



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

THURSDAY, SEPTEMBER 17, 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 August 20, 2015.
3. Review **Accounts Payable.**
4. **Public Housing:**
 - a. Resolution to write off collection losses for vacated tenants.
 - b. Resolution to adopt budgets for Twin Towers, Pickett Place and Scattered Sites for FYE 9/30/16.
5. **Section 8:**
 - a. Motion to transfer funds from General Fund to Section 8 to cover admin. shortfalls.
6. **Executive Director Reports:**
 - a. Motion to extend Maintenance Staff's current Paid-Time-Off & Comp-Time accrual maximum hours allowed at FYE from 9/30/15 to 10/31/15 due to numerous apartment turnovers.
 - b. Tax forfeited Property @ 1206 9th St. NE – Sell property to Habitat for Humanity.
 - c. SCDP Grant – Motion to raise maximum rehab. amount for 1 property.
 - d. Review HRA Goals.
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: September 17, 2015 at 4:30 PM

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

Commissioners Absent: Judy Enright, Chair
Leona Ruehmann

HRA staff Present: Jon Erichson, Executive Director
Sherri Detloff, Finance Director

There being a quorum, the meeting was called to order by Vice-Chair Poshusta.

2.) Approval of Minutes.

Commissioner Repinski wanted the 8/20/15 minutes to reflect that he did approve the General Fund budget for FYE 9/30/16. Finance Director also requested the \$10,000 for replacing carpeting in the office that was in last year's budget also be included in this year's budget as this has not been done yet. The line item for Misc. Redevelopment Projects would then be reduced by \$10,000 to \$82,001 to remain a balanced budget. It was moved by Commissioner Anderson and seconded by Commissioner McCarthy to approve minutes of the regular meeting on August 20, 2015 with the revisions reflected above. 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 McCarthy and seconded by Commissioner Anderson 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.) Public Housing:

a. Resolution to write off collection losses for vacated tenants.

At fiscal year- end, vacated tenants that owe balances that are not anticipated to be collected in the near future are written off. The HRA continues efforts to collect the debts after they are written off through the Minnesota Dept. of Revenue's Revenue Recapture Program and through the Austin Credit Bureau. There are 29 Public Housing vacated tenants and 1 Market Rate Housing vacated tenant totaling \$33,355.70 to be written off this fiscal year.

The following resolution was introduced by Commissioner Repinski and seconded by Commissioner Anderson.

**RESOLUTION #564
RESOLUTION TO WRITE OFF COLLECTION LOSSES**

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

b. Resolution to approve the Public Housing Budgets for fiscal year end 9/30/2016.

The budgets for Twin Towers, Pickett Place and Scattered Sites for the fiscal year 10/1/15 to 9/30/2016 were presented to the board along with comparative columns showing last year's budget figures. Significant changes were explained between years. The following resolution was introduced by Commissioner Hagen and seconded by Commissioner Anderson.

**RESOLUTION #563
PHA BOARD RESOLUTION APPROVING PUBLIC HOUSING
OPERATING BUDGET FOR FISCAL YEAR 10/1/2015 TO 9/30/2016**

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

4.) Section 8:

a. Motion to transfer funds from General fund to Section 8 to cover admin. funding shortfall.

Due to cuts to the administrative fees we receive from HUD to operate the Section 8 program, it is necessary to cover these shortages from the General Fund. Administrative fees cover salaries & benefits, office supplies, postage and other costs to run the Section 8 program. In February 2015 a request was made to transfer funds from the General Fund to the Section 8 program in the amount of \$1,505.67 to cover the administrative short fall for the period 10/1/14 to 12/31/14. It is now being requested to transfer \$10,557.40 to cover shortages for the period 1/1/15 to 8/31/15.

It was moved by Commissioner Hagen and seconded by Commissioner Repinski to authorize this transfer. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

5.) Executive Director Reports.

a. Motion to extend Maintenance Staff's current Paid-Time-Off and Comp-Time accrual maximum hours allowed at FYE from 9/30/15 to 10/31/15 due to numerous apartment turnovers.

Executive Director Erichson reported that a number of apartments needed to be turned over in September because they were rented and the maintenance staff could not take time-off to get their PTO & Comp-Time balances down to a level where they would lose it if they didn't use it as stated in the Personnel Policy. ED Erichson wishes to extend the deadline from 9/30/15 to 10/31/15 to allow maintenance staff time to take off in October to get their PTO & Comp-time balances down.

It was moved by Commissioner McCarthy and seconded by Commissioner Repinski to extend this deadline to 10/31/15 for the maintenance staff. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Tax Forfeited home at 1206 9th St. NE – Sell property to Habitat for Humanity.

Executive Director Erichson stated that the house has been torn down at 1206 9th St. NE and the vacant lot is ready to be sold to Habitat for Humanity so they may build a house on it yet this fall. It was moved by Commissioner Hagen and seconded by Commissioner Anderson to sell this property to Habitat for Humanity for \$1.00. All present voted in favor thereof, none in opposition thereto. The motion was passed and carried.

c. Small Cities Grant (SCDP) – Motion to raise the maximum rehab. amount for one property.

Executive Director Erichson reported there is one property in the Crane neighborhood that needs improvements that exceed the \$22,000 grant limit for the homeowner to continue to live there due to handicap accessibility issues. DEED will allow the HRA to increase this grant limit on a case by case basis based on specific conditions. It is being recommended to increase the maximum amount allowed to \$35,000 for this one property.

It was moved by Commissioner Anderson and seconded by Commissioner Hagen to increase the limit to \$35,000 for this property. All present voted in favor thereof, none in opposition thereto. The motion was passed and carried.

d. Review HRA Goals.

Executive Director Erichson reviewed the goals set for 2015/2016 by the HRA and will update for 2016/2017

7.) Adjourn:

There being no further business it was moved by Commissioner Hagen 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.

Joyce Poshusta, Vice-Chair

SEAL

Janet Anderson, Secretary