

**Minutes of HRA Crescent Apartments Board Meeting  
Monday, June 13, 2022 at 12:00 pm**

1. Call to Order.

Chair Ken Skaare called the meeting to order at 12:02 p.m. in the Council Chambers at City Hall.

2. Roll Call.

Members present: Rick Scholtes, Ken Skaare, Dan Mensing, and Kim Shaffer

Members Absent: Mark Maher

Staff present: Mary Kennedy-City Administrator and Amy Schaefer- Economic Development Specialist

Staff Absent: Megan Hanson-Haase-Executive Director/Housing Manager

3. Determination of a Quorum.

A. Public Comment.

There were no public comments to report.

4. Approval of Minutes.

The minutes from the HRA Crescent Apartments Board meeting of May 9, 2022, were provided in the HRA packet for the board to review.

***MOTION BY SHAFFER, SECOND BY MENSING, TO APPROVE THE MINUTES OF THE HRA CRESCENT APARTMENTS BOARD MEETING OF MAY 9, 2022. THE MOTION WAS APPROVED UNANIMOUSLY.***

5. Budget update and approval of bills.

A. Bills

B. The Bank Statement

***MOTION BY MENSING, SECOND BY SHAFFER, TO APPROVE THE CRESCENT APARTMENT BILLS AS PRESENTED TO THE BOARD. THE MOTION WAS APPROVED UNANIMOUSLY.***

6. Correspondence/Communications.

There was no correspondence.

7. Old Business.

A. Upcoming Projects for 2022-2023 Capital Funding

Hanson -Haase updated the Board on the upcoming projects with \$106,000 in capital funding, including the 2<sup>nd</sup> half of the elevator project as well as the upgrades of the fire panels. Hanson-Hasse explained that the fire panels will be done all at once because if they are called back to do floor by floor the charge is \$1000 each time. Also included in the plan are some minor landscaping projects.

8. New Business.

A. NAHRO Conference and REAC Training Update

Hanson-Haase gave an update on the 3-day NAHRO conference she attended indicating that she received some excellent information and was able to network with others. She also attended the REAC Training which helped prepare for the next HUD inspection. Hanson-Haase shared that they both were productive and thanked the Board for letting her attend.

9. Other Business.

Hanson-Haase reported that the audit is complete, and she will email the report to the Board members. The audit showed only one deficiency, which is no segregation of responsibilities, as they will get each time since she is the only person.

10. Director's Reports.

A. Vacancy Report

Hanson-Haase reported the apartments are full at this time, but will soon have 3 more due to one moving out, one going to assisted living and one eviction. They will be able to fill them quickly as the waiting list is over 20.

11. Adjournment.

The next Crescent Apartments HRA Board meeting will be held on Monday, July 11, 2022.

***MOTION BY SCHOLTES, SECOND BY MENSING, TO ADJOURN THE MEETING. THE MOTION WAS APPROVED UNANIMOUSLY.***

Skaare adjourned the meeting at 12:08 p.m.

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HRA Chair