



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

REGULAR MEETING AGENDA

THURSDAY, AUGUST 18, 2016 @ 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 July 19, 2016.
3. Review **Accounts Payable.**
4. **Housing:**
 - a. Transitional Housing – Expand program to serve homeless Veterans.
5. **Executive Director Reports:**
 - a. Motion to purchase blighted property located at 301 3rd St. SE and demo.
 - b. General Fund – Resolution to approve FYE 9/30/17 Budget and Tax Levy.
 - c. Wages - Motion to adopt new Wage Schedules effective 10/1/16.
 - d. Discussion on Succession Planning.
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: August 18, 2016 at 4:30 PM

Commissioners Present: Judy Enright, Chair
Janet Anderson, Secretary
Marvin Repinski
Jerry McCarthy
David Hagen
Vernon Lippert

Commissioners Absent: None

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 Anderson to approve minutes of the regular meeting on July 19, 2016. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

3.) Approval of Accounts Payable.

An Olympic Builders invoice for \$92,868.63 was verbally added to the list of accounts payable for the Twin Towers window project. It was moved by Commissioner Lippert and seconded by Commissioner Hagen 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.) Housing:

a. Transitional Housing – Expand program to serve homeless Veterans.

The HRA operates a 4-plex of which two are designated as transitional housing for victims of abusive relationships. The occupancy of these two units fluctuates and these units may sit empty for extended periods of time. In reviewing the transitional housing needs of the community, it is proposed that we expand the scope of eligible occupants to include Veterans that meet MHFA's definition of homeless. It is proposed that for the

two units designated as Transitional Housing that victims of abusive relationships would take priority and then homeless veterans. In both instances, the clients would also have to meet income eligible guidelines. By making this change it is our goal that the occupancy of the two designated units will increase and housing needs of the community will be addressed.

It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to house homeless veterans if these units are available. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

5.) Executive Director Reports:

a. Motion to purchase blighted property located at 301 3rd St. SE and demo.

The HRA through our Community Home Improvement Program (CHIP) works with the City and neighborhoods in the acquisition of properties that are having a negative impact on neighborhoods and have the potential for redevelopment. Early in 2016 the acquisition of 301 3rd St SE was discussed with the HRA Board and a budget was established for \$20,550 for the project. This parcel is also in one of the areas identified in the Targeted Area Redevelopment grant proposal. We have successfully negotiated a purchase agreement with the property owner for 50% of the Assessors value or \$11,300. Upon HRA Board approval, bids will be solicited for the demolition of the structure for completion in 2016.

It was moved by Commissioner Hagen and seconded by Commissioner McCarthy to purchase the property located at 301 3rd St. SE from John Ernst and move forward with demolition. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. General Fund Budget - Resolution to approve budget for FYE 9/30/2017 and Tax Levy.

The General Fund budget was presented for the fiscal year 10/1/16 to 9/30/17 which includes a Special Benefit Tax Levy in the amount of \$171,424 which is a small decrease from 2016. Partnership funding included \$14,000 for the DCA and \$60,000 for the Port Authority to help fund downtown enhancements known as the BEEP Program and \$75,000 for the Targeted Area Redevelopment Grant application. Operating transfers budgeted included \$30,000 to help fund the Section 8 Voucher admin. fees because of HUD Admin. cuts and \$112,500 was also designated for future redevelopment projects as approved by the Board which may also encompass purchasing the land at Fox Point if the Three Rivers Community Action is successful with their grant application coupled with existing fund balance to accomplish this.

The following resolution was introduced by Commissioner McCarthy and seconded by Commissioner Hagen:

RESOLUTION #578
RESOLUTION AUTHORIZING THE LEVY OF A SPECIAL
BENEFIT TAX PURSUANT TO MN STATUTE 469.033,
SUBDIVISION 6 AND APPROVAL OF THE GENERAL FUND BUDGET
FOR FISCAL YEAR 10/1/2016 TO 9/30/2017

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

c. Wages - Motion to adopt new wage schedule effective 10/1/2016.

Executive Director Erichson presented the proposed wage step schedule for HRA employees to be effective October 1, 2016. In determining wages, the following items were evaluated:

1. Salary survey of other out state HRA's
2. Comparison of other local units of government
3. Funding ability of the HRA
4. Employee Insurance Contribution

Administrative employees and part-time maintenance employees were proposed a 3% increase while full-time maintenance employees were proposed a 4% 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 Executive Director wanted the Board to determine his salary increase, if any. It was proposed by Board members to also increase his wages 3%.
- The Finance Manager was proposed the 3% increase plus an additional .50/hour as the average salary in the HRA survey was \$2.74/hour higher for her position.
- The Property Manager position for employees hired before 8/1/2013 has been "frozen" since 10/1/2010 as this position has been paid more than the average HRA. This year with the 3% increase the Property Manager position for newer employees hired after 8/1/2013 this has caught up thus eliminating the dual category.

It was moved by Commissioner Hagen and seconded by Commissioner Anderson 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.

d. Discussion on Succession Planning.

ED Erichson discussed with the Board on what benefits should be paid by someone going from a full-time position to a part-time position. It was felt that all part-time employees should be treated the same, i.e. pro-rated PTO hours, no health insurance benefit except for the \$250/month cash in lieu of health insurance option and no pension benefits.

6.) Adjourn:

There being no further business it was moved by Commissioner McCarthy and seconded by Commissioner Anderson 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 5:45 PM.

Judy Enright, Chair

SEAL

Janet Anderson, Secretary