

Board Meeting Agenda  
Fairmont Housing & Redevelopment Authority Board of Commissioner  
Meeting

Date: Monday, July 11, 2022,

Time: 12:00 PM

- I. Call to order, roll call: Commissioner Kopischke , Commissioner Mosloski, Commissioner Brau, Commissioner Determan, and Resident Commissioner Goerndt
- II. Approval of Agenda
- III. Approval of previous minutes
- IV. Approval of monthly bills report
- V. Open Forum: the open forum is a portion of the Board meeting where residents will be allowed to address the Board. Person must register with Executive Director 48 hours prior to the meet.
  - A. Schedule Guest: Peter Engstrom
- VI. Unfinished Business
- VII. New Business
  1. Extend Randall Hemmerlin contract for 40 hours
  2. Tax Levy for 2023
  3. Funding for retaining wall
- VIII. Informational

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF FAIRMONT, MN  
June 13, 2022 – 12:00 P.M

A regular meeting of the Board of Directors was held on Monday, June 13, 2022, in the Friendship Village Community Room. Members present: Commissioner Brau, Commissioner Mosloski, and Resident Commissioner Debra Goerndt. Also present were: Executive Director Gail Diede, Councilman at Large Randy Lubenow and City Administrator Cathy Reynolds.

Commissioner Brau called the meeting to order at 12:00 pm with the consent agenda approved (Mosloski/Goerndt) Motion carried. Previous minutes approved. (Goerndt/Mosloski) motion carried. Monthly bills approved (Mosloski/Goerndt) motion carried.

Open Forum: the open forum is a portion of the Board meeting where residents will be allowed to address the Board. Persons must register with Gail Diede, Executive Director, 48 hours prior to the meeting.

Tami Zanke addressed concerns with her no trespass and ticket received for illegal dumping of trash. Stated she was asked, and it was done for a friend who was a tenant. Tenant not present to verify.

Karla Fitzloft addressed her no trespass with the illegal dump of garbage as it came from her vehicle.

Ed Paschke addressed the board with late fees he received for June 2022 stating he dropped it off on June 6<sup>th</sup>. Stating the 5<sup>th</sup> was on a Sunday and he could not pay that day. Board addressed policy with Ed. Lease reads: Rent is due on the first day of each month, if rent is not received or postmarked by the fifth day of the month, a late fee of 8% will be assessed. HRA will continue this process.

Old Business consisted of: N/A

New Business consisted of:

1. Resolution 231-2022 to take unit 1C offline for renovation. Motion by Goerndt to approve taking 1C offline. Second by Mosloski. Motion carried.
2. Resolution 232-2022 Audit approval as prepared by Cavanaugh and Company for ED to submit to HUD. Motion by Goerndt to approve audit for submittal. Second by Mosloski. Motion carried.
3. Operating Reserves Litigation the HRA received \$224,593.00 in a litigation to receive operating funds kept by HUD in 2012. Discussion on starting a new account or depositing in business account. Funds cannot be deposited in the

general account. Motion by Mosloski to deposit in business account. Second by Goerndt. Motion carried.

Respectfully submitted

*Gail Diede*

Gail Diede  
Executive Director

## BOARD OF DIRECTORS MEETING July 11, 2022

Bills Due		UTILITIES	OTHERS
City of Fairmont	Electric	\$ 14,902.84	
Midcontinent	Cable	\$ 2,617.99	
Matrix	Retirement		\$ 2,822.05
Medica	Health Insurance		\$ 3,503.47
hawkins Ash	Mth acctg/budget		\$ 420.00
Leroy Rogge	tenant		\$ 200.00
Arbriter PLLC	Legal		\$ 98.00
Albin Acquisition	backgrounds		\$ 40.00
JH Larson	materials		\$ 12.84
Waste Systems	garbage		\$ 3,184.78
Verizon	cell phone		\$ 115.60
Boekett	materials		\$ 1,751.64
MN Energy	gas	\$ 27.66	
Midcontinent	internet/phone		\$ 259.26
True Value	materials		\$ 1,916.01
Bomgaars	materials		\$ 1,507.70
HD Supply	materials		\$ 144.78
Star Group	materials		\$ 14.99
Quill	supplies		\$ 63.34
Richards			\$ 249.44
Jetter Clean	bldg 25 and 9		\$ 500.00
Plunketts	pest control		\$ 1,065.00
Sherwin Williams	parking lot		\$ 1,037.25
Nan McKay			\$ 239.00
HDS	MTCS/BACK UP		\$ 360.00
Kahler Electric	labor		\$ 100.00
Radio Time	advertisement		\$ 298.00
Landscaping Plus	materials		\$ 2,480.00
Phyllis Connett	sec dep for G Connett		\$ 104.83
Graham Tire	tire repair		\$ 46.09
Olsons	back hoe		\$ 1,975.00
Myrtle Wolner	Sec dep		\$ 158.80
		\$ 17,548.49	\$ 24,667.87
<b>Bills paid prior to board meeting</b>		<b>UTILITIES</b>	<b>OTHERS</b>
Deb Goerndt	sec dep/partial rent		\$ 211.95
Total Prepaid		\$ -	\$ 211.95
Extraordinary & Annual Bills:		Total Utilities	\$ 17,548.49
		Total Others	\$24,879.82
Total non-regular bills	\$ -		
Total regular bills	\$ 42,428.31	Total Bills	\$ 42,428.31

Board Chair Signature: \_\_\_\_\_

HRA Proposed Budget		
100% HRA Position		
<b>REVENUES</b>		
Taxes	130,872	
Interest	2880	
Reserves	15,000	
<b>Total</b>	<b>148,752</b>	
<b>EXPENSES</b>		
Salary	90,000	
Retirement Contributions	5,850	
FICA Contributions	5,580	
Medicare	1,305	
Health Insurance	22,231	
Work Comp Insurance	546	
Car	2940	
Training & Travel	2000	
Office Supplies	3000	
Contracted Services	15,000	
Technology	300	
<b>Total</b>	<b>148,752</b>	

<b>HRA Proposed Budget</b>		
<b>Shared City Position 40%</b>		
<b>REVENUES</b>		
Taxes	52,602	
Interest	2880	
Reserves	15,000	
<b>Total</b>	<b>70,482</b>	
<b>EXPENSES</b>		
Salary	36,000	
PERA Contributions	2,340	
FICA Contributions	2,232	
Medicare	522	
Health Insurance	8,893	
Work Comp Insurance	219	
Car	1,176	
Training & Travel	800	
Office Supplies	3000	
Contracted Services	15,000	
Technology	300	
<b>Total</b>	<b>70,482</b>	

10 February 2020

## APPENDIX F- Retaining Wall Replacement

Fairmont HRA

Phase 1: Various Rehabilitation Projects

Fairmont, MN

Preliminary Opinion of Probable Cost

DESCRIPTION	OPINION OF PROBABLE COST Mid-Range	High Range
<b>1. Retaining Wall Replacement</b> <ul style="list-style-type: none"> <li>• Demolition of Existing Retaining Wall</li> <li>• Excavation for Proper Drainage</li> <li>• Drain Tile</li> <li>• Regrading</li> <li>• Fine Grading and Seeding</li> </ul> <b>A. Segmented Block Retaining Wall</b> <b>B. Segmented Block Retaining Wall with Composite Fencing</b> <b>C. Concrete Retaining Wall with Composite Fencing</b> <b>D. Concrete Stairways</b>	<b>\$ 219,643</b>	<b>\$ 241,607</b>
<b>CONSTRUCTION SUBTOTAL:</b>	<b>\$ 219,643</b>	<b>\$ 241,607</b>
General Requirements (12.0% Includes Bonding)	\$ 26,357	\$ 28,992
<b>CONSTRUCTION TOTAL (Construction Costs and General Conditions):</b>	<b>\$ 246,000</b>	<b>\$ 270,599</b>
Contingency (20% of Construction Cost and General Conditions)	\$ 49,200	\$ 54,119
Design Fees	\$ 36,900	\$ 40,589
Estimated Reimbursables (Includes 2 site visits)	\$ 3,500	\$ 3,500
<b>TOTAL BUDGET:</b>	<b>\$ 335,600</b>	<b>\$ 368,807</b>

Notes:

1. Current contingency is recommended at 20% at this phase of design and may be reduced at a later date.
2. Pricing reflects current costs for early 2020.
3. Does not include owner financing.
4. Numbers reflect Opinion of Probable Cost; construction cost estimates can be obtained after Design Development has been completed.