



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

REGULAR MEETING AGENDA
THURSDAY, JUNE 19, 2014 @ 4:30 PM

Please let 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 May 15, 2014.
3. Review **Accounts Payable.**
4. **Section 8:**
 - a. Resolution to add language to Section 8 Admin. Policy.
5. **Executive Director Reports:**
 - a. Jannings house @ 409 2nd St. SW – Motion to award bids for asbestos abatement and demolition.
 - b. Crane Neighborhood - SCDP Grant update report.
 - c. Fire Site – Update report.
 - d. Twin Towers – Retirement announcement from Terry Nelson effective 6/27/14 and replacement plan to hire part-time employee.
 - e. Benefits – Motion to change VEBA Health Care Savings Arrangement.
 - f. Bed Bug discussion.
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: June 19, 2014 at 4:30 PM

Commissioners Present: Judy Enright, Chair
Joyce Poshusta, Vice-Chair
Marvin Repinski
Jerry McCarthy

Commissioners Absent: Janet Anderson, Secretary
Roger Boughton
Shirley Schlieve

HRA staff Present: Jon Erichson, Executive Director
Sherri Detloff, Finance Director
Julie Ackland, Section 8 Specialist

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 Poshusta to approve the minutes of the regular meeting on May 15, 2014. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

3.) Approval of Accounts Payable.

The following invoices were added to the list of accounts payable: Joan Hebrink \$609.49, Royal Lawn Service \$277.77, City of Austin \$461.97, Jaguar \$1,099.54 and Window Wares \$3,811.46. It was moved by Commissioner Repinski 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 Chair declared the motion passed and carried.

4.) SECTION 8.

a. Resolution to add language to the Section 8 Admin. Policy.

Julie Ackland, Section 8 Specialist, wanted language added into Section 4.7 Grounds for Denial and Section 8.4 Portability Procedures of the Section 8 Administrative Plan to deny families assistance or to deny a family portability if they owe money to other subsidized housing agencies or to landlords in addition to the Austin HRA or another PHA. The pages affected were presented to the Board. Commissioner Poshusta commented that paragraph F should also state the additional language that was added in paragraph E. Staff reviewed F and it was the consensus that F said the same thing as E and F would be deleted.

The following Resolution was introduced by Commissioner Poshusta and seconded by Commissioner Repinski to adopt the changes as presented and noted:

**RESOLUTION #545
RESOLUTION AMENDING THE SECTION 8
ADMINISTRATIVE PLAN FOR THE AUSTIN HRA**

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

5.) Executive Director Reports:

a. Jannings House at 409 2nd St. SW – Motion to award bids for asbestos abatement and demolition.

Executive Director (ED) Erichson presented the following bids for asbestos abatement at 409 2nd St. SW in Austin:

Safe Air System	\$11,600.00
MAVO System	\$12,840.00

It was moved by Commissioner McCarthy and seconded by Commissioner Poshusta to award the asbestos abatement to Safe Air Systems. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

ED Erichson also presented the following bids for demolition of house and garage at the same address:

Hansen Hauling & Excavating	\$6,450.00
Wallace Bustad Excavation	\$7,600.00

It was moved by Commissioner Poshusta and seconded by Commissioner Repinski to award the demolition bid to Hansen Hauling. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

It is the HRA's intention to move a Scattered Site house that is being displaced in the Hormel Institute area to this lot. These costs will be part of the purchase price that is being negotiated with Leaning Tree for our lot at 1105 15th Ave. NE.

b. Crane Neighborhood – SCDP Grant update report.

Karen Mattson attended the DEED training on implementing this grant and she will be the lead person for this project. There will be a meeting with SEMCAC next week to get things started. Homeowners in the Crane neighborhood will be assisted in order of the date they returned the survey.

c. Fire Site – Update Report.

Executive Director Erichson reported that Drapery Services has moved to the Robinson building and Med-City Mobility now has the keys to the Drapery Services building. Staff will be working with Med-City Mobility in the remodeling of their new store front (Drapery Services building) with Hormel Foundation funds which flow through the Port Authority. Med-City Mobility has until August 31st to remodel and move. The City would then have the next few months for abatement and demolition of the buildings in the new Spam Museum area.

The Development agreement with Hormel has been completed for the Fire site and adjacent properties and will be presented to the Port Authority and City Council at their next meetings. The agreement states that all property for the new Spam Museum will be cleared and in Hormel's name by December 31, 2014.

d. Twin Towers – Retirement announcement from Terry Nelson effective 6/27/14 and replacement plan to hire part-time employees.

Executive Director Erichson announced Terry Nelson's retirement effective 6/27/14. Terry worked for the HRA for 29 years performing maintenance and apartment turnovers at the Twin Towers. ED Erichson had a meeting with the entire maintenance staff from all buildings to discuss the following options to replace Terry's position:

- 1.) Replace the full time position as it currently is.
- 2.) Contract the service out.
- 3.) Replace with part-time help.
- 4.) Replace with a pool of candidates that could be called in on an as-needed basis.

It was the recommendation of staff to replace Terry's current position with two (2) part-time employees working 20-25 hours per week. These employees would be assigned to the Twin Towers but may work at other buildings as needed. One employee would be hired right away and see how it goes first, then if needed, an additional one would be hired.

Since the Pickett Place custodian position was just advertised and interviews took place, there was a candidate that could be called immediately for the Twin Towers position.

It was moved by Commissioner Repinski and seconded by Commissioner McCarthy to authorize up to two (2) part-time positions be filled for the Twin Towers. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

e. Employee Benefits – Motion to change Post-Retirement VEBA Health Care Savings Arrangement.

Currently employees that terminate employment have the option to roll their banked paid time-off (PTO) into a deferred compensation account or be paid cash. There are tax consequences with both of these options. With upcoming retirements, employees would like to roll their banked PTO into a Post-Retirement VEBA account to be used for eligible medical expenses and health insurance premiums. The benefit of this would be there are NO taxes taken out of these funds when rolled into a VEBA account.

It was moved by Commissioner Poshusta and seconded by Commissioner McCarthy to change from 0% to a 100% rollover of banked PTO to an employees' VEBA account. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

f. Bed Bug discussion.

Executive Director Erichson reported that a prospective tenant wanted to move into Twin Towers and they said they had bed bugs. Hoversten's was contacted and said it was probably OK to deny him because people with bed bugs are not a protected class. This person found a HUD Notice that said we had to offer him housing even if he had bed bugs but the HUD lawyer when contacted thought the decision to keep him out was logical and that the notice was not law it was only guidance. This person has now contacted legal services.

ED Erichson had the idea to formulate a policy whereas every household that is moving into any of our buildings has to receive a bed bug free certification from a licensed exterminator in order to move in. The HRA would then credit the cost (approx. \$50 to \$75) from their 1st month's rent or reimburse them. This will be a figure-it-out as we go situation.

6.) Adjourn:

There being no further business it was moved by Commissioner Poshusta and seconded by Commissioner Enright to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried. The meeting was adjourned at 6:00 PM.

Judy Enright, Chair

SEAL

Joyce Poshusta, Vice-Chair