



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

REGULAR MEETING AGENDA

THURSDAY, MARCH 22, 2018 @ 4:30 PM

Please let Jon or Sherri know if you cannot attend this meeting.

Four Commissioners must be present to constitute a quorum.

1. **Roll Call.**
2. Approve **Meeting Minutes** of February 15, 2018 Regular Meeting.
3. Review **Accounts Payable** Invoices.
4. **Public Housing:**
 - a. Twin Towers – Motion to approve change order #1 for kitchen cupboard project.
 - b. Scattered Sites – Motion to adopt new Utility Allowances.
 - c. Public Housing Admissions and Continued Occupancy Policy (ACOP) - Resolution to adopt the new ACOP policies.
 - d. Public Housing Grievance Procedures – Resolution to adopt the new Grievance Procedures.
5. **Executive Director Reports:**
 - a. Disposition Policy - Resolution to adopt the new Disposition Policy.
 - b. Housing Study discussion.
6. **Adjourn.**



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

1.) Roll Call.

Date & Time: March 22, 2018 at 4:30 PM

Commissioners Present: Judy Enright, Chair
Janet Anderson, Vice-Chair
Jerome McCarthy, Secretary
Marvin Repinski
Carole Granholm
Vernon Lippert

Commissioners Absent: David Hagen

HRA Staff Present: Jon Erichson, Executive Director
Sherri Detloff, Finance Manager
Angela Miller, Assistant Finance Manager

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

2.) Approval of Minutes.

It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to approve minutes of the regular meeting held on February 15, 2018. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

3.) Approval of Accounts Payable.

It was moved by Commissioner Anderson and seconded by Commissioner McCarthy to authorize payment of the list of accounts payable. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

4.) Public Housing.

a. Twin Towers – Motion to approve change order for kitchen cupboard project.

In order to shut down the water in the A Tower for the cupboard project, a valve (that was original to the building) would not close and hold back the water. The cost provided by Wagner Construction to replace this valve would be \$783.00.

It was moved by Commissioner Granholm and seconded by Commissioner Repinski to approve said Change Order #1 for \$783.00. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Scattered Sites - Motion to approve new Utility Allowances.

Karen Mattson prepared spreadsheets showing the annual utility costs at each of the fifty-six scattered site units. Averages are then 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 McCarthy and seconded by Commissioner Lippert to approve the Scattered Site Utility Allowances as presented to be effective April 1, 2018. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. Public Housing Admissions and Continued Occupancy Policy (ACOP) - Resolution to adopt the new ACOP policies.

One of HUD's Compliance Review Monitoring findings (Finding #1) was that the HRA's ACOP dated August 2010 had not been updated to reflect current HUD rules and regulations. A new model ACOP was purchased from Nan McKay and Associates which included all current HUD regulations. Staff have updated the model ACOP which had many decision points to customize it to our agency and geographic location.

The following Resolution was introduced by Commissioner McCarthy and seconded by Commissioner Anderson:

**RESOLUTION #605
RESOLUTION TO ADOPT THE NEW PUBLIC HOUSING
ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and carried.

d. Public Housing Grievance Procedures – Resolution to adopt the new Grievance Procedures.

Another HUD Compliance Review Monitoring finding (Finding #3) was that there was no resolution to prove our Grievance Procedures had been approved by the Board. The Board had approved the old Grievance Procedures in December 2017 to close this finding; however, after updating the ACOP, the Grievance Procedures were also updated to match the ACOP policies regarding grievances.

The following Resolution was introduced by Commissioner McCarthy and seconded by Commissioner Lippert:

**RESOLUTION #606
RESOLUTION TO ADOPT THE NEW PUBLIC HOUSING
GRIEVANCE PROCEDURES**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and carried.

5.) Executive Director Reports.

a. Disposition Policy - Resolution to adopt the new Disposition Policy.

Another HUD Compliance Review Monitoring finding (Finding #5) was that the HRA's Disposition Policy dated May 1994 had not been updated to reflect current HUD rules and regulations. Further, HUD stated that the old policy only covered personal property and did not include other real property or land. Staff have created a new Disposition Policy which includes sales of all types of capitalized assets/property.

The following Resolution was introduced by Commissioner Granholm and seconded by Commissioner McCarthy:

**RESOLUTION #607
RESOLUTION TO ADOPT THE NEW DISPOSITION POLICY**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and carried.

b. Housing Study discussion.

A new Housing Study, completed by Maxfield Research, was presented to the Board and also posted onto the HRA's website. Executive Director Erichson felt that the Board should discuss this study at a separate workshop due to the amount of data to review. The date will be determined later.

5.) Adjourn:

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

SEAL

Judy Enright, Chair

Jerome McCarthy, Secretary