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

August 31, 2011

1.) Roll Call.

The regular meeting of the Housing & Redevelopment Authority of Austin was held August 31, 2011 at 4:00 PM at the HRA Office. Present were Commissioners Repinski, Prenosil, Poshusta, Boughton, and Schlieve. Also present were Executive Director Hurm, Finance Director Detloff, Property Managers Volstad and Grover and Section 8 Specialist Ackland. City Council Member Clennon was in the audience. There being a quorum, the meeting was called to order by Chairman Repinski.

2.) Approval of Minutes.

It was moved by Commissioner Prenosil and seconded by Commissioner Boughton to approve the minutes of the regular meeting of July 26, 2011. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

It was moved by Commissioner Boughton and seconded by Commissioner Prenosil to approve the minutes of the work session of August 10, 2011. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

3.) Approval of Accounts Payable.

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

4.) Other Business:

- a. **Main Street Project - Report By Sarah Douty.** Sarah Douty distributed a Summary of Accomplishments to date by the Main Street project. The design committee is currently working on two more renovation designs for two separate buildings. Staff and Board Members have met with two potential developers regarding large developments on Main Street. Two upstairs apartments are finished and ready to rent. They have again submitted a grant application to the Hormel Foundation for \$100,000. It was moved by Commissioner Boughton and seconded by Commissioner Prenosil to accept Sarah Douty's report.

- b. **Development Corp. of Austin - Report by John Garry.** John Garry distributed the 2010 DCA Annual Report which includes the financial statement and list of members. He also handed out an overview of various demographic and economic data for our community. The main topic of discussion was the upcoming idea session for Vision 2020. Commissioners will be asked at the next HRA Board meeting to come up with a list of ideas to better our community. It was moved by Commissioner Schlieve and seconded by Commissioner Poshusta to accept John Garry's report.

5.) Section 8 Housing Choice Voucher Program:

- a. **Motion to open the Section 8 and Family Public Housing Waiting Lists.** On 10/1/2010 the Board took action to close these two waiting lists due to the large amount of applicants on them and the length of time it took to get assistance. Section 8 Specialist Ackland reported the waiting lists have now dwindled to approximately 73 total applicants. It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to open the two waiting lists effective 9/1/2011. All present voted in favor of the resolution, none in opposition thereto. The Chairman declared the resolution passed and adopted.

6.) Executive Director's Reports:

a. Resolution to update the Capitalization Policy.

Finance Director Detloff requested to change the depreciation life of Laundry Equipment from 10 years to 5 years due to a decrease in useful life of newly manufactured laundry equipment. The following resolution was introduced by Commissioner Boughton and seconded by Commissioner Poshusta.

**RESOLUTION #511
RESOLUTION UPDATING THE CAPITALIZATION POLICY
OF THE AUSTIN HRA**

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

b. Resolution approving the General Fund Budget for

FYE 9/30/2012. Finance Director Detloff presented the General Fund budget for the fiscal year 10/1/11 to 9/30/12 which includes a Special Benefit Tax Levy in the amount of \$194,800. She reviewed major items and explained changes from the 2011 budget. Operating Transfers to fund the newly created Housing Improvement Program (HIP) and to fully fund the Section 8 voucher program were included in this budget. The following resolution was introduced by Commissioner Poshusta and seconded by Commissioner Boughton.

**RESOLUTION #512
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 10/1/2011 TO 9/30/2012**

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

c. Motion to approve Wage Schedule effective October 1,

2011. Finance Director Detloff presented a revised proposed wage schedule for HRA employees to be effective October 1, 2011. The wage schedule presented was the same one that was adopted effective

10/1/2010. There will be no wage increases except for two employees whose jobs are are being re-classified into new categories and will start at the appropriate step level on 10/1/2011. This shifting of job duties resulted from the retirement of Tom Smith. There is one maintenance staff employee that is currently in the Step system who will receive the normal step increase on their anniversary date. A new employee will be hired for the Section 8 program and they will start at the beginning step for that category. Commissioners were asked if one of them would like to participate in the interview process. Commissioner Poshusta volunteered her services. Job evaluations will be performed within 90 days on all employees commencing October 1, 2011.

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

- d. **Motion to approve updated Job Descriptions for Public Housing Manager and Section 8 Specialist.** Finance Director Detloff presented updated job descriptions for Public Housing Manager and Section 8 Specialist as a result of re-organizing employees duties after the retirement of Tom Smith. It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to adopt the updated job descriptions. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

- e. **Discuss Chair's 17 general questions.** Executive Director Hurm drafted a response to an e-mail that was sent by Chair Repinski. Most items have been addressed already. Of particular interest with the Board was to explore the possibility of co-habitation with other organizations to save money and/or be a one-stop-shop. It was moved by Commissioner Boughton and seconded by Commissioner Prenosil to meet with these organizations' respective Boards to set up exploratory meetings within a 90 day period. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

Other: Chairman Boughton requested a tour of our facilities as a group. Some Commissioners have already viewed our properties. An open invitation has always been offered by staff to any Commissioner wanting a tour of our buildings any time they wish.

10.) Adjourn: There being no further business it was moved by Commissioner Poshusta and seconded by Commissioner Schlieve 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 6 PM.

Marvin Repinski, Chair

SEAL

Shirley Schlieve, Secretary