



308 Second Ave. NE, Austin, MN 55912
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REGULAR MEETING AGENDA
TUESDAY, SEPTEMBER 23, 2014 @ 5:30 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 August 26, 2014.
3. Review **Accounts Payable.**
4. **Public Housing:**
 - a. Resolution to write off collection losses for Public Housing vacated tenants.
 - b. Resolution to adopt budgets for Twin Towers, Pickett Place and Scattered Sites for fiscal year 10/1/14 to 9/30/15.
 - c. Capital Fund 2011 Grant – Resolution to close out 2011 grant.
5. **Executive Director Reports:**
 - a. Motion to adopt new wages effective 10/1/2014.
 - b. SPAM Museum – DEED Grant application update.
 - c. Bed Bug Update.
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: September 23, 2014 at 5:30 PM

Commissioners Present: Judy Enright, Chair
Janet Anderson, Secretary
Roger Boughton
Shirley Schlieve
Marvin Repinski
Jerry McCarthy

Commissioners Absent: Joyce Poshusta, Vice-Chair

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 August 26, 2014. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

3.) Approval of Accounts Payable.

It was moved by Commissioner Boughton 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 Chair declared the motion 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 19 Public Housing vacated tenants totaling \$26,758.45 to be written off this fiscal year. The following resolution was introduced by Commissioner Boughton and seconded by Commissioner McCarthy.

**RESOLUTION #550
RESOLUTION TO WRITE OFF COLLECTION LOSSES**

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

b. Resolution to approve the Public Housing Budgets for fiscal year end 9/30/2015.

The budgets for Twin Towers, Pickett Place and Scattered Sites for the fiscal year ending 9/30/2015 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 Boughton and seconded by Commissioner Repinski.

**RESOLUTION #551
PHA BOARD RESOLUTION APPROVING PUBLIC HOUSING
OPERATING BUDGET FOR FISCAL YEAR 10/1/2014 TO 9/30/2015**

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

c. Resolution to close out Capital Fund Grant Year 2011:

The Capital Fund Grant for 2011 in the amount of \$488,754 has been fully expended. Projects done at the Twin Towers included installation of a new fire alarm system, install a security camera system, new washers and dryers, snow removal equipment and a pickup replacement. Projects done at the Scattered Sites included landscaping and replace doors on the sheds. The project done at Pickett Place was installation of a security camera system. The following resolution was introduced by Commissioner Boughton and seconded by Commissioner Anderson.

**RESOLUTION #552
RESOLUTION APPROVING THE FINAL PERFORMANCE
AND EVALUATION REPORT FOR THE
2011 CAPITAL FUND GRANT #MN46P08550111**

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

5.) Executive Director Reports:

a. Motion to adopt new wages effective 10/1/2014.

Executive Director Erichson presented the proposed wage step schedule for HRA employees to be effective October 1, 2014. Most administrative and maintenance employees were proposed a 2% increase. Those employees that are in the step system would get their normal step increase in addition to the cost of living increase.

Other variances include the following:

- The Property Manager position has been “frozen” since 10/1/2010 as this position has been paid more than the average HRA. Employees in that position prior to 8/1/2013 will stay at that rate and new employees hired on or after 8/1/2013 in that same position will be started out at the new lower rate.
- The Chauncey Manager will receive an additional step to reflect time spent as a part-time employee that he did not receive credit for when hired.
- A Maintenance Custodian classification was added for newly hired part-time employees that will be doing light maintenance along with apartment turnover duties mainly at the Twin Towers.

It was moved by Commissioner Repinski and seconded by Commissioner Boughton to adopt the wage step schedule as presented. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

Executive Director wage discussion.

ED Erichson wanted the Board to determine his salary increase, if any. It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to increase the ED’s wage by 2% to follow the same increase afforded to the other HRA employees. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

b. SPAM Museum relocation - DEED Grant application for redevelopment costs:

ED Erichson submitted a grant application to the MN Dept. of Economic Development (DEED) on behalf of the City of Austin for \$275,000 to help with redevelopment costs for the new SPAM museum site to which total expenses are anticipated at \$575,000. DEED has announced that we were NOT selected as a grant recipient for this project.

c. Bed Bug update.

A Twin Towers tenant has escrowed his rent with the Mower County court system claiming the HRA is not solving his bed bug infestation. A court date has been set for October 7th. The HRA has given our attorney all the invoices associated with treatments that have occurred at his apartment which totals 1 heat treatment and 9 chemical treatments. Staff has indicated that he is not fully complying with the preparation sheet supplied to tenants prior to treatment and that is why he is continuing to have bed bug issues.

Jon talked with other Housing Authorities at the NAHRO conference and Hopkins HRA inspects a new tenant's apartment 1 month after move-in and we are also considering doing this.

6.) Adjourn:

There being no further business it was moved by Commissioner Anderson and seconded by Commissioner McCarthy 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 6:30 PM.

Judy Enright, Chair

SEAL

Janet Anderson, Secretary