



308 Second Ave. NE, Austin, MN 55912  
Phone 507-433-1866 Fax 507-433-8317  
Website [www.austinhra.org](http://www.austinhra.org)

## **REGULAR MEETING AGENDA**

**THURSDAY, FEBRUARY 16, 2017 @ 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 January 19, 2017.
3. Review **Accounts Payable.**
4. **Public Housing:**
  - a. Pickett Place – Motion to approve change order.
  - b. Scattered Sites – Motion to approve new Utility Allowances.
5. **Executive Director Reports:**
  - a. Fox Pointe Townhomes update.
  - b. CHIP rehab. house at 609 10<sup>th</sup> Ave. NW - Pictures.
  - c. Review HRA Goals.
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: February 16, 2017 at 4:30 PM**

Commissioners Present: Judy Enright, Chair  
Janet Anderson, Vice-Chair  
Jerry McCarthy, Secretary  
Marvin Repinski  
Carole Granholm

Commissioners Absent: David Hagen  
Vernon Lippert

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

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 January 19, 2017. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

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

An invoice from Stortz Satellite for \$41,925.59 was added to the list of accounts payable. It was moved by Commissioner Repinski and seconded by Commissioner McCarthy 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. Pickett Place – Motion to approve change order.**

Executive Director Erichson reported that the Pickett Place kitchen cabinet replacement project is now completed. There is one final change order from Wagner Construction for \$1,125.00 that needs to be approved for the replacement of 9 additional range hood actuators over the 80 that were identified in the bid documents.

It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to approve the change order for \$1,125.00. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**b. Scattered Sites - Motion to approve new Utility Allowances.**

Karen Mattson prepared spreadsheets showing the utility costs at each of the fifty-six scattered site units. Averages are calculated for each bedroom size. The utility allowance is subtracted from 30% of the family's adjusted gross income to arrive at their tenant rent. The family is responsible for paying their own utility bills to Austin Utilities.

It was moved by Commissioner Anderson and seconded by Commissioner Repinski to approve the Scattered Site Utility Allowances as presented to be effective April 1, 2017. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**5.) Executive Director Reports:**

**a. Fox Pointe Townhomes – Update.**

ED Erichson hired an excavator to dig holes to find out the extent of the debris that was buried on the property. There was considerable construction material found that had been buried on the south half of the property. ED Erichson has been in negotiations with Pro-Growth Bank to just purchase the north half of the property instead of the entire parcel. A new site plan layout shows that all 38 townhomes that Three Rivers wants to construct on the property will fit in addition to approx. 10 single family dwelling lots that the HRA can market to potential buyers. The configuration of the townhomes was modified to fit on the smaller site.

ED Erichson also reported that the Hormel Company has issued a letter of intent to purchase the tax credits for the project.

**b. CHIP rehab. house at 609 10<sup>th</sup> Ave. NW - Pictures.**

Interior pictures of the house the HRA is rehabilitating at 609 10<sup>th</sup> Ave. NW were shared with the Board. Some walls were removed and doorways moved to make the house flow better. Tom Larson, the contractor, should be finished with this project at the end of March.

**c. HRA Goals.**

ED Erichson updated the on-going list of HRA Goals. Individual line items were highlighted in various colors that showed completed items, on-going items and proposed new items. The Board discussed various line items on the goals as presented as well as suggested some new goals that should be added.

**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 5:30 PM.

SEAL

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Judy Enright, Chair

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Janet Anderson, Secretary