



**HOUSING AND REDEVELOPMENT AUTHORITY  
MEETING MINUTES**

**November 17, 2020 - 10:00 AM**

**Remote Meeting:** <https://meetings.ringcentral.com/j/1493064619>

**Board Members present:** Mayor Carl Pederson, and Rita Watson, Becky Schueller.

**Board Members Absent:** Council member Gina Pettie and Aaron Duffee

**Staff present:** Community Development Director Lezlie Sauter, and City Administrator Matthew Van Steenwyk.

**Staff Absent:** Executive Director of the Pine City HRA Deb Robelia

**Meeting brought to order at approximately 10:09am.**

**Approve October 20, 2020 meeting minutes** – *Motion to approve the October 20, 2020 meeting minutes by Watson, seconded by Schueller. Motion carried by roll call of Pederson, Watson and Schueller voting in favor, none opposed.*

**Check register review/approval 10/14/20 – 11/12/20 Check #12225 - 12240-**) – Watson asked about the October 30<sup>th</sup> Bank NSF fee and if that fee was paid through the HRA account, there's a note on the line item that states "Tenant Rent NSF – plus bank fees – tenant reimbursement to follow" Van Steenwyk to follow up and clarify the charge at the next meeting. *Pederson motioned to approve the check register for period 10/14/20 – 11/12/20, seconded by Watson. Motion carried by roll call of Watson, Pederson, and Schueller voting in favor, none opposed.*

**November 2020 Management Report –**

- Robelia was not present to give an update.
- The Board reviewed and discussed Robelia's summary of the management report through November 12, 2020 highlighting the vacancy and waitlist figures, insurance claim figures, the damage caused by the neighboring properties tree hitting the Hillside Court Apts roof has been repaired by the neighbor's contractor and will be inspected by NexGen, the POHP loan is still in process, conclusion of the Year End 2020 Audit: Unqualified or clean opinion on financials, no legal compliance or internal control findings and the Board agreed that the January 19, 2021 10am Annual Public meeting can be noticed. *Motion to accept the Management Report through November 12, 2020 by Watson, seconded by Schueller. Motion carried by roll call of Pederson, Watson and Schueller voting in favor, none opposed.*

**Strategic Plan Discussion** – Sauter presented a draft 2020 – 2025 HRA Strategic Plan that she created by merging the two plans she presented last month into one document. Sauter gave an overview on the proposed goals and objectives. Discussion was had regarding possibly including more detailed descriptions on how objectives would be accomplished and coming up with a better way to relay rental property information to the public. A suggestion was made for the Pine City Area Chamber of Commerce to share their document listing Pine City Rentals/Apartments with Lakes and Pines/ECHO to make sure all of the rental properties are listed on their website. Discussion was had on the possibility of HRA sponsoring a Rental Property Marking 101 event to have landlords learn the basics on how to advertise, creating a solid lease agreement, tenant and landlord rights. No action was taken and this item will be on the upcoming agenda for the Board's consideration and feedback.

**City of Pine City**

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**HRA Levy & Fund Balance** – Van Steenwyk indicated that no changes have been made and noted reduction on proposed levy by \$10,000 to help keep levy down. At the last Council meeting it was decided that the money from the sale of Hilltop Cottages property was going to the City's Fund Balance with the possibility of being used for HRA projects in the future. Discussion was had on obtaining an estimate for platting and conducting a feasibility study for Fawn Meadows development, a rough estimate of \$30,000 was given being that's close to the amount recently quoted for platting and conducting a feasibility study at the Tech Park. Pederson asked to put this topic on next month's agenda to earmark \$30,000 to start the platting and feasibility study of Fawn Meadows Development.

**Development Updates (verbal):**

- a. Small Cities Development Program (SCDP) – Nicole Klosner, Housing Director at Lakes and Pines provided a memo update on the SCDP. Currently there have been 5 owner occupied applications received and 8 commercial applications. All of the commercial buildings have been inspected and 3 have had the work finished and paid out. These businesses are required to pay back 10% of their loan to the City at 2% interest, so a revolving commercial rehabilitation loan can be developed. Three owner-occupied loans have been closed and work has been started. Two owner occupied homes are in the inspection phase. These homeowners will only have to pay the loan back if they sell the property during their repayment agreement term. Klosner and Sauter will continue advertising and outreach for the program.
- b. Federal Home Loan Bank (FHLB) – Sauter provided a memo update on the FHLB Affordable Housing Program. Currently the City has \$100,000 remaining to be distributed to 4 additional homeowners living within the city limits whose household income must fall under the FHLB Family Size/Income thresholds. All funds must be spent by December 31, 2021. At the end of the program the City will have generated a revenue of \$36,000 for the time and cost to deliver this program to the residents (12% of the grant award). There was no impact on the City's budget and the revenue can be reinvested in future housing redevelopment and programming to fulfill a current or future community need. Sauter clarified that this program is funded completely by private funds. Sauter will continue advertising and outreach for this program.
- c. Pokegama Pines – Apartments are up and running – this item can be removed from the list next month.
- d. 2<sup>nd</sup> & 3<sup>rd</sup> Apartments – 1 out of 3 buildings is constructed. Sauter provided an update on the current planning case for a second amendment to the development site plan for this property. The amendments being requested are to allow for phasing the development and use of a nonconforming trash enclosure. This will be presented to the Planning Commission as a Public Hearing at the November 24, 2020 meeting and then go to Council beginning of December.
- e. Hilltop Cottages – Sauter gave an update that the buildings are under construction and the road is getting put in.
- f. Timber Pines/Pine City Senior Living – Building permit process is moving forward. Sauter has reached out to the development team to review and sign the development agreement. Should their site plan expire, they would have to apply for an extension.

**Additional Items:** Mayor Pederson gave an update that there will be a new Council member starting in January and there's a new Public Works Committee member.

*Motion by Watson, to adjourn the meeting at 10:50am, seconded by Schueller. Motion carried.*

Next meeting is scheduled for December 15, 2020 at 10:00 am.

Minutes by: Carissa Kranz, Administrative Assistant

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