

**MOUND HOUSING AND REDEVELOPMENT AUTHORITY
DECEMBER 11, 2012**

The Mound Housing and Redevelopment Authority in and for the City of Mound, Minnesota, met in regular session on Tuesday, December 11, 2012, at 6:30 p.m. in the council chambers of city hall.

Members present: Chair Mark Hanus; Commissioners Kelli Gillispie, Ray Salazar, Heidi Gesch
Members absent: Commissioner David Osmeck.

Others present: Executive Director Kandis Hanson, Community Development Director Sarah Smith, Finance Director/Clerk/Treasurer Catherine Pausche, Common Bond representatives Todd Eaton, Jess Menton and Abbie Hemmelgarn.

1. Open meeting

Chair Mark Hanus called the meeting to order at 6:39 p.m.
Gillispie arrived at this point in the meeting – 6:41 p.m.

2. Approve agenda

MOTION by Salazar, seconded by Gesch to approve the agenda. All voted in favor. Motion carried.

3 Approve minutes

MOTION by Gesch, seconded by Salazar to approve the minutes of the November 27, 2012 regular meeting. All voted in favor. Motion carried.

4. Approve claims

MOTION by Salazar, seconded by Gesch to approve the claims in the amount of \$13,246.40. All voted in favor. Motion carried.

5. Todd Eatmon, Director of Property Management, Jess Menton, Regional Manager, and Abbie Hemmelgarn, Senior Property Manager for Common Bond Communities, taking questions from the Board and presenting a plan to increase occupancy rates and PHAS score.

Eatmon presented action plan to include advertising in the Laker, paying for phone service coverage that will schedule showings, use of a sandwich sign to indicate management is in office, and increased reporting to Board on traffic, applications approved and denied.

Pausche clarified that the Public Housing Assessment System (PHAS) scores received in May and September are based on the same data for 2011. Hanus questioned occupancy rates and PHAS scores for other properties owned and managed by Common Bond. Salazar pointed out the Common Bond Website has not been updated with information for Indian Knoll.

6. Catherine Pausche, Finance Director/Clerk/Treasurer, requesting action to Approve Management Agreement between Mound HRA and Common Bond Communities for the period of January 1, 2013 through December 31, 2013.

Board Chair Hanus requested the following paragraph be added to the last portion of the agreement: *Common Bond shall prepare and submit a report to the HRA Board within 30 days*

of any HUD PHAS report that includes any deficiency issues. The report will include any causes and a plan to correct the deficiencies.

MOTION by Salazar, seconded by Gesch, to approve the agreement, as amended. All voted in favor. Motion carried.

7. Adjourn

MOTION by Salazar, seconded by Gesch to adjourn at 6:56 p.m. All voted in favor. Motion carried.

Chair Mark Hanus

Attest: Catherine Pausche, Clerk