

Due to COVID-19 restrictions we have limited in-person seating at the City Council Meeting. To accommodate anyone who wishes to participate we will be conducting a hybrid in-person/virtual meeting using ZOOM. Links to connect to the City Council Meeting online will be posted Tuesday afternoon to the City website.

**CITY OF PINE ISLAND
250 SOUTH MAIN STREET
PINE ISLAND, MN 55963**

**SPECIAL CITY COUNCIL MEETING
Monday, March 1st, 2021
Second Floor – City Hall
7:00 PM**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ADMINISTRATION
 - A. Public Hearing for Small Cities Development Program Application
 - B. Resolution 21-11 Approving Grant Agreement
 - C. Approval of Citizen Participation Plan
- XI. ADJOURN

All Council Meetings are audio tape-recorded and video is streamed to the internet.

Pine Island City Council Agenda is available online:

City Council agendas and support documents available in electronic form and are posted on the Pine Island City Web Site www.pineislandmn.com under **City Hall/City Council Agendas TAB** in .pdf file format.

If you need special accommodation to participate in the meeting, please contact City Hall at 507-356-4591 at least five (5) business days before the meeting.

Small Cities Development Program

Housing Rehab

Eligible Properties

- Suitable for rehabilitation (*total rehab cost cannot exceed 75% of the market value*)
- Current on property taxes
- Permanent structure

Household Income

- Gross household income must be at or below 80% of the county median income
- All income verified through 3rd parties (*aids in determining eligibility for deferred loan*)

Financial Assistance

- Deferred loan amount will vary on a case-by-case basis
- Deferred loans are secured with a Repayment Agreement. If the property is sold, title is transferred or is no longer the primary residence of the participant:
 - ~ within the first 6 yrs., the full amount must be repaid to the HRA
 - ~ the amount of repayment is reduced 20% for each year until the end of the 10th year.
 - ~ at the end of the 10th year, the loan is forgiven (becomes a grant)

Eligible Activities

- Deferred loans may be used to:
 - ~ remove health, safety or other deficiencies & to bring the structure into compliance with the rehabilitation standards (*roofing, siding, plumbing, water supply, septic systems, or wiring*)
 - ~ improve the property by increasing the structure's energy efficiency (*insulation or installing storm windows*)
 - ~ modify or rehabilitate the unit to make it accessible for a handicap or disabled member of the household (*structural, exterior, bathroom, kitchen*)

Income Guidelines (2020)

| Family Size | 30% AMI | 50% AMI | 80% AMI |
|-------------|----------|----------|----------|
| 1 | \$18,250 | \$30,400 | \$48,650 |
| 2 | \$20,850 | \$34,750 | \$55,600 |
| 3 | \$23,450 | \$39,100 | \$62,550 |
| 4 | \$26,200 | \$43,400 | \$69,450 |
| 5 | \$30,680 | \$46,900 | \$75,050 |
| 6 | \$35,160 | \$50,350 | \$80,600 |
| 7 | \$39,640 | \$53,850 | \$86,150 |
| 8 | \$44,120 | \$57,300 | \$91,700 |

Financial Assistance

| Income based on AMI | % Property Owner Match | % De-ferred Loan | Max. Deferred Loan Amount |
|---------------------|------------------------|------------------|---------------------------|
| 0-30% AMI | 0% | 100% | \$25,000 |
| 31-50% AMI | 4% | 96% | \$24,000 |
| 51-80% AMI | 10% | 90% | \$22,500 |



134 East Second Street, Wabasha 55981
 Phone: 651-565-2638, ext. 213
 kducharme@semmchra.org

Small Cities Development Program Application

APPLICANT:

City of Pine Island

Federal Objective/Goals/Budget Form

| Fed. Obj. Codes* | Activity | # of units/goals | SCDP Cost Per unit | SCDP Cost/without admin | Total SCDP Admin | SCDP Admin % | Total SCDP Costs | Program Income | Total Leveraged Resources | Source of Leveraged Funds (Mark (e) if funds are committed**.) | Totals |
|------------------|----------------|------------------|--------------------|-------------------------|------------------|--------------|------------------|----------------|---------------------------|---|----------------|
| LMI | OO Rehab | 22 | 23,500 | 517,000 | | | 517,000 | | 41,250 | City of Pine Island, Goodhue County, SEMMCHRA, Rural Development 504 Program, Weatherization, Minnesota Housing Fix Up Program, Owner's Resources | 558,250 |
| | OO Rehab Admin | 22 | 3,525 | | 77,550 | 15.0% | 77,550 | | 5,000 | City of Pine Island, SEMMCHRA | 82,550 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | Totals | 517,000 | 77,550 | | 594,550 | 0 | 46,250 | | 640,800 |

Note: Column G, SCDP Admin %, is the maximum percentage amount that can be drawn on a project (address) based on total SCDP project costs. For example, Mrs. Jones' house gets rehabilitated at a total cost of \$20,000 and admin is 14%. The most that can be drawn for admin is \$2,800 based on actual total SCDP project costs.

**CITY OF PINE ISLAND
GOODHUE AND OLMSTED COUNTIES
STATE OF MINNESOTA**

RESOLUTION 21-11

Local Government Resolution

Applicant Name: City of Pine Island

BE IT RESOLVED that the City of Pine Island act as the legal sponsor for the project contained in the Application to be submitted on or before March 12, 2021 and that the Mayor and the City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Pine Island.

BE IT FURTHER RESOLVED that the City of Pine Island has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Pine Island has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Pine Island may enter into an agreement with the State of Minnesota for the approved project, and that the City of Pine Island certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the Mayor and the City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Pine Island on March 1, 2021.

David Friese, Mayor

Date

WITNESSED:

Elizabeth Howard, City Administrator

Date

Citizen Participation Plan - Pine Island

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of the City of Pine Island (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

Public Hearing

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low- and low-income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG responsibilities should be reviewed. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the "Protection of Historic Properties."

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in the *News Record*. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG funds will be used.

Public Information and Records

Information and records regarding the proposed and past use of CDBG funds will be available at the Southeastern Minnesota Multi-County HRA, 134 East Second Street, Wabasha, MN 55981 (location) during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

Written Comments and Response

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.

City of Pine Island
Applicant

Signature of Chief Elected Official of Applicant

Date

Conflict of Interest Disclosure Form

This form gives grantees an opportunity to disclose any actual, potential or perceived conflicts of interest that may exist when receiving a grant. It is the grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01](#), Conflict of Interest Policy for State Grant-Making, specifically the section related to organizational conflict of interest.

All grant applicants must complete and sign a conflict of interest disclosure form.

I or my grant organization does NOT have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

I or my grant organization have an ACTUAL, POTENTIAL, or PERCEIVED conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my organization discover any additional conflict of interest(s), I or my organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed Name of Mayor or County Board Chair: Mayor David Friese

Signature: _____

Name of City/County: City of Pine Island

Date: March 1, 2021