



308 Second Ave. NE, Austin, MN 55912  
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## **REGULAR MEETING AGENDA**

**THURSDAY, AUGUST 20, 2015 @ 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 16, 2015.
3. Review **Accounts Payable.**
4. **Section 8:**
  - a. Requirement that property has to be registered with the City of Austin.
5. **Executive Director Reports:**
  - a. Request from DCA for contribution from General Fund for 2016.
  - b. General Fund Budget – Resolution to adopt budget for FYE 9/30/16 and Tax Levy.
  - c. Motion to approve proposed job reassignments.
  - d. Wages – Motion to adopt new wage schedule effective 10/1/15.
  - e. Riverland College Work Study Program Contract.
  - f. Tax forfeited home at 1206 9<sup>th</sup> St. NE – Motion to award demolition bid.
  - g. BEEP - Hormel Foundation grant request for downtown store front easements.
6. **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 20, 2015 at 4:30 PM**

Commissioners Present: Judy Enright, Chair  
Janet Anderson, Secretary  
Jerry McCarthy  
Marvin Repinski  
Leona Ruehmann

Commissioners Absent: Joyce Poshusta, Vice-Chair  
David Hagen

HRA staff Present: Jon Erichson, Executive Director  
Sherri Detloff, Finance Director

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

**2.) Approval of Minutes.**

It was moved by Commissioner McCarthy and seconded by Commissioner Ruehmann to approve the minutes of the regular meeting on July 16, 2015. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

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

After verbally adding several invoices to the list of accounts payable, it was moved by Commissioner Anderson and seconded by Commissioner Ruehmann 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.) Section 8:**

**a. Requirement that property has to be registered with the City of Austin.**

The City of Austin has recently adopted a program of requiring all rental property to become registered with the City at no cost to the landlords. To help the City of Austin ensure compliancy, the HRA would require all Section 8 landlords to provide us with a certificate of registration. It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to require this certificate as part of the Section 8 landlord process. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

## **5.) Executive Director Reports.**

### **a. Request from Development Corp. of Austin (DCA) for a contribution from the General Fund for 2016.**

John Garry, DCA President, provided a funding request in the amount of \$20,000 for year 2016 to the Board. It included a review of the year 2015 accomplishments, 2016 priorities, marketing efforts and their annual report.

After discussion on the request, it was moved by Commissioner McCarthy and seconded by Commissioner Ruehmann to budget \$20,000 for a 2016 contribution to the DCA. Commissioners Enright, Anderson, McCarthy and Ruehmann voted in favor thereof and Commissioner Repinski voted in opposition thereto. The motion was declared passed and carried.

### **b. General Fund Budget - Resolution to approve budget for FYE 9/30/2016 and Tax Levy.**

The General Fund budget was presented for the fiscal year 10/1/15 to 9/30/16 which includes a Special Benefit Tax Levy in the amount of \$171,910. Partnership funding included \$20,000 for the DCA and \$75,000 for the Port Authority to help fund downtown store front easements (BEEP Program). Operating transfers budgeted included \$75,000 for CHIP (Community Housing Improvement Program) with these funds to be loaned to landlords to fix up rental units' exteriors with guidelines being developed by ED Erichson and \$40,000 to help fund the Section 8 Voucher admin. fees because of HUD Admin. cuts. \$92,001 was also designated for future redevelopment projects as approved by the Board

The following resolution was introduced by Commissioner Anderson and seconded by Commissioner Ruehmann:

**RESOLUTION #562  
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 10/1/2015 TO 9/30/2016**

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

### **c. Proposed job reassignments effective 9/1/2015.**

Executive Director Erichson is proposing to swap two administrative employees between two job positions and reallocating another employees time to more time spent at the Twin Towers. Cindy, now the Twin Towers Property Manager, will move into the Section 8 Specialist position and Sheryl, now the Section 8 Specialist, will move into the Twin Towers Property manager position effective Sept. 1, 2015. Also, Julie's time and pay is currently split 87.5% Section 8 and 12.5% Twin Towers and that will be adjusted to 80% Section 8 and 20% Twin Towers. Pay adjustments have been discussed with employees and a recommendation was presented to the Board based on the wage schedule in effect dated 10/1/2014.

It was moved by Commissioner Anderson and seconded by Commissioner Repinski to reassign jobs and pay as proposed. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**d. Motion to adopt new wage schedule effective 10/1/2015.**

Executive Director Erichson presented the proposed wage step schedule for HRA employees to be effective October 1, 2015. Most 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 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 the frozen rate and employees hired or moving into that position after 8/1/2013 will be started out at the lower rate.
- Reassignment of job positions as proposed. Both positions will move into their respective job classifications.
- The Maintenance Custodian job classification will be eliminated and that person will be moved into Step A of the Maintenance Specialist category as they are currently performing all the job duties that the previous Maintenance Specialist was doing that retired last year.
- 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%.

It was moved by Commissioner Repinski and seconded by Commissioner Ruehmann 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.

**e. Riverland College Work Study Contract.**

The two summer temporary employees are heading back to college at the end of August. There is on-going maintenance work to be done and Executive Director Erichson is proposing to hire one person through the Riverland College Work Study Program. The contract was presented to the Board which indicates that the College would issue the payroll checks to the student with 25% of the person’s salary being reimbursed by the HRA to the College. Job duties would include mowing, snow removal, cleaning of common areas and apartment turnover duties. The maximum hours that a student can work per week is 15 hours.

It was moved by Commissioner Ruehmann and seconded by Commissioner Anderson to authorize the Executive Director to enter into the Work Study contract with Riverland College. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

**f. Tax Forfeited home at 1206 9<sup>th</sup> St. NE – Motion to award demolition bid.**

Executive Director Erichson solicited bids from four (4) contractors for the demolition of the house located at 1206 9<sup>th</sup> St. NE. Only one bid was received from Hansen Hauling and Excavating for \$5,250. Once the house is torn down it is the intent to deed the property to Habitat for Humanity as part of the neighborhood revitalization for South Crane Addition. Habitat has contracted with Riverland College carpentry students to build a house on this lot starting this fall. Funding for the house removal would come from the Hormel Foundation Grant award through the Small Cities revitalization project.

It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to award the bid to Hansen Hauling in the amount of \$5,250. All present voted in favor thereof, none in opposition thereto. The motion was passed and carried.

**g. Business Encouragement Enhancement Partnership (BEEP) – Hormel Foundation grant request.**

Executive Director Erichson submitted a grant request for \$75,000 as a match to the HRA's \$75,000 contribution for the BEEP Store Front Easements for 2016. The funding award will be announced in the near future.

**7.) Adjourn:**

There being no further business it was moved by Commissioner McCarthy and seconded by Commissioner Anderson 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 6:00 PM.

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Judy Enright, Chair

SEAL

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Janet Anderson, Secretary