



308 Second Ave. NE, Austin, MN 55912
Phone 507-433-1866 Fax 507-433-8317
Website www.austinhra.org

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

1.) Roll Call.

Date & Time: February 21, 2013 at 4:30 PM

Commissioners Present: Marvin Repinski, Joyce Poshusta,
Roger Boughton, Marilyn Prenosil,
Shirley Schlieve, Judy Enright and
Janet Anderson

Commissioners Absent: None

HRA staff present: Jon Erichson, Executive Director
Sherri Detloff, Finance Director
Karen Mattson, Property Manager
Julie Ackland, Section 8 Specialist
Cindy Dugstad, Section 8 Specialist

Others present: Sarah Douty, Austin Main St. Project

There being a quorum, the meeting was called to order by
Chair Repinski.

2.) Approval of Minutes.

It was moved by Commissioner Poshusta and seconded by
Commissioner Boughton to approve the minutes of the
regular meeting held on January 24, 2013 at 3:30 PM.
All present voted in favor thereof, none in opposition
thereto, the Chair declared the motion passed and
carried.

3.) Approval of Accounts Payable.

After several questions on invoices, it was moved by Commissioner Schlieve and seconded by Commissioner Boughton to authorize payment of the list of accounts payable. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

4.) Redevelopment Business:

a. Housing Study - Review Cost Proposals.

Craig Hoium, City Community Development Director, solicited three proposals to perform a Housing Study. Jon Erichson presented the two proposals received and stated that it would take approximately 12 weeks to complete the study. Maxfield Group quoted \$14,000 and Viewpoint Consulting quoted \$16,550 to complete the study. It was discussed at the January 24, 2013 board meeting that the cost of this study would be split equally between HRA, Vision 2020 and a private developer.

It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to accept the low bidder Maxfield Group and to provide funding for 33% of the bid or \$4,667 contingent upon approvals from Vision 2020 and the private developer. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and adopted.

b. Austin Main Street Project (AMSP) - Report by Sarah Douty.

Sarah Douty, Director of the AMSP, gave a powerpoint presentation to the Board giving a summary of their accomplishments since inception, contributions received from various agencies since inception, projects completed in 2012, upcoming projects in 2013 and beyond and Vision 2020 initiatives.

c. Austin Main Street Project (AMSP) - Appoint HRA Representative to the AMSP Board.

As indicated in the AMSP By-Laws, AMSP is to have a representative from the HRA on their Board. Commissioner Boughton named Jon Erichson to replace James Hurm on the AMSP Board with Commissioner Enright seconding the nomination. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and adopted.

5. Public Housing.

a. Scattered Sites - Motion to adopt 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 Schlieve and seconded by Commissioner Anderson to approve the Scattered Site Utility Allowances as presented to be effective April 1, 2013. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

b. Public Housing - Report on PH Assessment score for FYE 9/30/12.

Sherri Detloff presented HUD's report card on our Public Housing projects for the fiscal year ended 9/30/2012. Indicators that were scored include Physical assessment, Financial assessment, Management assessment and Capital Fund assessment. Our score was 94 out of 100 which is considered a "High-Performing" HRA.

6. Section 8.

a. Section 8 - Report on Management Assessment score for FYE 9/30/12.

Karen Mattson presented HUD's report card on our Section 8 Program for the fiscal year ended 9/30/2012. Our score was 96% which is considered a "High-Performing" HRA.

b. Bridges rental assistance for mentally ill - Adopt Memorandum of Understanding.

Julie Ackland explained that we have 5 vouchers for assisting individuals with persistent mental illness. Four (4) HRA's have pooled together with Owatonna HRA being the coordinating HRA that receives funds from Minnesota Housing Finance Agency (MHFA) and then reimburses housing assistance payments and security deposits to the other 3 HRA's that administer the program for their jurisdiction.

It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to continue this arrangement and authorize the Executive Director to sign the Memorandum of Understanding between all HRA's involved.

7. Other Business.

a. **Election of Officers.**

Chair position:

A motion was made by Commissioner Boughton and seconded by Chair Repinski to nominate Commissioner Poshusta for the Chair position. All Commissioners voted in favor of the motion, none in opposition thereto, the Chair declared Joyce Poshusta as the new Chair.

Vice-Chair position:

A motion was made by Commissioner Prenosil and seconded by Commissioner Schlieve to nominate Commissioner Repinski for the Vice-Chair position. All Commissioners voted in favor of the motion, none in opposition thereto, the Chair declared Marvin Repinski as the Vice-Chair.

Secretary position:

A motion was made by Commissioner Repinski and seconded by Commissioner Poshusta to nominate Commissioner Prenosil for the Secretary position. All Commissioners voted in favor of the motion, none in opposition thereto, the Chair declared Marilyn Prenosil as the Secretary.

New Officers:

Chair	Joyce Poshusta
Vice-Chair:	Marvin Repinski
Secretary:	Marilyn Prenosil

b. **Flood property acquisitions - Agreement with City discussion.**

A memo was presented to the City by Steven Lang wishing to continue the long standing relationship of the HRA assisting the City with the acquisition of flood properties. Executive Director Erichson gave the history of how the City and HRA worked together when Kermit Mahan and then Tom Smith performed the acquisition process for the City.

It was moved by Commissioner Enright and seconded by Commissioner Poshusta to have Executive Director Erichson draft a Memorandum of Understanding between the City of Austin and the Austin HRA for the Flood Mitigation Program.

8.) Adjourn: There being no further business it was moved by Commissioner Schlieve and seconded by Commissioner Prenosil to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried. The meeting was adjourned at 6:00 PM.

Marvin Repinski, Chair

SEAL

Marilyn Prenosil, Secretary