

**Minutes of HRA City Board Meeting  
Monday, January 9, 2023, 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, 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 was present. No public comment.

**APPROVAL OF MINUTES**

The minutes from the HRA City Board meeting of December 12, 2022, were provided in the HRA packet for the board to review. Shaffer suggested that the amount of the change order be added to the minutes.

***MOTION BY SCHOLTES, SECOND BY MENSING, TO APPROVE THE MINUTES OF THE HRA CITY BOARD MEETING OF DECEMBER 12, 2022, WITH THE ADDITION. THE MOTION PASSED UNANIMOUSLY.***

**BUDGET UPDATE AND APPROVAL OF BILLS**

The bills were provided in the HRA packet for the board to review.

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

**OLD BUSINESS**

**Demolition proposals**

Skaare addressed the five proposals included in the packet for the demolition of the two houses. Proposals in the packet included Dulas Excavating, DNG Dirt Work and Utilities, Mensing Construction, MAAC, and Tim's Trucking & Excavating. Mensing inquired if the Mensing proposal included digging out the foundation as it only noted the backfill of the foundation. Kennedy explained that she had not spoken with any of the contractors about their proposals but suggested that they all should have included what was in the RFP. A question was also brought up whether the seeding would be done at the end of the demolition. Kennedy brought forth the RFP to double check its wording and found that the removal of the foundation was in fact listed but the RFP did not require seeding.

***MOTION BY SCHOLTES, SECOND BY SHAFFER, TO ACCEPT THE MENSING CONSTRUCTION PROPOSAL, WITH THE CONDITION THAT THE FOUNDATION REMOVAL WAS INCLUDED IN HIS QUOTE. THE MOTION PASSED UNANIMOUSLY.***

**NEW BUSINESS**

**2023 Marketing**

Schaefer indicated that last year the HRA partnered with the EDA on marketing commercials, contributing \$4,000. They were very well received, and the plan is to have a continuation of the commercials but also start some targeted advertising with specific audiences. Schaefer inquired if the

Board has any interest in continuing with this partnership as the EDA meets on Thursday. Kennedy shared that the 2023 marketing budget stands at \$5,000. Skaare suggested HRA partner with EDA again with the amount to be determined later after the EDA meets and solidifies their plan moving forward.

### **OTHER BUSINESS**

None

### **DIRECTOR'S REPORT**

#### **City Administrator Mary Kennedy**

Kennedy provided her update in the packet. Kennedy reminded the Board that there will be a gathering for the outgoing Council members next Monday.

Kennedy also reiterated her hope that the Board read the email to the Council explaining some of the things the HRA has done. Housing is an important topic and wanted the Council aware of programs the HRA has been involved in and some plans moving forward. Schaefer agreed that housing and the workforce are inter-connected and hot topics all over. There was a short discussion about housing, the term "affordable housing" and thinking outside the box and brainstorming ideas to find a solution. Kennedy suggested that she and Schaefer thought of the infill lots, which are smaller lots for people to build on, but may be daunting for people to think about doing architectural plans and the various things to get started on building a new home. Kennedy inquired the group to think about what role they could play in helping facilitate that. Kennedy suggested the HRA could get a contractor to create a set of plans and designs (possibly a couple of options) that would fit the lot, to present to people that would be interested in building on it. That way some of the leg work is already done for them. Shaffer suggested that manufactured homes could also be an option. The Board directed Kennedy to work on that idea.

#### **Economic Development Specialist Amy Schaefer**

Schaefer provided her update in the packet.

### **ADJOURNMENT**

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

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

Skaare adjourned the meeting at 12:43 p.m.