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**MINUTES OF THE REGULAR MEETING  
OF THE HOUSING AND REDEVELOPMENT  
AUTHORITY OF AUSTIN, MINNESOTA**

**February 16, 2012**

**1.) Roll Call.**

The regular meeting of the Housing & Redevelopment Authority of Austin was held February 16, 2012 at 3:30 PM at the HRA Office. Present were Commissioners Repinski, Boughton, Poshusta, Prenosil and Schlieve. Also present were Executive Director Hurm, Finance Director Detloff, Property Managers Mattson, Volstad & Grover and Housing Specialist Fitterer. John Garry from The Development Corporation was also in attendance. There being a quorum, the meeting was called to order by Chairman Repinski.

**2.) Approval of Minutes.**

It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to approve the minutes of the regular meeting of January 19, 2012. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**3.) Approval of Accounts Payable.**

Commissioner Boughton had a number of questions drafted in email form that was addressed by Finance Director Detloff. Commissioner Repinski questioned the high amount of the Plath Enterprises invoices and wished to cancel their contract. It was advised by staff that we were satisfied with their work and could not disprove that the invoices were billed more than the actual work performed. If we moved forward with canceling their contract, Plath might retaliate "for no cause". Commissioner Poshusta stated that they had already

performed the work and they should get paid for lack of evidence otherwise. It was suggested by Finance Director Detloff to bid the snow removal next year on a per time basis versus an hourly rate and will research that further.

Lock work was also questioned at the Transitional House by Commissioner Repinski. Karen Mattson described the work that had been done.

It was moved by Commissioner Prenosil and seconded by Commissioner Poshusta to authorize payment of the list of accounts payable. All present voted in favor of the motion, Chairman Repinski abstained from voting. The Chairman declared the motion passed and carried.

#### **4.) Public Housing & Section 8:**

##### **a. Scattered Sites - Motion to approve new utility allowances.**

Karen Mattson presented spreadsheets outlining utility costs at each of the fifty-six scattered site units. Averages are calculated for each bedroom size. The utility allowance is subtracted from 30% of the family's adjusted gross income to arrive at their tenant rent. The family is responsible for paying their own utility bills to Austin Utilities.

It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to approve the Scattered Site Utility Allowances as presented to be effective April 1, 2012. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

##### **b. Section 8 - Report on Management Assessment score.**

Karen Mattson presented HUD's report card on our Section 8 Program for the fiscal year ended 9/30/2011. Our score was 96% which is considered a "High" performing HRA.

##### **c. Public Housing - Resolution accepting the 2012 Capital Fund Grant including the 5-year Action Plan.**

Sherri Detloff presented the proposed projects for the year 2012 grant funds and also years 2013 through 2016

future planned improvements. The 2012 grant is for \$416,393. There were no major changes from the prior year's 5-year plan. HRA public housing staff and tenant input is solicited to arrive at the list of planned improvements. Commissioner Boughton suggested that the computer room construction at Twin Towers be moved into the 2012 grant year to coincide with the goal of installing Wi-/Fi in each building as listed on the "2012 goals of the HRA". Computer room construction was also removed from the Pickett Place as there is room available for this use.

The following Resolution was introduced by Commissioner Prenosil and seconded by Commissioner Schlieve.

RESOLUTION #518

RESOLUTION APPROVING AND ACCEPTING THE 2012  
CAPITAL FUND GRANT ANNUAL STATEMENT FOR  
GRANT #MN46P08550112 INCLUDING THE 5-YEAR ACTION PLAN.

All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried as amended.

**5.) Executive Director Report:**

**a. Authorization to hire a custodian for Twin Towers.**

Staff expressed the need for a part-time custodian at the Twin Towers. Due to the large public housing surplus, we can afford this expense.

It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to approve a part-time Custodian for Twin Towers and to also amend the Twin Towers budget in the amount of \$17,000 to the maintenance salaries line item. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**b. Adoption of Entry into Occupied Units Policy for the Employee Handbook.**

Due to an issue we were faced with in November 2011, it is important to have an "Entry into occupied units policy" in written format. Staff had several meetings to formulate this policy.

It was moved by Commissioner Schlieve and seconded by Commissioner Prenosil to approve the above stated policy for inclusion into the Employee Handbook. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**c. Goals of the HRA for year 2012.**

HRA staff came up with a list of 7 goals for the 2012 year. Commissioner Boughton wanted to add the goal of meeting with the Mower County HRA to identify cooperative efforts.

**d. Discussion on purchasing additional Scattered Site units with excess operating reserves.**

The HRA received notification from HUD in Washington regarding the ability of the Austin HRA to purchase additional scattered site units with excess operating reserves. The Austin HRA is already at the maximum allowable public housing units and would not be allowed to purchase additional units.

**e. Report by John Garry from The Development Corp.**

John Garry had a general discussion with the Board. He stated that the Final 10 projects for Vision 2020 was scheduled to be completed 4/18/12. He also handed out a table depicting number of jobs in various communities and where workers live commuting to those jobs, another table on % above/below expected sales in Austin in a number of categories and a table on revenue being realized from the Austin local sales tax for the flood mitigation project.

**6.) Adjourn:** There being no further business it was moved by Commissioner Boughton and seconded by Commissioner Schlieve to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried. The meeting was adjourned at 5 PM.

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Marvin Repinski, Chair

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Marilyn Prenosil, Secretary