



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, NOVEMBER 9, 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 October 19, 2017.
3. **Public Housing:**
  - a. Twin Towers & Pickett Place - Resolution to change Flat Rents.
4. **Financial Statements for Fiscal Year End 9/30/2017:**
  - a. Community Housing Improvement Program (CHIP).
  - b. Courtyard and Chauncey (Market Rate Housing).
  - c. General Fund.
  - d. Pickett Place Scattered Sites & Twin Towers (Public Housing).
  - e. Section 8 Vouchers.
  - f. Transitional Housing.
5. **Executive Director Reports:**
  - a. Review HRA Goals.
  - b. DEED childcare grant application.
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: November 9, 2017 at 4:30 PM**

Commissioners Present: Judy Enright, Chair  
Janet Anderson, Vice-Chair  
Jerome McCarthy, Secretary  
Marvin Repinski  
Carole Granholm  
Vernon Lippert

Commissioners Absent: David Hagen

HRA staff Present: Jon Erichson, Executive Director  
Sherri Detloff, Finance Manager  
Angela Miller, Assistant Finance Manager

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 Repinski to approve minutes of the regular meeting held on October 19, 2017. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**Approval of Accounts Payable.**

Due to an early meeting date, accounts payable will be e- mailed to the Commissioners for review.

**3.) Public Housing:**

**a.) Resolution to increase Flat Rents at Twin Towers and Pickett Place.**

HUD requires HRA's to set flat rents for Public Housing residents that are a minimum of 80% of the current Fair Market Rent (FMR) for each bedroom size as established by HUD. Twin Towers and Pickett Place currently are not in compliance with the new Fair Market Rents that were published 10/1/2017. Scattered Sites are currently in compliance. It is the recommendation of staff that we keep the Flat Rents at 80% of the Fair Market Rents. The new flat rents would become effective 1/1/18 for all new residents and for current residents the new flat rents would occur at their next annual re-exam. The tenant has the option to either pay 30% of their income or the flat rent. Approx. 20% of tenants at Twin Towers and Pickett Place pay the flat rent.

It was moved by Commissioner Anderson and seconded by Commissioner McCarthy to adopt the new Flat Rents effective 1/1/18 for Twin Towers & Pickett Place as presented:

**RESOLUTION #599  
RESOLUTION TO INCREASE THE FLAT RENTS  
AT TWIN TOWERS & PICKETT PLACE**

<b><u>Fair Market Rents</u></b> Effective 1/1/18	<b><u>Current Flat Rents</u></b> Effective 4/1/17	<b><u>Increase</u></b>	<b><u>New Flat Rents</u></b> Effective 1/1/18
1BR \$572	1BR \$456	+\$ 4	<b>1BR \$460</b>
2BR \$761	2BR \$605	+\$ 5	<b>2BR \$610</b>

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

**4.) Financial Statements for fiscal year end (FYE) 9/30/17.**

The HRA Board received the General Ledgers for all the projects and programs the HRA operates. The recap sheets given to the Commissioners were reviewed and the net income or net loss for each individual project was pointed out as shown below.

- Austin Courtyard and Chauncey Apartments had a combined Net Income of \$72,989 which calculates to a debt service ratio of 109%. (A minimum debt service ratio has to be 105% as stated in the bond documents.)
- Twin Towers had a Net Income of \$126,167
- Scattered Sites had a Net Income of \$25,025
- Pickett Place had a Net Income of \$65,984.
- Section 8 had a Net Loss of (\$20,536) for Administration costs and a Net Income of \$1,507 for HAP costs.
- The Transitional House had a Net Income of \$10,924.

**5.) Executive Director Reports:**

**a. Review HRA Goals.**

ED Erichson updated the list of HRA Goals by highlighting those projects that were completed or those that were in progress and discussed some of them in length. ED Erichson wanted the Board to make suggestions at upcoming meetings as to any projects they want to see added.

**b. DEED childcare grant update.**

ED Erichson reported that the grant application for improvements to Catherwood House has been submitted to the Minnesota Dept. of Economic Development (DEED). By making certain improvements, this would allow Catherwood House to provide 24 hour day care and continue to provide childcare services. It is anticipated that the grant recipients will be announced mid-December.

**6.) Adjourn:**

There being no further business it was moved by Commissioner McCarthy and seconded by Commissioner Granholm 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 5:30 PM.

SEAL

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Judy Enright, Chair

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Jerome McCarthy, Secretary