

I. CALL TO ORDER AND ROLL CALL

Chairman Pehler called the meeting to order at 12:08 PM.

Members Present: Michael Pehler, Chairman; Donald Dale, Vice-Chairman;  
John Keating, Resident Commissioner;

Members Absent: Abner Arauza, Commissioner; Patricia Frazee, Secretary;  
Diane Wray-Williams, City Council Liaison

Others Present: Joshua Pehler Bonsall, Citizen; Byron Brink, Executive  
Director; Sally Roe, Housing Manager

II. REQUEST APPROVAL OF NOVEMBER 25, 2008 MEETING MINUTES

Keating moved, seconded by Dale to approve the Minutes of November 25,  
2008. All votes were in favor. Motion unanimously carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS

Dale moved, seconded by Keating to approve the payment of bills as presented.  
All votes were in favor. Motion unanimously carried.

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

None

VI. BUSINESS:

A. Request to approve Utility Allowances for 2009

Brink explained that it an annual requirement from HUD that we review the utility consumption/cost on our 27 family housing units to arrive at an average cost which is used to provide a utility allowance to the families. This allowance reduces their rent amount.

Brink went on to say that there was a slight increase in all the allowances.

Dale moved, seconded by Keating to approve the utility allowances as presented. All votes were in favor. Motion carried.

B. Request to Award Floor Tile Abatement Contract

Brink said that three contractors bid the tile abatement project. We received a good bid from a Cloquet County company named ACCT. This company was referred to us by the Legend company that will be overseeing the project.

Keating moved, seconded by Dale to approve the tile abatement contract with ACCT. All votes were in favor. Motion carried.

C. Request Approval to attend Capital Fund / EIV training

Brink asked permission to send Roe and Vondal to the Nelrod Conference in Las Vegas in February, 2009. The conference will be covering Capital Funding application and EIV which is very important in the day to day tenant rent calculation process.

Brink stated that travel will cost roughly \$1,050 for each staff member.

Dale moved, seconded by Keating to have Roe and Vondal attend the Nelrod Conference. All votes were in favor. Motion carried.

D. Review Proposed 2009 Capital Funding Application

Brink explained that there is a new HUD form for our Capital Funding Application, and we are not required to complete an annual plan, just a capital funding application.

Brink went on to explain that all the 2009 funds will be obligated for the High Rise and Sharp View units. He also said that we are setting aside \$100,000.00 to hire a consultant to begin to move forward on a capital funding improvement plan for the high rise.

Brink explained that there is exterior work to be done at Sharp View, including fencing, landscaping and exterior caulking.

Dale moved, seconded by Keating to approve moving the Capital Funding Application to the Public Hearing in January, 2009.

VII. OTHER BUSINESS:

None

VIII. ATTORNEY'S REPORT:

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:22 PM.

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Michael Pehler - Chairman

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Patricia Frazee - Secretary