



# MINUTES

## HRA

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2:00 PM - Tuesday, July 18, 2023  
City Hall Council Chambers

The City of Pine City Council met in HRA on Tuesday, July 18, 2023 at 2:00 PM in the City Hall Council Chambers.

1. **CALL TO ORDER**

**Board Members Present:** Vice-Chair Becky Schueller, Rita Watson, Councilor Dave Hill

**Board Members Absent:** Mayor Carl Pederson and Nancy Mach

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

**Others Present:** SMR Management representatives Kristen Mallak, Tracy Scullard, and Rachel Malecka, and SEH Greg Anderson

2. **OPEN FORUM**

3. **APPROVAL MEETING MINUTES**

3.1. ***MOTION TO APPROVE JUNE 20, 2023 MEETING MINUTES BY WATSON, SECOND BY HILL. MOTION CARRIED.***

4. **HILLSIDE COURT MANAGEMENT UPDATE**

4.1. **SMR MANAGEMENT STAFF REPORT**

Mallak stated that the 2017 CAP Funds have a 5 year plan than broke down to annual plan. With the 2017 CAP Funds - it was hard to find where prior management actually spent it, but it is in the annual plan for unit modernization. Mallak is going to put the \$9,325 towards the carpeting of 3 units they needed to recarpet in the last 6 months. She originally paid for this out of the operating fund so the money will go back to the operating fund.

4.2. **APPROVAL OF FINANCIALS**

*Motion to approve financials by Watson second by Schueller. Motion carried.*

4.3. **APPROVAL OF BANK RECONCILIATION**

*Motion to approve bank reconciliation by Schueller, second by Hill. Motion carried.*

#### **4.4. APPROVAL OF CHECK REGISTER**

Mallak added a check for legal costs of eviction in the amount of \$1,100 and a check for a Public Notice in the amount of \$302.

*Motion to approve check register with added checks by Hill, second by Watson.  
Motion carried.*

### **5. OLD BUSINESS**

#### **5.1. DISCUSSION AND POSSIBLE APPOINTMENT HRA MEMBER REPRESENTATIVE FROM HILLSIDE COURT**

*Motion to approve to recommend to City Council of Tracie Peterson's resume for the HRA board member position by Watson, second by Hill. Motion carried.*

#### **5.2. DISCUSSION AND POSSIBLE APPROVAL OF BID FOR PHASE 1 FOUNDATION REPAIR**

*Discussed and tabled for August 1, 2023 at 11:00am.*

#### **5.3. DISCUSSION AND POSSIBLE ACTION ON TIMBER PINES HRA LOAN**

Motion to approve HRA Resolution 20230718-1 by Hill, second by Schueller. Roll call vote - Watson: Yes

Schueller: Yes

Hill: Yes.

Motion carried.

#### **5.4. UPDATE AND DISCUSSION ON POSSIBLE HRA/PTCC COLLABORATION OR OTHER HOUSING PROGRAM OPTIONS**

Gainor gave a small update stating that PTCC is currently working with the potential new buyer of Lakeside Medical Center building. They are very interested and excited with the potential progress. The new potential owner and PTCC agreed to rent certain parts of the building to PTCC for the Construction program and maybe even the kitchen for cullinary classes. There is a public hearing on July 31, 2023 CAP meeting for the new owner.

### **6. NEW BUSINESS**

### **7. FINANCIAL REPORT**

#### **7.1. THERE IS STILL QUESTIONS OF WHY THERE IS THE \$14,649 ON THE 2021 AUDITED (214) FUND BALANCE SHEET FOR PROFESSIONAL SERVICES FOR FAWN MEADOWS. GAINOR IS TO LOOK INTO THIS.**

### **8. DEVELOPMENT REPORT**

#### **8.1. GAINOR WENT OVER THE REPORT WITH COMMITTEE MEMBERS AND PROVIDE UPDATES FOR JULY.**

### **9. ADDITIONAL ITEMS, COMMENTS OR QUESTIONS**

**10. ADJOURNMENT**

Motion to adjourn at 2:50pm by Watson, second by Hill. Motion carried.

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CAO

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Mayor