

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

The November 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 11:01 a.m. with the following members present; Commissioner Paul Gremmels, Greg Vold, Lori Vaadeland, Allan Rutter, and Jason Rupp. Staff present was Jason Murray.

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

Public Comment: No public comment received.

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

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

| Bill | Amount |
|----------------------|---------------------|
| Fluegel Anderson | \$ 210.50 |
| City of Glenwood | \$ 25.00 |
| City of Glenwood | \$ 54.19 |
| Wangsness Ogdahl | \$ 504.69 |
| Quinlivan and Hughes | \$ 276.00 |
| VCI | \$ 54,389.00 |
| Total* | \$ 55,459.38 |

**Please note an additional invoice, with conditions, was approved during the Fremad discussion topic later in the minutes.*

October 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.

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

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

2022 HRA-EDA Audit: Murray reviewed the 2022 Audit with the Board, discussing the introduction letter, independent auditors report, noting “clean” opinion, management discussion and analysis and the basic financial statements with the Board. Vaadeland noted the corrective action plan and discussed the invoices in question regarding the statutory finding. Murray noted that he has already discussed this issue with Wangsness Ogdahl on payments. Murray and Vaadeland shared the exit meeting with the auditing team. Board discussed the finding and the corrective action plan.

A motion by Vold, seconded by Gremmels, to accept the 2022 Audit as prepared from the Minnesota Office of State Auditor, motion carried unanimously.

Housing Trust Fund update: Murray shared the dialogue from the County Commissioner’s meeting regarding the housing trust fund. Murray indicated the next step is to work with the County Administrator on an ordinance and public hearing process.

2024 Annual Contracts:

DDA Management: Murray reviewed the contract, noting a slight increase in the fee structure for management the DDA, from \$3,100 to \$3,150 per month. Board discussed the work requirements and commitments of the contract. Board thanked Murray for his work with the HRA-EDA.

A motion by Rupp, seconded by Rutter, to approve the DDA Contract as presented, motion carried unanimously.

Glenwood HRA Administrative Contract: Murray shared the annual administrative contract with Glenwood HRA, noting the contract is setup on a percentage of director’s salary. Murray discussed the role Hegg/Rostad. Board discussed the changing administrative environment for the HRA-EDA, noting the sale of Bay Meadows and the Fremad project being completed, less administrative and joint property management responsibilities for the position. Board discussed a monthly stipend versus the percentage share due to the reduced responsibilities.

A motion by Vold, seconded by Rutter, to approve the Administrative Agreement with Glenwood HRA, changing from a percentage to \$500 per month stipend, motion carried unanimously.

Resolution #23-11 – Final Levy and Budget Resolution: Murray reviewed the budget for 2024 for the HRA-EDA, discussing housing and economic development projects, and the importance of building a reserve. Murray noted note changes were made from the preliminary budget to the final. Board discussed the budget and final levy for pay 2024.

A motion by Rupp, seconded by Gremmels, to approve Resolution #23-11 establishing the final HRA-EDA levy and budget for pay 2024, motion carried unanimously.

Fremad Items – Murray reviewed the invoice from Joe Riley Construction, along with bid specifications, service contract, and Contegrity with the Board. Based on guidance from Contegrity Group, Murray is recommending the following for payment on the Joe Riley Construction invoice:

Statement of Withholding from Invoice # 23009-1

| | | |
|-------------------------------------|----|-------------------|
| Total Invoice | \$ | 281,107.50 |
| LESS: MNDOT Traffic Contoll/Permits | \$ | (19,850.00) |
| LESS: City Light Pole Replacement | \$ | (1,000.00) |
| LESS: Paving | \$ | (5,582.00) |
| Total Payment Enclosed | \$ | <u>254,675.50</u> |

A motion by Vold, seconded by Rutter, to approve payment of \$254,675.50, motion carried unanimously.

Adjourn: A motion by Rupp, seconded by Gremmels, to adjourn the meeting at 12:27 p.m., motion carried unanimously.

ATTEST:



~~Lori Vaadeland, President~~

Greg Vold, Vice Chair.



Jason Rupp, Secretary