

**Minutes of HRA Crescent Apartments Board Meeting  
Monday, November 14, 2022, at 12:00 pm**

**CALL TO ORDER**

Vice Chair Mensing called the meeting to order at 12:00 p.m. in the Council Chambers at City Hall.

**ROLL CALL**

Members present: Dan Mensing, Mark Maher, and Rick Scholtes

Members Absent: Ken Skaare and Kim Shaffer

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

**DETERMINATION OF QUORUM**

A quorum present. No public comment.

**APPROVAL OF MINUTES**

The minutes from the HRA Crescent Apartments Board meeting of October 10, 2022, were provided in the HRA packet for the board to review.

***MOTION BY MAHER, SECOND BY SCHOLTES, TO APPROVE THE MINUTES OF THE HRA CRESCENT APARTMENTS BOARD MEETING OF OCTOBER 10, 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 MAHER, SECOND BY SCHOLTES, TO APPROVE THE CRESCENT APARTMENT BILLS AS PRESENTED TO THE BOARD. THE MOTION WAS APPROVED UNANIMOUSLY.***

**CORRESPONDENCE/COMMUNICATIONS**

There was no correspondence.

**OLD BUSINESS**

**Revenue Recapture**

Hanson-Haase explained that the Revenue Recapture State Audit resulted in closing all accounts from the previous Housing Manager's Recaptures. The old accounts that were at least 3 years old, had been done improperly as the notices didn't have the state statute included and some rules and regulations were not followed. The auditor's suggestion was to close all the old accounts due to inconsistencies in the notifications. The past 3 recent recaptures that have been done by Hanson-Haase were able to stay open with just some additional wording added.

**NEW BUSINESS**

Hanson-Haase reported that the housing software is now going cloud-based, in which she will have a training for. They are only getting the essential package costing \$1,000 versus the premium package which costs \$4,000. There will be a fee for the conversion and training, as well as the monthly fee for the program.

### **OTHER BUSINESS**

Hanson-Haase shared that she received a call from Deanne, of LMCIT, who reported that they finalized the payment for the dog incident at \$2,000.00 and Mr. Cleveland has also added a personal injury claim, but that could take months. Scholtes reported that he also returned a call to Mr. Cleveland, in which he did not answer and had no voicemail set up. Scholtes shared that the police report was given to the County Attorney, who in turn decides if there are criminal charges to be filed.

Scholtes inquired about a furniture disposal fee that Mr. Gotti contacted him about. Hanson-Haase explained that the disposal of old furniture is done through Waste Management and then billed back to the tenant. Mr. Gotti was referring to his bill to dispose of two items, which he was under the assumption would cost \$25 to dispose of a piece of furniture. The real cost of disposal was \$118.00 and Hanson-Haase explained that Waste Management's price increase, taxes, fees, and the fact that he had 2 items, made the bill higher than he had expected. Hanson-Haase shared that Mr. Gotti will be on a payment plan for a year.

### **DIRECTOR'S REPORT**

Megan Hanson-Haase presented the vacancy report.

### **ADJOURNMENT**

The next Crescent Apartments HRA Board meeting will be held on Monday, December 12, 2022.

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

Mensing adjourned the meeting at 12:15 p.m.