



**HOUSING AND REDEVELOPMENT AUTHORITY
MEETING MINUTES**

December 15, 2020 - 10:00 AM

Remote Meeting: <https://meetings.ringcentral.com/j/1488650004>

Board Members present: Mayor Carl Pederson, Rita Watson, Becky Schueller and Aaron Duffee. Council member Gina Pettie joined at 10:12am.

Staff present: Community Development Director Lezlie Sauter, Executive Director of the Pine City HRA Deb Robelia and Administrative Assistant Carissa Kranz

Meeting brought to order at approximately 10:01am.

Approve November 17, 2020 meeting minutes – *Motion to approve the November 17, 2020 meeting minutes by Schueller, seconded by Watson. Motion carried by roll call of Pederson, Schueller, Duffee and Watson voting in favor, none opposed.*

Check register review/approval 11/13/20 – 12/09/20 Check #12241 - 12252- – Discussion on Audit costs, Robelia gave a rough estimate that additional cost of \$1,500.00 may be due to Redpath in the upcoming months. *Watson motioned to approve the check register for period 11/13/20 – 12/09/20, seconded by Duffee. Motion carried by roll call of Pederson, Schueller, Duffee and Watson voting in favor, none opposed.*

November 2020 Management Report –

- Robelia provided a summary of the management report through December 9, 2020 highlighting the vacancy and waitlist figures. An update was given regarding the account that had an NSF in October the resident has been charged the \$25 fee to their account per the HRA rules & lease.
- Robelia stated there are two probable causes of COVID-19 in the Hillside Court Apartments. A question was asked if these residents have been tested yet, Deb gave the residents information on how and where they could get tested. Duffee stated that through the Pine County website residents can get up to 5 COVID-19 tests per household. Robelia has posted signage throughout the building and tenants have been given guidelines and state mandate information. Normally there's a holiday dinner for the residents in January, this year may be catered from Grandy's and delivered to everyone's apartments Robelia will continue to look into safe alternatives.
- Discussion was had on the following items from the building report:
 - NexGen installed the gutters and did a walk through on December 9th. A few concerns were addressed but no workmanship issues, NexGen offered to install hinges on the downspouts since they lay into the yards further than normal and an electrical box that was not reinstalled. On October 13th a neighbor's partial willow tree fell on the end of the south wing of the Hillside Court Apts. NexGen did a shingle replacement where the tree went through the roof and no interior damage was caused.
 - Circuit breaker was replaced by Anderson Electric. New LED parking light is installed by front entryway and \$1,200.00 of 2017 CFP funders for reimbursement. All exterior light except courtyard light has been replaced with LEDs. Security cameras on the exterior have been rehung and some replaced due to damage.
 - Robelia is continuing to work on locating contractors for getting bids on the foundation replacement project.
- Robelia gave an update on annual in-house inspections, they have been suspended for now; handling emergency/safety issues only. Conclusion of the Year End 2020 audit, Redpath has finished their reporting

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into HUD REAC and finalizing by fee accountant for completion to HUD. Annual meeting public hearing notice went to the paper using last year's day by accident, correct was resubmitted to the paper with RingCentral meeting information and will run for two weeks.

NexGen Invoice – Robelia presented the NexGen Exteriors Inc invoice for the insurance claim in 2020 at a total price of \$149,963.76. Robelia is going through the invoice summary sheet and summarizing items that NexGen quoted but did not replace/fix, with a possibly \$3,500 less that invoiced amount. *Motion to pay in the amount not exceeding \$149,963.76 to NexGen Exteriors, following negotiations of credits that Robelia will work through with NexGen, by Schueller seconded by Duffee. Motion carried by roll call of Pederson, Schueller, Duffee, Watson and Pettie voting in favor, none opposed.*

Review of 2021 Annual Statement for 2021 Capital Fund Financing Program (CFFP) Grant – Robelia gave an overview of the preliminary 2021 Annual Statement/Performance and Evaluation Report from the Capital Fund Program, Capital Fund Program Replacement Housing Factor and Capital Fund Financing Program provided by the U.S. Department of Housing and Urban Development Office of Public and Indian Housing. CFP going into 2021 funds available for four years, total grant amount of \$45,627.00. Robelia noted that everything will be summarized and presented at the annual meeting in January.

Strategic Plan Discussion – Sauter shared the final version of plan 2021-2025, the biggest change is the addition of objective number 7 to Conduct public outreach and initiate education efforts for homeowners, landlords, tenants and housing professionals to improve housing knowledge of the community. With this addition Sauter has reached out to her contacts to see if they would be interested in helping the City host a Landlords/Tenants educational seminar. Pederson injured on the adoption process of the Strategic Plan. Members should review the plan one more time and at the January 19, 2020 meeting members can choose to adopt the Strategic Plan by Resolution.

- **Fawn Meadows Development & Technology Park Expansion** – Sauter gave an overview on the proposed project. Two professional service providers, SEH and MSA have been approached by staff to create rough estimates and an outline of options for the City to consider proceeding forward with the conceptual idea of the Development and Tech Park Expansion. MSA created a Roadmap with 4 Options and the necessary steps to achieve these options as it relates to shovel ready standards and the City's development ordinances. EDA, HRA and Council need to make a decision together on what option they want to proceed with. A joint special meeting will most likely be scheduled in the future. Discussion on what zoning would be the best to buffer between the Tech Park and residential neighborhood, this is a decision that the Planning Commission would need to be a part of as well. Additional discussion was had on the differences between the 4 options with the Skeleton Development possibly being the best option. HRA members will review this roadmap and discuss options at a future meeting.

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

1. Small Cities Development Program - Three housing projects are underway with two additional ones obtaining bids.
2. Federal Home Loan Bank - One housing project is finished, three are underway and four are obtaining bids.
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 - No update, still waiting for the developer to execute the Developer's Agreement and obtain permits.

Additional Items: None.

Motion by Pederson, to adjourn the meeting at 10:57am, seconded by Watson. Motion carried.

Next meeting is scheduled for January 19, 2020 at 10:00 am.

Minutes by: Carissa Kranz, Administrative Assistant

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