

OFFICIAL PROCEEDINGS
Pope County Housing and Redevelopment Authority Board
October 21, 2020

The October 21, 2020, Regular Meeting was called to order by Chairperson Lori Vaadeland at 11:00 a.m. with the following members present Commissioner Allan Rutter, Greg Vold, Commissioner Paul Gerde, Lori Vaadeland, Jason Rupp, and Commissioner Cody Rogahn. Also present was Jason Murray, Barry Hegg, and Celeste Rapp.

Vaadeland asked for any additional items. Murray requested the topic of CARES Grant Recommendations be added to the agenda. A motion by Gerde, seconded by Rogahn, to approve the Board Agenda as amended, motion carried unanimously.

Meeting Minutes: A motion by Rogahn, seconded by Rupp, to approve the October 7, 2020, and October 14, 2020, meeting minutes as presented, motion carried unanimously.

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

Bill	Amount
T & B Lawn Care	\$ 160.31
Alex Brick and Stone	\$ 1,271.22
Dust Busters	\$ 966.38
Phil Johnsrud	\$ 83.21
Total	\$ 2,481.12

September Financials: Murray reviewed the financials with the Board, consisting of the monthly balance sheet, profit and loss, check and deposit registers.

A motion by Rupp, seconded by Rutter, to approve the monthly financials as presented, motion carried unanimously.

Board Per Diem: A motion by Gerde, seconded by Rupp, to approve the month board per diem reports, motion carried unanimously.

Public Comment Period: Murray shared that the County Commissioners had approved the recommendations from the HRA-EDA Board for the first round of CARES Business and Nonprofit Grants. Murray also shared the Commissioners had approved the purchase of 6 tablets for the HRA-EDA through the CARES funds.

Bay Meadows Items: Murray noted that he and Vaadeland met with the Property Manager to review the annual performance. Murray discussed budget for the onsite management for Bay Meadows and noted that the Property Manager continues to focus on 100% occupancy and maintenance issues, specifically challenges with plumbing and heating issues and extensive lawn/landscaping. Murray indicated that he had received no complaints from tenants – tenants have been very supportive of our property manager. Vaadeland shared that she had spoke with several tenants and agreed that they are very supportive of the property manager.

Board discussed current compensation, challenges of managing units without a strong property manager, and the need to maintain full occupancy.

A motion by Rutter, seconded by Rupp, to increase the monthly compensation of the Bay Meadows Property Manager from \$350 to \$375, along with a bonus for 2020 of \$750 for maintaining full occupancy, positive maintenance schedules, and strong tenant support, motion carried unanimously.

CARES Act Funding: Murray noted that in an audit of grant submissions, he had missed two applications in the County's electronic submission software, Lowry Transfer and Dental Health Services – Minnewaska. Murray shared his staff review with the Board. Board discussed eligibility, documented assistance, and other assistance.

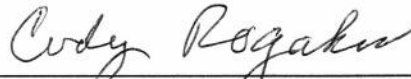
A motion by Rogahn, seconded by Vold, to recommend approval to the County Commissioners for a \$10,000 CARES Business Grant for each applicant, motion carried unanimously.

Adjourn: A motion by Vold, seconded by Gerde, to adjourn the meeting at 11:42 a.m., motion carried unanimously.

ATTEST:



Lori Vaadeland, President



Cody Rogahn, Secretary