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

**1.) Roll Call.**

**Date & Time: August 15, 2013 at 4:30 PM**

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

Commissioners Absent: Shirley Schlieve

HRA staff Present: Jon Erichson, Executive Director  
Sherri Detloff, Finance Director  
Karen Mattson, 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 Repinski to approve the minutes of the regular meeting on July 18, 2013. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

**3.) Approval of Accounts Payable.**

After several questions on accounts payable invoices it was moved by Commissioner Boughton and seconded by Commissioner Repinski 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.) Funding Requests:**

##### **a. Austin Main Street Project - Funding request by Sarah Douty.**

Sarah Douty presented a memo to the Board requesting funds for administration and store front easements for the calendar year 2014. So far 38 building fronts have been updated with 23 remaining to be done. There are various reasons the owners cite for not choosing to have their store fronts updated. There are a couple of big projects that are currently in the works that will deplete the balance of funds held at the Port Authority. There was discussion as to how and when the funds should be transferred from the HRA to the Port Authority for projects. A motion was made to transfer funds immediately from the HRA as soon as current funds were depleted at the Port Authority. Commissioners Poshusta, Enright and Anderson voted in favor of this motion. Commissioners Boughton and Prenosil were in opposition to the motion. They wanted to transfer funds on a project by project basis as was discussed the previous year. Commissioner Repinski abstained. The Chairman declared the motion passed and adopted on a vote of three to two.

##### **b. Development Corp. of Austin - Memo regarding funding by John Garry.**

DCA Executive Director John Garry provided a memo to commissioners outlining Vision 2020 projects on which the DCA has been spending money which is outside of their normal expenditures. Erichson coordinated a partnership wherein there would be a three-way split on the \$60,000 contract with DCA. This partnership would include a \$20,000 contribution each from the City of Austin, Austin Port Authority and the Austin HRA for calendar year 2014.

##### **c. CHIP Program - HRA grant request from Hormel Foundation.**

Executive Director Erichson applied for a grant from the Hormel Foundation for the Community Housing Improvement Program (CHIP) and they have indicated that they will be awarding \$50,000 to CHIP. Additionally, this amount will be funded outside the funding allotment for the City of Austin.

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

**a. Resolution to award sale of Courtyard 2013A GO Bonds.**

The following Resolution was introduced by Commissioner Boughton and seconded by Commissioner Enright to award the sale of the bonds to United Banker's Bank with produced a net future value benefit of \$186,123 in interest savings on the life of the bonds.

**Resolution #535  
RESOLUTION AWARDING SALE, PRESCRIBING THE FORM  
AND DETAILS AND PROVIDING FOR THE PAYMENT AND SECURITY  
OF \$1,830,000 GOVERNMENTAL HOUSING REVENUE REFUNDING  
BONDS (CITY OF AUSTIN, MN GENERAL OBLIGATION),  
SERIES 2013A FOR AUSTIN COURTYARD.**

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

**6.) General Fund:**

**a. Resolution to approve the General Fund Budget and tax levy for FYE 9/30/2014.**

Finance Director Detloff distributed a handout showing how income is generated from the projects and programs in the form of management and bookkeeping fees which then flows into the General Fund along with taxes levied. She also presented the General Fund budget for the fiscal year 10/1/13 to 9/30/14 which includes a Special Benefit Tax Levy in the amount of \$196,901. Ms. Detloff reviewed major items and explained changes from the 2013 budget. Operating transfers for our Community Housing Improvement Program (CHIP) and Section 8 Voucher Program were included in the budget as well as partnership funding for the Austin Main Street Project and Development Corp. of Austin.

The following resolution was introduced by Commissioner Boughton and seconded by Commissioner Enright:

**RESOLUTION #536  
RESOLUTION AUTHORIZING THE LEVY OF A SPECIAL  
BENEFIT TAX PURSUANT TO MN STATUTE 469.033,  
SUBDIVISION 6 AND APPROVAL OF THE GENERAL FUND BUDGET  
FOR FISCAL YEAR 10/1/2013 TO 9/30/2014**

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

**7.) Executive Director Reports:**

**a. Motion to approve new Wage Step Schedule effective October 1, 2013.**

Executive Director Erichson presented the proposed wage step schedule for HRA employees to be effective October 1, 2013. Most administrative employees were proposed a 1% increase and maintenance employees were proposed a 1.5% increase. The Property Manager position has been "frozen" since 10/1/2010 as this position has been paid more than the average HRA. Employees in that position prior to 8/1/2013 will stay at that rate and new employees hired on or after 8/1/2013 in that same position will be started out at the new lower rate. Those employees that are in the step system would get their normal step increase.

A one year evaluation of Executive Director Erichson was also brought up by Commissioner Boughton which would occur in February 2014. All HRA employees should be evaluated annually.

It was moved by Commissioner Repinski and seconded by Commissioner Boughton to adopt the wage step schedule as presented. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

**b. Housing Study discussion.**

Executive Director Erichson gave the Board an Executive Summary provided by Maxfield Research giving their conclusions of the Housing Study. Erichson also summarized key points on a 1 page document for quick review along with some goals. A meeting with Maxfield Research to discuss the Housing Study will occur on September 4, 2013 at 5:30 PM at City Hall. Other interested parties will also be in attendance.

**c. Set date for September Board meeting.**

HUD just announced the 2013 Capital Fund Grant. This Grant and 5 year Action Plan for Public Housing needs to be at the HUD office on or by September 6, 2013. Therefore a Board meeting and public hearing needs to be set prior to that date. The date set was for September 4, 2013 at 5 PM at the City Hall. This meeting will be held prior to the Maxfield meeting.

**8.) Board Member Reports:**

Nothing.

**9.) Adjourn:** There being no further business it was moved by Commissioner Boughton and seconded by Commissioner Enright 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 6:45 PM.

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Joyce Poshusta, Chair

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Marilyn Prenosil, Secretary