



308 Second Ave. NE, Austin, MN 55912
Phone 507-433-1866 Fax 507-433-8317
Website www.austinhra.org

REGULAR MEETING AGENDA

THURSDAY, MARCH 19, 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 February 19, 2015.
3. Review **Accounts Payable**.
4. **Audit Report for FYE 9/30/14** - Presentation by Kim Hillberg from CliftonLarsonAllen.
5. **Bridges Program** – Application for renewal funding.
6. **Executive Director Reports:**
 - a. Award letter from MHFA for GO Bond Funds for replacing windows at the Twin Towers and motion to enter into Loan Agreement with MHFA.
 - b. Twin Towers maintenance staffing request.
 - c. Paperless agenda proposal for Board meetings.
 - d. Change dates for April & May Board meetings.
7. **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 19, 2015 at 4:30 PM

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

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 Repinski to approve the minutes of the regular meeting on February 19, 2015. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

3.) Approval of Accounts Payable.

After several questions, it was moved by Commissioner Repinski 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 Chair declared the motion passed and carried.

4.) Audit Report for FYE 9/30/14. Presentation by Kim Hillberg from Clifton Larson Allen.

Kim Hillberg of Clifton Larson Allen presented the report of Financial Statements and Supplementary Information for the year ended September 30, 2014. 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.) Bridges Program – Application for renewal funding.

The Austin HRA's allocation of vouchers for the Bridges program is 5 and these vouchers are issued to applicants with serious mental illness to provide housing assistance payments (HAP) to their landlords. Owatonna HRA is the lead HRA in which funding from Minnesota Housing Finance Agency (MHFA) is transferred to them and they in turn reimburse 4 other HRA's in this region for the HAP payments. Every year a Memorandum of Understanding needs to be executed between the 5 HRA's in this region that perform this program. We have been operating this program since 7/1/2007.

It was moved by Commissioner Anderson and seconded by Commissioner Hagen to execute the Memorandum of Understanding with the other 5 HRA's involved. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

6.) Executive Director Reports.

a. Award letter from MHFA for GO Bond Funds for replacing windows at the Twin Towers.

MHFA announced that 33 out of 46 HRA's in Minnesota that applied were awarded funds through the State's GO bond sale to make improvements to their Public Housing buildings. Austin HRA received \$1,212,000 out of a total of \$17,735,000 awarded. These funds will be coupled with \$533,733 in HUD Capital Funds for the Twin Towers window and exterior door replacement project. The MHFA funds would be a forgivable loan at the end of 20 years at 0% interest as long as the property is used for a public purpose.

It was moved by Commissioner Hagen and seconded by Commissioner McCarthy to enter into a loan agreement with MHFA in the amount of \$1,212,000 for the GO Bond funding under the Publicly Owned Housing Program (POHP). All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

b. Twin Towers maintenance staffing request.

Executive Director Erichson recommended to the Board to hire Cody Meyer full-time at the Twin Towers. Cody was hired part-time on 6/23/14 and has been working out well in his job performance and tenant interaction skills. Cody has a degree in Industrial Maintenance and has a boiler license. The hiring of two part-time staff was the original plan last year after Terry Nelson retired, but with some retirements coming in the near future in other HRA-owned apartment buildings moving Cody to a full time position will allow the HRA to develop potential staff for succession planning. This action would then eliminate the need to hire another part-time person at Twin Towers as previously planned.

It was moved by Commissioner Hagen and seconded by Commissioner Anderson to hire Cody Meyer as a full time employee with the benefits that come with full-time employment. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

c. Paperless agenda proposal for Board meetings.

The HRA Board discussed at the last meeting the idea of a paperless agenda similar to what the City Council uses. In going paperless the following benefits would be realized: 1.) A reduction in staff time to copy & assemble Board packets, 2.) Reduce paper and copy machine use, 3.) Commissioners ability to save documents for future use and 4.) Commissioners would be able to access the HRA documents sent if they are not at home. I-Pads/Tablets would need to be purchased for those Commissioners that do not have one currently. General Funds would be used for this purchase as well as software and internet capability.

It was moved by Commissioner Anderson and seconded by Commissioner Poshusta to move forward with going paperless and make the necessary purchases to make this happen. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

d. Change dates for April & May Board meetings.

Executive Director Erichson asked if it was possible to change the Board meeting dates for April and May. The Board decided to change the April's meeting date to 4/23/15 and the May's meeting date to 5/14/15 both remaining on Thursday with the meeting starting at 4:30 as usual.

7.) Adjourn:

There being no further business it was moved by Commissioner McCarthy and seconded by Commissioner Repinski 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.

Judy Enright, Chair

SEAL

Janet Anderson, Secretary