

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

CALL TO ORDER

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

ROLL CALL

Members present: Ken Skaare, Dan Mensing, Mark Maher and Kim Shaffer*

Members absent: Rick Scholtes

Staff present: Mary Kennedy-City Administrator, Amy Schaefer- Economic Development Specialist, and Megan Hanson-Haase-Executive Director/Housing Manager

DETERMINATION OF QUORUM

A quorum present. No public comment.

APPROVAL OF MINUTES

The minutes from the HRA Crescent Apartments Board meeting of August 8, 2022, were provided in the HRA packet for the board to review.

MOTION BY MENSING, SECOND BY MAHER, TO APPROVE THE MINUTES OF THE HRA CRESCENT APARTMENTS BOARD MEETING OF AUGUST 8, 2022. THE MOTION WAS APPROVED UNANIMOUSLY.

The minutes from the HRA Crescent Apartments Special Board meeting of September 1, 2022, were also provided for the board to review.

MOTION BY MAHER, SECOND BY MENSING, TO APPROVE THE MINUTES OF THE HRA CRESCENT APARTMENTS SPECIAL BOARD MEETING OF SEPTEMBER 1, 2022. THE MOTION WAS APPROVED UNANIMOUSLY.

BUDGET UPDATE AND APPROVAL OF BILLS

The Check Summary and Bank Statement were provided in the HRA packet for the board to review.

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

Kennedy inquired about the balance of the capital funding and Skaare directed Hanson-Haase to include the capital funding balance in future monthly packets.

CORRESPONDENCE/COMMUNICATIONS

There was no correspondence.

OLD BUSINESS

August 26 Incident

Hanson-Haase reported there are no updates to give as the tenant involved has not returned the calls from the insurance adjuster. Skaare reminded the Board that in the Special meeting, the suggestion was to place the employee on a 2-week suspension with a written notice placed in his file. The two-week suspension will take place when Hanson-Haase decides it will work without putting strain on other staff, probably the end of September or first of October. Hanson-Haase provided a drafted disciplinary notice for the Board to approve.

MOTION BY MAHER, SECOND BY MENSING, TO APPROVE THE EMPLOYEE DISCIPLINARY NOTICE. THE MOTION WAS APPROVED UNANIMOUSLY.

*Kim Shaffer arrived at 12:12 p.m.

Hanson-Haase inquired if mention of the moving incident and the new garbage policy should be added to her newsletter to the tenants. The Board instructed Hanson-Haase to wait until it is all final and to go ahead and work with the City Attorney to decide if the new policy can be added to the current lease or a separate policy with signatures of tenants and employees when read.

NEW BUSINESS

Resolution 2022-02- Operating Budget

Hanson-Haase explained that she did not receive the paperwork with the information of wage increases yet, so the budget was just a draft including a 3% increase, the same as last year. Kennedy shared that since Scholtes is absent and he is the one with that information, the draft can be approved with the increase and amended, if needed.

MOTION BY MENSING, SECOND BY MAHER, TO APPROVE RESOLUTION 2022-02, PROPOSED OPERATING BUDGET WITH A 3% INCREASE IN WAGES. THE MOTION WAS APPROVED UNANIMOUSLY.

Resolution 2022-03- Mod Vacant (unit 415)

Resolution 2022-04- Mod Vacant (unit 406)

MOTION BY MENSING, SECOND BY MAHER, TO APPROVE RESOLUTION 2022-03 AND 2022-04. THE MOTION WAS APPROVED UNANIMOUSLY.

OTHER BUSINESS

None

DIRECTOR'S REPORT

Hanson-Haase gave a vacancy report noting that all units are full, with a waiting list of about 20.

ADJOURNMENT

The next Crescent Apartments HRA Board meeting will be held on Monday, October 10, 2022.

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

Skaare adjourned the meeting at 12:29 p.m.