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**MINUTES OF A WORK SESSION  
OF THE HOUSING AND REDEVELOPMENT  
AUTHORITY OF AUSTIN, MINNESOTA**

**AUGUST 10, 2011**

**1.) Roll Call.**

A work session of the Housing & Redevelopment Authority of Austin, MN was held August 10, 2011 at 4:00 PM at the HRA Office. Present were Commissioners Repinski, Boughton, Prenosil and Schlieve. Commissioner Poshusta was absent. Also present were Executive Director Hurm and Finance Director Detloff. City Council Member Clennon was in the audience. The meeting was called to order by Chairman Repinski.

**2.) Discuss staffing proposal and wages:**

Executive Director Hurm presented a revised wage proposal based upon suggestions from Commission Boughton regarding methodology on the salary survey information gathered from other HRA's. The revised proposal shows most HRA employees receiving no increase in pay due to a.) wages were already in alignment with other HRA's surveyed and b.) economic circumstances. There were two (2) employees that were proposed with increases based upon their job descriptions changing due to Tom Smith's retirement from the HRA on July 29, 2011 and each taking on his various responsibilities. One employee will be taking on the management of Pickett Place which was formerly done by Mr. Smith. The other employee will be giving up her Section 8 duties and in its place she will start up and administer the Housing Improvement Program, administer MHFA's Fix-Up Fund Loans and all procurement activities for the HRA in addition to her public housing management of 56 Scattered Site units. A new employee would then be hired to help administer the Section 8 Voucher program along with other general office tasks.

A lengthy discussion took place regarding the amount of the increase for these two employees. Staff argue that these employees should be paid the same as the new job classification dictates. One would be at maximum Step E due to her years of service at that level and the other employee would start at Step A in the new position because she should get paid at the next higher step in the new position which is above her current pay.

Commissioner Boughton offered a handout that proposes this first year increase be split over a three-year period in addition to the normal step system. Staff's assertion is that these increases be implemented immediately as both employees have started performing their new tasks as of August 1st. Commissioners were split on how this should be handled. No mutual consensus came as a result of this work session.

This item will be presented again at the next HRA Board meeting.

**3.) Discuss Chair's 17 general questions.**

Since discussion on the previous wage topic was lengthy, it was agreed that this item be tabled until the next HRA Board meeting.

**4.) Adjourn:**

There being no further business it was agreed to adjourn the meeting at 5:40 PM.

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Marvin Repinski, Chair

SEAL

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Shirley Schlieve, Secretary