



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

## **REGULAR MEETING AGENDA**

**THURSDAY, MAY 14, 2015 @ 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 April 23, 2015.
3. Review **Accounts Payable.**
4. **Executive Director Reports:**
  - a. Workforce Housing with Three Rivers – Fox Pointe Townhomes.
    - Use of Section 8 Vouchers
    - Marketing
  - b. Business Encouragement Enhancement Partnership (BEEP) – Adoption of guidelines.
  - c. SCDP Grant / Crane Neighborhood - Hormel Foundation Funds – Adoption of guidelines.
  - d. Discuss use for Tax Forfeited Properties.
5. **Adjourn.**



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

**1.) Roll Call.**

**Date & Time: May 14, 2015 at 4:30 PM**

Commissioners Present: Judy Enright, Chair  
Joyce Poshusta, Vice-Chair  
Janet Anderson, Secretary  
Jerry McCarthy  
Marvin Repinski  
David Hagen  
Leona Ruehmann

Commissioners Absent: None

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

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

**2.) Approval of Minutes.**

It was moved by Commissioner Anderson and seconded by Commissioner Ruehmann to approve the minutes of the regular meeting on April 23, 2015. All present voted in favor thereof, none in opposition thereto. The Chair declared the motion passed and carried.

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

Finance Director Detloff added JD Driver to the list of accounts payable. It was moved by Commissioner McCarthy and seconded by Commissioner Poshusta 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.) Executive Director Reports.**

##### **a. Workforce Housing with Three Rivers – Fox Pointe Townhomes.**

- **Use of Section 8 vouchers.**

Three Rivers is completing an application for Tax Credits through MHFA for workforce housing in Austin. Three Rivers has requested committing 10 vouchers specifically to be used at the project in order to gain additional application points. The Board was not receptive to the idea of committing our Vouchers specifically to any project that ties up our Vouchers. If the project is successful, our Vouchers would be used by income eligible participants at that project just like any other complex.

- **Marketing.**

MHFA also gives preference to applicants who agree to utilize the local HRA's waiting list to identify eligible households to fill vacant units. A "Letter of Intent to Develop a Cooperative Agreement" would need to be executed to gain this preference. It was moved by Commissioner Anderson and seconded by Commissioner Ruehmann to authorize the Executive Director to sign these documents. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

- **Other.**

Executive Director Erichson will be making a presentation to the Hormel Foundation Board in June to see if they would partner with the HRA on land acquisition from the Bank if Three Rivers is successful in their tax credit application.

##### **b. Business Encouragement Enhancement Partnership (BEEP) – Adoption of guidelines.**

The Austin Main Street Project (AMSP) ended in 2014. There are still some remaining businesses in the downtown area that wish to access funds to improve their facades or signage. The HRA is calling the new program BEEP which will be similar to AMSP and HRA staff will administer the new program. The geographic boundary is expanded to include the east and west side of Main Street and down 4<sup>th</sup> Ave. NE a few blocks. It is the intention to operate BEEP through 12/31/2016 and potential applicants will be notified they have a limited time for accessing this funding opportunity. There is a total of \$150,000 budgeted for year 2015 for BEEP of which \$75,000 was provided by the Austin HRA and \$75,000 was provided by the Hormel Foundation.

It was moved by Commissioner McCarthy and seconded by Commissioner Hagen to approve guidelines proposed by the Executive Director. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**c. SCDP Grant / Crane Neighborhood – Hormel Foundation funds – Adoption of guidelines.**

The Hormel Foundation awarded a total of \$100,000 over a 2 year period to be used in conjunction with the SCDP Grant Funds specifically for the Crane Neighborhood. Executive Director Erichson drafted guidelines for low income homeowners to utilize these funds that have exceeded the \$22,000 maximum amount available per homeowner under the SCDP Grant funds. A homeowner could access another \$15,000 worth of home improvements with the Hormel Foundation funds. These funds could also be used for acquisition and demolition of tax forfeited or hazardous structures with the property to be marketed for residential home construction.

It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to approve guidelines proposed by the Executive Director. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**d. Discuss use for Tax Forfeited properties.**

Mower County notified the City and HRA that it has five (5) tax forfeited properties. HRA staff looked at all five properties and felt there was one worth rehabbing and reselling located at 609 10<sup>th</sup> Ave. NW with the intent to break even on the deal. Further the Board felt that it should be marketed to anyone wishing to purchase it instead of targeting a low-income household.

There was another property located at 707 12<sup>th</sup> St. NE that the Board thought Habitat for Humanity could rehab. Habitat will be contacted to see if interested.

**5.) Adjourn:**

There being no further business it was moved by Commissioner McCarthy and seconded by Commissioner Ruehmann 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.

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Judy Enright, Chair

SEAL

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Janet Anderson, Secretary