

ROSHOLT HOUSING AND REDEVELOPMENT COMMISSION

Meeting was called to order by President Anderson at 4:00 on **December 14, 2017, 2017** at Rosholt Insurance Agency.

Members Present: Ron Anderson (RA) Linda Simonson (LS), Calvin Ceroll (CC), & Sheri Johnson (SJ)

Members Absent: John Meyen

Also Present: Rosanne Sand HRC Executive Director (ED)

Motion by SJ to approve the agenda. Second by CC. Motion carried.

Motion by CC to approve November 9th Minutes. Second by SJ. Motion carried.

Motion by CC to approve Bills & Financials including of additional payment to Otter Tail. SW Design pay request, with the exception of a partial payment to Whaley's, until all move in plumbing issues are resolved. Second by LS. Motion carried.

OLD BUSINESS

- Back lots on Phase 4- Tabled
- Sidewalk snow removal- Rosanne will take care of.
- Keys & tracking- Keys are copied and a tracking form has been established.
- Auto rent payment discussed. If a tenant wants to pursue this, please contact the ED.
- Discussion was held on garage repairs in Unit 9 & 10. ED will request an estimate from Braun Construction for Unit 10.

NEW BUSINESS

- Bonds were signed with First Independent Bank and REED on December 1st to cover the mortgage of all 14 units. We appreciate all of the work that FIB & REED has done to cover our financing. We would also like to thank SW Design for all of their work in making it possible for us to build another 4 unit building.
- **Motion** by CC to establish a total of \$9660.00 into the FIB savings account to cover security/escrow for all 14 units. Second by LS. Motion carried. BA security deposit will be returned.
- **Motion** by SJ for LS to purchase computer & software for tracking of HRC finances & communications, but not to exceed \$800.00. Second by CC. Motion carried
- **Motion** by CC to close all of Bell & Dakotah Bank accounts ASAP. Funds will be deposited into our FIB accounts. Second by LS. Motion carried. LS will contact JM to close the accounts.
- Move-in update: All tenants in the new building 11-14 have moved in.
 - Alteration request for Unit 14 was granted.
- Punch list items for new building. SW Design is aware of all of the items and will address them after the first of the year.
- Updated Vendor list was reviewed.
- ED M/R report: Unit 7 Door bell fixed, Unit 3 Bathroom plumbing fixed, & Unit 9 Garage being fixed.
- **Motion** by LS to allow ED to spend up to \$500 per month for M/R on all units without board approval. Second by SJ. Motion carried
- **Motion** by LS to give ED a bonus for all she has done during her first month as ED. Second by CC. Motion carried.

Being no further business, **Motion** by SJ to adjourn. Second by LS. Motion carried.

Respectively submitted,
Linda Simonson, Secretary