



**HOUSING AND REDEVELOPMENT AUTHORITY  
MEETING MINUTES  
July 21, 2020 - 10:00 AM  
Remote Meeting – RingCentral ID 1492907801**

**Board Members present:** Mayor Carl Pederson, Council member Gina Pettie, Becky Schueller and Rita Watson

**Board Members Absent:** Aaron Duffee

**Staff present:** Executive Director of the Pine City HRA Deb Robelia, Community Development Director Lezlie Sauter and Administrative Assistant Carissa Kranz

**Other Board/Committee members present:** None

**Meeting brought to order at approximately 10:03am.**

**Approve June 16, 2020 meeting minutes** – *Motion to approve the June 16, 2020 meeting minutes by Watson, seconded by Pettie. Motion carried by roll call of Pettie, Watson, Pederson and Schueller voting in favor, none opposed.*

**Check register review/approval (6/12/20 – 7/15/20 Check #12179-12192-)** – *Watson motioned to approve the check register for period 6/12/20 – 7/15/20, seconded by Schueller. Motion carried by roll call of Pettie, Watson, Pederson and Schueller voting in favor, none opposed.*

**July 2020 Management Report –**

- Robelia provided a summary of the management report through July 15, 2020 highlighting the vacancy and waitlist figures. No tenant issues to report.
- Insurance claim is still a work in progress, caps are on and gutters have not been installed yet. The State Farm Adjuster contacted Robelia that they are settling and paying out for the excess siding that they were disputing NexGen about. No paperwork or emails have been received to confirm the figures yet. Robelia gave an update on working with NexGen. Once the full insurance figures and recap is sent to Robelia she will review and share with the Board.
- Robelia gave updates on the POHP loan process, it is currently pending status and the MN Dept of Commerce and Lakes and Pines weatherization divisions grant funds for energy savings paperwork is all in. The program is on hold due to a Lakes and Pines needing to fill a Weatherization Management position. The Minnesota Department of Commerce stated they may not be looking into multi-unit facilities for this grant due to the complexity of COVID 19.
- There was a discussion on COVID precautions in the Hillside Court Apartments building. Hallways would be considered a public area so if the State mandates masks in public areas then Robelia will enforce residents to do so.
- Robelia has scheduled the smoke detectors and carbon monoxide alarms to be replaced in all units, mechanical rooms, common areas and the exterior lights to be replaced with LED on the front entrance area, all work will be performed by Anderson Electric using the 2018 grant funds that were allocated for this project. The new detectors will be enclosed and a combination of CO2 and Smoke alarms.

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**City of Pine City**

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- Waste Management informed Robelia that due to route changes in Pine City they will be changing their pickup from 2 times a week to once a week at the Hillside Court Apartments. Other options would be to install dumpsters but there is nowhere to place a dumpster and enclosure on the property to be in compliance with the City Zoning Code and accessible enough for the residents. Talon sanitation would be able to provide the current route of picking up 2 times a week, however the price would increase from Waste Management at \$45 a month to \$200 with Talon Sanitation. Currently there are 3 garbage cans on each side of the building, 6 total and 2 recycling cans. Consensus from the Board to proceed with Talon Sanitation.
- The Energy Audit with Minnesota Energy is scheduled for August/September 2020, this free service to do the inspections now and replace aerators, shower heads, light bulbs in all units and pipe wrapping in the mechanical room. Once the audit is complete Robelia can submit the Energy Audit with the MN Weatherization grant.
- Annual in-house inspections are scheduled for late July early August 2020 per HUD recommendations. HUD annual inspections will be proceeding forward this year but has not disclosed dates yet.

#### **Development Updates (verbal):**

- a. Mill Site Redevelopment Project RFP – Sauter requested direction on extending the RFP deadline from July 2, 2020 to November 2, 2020, with the possibility to extend longer if needed and how to market the parcel. Sauter requested quotes from DB signs and Newman Signs for a marketing sign to be placed at the Mill Site and figures came back more than budgeted. Sauter met on site with a developer and they recommend not putting signs up being they usually are outdated and not helpful for attracting developers. Consensus from the board to not purchase signs and to do digital marketing, ads etc. with the allotted sign budget with the help of the Pine City Area Chamber of Commerce and extend the RFP deadline 90 days to November 2, 2020.
- b. Small Cities – Sauter provided an update that the City Council approved opening target area B around the Pine County fairgrounds and Woodpecker Ridge North of river on July 1<sup>st</sup> and DEED also approved the request the same day. The Pioneer published Sauter’s Small Cities and Federal Home Loan Bank article and we have received a lot of inquiries the past few weeks.
- c. Federal Home Loan Bank (FHLB) – 8 applications have come in of the 14 homeowners requesting applications, and the program is moving along. Sauter provided an update that one project has officially pulled building permits. Recap: our Safety Inspector, Andy L. has inspected 5 properties, 1 applicant has been denied and was not income eligible. All applicants are required to get their own bids. All special needs categories have been met.
- d. Hilltop Cottages – Closing pushed back, due to MN Housing needed additional documents to proceed. Staff is working to get them all documents needed in a timely fashion. The City Council may need to approve resolutions at the August meeting. Possibly closing in August. At the July 1<sup>st</sup> City Council meeting they approved the amendment to the site plan to waive the requirement of public use of the playground and the park dedication fee and the Development Agreement & Stormwater Maintenance Agreement.
- e. Timber Pines/Pine City Senior Living –Council approved Development site plan and Development Agreement & Stormwater Maintenance Agreement. Staff has not heard back from them yet. Pederson will reach out to them next week.

#### **Additional Items:**

1. Marx Student Housing (Pokegama Pines) – The project is moving forward, actively looking for tenants.
2. 2<sup>nd</sup> & 3<sup>rd</sup> St Apartments – The well is sealed, they have their Certificate of Occupancy, there’s still money in escrow to complete landscaping etc. They are actively looking for tenants.
3. New Construction update – Currently there’s 6 new homes being constructed in Crosslake Preserve, Beaver Ponds has 2 new constructions and 1 additional new construction on 7<sup>th</sup> Street SW.
4. The City Council approved the possible purchase of the Parcel 420049009 to the North of Fawn Meadows development. Should the City purchase this property Pederson would like to work on a strategic plan with the HRA, EDA and Council to get utilities to this parcel and develop this parcel for an additional housing development.

5. Discussion on funds from previous levies, the need to create a strategic plan with levied money for homeownership assistance programs for purchasing homes within city limits and figure out where next housing development will go. Staff to investigate what the Hilltop Cottages money was earmarked for or if the discussion needs to be brought back up. Options to consider funding HRA programs, Mill Site, creating a long-term plan for Fawn Meadows, etc.

*Motion by Watson, to adjourn the meeting at 10:49am, seconded by Pederson.*

Next meeting is scheduled for August 26, 2020 at 10:00 am.

Minutes by: Carissa Kranz, Administrative Assistant