



308 Second Ave. NE, Austin, MN 55912
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REGULAR MEETING AGENDA

THURSDAY, MAY 18, 2017 @ 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 April 20, 2017.
3. Review **Accounts Payable.**
4. **Executive Director Reports:**
 - A. Fox Pointe Townhomes:
 - 1.) Approve updated PHA 5-year Plan to include goal of project-basing 4 vouchers.
 - 2.) Resolution to add Project-Based Voucher language into the Section 8 Administrative Plan.
 - 3.) Review Request for Proposals for awarding project-based vouchers to applicants.
 - B. Assistant Finance Manager position – Adopt updated Wage Schedule.
5. **Adjourn.**



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

1.) Roll Call.

Date & Time: May 18, 2017 at 4:30 PM

Commissioners Present: Judy Enright, Chair
Jerry McCarthy, Secretary
David Hagen
Marvin Repinski

Commissioners Absent: Janet Anderson, Vice-Chair
Carole Granholm
Vernon Lippert

HRA staff Present: Jon Erichson, Executive Director
Sherri Detloff, 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 Hagen to approve minutes of the regular meeting held on April 20, 2017. 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 Hagen 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.) Executive Director Reports:

A. 1.) Fox Pointe Townhomes – Approve updated PHA 5-year Plan to include goal of project-basing four (4) vouchers.

HUD requires HRA's to have language in their 5-year Plans regarding project-basing vouchers as a goal (as noted in section 5.2) and as an intention (as noted in Section 7.0).

It was moved by Commissioner Hagen and seconded by Commissioner McCarthy to approve the updated 5-year Plan. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

A. 2.) Fox Pointe Townhomes – Resolution to add project-based voucher language into the Section 8 Administrative Plan.

HUD also requires HRA's to add a project-based voucher section into the Section 8 Administrative Plan which lays out the guidelines that the Austin HRA will follow to administer the PBV program.

The following Resolution was moved by Commissioner Hagen and seconded by Commissioner McCarthy:

**RESOLUTION #586
RESOLUTION TO ADD A PROJECT-BASED VOUCHER SECTION
INTO THE SECTION 8 ADMINISTRATIVE POLICY**

All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

A.3.) Fox Pointe Townhomes – Review Request for Proposals (RFP) for awarding project-based vouchers to applicants.

Another HUD requirement is that project-based vouchers cannot be given to a project, they must be competitively awarded; therefore, a request for proposals has been completed along with an advertisement for solicitation and a scoring process for the applications. The Commissioners reviewed all documents.

It was moved by Commissioner McCarthy and seconded by Commissioner Repinski to approve the RFP documents. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

B. Assistant Finance Manager position – Adopt updated Wage Schedule.

A new Job Classification entitled "Finance Manager Assistant" was created along with the related pay range/step schedule. ED Erichson is still in negotiations between two candidates that were interviewed.

It was moved by Commissioner Hagen and seconded by Commissioner McCarthy to approve the new job classification and updated wage schedule. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

5.) Adjourn:

There being no further business it was moved by Commissioner McCarthy and seconded by Commissioner Hagen 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 5:30 PM.

Judy Enright, Chair

SEAL

Jerome McCarthy, Secretary