

OFFICIAL PROCEEDINGS  
Pope County Housing and Redevelopment Authority Board  
December 16, 2021

The December 16, 2021, regular meeting of the Pope County HRA-EDA was held at the Pope County Courthouse – 3<sup>rd</sup> floor meeting room and was called to order by Chairperson Lori Vaadeland at 11:02 a.m. with the following members present; Allan Rutter, Commissioner Paul Gerde, Greg Vold, Lori Vaadeland, Jason Rupp, and Commissioner Cody Rogahn. Staff present was Barry Hegg and Jason Murray. Guests present were Melanie Stegner, Lance Bailey, Robbie Hyland, Nicholas Helgaas, Bev Helgaas, Merlin Peterson, and Cody Blevins.

Vaadeland asked for any additional items. A motion by Gerde, seconded by Rutter, to approve the agenda as presented, motion carried unanimously.

Fremad Building – Nicholas Helgaas: Vaadeland introduced Helgaas. Helgaas provided background on his planning and financing, noting he has a June 30<sup>th</sup> sunset date for the Minnesota Historic Tax Credit approval. Helgaas requested a decision on from the Board on the sale of the building.

Members of the public, along with the Board of Commissioners discussed the following, the need for engineering services, parking with the City of Glenwood, planning process for the City of Glenwood, structural integrity of the building, liability concerns for the HRA-EDA and Pope County, HRA-EDA sale process, and the ability to address the HRA-EDA requirements with a purchase agreement.

Gerde left at 11:31 pm

Vaadeland left at 11:42 pm

A motion by Rupp, seconded by Rogahn, to authorize staff to work with legal counsel to draft a purchase agreement addressing the “as-is” condition, liability covenants, and EDA statutory requirements for sale of the building, motion carried unanimously.

Vold thanked those from the public in attending.

For clarification, Murray asked the Board if he should proceed with the engineering RFP. Consensus of the Board was to withhold the RFP from continuing.

Official Proceedings: A motion by Rogahn, seconded by Rupp, to approve the December 1, 2021, meeting minutes as presented, motion carried unanimously.

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

<b>Bill</b>	<b>Amount</b>
Mediacom	\$ 728.71
Cody and Sarah Nelson	\$ 2,716.45
Johnshoy Plumbing	\$ 246.08
David Drown Associates	\$ 17,700.00
Wangsness Ogdahl	\$ 507.90
City of Starbuck	\$ 1,011.05
Carpet One Floor and Home	\$ 80.53
Verizon	\$ 41.25
<b>Total</b>	<b>\$ 23,031.97</b>

Monthly Financials for November: Murray reviewed the financials. A motion by Rogahn, seconded by Rupp, to approve the November 2021 monthly financials as presented, motion carried unanimously.

Board Per Diem: A motion by Rupp, seconded by Rutter, to approve the board per diems, motion carried unanimously.

Public Comment: No comment received.

DDA Management Contract for 2022: Murray reviewed the contract, noting no changes in fee structure or management requirements. Board discussed the contract and thanked Murray for his continued service.

A motion by Rogahn, seconded by Rupp, to approve the DDA Management Agreement as presented, motion carried unanimously.

Glenwood HRA Administrative Contract: Murray noted no changes to the annual administrative contract with the Glenwood HRA. Hegg shared some of his work experience. Board thanked Hegg for his work with the organization.

A motion by Rogahn, seconded by Rupp, to approve the Administrative Agreement with the Glenwood HRA as presented, motion carried unanimously.


Tentative Meeting Dates: Murray shared a list of meeting dates, focusing on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month at 11 am. Consensus of the Board was to keep the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 11 am.


Appoint of Commissioners: Murray noted that Vaadeland is up for reappointment. Rogahn noted that we need to keep Vaadeland on the Board.

A motion by Rogahn, seconded by Rupp, to recommend to the Pope County Commissioners to reappoint Vaadeland to the HRA-EDA Board of Commissioner, motion carried unanimously.

Adjourn: A motion by Rutter, seconded by Rupp, to adjourn the meeting at 12:19 p.m., motion carried unanimously.

ATTEST:

  
Lori Vaadeland, President

  
Cody Rogahn, Secretary