

Two Harbors HRA Board of Commissioners Meeting
March 10, 2027, 5:00 – 6:00 PM
Bayview Terrace Meeting Room 505 1st Avenue Two Harbors, MN 55616



Board Present: Adam Bauman, Rick Evans, Robin Glaser, Lew Conner. Absent: Cathy Erickson

No public present

Meeting was called to order at 5:04 PM

Approval of 2026 slate of Officers: Adam Bauman Chair, Rick Evans Cochair, Cathy Erickson Finance Chair
Will Cathy Erickson and Rick Evans as signatories

Approve Meeting Agenda: Motion to approve the meeting agenda LC, seconded by RE. Will discuss the HRA/CP partnership under New Business

Approve February Minutes: Motion to approve February minutes LC, seconded by RE, no further discussion or corrections

Agenda Items

Committee Reports

Finance Approve January Financial Reports. CD reverted to general checking. Motion to approve January financial reports AB, seconded by LC

Personnel – No need to meet

Housing – March Meeting Cancelled. Progress is being made on the Flats initiative with an anticipated start date in October of this year.

Building and Maintenance

2 remaining vacancies – turn over costs include new flooring in keeping with the December 2024 decision to replace carpeting in the units as tenants move out.

Resolution 103102026 to approve \$38, 000 in capital expenses for: electrical work on the side door and security camera upgrades \$10,000, \$4,000 Northern Door installation of the side door that with accessible button, \$20,000 to clean, prep and turn 3 apartments to include flooring, \$4,000 in water remediation repairs.

Seeking Bids for tree services to mitigate damage from broken and falling branches, preliminary estimate is for \$1,300. Work can begin after the snow has melted.

Water heater was installed in 2018; we were told that it needed replacing with an estimate of \$27,000. Given the age of the heater and that maintenance was able to make a minor repair, we will not replace the heater at this time and will seek a second opinion if replacement is necessary.

Inspections will be March 17 at noon, all preliminary reports and notices have been completed

Director's report

Unaudited financials were submitted late; we will be penalized with 0 points. It is anticipated that 2025 audit will be completed on time, the deadline is June 30th. The loss of points may mean we will lose our qualified status and downgraded to standard. If this is the case, we will be under greater scrutiny.

Pulling one unit out of circulation as designated maintenance employee housing reduces or percentages when we have vacancies, however, it will result in quicker turnovers, and is more cost-effective than contracting the work.

PSB is our formal financial institution – HUD has approved the change. New CC has been received and WF accounts will be closed in April.

New Business

HRA/CP partnership will share a Social Worker position at .8 FTE. The social worker will be an employee of Community Partners, HRA will contract for up to 17 hours per week. Job description and scope of work will be created by CP and then shared with the HRA for review.

Adjourn

Motion to adjourn at 6:04