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

**1.) Roll Call.**

**Date & Time: January 24, 2019 at 4:30 PM**

Commissioners Present: Jason Baskin  
Laura Helle  
Paul Fischer  
Jerome McCarthy  
Carole Granholm  
Marv Repinski  
Vernon Lippert

Commissioners Absent: None

HRA Staff Present: Jon Erichson, Executive Director  
Angela Felten, Finance Director  
Lori Wieseler, Administrative Assistant

With there being three new members, the meeting began with self-introductions.

**2.) Election of Officers:** This being the start of a new year and the terms of three of our former officers expired, our first order of business was to elect new officers for the positions of Chair, Vice Chair and Secretary. Executive Director Erichson outlined the three positions for the newly appointed board members Jason Baskin, Paul Fischer and Laura Helle. Commissioner Repinski nominated Commissioner McCarthy for the position of Chair and the nomination was seconded by Commissioner Lippert. Commissioner McCarthy accepted the nomination. All present voted in favor thereof, none in opposition. The motion was declared passed and carried. Commissioner Lippert volunteered to act as Vice Chair and Commissioner Baskin volunteered to act as Secretary. It was moved by Commissioner Helle and seconded by Commissioner Fischer to elect the former to these positions. All present voted in favor thereof, none in opposition. The motion was declared passed and carried.

### **3.) Approval of Minutes.**

It was moved by Commissioner Baskin and seconded by Commissioner Lippert to approve minutes of the regular meeting held on December 20, 2018. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

### **4.) Approval of Accounts Payable.**

After a brief explanation of the accounts payable by ED Erichson for the newly appointed board members, it was moved by Commissioner McCarthy and seconded by Commissioner Repinski 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.

### **5.) HRA Board Orientation Review:**

ED Erichson gave a brief summary for the new board members of what the HRA's purpose and goals are in and for the community. He explained the differences between the different programs and how they are implemented. ED Erichson went on to explain that the HRA is not only involved in housing support but also in community development. The HRA has been, and continues to be involved in, projects such as:

- \* The Main Street Project
- \*The Post Office Area
- \*The Railroad Property
- \*Catherwood Child Care Grant

This is just a brief list of the projects that the HRA is involved in. ED Erichson went on to explain that the HRA's goal is to fill a need in the community where possible and practical.

### **6.) Bid Awards:**

#### **a. Twin Towers Fire Pump**

The fire pump at the Twin Towers is original to the building and was found to be deficient in the last sprinkler system test. The HRA solicited bids for its replacement and received three bids with the lowest being from Summit Companies at \$40,960.00. Funding for the project would be from the Capital Improvement Grant Program and was budgeted at \$60,000.00. It was recommended by ED Erichson that we award the bid for replacement of the Fire Pump to Summit Companies. Commissioner Baskin motioned to follow ED Erichson's recommendation and award the bid to Summit Companies. The motion was seconded by Commissioner Fischer. All present voted in favor thereof, none in opposition. Motion was declared passed and carried.

### **7.) Review and Approve ACOP and Administrative Plan Updates**

Attached to the agenda the board members received a memo from ED Erichson outlining the Admissions and Continued Occupancy Plan (ACOP) and the Section 8 Administrative Plan and the process in which it is updated. It was explained that the HRA has contracted with Nan McKay (consultant) to assist with the process of keeping up to date with all of the current rules and regulations. Nan McKay furnishes yearly updates with the changes to Federal Laws that would impact our policy. It was discussed how the board would like to address these changes going forward. As these guides are

hundreds of pages in length, it was suggested that the HRA staff make all required changes as outlined by Nan McKay and summarize these changes for the board.

**8.) Executive Director Reports:**

**a. Scattered Site Reconstruction:** Construction has begun and is on schedule.

**b. Succession Planning:** ED Erichson informed the boards members of his intent to retire. It was suggested by Commissioner McCarthy that a committee be formed to look at the applications as they come in. Advertising for this position will begin in the near future.

**c. Government Shutdown Impacts:** With the Federal Government shutdown continuing, there is concern from both tenants and landlords involved in the program as to whether or not there will be funding for the coming month. ED Erichson explained to the board members that the HRA has a fund balance that would sustain the program and suggested that the board approve a motion to use this fund balance to fund the programs for the month of March. If the government has not reopened by the February meeting the month of April would need to be discussed, etc. Commissioner Lippert made the motion to approve use of our fund balance to fund our Section 8 and Public Housing programs for the month of March. Motion seconded by Commissioner Helle. All present voted in favor thereof, none opposed. Motion declared passed and carried.

**d. Life Insurance Option:** Finance Director Angela Felten let the new board members know of the term life insurance available to them.

**9.) Additional Notes:**

Commissioner Repinski requested it be on record his appreciation to the mayor for his Appointment of the newest board members and also his appreciation for the guidance and leadership of Executive Director Erichson.

It was discussed that the time of the meeting be changed from 4:30 p.m. to 3:30 p.m. to better accommodate some schedules. No opposition was voiced.

**6.) Adjourn**

There being no further business it was moved by Commissioner Lippert and seconded by Commissioner Granholm to adjourn the meeting. All present voted in favor thereof, none in opposition. Motion was declared passed and carried.

SEAL

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Jerome McCarthy, Chair

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Jason Baskin, Secretary