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

1.) Roll Call.

Date & Time: March 21, 2019 @ 3:30 PM

Commissioners Present: Jerome McCarthy
Carole Granholm
Marv Repinski
Vernon Lippert

Commissioners Absent: Jason Baskin
Laura Helle
Paul Fischer

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

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

2.) Approval of Minutes.

It was moved by Commissioner Lippert and seconded by Commissioner Repinski to approve minutes of the regular meeting held on February 21, 2019. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

3.) Approval of Accounts Payable.

It was moved by Commissioner Repinski and seconded by Commissioner Granholm 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.) DCA Presentation:

John Garry, Judy Lunde and Shelley King from the DCA gave a brief presentation on what they do and what their role in the community is. John outlined their goals in regard to encouraging

and recruiting new business as well as retention of the businesses that are currently here. Judy spoke of her role in community growth ventures, specifically commercialization and innovation in regard to small business. She also explained the Launch program and how it supports entrepreneurs and small business, including the co-officing space available to the Launch members.

The HRA currently holds a contract with the DCA but feels it is time to review and update this contract.

5.) Public Housing & Section 8:

a. Scattered Sites—Motion to adopt a new Utility Allowance

ED Erichson requested from Austin Utilities figures showing the annual utility costs at each of the fifty six scattered site units. Averages are then 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 Lippert and seconded by Commissioner Granholm to approve the Scattered Site Utility Allowances as presented to be effective April 1, 2019. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

b. Scattered Sites—Approve Change Order #2 Scattered Site Rebuild

In the new design of the Scattered Site house the south entry door did not match up with the existing step so we are proposing to remove the existing concrete step and replace with a new landing, steps and handrails to match the front ramp for a cost of \$1560.00. Motion was made by Commissioner Repinski and seconded by Commissioner Granholm to approve Change Order #2 for the Scattered Site house. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

6.) Executive Director Reports:

a. Child Care Grant—Catherwood

Based on a Community need for additional daycare and specifically 24 hour daycare the HRA had previously presented the opportunity to assist the Parenting Resource Center with a loan/grant for improving and expanding childcare at the Catherwood Home. ED Erichson researched and found grant opportunities through DEED and together with a commitment from the Hormel foundation for \$25,000, previously earmarked for the Crane Addition, they were able to secure the grant in the amount of \$61,000. The HRA will now provide the \$25,000, with the conditions that the loan/grant will be based on the facility continuing to operate as a childcare facility. If the facility would close within two years of receiving the funds, the grant would have to be paid back in its entirety. After two years the loan will switch to a grant and 20% of the original amount will be forgiven each year until fully forgiven. Motion was made by Commissioner Lippert and seconded by Commissioner Granholm to approve the \$25,000 grant to Parenting Resource Center. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

b. Update on Executive Director replacement:

The HRA has received five applications, two of them internal. They were reviewed with the board chair and it was decided that the board would interview all five. Available times will be determined by the board officers and staff will attempt to schedule interviews, compile questions and interview packets for those interviews.

c. April Meeting:

ED Erichson asked that we possibly move our next meeting out to the following week. We will send out an email to find out if there are any conflicts.

7.) Adjourn

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

SEAL

Jerome McCarthy, Chair

Jason Baskin, Secretary