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

**July 26, 2011**

**1.) Roll Call.**

The regular meeting of the Housing & Redevelopment Authority of Austin, Minnesota was held July 26, 2011 at 4:30 P.M. at the HRA Office. The meeting was called to order by Chairman Repinski. Present were Commissioners Poshusta, Boughton, and Schlieve. Also present were Executive Director Hurm, Finance Director Detloff, Deputy Director for Community Development Smith, Section 8 Specialist Ackland, and City Council Member Clennon. Commissioner Prenosil was absent.

**2.) Approval of Minutes.**

It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to approve the minutes of the regular meeting of June 15, 2011. 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 Boughton and seconded by Commissioner Poshusta 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.) Other Business:**

- a. **Main Street Project - Report By Sarah Douty.** Sarah Douty was unable to attend the meeting. Her report will be scheduled for the next regular meeting.

**5.) Section 8 Housing Choice Voucher Program:**

- a. **Resolution to change the occupancy standards.** Julie Ackland explained the requested changes in the occupancy standard section of the Housing Choice Voucher Program's Administrative Policy. The changes reflect how many adults and children are allowed per sleeping room. These changes could result in savings to the HRA in some cases (see revised occupancy pages for details). The following resolution was introduced by Commissioner Boughton and seconded by Commissioner Poshusta.

**Resolution #507  
Resolution changing the Administrative Policy for  
The Housing Choice Voucher Program  
administered by the Austin HRA**

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

- b. **Memo of Section 8 funding shortfall - Motion to transfer funds from the General Fund.** Sherri Detloff explained that congressional cuts to the Section 8 housing assistance payments in 2010 resulted in an anticipated shortfall for the fiscal year ending 9/30/11 of about \$27,000. This shortage can be covered by Section 8 administrative reserves. Future funding is based on past expenditures and program utilization. Under-utilization of the program to match available funds will reduce future funding. It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to direct the staff to fully utilize the 177 available housing choice vouchers and cover HAP shortfall for FYE 9/30/2012 with General Fund dollars. Charging an Asset Management Fee against other programs can be used to further support the Section 8 Voucher program as suggested in Ms. Detloff's memo are also authorized. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

**6.) Public Housing:**

a. **Pickett Place - Motion to award bid to install flooring in apartments and community room.** Bids to install new sheet vinyl flooring in all Pickett Place apartment kitchens and bathrooms and the community room dining area and kitchen were presented. The project is part of the 2010 Capital Fund Program. It was moved by Commissioner Poshusta and seconded by Commissioner Boughton to accept the low bid from Doors & Floors Inc. for \$47,511. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

b. **Capital Fund Grants:**

1.) **Resolution to close out the 2009 Grant.** The Capital Fund grant for 2009 in the amount of \$573,220 has been fully expended. The following resolution was introduced by Commissioner Schlieve and seconded by Commissioner Boughton.

**Resolution #509**

**Resolution Approving the Performance & Evaluation Report for the 2009 Capital Fund Grant Program CFP Grant #MN46P08550109**

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

2.) **Motion to change the 2010 Grant.** The board was asked to approve a revision to the Capital Fund Grant activities budget for the 2010 year. The changes reflect changes in actual costs and changes in priorities to address deficiencies uncovered in the last PASS property inspections. It was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to approve the revised Capital Fund Program budget as presented for the 2010 grant year. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

**3.) Public Hearing and resolution to approve the 2011 Grant and the 5-year plan.** Chairman Repinski called to order the public hearing to discuss the 2011 Capital Fund budget and the planned improvements for grant years 2011 through 2015. The proposed improvements reflect needs identified by administrative and maintenance staff. Suggestions were also solicited from project residents. The budget and program were explained. No public comments were received. The Chairman declared the hearing closed.

The following resolution was introduced by Commissioner Schlieve and seconded by Commissioner Boughton.

**Resolution #508  
Resolution Approving the Capital Fund Grant Program  
Annual Statement for Grant #MN46P08550111 for Fiscal  
Year 2011 Including the Five-Year Plan**

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

**7.) Market Rate Housing:**

- a. **Resolution approving the Courtyard/Chauncey Budget for FYE 9/30/2012.** Sherri Detloff presented the proposed Austin Courtyard and Chauncey Apartments operating budget for the fiscal year 10/1/11 to 9/30/12. The budget reflects minimal changes from the 2011 budget. No rent increase is being proposed. The following resolution was introduced by Commissioner Poshusta and seconded by Commissioner Schlieve.

**Resolution #510  
Resolution Approving the Budget for the Austin  
Courtyard and Chauncey Apartment Buildings  
for the Fiscal Year Ending 9/30/2012**

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

**8.) Executive Director's Report:**

- a. Motion to approve Wage Schedule effective October 1, 2011.** Executive Director Hurm presented a proposed wage schedule for HRA employees to be effective October 1, 2011. The wage schedule reflects some changes in staff responsibilities and changes in job descriptions. A salary survey of five non-metro HRA's was used in setting some of the rates. The surveyed HRA's are similar to the Austin HRA in programs and job descriptions.

The schedule was recently completed and not distributed prior to the meeting. Director Hurm said no decision was needed at this meeting if the commissioner's wanted more time to review the schedule. It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to table action on the wage schedule and hold a special meeting on wages in August when the most commissioners will be available. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

- b. This is Tom's last meeting after 38 years of service.** Tom Smith is retiring as of July 29<sup>th</sup> after 38 years of employment with the HRA. Mr. Smith expressed his appreciation to the commissioners and staff. Chairman Repinski thanked him for his years of service to the HRA.

- c. Housing Improvement Program (HIP).** Director Hurm reported on the first action under the HIP program. A blighted abandoned home at 1003 8<sup>th</sup> Ave. NW was available through tax-forfeiture. Director Hurm and Karen Mattson requested the County Commissioners convey the property to the HRA for rehab and resale to a qualified family through the HIP program. The County Board agreed to sell the property to the HRA for \$1,672.62 (the administrative costs incurred by the County). Total rehab of the home will cost between \$60,000 and \$80,000. After rehab it will be sold.

**9.) Other:** Chairman Repinski distributed a copy of an opinion piece that he wrote and was published in the Post Bulletin. He is concerned about the number of foreclosed and deteriorating homes in the community. He thought the HRA should approach banks and other lending institutions in the community to provide information on troubled properties to the HRA.

**10.) Adjourn:** There being no further business it was moved by Commissioner Schlieve and seconded by Commissioner Poshusta to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried.

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Marvin Repinski, Chair

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Shirley Schlieve, Secretary