MN 56003
9:00 a.m., June 26, 2018**

Roll Call

Members Present: John Daley, Chair
 Leon Bembenek, Board Member
 Jennifer Drganc, Secretary-Treasurer
 Billy Steiner, Board Member

Members Absent: Nancy Gehrke, Board Member

Others Present: Joleen Pfau, Executive Director
 Kristen Mallak, SMR Management

Amendments to Agenda

None

Public Hearing-Five Year Capital Plan

Executive Director Pfau reported there were no changes to the Five Year Capital Plan.

Public Hearing-Revisions to the House Rules

SMR Representative Kristen Mallak proposed changes to the current House Rules effective August 1st. The changes include addition of Dress Code, Loitering, and Quiet Hours and changes to the Smoking section to match the new smoke free policy.

Open Meeting Residents

None.

Approval of Meeting Minutes

Board Member Daley moved, seconded by Board Member Steiner, to approve the minutes of May 29, 2018, HRA Executive Regular meeting. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Approval of Financials

Board Member Steiner moved, seconded by Board Member Drganc, to approve the Financials for May 2018. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Approval of Checks

Board Member Daley moved, seconded by Board Member Steiner, to approve the May and June Checks. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Occupancy

Site Manager Bob stated they currently has 1 vacancy that would be filled in the next couple weeks and had another move out scheduled for June 30th.

Old Business

Update 1st Floor Remodel.

SMR Representative Mallak updated the board on the first floor remodel status. All demolition has been completed. The first change order has been submitted for approval that includes extra expenses to the electrical, plumbing and bathrooms. Executive Director Pfau explained to the board that the conduit was all laying loose on top of the ceilings and would need to be attached. She requested board approval for the acceptance of Change Order #1. Board member Steiner moved to approve the Change Order #1, seconded by Board Member Bembenek. Vote on the motion: Aye 4, 0 Nay. Motion carried. SMR Representative Mallak also informed the board of the asbestos removal. All the asbestos in the flooring on the first floor has been removed by Twell Environmental. Post approval was motioned by Board Member Steiner and seconded by Board Member Bembenek. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Parking Lot Update.

SMR Representative Mallak informed the board that Nielsen has approached them after the acceptance of their bid on blacktopping the entire parking lot instead of leaving a small section just resurfaced. The gravel base was also proposed to be reduced to 8". Bolton & Menk has reviewed the recommendation and approved of Nielsen's recommendation. Board Member Bembenek moved to approve the change at \$3,970, seconded by Board Member Steiner. Aye 4, 0 Nay. Motion carried.

New Business

Election of Officers.

Board Member Steiner moved, seconded by Board Member Bembenek to appoint John Daley as Chair, Nancy Gehrke as Vice Chair and Jennifer Drganc as Treasurer. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Property Insurance Renewal.

Executive Director Pfau reported Property Liability increased by 2% and property Casual increased by 12 Board Member Bembenek moved, seconded by Board Member Steiner to approve of the Property Insurance Renewal. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Maintenance Wage Rate-Resolution #2018.0626.01

Executive Director Pfau reported the minimum wage rate determination survey determined the minimum wage for maintenance is \$14.09 and the minimum wage for cleaning is \$12.00. Board Member Bembenek moved, seconded by Board Member Steiner to approve Resolution #2018.0626.01. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Revised Five-Year Action Plan Resolution #2018.0626.02

Board Member Steiner moved seconded by Board Member Bembenek to approve the Revised Five-Year Action Plan Resolution #2018.0626.02. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Civil Rights Certification-Approval Five-Year Plan

Board Member Steiner moved, seconded by Board Member Drganc to approve the Civil Rights Certification. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Depreciation Schedule-Resolution Number 2018.0626.03

Executive Director Pfau reported several items had been replaced and the old items are now being removed from the depreciation schedule. Board Member Steiner moved, seconded by Board Member Bembenek to approve the depreciation schedule-Resolution Number 2018.0626.03. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Approval of Revised Budget Fiscal Year Ending June 30, 2018-Resolution Number 2018.0626.04

Executive Director Pfau reported the revised budget adjusts the budget to reflect expenditures. Board Member Steiner moved, seconded by Board Member Bembenek to Approve the Revised Budget Fiscal Year Ending June 30, 2018-Resolution Number 2018.0626.04. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Approval of Budget Fiscal Year Ending June 30, 2018-Resolution Number 2018.0626.05

Executive Director Pfau reported there were not many changes to the proposed budget. She stated there were adjustments in regards to the changes in the property insurance. Board Member Steiner moved, seconded by Board Member Bembenek to approve the Budget Fiscal Year Ending June 30, 2019-Resolution Number 2018.0626.05 with changes being made to the utilities closer to the 2018 numbers. Vote on the motion: Aye 4, 0 Nay. Motion carried.

Set Next Meeting Date

Board Member Daley moved, seconded by Board Member Steiner to skip the July meeting and set the next meeting for August 28, 2018, at 9:00 am. Vote on the motion: Aye 4, Nay 0.
Motion carried.

Adjournment

Adjourned to closed session at 9:50 a.m.

Chair

Secretary