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

**July 19, 2012**

**1.) Roll Call.**

The regular meeting of the Housing & Redevelopment Authority of Austin was held July 19, 2012 at 3:30 PM at the HRA Office. Present were Commissioners Repinski, Poshusta, Prenosil, Boughton and Schlieve. Also present were Executive Director Hurm, Finance Director Detloff, Family Housing Specialist Ackland and Property Managers Volstad and Grover. 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 Prenosil to approve the minutes of the regular meeting of June 21, 2012. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**3.) Review of Accounts Payable.**

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

**4.) Market Rate Housing Business (Courtyard/Chauncey):**

**a. Resolution to approve Budget for FYE 9/30/2013.**

Finance Director Detloff presented the combined Austin Courtyard/Chauncey budget for the fiscal year 10/1/12 to 9/30/13. The budget reflects minimal changes from the prior year's budget and no rent increases were proposed. The following resolution was introduced by Commissioner Poshusta and seconded by Commissioner Schlieve to approve the budget for FYE 9/30/2013.

**Resolution #5222  
RESOLUTION APPROVING THE BUDGET FOR THE  
AUSTIN COURTYARD AND CHAUNCEY APARTMENT BUILDINGS  
FOR THE FISCAL YEAR ENDING 9/30/2013.**

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

**5.) Executive Director Reports:**

**a. Austin Main Street Project - Request by Sarah Douty for 2013 funding.**

Sarah Douty is requesting \$90,000 for store front easements, \$20,000 for administrative expenses and \$10,000 for Vision 2020 initiatives for calendar year 2013.

Commissioner Repinski voiced his opinion on the possibility of having the projects that the Main Street performs as being done in-house (at the HRA level). Both Executive Director Hurm and Finance Detloff stated that the way things are set up, the Port Authority holds the store front easements and that the funds should still be transferred to the Port Authority so that all easements are held by that entity. After some discussion regarding funding the Austin Main Street Project, it was moved by Commissioner Boughton and seconded by Commissioner Prenosil to have Ms. Douty come before the HRA Board and request funding for each individual project. \$90,000 will be held by the HRA and transferred to the Port Authority on a project by project basis. The \$20,000 for administration and \$10,000 for Vision 2020 initiatives was approved to pay in one lump sum in

2013. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**b. Development Corporation of Austin-Report by John Garry.**

John Garry handed out reports and next meeting dates on two Vision 2020 projects, The Revitalization of the Austin Utilities Building and the Business Friendly Environment. He also handed out descriptions of all ten (10) Vision 2020 projects.

**c. Austin Downtown Alliance-Presentation by Kristen Hall.**

Kristen Hall talked about her vision for upcoming events to be held on Main Street. One event is similar to Rochester's First on Third Project in which vendors sell goods and bands perform on the street. Austin vendors would pay \$25.00 to sell their wares on Tuesday Nights. She also talked about Halloween in July where children can trick or treat downtown and wear costumes in July.

**d. Executive Director Position -Update ED job description, discuss salary & benefits and review job advertisement.**

Roger Boughton suggested that the Housing Improvement Program be added to the job description. It was also discussed to add a minimum of two years housing and/or community development related experience preferably in a managerial capacity and to change the Public Housing Manager Certification to be required or ability to attain within 1 year of employment versus highly desirable in the previous job description.

Commissioner Boughton made a motion to approve the job description as amended and Commissioner Schlieve seconded the motion. All present voted in favor thereof, none in opposition. The Chairman declared the motion passed and carried.

Commissioner Poshusta made a motion to approve the job posting and Commissioner Boughton seconded it. All present voted in favor thereof, none in opposition thereto. Finance Director Detloff said that she would post it starting August 1<sup>st</sup> in the appropriate places like MN NAHRO, League of MN Cities, MN Workforce website, Austin HRA website and City of Austin website.

Commissioner Schlieve thought it would be important for all employees to have input in the hiring process as they would have to work with the individual on a daily basis. Other Commissioners were not sure we should have input from all employees.

**6. Adjourn:**

There being no further business it was moved by Commissioner Poshusta and seconded by Commissioner Prenosil 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 5:00 PM.

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Marvin Repinski, Chair

SEAL

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Marilyn Prenosil, Secretary