

**Minutes of HRA Crescent Apartments Board Meeting
Monday, January 9, 2023, at 12:00 pm**

CALL TO ORDER

Chair Skaare called the meeting to order at 12:43 p.m. in the Council Chambers at City Hall.

ROLL CALL

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

Members absent: Mark Maher

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 December 12, 2022, were provided in the HRA packet for the board to review.

MOTION BY MENSING, SECOND BY SHAFFER, TO APPROVE THE MINUTES OF THE HRA CRESCENT APARTMENTS BOARD MEETING OF DECEMBER 12, 2022. THE MOTION PASSED UNANIMOUSLY.

BUDGET UPDATE AND APPROVAL OF BILLS

The check summary and bank statement were provided in the HRA packet. Hanson-Haase pointed out the notable negative balance and apologized for the oversight. Hanson-Haase explained that she drafted funds from Capital Funding and Operating Funds too late, and with the timing of the debits and the credits with Wells Fargo, this resulted in three checks being returned as non-sufficient funds (NSF). Mensing reiterated that the plan was to move all the accounts to First Bank and should be done as soon as possible. Hanson-Haase noted that she will share the progress on that later in the agenda.

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

OLD BUSINESS

Bank Account

Hanson-Haase reported that she has requested and is expecting to be granted permission from HUD to move the Wells Fargo account to First Bank, the new checks are ordered, and all ACH transfers are set to come out of the First Bank account. Hanson-Haase noted that IRS payment is still needed to close the Wells Fargo account. The January transactions should all go through First Bank. Scholtes noted that moving forward the Board should get the full bank statement as well as the monthly bank reconciliation. Hanson-Haase shared that she does the reconciliation first and then the accountant does reconciliation and if it is found that Hanson-Haase's was inaccurate, the accountant then corrects it. Skaare noted that when doing a reconciliation, it should balance. Hanson-Haase admitted that hers does not always balance, but the accountant catches it, indicating that the reconciliation varied on its level of inaccuracy depending on what was forgotten or missed. She assured the Board that she would improve with reconciliation and now has a better plan of checks and balances moving forward so the negative balance does not happen again. Hanson-Haase agreed that she can have the monthly reconciliation done in time for each Board meeting.

Shaffer suggested the transfer of the operating funds be the maximum allowed and done on the 1st of the month to cover all expenses. Hanson-Haase then explained how the Capital Funding and the Operating funds can be distributed.

Scholtes noted that two signatures are required for checks and brought forth the paperwork needed from First Bank to update the signature card with Kennedy and Skaare added to the account. Scholtes reminded Hanson-Haase that even the checks for the transfer funds needed two signatures, and that any checks signed without two signatures would not be allowed.

Mensing advised Hanson-Haase to get everything moved and the Wells Fargo account closed, with 60 days being a reasonable time frame. Hanson-Haase agreed. Skaare inquired if the job at St. Luke's is affecting her work time for HRA and Hanson-Haase confirmed that it is not. Skaare then directed Hanson-Haase to include in each month's meeting packet the full bank statement, the reconciliation report, and the Capital Funding Balance.

NEW BUSINESS

None

OTHER BUSINESS

None

DIRECTOR'S REPORT

Hanson-Haase presented the vacancy report with two open units and three in mod vacant with a waiting list of 12.

ADJOURNMENT

The next Crescent Apartments HRA Board meeting will be held on Monday, February 13, 2023.

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

Skaare adjourned the meeting at 1:18 p.m.