M I N U T E S

PORT AUTHORITY SPECIAL MEETING

WEDNESDAY JANUARY 7TH 2026

4:00 P.M.

CITY COUNCIL CHAMBERS

Members Present: **Jason Baskin, Steven Leif, Jeff Austin, Geoff Smith, Tim Ruzek, Kris Heichel**

Members Absent: **Lee Bjorndal**

Staff Present: **Port Authority Executive Director Craig Clark, Port Authority Attorney Craig Byram, Port Authority Assistant Treasurer Emily Burns**

Others Present: **Engineering Clerk Lauren Bakken, Housing & Redevelopment Authority Director Taggert Medgaarden, Sync Health Representative Dolan Wagner, and Property Owner Terry Hall**

President Baskin called the meeting to order at 4:00 p.m. He welcomed new Commissioner Steven Leif to the Port Authority.

Item #2. – Election of Officers:

Commissioner Heichel made a motion as follows, seconded by Commissioner Ruzek without further discussion:

President	Jason Baskin
Vice President	Jeff Austin
Treasurer	Lee Bjorndal
Secretary	Brianne Wolf
Assistant Treasurer	Emily Burns

Carried 6-0.

Item #3. – Change Order Request – BEEP Grant for 117 1st Ave NW (Sync Health/Terry Hall Property):

Taggert Medgaarden Housing & Redevelopment Authority Director, Dolan Wagner Sync Health, and Terry Hall owner were all present.

Mr. Wagner spoke regarding the exterior wall. He stated once the plastic covering was removed, they discovered the sub straight was completely compromised. The clay system was removed and framing for a new wall was installed. They will not need to add a new curb system so that will save funds.

Commissioner Baskin explained the purpose of the BEEP grant and using it for maintenance and enhancing buildings rather than actual construction. This property is a special circumstance as they cannot enhance the exterior of the building without repairing the compromised wall.

Commissioner Ruzek agreed. He stated he would not want others to be discouraged from projects or applying for the grant.

Commissioner Heichel asked if there are funds available or any other applicants for the BEEP grant.

Mr. Medgaarden stated one has been approved and funded, another one is in the works, but nothing has been submitted. He noted there are still funds available.

A motion for approval of the change order as requested was made by Commissioner Austin, seconded by Commissioner Ruzek. All in favor. None opposed. Motion carried. 6-0

Today's meeting will take place of the regularly scheduled January meeting.

Item #4. Adjournment:

Motion by Commissioner Austin, seconded by Commissioner Heichel, to adjourn the meeting at 4:12 p.m. Carried.

Approved: ____________________________

President: ____________________________

Secretary: ____________________________