



**HOUSING AND REDEVELOPMENT AUTHORITY
MEETING MINUTES**

April 20, 2021 - 10:00 AM

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

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

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

Meeting brought to order at approximately 10:02am.

Approve March 16, 2021 meeting minutes – *Motion made by Schueller to approve the March 16, 2021 meeting minutes, seconded by Watson. On a roll-call vote Pederson, Watson, Schueller, Duffee and Pettie all voted in favor and none against. Motion carried.*

Check register review/approval 3/9/21 - 4/12/21, Check #12293 - 12315) – *Motion made by Watson approve the check register for period 3/9/21 - 4/12-21 Check #12293 - 12315, seconded by Duffee. On a roll-call vote Watson, Schueller, Duffee, Pettie and Pederson all voted in favor and none against. Motion carried.*

April 2021 Management Report –

- Robelia provided a summary of the management report through April 12, 2021 highlighting the vacancy and waitlist figures. There was a noise complaint between residents that has been addressed with the tenant.
- Robelia gave an update from pipe bursts that happened on February 13, 2021. Overall expenses from the heating system and pipe repair was \$9,265.00. Recommendation from State Farm agent not to file a claim, consensus from the members to proceed using Operational funds.
- Robelia is still working on the foundation concrete block replacement project, and received responses from three companies. RAK Construction quoted 75 block replacement, grind out/tuck point approximately 40 blocks and grout under brick walls 30 feet for \$10,240.00 noting there may be more expenses once the area is opened up. *Motion made by Watson to proceed with RAK Construction at the cost of \$10,240.00 to start the foundation block replacement project, seconded by Pederson. On a roll-call vote Pettie, Duffee, Schueller, Watson and Pederson all voted in favor and none against. Motion carried.*
- Operating Subsidy has been submitted to HUD, the 2021 total is \$74,377. HUD has not processed the proration as of 4/12/21 which means they haven't finalized the exact amount yet for 2021.
- Rent recertification has been completed for everyone and submitted to HUD.
- Annual Contributions Contract for 2021 Capital Funds Project has been received from HUD and signed off on \$44,130. The Epic system went down and was repaired as of this week, resubmitting the 2021 CFP, supporting documents and grant updates/closeouts.

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315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081

E-mail: info@pinecitygov.com | Website: pinecity.gov/office.com

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- 2021 Lawn contract has been submitted and signed by Premier with no price increases from 2020 to 2021.
- As of May birthday lunch celebrations are scheduled to continue, they have been suspended since March 2020 due to COVID-19 restrictions.

Motion made by Pettie to accept the April 2021 Managers Report as presented, seconded by Duffee. On a roll-call vote Pederson, Watson, Schueller, Duffee and Pettie all voted in favor and none against. Motion carried.

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

1. Small Cities Development Program - One housing project is finished and 3 are currently under construction. Two new applications were received in the past month for a total of 6 participating households out of the 15 that can be assisted.
 - a. Sauter will be reaching out to Klosner at Lakes and Pines to see if they are able to open the project target area to the entire city limits.
2. Federal Home Loan Bank - Two housing projects are finished, 3 are underway, 4 are obtaining bids and 2 new applications were received this past month for a total of 11 participating households out of the 12 that can be assisted. Even with these 11 participating, we can probably help an additional 1-2 more households because each household did not use the full grant award.
 - a. Sauter explained that there were a few projects that did not use their full grant amounts and that she would like to reach out to the bank to see if the unspent carry over grant funds could be used to help a project that is set to exceed their grant amount.
 - b. Discussion was had on how Committee/Council members can help spread the word about these two housing programs. An idea was presented by Pettie to take the existing graphic and create a QR Code that links straight to the City’s website where applicants can find information and applications relating to both the Small Cities Development Program and the Federal Home Loan Bank Program.
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. Nothing new since last month.
4. Hilltop Cottages - Construction is underway. Nothing new since last month.
5. Timber Pines - Developer requested and received an extension on the development site plan approval at the April 7 City Council meeting. They intend to submit building plans within the next 4-6 weeks and the developer’s agreement is nearly fully executed (City Council approved the DA in July 2020, the developer just needs to sign and submit the required escrow).
6. Fawn Meadows & Technology Park Expansion - The City Council selected the [proposal from MSA](#) to conduct the survey & soil testing work with the intention to have the HRA, EDA and City split the costs equally. The total contract was for \$46,850 and includes: ALTA survey (valuable to become “shovel ready”), wetland delineation, geotechnical investigation, environmental site assessment (Phase I), and an archeological review. The goal is to have this project finished by June 30, 2021 (for presentation at July meetings).
 - a. *Motion made by Pettie to approve the expenditure/transfer of \$15,617.00 for the Fawn Meadows project from the HRA fund 213 to an established project fund within the City for the Fawn Meadows project, seconded by Schueller. On a roll-call vote Pederson, Watson, Schueller, Duffee and Pettie all voted in favor and none against. Motion carried.*

Additional Items: Pederson requested an update on the Mill Site Project. Sauter stated the Council approved moving forward with selling the Mill Site parcel to the interested developer for

City of Pine City

\$1.00 and the City will apply for a DEED grant to help fund the remediation costs. These costs may range from \$90,000.00-\$100,000.00. Pederson requested it be added to the upcoming City Council meeting to ask Council to use the Hilltop Cottages property sale funds towards the Mill Site Project remediation costs.

Motion made by Watson to adjourn the meeting at 10:29 am, seconded by Schueller. Motion carried.

Next meeting is scheduled for May 18, 2021 at 10:00 am.

Minutes by: Carissa Kranz, Administrative Assistant