

OFFICIAL PROCEEDINGS  
Pope County Housing and Redevelopment Authority Board  
January 8, 2020

The January 8, 2020, Annual 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 Jason Murray and Barry Hegg.

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

Official Proceedings: A motion by Rogahn, seconded by Gerde, to approve the December 18, 2019 meeting minutes as presented, motion carried unanimously.

Monthly Bills: A motion by Rupp, seconded by Rutter, 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>
Bond Trust Services	\$ 98,281.25
Bond Trust Services	\$ 575.00
McCroly Maintenance	\$ 1,580.00
Barry Hegg	\$ 120.00
City of Starbuck	\$ 842.09
Wangsness Ogdahl	\$ 507.36
Mediacom	\$ 635.47
MN Counties Insurance Trust	\$ 1,928.00
Eco Water	\$ 138.24
<b>Total</b>	<b>\$ 104,607.41</b>

Public Comment: Rogahn discussed a holiday gathering for Board and Staff. Vaadeland indicated she would send out some dates.

Annual Meeting Resolutions:

Resolution 20-01: Election of Officers and approval of Bylaws: Murray introduced the by-laws and reviewed several points.

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

Resolution 20-02 Designation of Depositories: A motion by Gerde, seconded by Rupp, to designate Glenwood State Bank and Eagle Bank as depositories for the Authority, motion carried unanimously.

Resolution 20-03 Official Newspaper: A motion by Rupp, seconded by Gerde, to designate Pope County Tribune as the official newspaper for the Authority, motion carried unanimously.

Resolution 20-04 Official Posting Place: A motion by Rutter, seconded by Rogahn, to designate Pope County Courthouse as the official posting place for the Authority, motion carried unanimously.

Resolution 20-05 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 20-06 2019 Meeting Dates: A motion by Rutter, seconded by Gerde, to designate annual and regular meetings of the Authority, motion carried unanimously.

Bay Meadows: Murray indicated that a few storm door handles and locks are not functioning. Murray shared they are keyed storm door locks made by Wartian. Unfortunately, Hilltop has been unable to find a local distributor. Murray indicated they have found them through a window and door distributor on the internet at a cost of \$45 per handle. Murray indicated he would like to order additional locks to have on hand.

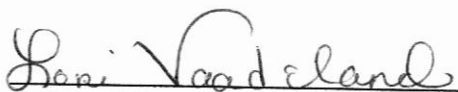
A motion by Rupp, second by Rutter, to authorize staff to order 3 – 4 replacement storm door handle and lock sets, motion carried unanimously.

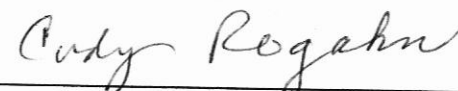
Audit Engagement Letter – Minnesota Office of State Auditor: Murray shared the annual engagement letter with the Office of State Auditor. A motion by Gerde, seconded by Rupp to authorize the 2019 Audit engagement letter with the Minnesota Office of State Auditor, motion carried unanimously.

Additional Items: Vaadeland asked if the HRA-EDA would have interest in setting up a revolving loan fund for businesses within the County. The Board discussed the concept and requested Murray to add the item to the next agenda, along with sharing sample RLF policies for other HRA-EDA's.

Adjourn: A motion by Rogahn, seconded by Rutter, to adjourn the meeting at 11:56 a.m., motion carried unanimously.

ATTEST:

  
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Lori Vaadeland, President

  
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Cody Rogahn, Secretary