



## HOUSING AND REDEVELOPMENT AUTHORITY

### Draft MEETING MINUTES

June 15, 2021 - 10:00 AM

Hybrid In-Person & Remote Meeting: <https://meetings.ringcentral.com/j/1481351854>

**Board Members present:** Mayor Carl Pederson (in-person), Council member Gina Pettie (in-person), Becky Schueller (in-person) and Rita Watson (remote).

**Absent:** Aaron Duffee

**Staff present:** Executive Director of the Pine City HRA Deb Robelia (in-person), Interim City Administrator Lynda Woulfe (in-person) and Administrative Assistant Carissa Kranz (remote).

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

#### Discussion on a new meeting date & time

Member Duffee indicated prior to the meeting that he will no longer be able to attend the 10am HRA Board meetings due to a position change. *Motion to change HRA Board meeting time to the third Tuesday of the month at 2:00 or 2:30 pm, seconded by Pettie. Verbal vote all in favor and Watson voting in favor via camera. Motion carried.*

**Approve May 18, 2021 regular and May 27, 2021 special meeting minutes** – *Motion made by Pettie to approve the May 18, 2021 regular and May 27, 2021 special meeting minutes, seconded by Schueller. Verbal vote all in favor and Watson voting in favor via camera. Motion carried.*

**Check register review/approval 5/12/21 - 6/8/21, Check #12327 - 12355** – *Motion made by Pettie approve the check register for period 5/12/21 - 6/8/21, Check #12327 - 12355, seconded by Pederson. On a roll-call vote Watson via camera, Pettie, Schueller and Pederson all voted in favor and none against. Motion carried.*

#### June 2021 Management Report –

- Robelia provided a summary of the management report through June 8, 2021 highlighting the vacancy and waitlist figures and explained two recent tenant issues.
- Foundation Project update (concrete block replacement at Hillside Court Apartments). Robelia met with City Engineer Steve Rhodes from SEH on June 10th and he noted grading issues and the possibility of installing flashing across the concrete. SEH will be doing a survey of property and put together a proposal. Consensus among the members for Robelia to continue working with RAK to do any additional work needed.
- Robelia gave an update that they are switching waste haulers to Talon Sanitation due to the flexible pickup they can provide at a comparable price.
- On May 19th an energy audit was conducted with Minnesota Energy. It took roughly 3 hours, they wrapped furnace pipes, checked insulation in the mechanical room and checked insulation in the attic. Minnesota Energy provided aerators and shower heads to put in all units during the in house inspections. The final report has not been completed yet and once received will be

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emailed out to Board members for review. Robelia noted that the attic insulation still needs to be done, the project costs will be covered by a Pohp Loan that needs to be closed out in order to receive funds. Brian's Insulation out of Isanti completed the bidding process and was awarded the project.

- All Fiscal Year Ending (FYE) 2021 reports have been submitted to the Auditors at Redpath.
- Robelia noted that residents have been advised that she will be moving to a part time status and the HUD is starting their inhouse apartment inspections in July.

*Motion by Pettie to approve management report as presented, seconded by Watson. Verbal vote all in favor and Watson voting in favor via camera. 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.
2. Federal Home Loan Bank - Two housing projects are finished, 3 are underway, 2 are in the contract award process, 2 are obtaining bids, 2 are waiting for inspections & their scope of work to be developed and 2 new applications came in last week. Originally the project would fund 12 households. However, there was enough grant money to rehabilitate 13 households. With the additional 2 applications received last week we are at a total of 13 households and will be very close to spending all of these funds.
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. Pederson asked if the developer has complied with outstanding issues such as the garbage enclosure and sidewalk installation. Woulfe will check with Luedtke and send an email update to the group.
4. Hilltop Cottages - Construction is underway. The contractors are installing water and sewer this week.
5. Timber Pines (Pine City Senior Living)- The developer has submitted building plans to the City's Building Official, Rum River Construction Consultants, so within the next several weeks we can probably expect to see dirt moving. Rum River has enough staff capacity to review the building plans in a timely manner and will charge the state approved fee per the state and Council approved fee schedule.
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). Soil borings were done within the last week or so.
7. Mill Site - Purchase agreement has been fully executed; we are waiting for the closing date. The developer may need to start on the apartment building first and then do the garages to allow the MPCA to do soil remediation at the site.

Choice Neighborhoods Planning Grant - Robelia shared a grant opportunity with the Board and noted that HUD is offering \$5million in planning grants. Woulfe stated that we could use our Economic Development contract with Lezlie Sauter at Pine County to apply for the grant. Robelia will email the information to Woulfe so she can share it with Sauter.

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**Updated draft job descriptions** The City's contracted HR team BerganKDV reviewed the current position descriptions and updated them as presented.

**HRA Executive Director** - The board reviewed the updated position description and discussed the possibility of the City taking over the financial responsibility of the HRA. Woulfe explained that HRA's are under the rules provided by HUD and since the City does not currently have a person in place to take on this responsibility, when hiring for a Finance person we would need to make sure they have a knowledge in HUD, which can be complicated if you are unfamiliar. Robelia noted missing information on the Executive Director job description and that BerganKDV will work on the salary range once the position description has been approved. Discussion changes needed to be made including removing the list of programs under the second line in the Major Job Accountabilities/Essential Functions and replacing the wording with REACT programing and to add a line under a High importance to state Assist with annual inspections for HUD certification. *Motion by Pettie to approve the HRA Executive Director position descriptions with noted changes, seconded by Pederson. Verbal vote all in favor and Watson voting in favor via camera. Motion carried.*

**Maintenance Worker** - The board reviewed the updated position description, references to wages need to be removed. *Motion by Pederson to approve updated Maintenance Worker job description and removing references to wages and benefits, seconded by Pettie. Verbal vote all in favor and Watson voting in favor via camera. Motion carried.*

Woulfe gave an update on her conversations with the Braham HRA and Pine County's HRA. Braham does not have the capacity at this time and Pine County stated they are willing to take on the Administration and Maintenance of the Hillside Court Apartments. Woulfe is scheduling a meeting with Pine County and Robelia for next week. Updates to follow after that meeting.

*Motion to adjourn the meeting at 11:04am by unanimous consent.*

Next regular meeting is scheduled for July 20, 2021 at 2pm.  
Minutes by: Carissa Kranz, Administrative Assistant