

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

**February 24, 2010**

**1.) Roll Call.**

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held February 24, 2010 at 4:30 P.M. at the HRA Office. The meeting was called to order by Chairman Pacholl. Present were Commissioners Schlieve, Poshusta, Repinski, and Prenosil. Also present were Executive Director Hurm, Deputy Director for Community Development Smith, Finance Director Detloff, and Deputy Housing Director Volstad, and Deputy Director of Family Housing Mattson.

**2.) Approval of Minutes.**

It was moved by Commissioner Poshusta and seconded by Commissioner Prenosil to approve the minutes of the regular meeting of February 3, 2010. 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 Repinski and seconded by Commissioner Schlieve 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.) Public Housing & Section 8:**

- a. **Scattered Sites - Motion to award bid for Shingling Roofs. (Capital Fund)** Public Bids were solicited for the replacement of the roofs at eight three bedroom and two duplex scattered site homes. Five bids were

received. Karen Mattson investigated the qualifications of the low bidder, Quandt Construction, and recommended acceptance of their bid. It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to accept the low bid of \$30,000.00 from Quandt Construction. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

- b. **Scattered Sites - Motion to adjust Utility Allowances.** Regulations require that utility allowances for the scattered site family housing units be adjusted annually based on usage and utility rates. Karen Mattson presented a summary of the review and a recommendation for allowances. The recommended allowances are as follows:

2BR - \$148.00  
3BR - \$190.00  
4BR - \$211.00

It was moved by Commissioner Repinski and seconded by Commissioner Prenosil to implement the utility allowances as presented effective April 1, 2010. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

- c. **Section 8 - Resolution to add Carbon Monoxide Detector requirement to Housing Quality Standards Inspection.** State law requires that all rental units must have a carbon monoxide detector within ten feet of all bedrooms. Karen Mattson requested that this requirement be added to the Section 8 Housing Quality Standards to bring the standards into compliance with State law. The following resolution was introduced by Commissioner Poshusta and seconded by Commissioner Prenosil.

**RESOLUTION #485  
RESOLUTION TO AMEND THE SECTION 8 HOUSING QUALITY  
STANDARDS TO INCLUDE CARBON MONOXIDE DETECTORS**

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

**5.) Other Business:**

- a. **Mower County Easement Request for Murphy Creek Property.** Mower County has requested an easement across two small parcels near Murphy Creek to construct sidewalk and extend or improve a bike trail. The parcels are in the name of the HRA and are uneconomic remnants from the Murphy Creek Project. The HRA is working to transfer the parcels to the City of Austin. It was moved by Commissioner Schlieve and seconded by Commissioner Repinski to grant the easements as requested. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.
  
- b. **CASA Application - Motion to Submit Application.** Julie Ackland is requesting authorization to submit an application to administer the Community Activity Set Aside program for Mower County. The program offers deferred and low interest loans to assist single parents to purchase homes. It was moved by Commissioner Repinski and seconded by Commissioner Schlieve to authorize the submission of the CASA application. All present voted in favor of the motion, none in opposition thereto, the Chairman declared the motion passed and carried.
  
- c. **Hiring of a new position - Property Manager Assistant. Review Position Description and updated Organizational Chart.** Director Hurm reviewed the job description for the Property Manager Assistant. The hiring was authorized late last year. Interviews will be held next week and a hiring recommendation will be made within the next few weeks. Director Hurm also presented an updated organizational chart for the HRA.

**6.) Executive Director Report:**

Director Hurm said that the new commissioners should feel free to contact staff with questions about the HRA. Tours of HRA facilities can also be arranged with any of the property managers.

**7.) Adjournment:**

There being no further business it was moved by Commissioner Poshusta and seconded by Commissioner Pronosil to adjourn the meeting. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

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Richard Pacholl, Chairman

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Shirley Schlieve, Secretary