

OFFICIAL PROCEEDINGS
Pope County Housing and Redevelopment Authority Board
December 4, 2019

The December 4, 2019, Regular Meeting was called to order by Chairperson Lori Vaadeland at 11:03 a.m. with the following members present Allan Rutter, Commissioner Cody Rogahn, Commissioner Paul Gerde, Lori Vaadeland and Jason Rupp. Also, present was Celeste Rapp, Jason Murray and Barry Hegg.

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

Official Proceedings: A motion by Gerde, seconded by Rupp, to approve the November 20, 2019, meeting minutes as presented, motion carried unanimously.

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

Bill	Amount
Wangsness Ogdahl	\$ 507.36
City of Starbuck	\$ 905.91
Glenwood Chamber	\$ 1,750.00
Quinlivan and Hughes	\$ 230.00
Barry Hegg	\$ 181.33
David Drown Associates (3rd Quarter Contract)	\$ 9,436.96
Mediacom	\$ 635.47
Total	\$ 13,647.03

Bay Meadows: Murray shared with the Board that one issue regarding snowplowing occurred over the Thanksgiving Holiday with an association member (not a tenant of the HRA-EDA). Murray indicated that he had been in contact with the Association President and all is taken care of.

2020 Budget: Murray shared the 2020 levy resolution executed in September, along with the 2020 proposed budget for the HRA-EDA. Murray indicated that the Pope County Commissioners will be acting on the HRA-EDA's final Budget request on December 17th. Murray requested any changes from the HRA-EDA Board.

Board discussed annual levy and expenses.

After the discussion, no changes were made to the 2020 Budget and the Board will request final approval from the Pope County Commissioners.

2020 Memorandum of Understanding for Management Services – David Drown Associates: Murray shared the proposed 2020 Memorandum with the Board, highlighting the term of the agreement and monthly fee. Murray noted no increase in management fee – remaining at \$2,950.

The Board discussed the memorandum. Vaadeland and Rogahn thanked Murray for his work with the organization and supported extending the memorandum. The Board discussed budget and compensation. Gerde asked for more background and services for David Drown Associates.

A motion by Rogahn, seconded by Rupp, to approve the memorandum with David Drown Associates for 2020, motion carried unanimously.

2020 Memorandum of Understanding for Administrative Services – Glenwood HRA: Murray shared the proposed administrative services memorandum, highlighting the term and compensation. Hegg shared his background of work with the Board, highlighting the housing request calls, calls for housing services, and shared information on the homeless issues for the area. Gerde asked about the annual amount. Hegg indicated his fees are generally \$12,000 to \$13,000. Murray noted the budget item for the contract work is Professional and Tech Fees, along with Professional Services.

The Board discussed the relationship with Glenwood HRA, the training allocation in the contract, and the need for administrative services.

A motion by Rupp, seconded by Rutter, to approve the Administrative Services contract with Glenwood HRA for 2020, motion carried unanimously.

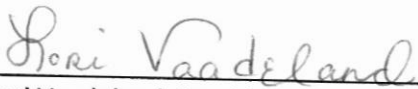
Habitat for Humanity – Lowry Loan Participation: Murray shared the participation agreement with the Board, discussing specifics of the participation, including the legal description, loan terms, and covenants of the agreement. Murray shared that the HRA-EDA had budgeted \$45,000 for the Habitat loan program in 2019, but with repayment to the revolving loan fund, roughly \$48,000 is available.

Board discussed historical participation amounts, Habitat reserve fund with the HRA-EDA, and future habitat loans. The Board also discussed concern regarding the signage and marketing by Habitat for the 2020 home being built at the High School.

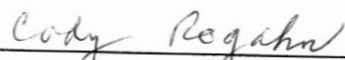
A motion by Gerde, seconded by Rogahn, to approve the participation with Habitat for the Lowry home in the amount of \$45,000, motion carried unanimously.

Adjourn: A motion by Gerde, seconded by Rogahn, to adjourn the meeting at 11:55 a.m., motion carried unanimously.

ATTEST:



Lori Vaadeland, President



Cody Rogahn, Secretary