



308 Second Ave. NE, Austin, MN 55912  
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Website [www.austinhra.org](http://www.austinhra.org)

## **REGULAR MEETING AGENDA**

**THURSDAY, MARCH 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 February 16, 2017.
3. Review **Accounts Payable.**
4. **Public Housing:**
  - a. Capital Fund Grants – Resolution to close out 2013 & 2014 Capital Grants.
  - b. Twin Towers Window Project – Motion to approve change orders #2 & #3.
  - c. Twin Towers Cupboard Project – Motion to award contract for cabinets.
5. **Executive Director Reports:**
  - a. Fox Pointe Townhomes update.
  - b. Redevelopment Area – Motion to purchase 1009 8<sup>th</sup> Ave. NE.
  - c. Personnel Policy – Resolution to adopt updated policy.
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: March 16, 2017 at 4:30 PM**

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

Commissioners Absent: David Hagen

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 held on February 16, 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 Olymppic Builders for \$209,204.11 for the Twin Towers Window Project and Tom Larson \$20,482.00 for the CHIP house remodel was added to the list of accounts payable. It was moved by Commissioner Lippert 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. Capital Fund Grants - Resolution to close out the 2013 & 2014 Capital Grants.**

The 2013 Capital Fund Grant in the amount of \$420,090 has been fully expended. The entire 2013 grant was spent on the Pickett Place Kitchen Cupboard project.

The 2014 Capital Fund Grant in the amount of \$490,948 has also been fully expended with the funds completing the Pickett Place Kitchen Cupboard project and the balance going to the Twin Towers Window Project and Scattered Site operations.

The following resolution was introduced by Commissioner Repinski and seconded by Commissioner Anderson.

**RESOLUTION #584  
RESOLUTION APPROVING THE FINAL PERFORMANCE  
AND EVALUATION REPORT TO CLOSE OUT THE  
2013 CAPITAL FUND GRANT #MN46P08550113 &  
2014 CAPITAL FUND GRANT #MN46P08550114.**

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

##### **b. Twin Towers Window & Exterior Door Project – Motion to approve change orders #2 & #3.**

Executive Director Erichson reported that work is continuing at the Twin Towers with 95% of the apartments windows installed and 50% of the main floor windows and doors installed. Two change orders are being recommended in the common areas described as follows:

Change Order #2 for \$8,439.30: Relocate 2 security cameras impacted by the entry remodel and replace the telephone entry system to make it compatible with the new door security system.

Change Order #3 for \$6,023.12: Refinish the inside of the exterior walls that were impacted by the new smaller window size installation in the Community Room, Game Room and TV Room (old Craft Room).

There is an \$85,000 contingency in the POHP Funds budget and to date \$1,214.85 has been spent on change order #1. After approval of change orders #2 and #3 there will be a balance of \$69,322.73 remaining.

It was moved by Commissioner Granholm and seconded by Commissioner Anderson to approve both change orders totaling \$14,462.42. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**c. Twin Towers Cupboard Project – Motion to award contract for cabinets.**

ED Erichson reported the mock-up kitchens at the Twin Towers have been completed and final kitchen layout drawings are done. The project will include new kitchen cabinets, countertops, faucets and sinks in all of the apartments plus TV Room at Twin Towers. Five percent (5%) or 11 total units will have a modified cabinet design for handicap accessibility for turning and lower cabinet heights.

The project schedule and financing are as follows:

- Award Cabinet Bid to MINNCOR in March 2017 (State Contract).
- Develop plans and specifications for cabinet installation, countertops, plumbing, fire protection and electrical. (This will be completed by HRA staff.)
- Award bids in May for the construction installation.
- Construction schedule would be based on a one year time period with the goal of completing one floor every three weeks. This is based more on the time commitment required of the HRA staff than the contractor.
- Funding would come from our HUD Capital Fund Program (CFP) of which we have the following available:
  - 2015 Awarded CFP Funds \$459,766
  - 2016 Awarded CFP Funds \$478,307
  - 2017 Anticipated CFP Funds \$450,000 (expect announcement in April /May)

It was moved by Commissioner Repinski and seconded by Commissioner Lippert to award the bid to MINNCOR for \$430,655 under the State Contract for construction of the cabinets. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**5.) Executive Director Reports:**

**a. Fox Pointe Townhomes – Update.**

ED Erichson has been in negotiations with Pro-Growth Bank to purchase approx. 7+ acres which is the north half only of the original parcel the HRA was looking to purchase. The HRA is not interested in purchasing the south half of that site as construction debris is buried there and would take a considerable amount of money to mitigate. The north half is more valuable than the south half due to the fact that the street and utilities are in place for the northern lots already.

It was moved by Commissioner Anderson and seconded by Commissioner McCarthy to authorize the Executive Director to negotiate a price with Pro-Growth Bank not to exceed \$440,000 for the north half of the parcel only. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**b. Redevelopment Area – Motion to purchase 1009 8<sup>th</sup> Ave. NE, Austin, MN.**

The HRA and the City have partnered in redeveloping two blighted target areas. The one area is along 8<sup>th</sup> Ave. NE between the Hormel Plant and the County buildings. ED Erichson reached an agreement with SEMCAC for the acquisition of 1009 8<sup>th</sup> Ave. NE for \$25,000 contingent upon the title opinion. Environmental issues will need to be mitigated and then the house would be torn down. These costs are estimated at \$12,500.

It was moved by Commissioner McCarthy and seconded by Commissioner Lippert to authorize the Executive Director to purchase 1009 8<sup>th</sup> Ave. NE for \$25,000. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**c. Personnel Policy – Resolution to adopt updated policy.**

It has been 10 years since the Personnel Policy has been updated. All changes have been reviewed with HRA staff to provide input. A red-lined version of the entire policy was given to the Board. The majority of the changes were simply to provide clarification with three (3) of the items having a potential financial impact on the HRA to which all three were discussed with Commissioners individually. All Commissioners were satisfied with all changes as presented.

The following Resolution was introduced by Commissioner Lippert and seconded by Commissioner Repinski:

**RESOLUTION #585  
RESOLUTION APPROVING UPDATED PERSONNEL POLICY**

All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**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 motion was passed and carried. The meeting was adjourned at 6:30 PM.

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Judy Enright, Chair

SEAL

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Jerome McCarthy, Secretary