

**MEETING MINUTES FROM EXECUTIVE BOARD MEETING
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY
1001 Belgrade Avenue, North Mankato, MN 56003
9:00 a.m., January 30, 2018**

Roll Call

Members Present: John Daley, Chair
 Billy Steiner
 Jennifer Drganc

Members Absent: Nancy Gehrke, Vice Chair
 Leon Bembenek

Others Present: April Van Genderen, North Mankato City Clerk
 Kristin Mallek, SMR Management

Non-renewal of Board Member-Steve Mork

Introduction of New Board Member Appointment-Jennifer Drganc

Amendments to Agenda

None.

Open Meeting Residents

None appeared.

Approval of Meeting Minutes

Board Member Steiner moved, seconded by Chair Daley, to approve the minutes of November 28, 2017, HRA Regular meeting. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Financials

Board Member Steiner moved, seconded by Board Member Drganc to approve the financials. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Checks

Chair Daley noted the large check for the security cameras. Ms. Mallek noted the project was complete. Board Member Steiner moved, seconded by Board Member Drganc, to approve the November, December and January checks. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Occupancy

All units are filled. A long-term resident of 30 years will be moving out at the end of the month, but someone is scheduled to move in.

Old Business

Security Camera Update

The project is complete, and the cameras are working well, with good visibility.

Parking Lot and First Floor Remodel Update

Ms. Mallek stated the projects would go out for bid and hopefully work will begin in the spring.

New Business

Review and Approval of June 30, 2017, Draft Audit

Board Member Steiner moved, seconded by Chair Daley to approve the June 30, 2017, Draft Audit. Vote on the motion: Aye 3, Nay 0. Motion carried.

PHAS Score 6/30/2017

Ms. Mallek noted the score was 93% which is High Performer, but lower than previous years. Ms. Mallek stated additional restrictions were added to the Capital Fund, and so a few points were lost, but staff have been making changes and planned to have the score higher in 2018.

Election of Treasurer

Board Member Steiner moved, seconded by Chair Daley to appoint Jennifer Drganc as treasurer. Vote on the motion: Aye 3, Nay 0. Motion carried.

Site Manager Position Hours

Ms. Mallek stated they would like to increase Bob's hours to 30 hours and he would take on additional duties including cleaning. They would then be able to terminate the contract with MRCI for cleaning services. Bob would also be more available to residents and after hours of unlocking doors. Ms. Mallek noted Bob would have to go onto Koppen Garden's payroll; no benefits would be required. Board Member Steiner moved, seconded by Chair Daley to approve increasing the site manager's hours to 30 hours a week. Vote on the motion: Aye 3, Nay 0. Motion carried.

Set Next Meeting Date

Board Member Steiner moved, seconded by Board Member Drganc to set the next meeting for February 27, 2018, at 9:00 am. Vote on the motion: Aye 3, Nay 0. Motion carried.

Adjournment

Adjourned at 9:20 a.m.

Chair

Secretary