

MINUTES

HRA



2:00 AM - Tuesday, November 21, 2023
City Hall Council Chambers

The City of Pine City Council met in HRA on Tuesday, November 21, 2023 at 2:00 AM in the City Hall Council Chambers.

1. CALL TO ORDER

Board Members: Mayor Carl Pederson, Councilor Dave Hill, Rita Watson, Becky Schueller, Tracie Peterson, and Nancy Mach.

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

Others Present: SMR Management representatives Kristen Mallak, Rachel Malecka, Tracy Scullard

2. OPEN FORUM

3. APPROVAL OF MINUTES

3.1. OCTOBER 17, 2023 HRA MINUTES

Motion to approve October 17, 2023 HRA Minutes by Mach, second by Schueller. Motion carried.

4. HILLSIDE COURT MANAGEMENT UPDATE

4.1. SMR MANAGEMENT STAFF REPORT

Mallak stated there isn't much to report on this month. They are working on updating a handicap accessible unit and found other foundation issues in the unit. The heat has been turned on and so far there aren't any issues with that. They do have a water heater repair that will be coming on next months check approval.

4.2. SMR FINANCIALS

Mallak stated the financials have been pretty quiet and about the same amounts for everything.

4.3. BANK RECONCILIATION

4.4. CHECK REGISTER APPROVAL

Motion to approve the Check Register by Peterson, second by Schueller. Motion carried.

5. OLD BUSINESS

5.1. UPDATE ON 2024 HOUSING PROGRAM, LAKES & PINES COLLABORATION, SMALL CITIES DEVELOPMENT PROGRAM GRANT APPLICATION

Gainor stated he is working with Nicole from Lakes and Pines on the application that is due on November 29, 2023. The State of Minnesota has not provided an awarding date but Gainor will provide one once he finds out.

Gainor is to find out if the funds are going to cover anything with mobile/manufactured homes.

Pederson would like Gainor to find out about partnering with the County on some of the funds they are receiving for housing.

5.2. UPDATE ON FOUNDATION PROJECT, PUBLICLY OWNED HOUSING PROGRAM (POHP) LOAN

Mallak stated they are anxiously waiting for the Minnesota Housing program to come out and she is checking weekly for it. They are ready for the application process and could take a couple weeks to get it completed once they find out the requirements.

Pederson asked Mallak to put together a list of the CAP Funds and what they would spend the money if they don't need to spend it on the foundation along with the dates of expiration for each fund.

5.3. RENTAL PROPERTY OWNERS SUMMIT - TENTATIVE DATE JAN. 24

Gainor stated the October's date didn't work out and reschedule the summit for January 24, 2024.

6. NEW BUSINESS

6.1. HABITAT FOR HUMANITY (ADDED BY PEDERSON)

Pederson stated there is a Habitat for Humanity meeting on 12/1/2023 and Senator Rarick's wife is on the board. He would like to see about working with Habitat for Humanity for the HRA.

7. FINANCIAL REPORT

7.1. FINANCIAL REPORT

Schueller asked about possibly moving \$1,701 from the 213 account to 214 to cover the cost that was put there in 2022. Gainor and Hildebrand stated they would speak with Nicole, the City's Financial Manager and see what can be done.

The Committee discussed a variety of programs they would like to do including possibly creating their own program without partners. Gainor and Pickett are going to look into other City HRA's and see if anyone has their own loan program and present at the next meeting.

With account 215 the Committee discussed rolling the funds from 215 into 214. Schueller stated she didn't want to move the funds until there is confirmation regarding the Small Cities Development Program (SCDP) not needing a matching amount. There was also a discussion on possibly creating a new account (216) for the new SCDP.

8. DEVELOPMENT REPORT

8.1. DEVELOPMENT UPDATE 11-21-23.DOCX

Gainor presented the November Development Report to the Committee.

9. ADDITIONAL ITEMS, COMMENTS OR QUESTIONS

10. ADJOURNMENT

CAO

Mayor