



308 Second Ave. NE, Austin, MN 55912
Phone 507-433-1866 Fax 507-433-8317
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REGULAR MEETING AGENDA

THURSDAY, MAY 17, 2018 @ 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 April 26, 2018 Regular Meeting.
3. Review **Accounts Payable** Invoices.
4. **Executive Director Reports:**
 - a. Procurement Policy - Resolution to adopt updated Procurement Policy.
 - b. Scattered Site Fire House – Motion to award demolition bid.
 - c. Cell Phone reimbursement for personal cell phones.
 - d. Catherwood Childcare Center – HRA to provide \$25,000 loan/grant.
 - e. Maxfield Housing Study.
5. **Adjourn.**



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

1.) Roll Call.

Date & Time: May 17, 2018 at 4:30 PM

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

Commissioners Absent: None

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 Repinski to approve minutes of the regular meeting held on April 26, 2018. 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 Anderson 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.) Executive Director Reports:

a. Procurement Policy - Resolution to adopt updated Procurement Policy.

One of HUD's Compliance Review Monitoring findings (Finding #4) was that the HRA's Procurement Policy dated Nov. 2009 had not been updated to reflect current HUD rules and regulations. Language needed to be added to implement the new Part 2 Code of Federal Regulations 200.317-326. Guidance was sought from the Duluth HRA in order to update our policy. Staff have updated the Procurement Policy and the Board was given a copy for their review.

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

**RESOLUTION #610
RESOLUTION TO ADOPT THE UPDATED
PROCUREMENT POLICY**

All present voted in favor thereof, none in opposition thereto. The resolution was declared passed and carried.

b. . Scattered Site Fire House – Motion to award demolition bid.

Last month the Board cancelled the single bid received for demolition of the Scattered Site fire house as per HUD's instructions and wanted the HRA to re-bid the work. Bids were solicited from 4 contractors with 2 contractors providing bids. Hansen Hauling's bid was \$8,500 to demolish the house and Damel Corp. bid \$9,949. It was recommended to award the bid to Hansen based on the lowest responsible bid.

It was moved by Commissioner Hagen and seconded by Commissioner McCarthy to award the bid to Hansen Hauling in the amount of \$8,500. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

c. . Cell Phone reimbursement for personal cell phones.

The HRA maintenance staff and Executive Director all have cell phones provided by the HRA due to being "on call" and required availability. It is becoming more prevalent that some of the administrative employees are using their personal cell phones for HRA business. Some examples would be the Section 8 staff in performing housing inspections take their cell phones for safety reasons, or internet banking now sends access codes via text messages to the Accountant on the cell phone or the Property Managers give out their cell phone numbers to the maintenance staff or tenants when they are away from the office. In lieu of providing cell phones it is proposed that an allowance would be provided by the HRA in the amount of \$20/month. To qualify the Executive Director would have to approve and the employee would meet the conditions as outlined to the Board.

It was moved by Commissioner Anderson and seconded by Commissioner Hagen to authorize reimbursement to 5 employees that fit the cited categories. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

d. Catherwood Childcare Center – HRA to provide a \$25,000 loan/grant.

In 2014, the HRA had a commitment from the Hormel Foundation in the amount of \$50,000 to be used for the Crane Neighborhood improvement project. The Foundation gave the HRA \$25,000 in 2014 which was used on that project, but the HRA did not request the balance of \$25,000 because of lack of use for that neighborhood. This year the HRA made a request to the Foundation to use the \$25,000 balance for the Catherwood Childcare Project so they can operate their facility 24 hours a day to which they agreed.

The Parenting Resource Center (PRC), the owner of Catherwood, applied for and has received a DEED grant in the amount of \$61,000.00 and the HRA now needs to provide the \$25,000 loan/grant to them to make the necessary improvements to the property. The HRA will now request these funds from the Hormel Foundation.

Conditions of the \$25,000 loan/grant from the HRA to PRC are as follows:

- Funds would be used for building improvements as outlined in the DEED grant.
- The Catherwood House will continue to operate as a day care facility.
- If Catherwood would close within two years of receiving the funds the grant would have to be repaid in its entirety.
- After the first two years the loan will be switched to a grant and 20% of the original amount (\$25,000) will be forgiven each year until the entire loan is forgiven.

It was moved by Commissioner Hagen and seconded by Commissioner McCarthy to authorize the payment to PRC for \$25,000. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

e. Maxfield Housing Study.

Just a general discussion of the results of this housing study occurred.

5.) 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 6:00 PM.

SEAL

Judy Enright, Chair

Jerome McCarthy, Secretary