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

1.) Roll Call.

Date & Time: May 16, 2019 @ 3:30 PM

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

Commissioners Absent: None

HRA Staff Present: Jon Erichson, Executive 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 Helle and seconded by Commissioner Repinski to approve minutes of the regular meeting held on March 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.) Section 8.

a. Fox Pointe. Due to the uncooperative weather conditions, Fox Pointe is running behind schedule and has asked for an extension of the dates for our Section 8 Vouchers. With it having no impact to our commitment to the project, it was moved by Commissioner Fischer and seconded by Commissioner Basking to grant the extension. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

5.) Executive Director Report.

a. Fox Point Amendment to Contract for Private Redevelopment

Again, due to weather related complications, Fox Pointe is unable to meet the original deadline for completion and has asked to extend the deadline to August 31, 2019. Motion was made by Commissioner Baskin and seconded by Commissioner Helle to amend the contract to reflect the new completion deadline. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

b. Procurement Policy Changes

The HRA has a Purchase and Procurement Policy that is based on following policies of HUD, Federal and State guidelines. Recently the Federal Government has adopted new dollar thresholds for procurement:

Mico-purchase threshold: Dollar value increased from \$3500 to \$10,000

Small purchases-Any small purchase exceeding the Micro Purchase increased from \$100,000 to \$250,000.

It was recommended by ED Erichson that we adopt the new thresholds and adjust our policies accordingly. Motion was made by Commissioner Baskin and seconded by Commissioner Granholm to adopt the Procurement Policy Changes. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

c. Child Care Grant

HRA staff has been working on the Child Care Grant and its process and have developed an application and repayment agreement. With the startup costs seemingly being a significant barrier for some, it is important that we make the process as streamlined as possible. To that end we are looking to the Board to allow the staff to use its discretion when approving the applicants and in turn their receipts for supplies for their start up. In this way they aren't subjected to waiting until the following Board meeting for approval and they can begin their Child Care. Motion was made by Commissioner Helle and seconded by Commissioner Basking to allow staff to approve applicants and, in turn, their receipts for reimbursement with updates to the Board at its monthly meetings. All present voted in favor thereof, none in opposition thereto. Motion was declared passed and carried.

d. ED Succession Plan

There was a brief discussion on the process in which ED Erichson would be training the new ED, Medgaarden. It was informally decided that ED Erichson would remain in the office during the first week and then he and ED Medgaarden would decide how to proceed from there. ED Erichson also asked that he be allowed to keep the cellular phone purchased by the HRA. No opposition was voiced by any member.

6.) Adjourn.

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

Jerome McCarthy, Chair

SEAL

Jason Baskin, Secretary