



**HOUSING AND REDEVELOPMENT AUTHORITY
MEETING MINUTES**

January 19, 2021 - 10:00 AM

Remote Meeting: <https://meetings.ringcentral.com/j/1481351854>

Board Members present: Mayor Carl Pederson, Rita Watson, Council member Gina Pettie, Becky Schueller and Aaron Duffee.

Staff present: Community Development Director Lezlie Sauter and Executive Director of the Pine City HRA Deb Robelia.

Meeting brought to order at approximately 10:01am.

Approve December 15, 2020 meeting minutes – *Motion to approve the December 15, 2020 meeting minutes by Pettie, seconded by Watson. Motion carried by roll call of Pederson, Schueller, Duffee, Pettie and Watson voting in favor, none opposed.*

Public Hearing opened at 10:04 am

- 1. Annual Statement for Fiscal Year 2021 CFP Grant, Resolution #21-02**
- 2. Coronavirus Response/Action Plan ACOP/Policy Division/within Emergency Disaster Plan, Resolution #21-03**
- 3. Fiscal Year 2021 Fair Market rent increases Studio/Efficiency Apartments Current \$535 to \$538; 1 Bedroom \$540 to \$550, Resolution #21-04**

Public Hearing closed at 10:09 am.

*Motion to approve **Resolution #21-02** by Duffee, seconded by Watson. No discussion. Motion carried by roll call of Pederson, Schueller, Duffee, Pettie and Watson voting in favor, none opposed.*

*Motion to approve **Resolution #21-03** by Pettie, seconded by Schueller. Discussion on stage one social distancing requirement of three feet. Motion carried by roll call of Pederson, Schueller, Duffee, Pettie and Watson voting in favor, none opposed.*

*Motion to approve **Resolution #21-04** by Schueller, seconded by Watson. Motion carried by roll call of Pederson, Schueller, Duffee, Pettie and Watson voting in favor, none opposed.*

Check register review/approval 12/10/20 - 1/13/21, Check #12253 - 12270) – Pettie motioned to approve the check register for period 12/10/20 - 1/13/21 Check #12253 - 12270, seconded by Duffee. Discussion on Next Gen payments. Motion carried by roll call of Pederson, Schueller, Duffee and Watson voting in favor, none opposed.

January 2021 Management Report –

- Robelia provided a summary of the management report through January 13, 2021 highlighting the vacancy and waitlist figures.
- No current tenant issues.
- A breakdown of the Insurance claim costs, payments provided from Insurance as well as payments made to NexGen. The Foundation project for concrete block replacement has proposals pending.
- The Fiscal Year End 2020 Audit has been approved by HUD.
- Robelia gave an overview on the HUD grants and the available balances.
- Scheduling the annual inspections within the next few weeks.

City of Pine City

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- Preparing for recertifications of tenants.

Approve Strategic Plan 2021-2025 – Sauter presented the final version of the HRA 2021-2025 Strategic Plan and Resolution #21-01 approving the plan. Discussion on objective 4. *Motion to approve **Resolution #21,01, Adopting HRA 2021-2025 Strategic Plan** by Watson, seconded by Schueller. Motion carried by roll call of Pederson, Schueller, Duffee, Pettie and Watson voting in favor, none opposed.*

Fawn Meadows & Technology Park Expansion Project discussion (continued) - Sauter provided a memo summarizing the next steps on proceeding with this project. Also included was the MSA Roadmap that listed all of the scenarios, project description of work, timelines and estimated costs of each and correspondence from City Engineer SEH. Sauter intends to call a special joint meeting of the EDA, HRA and Council to discuss next steps and planning steps.

Development Updates – Sauter provided a memo with the following updates:

1. Small Cities Development Program - One housing project has been completed, three are under construction. Funds remain for 11 additional homes within the target areas
2. Federal Home Loan Bank - One housing project is finished, four have been given notice to proceed with construction (2/4 are delayed until spring because the project involves basement work) and three are obtaining bids. Funds remain for 4 additional homes within the City limits.
3. 2nd & 3rd Apartments - Development received approval from City Council to conduct a phased development allowing City staff to administratively review future plans for compliance with development code.
4. Hilltop Cottages - Construction is underway.
5. Timber Pines - Due to the strain that COVID put on banks administering various products to businesses, their financing package was delayed. They will be filling to extend their development site plan approval in February.

Additional Items: None.

Motion by Pettie, to adjourn the meeting at 10:34 am, seconded by Schueller. Motion carried.

Next meeting is scheduled for February 16, 2021 at 10:00 am.

Minutes by: Lezlie Sauter, Community Development Director