



**HOUSING AND REDEVELOPMENT AUTHORITY
MEETING MINUTES
August 18, 2020 - 10:00 AM
Remote Meeting – RingCentral ID 1489016961**

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

Board Members Absent: Mayor Carl Pederson and Rita Watson

Staff present: Executive Director of the Pine City HRA Deb Robelia, Community Development Director Lezlie Sauter and City Administrator Matthew Van Steenyk.

Other Board/Committee members present: Wally Connaker via phone

Meeting brought to order at approximately 10:05am.

Approve July 21, 2020 meeting minutes – *Motion to approve the July 21, 2020 meeting minutes by Pettie, seconded by Duffee. Motion carried by roll call of Pettie, Duffee and Schueller voting in favor, none opposed.*

Check register review/approval (7/16/20 – 8/10/20 Check #12193-12199-) – *Schueller motioned to approve the check register for period 7/16/20 – 8/10/20, seconded by Pettie. Motion carried by roll call of Pettie, Duffee, and Schueller voting in favor, none opposed.*

August 2020 Management Report –

- Robelia provided a summary of the management report through August 10, 2020 highlighting the vacancy and waitlist figures. No tenant issues to report.
- Insurance claim is still a work in progress, NexGen is re-inspecting the roofs after Monday, August 10th storm.
- Robelia gave an update on the POHP loan process, she met on Thursday w/ MHP to revisit her plan and will move forward. Closing to tentatively take place at end of the year.
- MN Department of Commerce and Lakes and Pines Weatherization Divisions (grant funds) for energy savings work, all paperwork has been submitted but the program has been canceled for this year.
- Anderson Electric has installed all the CO/Smoke alarms and are waiting to install lights in the front entrance & parking lot.
- The Energy Audit with Minnesota Energy scheduled date to be determined.
- Annual in-house inspections are scheduled for late August 2020. HUD annual inspections will be proceeding forward this year starting in October 2020 they are using a map of COVID-19 hotspots/least cases to determine where to begin inspections in the country.
- Robelia stated that she is working on the Year End Audit with Redpath this week.

Strategic Plan Discussion – Sauter provide a history of the past efforts on this item. Additional discussions were tabled to the September HRA meeting to allow a for full attendance of HRA board members.

2017 Pine County Housing Implementation Plan

City of Pine City

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Pine County Strategic Housing Action Plan HRA Levy & Fund Balance

A discussion was had on rental properties and maintaining a balance on the owner vs rental statistics. A discussion was had on how new rentals are added to the list and what steps are taken when someone doesn't report. Additional discussions were had on the work load of staff related to projects and future project capacity.

Development Updates (verbal):

- a. Mill Site Redevelopment Project RFP – Sauter has updated the City's website and linked it for the HRA to review and share. Sauter noted the RFP was extended to November 2nd, 2020.
- b. Small Cities – Sauter provided an update that there are 5 Owner Occupied projects in the works. One has begun work, one is waiting to do a loan closing on a bid that has been selected, one is in the bidding process and two are in the inspection process. Lakes and Pines is hoping to have these two properties inspected by the end of the week. Pro Direct Flooring (Carpet Unlimited), Mom's Parkside Café and Pizza Pub have all had loan closing and work has started. The Flower Box, Chubby's Sports Bar and Three Twenty Brewing are all in the bidding phase. Opening Target Area B generated new applications to be sent out and they are just waiting to receive them back from the applicants.
- c. Federal Home Loan Bank (FHLB) – 8 applications have come in of the 14 homeowners requesting applications, and the program is moving along. Sauter provided an update that one project has officially pulled building permits. Recap: our Safety Inspector, Andy L. has inspected 5 properties, 1 applicant has been denied and was not income eligible. All applicants are required to get their own bids. All special needs categories have been met. Sauter noted that additional efforts are needed to keep the program information out in the public to maximize its use.
- d. Pokegama Pines – Sauter noted that the final inspection is complete on the motel section. Additional work is underway on the home building.
- e. 2nd & 3rd Apartments – Sauter provided an update on the outstanding items that have been expressed to Mr. Haug regarding sidewalk, trees and grass seeding, basin inlets and the trash enclosure.
- f. Hilltop Cottages – Closing pushed back, due to MN Housing needed additional documents to proceed. Staff is working to get them all documents needed in a timely fashion. The City Council may need to approve resolutions at the August meeting. Closing is planned for September 1st. At the July 1st City Council meeting they approved the amendment to the site plan to waive the requirement of public use of the playground and the park dedication fee and the Development Agreement & Stormwater Maintenance Agreement.
- g. Timber Pines/Pine City Senior Living – Council approved Development site plan and Development Agreement & Stormwater Maintenance Agreement. Sauter noted that the developer will be looking to access PACE to assist with the project.

Additional Items: No additional items were presented.

Motion by Pettie, to adjourn the meeting at 10:24am, seconded by Duffee. Motion carried.

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

Minutes by: Matthew Van Steenwyk, City Administrator