

OFFICIAL PROCEEDINGS  
Pope County Housing and Redevelopment Authority Board  
June 7, 2023

The June 7, 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 11:00 a.m. with the following members present; Allan Rutter, Commissioner Paul Gerde, Lori Vaadeland, Commissioner Paul Gremmels, Jason Rupp, and Greg Vold. Staff present was Jason Murray and Barry Hegg. Joe Niehaus, West Central Community Action Council and Kersten Kappmeyer, County Administrator were also in attendance.

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

West Central Community Action Council – Land Trust Program: Vaadeland introduced Niehaus, thanking him for attending the meeting to discuss the land trust program. Niehaus shared two handouts with the Board, discussing the first handout as a narrative description of the program, how it works, appraisal information, and the benefits of the program for the community. Niehaus discussed the second handout, which was a calculation based showing how the appraisal and equity work in the land trust program. Niehaus stressed the program is there to address long-term affordable housing needs for the community. Niehaus shared examples of other community's use of the program and how it was working. The Board discussed the land trust program for the Starbuck home and the potential of West Central purchasing the home.

Vaadeland also thanked Niehaus and the work crew for cleaning the home of debris and garbage. Niehaus indicated the crew can also assist with some of the improvements needed for the home. The Board discussed the clean-up and renovation of the property.

Public Comment: No formal public comment was received.

Official Proceedings: A motion by Rutter, seconded by Gremmels, to approve the May 17, 2023, meeting minutes as presented, motion carried unanimously.

Monthly Bills: 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>
Wangsness Ogdahl	\$ 500.00
Wangsness Ogdahl	\$ 506.24
Enviro-Safe	\$ 4,270.00
David Drown Associates	\$ 9,300.00
David Drown Associates	\$ 2,500.00
<b>Total</b>	<b>\$ 17,076.24</b>

April 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. Murray noted the change on the balance sheet with Bay Meadows.

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

Fremad Redevelopment – Asbestos Removal Bids: Murray shared the bid summary from the asbestos removal for the Fremad, Law/Bank, and Buysse Buildings. Low bid was VCI Environmental of Lino Lakes, MN. Board discussed the bid summary.

A motion by Gerde, seconded by Rupp, to accept the low bid from VCI Environmental of \$63,340 and to authorize contract, motion carried unanimously.

Fremad Redevelopment – Suitable Course of Action: Murray shared that he has sent the draft of the MHPR reports and photos and the suitable course of action to SHPO, along with several calls, with no response from the representative.

Murray also shared that the Pope County Museum has requested several items from the Bank/Law Buildings to include, night deposit box, light fixtures, doors with transoms and trim work, and sink with side panel. Murray noted most of this is located in the upstairs and was part of the old dental office.

No action was taken by the Board – informational only.

Villard TIF District: Murray noted that CSNP Villard would like to start construction in August, thus if a TIF district was going to move forward, the Board would need to take action to start the process. Murray shared a proposed timeline with the Board and discussed the impacts of the TIF district.

A motion by Vold, seconded by Rutter, to engage David Drown Associates on the modification of the redevelopment plan area #1 and the creation of TIF district #1-2, motion carried unanimously.

Prairie Lakes Habitat For Humanity Home – Starbuck: Murray noted that most of the comments and updates were provided during the discussion with Niehaus.


Starbuck CSNP Starbuck LLC Housing Payment: Murray noted that CSNP Starbuck has completed 6 units, submitting verification to the HRA-EDA of certificate of occupancy permits from the City of Starbuck. Murray noted the agreement with CSNP is for \$15,000 per unit, noting this disbursement would be for \$90,000 for the first 6 units, which includes addresses as 650, 652, 653, 654, 655, and 656.

A motion by Gerde, seconded by Vold, to authorize a payment for completed units of \$15,000 per unit, totaling \$90,000, motion carried unanimously.

Vold asked about the childcare initiatives and noted Douglas County's partnership with Sourcewell. Murray shared a bit of background on Sourcewell and the partnership in Douglas County.

Adjourn: A motion by Rutter, seconded by Gerde, to adjourn the meeting at 12:07 p.m., motion carried unanimously.

ATTEST:

  
Lori Vaadeland, President

  
Jason Rupp, Secretary