



308 Second Ave. NE, Austin, MN 55912
Phone 507-433-1866 Fax 507-433-8317
Website www.austinhra.org

REGULAR MEETING AGENDA

TUESDAY, JUNE 20, 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 May 18, 2017.
3. Review **Accounts Payable.**
4. **Public Housing:**
 - a. New Public Housing Lease – Review tenant comments and Resolution to approve new Lease.
5. **Market Rate Housing:**
 - a. Austin Courtyard - Award roofing bid and discussion on roofing damage insurance claim.
6. **Executive Director Reports:**
 - a. DCA Funding Request – John Garry and Board President to attend.
 - b. Award proposal to tie 4 project-based vouchers to successful applicant.
 - c. Fox Pointe Townhomes – Resolution for creating TIF District #14.
 - d. Succession Plan: Linda Grover, Pickett Place Manager, leaving 6/30/17.
7. **Adjourn.**



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

1.) Roll Call.

Date & Time: June 20, 2017 at 4:30 PM

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

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 McCarthy to approve minutes of the regular meeting held on May 18, 2017. 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 McCarthy and seconded by Commissioner Hagen 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. New Public Housing Lease – Review tenant comments and Resolution to approve new lease.

HUD (U.S. Dept. of Housing & Urban Development) notified the Austin HRA to execute a new lease for all tenants residing in our public housing units to conform with required HUD language. As part of that process, tenants are allowed a 30 day written comment period on the new lease which ran from May 1 to May 31, 2017. There was only one (1) comment submitted to the Board and read at the Board meeting. The new lease will become effective July 1, 2017.

The following Resolution was moved by Commissioner Hagen and seconded by Commissioner Repinski:

**RESOLUTION #587
RESOLUTION TO ADOPT A NEW PUBLIC HOUSING LEASE**

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

5.) Market Rate Housing:

a. Austin Courtyard – Award roofing bid and discussion on insurance claim for roof damage.

Roofing bids to re-shingle Austin Courtyard were received on June 14, 2017 at 2 PM by the following contractors:

All-Weather Roofing	\$179,760
Anderson Siding & Roofing	\$189,335
Minnesota Roofing & Remodeling	\$191,230

It was moved by Commissioner Anderson and seconded by Commissioner McCarthy to award the low bid to All-Weather Roofing in the amount of \$179,760. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

At the same time the HRA was soliciting for bids, we submitted an insurance claim for all of our properties that may have been damaged by the recent wind and hail storms. The insurance estimate for Austin Courtyard was adjusted to be approximately \$165,000. The difference from the bid and the insurance settlement was due to the bid having some items that were not covered by insurance.

The other properties that sustained damage are 11 Scattered Sites with damage that included shingles, siding, gutters and fascia. The preliminary estimate for those sites was approx. \$193,000.

6.) Executive Director Reports:

a. DCA Funding Request – John Garry and other DCA members to attend .

John Garry and 3 others from the DCA made a presentation to the HRA Board to discuss the DCA's current activities and a request for funds for year 2018. The HRA currently provides \$12,000 per year to the DCA for economic development activities. The DCA is requesting \$15,000 for year 2018. An amount will be discussed at the July Board meeting.

b. Award proposal to tie 4 project-based vouchers to the successful applicant.

A request for proposals was solicited to allow HRA to designate Section 8 vouchers to specific projects. The RFP was to allow up to 4 vouchers to be designated .

Only one (1) application was received by the deadline on June 9, 2017 at 2 PM and that one was received by Three Rivers Community Action for the Fox Pointe Townhome project. The proposal was scored and received 100 out of 100 points possible.

It was moved by Commissioner Hagen and seconded by Commissioner Repinski to award the 4 project-based vouchers to the Fox Pointe Townhome development that will be constructed by Three Rivers Community Action. This motion also includes entering into an "Agreement to Enter into an A-HAP Contract" and subsequently an initial "HAP Contract" for up to 10 years contingent on the subsidy layering and environmental review being completed and in compliance with HUD regulations. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. Fox Pointe Townhomes – Resolution for creating TIF District #14.

The HRA has proposed that the City of Austin create Tax Increment Financing (Housing) District #14 (TIF) for the Fox Pointe Townhome project. Springsted drafted the TIF Plan which was reviewed by the HRA Board. Fox Pointe Townhomes would receive a benefit of approx. \$753,663 and the HRA would receive approx. \$83,741 both through the year 2045 resulting from the TIF District created. The HRA's portion would help defray the costs incurred for purchasing and platting the land and donating a portion to Three Rivers Community Action.

The following Resolution was moved by Commissioner McCarthy and seconded by Commissioner Hagen:

**RESOLUTION #588
RESOLUTION APPROVING A TAX INCREMENT FINANCING PLAN
FOR TIF DISTRICT #14 IN MUNICIPAL DEVELOPMENT DISTRICT #1,
AND RECOMMENDING CITY APPROVAL OF SAID TIF PLAN.**

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

d. Succession Plan: Linda Grover, Pickett Place Manager, leaving 6/30/17.

Linda Grover has announced she will be leaving 6/30/17. Linda was the Pickett Place Manager and also leased up Courtyard & Chauncey Apartments. ED Erichson has met with all the administrative employees and has come up with a plan that is agreeable to all employees to simply move employees around vs. hiring a replacement for Linda.

With this plan the following re-alignments are proposed:

- Sheryl Monson, who currently manages Twin Towers, will now manage Pickett Place at 70% of the time and do Section 8 30% of the time.
- Joyce Poshusta, who currently does Section 8, will now manage Twin Towers.
- Julie Ackland will have a larger case load and do 100% Section 8.
- Karen Mattson will take over leasing up Courtyard & Chauncey Apartments which Linda did formerly with 15% of her time.
- As soon as Sherri Detloff trains in the new Assistant Finance Manager there will be an opportunity for her to help Joyce at Twin Towers along with a summer intern that is helping at Twin Towers currently.
- The proposed plan will be reviewed in six months after further information is known about any potential Federal budget reductions and further staff retirements

Wages will be adjusted according to pay classification, step schedule and percentages cited for Sheryl and Joyce per Jon's memo. Julie, Karen & Sherri will have no changes in current pay.

It was moved by Commissioner McCarthy and seconded by Commissioner Lippert to approve the re-alignment of duties and pay plan. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

ED Erichson also announced that the new Assistant Finance Manager, Patrick Edwards, will be starting employment with the HRA on Monday, June 26, 2017.

7.) Adjourn:

There being no further business it was moved by Commissioner Hagen 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 5:30 PM.

SEAL

Judy Enright, Chair

Jerome McCarthy, Secretary