

OFFICIAL PROCEEDINGS  
Pope County Housing and Redevelopment Authority Board  
January 6, 2021

The January 6, 2021, Annual Meeting was called to order by Chairperson Lori Vaadeland at 11:00 a.m. with the following members present Allan Rutter (via teleconference), Commissioner Cody Rogahn, Commissioner Paul Gerde, Lori Vaadeland, Greg Vold, and Jason Rupp. Also, present was Celeste Rapp, Jason Murray and Barry Hegg.

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

Official Proceedings: A motion by Rogahn, seconded by Vold, to approve the December 16, 2020 meeting minutes as presented, motion carried unanimously.

Monthly Bills: Murray reviewed the list of bills, noting the bond payment for Bay Meadows would need to be transferred from the general tax levy account to make the payment. A motion by Rupp, seconded by Gerde, 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>
City of Starbuck	870.65
Bond Trust Services	\$ 475.00
Bond Trust Services	\$ 102,721.25
Mediacom	\$ 683.86
Quinlivan and Hughes	\$ 356.50
Pope County Tribune	\$ 185.60
Minnesota State Auditors Office	\$ 5,901.50
Rapid Respones Plumbing	\$ 1,302.00
City of Glenwood	\$ 25.00
<b>Total</b>	<b>\$ 112,521.36</b>

Public Comment: Murray shared information from the Pope County and the State of Minnesota on the Business Relief Program. Murray noted the County Commissioners will be discussing a policy for Pope County on January 12<sup>th</sup>.

Annual Meeting Resolutions:

Resolution 21-01: Election of Officers and approval of Bylaws: Murray introduced the by-laws and reviewed several points. The Board discussed the current slate of officers and solicited interest from any members interested in serving on the executive committee.

A motion by Rutter, seconded by Gerde, to appoint Lori Vaadeland as Chair, Greg Vold as Vice Chair, and Cody Rogahn as Secretary, and to approve the By-laws as presented, motion carried unanimously.

Resolution 21-02 Designation of Depositories: A motion by Rogahn, seconded by Vold, to designate Glenwood State Bank and Eagle Bank as depositories for the Authority, motion carried unanimously.

Resolution 21-03 Official Newspaper: A motion by Gerde, seconded by Rupp, to designate Pope County Tribune as the official newspaper for the Authority, motion carried unanimously.

Resolution 21-04 Official Posting Place: A motion by Vold, seconded by Rogahn, to designate Pope County Courthouse as the official posting place for the Authority, motion carried unanimously.

Resolution 21-05 Annual Per Diem: A motion by Rogahn, seconded by Rupp, to set the per diem for Commissioners at \$70 per meeting, motion carried unanimously.

Resolution 21-06 Designating 2021 Meeting Dates: A motion by Gerde, seconded by Vold, to designate annual and regular meetings of the Authority, motion carried unanimously.

Vaadeland asked for a motion to suspend the meeting to move to the public hearing. A motion by Rogahn, seconded by Vold, to suspend the meeting and open the public hearing, motion carried unanimously.

Murray shared the purchase agreement terms letter, along with a letter from Mr. Riley outlining his plans for the property and a schematic showing a 60 X 100 building. Murray indicated that he has requested Quinlivan and Hughes review of the documents to satisfy the EDA statutes for building requirements and plans/specifications.

Vaadeland requested any questions from the Board. Vaadeland asked if anyone from the public wished to speak. After asking three times, Vaadeland recognized that the HRA-EDA had received no public comment or letters regarding the sale.

A motion by Rogahn, seconded by Rupp, to close the public hearing and to reconvene the annual meeting, motion carried unanimously.

Bay Meadows: Murray indicated no formal items for Bay Meadows.

Lakeview RV Park Property Lease: Murray shared a letter from Beau Coffee Company, requesting to lease a small portion of the Lakeview RV Park property. Murray shared reviewed the letter, highlighting the lease offer, required needs including electrical, sewer, and water, and ingress/egress flow for customers. The Board discussed the proposal. Vaadeland felt the monthly lease offer was low, citing the City's sewer and water hookup requirements and monthly rates. Vaadeland estimated that the organization would have roughly \$2500 to \$3000 in costs to extend infrastructure and reconnect power. Vaadeland indicated she is supportive of the concept, but would ask staff to investigate the costs of the improvements and monthly rent requirements.

A motion by Rogahn, seconded by Vold, to authorize staff to investigate the costs of the improvements to the site for the potential lease, motion carried unanimously.


Appraisal for Bay Meadows: Murray shared a proposal from Mathew Appraisal for the appraisal of Bay Meadow Townhomes. Murray shared that in 2016, Mathews appraised several of the organization's properties including Bay Meadows. Murray indicated the cost of the appraisal is not to exceed \$3,000.

A motion by Vold, seconded by Rogahn, to authorize the appraisal engagement letter with Mathews Appraisals, motion carried unanimously.

Adjourn: A motion by Rogahn, seconded by Rutter, to adjourn the meeting at 12:13 p.m., motion carried unanimously.

ATTEST:

  
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Lori Vaadeland, President

  
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Cody Rogahn, Secretary