

OFFICIAL PROCEEDINGS  
Pope County Housing and Redevelopment Authority Board  
March 15, 2023

The March 15, 2023, regular meeting of the Pope County HRA-EDA was held at the Pope County Courthouse – Community Meeting Room and was called to order by Chairperson Lori Vaadeland at 11:02 a.m. with the following members present; Allan Rutter, Commissioner Paul Gerde, Commissioner Paul Gremmels, Lori Vaadeland, and Jason Rupp. Staff present was Jason Murray and Barry Hegg. Kersten Kappmeyer, County Administrator, was also present.

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

Public Comment: Rupp indicated that Habitat had secured the Peltier-Dean home in Starbuck. The plan is to renovate and sell the home. Board discussed the condition of the home and HRA-EDA remaining debt.

Official Proceedings: A motion by Rupp, seconded by Gremmels, to approve the March 1, 2023, meeting minutes as presented, motion carried unanimously.

Monthly Bills: A motion by Gerde, seconded by Rupp, 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>	
Wangsness Ogdahl	\$	505.67
Quinlivan and Hughes	\$	46.00
City of Glenwood	\$	25.00
<b>Total</b>	<b>\$</b>	<b>576.67</b>

February Financials: Murray reviewed the profit and loss, balance sheet, deposit, and check register with the Board. Murray reviewed the cash balance, fixed assets, and long-term liabilities from the balance sheet with the Board. A motion by Rutter, seconded by Rupp, to approve the monthly financials as presented, motion carried unanimously.

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

Fremad Redevelopment – Asbestos Removal Work Plan: Murray shared a proposal from Enviro-Safe Inc regarding asbestos removal from the Fremad, Law Building, and Buysse Building. Murray noted this proposal is to develop the work plan associated with the project design and management, specifically developing the work plan for removal, disposal, and contract documents. Kappmeyer discussed a few items relating to the work plan.

A motion by Gremmels, seconded by Gerde, to authorize the proposal from Enviro-Safe Inc for the development of a work plan for the removal of asbestos from the three downtown buildings, motion carried unanimously.

Fremad Redevelopment – Recordation Services: Murray shared a proposal from ARCH 3 LLC for the recordation services, as required by the MN State Historical Society Property Report. Total services are estimated at 10,540.88. Murray shared that he reached out to several vendors, including.

Gemini Research – Morris – Retiring declined to submit.

Arts District Image Works – Minneapolis – declined to submit.

ARCH 3 LLC – St Paul

Dimension Images – Eden Prairie – Declined to submit recommended ARCH 3

Hammel Green and Abrahamson – Minneapolis – declined to submit.

Mead and Hunt – Minneapolis – no longer offering the service.

Murray noted that MHPR Guideline requirements and the background data form. Board discussed the SHPO requirement, along with the cost.

A motion by Gremmels, seconded by Rupp, to authorize ARCH 3 LLC for recordation services for the Fremad and Law building, motion carried unanimously.

SHPO Review and Comment: Murray shared the comment letter from SHPO, concurring with the decision to demolish the structures.

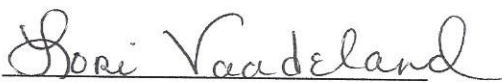
2022 Audit Engagement Letter with MN Office of State Auditor: Murray shared the engagement letter, noting last year OSA charges roughly \$8,800 for audit services. The Board discussed the audit process, in joint with the County's audit with Kappmeyer. Kappmeyer discussed the County's auditing costs.

A motion by Gerde, seconded by Gremmels, to approve the engagement with the Office of State Auditor for the 2022 audit for the HRA-EDA, motion carried unanimously.

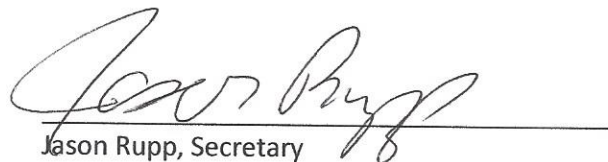
Next meeting: Due to a conflict for staff, the regular meeting schedule for Wednesday, April 5, at 11 am was moved to Thursday, April 6, at 9 am.

Adjourn: A motion by Rupp, seconded by Gerde, to adjourn the meeting at 11:47 a.m., motion carried unanimously.

ATTEST:



Lori Vaadeland, President



Jason Rupp, Secretary