



MINUTES

HRA

2:00 AM - Tuesday, August 15, 2023
City Hall Council Chambers

The City of Pine City Council met in HRA on Tuesday, August 15, 2023 at 2:00 AM in the City Hall Council Chambers.

1. CALL TO ORDER

Board Members: Mayor Carl Pederson, Councilor Dave Hill, Nancy Mach, and Tracie Peterson

Board Members Absent: Vice Chair Becky Schueller and Rita Watson.

Staff Present: City Administrator Scott Hildebrand, Community Development Director Mike Gainor, Administrative Assistant Tabitha Pickett

Others Present: SMR Management representatives Kristen Mallak and Rachel Malecka, SEH Greg Anderson, and Fred Stelter

1.1. WELCOME NEW HRA BOARD MEMBER, TRACIE PETERSON

Welcome aboard Tracie!

2. OPEN FORUM

3. APPROVE MEETING MINUTES

3.1. MOTION TO APPROVE THE JULY 18, 2023 HRA MEETING MINUTES BY MACH, SECOND BY HILL. MOTION CARRIED.

3.2. MOTION TO APPROVE THE AUGUST 1, 2023 SPECIAL MEETING MINUTES BY MACH, SECOND BY HILL. MOTION CARRIED.

4. HILLSIDE COURT UPDATE

4.1. SMR MANAGEMENT STAFF REPORT

Mallak reported that there isn't much going on. They have a few vacancies, but they have a long waiting list they are working through. There is a process that needs to be followed and they are following it.

4.2. APPROVAL OF FINANCIALS

Motion to approve the check register by Hill, second by Pederson. Motion carried.

Mallak stated that a big check for property insurance came out last month to State Farm. The Committee requested that in May of 2024 Mallak bring quotes for property insurance quotes.

4.3. REVIEW AND APPROVAL OF CIVIL RIGHTS CERTIFICATION

Motion to approve the Civil Rights Certification by Mach, second by Hill. Motion carried.

5. OLD BUSINESS

5.1. DISCUSS HILLSIDE COURT FOUNDATION PROJECT

SEH Greg Anderson presented the two bids that were received and provided the information. The Committee asked for Anderson's thoughts and he stated he would recommend obtaining two bids from local contractors or from the City to place a 6" stand pipe drain in the ground along the Southeast side of the building. The Committee granted Gainor the approval to proceed with the project if the bids came in lower than \$1,200 per Anderson's ballparked suggestion. *Motion to approve proceeding with bid if lower than \$1,200 by Pederson, second by Mach. Motion carried.*

Motion to reject the 2 bids provided by SEH by Pederson, second by Hill. Motion carried.

5.2. UPDATE ON TIMBER PINES HRA LOAN

Timber Pines request a few language changes in the documentation and Gainor will bring the documentation to the next meeting with dispersal of funds hopefully next month.

6. NEW BUSINESS

6.1. LAKESIDE MEDICAL CENTER - FRED STELTER UPDATE

Stelter presented to the Committee his updates and what has been transpiring over the last month. His closing on the property is supposed to take place the week of August 21, 2023. He stated he is struggling to get property insurance quotes for student housing and has one quote at the moment with PTCC giving him another hopeful option as well to look at. He asked that when Rum River Consultant Andy asks the City for permission to be the State Plumbing Inspector for Pine City as the States current inspectors are about 13 weeks out, the City grants it.

6.2. DISCUSS 2024 PROPOSED HRA LEVY AND BUDGET

7. HRA FINANCIAL REPORT

7.1. HRA FINANCIALS WERE PRESENTED TO THE COMMITTEE.

7.2. ACCOUNT 214 - [Memorandum](#)

Gainor presented the Memorandum to the Committee showing them the amounts and receipts from 2022.

8. DEVELOPMENT REPORT

8.1. GAINOR PRESENTED THE AUGUST DEVELOPMENT REPORT TO THE COMMITTEE AND PROVIDED THAT THERE HASN'T BEEN ANY UPDATES OTHER THAN FRED STELTER AND THE LAKESIDE MEDICAL CENTER BUILDING.

9. ADDITIONAL ITEMS, COMMENTS OR QUESTIONS

9.1. DISCUSS OTHER HRA PROGRAM OPTIONS - NEXT RENTAL PROPERTY OWNER SUMMIT?

The Committee discussed the Owner Summit for the rental property owners and the Committee said they would like to see this done again and on a yearly basis.

10. ADJOURNMENT

Meeting adjourned at 3:30PM by Pederson.

CAO

Mayor