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

1.) Roll Call.

Date & Time: July 18, 2013 at 4:30 PM

Commissioners Present: Joyce Poshusta, Chair
Marvin Repinski, Vice-Chair
Marilyn Prenosil, Secretary
Shirley Schlieve
Roger Boughton
Janet Anderson

Commissioners Absent: Judy Enright

HRA staff Present: Jon Erichson, Executive Director
Sherri Detloff, Finance Director
Karen Mattson, Property Manager
Gwen Volstad, Property Manager
Linda Grover, Property Manager

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

2.) Approval of Minutes.

It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to approve the minutes of the regular meeting on June 20, 2013. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

3.) Approval of Accounts Payable.

One invoice was added for TSP Architects in the amount of \$24,810.84 for their work in designing and bidding out the Twin Towers Fire Alarm Replacement project.

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

4.) Public Housing:

**a. Award bid for Utility Vehicle.
(Capital Grant Funds will be used.)**

Four bids were solicited and one bid was received for a utility vehicle with attachments. The bid was received from Thermo King for \$62,012 which included five attachments. Their bid was under the National Joint Purchasing Association contract which is similar to the State Cooperative Purchasing contract which satisfies competitive bidding even though one bid was received.

It was moved by Commissioner Boughton and seconded by Commissioner Anderson to accept the bid from Thermo King. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

b. Award bid for Twin Towers Fire Alarm System Replacement. (Capital Grant Funds will be used.)

Public advertising was done to solicit bids to replace the fire alarm system at Twin Towers. Two bids were received as follows:

Brothers Fire Protection	\$167,222
Fox Electric Co.	\$168,700

It was noted that Brothers Fire Protection also replaced the fire alarm system at Pickett Place in year 2010. It was moved by Commissioner Boughton and seconded by Commissioner Repinski to accept the low bid from Brothers Fire Protection. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

c. Pest Management Update:

Executive Director Erichson updated the Board on pest management treatments. Some units have needed additional follow-up treatments. Also Karen Mattson has been meeting with new tenants before they move into our units to explain "best practices" in pest control.

Because of the high cost of treatments, the Board wanted information in getting our own "heat box" and what are other HRA's doing about this problem.

5.) Market Rate Housing (Courtyard/Chauncey):

a. Resolution to approve Budget for FYE 9/30/2014.

Finance Director Detloff presented the combined Austin Courtyard/Chauncey budget for the fiscal year 10/1/13 to 9/30/14. A \$10 per apartment rent increase was proposed in said year's budget. The rent has not changed since 10/1/2010 and the Board said this was reasonable. The rent increase is mainly to cover 1 floor of hallway carpeting. The following resolution was introduced by Commissioner Boughton and seconded by Commissioner Schlieve to approve the budget for FYE 9/30/2014.

**Resolution #534
RESOLUTION APPROVING THE BUDGET FOR THE
AUSTIN COURTYARD AND CHAUNCEY APARTMENT BUILDINGS
FOR THE FISCAL YEAR ENDING 9/30/2014.**

All present voted in favor of the Resolution, none in opposition thereto. The Chairman declared the resolution passed and adopted.

b. Austin Courtyard - 2013A GO Bond Sale update.

At the last Board meeting a parameters resolution was passed giving the Chair and Exec. Director authorization to award a bond sale when the market improved and a new sale was set. The new sale date set is 7/24/2013 at 10 AM and will be a competitive bid process again. The parameters resolution indicates a minimum savings of \$175,000 in order to award the bid.

6.) Employee Business:

a. Staffing memo announcing new Twin Towers Property Manager and other staffing changes.

Executive Director Erichson announced that Cindy Dugstad will be replacing Gwen Volstad at the Twin Towers. In addition, Julie Ackland will be working both at Twin Towers and Pickett Place 10 hours per week doing social work with tenants helping them with lining up additional services they may need, similar to what advocates do at the Mower County Senior Center.

It was agreed to accept ED Erichson's staffing memo which included a new salary rate for the Public Housing Manager classification based upon the salary survey performed last year by Finance Director Detloff. Also Julie Ackland's rate will be a blended rate of 25% Public Housing Manager and 75% Section 8 Specialist to reflect her new working hours at Twin Towers and Pickett Place.

b. Advertise open Section 8 Specialist position.

Because of the above changes a new Section 8 Specialist will need to be hired.

c. Benefits - Motion to change Post Retirement VEBA arrangement.

Currently the HRA rolls 100% of a retired employees banked PTO into a Post Retirement VEBA to be used for eligible medical expenses. With upcoming retirements, employees would like the option to take their banked PTO either in cash or rolled over to their deferred compensation account instead of rolling it into their VEBA account. There are no financial consequences to the HRA to change this policy.

It was moved by Commissioner Anderson and seconded by Commissioner Repinski to change from 100% to a 0% rollover to an employees' VEBA account. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

7.) Other Business.

a. CHIP Program Update.

Karen Mattson gave an update on the projects being done with Housing Improvement (HIP) funds. There was good media attention with the volunteers working on projects

and the "town is buzzing" about it. It is hoped that as neighbors are seeing projects done on adjacent houses that this will create the domino effect in getting more houses improved.

b. Austin Main Street Project - Funding Discussion and memo from Craig Byram on Board members attending AMSP meetings.

Executive Director Erichson wanted some direction from the Board as to amount of funding that should be given to AMSP. The amount is a part of the General Fund budget that has to be approved at August's Board meeting. Sarah Douty was given a list of questions from ED Erichson to which the Board wanted Sarah in attendance at August's Board meeting with answers to those questions and her funding request.

c. Development Corp. of Austin - Funding discussion.

Executive Director Erichson has been working on a partnership wherein there would be a three-way split on the \$60,000 contract with DCA. This partnership would be a \$20,000 contribution from the City of Austin, Austin Port Authority and the Austin HRA. After some discussion amongst Board members, most thought a three-way split would be agreeable.

8.) Board Member Reports:

Nothing.

9.) Adjourn: There being no further business it was moved by Commissioner Anderson and seconded by Commissioner Schlieve 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 6:30 PM.

Joyce Poshusta, Chair

SEAL

Marilyn Prenosil, Secretary