



**HOUSING AND REDEVELOPMENT AUTHORITY  
MEETING MINUTES**

**October 20, 2020 - 10:00 AM**

**Remote Meeting:** <https://meetings.ringcentral.com/j/1489562760>

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

**Board Members Absent:** Becky Schueller

**Staff present:** Executive Director of the Pine City HRA Deb Robelia, Community Development Director Lezlie Sauter, and City Administrator Matthew Van Steenwyk.

**Meeting brought to order at approximately 10:05am.**

**Approve August 18, 2020 meeting minutes** – *Motion to approve the August 18, 2020 meeting minutes by Watson, seconded by Pettie. Motion carried by roll call of Pettie, Pederson, Duffee and Watson voting in favor, none opposed.*

**Check register review/approval 8/11/20 – 10/13/20 Check #12200 - 12224-** – *Pettie motioned to approve the check register for period 8/11/20 – 10/13/20, seconded by Watson. Motion carried by roll call of Pettie, Pederson, Duffee, and Watson voting in favor, none opposed.*

**October 2020 Management Report –**

- Robelia provided a summary of the management report through October 13, 2020 highlighting the vacancy and waitlist figures.
- There were two tenant issues/reports that Robelia provided information on. The grievance procedure has been established and the new policy was approved by the board to guide tenants. Robelia provided an overview of the complaints and made note the complaints are being addressed.
- Insurance claim is still a work in progress, the gutters are scheduled to be installed and NexGen is re-inspecting the roofs after Monday, August 10th's storm. Robelia made note of payments from the insurance and NexGen invoicing process.
- On October 13<sup>th</sup> a neighbor's partial willow tree fell on the end of the south wing of the Hillside Court Apts. Robelia did a visual inspection from the ground but NexGen will be coming out to assess if there's any shingle damage once the tree is removed and will address accordingly.
- Robelia gave an update on the POHP loan process noting an extension to September 2021. Robelia seeking new estimates for the related projects.
- Anderson Electric has installed all the CO/Smoke alarms. HUD may have some additional required changes to locations of smoke detectors and additional requirements for GFI's to be installed within 6' of all water sources. Entry lights and front parking light has been replaced with LED lighting and the 2017 grant funds were used to cover costs. Robelia noted that the main intercom system is out and will be replaced this week at an estimated cost of \$2,100.
- Robelia noted that garbage service will be staying with Waste Management with noted increases in services.
- Robelia noted that Premiere provided an evaluation of the building block work but stated that they were not qualified or prepared to provide a full foundation evaluation. Robelia noted additional inspections and review of the foundation blocking. Robelia also noted that bids were being sought for the repair work.

**City of Pine City**

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**Unaudited March 31, 2020 Year-End Financial Reports** - Robelia provided an update related to the 2019/2020 audit. Van Steenwyk provided an overview of the City's Audit.

**2021 HRA Draft Budget** – A discussion was had on the proposed 2021 budget and a potential reduction in levy amount to accommodate a level levy for 2021. Sauter noted the need for discussion on the Fawn Meadows development completion. A discussion to reduce the levy by \$10,000 and remove the programmatic miscellaneous line to \$0.00, from \$8,900. *Motion to approve reduction of the Levy amount by \$10,000 by Pederson, seconded by Watson. Motion carried by roll call of Pettie, Pederson, Duffee and Watson voting in favor, none opposed.*

**Mill Site Redevelopment Project** - Sauter provided an update on the Mill Site Redevelopment project RFP. Sauter noted discussion with developers highlighting hurdles to the development. Sauter noted that staff's recommended direction is to sell the property and allow the private market to redevelop the vacant site. A discussion was had on the potential sale as it relates to our Minnesota Housing Partnership relationship. Sauter noted that there are no requirements attached to the grant funding received to conduct the housing study. The HRA Board recommends to the City Council to proceed with selling the parcel for private development.

**Strategic Plan Discussion** – Sauter provided a summary of two existing housing plans the City participated in with Pine County and as part of the Low Income Housing Tax Credit project. Sauter noted the need for further planning on the completion of the Fawn Meadows development. Direction was provided to staff to summarize the outstanding items from the two plans and create a 1-2 page strategic plan for the HRA to be provided at next month's meeting. Pettie noted efforts for City members to serve as representatives on the County EDA Board. Sauter to draft a revised housing plan for Board consideration at the next month's meeting.

**HRA Levy & Fund Balance** – Staff to verify the HRA loan fund balance. No additional action was taken on this item.

**Development Updates (verbal):**

- a. Small Cities & Federal Home Loan Bank (FHLB) – Sauter noted that additional efforts are needed to keep the program information out in the public to maximize its use.
- b. Pokegama Pines –Sauter noted the development is open and operating.
- c. 2<sup>nd</sup> & 3<sup>rd</sup> Apartments – Sauter provided an update on the outstanding items that have been expressed to Mr. Haug regarding sidewalk, trees and grass seeding, basin inlets and the trash enclosure. A discussion was had on what the holdup is and what actions are being taken by staff including the administrative citation.
- d. Hilltop Cottages – Sauter noted that the project is moving forward.
- e. Timber Pines/Pine City Senior Living –Building permit process has started on the project.
- f. Cross Lake Preserve – A general discussion was had on the completing status of the CLP development.

A note was provided of a future discussion related to the allocation of sale of the Hilltop Cottages land to support the HRA's mission. No action was taken on this item.

**Additional Items:** Sauter provided an update on Don Julio's. Sauter noted the business owner's difficulty in finding the needed staff to proceed with opening.

*Motion by Watson, to adjourn the meeting at 11:22am, seconded by Pettie. Motion carried.*

Next meeting is scheduled for November 17, 2020 at 10:00 am.

Minutes by: Matthew Van Steenwyk, City Administrator

**City of Pine City**