

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

November 17, 2004

1.) Roll Call.

The regular meeting of the Housing and Redevelopment Authority of Austin, Minnesota was held at 4:30 PM, November 17, 2004, at the HRA Office. The meeting was called to order by Chairperson Jorgenson. Present were Commissioners Lang, Nordin, Pacholl, and Nelson. Also present were Executive Director Hurm, Deputy Director for Housing Volstad, Deputy Director for Community Development Smith, HRA Finance Director Detloff, and Deputy Director of Family Housing Mattson. Commissioners Chamberlain and Valerio were absent.

2.) Approval of the meeting minutes of October 20, 2004.

It was moved by Commissioner Pacholl and seconded by Commissioner Nordin to approve the minutes of the regular meeting of October 20, 2004. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

3.) Approval of the claims for payment.

It was moved by Commissioner Nordin and seconded by Commissioner Pacholl to authorize payment of the list of claims for payment as presented. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

4.) Public Housing:

a.) Resolution to approve the Management Assessment.

Gwen Volstad presented the Management Assessment report she prepared for the fiscal year ending September 30, 2004. The report is used to analyze the HRA's

performance in management of public housing. This report is sent to HUD via the internet and is due by November 30, 2004. The Austin HRA has been classified as a high performer for the last eight years.

The following resolution was introduced by Commissioner Nordin seconded by Commissioner Lang.

**RESOLUTION TO APPROVE THE MANAGEMENT ASSESSMENT
FOR PUBLIC HOUSING AUTHORITIES**

All present voted in favor of the resolution, none in opposition thereto. The Chairperson declared the resolution passed and adopted.

b.) Fiscal year-end 9/30/04 Closing Statements.

Sherrri Detloff presented the year-end financial statements for public housing. Net income for the year was \$48,089.14. These funds increase our operating surplus account. The financial statements are sent to HUD via the internet and are due by November 30, 2004.

5.) Market Rate Housing:

a. Fiscal year-end 9/30/04 Closing Statements.

Sherrri Detloff presented year-end financial statements for the market rate projects, Austin Courtyard and Chauncey Apartments. Net income for the year was \$27,417.61 and the debt service ratio of 110% meets the minimum requirements of investment companies wishing to purchase our bonds.

6.) Section 8 Housing:

a. Resolution to amend the Section 8 Admin. Plan.

Karen Mattson requested approval to amend the Section 8 Administrative Policy to clarify vague language. The changes will make it more clear that a client must be in good standing with the HRA and their existing landlord before they can move with their assistance to a new unit.

Certain sections of the plan will also be modified to provide clarity and better reflect how the Section 8 Program is administered by the HRA.

The following resolution was introduced by Commissioner Pacholl and seconded by Commissioner Nelson.

RESOLUTION #420

**RESOLUTION AUTHORIZING THE HOUSING AND
REDEVELOPMENT AUTHORITY OF AUSTIN
TO CHANGE THE SECTION 8 ADMINISTRATIVE PLAN**

All present voted in favor of the Resolution, none in opposition thereto. The Chairperson declared the resolution passed and adopted.

7.) Community and Economic Development:

a. Mower County Transit building update.

Director Hurm reported that transit staff met with the project architect to discuss the final design of the transit building. Any major changes in the design will be reported to the City Council and the County Board for action. The sale of the Block 15 property to Mower County will proceed as planned.

8.) Executive Director Reports:

a. Comprehensive Housing Study - Award proposal.

Bids to conduct a Comprehensive Housing Study for the City of Austin and Mower County were solicited. Two proposals were received. The cost of the study will be shared with Mower County. A \$10,000.00 grant from the Minnesota Housing Partnership will pay part of the cost. The net cost to the Austin HRA will be \$9,500.00.

It was moved by Commissioner Nelson and seconded by Commissioner Nordin to accept the low bid from Maxfield Research. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

9.) Other business:

a. Discussion on a Community Activity Set-Aside (CASA) Program.

Tom Smith reported that Julie Ackland was approached by

Wells Fargo Bank to ask the HRA to act as a community partner to provide the CASA program in the City of Austin. The program is offered through the Minnesota Housing Finance Agency and provides below market rate mortgage loans to low to moderate-income first time homebuyers. Homebuyers may also qualify for downpayment assistance, payment assistance, and an equity contribution loan.

The HRA will incur no costs as a party to the application. If the CASA application is approved, other local lenders will be eligible to process CASA mortgages. It was moved by Commissioner Nordin and seconded by Commissioner Lang to support the HRA's participation in the CASA application. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

10.) Adjourn: There being no further business it was moved by Commissioner Pacholl and seconded by Commissioner Nordin to adjourn the meeting. All present voted in favor thereof, none in opposition thereto. The Chairperson declared the motion passed and carried.

Michelle Jorgenson, Chairperson

SEAL

Gloria Nordin, Secretary