



**HOUSING AND REDEVELOPMENT AUTHORITY
MEETING MINUTES**

May 18, 2021 - 10:00 AM

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

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

Absent: Rita Watson

Staff present: Executive Director of the Pine City HRA Deb Robelia and Administrative Assistant Carissa Kranz.

Meeting brought to order at approximately 10:02am.

Approve April 20, 2021 meeting minutes – *Motion made by Pettie to approve the April 20, 2021 meeting minutes, seconded by Duffee. On a roll-call vote Pettie, Duffee, Schueller and Pederson all voted in favor and none against. Motion carried.*

Check register review/approval 4/13/21 -5/11/21, Check #12316 - 12326) – *Motion made by Pederson approve the check register for period 4/13/21 - 5/11/21 Check #12316 - 12326, seconded by Pettie. On a roll-call vote Pettie, Duffee, Schueller and Pederson all voted in favor and none against. Motion carried.*

May 2021 Management Report –

- Robelia provided a summary of the management report through May 11, 2021 highlighting the vacancy and waitlist figures. Robelia noted that 1 resident is moving out in May and another in June. There are enough applicants on the waitlist that Robelia will be able to fill the apartments.
- RAK Construction started the foundation concrete block replacement project on May 12th. They were going to be replacing 75 blocks, grinding out/tuckpointing approximately 40 blocks, grouting under brick walls about 30ft for a total of \$10,240.00 This expense was approved at the April 20th HRA meeting. However, once RAK started the project there were bigger issues with the blocks and wing walls. An evaluation needs to be done to assess damages from drainage and grading and get a cost estimate on fixing the issues. A lengthy discussion was had on different options to assess the issues. *Motion by Pederson to bring City Engineer SEH in to evaluate the building foundation, create a cost estimate on drainage and grading plan to address future problems and prioritize which problems needs to be addressed first utilizing Capital funds that are in the 5 year plan to fix these problems, seconded by Duffee. On a roll-call vote Schueller, Duffee, Pettie and Pederson all voted in favor and none against. Motion carried.*
- Robelia is finishing paperwork to the fee accountant so they can close out the FYE March 31, 2021 financial and have everything ready for the audit.
- Robelia noted that the part time maintenance person is retiring and will have their last day on May 31st which is also Robelia's last day. Kim's Cleaning has been going in three times a week (Monday, Wednesday and Friday) to sanitize and clean the building for \$1,500.00 a month, that cost has been covered by COVID relief money but eventually will be over budget.

City of Pine City

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HRA Executive Director Robelia - Resignation (May 31, 2021) Executive Director Transition Plan

1. Review/Approve job description and salary range - item was tabled.
2. Review/Approve job posting - item was tabled.
3. Identify application reviewers and interview team - item was tabled.

A lengthy discussion was had on the Executive Director and Maintenance worker job descriptions and the possibility to have them reviewed by the City's HR team to align the descriptions with other City descriptions. Discussion on if the recently approved Building Maintenance Manager position would be able to manage Hillside Court as well as the other City owned buildings. *Motion by Schueller, to recommend the job descriptions for Executive Director and Maintenance worker to go to the City's HR team/Executive Committee to go through reorganization process the City is currently conducting and if the addition of these two job descriptions raises the cost of the current HR contract that the HRA will pay the difference, seconded by Pederson. On a roll-call vote Schueller, Duffee, Pettie and Pederson all voted in favor and none against. Motion carried.*

Additional discussion on the possibility of the City taking over financial responsibility of the HRA by combining the EDA and HRA and the need for whoever is handling the finances to understand the HUD side of the finances. No official action was taken.

Robelia will create a plan on how things can move forward during her transition and a cheat sheet of all the different deadlines that the Board should be aware of. Discussion was had on creating a contract for Robelia to continue to help during the transition period for 5 hours a week or so. Pederson noted that he would reach out to the Executive Committee regarding the position descriptions, ask if the Interim City Administrator would be able to help during the transition period and if they could create a contract for Robelia.

Kranz to set up a Special HRA RingCentral meeting for Thursday, May 27th at 1pm to discuss the Executive Director transition plan.

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.
2. Federal Home Loan Bank - Two housing projects are finished, 3 are underway, 2 are in the contract award process and 2 are obtaining bids and 2 are waiting for inspections & their scope of work to be developed. There are a total of 11 participating households out of the 12 that can be assisted. There is enough grant money left to rehabilitate a 13th household.
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. The building permit was submitted to build the 2nd apartment building.
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. The Development Agreement & Stormwater Maintenance Agreements were renewed and mailed for recording this month.
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

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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). Soil borings were done within the last week or so.

The City Council approved an Agreement for Community Development and General Government Services between Pine County & the City of Pine City, so there will be some continuity of the administration of the City’s development projects by the departing Community Development Director in her new role as the County’s Economic Development Coordinator.

Motion made by Schueller to adjourn the meeting at 11:21am, seconded by Duffee. Verbal vote, all in favor.

Next regular meeting is scheduled for June 15, 2021 at 10:00 am.

Minutes by: Carissa Kranz, Administrative Assistant