

MINUTES

HRA



2:00 AM - Tuesday, September 19, 2023
City Hall Council Chambers

The City of Pine City Council met in HRA on Tuesday, September 19, 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.

Board Members Absent: 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. AUGUST 15, 2023 HRA MINUTES

Motion to approve August 15, 2023 HRA Minutes by Hill, second by Pederson. Motion carried.

4. HILLSIDE COURT MANAGEMENT UPDATE

4.1. SMR MANAGEMENT STAFF REPORT

Mallak stated there isn't much to update this month. They had to replace carpet in two units along with fully cleaned and repainted. Two other units were completely cleaned, carpets were shampooed, and walls repainted. With the four units ready, SMR went through their list and have four new tenants. There is still a waiting list about 10-15 people long.

4.2. APPROVAL OF FINANCIALS

Motion to approve Financial Statement by Schueller, second by Pederson. Motion carried.

4.3. APPROVAL OF BANK RECONCILIATION

Motion to approve Bank Reconciliation by Schueller, second by Tracie. Motion carried.

4.4. APPROVAL OF CHECK REGISTER

Motion to approve the Check Register by Pederson, second by Hill. Motion carried.

5. OLD BUSINESS

5.1. DISCUSSION AND POSSIBLE ACTION REGARDING HILLSIDE COURT FOUNDATION PROJECT AND FUNDING OPTIONS

Mallak presented that the Government has a lot of funding options coming to public housing in late 2023 - early 2024 with awards being in May 2024. She went through the workbook application and is going to go through it with Gainor to get it submitted. She thinks this will be a good opportunity to apply to get funding and their chances of getting it are really good. Per the application they are thinking of adding windows, toilets, and sinks to the long wish list this building needs as it states for health and safety issues also. There is still roughly \$150,000 in CAP funds that don't start to expire until next year so SMR has money to put up if needed.

Gainor stated he reached out to Jones Construction and is meeting with them on Thursday to get a bid for the grading. He only received one bid and asked the Committee to update their last motion of \$1,200 to \$2,300 as that was the only bid amount received. *Motion to approve to increase the amount from \$1,200 to \$2,300 for the lowest, responsible bid for grade work by Watson, second by Hill. Motion carried.*

5.2. UPDATE ON TIMBER PINES HRA LOAN

The documents are all signed and being sent to the Attorney for review. Pederson stated he informed them that the funds will be coming soon.

6. NEW BUSINESS

6.1. DISCUSSION AND POSSIBLE APPROVAL OF LAKESIDE STUDENT LIVING HRA LOAN APPLICATION

Gainor informed the Committee that the EDA has tabled their decision to September's meeting on this loan until they receive a profit and loss statement. Schueller requested the financial statements be sent to the HRA also for their review. Gainor stated that he believes the EDA will approve the loan application at the September meeting. *Motion to approve the application contingent on EDA's review and their approval of the application by Pederson, second by Peterson. Motion carried. Watson abstained from voting as it is a potential conflict of interest.*

6.2. DISCUSSION AND APPROVAL OF PROPOSED 2024 BUDGET AND LEVY

Hildebrand presented the budget and possible levy Resolution. He stated that you can start at the higher amount for now and lower it when the final is due in December 2023. The idea behind the lower levy is there weren't any programs in place with HRA. With new programming coming in 2024, the thought is raising the levy to fund the accounts.

Pederson motioned to keep the levy at the presented higher amount of \$51,004, second by Hill. Motion failed.

Ayes - Pederson and Hill | Nays - Schueller, Peterson, Watson.

Motion to keep the levy at the current amount of \$46,000 by Watson, second by

*Schueller. Motion carried.
Ayes - Watson, Schueller, Peterson | Nays Pederson and Hill.*

7. FINANCIAL REPORT

8. DEVELOPMENT REPORT

8.1. GAINOR PRESENTED THE SEPTEMBER DEVELOPMENT REPORT TO THE COMMITTEE.

9. ADDITIONAL ITEMS, COMMENTS OR QUESTIONS

10. ADJOURNMENT

Pederson asked for a motion to adjourn. Motioned by Watson, second by Peterson.
Motion carried.

CAO

Mayor