

MEETING MINUTES

Present: Adam Bauman, Rick Evans, Lew Conner, Deb Scott Absent: Cathy Erickson, Robin Glaser

Location: Bayview Terrace Meeting Room 505 1st Avenue, Two Harbors, MN

Date: April 14, 2026

Time: Called to order 5:03 PM

AGENDA DETAILS

I. APPROVALS

- a. Meeting Agenda Motion to approve LC, seconded by RE no further discussion
- b. March Minutes Motion to approve RC, seconded by LC
- c. March Financials Motion to approve LC seconded by RC

II. PUBLIC AND PUBLIC COMMENTS

No Public Present

III. COMMITTEE REPORTS

- a. Finance Committee – 2024 Audit, listed findings were anticipated, 2025 audit is in progress with the potential of 2026 audit being completed before the start of the new year. The HRA has identified the need to develop a Financial Management policy that will serve as a point of reference and tool for new personnel and board members. Plans to close out the WF bank account are for the end of April 2026
- b. Housing Committee - North Shore Flats are moving forward. Wetland delineation will be provided by the City of Two Harbors
- c. Personnel Committee – Did not meet
- d. ED Report – Unemployment claim from a former employee was denied, at this time, a subsequent appeal has not been filed. The maintenance worker posting closes on April 15th, interviews will begin on April 23, 2026. The HRA will apply for funding from the Northland Foundation to support a half time social work position. A MOA is undergoing review by the TH HRA and Community Partners that will share and support the social worker position.

IV. NEW BUSINESS

- a. NSPIRE Inspections report has been included in the Board packet, maintenance is addressing the items that can be remedied in-house and contractors have been contacted for bids regarding the items that need to be completed by a licensed contractor.
- b. New HUD SF 245 Operations tracking will be added to our service contract with Loucks and Schwarts at an additional \$150.00 per month

V. OLD BUSINESS

- a. Tree Trimming has been completed by Ricks Tree Service. The intent is to remove dead branches in order to prevent breaking and damage to the vehicles parked below.
- b. Unit Vacancies are one. Unit 504 will be removed from circulation as a benefit for an onsite maintenance worker.
- c. Maintenance and Apartment Turnovers are near completion. We are anticipating shorter turn around once the maintenance vacancy is filled.
- d. Annual boiler and water heater inspections have been completed, a second evaluation of the boiler and water heater will be scheduled to address retrofitting the air exchange for proper functioning and to evaluate the condition of the water heater and leak.
- e. Electronic Door Opener Inside Switch has been completed.

VI. ADJOURN

Motion to adjourn RE, seconded by LC. Meeting adjourned at 17:45

Minutes submitted by Deb Scott