

Spirit Lake Urban Renewal Agency (SLURA)

Monthly Meeting Minutes

Monday, February 10, 2025

06:30 PM

Spirit Lake City Hall, 6042 W. Maine St.

Chair, Melissa Hallas, entertained to receive a motion to add items to "New Business" on the Agenda. Commissioner Becky DeMers made motion to accept the Agenda changes and Commissioner Paul Sturm seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

1. CALL TO ORDER AND COMMISSIONERS ROLL CALL

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

Present: Commissioner Paul Sturm; Commissioner Becky DeMers, Commissioner Marc Kroetch,

Commissioner Mike Erikson Absent from meeting.

NO Citizens in attendance.

2. CEREMONIES, APPOINTMENTS AND ANNOUNCEMENTS

Packet included an updated Agency Listing of Members and Staff and a updated Meeting Schedule for 2025.

Discussion followed about the August 2025 meeting. Chair Melissa Hallas can not be present on August 11th and asked if we could move the meeting to the 4th or 18th or another date and night.

A motion was made Commissioner Becky DeMers and seconded by Commissioner Paul Sturm to set the August meeting one week earlier on August 04, 2025. **The August meeting is set for the Public Hearing (PH) and Meeting for the Budget FY2025-2026. All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

3. CONFLICT DISCLOSURE - NONE

4. CONSENT CALENDAR for February, 2025

ACTION ITEMS

a. Minutes of Monday, January 13, 2025

b. Payables

Ops

Elam & Burke, P.A., Inv #212407 \$ 424.00

New District Work 2/27/24-12/31/2024

City of Spirit Lake, Invoice #2025-3 \$ 1,536.40

Jan25 Wages, VCoombs

Sub-Total of Ops Payables for February \$ 1,960.40

CI

City of Spirit Lake, Invoice #2024-58 \$ 4,884.55

JAS Invoice for Mainline Water Extension 14th St

Northwest Vernacular, Inc., Invoice #2097

Jan work completed

\$ 1,862.00

Sub-Total of CI Payables for February \$ 6,746.55

TOTAL PAYABLES \$ 8,706.95

c. Financial Report of January 31, 2025

d. Bank Reconciliations of January 31, 2025

e. P&L Reports / Balance Sheet Report of January 31, 2025

f. Committed Funds Report of January 31, 2025

Commissioner Becky DeMers made a motion to accept the Consent Calendar items for February 2025 and Commissioner Paul Sturm seconded the motion. **All in Favor vote: AYE, by all four 4) Commissioners present. Motion Passed, APPROVED.**

5. UNFINISHED BUSINESS

Annual Report FY 2024

The Commissioners were given a "Draft" copy of the Annual Report FY2024 at the January meeting to look over and review. Since then Vicki added a watermark of City Hall to the report for final approval. Commissioner Paul Sturm made a motion to accept and approve the Annual Report as written. Commissioner Becky DeMers seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

6. NEW BUSINESS

ACTION ITEMS

Budget Change Request #2 for FY2024-2025

From Wage Savings	\$3,577.51
Additional Funds for Legal	\$1,000.00
Training \$	\$1,000.00
Additional Funds to Admin #2	\$1,577.51
	\$3,577.51

Vicki explained the Budget Change request as being a Wage Savings as Deputy Clerk II, Taylor Lander, will no longer be a backup for Vicki and SLURA. Her duties have been reassigned to cover the Historic Preservation Commission.

After discussion, Commissioner Paul Sturm made a motion to accept the Budget Change of \$3,577.51. Commissioner Becky DeMers seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

Office Supplies Request

Vicki discussed how the office supplies has worked thus far under this Mayorship and that there is no written policy within SLURA as to any dollar amount for an item that Vicki can order without approval from the Agency. Therefore, she was asking approval to purchase a heavy duty 3-hole punch for her use doing her office duties. She gave the Commissioners copies of specs on two different 3-hole punch units; one \$135.00, the other \$250.00. After discussion, Commissioner Becky DeMers made a motion to accept and approve up to \$300.00 for a 3-hole punch. Commissioner Paul Sturm seconded the motion. **All in Favor vote, AYE, by all four (4) Commissioners present. Motion Passed, APPROVED.**

Vicki thanked the Commissioners and will order a new 3-hole punch.

7. CITIZEN COMMENTS

8. PUBLIC HEARING – NONE

9. STAFF REPORT AND UPDATES

**Workshop / Planning Meeting set for Monday, February 17, 2025
9:00am, City Hall
For Discussion on District Termination and New District Plans
With Connie Krueger, Consultant, Stonehenge Develop & Gov and
Meghan Conrad, Elam & Burke, P.A.**

Next meeting date: **Monday, March 10, 2025**

Vicki has signature cards from bank for new signatures

10.COMMISSIONER COMMENTS

11.CHAIRPERSON COMMENTS

12.EXECUTIVE SESSION - NONE SCHEDULED

Discussion followed about Monday, February 17th Workshop / Planning meeting for Termination of this District and Planning for New District with Connie Krueger and Meghan Conrad from Elam & Burke.

13.ADJOURNMENT

No other business to come before the Commission, meeting was closed at 8:20PM.

Attachments:

Revised SLURA Meeting Schedule
January 13, 2025 Meeting Minutes
Budget Change Request #2 for FY2024-25
Annual Report
Attendee Listing

Submitted by:

Vicki Coombs, Office Assistant

Approved, March 10, 2025

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

Melissa Hallas, Chair / Commissioner