

OFFICIAL PROCEEDINGS
Pope County Housing and Redevelopment Authority Board
September 18, 2019

The September 18, 2019, Regular Meeting was called to order by Chairperson Vaadeland at 11:02 a.m. with the following members present Allan Rutter, Commissioner Cody Rogahn, Commissioner Paul Gerde, Lori Vaadeland, Jason Rupp and Greg Vold. Also, present was Celeste Rapp and Jason Murray.

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

Official Proceedings: A motion by Rutter, seconded by Rogahn, to approve the August 26, 2019, meeting minutes as presented, motion carried unanimously.

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

Bill	Amount
Pope County Auditor (Property Taxes on Bare Ground)	\$ 2,014.00
Pope County Auditor (Bay Meadows Property Taxes)	\$ 12,724.00
SR Perspective	\$ 670.32
David Drown Associates	\$ 9,595.88
Glenwood HRA	\$ 3,356.84
Total	\$ 3,356.84

August Financials: Murray reviewed the financials with the Board, consisting of the monthly balance sheet, profit and loss, check and deposit registers. A motion by Rogahn, seconded by Rutter, to approve the monthly financials as presented, motion carried unanimously.

Board Per Diems: A motion by Gerde, seconded by Rupp, to approve the board per diems, motion carried unanimously.

Public Comments: Rogahn on his recent trip to Africa and the amount of poverty in the countries he visited. The article in the Pope County Tribune regarding Habitat For Humanity's partnership with the School was discussed, specifically the commitment of the HRA-EDA participation in acquiring property for the home in Starbuck. Board asked Murray to invite Habitat Leadership to the next HRA-EDA meeting to discuss.

and high-speed access for economic development. Gerde indicated that the letter is due by September 6th to Mr. Gates.

A motion by Rogahn, seconded by Rupp, to authorize staff to draft a letter of support for the grant application, motion carried unanimously.

Bay Meadows Items: Murray shared the following items:

708 Cabinets: Are order and schedule to be installed in early October.

Unit 103 Siding: Siding is on order with Hilltop Lumber. Once delivered, we can schedule the repairs.

2018 Audit: Murray shared the 2018 Pope County HRA-EDA Audit completed by the Minnesota Office of State Auditor. Murray reviewed the management letter with the Board, highlighting net position, changes in net position, capital assets, and outstanding debt. Vaadeland shared that she and Murray participated in a conference call with the auditors, indicating a clean opinion for the organization and only the one finding of the segregation of duties.

A motion by Rutter, seconded by Gerde, to accept the 2018 audit as presented, motion carried unanimously.

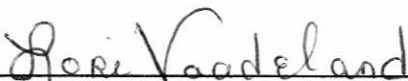
Nelson Housing Project: Murray shared a preliminary design of the duplex units for the Board from Mr. Nelson. Murray shared that Nelson would like to start in the fall of 2020 on a project in Cyrus and work east in Pope County over the next 4 to 5 years, building 2 duplexes (four units). Murray noted that the HRA has budgeted about \$30,000 per duplex (\$60,000 total) to "upfront" financing assistance for Mr. Nelson. Murray requested the direction from the Board on the use of tax increment to repay the HRA-EDA for the land acquisition.

The Board discussed the TIF process, the pros/cons on using TIF, potential property in Cyrus, and the process of working with the City for the proposed development. Murray indicated that Nelson and Murray will try to meet with the City Council in November.

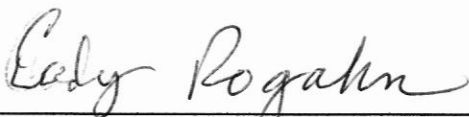
A motion by Rogahn, seconded by Vold, to authorize staff to establish a Tax Increment Financing District for the Cyrus housing project, motion carried unanimously.

Adjourn: A motion by Vold, seconded by Gerde, to adjourn the meeting at 11:54 a.m., motion carried unanimously.

ATTEST:



Lori Vaadeland, Chair



Cody Rogahn, Secretary