

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

Date: Monday, August 8, 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:
- VI. Unfinished Business
  1. Tax Levy for 2023
- VII. New Business
  1. Resolution 233-2022 Capital Fund/Annual Statement
  2. Resolution 234-2022 Public Hearing
  3. Profinium CD matures 8/28/2022
  4. Studio E Architect Proposal
- VIII. Informational

REGULAR MEETING OF THE HOUSING AND REDEVELOPMENT AUTHORITY  
OF FAIRMONT, MN  
July 11, 2022 – 12:00 P.M

A regular meeting of the Board of Directors was held on Monday, July 11, 2022, in the Friendship Village Community Room. Members present: Commissioner Kopischke, Commissioner Determan, Commissioner Brau, Commissioner Mosloski, and Resident Commissioner Debra Goerndt. Also present were: Executive Director Gail Diede, and Councilman Randy Lubenow and City Administrator Cathy Reynolds.

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

Old Business consisted of:

New Business consisted of:

1. Extend Randall Hemmerlin contract for an additional 40 hours at the same rate. Scope of work should include Homebuyers Assistance Program, Owner-Occupied Home Rehabilitation and investigate and consult with the HRA on the availability of scattered lot purchases for new development including city owned sites. Motion by Goerndt to approved, second by Mosloski. Motion carried.

2. Tax Levy for 2023, Kopischke stated in order to have a sustainable housing program, one of the issues is lack of staff with expertise and time. Two budgets have been put together with regards to a HRA position. One budget is 100% HRA position, and another budget with 40% HRA position shared with the City of Fairmont having 60%. Position will be dedicated to finding programs to fund building, rehabbing or purchasing housing.

3. Funding for retaining wall repair/replacement. With the HRA litigation funds, the HRA will move forward with the replacement of the retaining wall.

Motion by Goerndt to adjourn, second by Brau. Motion carried.

Respectfully submitted

*Gail Diede*

Gail Diede  
Executive Director

## BOARD OF DIRECTORS MEETING August 8, 2022

Bills Due		UTILITIES	OTHERS
City of Fairmont	Electric	\$ 14,902.84	
Midcontinent	Cable		\$ 2,617.99
Matrix	Retirement		\$ 4,771.36
Medica	Health Insurance		\$ 3,496.24
Hawkins Ash	Mth acctg/budget		\$ 335.00
Leroy Rogge	tenant services		\$ 200.00
Arbriter PLLC	Legal		
Albin Acquisition	backgrounds		
JH Larson	materials		\$ 328.18
Waste Systems	garbage		\$ 3,101.94
Verizon	cell phone		\$ 115.87
Boekett	materials		\$ 490.26
MN Energy	gas	\$ 25.78	
Midcontinent	internet/phone		\$ 268.28
True Value	materials		\$ 214.73
Bomgaars	materials		\$ 2,278.40
HD Supply	materials		\$ 148.38
Star Group	materials		
Gail Diede	Petty Cash		\$ 47.50
A-OK	Contract		\$ 62.85
Plunketts	pest control		\$ 15.00
Kahler Electric	Locate		\$ 453.75
PC Janitorial	cleaning supplies		\$ 55.08
Quill	office supplies		\$ 66.41
Dans Appliance	325 E 11th		\$ 1,450.10
TCC	concrete garages		\$ 3,491.25
Photo Presss	adverstisement		\$ 49.80
Olsons Rental	tire /mower		\$ 38.99
		\$ 14,928.62	\$ 24,097.36
Bills paid prior to board meeting		UTILITIES	OTHERS
Mn Energy		\$ 105.07	
Cardmember			\$ 797.71
Thates Tree			\$ 9,664.00
Dan Coquyt			\$ 403.50
Total Prepaid		\$ 105.07	\$ 10,865.21
Extraordinary & Annual Bills:		Total Utilities	\$ 15,033.69
		Total Others	\$34,962.57
Total non-regular bills	\$ -		
Total regular bills	\$ 49,996.26	Total Bills	\$ 49,996.26

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

## Board of Directors August 8, 2022 Business

[illegible]

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

<b>HRA Proposed Budget</b>		
<b>Shared City Position 40%</b>		
<b>REVENUES</b>		
Taxes	70,809	
Interest	2880	
Reserves	15,000	
<b>Total</b>	<b>88,689</b>	
<b>EXPENSES</b>		
Salary	20,000	
PERA Contributions	1,020	
FICA Contributions	1,240	
Medicare	290	
Health Insurance		
Work Comp Insurance		
City Contract Personnel	47,039	
Training & Travel	800	
Office Supplies	3000	
Contracted Services	15,000	
Technology	300	
<b>Total</b>	<b>88,689</b>	

**Housing and Redevelopment Authority of Fairmont  
RESOLUTION #233-2022**

**PHA Annual Plan 2022 and PHA Annual Statement for  
Capital Fund Program 2023, 2024, 2025, 2026 & 2027**

**WHEREAS** The PHA Plan is a guidebook, which outlines the PHA mission statement and other housing related goals for the upcoming year and five years beyond. It addresses housing needs, goals, and strategies. This plan is required by HUD and must be submitted annually. Submission deadline is October 15, 2022; and

**WHEREAS**, Included with the plan along are the following: 1) PHA Annual Plan for Fiscal Year 2022; 2) Capital Fund Program Annual Statement for 2022; and 3) Capital Fund Program open grants 2023, 2024, 2025, 2026 & 2027; and

**WHEREAS**, Fairmont HRA reviewed the PHA Annual Plan 2022, Annual Statements for Capital Fund 2022, and the Five-Year Action Plan for Capital Fund Program (2023-2027) with the Resident Council at the meeting on August 5, 2022; and

**Therefore, let it be resolved** that the Fairmont Housing and Redevelopment Authority Board of Commissioners adopt Resolution #233-2022 approving: 1) the PHA Annual Plan 2022; 2) Annual Statement/ Performance & Evaluation Report for CFP 2023, 2024, 2025, 2026 & 2027; and 3) Authorize the Executive Director to execute all necessary documents.

Dated: August 8, 2022

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Board Chair

**Resolution # 234-2022**

**Annual Hearing**

BE IT RESOLVED by the Board of Directors of the Housing and Redevelopment Authority of Fairmont, adopt resolution # 233-2022 approving:

Fairmont HRA conducted a public hearing in compliance with 24 CFR Part 905 on August 5, 2022, at 10:00 a.m. at Friendship Village in the community room.

Dated: August 8, 2022

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Board Chair, Ronald Kopischke



**PROFINIUM**

August 1, 2022

Account #: XXXXXXXX0471

HOUSING AND REDEVELOPMENT AUTHORITY  
500 HOME ST  
FAIRMONT MN 56031-4200

#### Certificate of Deposit Renewal Notice

Your Certificate of Deposit number XXXXXXXX0471 has a balance of 159,541.34 and is scheduled to mature on 8/28/2022. This certificate will automatically renew for a term of 24 months maturity date of 8/28/2024, unless it is presented to us within 10 calendar days after 8/28/2022.

If an early withdrawal is made from this certificate, a substantial penalty of 90 days interest will be charged.

Interest is compounded quarterly when interest is paid.

Interest is paid quarterly by adding to the certificate balance.

#### Payment of Time Deposits Before Maturity

Depositor contracts with bank to keep funds on deposit for the period of time stated on the face hereof. Depositor may not withdraw any part of such funds prior to stated maturity without the consent of the bank except on request after the death of a depositor or where a depositor has been judicially declared incompetent and here when so requested withdrawal can be made without penalty.

The interest rate and annual percentage yield have not yet been determined. Rates are available at [www.profinium.com](http://www.profinium.com), contact your Personal Banker at 507-235-5538 or 800-254-6197, or stop by any Profinium location on or after the renewal date stated above for current rates and annual percentage yields.

\*Please Note: The early withdrawal penalty on the renewal term may have changed from the original term.



BANK	TIME	INTEREST
BANK MIDWEST	12 MO	0.04
	15 MO	1.66%
	24 MO	2.06
PROFINIUM	12 MO	0.45
	18 MO	0.5
	24 MO	0.45
FIRST FARMERS	14 MO	1.7
	21 MO	2.1
	12 MO	0.15
US BANK	12 MO	0.05
	17 MO	0.15
	24 MO	0.05
CCF	11 MO	1.39
	12 MO	0.2
	17 MO	2.27
	24 MO	0.6
STATE BANK	12 MO	1.65
	24 MO	2.15

26 July 2022

Gail Diede, Executive Director  
Fairmont HRA  
500 Home St  
Fairmont, MN 56031  
fairmonthra@gmail.com

**Regarding: Fairmont Housing and Redevelopment Authority  
Retaining Wall Replacement**

Dear Gail:

Thank you for the opportunity to provide this proposal for the projects referenced above.

**NOTE:** survey and soil borings for the retaining wall design may will be needed to provide information needed to do the design. Following initial trip for review of the scope of work, we will determine if any areas need to be surveyed in order to design the wall replacement. Also, if it is determined that a civil engineer is needed to do grading design, we will propose that as an additional service.

**SCOPE OF WORK**

The scope of work includes schematic design through construction administration. The work includes replacement of some existing block retaining walls with poured concrete retaining walls and replacement of some existing block retaining walls with new block retaining walls. Some retaining walls may incorporate drainage system behind the wall to run to daylight.

**COMPENSATION**

Our proposed compensation based upon the information listed above is:

Architectural Services Fee:	\$ 16,120
Trips included are as follows:	
1 trip for project scope review	\$ 1,650
1 trip during construction	\$ 1,650
1 punch list trip	\$ 1,650
<u>Consulting Structural Engineering:</u>	<u>\$ 1,320</u>
Total fee	\$ 22,390

\*Additional reimbursables to be billed separately.

Additional trips can be added as an additional service for \$1,650 per trip (includes mileage)

Once you have accepted this proposal, I will send you a contract; AIA B104 Standard form of Agreement Between Owner and Architect for a Project of Limited Scope. Once again thank you for giving us the opportunity; we look forward to working with you!

Once again, thank you for the opportunity we forward to working with you!

studio e architects



**Stephanie Howe, AIA, LEED® AP**  
Principal