

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

CALL TO ORDER

Chair Skaare called the meeting to order at 12:03 p.m. in the Council Chambers at City Hall.

ROLL CALL

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

Staff present: Mary Kennedy, City Administrator; Amy Schaefer, Economic Development Specialist; 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 November 14, 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 NOVEMBER 14, 2022. THE MOTION PASSED UNANIMOUSLY.

BUDGET UPDATE AND APPROVAL OF BILLS

The check summary and bank statement were provided in the HRA packet for the board to review.

Hanson-Haase reported that the elevator upgrade was finished although there will be a couple of big checks included next month that will come from Capital Funding.

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

CORRESPONDENCE/COMMUNICATIONS

There was no correspondence.

OLD BUSINESS

HDS Software Update

Hanson-Haase shared that she attended a meeting last week on Doorways, the new cloud-based software. Hanson-Haase reported it was the middle tier package, not the essential package as previously discussed, which is a \$2,000 purchase along with a monthly fee. The transition will take 6-8 weeks and Hanson-Haase expressed excitement as the program will include a resident portal and be great for HUD compliance.

NEW BUSINESS

Resident Information

Hanson-Haase shared information on a resident that is hoping to move in this week. Hanson-Haase reported that the individual did pass the nationwide background check that she conducted, even though the individual explained a discrepancy on another check that was done by another entity. Skaare reiterated that he just wanted to make sure Hanson-Haase had the information to bring to the Board. Kennedy inquired if there was anything else the HRA should do, as standard practice, if an individual passes the background check. Scholtes noted that a background check should be sufficient.

OTHER BUSINESS

DIRECTOR'S REPORT

Megan Hanson-Haase presented the vacancy report.

ADJOURNMENT

The next Crescent Apartments HRA Board meeting will be held on Monday, January 9, 2022.

MOTION BY SCHOLTES, SECOND BY MENSING, TO ADJOURN THE MEETING. THE MOTION PASSED UNANIMOUSLY.

Skaare adjourned the meeting at 12:16 p.m.