

OFFICIAL PROCEEDINGS
Pope County Housing and Redevelopment Authority Board
February 6, 2019

The February 6, 2019, Regular Meeting was called to order by Chairperson Lori Vaadeland at 11:01 a.m. with the following members present; Allan Rutter, Commissioner Paul Gerde, Commissioner Cody Rogahn, Lori Vaadeland, Jason Rupp and Greg Vold. Also, present was Barry Hegg, Celeste Rapp, Jeff Gaffaney and Jason Murray.

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

Meeting Minutes: A motion by Rogahn, seconded by Vold, to approve the January 30, 2019, meeting minutes as corrected, 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:

Bill	Amount
Wangsness Ogdahl	\$ 655.00
City of Starbuck	\$ 831.84
City of Glenwood	\$ 25.00
Ecowater	\$ 62.12
Total	\$ 1,573.96

Public Comment: Vaadeland asked if anyone was speaking. Mr. Jeff Gaffaney introduced himself. The Board congratulated him on his recent retirement.

Bay Meadows: Murray shared information regarding the unit freeze up and damages to unit 708. Murray shared that the property manager had reached out to tenants of Unit 708 regarding the condition of the unit since she had not seen the tenants occupy the property in sometime. After speaking with he tenants, the Property Manager entered the unit, finding the toilets froze, microwave running and the furnace not working. The property manager immediately contacted Johnshoy Plumbing and Heating to remedy the issues. Upon inspection, Murray gave permission to shut off water to head off any further damage to the plumbing fixtures. Once the unit was thawed, Johnshoy discovered the water meter in the unit as ruptured and would need repair. Johnshoy also indicated that the in-floor heat had been shut off at the panel.

Murray discussed the board two lease conditions that he felt the tenants had violated:

- A. **Section 6. TENANT PAYS FOR DAMAGE.** Tenant shall pay for all loss, cost, or damage (including plumbing trouble) caused by the willful or irresponsible conduct of Tenant or by a person under Tenant's direction or control.
- B. **Section 33. EXTENDED PERIOD OF ABSENCE FROM UNIT.** The Tenant shall notify the Landlord of an extended absence from the unit during the lease period, planned or by emergency. An extended

absence is defined as greater than ten (10) consecutive days away from unit. The Landlord requires the Tenant to:

- I. Tenant set thermostat (in-floor and forced air) to not less than 55 degrees for the townhome.
- II. Water be shutoff with the City of Starbuck and at the shutoff in the unit.
- III. Tenant coordinate inspection of unit with Property Manager prior to leaving and upon return to the unit.

Murray indicated he had not received all the repair invoices but expected it to be sizable due to Johnshoy having to spend the better parts of 4 days at the unit, replacement of water meter, City shutdown costs (city was out twice), and repair of the in-floor heat system.

The Board discussed the tenant responsibility and cause of damage. The Board requested that Murray assemble the invoices for the repair to the unit and bring back to the Board of authorization to invoice the tenant.

Pope County Annual Township Association Meeting: Murray reminded the Board of the participation in the roundtable discussion following lunch. Board members should come at 12:45 pm to participate. Murray shared that meeting is Tuesday, February 12, beginning at 10 am, and shared an email from the Association Secretary.

Gerde indicated that he would be unable to attend in the afternoon. Gerde felt the Board should be prepared to address the lack of levy with the City of Glenwood and the lack of participation from the City. A long discussion followed on the administrative agreement with the HRA, the benefit the City received with the DW Jones project, and the need to address the levy situation.

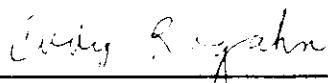
The Board discussed inviting the City to a meeting in March to discuss. Murray indicated he would look at the March 20th meeting and draft an invite.

Adjourn: A motion by Rutter, seconded by Rupp, to adjourn the meeting at 11:37 a.m., motion carried unanimously.

ATTEST:



Lori Vaadeland, President



Cody Rogahn, Secretary