

**Minutes of HRA City Board Meeting  
Monday, June 13, 2022, 12:00 p.m.**

1. Call to Order.  
Chair Ken Skaare called the meeting to order at 12:10 p.m. in the Council Chambers at City Hall.
2. Roll Call.  
Members present: Rick Scholtes, Ken Skaare, Kim Shaffer, and Dan Mensing  
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  
Also present: Paula Krook
3. Determination of a Quorum.  
A. Public Comment
4. Approval of Minutes.  
The minutes from the HRA Regular Board meeting of May 9, 2022, were provided in the HRA packet for the board to review.  
***MOTION BY SCHOLTES, SECOND BY SHAFFER, TO APPROVE THE MINUTES OF THE HRA BOARD MEETING OF MAY 9, 2022. THE MOTION WAS APPROVED UNANIMOUSLY.***
5. Budget update and approval of bills.  
The bills were provided in the packet for the board to review.  
***MOTION BY MENSING, SECOND BY SHAFFER, TO APPROVE THE BILLS AS PRESENTED TO THE BOARD. THE MOTION WAS APPROVED UNANIMOUSLY.***
6. Correspondence/Communications.  
There was no correspondence.

Chair Skaare moved agenda item New Business 8A to the be discussed first.

New Business

A. Fourplex Development RFP Completion Contractor Meeting

One person was present for this portion, Paula Krook representing Aaron Lambrecht of Sq Konstruktion. Kennedy opened by explaining that she knows Paula and Aaron as they both worked for APX at the start of this project. Aaron Lambrecht was the original project manager and Paula Krook was the project coordinator, so they are very familiar with the project. Aaron since has gone out on his own and started a construction business, taking Krook with him as well. Kennedy suggested that when Aaron left APX, it was difficult because she had an excellent relationship with him and that seems to be when it all fell apart. He has checked in with her from time to time even after leaving APX. Kennedy updated Krook on where things stand with APX now being that all agreements were terminated, and Building A is just left with its foundation and needs to be finished. The foundation does meet code, but the building inspector did say that the footings should be insulated. There are some materials on site and the plans are ready to go. Kennedy asked if there were any questions relating to the project. Krook inquired if this project was prevailing wage. Kennedy assured her that it is not, as the project is no longer under a grant program so there are no restrictions

to require prevailing wage. Krook shared that they are interested, and she will definitely go take a look at the project site. Skaare suggested that it is a plus that they are already familiar with the project and thanked Krook for coming.

7. Old Business

A. Estimates for Clean up at demo properties

i. J & J Contracting

The proposal from J& J Contracting was presented in the packet with an estimate of \$23,800. for all four properties.

ii. Charles Healey

Charles Healy's email was presented in the packet with estimates on cost and time needed for all four properties.

Skaare explained that although the Healy email was not an official bid, Skaare put the numbers together that Healy provided and came up with a total estimate of \$6,325.00. Skaare added that might be a low estimate but even if it is twice that much, it is still considerably less than J& J. Skaare shared that Healy suggested he could get to the project within a week. Kennedy mentioned that the sentence to serve could also do the clean out as well, but they would get to it whenever they get to it and then the abatement would need scheduling following that. Kennedy recommended that it be split into a 2-year project, the cleaning and abatement this year and save the demolition for next year, as it has been a real big expense. Scholtes suggested having Healy do the clean out since it can be done soon and then they will be ready to schedule the asbestos abatement. Mensing agreed. Kennedy suggested that if Healy is chosen, she would like to see an official bid from him to put in the records. Skaare agreed to get that from him.

***MOTION BY SCHOLTES, SECOND BY MENSING, TO APPROVE CHARLES HEALEY TO DO THE CLEANOUT AFTER THE OFFICIAL BID IS PROVIDED. THE MOTION WAS APPROVED UNANIMOUSLY.***

8. New Business.

This section was moved up to the beginning of the meeting.

9. Other Business.

10. Director's Reports.

A. City Administrator Mary Kennedy's report was included in the packet.

B. Economic Development Specialist Amy Schaefer's report was included in the packet.

Schaefer also inquired if a decision had been made on including the HRA owned lots for the incentive package brought forth by the Workforce group. Skaare believes that getting a house built and on the tax roll is a good idea. Schaefer wondered if the lots can be marketed as move over housing, prompting seniors to downsize and leaving their house to the market that needs housing. Kennedy suggested that thinking outside the box is necessary to come up with housing. Scholtes responded with an idea to possibly change the plan from demolishing the 4 houses owned by HRA to gutting them, and fixing them up for affordable housing. The group agreed that after the clean out, a structural inspection would be needed, and then a decision can be made if it can be gutted and fixed up. Since the goal is to have more housing available the decision was to at least try to take a look at this option.

***MOTION BY SCHOLTES, SECOND BY SHAFFER, TO APPROVE THE ADDITION OF GIVING AWAY THE HRA OWNED LOTS WITH A DEVELOPMENT AGREEMENT TO BUILD WITHIN 18 MONTHS, TO THE INCENTIVE PACKAGE. THE MOTION WAS APPROVED UNANIMOUSLY.***

11. Adjournment.

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

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

Skaare adjourned the meeting at 1:16 p.m.

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HRA Chair