



308 Second Ave. NE, Austin, MN 55912  
Phone 507-433-1866 Fax 507-433-8317  
Website [www.austinhra.org](http://www.austinhra.org)

## **REGULAR MEETING AGENDA**

**THURSDAY, AUGUST 17, 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 July 20, 2017.
3. Review **Accounts Payable.**
4. **Public Housing:**
  - a. Public Hearing and Resolution to approve the 5-year Capital Improvement Plan.
5. **Market Rate Housing:**
  - a. Courtyard – Motion to approve change order for roofing project.
6. **Executive Director Reports:**
  - a. General Fund - Resolution to adopt Budget and Tax Levy for FYE 9/30/18.
  - b. Wages - Motion to adopt new wage schedule effective 10/1/17.
7. **Adjourn.**



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

**1.) Roll Call.**

**Date & Time: August 17, 2017 at 4:30 PM**

Commissioners Present: Judy Enright, Chair  
Janet Anderson, Vice-Chair  
Jerry McCarthy, Secretary  
David Hagen  
Marvin Repinski  
Carole Granholm

Commissioners Absent: Vernon Lippert

HRA staff Present: Jon Erichson, Executive Director  
Patrick Edwards, Assistant Finance Director

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

**2.) Approval of Minutes.**

It was moved by Commissioner Anderson and seconded by Commissioner Hagen to approve minutes of the regular meeting held on July 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 McCarthy and seconded by Commissioner Hagen 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.) Public Housing:**

**a. Public Hearing and Resolution to approve the 5-year Action Plan.**

The HRA has prepared a 5 year Capital Improvement Plan for the Public Housing units which includes funds for the 2017 Capital Fund Grant year totaling \$520,607. The plan consists of projects that the Austin HRA is proposing to HUD to improve our Public Housing units located at Twin Towers, Pickett Place and the HUD Houses and is subject to funding by HUD.

The Board held a public hearing on this 5-year plan soliciting comments on the proposed projects. There was no one in attendance and no comments received.

The following Resolution was introduced by Commissioner McCarthy and seconded by Commissioner Anderson.

**RESOLUTION #591**  
**RESOLUTION APPROVING AND ACCEPTING THE**  
**2017 CAPITAL FUND GRANT PROGRAM ANNUAL STATEMENT FOR**  
**GRANT #MN46P08550117 INCLUDING THE FIVE-YEAR ACTION PLAN.**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and adopted.

**5.) Market Rate Housing:**

**a. Courtyard - Motion to approve change order for roofing project.**

Executive Director Erichson presented a change order to replace the metal fascia, at the time of roofing, that has oxidized totaling \$1,775. It was moved by Commissioner Hagen and seconded by Commissioner Repinski to authorize this additional work. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**6.) Executive Director Reports:**

**a. General Fund - Resolution to adopt budget and tax levy for FYE 9/30/2018.**

The General Fund budget was presented for the fiscal year 10/1/17 to 9/30/18 which includes a Special Benefit Tax Levy in the amount of \$174,909. Partnership funding included \$12,000 for the DCA. \$75,000 is also proposed for the Targeted Redevelopment Areas of 8<sup>th</sup> Ave. NE and the Post Office Area with a matching grant application being solicited from the Hormel Foundation. Operating transfers budgeted included \$25,000 to help fund the Section 8 Voucher admin. fees because of HUD Admin. cuts and \$105,855 was also designated for future redevelopment projects as approved by the Board.

The following resolution was introduced by Commissioner McCarthy and seconded by Commissioner Hagen:

**RESOLUTION #592**  
**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 10/1/2017 TO 9/30/2018**

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

**b. Wages - Motion to adopt new wage schedule effective 10/1/2017.**

Executive Director Erichson presented the proposed wage step schedule for HRA employees to be effective October 1, 2017. In determining wages, the following items were evaluated:

- Salary survey of other out state HRA's
- Comparison of other local units of government
- Funding ability of the HRA
- Employee Insurance Contribution

All Administrative and maintenance employees were proposed a 3% increase. Those employees that are in the step system would get their normal step increase in addition to the cost of living increase.

Other variances include the following:

- The Executive Director wanted the Board to determine his salary increase, if any. It was proposed by Board members to also increase his wages 3%.
- The Section 8 classification would increase to a top pay of \$23.50 (Step E).
- All Public Housing and Market Rate Housing Maintenance Staff would have the same pay classification to be a top pay of \$23.00 (Step E).
- The Courtyard Maintenance Manager started at Step A and has had the same step for approx. 15 months (based on his start date). Because his performance has exceeded all expectations, it was proposed to increase his pay to Step C.

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

**7.) Adjourn:**

There being no further business it was moved by Commissioner Hagen and seconded by Commissioner McCarthy 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 5:15 PM.

SEAL

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Judy Enright, Chair

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Jerome McCarthy, Secretary