

**REGULAR MEETING AGENDA**  
**THURSDAY, JANUARY 16, 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 December 19, 2013.
3. Review **Accounts Payable**.
4. **Housing:**  
Twin Towers – Re-purposing of Craft Room.
5. **Executive Director Reports:**
  - a. Visit from Karissa Studier, SHIP Coordinator for Mower County Health.  
SHIP is Statewide Health Improvement Program.
  - b. CHIP - Mary Janning update – House at 409 2<sup>nd</sup> St. SW.
  - c. SCDP Grant Update for Crane Neighborhood.
  - d. Review process for establishing HRA 2014 Goals.
  - e. Election of Officers – Chair, Vice-Chair and Secretary.
  - f. Executive Director Review – Process for reviewing Jon’s 1<sup>st</sup> year performance.
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: January 16, 2014 at 4:30 PM**

Commissioners Present: Joyce Poshusta, Chair  
Roger Boughton  
Janet Anderson  
Judy Enright  
Jerry McCarthy

Commissioners Absent: Marvin Repinski, Vice-Chair  
Shirley Schlieve

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

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

**2.) Approval of Minutes.**

It was moved by Commissioner Anderson and seconded by  
Commissioner Enright to approve the minutes of the  
regular meeting on December 19, 2013. All present voted  
in favor thereof, none in opposition thereto. The Chair  
declared the motion passed and carried.

**3.) Approval of Accounts Payable.**

After several questions on accounts payable invoices and  
the addition of 2 invoices from Adam's Pest Control for  
\$1,068.75 and \$422.16 it was moved by Commissioner  
Boughton and seconded by Commissioner Enright 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.) Housing:**

##### **a. Twin Towers - Re-purposing of Craft Room.**

Executive Director Erichson reported that the craft room will be completely cleaned out within the next week and will be re-purposed as a TV/Internet/Game Room. A big screen TV with comfortable furniture will be purchased and the room will have a wireless router so tenants can take their laptops, ipads, etc. there to use. Puzzles and games will also be stored in this room with tables.

A budget of \$10,000 was formulated for this conversion. Capital Funds will be used as this was identified in the 2012 grant as a project.

#### **5.) Executive Director Reports:**

##### **a. Visit from Karissa Studier, SHIP Coordinator for Mower County Health. SHIP is Statewide Health Improvement Program.**

Karissa Studier introduced herself as the Coordinator for a new program initiated by the Minnesota Dept. of Health. The SHIP program promotes no smoking, exercise and eating healthy to help reduce health care costs. We had a discussion on our buildings being smoke-free and if we wanted the grounds to be smoke-free also. She has handouts and posters available if needed for our tenants.

##### **b. CHIP-Mary Janning's house purchase at 409 2<sup>nd</sup> St SW.**

Executive Director Erichson reported that the HRA now owns this property and Mary Janning is no longer living in the house as it had no heat. The Sentence-To-Serve people cleaned out the house and there are a few things left that Mary has to remove from the house yet. An invoice has been sent to the City of Austin for \$8,758.16 to reimburse the HRA ½ of the purchase price and ½ of the judgement for this property. An application for funds to demolish the house has been made to the Hormel Foundation. They will decide on this project in a couple of weeks.

**c. Small Cities Development Program (SCDP) Grant update for the Crane Addition Neighborhood.**

Executive Director Erichson received an email from MN DEED indicating that the preliminary grant application for \$494,000 to improve owner-occupied homes in the Crane Addition was considered "marginally competitive" for the 2014 funding cycle. Only those applications that were competitive or marginally competitive are eligible to move their application process forward (36 out of 78 made the cut) In that neighborhood, approx. 50% or 45 out of 93 of the homes are owner-occupied, and further ½ of that number or 24 have to be low to moderate income in order to qualify for the grant funds. A survey will be sent to that neighborhood by HRA staff. It was the consensus of the Board to work with SCDP staff and make a full application to DEED for this project. The application has to be in the City of Austin's name and a public hearing will be held at the next city council meeting. Applications are due February 27, 2014.

**d. Review process for establishing HRA 2014 Goals.**

Executive Director Erichson wanted Board input as to how they wanted to solicit goals for 2014. ED Erichson said he plans to meet individually with staff to come up with a list of goals and Commissioner Boughton wanted Jon to come up with a list of his goals and then when brought back to the Board they would combine some of their ideas with the staff's list and prioritize them.

**e. Election of Officers:**

**Chair position:**

A nomination was made by Joyce Poshusta and seconded by Janet Anderson to name Judy Enright as Chair.

**Vice-Chair position:**

A nomination was made by Janet Anderson and seconded by Jerry McCarthy to name Joyce Poshusta as Vice-Chair.

**Secretary position:**

A nomination was made by Judy Enright and seconded by Roger Boughton to name Janet Anderson as Secretary.

A motion was made by Commissioner Boughton and seconded by Commissioner McCarthy to approve all nominations. All present voted in favor of the motion, none in opposition thereto. The Chair declared the motion passed and carried.

**New Officers: Chair Judy Enright, Vice-Chair Joyce Poshusta and Secretary Janet Anderson**

**f. Executive Director Review - Process for reviewing Jon Erichson's 1<sup>st</sup> year performance.**

Executive Director Erichson wanted to know how the Board wanted to proceed with his performance review. The Board wanted staff to evaluate Jon and directed Finance Director Detloff to put together a performance review and distribute this to the employees. It was also suggested to get the City Council performance review of City department heads and revise this one for the Board to complete. The Board wanted the employee reviews given to them prior to the Board completing their review.

**6.) Adjourn:** There being no further business it was moved by Commissioner Boughton and seconded by Commissioner Anderson 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.

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Joyce Poshusta, Chair

SEAL

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Janet Anderson, Secretary