

OFFICIAL PROCEEDINGS
Pope County Housing and Redevelopment Authority Board
April 15, 2020

The April 15, 2020, Regular Meeting was called to order by Chairperson Lori Vaadeland at 11:02 a.m. with the following members present Allan Rutter, Greg Vold, Commissioner Paul Gerde, Lori Vaadeland, Jason Rupp, and Commissioner Rogahn. Also, present was Barry Hegg and Jason Murray.

Vaadeland asked for any additional items. A motion by Gerde, seconded by Rogahn, to approve the Board Agenda as presented with the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

Meeting Minutes: A motion by Rupp, seconded by Rutter, to approve the April 1, 2020, meeting minutes as presented with the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

Monthly Bills: A motion by Rogahn, seconded by Rupp, to approve the following list of bills as presented, having been duly audited and ordered them paid:

Bill	Amount
Pope County Auditor-Treasurer	\$ 13,230.00
Wangsness Ogdahl	\$ 502.09
Federal Payroll	\$ 396.28
Total	\$ 14,128.37

With the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

March Financials: A motion by Gerde, seconded by Rutter, to approve the March financials as presented:

With the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

Board Per Diem: A motion by Vold, seconded by Rogahn, to approve the month board per diem reports, with the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

Bay Meadows:

Month-to-Month Lease request: Murray shared a letter from tenants in Unit #718, requesting a month-to-month lease for July, August and September for 2020. Murray shared his concerns with the Board, mainly his concern with having to lease the unit in late fall for the 2020 – 2021 season. Board discussed past experience with fall rentals, advertising for the unit, and terms of lease being a month-to-month or a three or six-month term lease.

A motion by Rogahn, seconded by Vold, to deny the month-to-month request at this time and authorize advertising the unit for a July 1 lease, with the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

2020-2021 Bay Meadows Lease: Murray shared a template of the 2020-2021 lease for Bay Meadows, Murray recommends the following lease additions:

Under Section 13, Restrictions, letter D:

Keys. Tenant will be given keys to the Rental Property upon execution of this Rental Property Lease Agreement. Tenant is not permitted to make any copies of, or have any other keys made for the Rental Property. If keys are lost or additional keys are needed, Tenant can obtain them from the Landlord for a replacement cost determined by services rendered. All keys will be returned to Landlord upon termination of this lease. Tenants that lose, damage or rekey locks will be charged the current Locksmith rates applicable to the services performed.

Under Section 14, Landlord's Right to Enter, the following shall be added:

In addition, the Landlord may show the Premises to prospective new Tenants at reasonable hours during the last sixty days (60) days of the Lease term.

Hegg suggested adding to section 14, "The Landlord will provide a 24-hour notice to the Tenant prior to showing."

The Board discussed the changes to the lease. Murray shared that upon approval, lease will be sent out to tenants for confirmation of 2020-2021 season.

A motion by Gerde, seconded by Rogahn, to approve the lease changes as presented with the additional language for the 24-hour notice, with the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

Pope County Expo: Murray shared a request from the Chamber, seeking direction from the HRA-EDA on its sponsorship of the 2020 expo, for a refund or to carry it forward towards 2021 sponsorship. A consensus of the Board was to carry it forward for the 2021 sponsorship.

Revolving Loan Fund Policy: Murray noted all the changes from lenders. With the COVID situation, Murray noted comments from lenders that we may see flurry of request, unrelated to our goals for the RLF program, mainly more operational and working capital needs, rather than jobs and wages. The discussed the pandemic situation, concerns for releasing the RLF during the pandemic, committing to the RLF program when dollars may be needed to support/supplement other services/needs, and other services the HRA-EDA could offer.

It was consensus of the Board to withhold final approval of the RLF policy until later 2020 or early 2021, mainly as a way to see what State, Federal, and other resources are announced in the near future for the pandemic and to evaluate where HRA-EDA funds and resources can be directed in the short-term.

Adjourn: A motion by Rogahn, seconded by Gerde, to adjourn the meeting at 11:48 a.m. with the following roll call vote:

Rutter:	Yes	Vaadeland:	Yes
Vold:	Yes	Rupp:	Yes
Gerde:	Yes	Rogahn:	Yes

Vaadeland noted the motion carried unanimously.

ATTEST:



Lori Vaadeland, President



Cody Rogahn, Secretary