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

**October 18, 2012**

**1.) Roll Call.**

The regular meeting of the Housing & Redevelopment Authority of Austin was held October 18, 2012 at 3:30 PM at the HRA Office. Present were Commissioners Repinski, Boughton, Schlieve, Poshusta and Prenosil. Also present were Executive Director Hurm, Finance Director Detloff and Section 8 Specialist Cindy Dugstad. Also present from Vision 2020 was Jerry Anfinson and Laura Helle and representing Austin Main Street Project Chair Craig Byram. There being a quorum, the meeting was called to order by Chairman Repinski.

**2.) Approval of Minutes.**

It was moved by Commissioner Boughton and seconded by Commissioner Poshusta to approve the minutes of the regular meeting of September 20, 2012. All present voted in favor thereof, none in opposition thereto. However Chairman Repinski wanted the minutes to reflect he was not the one who invited Craig Byram. The Chairman declared the motion passed and carried.

It was moved by Commissioner Prenosil and seconded by Commissioner Boughton to approve the minutes of the special meeting of September 28, 2012 in which interviews for the Executive Director position were conducted. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**3.) Review of Accounts Payable.**

It was moved by Commissioner Boughton and seconded by Commissioner Schlieve to approve the accounts payable. After a few line item questions from Commissioner Poshusta, all present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**4.) Report of 2:30 PM Special Meeting - Selection of a new Executive Director.**

Chairman Repinski announced the Board will offer the position of Executive Director to Jon Erichson. Salary and benefits will be negotiated with Jon and will be brought back before the Board at the November 15, 2012 regular meeting for Board approval.

Chairman Repinski left the meeting briefly to inform Julie Ackland, one of the candidates/and HRA staff member, of the decision so she would hear it from the Chair and not someone else after the meeting.

**5.) Executive Director Reports:**

**a. Vision 2020 - Visit from Jerry Anfinson.**

Jerry Anfinson, from the Hormel Foundation, introduced Laura Helle as the new Director for Vision 2020. Anfinson showed a google-map of the downtown area and threw out some ideas of what could happen with that area as a planned development. One idea included building rental condo's with covered parking. Vision 2020 would like to see the Austin HRA involved in or take the lead in working with the steering committee in regards to redevelopment of the downtown area. Jerry encouraged the HRA to fund and come up with a 3-dimensional model of what a vision might look like for the downtown area.

After discussion, the Board stated the HRA would like to be involved once the new Executive Director is in place.

b. **Austin Main Street Project (AMSP) - Discussion with Craig Byram, AMSP Chair, to re-visit the process of store front easement funding.**

Craig Byram expressed concerns about how the easements are funded with the 7/19/12 HRA Board action in place. Chairman Repinski thought it appropriate to get more reporting from AMSP prior to funds being disbursed for store front easements. The Chair and Commissioner Boughton wanted to wait until a new Executive Director was on board before rescinding the action from the 7/19/12 meeting. Commissioner Boughton also mentioned that funding may be directed to Vision 2020 initiatives instead of store front funding. Commissioner Prenosil said she looks on the funds given to AMSP as the same as or part of the Vision 2020 downtown redevelopment.

Craig Byrum referenced Jim Hurm's memo in that the public looks at AMSP as not having government involvement. It is more of a grass-roots organization being run by volunteers. The problem with the \$90,000 that was committed for store front easements was it would add another level of government involvement to go through approval at the HRA first before funds are transferred to the Port Authority. This would slow down an applicant's process when they have to go through 4 steps already with the current approval system. The final approval step being the Port Authority's Board approval for use of these funds. This could also possibly hinder getting a store front done with construction and weather issues. AMSP simply wants a transfer of the full \$90,000 at the beginning of the year as was done in the past.

Chairman Repinski asked why the HRA took over the funding that had been previously committed by the City of Austin. It was explained that because of LGA cuts at the City, the HRA took on funding the administrative costs and store front easements in place of the City back in 2010.

Craig Byram stated that the contractual \$20,000 administrative funding from the HRA is to support salaries and other administrative costs and is combined with the Port Authority contribution of \$10,000.

Finance Director Detloff pointed out that the \$90,000 AMSP store front easement funding was already approved in the General Fund budget adopted at the August Board meeting (to address Commissioner Boughton's statement) and by having AMSP wait project by project, they currently do not have

enough money at the Port Authority to tell an owner if they are able to do a project until HRA approval.

After discussion it was moved by Commissioner Repinski and seconded by Commissioner Poshusta to remove the stipulation from the July 19, 2012 meeting that required Ms. Douty to come before the HRA Board with each individual project for approval and disbursement to the Port Authority as needed and instead transfer the \$90,000 to the Port Authority all at once in January. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

The Board will decide at a future meeting who should be the HRA representative on the AMSP Board since it currently is James Hurm and he will no longer be the HRA Executive Director in the near future.

**Austin Main Street Project Office** - Because of the proposed hiring of a new HRA Executive Director, there was discussion regarding the necessity to relocate Ms. Douty's office after the first of the year. Mr. Byram conveyed the possibility that AMSP may start a Small Business Incubator downtown. They would take a vacant building, renovate it, have a generic store front to be used for small businesses to get started in the front section and the AMSP office in the back. It is hoped that once a business gets going and is successful they would relocate to make room for the next starter business.

**6.) Public Housing & Market Rate Housing:**

- a. **Snow Removal from Sidewalks** - The snow removal from sidewalks bids were presented to the Board. It was moved by Commissioner Boughton and seconded by Commissioner Repinski to accept the low bid from Terry Plath to remove snow at Austin Courtyard, Chauncey Apartments and Pickett Place. Twin Towers maintenance staff removes snow themselves. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.
- b. **Snow removal from Parking Lots** - The snow removal from parking lot bids were presented to the Board. It was moved by Commissioner Boughton and seconded by Commissioner Repinski to accept the low bid from Roger Bastyr for parking lot snow removal at the HRA Main Office and the

bids from Terry Plath for parking lot snow removal at Austin Courtyard, Chauncey Apartments Twin Towers and Pickett Place. All present voted in favor thereof, none in opposition thereto. The Chairman declared the motion passed and carried.

**Any Other Items:**

A request was made for a HIP update at the next meeting.

**7. Adjourn:**

There being no further business it was moved by Commissioner Poshusta and seconded by Commissioner Schlieve to adjourn the meeting. All present voted in favor of the motion, none in opposition thereto. The Chairman declared the motion passed and carried. The meeting was adjourned at 5:00 PM.

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Marvin Repinski, Chair

SEAL

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Marilyn Prenosil, Secretary