

Spirit Lake Urban Renewal Agency (SLURA)

Monthly Meeting Minutes

Monday, October 7, 2024

06:30 PM

Spirit Lake City Hall, 6042 W. Maine St.

1. CALL TO ORDER AND COMMISSIONERS ROLL CALL

Meeting was called to order by Treasurer/Acting Chair Melissa Hallas at 6:30pm.

Present: Commissioner Paul Sturm; Commissioner Marc Kroetch, and
Commissioner/Treasurer/Acting Chair Melissa Hallas.

Absent: Chair Becky DeMers.

2. CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

ACTION ITEM

**Motion to Approve Troubleshooting/Training of QBs for SLURA Accounts by
Panhandle Area Council Time Sensitive for Balancing Accounts for October**

Request for Funding - Vicki Coombs

QuickBooks Troubleshooting/Training for SLURA Accounts

By Tricia/Panhandle Area Council (originally set up QBs accts back in
2019 prior to Vicki starting with Council. \$1050.00 for 9/17 & 10/2/24 sessions.
(invoice added to Payables request).

After discussion Commissioner Paul Sturm made a motion to accept the training
sessions as needed to bring SLURA books forward and balance for month/year end
of September 2024. Commissioner Marc Kroetch seconded the motion. **All in Favor**
Vote: AYE, by all three (3) Commissioners present. MOTION PASSED,
APPROVED.

3. CONFLICT DISCLOSURE - NONE

4. CONSENT CALENDAR for October, 2024

ACTION ITEMS

a. Minutes of September 9, 2024

b. Payables

ICRMP Ins., For FY24-25 Yr., Invoice #18026-2025-1	\$ 2,399.50
City of Spirit Lake, CI-PW Requests, Invoice #2024-35	\$52,638.85
CI-Big Park Storage Shed & Roof Repair \$17,588.85	
CI-City Hall Repair of Roof & Add Dormer, \$35,050.00	
Bredeson Law Group, Sept24 Corresp, Invoice #1210	\$ 225.00
NW Vernacular Inc., Sept24 Work, Invoice #2059	\$ 2,756.40
City of Spirit Lake, Sept24 Wages, Invoice #2024-43	\$ 1,055.87
Panhandle Area Council, Sept-Oct Training, Invoice #QBs	\$ 1,050.00
TOTAL PAYABLES	\$60,125.12

c. Financial Report of September 30, 2024

d. Bank Reconciliations of September 30, 2024

e. Committed Funds Report

f. P&L Reports

Commissioner Marc Kroetch made a motion to accept the Consent Calendar Items for October, 2024 as presented and pay invoices. Commissioner Paul Sturm seconded the motion. **All in favor vote: AYE, by all three (3) Commissioners present. MOTION PASSED, APPROVED.**

5. NEW BUSINESS

ACTION ITEMS

Also, Vicki Coombs, Office Assistant, asked that the \$1,050.00 payable item for QBs Troubleshooting/Training be move from the APPROVED Budget FY24-25 Line Item Misc-Admin #2 to Travel & Meetings to cover this Training Invoice.

This would leave Misc-Admin #2 Line Item with a balance of \$24,507.93 and after the payable item of \$1,050.00 is paid would still leave \$500.00 in the line item for Travel & Meetings.

Commissioner Paul Sturm made a motion to accept the Budget FY2024-2025 Line Items change to reflect the payable of \$1,050.00. Commissioner Marc Kroetch seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

6. UNFINISHED BUSINESS

ACTION ITEMS

Re-Visit Short List of Utility and/or Road Projects – Kevin Koesel, Sewell & Associates, LLC.

Included in Commissioners packets were estimates and map from last month's meeting showing \$ amounts need and where and why projects were important to the City. Letters of support for the Water Line Projects (2) also included.

Kevin talked about the two projects and which one would probably be approved faster. He thought the Water System Improvements for Fire Flow along 14th Street is #1 and the City has said their commitment of a \$200,000.00 match toward project is available. This would be a several month project but that it could be completed by December 2025. Commissioner Marc Kroetch stated that this is a priority project, setting the stage for growth in the City.

After more discussion, Commissioners decided to hold off on a vote until all other Unfinished Business items were listened to and addressed.

Requests for Funding – Tim Wilkerson, SL Public Works Director

Additional Funds for Approved City Hall Roof & Dormer Project - \$10,000.00. Actually the amount is \$6,520.00. For safety reasons a new headed at roof line is needed and dormer completed at 20 foot.

After discussion, Commissioner Paul Strum made motion to accept additional amount of \$6,520.00 for City Hall Roof & Dormer Project which brings the total to \$42,520.00 of which the \$35,050.00 is a payable that was approved for payment for October. Commissioner Marc Kroetch seconded the motion to approve the additional amount of \$6,520.00. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

Funding Change for Approved Big Park Parks & Recreation Restroom Roof & Shed

Approved up to \$20,000.00 on 9/9/2024

Want to close out this portion with actual amount of Invoice amount of \$17,588.85; and Open new amount of up to \$700.00 for paint and Tim has Volunteers that will complete painting. (Just a better paper trail). Actual amount for paint is \$512.28. Commissioner Marc Kroetch made a motion to accept the additional \$512.28 for painting of the buildings. Commissioner Paul Sturm seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

Cemetery Cremation Memorial Garden Granite Stone Memorial

This item was on hold from the last meeting because Commissioners wandered if SLURA could grant the City a loan for the Memorial and then once Memorial in place and City starts to sell the spaces they could pay back SLURA. Vicki Coombs, Office Assistant, checked with Legal and the answer was NO, could not be done. So after more discussion it was decided for SLURA to give City PW/Cemetery the money of \$35,502.00 to purchase one Memorial Garden and as the City recups the money they would hold in a fund to purchase the next Memorial Garden. Commissioner Marc Kroetch made motion to approve the \$35,502.00 for the Memorial Garden Granite Stone. Commissioner Paul Sturm seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

Parks & Recreation Playground Equipment

Discussion followed that this is a big purchase and may not really need to be done right now and will revisit a purchase at a later time.

Decorative Tree Wells for Downtown Area

It was discussed that Tim did not talk to SLURA about this and that it was the Coalition. It was stated that it is a good idea and should be done at some point. All agreed they like the "FISH" design in conjunction with Spirit Lake. Possible a community couple to help with this was mentioned. Possibly SLURA could help at a later time.

Colton Acres Park Equipment – Deputy Clerk Dawn Eaton

Dawn talked about the new development getting started by Daum (North of Hwy 54, West of Stern; Barbara area) and that by P&Z law developer needs to give City parcel for possible park or whatever the City deems necessary. Just in talking stage with developer so it could be months or years before the possibility of land for a park in that area. So this is a hold project for possible future dates.

Attention went back to Kevin's proposal for the Water Improvement for Fire Control 14th Street at the amount of \$531,900.00 with a \$200,000.00 City Match for Project.

Commissioner Paul Sturm made a motion to approve the \$531,900.00 for Project. Commissioner Marc Kroetch seconded the motion. **All in Favor Vote: AYE, by all three (3) Commissioners present. Motion Passed, APPROVED.**

7. CITIZEN COMMENTS

8. PUBLIC HEARING – NONE

9. STAFF REPORT AND UPDATES

Next meeting date: **Monday, November 4, 2024**

Next month's meeting early because of the Veterans Day Holiday on the 11th.

10. COMMISSIONER COMMENTS

11. CHAIRPERSON COMMENTS

12. EXECUTIVE SESSION - NONE SCHEDULED

13. ADJOURNMENT

No other business to come before the Commission, meeting was closed at 7:34PM.

Submitted by:

Vicki Coombs, Office Assistant

Approved, November 4, 2024

A handwritten signature in black ink, appearing to read "Melissa Hallas", written over a horizontal line.

Melissa Hallas, Treasurer /
Acting Chair/Commissioner