



308 Second Ave. NE, Austin, MN 55912
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REGULAR MEETING AGENDA

THURSDAY, APRIL 26, 2018 @ 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 March 22, 2018 Regular Meeting.
3. Review **Accounts Payable** Invoices.
4. **Audit Report for FYE 9/30/2017:**
Presentation by Craig Popenhagen from CliftonLarsonAllen.
5. **Public Housing & Section 8:**
 - a. Public Housing – HUD Smoke-Free regulations on Public Housing properties.
 - b. Scattered Site fire house – Motion to cancel demolition contract.
 - c. Section 8 Administrative Plan – Resolution to adopt the new S8 Admin. Plan.
6. **Executive Director Reports:**
 - a. North Pointe Plat – Motion to sell Outlot A, Parcel ID #34.509.0110 to Fox Pointe Condominium Association.
 - b. Staffing Plan.
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: April 26, 2018 at 4:30 PM

Commissioners Present: Judy Enright, Chair
Jerome McCarthy, Secretary
Marvin Repinski
Carole Granholm

Commissioners Absent: Janet Anderson, Vice-Chair
David Hagen
Vernon Lippert

HRA Staff Present: Jon Erichson, Executive Director
Sherri Detloff, 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 Granholm to approve minutes of the regular meeting held on March 22, 2018. 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 Repinski and seconded by Commissioner Granholm 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 9/30/17. Presentation by Craig Popenhagen from CliftonLarsonAllen.

Craig Popenhagen of Clifton Larson Allen presented the report of Financial Statements and Supplementary Information for the year ended September 30, 2017. He explained the most significant parts of the report. The finances of the HRA were found to be stated accurately and an unqualified opinion was received which is the best opinion you can get.

5.) Public Housing & Section 8:

a. Public Housing – HUD Smoke-Free regulations on Public Housing properties.

The Austin HRA adopted a smoke-free policy for all of its public housing properties on January 1, 2012. HUD is now implementing regulations that require all public housing properties become smoke-free. The new regulations require that smoking is prohibited within 25' of each building. There are currently 2 smoking shacks at Twin Towers and Pickett Place that are both located within this 25' no-smoking zone. The two options are to either relocate both smoking shacks, which are estimated at \$7,500 to 10,000 each, or simply remove the shacks. Staff's recommendation is to eliminate both smoking shacks as it provides a long term solution and an incentive tenants to quit smoking. The buildings would be removed by July 31, 2018 to meet the HUD requirement.

It was moved by Commissioner Repinski and seconded by Commissioner McCarthy to remove both smoking shacks. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Scattered Site fire house - Motion to cancel demolition contract.

HUD notified the Austin HRA that because only one bid was received for the demolition of the fire house, it was not considered competitive and suggested that the AHRA re-bid the demolition contract for the Scattered Site house that fire destroyed last fall.

It was moved by Commissioner McCarthy and seconded by Commissioner Granholm to cancel the existing demolition contract and re-bid the job. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. Section 8 Administrative Plan - Resolution to adopt the new Section 8 policies.

One of HUD's Compliance Review Monitoring findings (Finding #2) was that the HRA's Section 8 Administrative Plan had not been updated to reflect current HUD rules and regulations. A new model Admin. Plan was purchased from Nan McKay and Associates which includes all current HUD regulations. Staff have updated the model Admin. Plan which had many decision points to customize it to our agency and geographic location.

The following Resolution was introduced by Commissioner McCarthy and seconded by Commissioner Granholm:

**RESOLUTION #608
RESOLUTION TO ADOPT THE NEW
SECTION 8 ADMINISTRATIVE PLAN**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and carried.

6.) Executive Director Reports.

a. North Pointe Plat – Motion to sell Outlot A, Parcel ID #34.509.0110 to Fox Pointe Condominium Association.

When the Fox Pointe land was purchased from Pro-Growth Bank, the HRA ended up with a small parcel of land (approx. 6' x 10') on which a driveway sits for the Fox Pointe Condominium Association (un-economical remnant). This property was platted as an Outlot in anticipation of selling. The HRA offered to sell this parcel to the condo association for \$1.00 to which they agreed to purchase.

The following Resolution was introduced by Commissioner McCarthy and seconded by Commissioner Repinski:

**RESOLUTION #609
RESOLUTION APPROVING THE SALE OF LAND
FROM THE AUSTIN HRA TO THE
FOX POINTE CONDOMINIUM ASSOCIATION
LOCATED AT 2201/2301 7TH STREEN NW**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and carried.

b. Staffing Plan.

Karen Mattson has announced her retirement date effective June 30, 2018. Executive Director Erichson created a staffing plan which re-configured job duties to operate more efficiently. It is being recommended that the replacement for Karen's position will take over the Scattered Sites and Transitional House property management and some of the Section 8 caseload with their time being devoted 50% for Scattered Sites and 50% for Section 8. It was also recommended that Jamaal Gibson be offered the position. Jamaal has been working for the HRA for 3 years now in various capacities and has expressed interest in the position.

Sheryl Monson, who previously performed Section 8 30% of the time and Pickett Place property management 70% of the time, will now be devoted entirely to Pickett Place and have new duties doing Quality Control which involves reviewing new tenant files at lease-up for both Public Housing and Section 8 to make sure that all paperwork that is required by HUD is in the file and has been completed correctly and that tenant's rent have been calculated properly. This was identified in the HUD Compliance Monitoring Review as something the HRA needed to develop.

ED Erichson also recommended to add a new position titled Administrative Assistant, which would bring the HRA back to the 2016 staffing level because the HRA did not hire a replacement for Linda Grover when she left in 2016. This new position would be at the front desk of the main office and provide customer service for all walk-in's and take over some of Karen Mattson's tasks as well as some of Sherri Detloff's tasks as she will also be retiring December 31, 2018. Those tasks being Courtyard & Chauncey rental coordinator, manage the applications and waiting lists for all sites, assemble board agenda items, assist in keeping all the policies up to date, and any other items to be determined as needed.

7.) Adjourn:

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

SEAL

Judy Enright, Chair

Jerome McCarthy, Secretary