

OFFICIAL PROCEEDINGS
Pope County Housing and Redevelopment Authority Board
September 20, 2023

The September 20, 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 11:03 a.m. with the following members present; Allan Rutter, Commissioner Paul Gerde, Lori Vaadeland, Greg Vold, Commissioner Paul Gremmels, and Jason Rupp. Staff present was Jason Murray.

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

Public Comment: Board discussed the Fremad project, with questions on the process and remaining lot excavation and fill. Murray shared challenges with locating water and sewer stubs. Murray indicated that City is working with Johnson Jetliner to televise and locate stubs. Board discussed the Glenwood HRA transition, along with planning commission items for the City of Starbuck.

Official Proceedings: A motion by Gremmels, seconded by Rupp, to approve the September 6, 2023, meeting minutes as presented, motion carried unanimously.

Monthly Bills: A motion by Gerde, 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
Xcel Energy	\$ 92.89
Xcel Energy	\$ 41.36
City of Glenwood	\$ 25.00
City of Glenwood	\$ 54.19
Guggisberg Plumbing	\$ 6,693.11
Fluegel Anderson	\$ 2,283.25
Tom Kraemer Inc	\$ 420.13
City of Starbuck	\$ 85.58
Total	\$ 9,695.51

August Financials: Murray reviewed the 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 also noted the cash balance is elevated due to the County's payment for the Fremad work. A motion by Rupp, seconded by Gremmels, to approve the monthly financials as presented, motion carried unanimously.

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

CNSP Starbuck LLC Payment: Murray presented the remaining certificates of occupancy for CNSP Starbuck on the completion of the townhomes. Murray noted the agreement is for \$15,000 per unit for the remaining 6 units, totaling \$90,000.

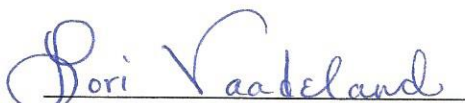
A motion Rupp, seconded by Vold, to authorize payment of \$90,000 for the completion of the final six units, motion carried unanimously.

Fremad Request for Proposals: Murray shared a draft of the RFP, highlighting the goals and objectives of the RFP, along with the proposal requirements, timing for submittal, and review criteria. The Board discussed pushing back the deadline for submittal to February, due to the holidays, a December 15th or January 1 deadline may limit respondents. The Board also discussed the goals and objectives, focusing on development and recoup of investment.

The consensus of the Board was to wait until the next meeting to approve so County and City staff could review and provide any comments.

Adjourn: A motion by Rupp, seconded by Gremmels, to adjourn the meeting at 12:20 p.m., motion carried unanimously.

ATTEST:


Lori Vaadeland, President


Jason Rupp, Secretary

