



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, MARCH 17, 2016 @ 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 February 18, 2016.
3. Review **Accounts Payable.**
4. **Audit Report for FYE 9/30/15 -**  
Presentation by Kim Hillberg from CliftonLarsonAllen.
5. **Public Housing:**
  - a. Twin Towers – Motion to approve revised architect contract for the Window project.
  - b. Scattered Sites - Motion to approve new utility allowances.
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: March 17, 2016 at 4:30 PM**

Commissioners Present: Judy Enright, Chair  
Leona Ruehmann, Vice-Chair  
Janet Anderson, Secretary  
Jerry McCarthy  
Marvin Repinski  
David Hagen  
Vernon Lippert

Commissioners Absent: None

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 Anderson to approve minutes of the regular meeting on February 18, 2016. 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 Ruehmann and seconded by Commissioner McCarthy 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.) Audit Report for FYE 9/30/15. Presentation by Kim Hillberg from CliftonLarsonAllen.**

Kim Hillberg of Clifton Larson Allen presented the report of Financial Statements and Supplementary Information for the year ended September 30, 2015. Ms. Hillberg outlined the audit process and explained the most significant parts of the report. The finances of the HRA were found to be stated accurately. Ms. Hillberg explained the HRA received an unqualified opinion which is the best opinion you can get.

**5.) Public Housing:**

**a. Twin Towers - Motion to approve revised architect contract for the Window Project.**

The original contract with Paul Johnson Architects for \$22,000 was for the replacement of apartment windows (estimated construction cost of \$475,000.00). Because the scope of the work has been increased due to receiving a grant of \$1,212,000 for a total estimated construction cost of \$1,770,690, a revised proposal has been submitted that includes the replacement of all main floor windows, replace all exterior doors, installation of FOB readers on some exterior doors and remodel the office entrance area to become ADA compliant, his fee increased to \$36,500.

It was moved by Commissioner Anderson and seconded by Commissioner Hagen to approve the revised fee of \$36,500. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**b. Scattered Sites - Motion to approve new Utility Allowances.**

Karen Mattson prepared spreadsheets showing the utility costs at each of the fifty-six scattered site units. Averages are calculated for each bedroom size. The utility allowance is subtracted from 30% of the family's adjusted gross income to arrive at their tenant rent. The family is responsible for paying their own utility bills to Austin Utilities.

It was moved by Commissioner McCarthy and seconded by Commissioner Ruehmann to approve the Scattered Site Utility Allowances as presented to be effective April 1, 2016. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

**6.) Adjourn:**

There being no further business it was moved by Commissioner Ruehmann 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 6:00 PM.

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Judy Enright, Chair

SEAL

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Janet Anderson, Secretary