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## **REGULAR MEETING AGENDA**

**THURSDAY, JULY 19, 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 June 21, 2018 Regular Meeting.
3. Review **Accounts Payable** Invoices.
4. **Market Rate Housings:**
  - a. Courtyard & Chauncey - Resolution to adopt budget for FYE 9/30/19 including rent schedules.
  - b. Courtyard & Chauncey – Motion to approve Capital Improvement Plan.
5. **Executive Director Reports:**
  - a. Recommendation to change pension and deferred compensation provider.
  - b. Scattered Site Fire House – Proposal for house plan.
  - c. Targeted Area Redevelopment report.
6. **Adjourn.**



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

**1.) Roll Call.**

**Date & Time: July 19, 2018 at 4:30 PM**

Commissioners Present: Judy Enright, Chair  
Marvin Repinski  
Carole Granholm  
David Hagen  
Vernon Lippert

Commissioners Absent: Janet Anderson, Vice-Chair  
Jerome McCarthy, Secretary

HRA Staff Present: Jon Erichson, Executive Director  
Angela Felten, Assistant Finance Manager

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

**2.) Approval of Minutes.**

It was moved by Commissioner Repinski and seconded by Commissioner Hagen to approve minutes of the regular meeting held on June 21, 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 Lippert and seconded by Commissioner Granholm 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.) Market Rate Housings:**

**a. Courtyard & Chauncey - Resolution to adopt budget for FYE 9/30/19 including rent schedules.**

The budget for Austin Courtyard and Chauncey Apartments was presented to the Board for FYE 9/30/2019 including rent schedules. Based on the budget, staff is proposing to increase the rents between \$15/month and \$30/month depending on the apartment size in order to maintain a debt service ratio of 108% this year. A minimum of 105% debt service coverage must be maintained in the budget per bond documents.

The following resolution was introduced by Commissioner Granholm and seconded by Commissioner Lippert to approve the budget for FYE 9/30/2019.

**RESOLUTION #611  
RESOLUTION APPROVING THE BUDGET FOR THE  
AUSTIN COURTYARD AND CHAUNCEY APARTMENT BUILDINGS  
INCLUDING RENT SCHEDULES  
FOR THE FISCAL YEAR ENDING 9/30/2019**

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

**b. Courtyard & Chauncey – Capital Improvement Plan.**

Staff also created a Capital Improvement Plan for the next 8 years for Courtyard & Chauncey. Because of the age of the buildings the HRA needs to start planning for some major projects in the upcoming years such as the replacement of windows and cabinets. Located at the bottom of the CIP shows funds available both currently and in the future flowing into the Replacement Reserve Account and the Surplus Account. Based on the funds available we should be able to start projects indicated in years 2019 thru 2022 with what we have available.

It was moved by Commissioner Lippert and seconded by Commissioner Hagen to approve the Capital Improvement Plan as presented. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**5.) Executive Director Reports:**

**a. Recommendation to change pension and deferred compensation provider.**

At last month's Board meeting, the Executive Director told the Board that an employee committee reviewed the proposals for a new pension and deferred compensation provider that were recapped on a spreadsheet and further gave a recommendation at the last staff meeting to switch from Security Benefit to Alerus which was one of the proposed companies that Home Federal Investment Services provided.

It was also the recommendation of this committee to keep the existing deferred compensation provider Nationwide due to the guaranteed interest account pays 3.5% with no admin. fee and a number of retirees have their funds in this account.

It was moved by Commissioner Hagen and seconded by Commissioner Lippert to approve switching from Security Benefit to Alerus and authorize staff to proceed with the necessary steps to make this change. All present voted in favor thereof, none in opposition thereto. The motion was declared passed and carried.

**b. Scattered Site fire house – Proposal for house plan.**

Executive Director Erichson notified the Board that the house that had the fire last fall was demolished on Friday 7/13/18. ED Erichson is currently having a house plan drafted with the idea to solicit bids in September and construction to start yet this fall. This house was a 3 bedroom unit but the new house will be a 2 bedroom unit that will be handicap accessible. HUD wants HRA's to have 5% of their housing stock as handicap accessible and this would improve that percentage.

**c. Targeted Area Redevelopment Report.**

The two target areas are 8<sup>th</sup> Ave. NE west of the railroad tracks and to the east of the Post Office. There are two (2) properties that are now willing to sell that are located next to the old Downtown Motel building in the Post Office redevelopment area. ED Erichson has been in contact with one of the home owners in negotiating a sale to the HRA.

**6.) Adjourn:**

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

SEAL

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Judy Enright, Chair

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Jerome McCarthy, Secretary