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## **REGULAR MEETING AGENDA**

**THURSDAY, APRIL 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 March 16, 2017.
3. Review **Accounts Payable.**
4. **Audit Report for FYE 9/30/2016:**  
Presentation by Craig Popenhagen from CliftonLarsonAllen.
5. **Public Housing:**
  - a. Twin Towers Window & Door Project – Motion to approve Change Order #4.
6. **Executive Director Reports:**
  - a. Fox Pointe Townhomes – Land purchase agreement.
  - b. CHIP – Motion to approve updated guidelines.
  - c. New Housing Study.
  - d. Update on Assistant Finance Manager position.
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: April 20, 2017 at 4:30 PM**

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

Commissioners Absent: David Hagen  
Marvin Repinski

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

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

**2.) Approval of Minutes.**

It was moved by Commissioner McCarthy and seconded by Commissioner Anderson to approve minutes of the regular meeting held on March 16, 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 Lippert and seconded by Commissioner McCarthy 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.) Audit Report for FYE 9/30/16. Presentation by Craig Popenhagen from CliftonLarsonAllen.**

Craig Popenhagen of CliftonLarsonAllen presented the report of Financial Statements and Supplementary Information for the year ended September 30, 2016. He explained the most significant parts of the report. The finances of the HRA were found to be stated accurately and an unqualified opinion was received which is the best opinion you can get.

## **5.) Public Housing:**

### **a. Twin Towers Window & Exterior Door Project – Motion to approve change order #4.**

Executive Director Erichson reported that work is continuing at the Twin Towers with 100% of the apartments windows installed and 80% of the main floor windows and doors installed. The following change order is being recommended in the common areas:

Change Order #4 for \$4,168.24: Refurbish 4 existing exterior doors.

There is an \$85,000 contingency in the POHP Funds budget and to date \$15,677.27 has been spent on change orders #1 through #3. The balance remaining after all change orders to date is \$65,154.49.

It was moved by Commissioner Lippert and seconded by Commissioner Anderson to approve change order #4 totaling \$4,168.24. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

## **5.) Executive Director Reports:**

### **a. Fox Pointe Townhomes – Update.**

ED Erichson has negotiated a purchase price with Pro-Growth Bank for \$360,000 to purchase approx. 7+ acres in the Fox Pointe neighborhood. Once the exact boundary lines are established for the parcel, a purchase agreement with an exact legal description will be created. The next step will be platting the property.

### **b. CHIP Program – Motion to approve updated guidelines.**

The house at 609 10<sup>th</sup> Ave. NW is finished and is now ready to be sold. The current CHIP guidelines for loaning HRA funds for home improvements and selling HRA rehabilitated properties has been updated. The major changes involved was that the HRA would try and sell the house directly versus through a realtor and the language regarding grants was eliminated due to all of the grant funds have been used. Other language was modified to match how the program has evolved and changed since its inception in 2012.

It was moved by Commissioner McCarthy and seconded by Commissioner Lippert to adopt the new CHIP Guidelines. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

### **c. New Housing Study.**

It has been 4 years since the last Housing Study was performed by Maxfield Research in 2013. In order to effectively address the housing needs in the City of Austin, a proposal was received by Maxfield Research in the amount of \$14,000 plus travel and printing costs to update that study. Developers are requesting more current data before they consider making a significant investment in Austin. Funding at this point would be shared with the City of Austin and split 50/50. The cost to the HRA will be approx. \$7,500 and would be paid with General Funds.

It was moved by Commissioner McCarthy and seconded by Commissioner Lippert to split the cost with the City of Austin as outlined and/or other partners if interested. All present voted in favor of the motion, none in opposition thereto. The motion was passed and carried.

**d. Update on Assistant Finance Manager position.**

Finance Director Detloff announced to the Board that the position she applied for at another HRA did not materialize. Her plans are to still move to the Alexandria area sometime in the next 12 to 18 months so HRA plans are to still continue to hire a replacement and train them in right away and then Ms. Detloff would be freed up to perform other tasks that are needed such as updating policies and working at the Twin Towers. There are funds to cover both positions until Ms. Detloff moves.

**7.) Adjourn:**

There being no further business it was moved by Commissioner McCarthy and seconded by Commissioner Granholm 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 6:00 PM.

SEAL

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Judy Enright, Chair

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Jerome McCarthy, Secretary