

HOUSING & REDEVELOPMENT AUTHORITY OF PEQUOT LAKES

AGENDA

Date/Time: Tues, January 20th, 2026 @ 9:30a.m. Location: Sibley Terrace

1. CALL PUBLIC MEETING TO ORDER

2. REVIEW CFP ANNUAL & 5 YEAR ACTION PLAN (Sibley Terrace Only)

a. Documents

3. OPEN FORUM

This is an open forum for residents and members of the public to speak about the CFP ANNUAL & 5 YEAR ACTION PLAN

4. PUBLIC MEETING ADJOURNMENT

1. CALL BOARD MEETING TO ORDER

2. REVIEW AGENDA

3. APPROVAL OF MINUTES, PAYMENT OF BILLS & FINANCIALS

a. Board Minutes: 12.16.25

b. Payment of Bills: 12.1 – 12.31.25

c. Financials: December

4. OPEN FORUM

Time allocated for residents and members of the public to speak. Each person will have two (2) minutes to present to the Board any announcements or concerns. Comments received may be placed on a future meeting agenda for consideration.

5. MAINTENANCE REPORT

a. Parkview II – Bath Fitters

b. Sibley Terrace – Zone Valve bids

c. Project List

d. Boilers License test

6. MANAGEMENT REPORT

a. Occupancy & Activity Report

b. Resolution 2026-01

7. OTHER BUSINESS

a. US Bank Trustee Fee

b. Elections of Officers

8. COMMISSIONER COMMENTS

9. ADJOURNMENT

Housing & Redevelopment Authority of Pequot Lakes

Tuesday, January 20th, 2026

Commissioners present: D. Ronning, S. Pederson, J. Christenson, D. Botham

Also present: Ex. Director A. Yochum, Asst. Director L. Katzenberger, E. Hubbard, C. Nelson, M. Streiff, M. Sprint, L. Gard, C. Grover, J. Schouveller, J. Sondag, J. Schaumburg, L. Hacker

1. Call Public Meeting to Order

9:30 a.m. by D. Ronning

2. Review CFP Annual & 5 Year Action Plan

CFP Annual & 5 Year Action Plan 2022-2026 was reviewed. Will contact HUD field officers in regard to creating a significant amendment to allocate funds from 2025 for the zone valve replacement project. Documents signed.

3. Open Forum

Sibley residents discussed window replacements, dryer issues and re-opening the kitchen. A Sibley resident also gave a compliment on the new parking lot lights. Board stated windows and dryer will be looked at for future projects. Sibley Terrace kitchen will be cleaned and re-opened.

4. Adjournment on Public Meeting

10:03 am **Moved by Botham, Seconded by Christenson, All Ayes; Motion carried.**

1. Call Board Meeting to Order

10:03 a.m. by D. Ronning

2. Review of Agenda

Request by A. Yochum to add Office Computers to Other Business

3. Approval of Minutes, Payment of Bills & Financials

Moved by D. Botham, Seconded by S. Pederson, All Ayes; Motion carried.

4. Open Forum

Sibley Terrace resident asked what properties are managed by the HRA. Resident was told Sibley Terrace, Parkview I & II, Alpine and West Grove Townhomes.

5. Maintenance Report

a. Parkview II unit 205A: Reviewed Bath Fitter's bid for tub replacement. Board requested more bids, including a quote for resurfacing the existing tub as a cost-saving alternative.

b. Sibley Terrace Zone Valve: Three bids reviewed. Bids not directly comparable; clarification needed. Project is planned for Spring/Summer when the boiler system is shut down. A new water softening system will be installed during the same time as the Zone Valves.

c. Project Lists: Board requested monthly updates on Project Lists for each property. Board requested to review the previous approval of purchasing a trailer.

d. Boilers License: Maintenance Engineer is scheduled to take test in February.

6. Management Report

a. Occupancy & Activity Report: Reviewed

b. Resolution 2026-01: Resolution permitting the Executive Director to apply for a credit card.

Motion to approve Resolution 2026-01

Moved by J. Christenson, Seconded by D. Botham, All Ayes; Motion carried.

7. Other Business

a. US Bank Trustee Fee: Reviewed the breakdown of what the trustee charges are on the loan.

b. Election of Officers: D. Ronning nominated J. Christenson for Board Chair.

Motion to approve Board Commissioner J. Christenson to Board Chair

Moved by D. Ronning, Seconded by S. Pederson, All Ayes; Motion carried.

S. Pederson nominated D. Ronning for Vice Chair.

Motion to approve Board Chair D. Ronning to Vice Chair

Moved by S. Pederson, Seconded by D. Botham, All Ayes; Motion carried.

D. Ronning nominated D. Botham for Secretary.

Motion to approve Board Commissioner D. Botham to Secretary

Moved by D. Ronning, Seconded by S. Pederson, All Ayes; Motion carried.

c. Office Computers: Proposal made to authorize computer system upgrade.

Upgrade includes new dedicated server, two RAM upgrades and an IT service contract with local business Geek2Go.

Motion to approve computer system upgrade

Moved by D. Ronning, Seconded by D. Botham, All Ayes; Motion carried.


8. Commissioner Comments

None

9. Adjournment

11:25 a.m. Moved by D. Botham, Seconded by J. Christenson, All Ayes; Motion carried.

Chrm.



Sec.

