



MINUTES

HRA

2:00 AM - Tuesday, June 20, 2023

City Hall Council Chambers

The City of Pine City Council met in HRA on Tuesday, June 20, 2023 at 2:00 AM in the City Hall Council Chambers.

1. **CALL TO ORDER**

Board Members Present: Vice-Chair Becky Schueller, Rita Watson, Mayor Carl Pederson, Councilor Dave Hill, Nancy Mach.

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

Others Present: SMR Management representatives Kristen Mallak and Tracy Scullard.

2. **OPEN FORUM**

3. **APPROVE MEETING MINUTES**

3.1. **APPROVAL OF MAY 17, 2023 MINUTES**

Motion to approve minutes by Schueller, second by Mach. Motion carried.

4. **HILLSIDE COURT MANAGEMENT UPDATE**

4.1. **APPROVAL OF CHECK REGISTER**

Mallak added a check in the amount of \$737 for Attorney's fees for an eviction of a tenant. She stated the tenant vacated so they didn't have to go to court, but there was a \$300 filing fee and \$437 in Attorney's fees. *Motion to approve check adding and check register by Watson, second by Pederson. Motion carried.*

4.2. **APPROVAL OF BANK ACCOUNT RECONCILIATION**

Pederson asked where the Fire Suppression System was at. Mallak stated it was in place and working well. It was discussed to use the \$7,000 funds that expire in August to pay for part of the system. *Mallak is going to revise the five year plan and send to Gainor for next agenda approval. Motion to approve May Bank Reconciliation by Schueller, second by Mach. Motion carried.*

4.3. **SMR MANAGEMENT STAFF REPORT**

Pine City HRA - Contract with accountant: Mallak provided documents to go forward with new accountant and stated there was a ten percent increase which it went up roughly \$14 a month to continue with this company. *Motion to approve new contract by Pederson, second by Schueller. Motion carried.*

4.4. RESIDENT BOARD MEMBER APPLICATION

Mallak had a detailed conversation with Gainor regarding this applicant and has very strong opinions on this one. It was discussed to wait one more month before approving since this is the only application that was received. Members are good with one applicant but agreed to wait the one more month for another possible applicant that has expressed interest. *Motion to wait one more month by Hill, second by Mach. Motion carried.*

5. OLD BUSINESS

5.1. DISCUSS HILLSIDE COURT FOUNDATION PROJECT AND FUNDING OPTIONS

Greg Anderson relayed to Gainor that the opening for bids is 7/11/2023 at 10:00am. Anderson will bring the results to the July 18, 2023 meeting. *Gainor is to send a link to members for everyone to see and watch the bids.*

5.2. UPDATE AND DISCUSSION ON POSSIBLE HRA/PTCC COLLABORATION

Gainor presented that the County got back to him with a few properties. 340 4th Ave NE and 505 8th Ave SE. Hill stated that 505 8th Ave SE has a crumbling foundation and that the gas to the home was ordered to be shut off. Hill doesn't think this is a good property for PTCC. The property next to Hill's that was discussed won't be able to be used as it has to wait until approximately 2025. Watson stated she hasn't heard anything from the County regarding MA Liens.

Watson presented that PTCC supports the new potential buyer that is interested in buying the old Lakeside building. The new buyer is looking for possible help with the operating costs for the first year. The developer has spoke about including PTCC Construction students to assist with updates needed in the Lakeside building. There is also a possibility to change the district to a Tif district. It was mentioned that there are a variety of options for this new developer to look into for funding assistance.

5.3. UPDATE ON TIMBER PINES HRA LOAN

It was stated that the HRA is going to go with City staff for documentation instead of using Northwoods Bank. *Motion to approve to use City staff to create documentation that follows all of EDA's terms by Pederson, second by Watson. Motion carried.*

6. NEW BUSINESS

7. FINANCE REPORT

7.1. APPROVAL OF MAY FINANCIAL REPORT

Pederson stated there hasn't been a review of the HRA budget and would like to see this at the next meeting. There is currently no levy in place for 2024.

Schueller asked Gainor to look into why the Fawn Meadows Project funds are being taken out of 214 instead of 213 or 215. 214 is the revolving loan fund and 215 is the project fund.

Watson and Mach stated that they do not want funds from a tax levy to be used for any Hillside Court projects at all.

8. DEVELOPMENT REPORT

Gainor presented the May Development report and stated there isn't much for updates right now.

9. ADDITIONAL ITEMS, COMMENTS OR QUESTIONS

10. ADJOURNMENT

CAO

Mayor