



**HOUSING AND REDEVELOPMENT AUTHORITY MINUTES**  
**October 15<sup>th</sup>, 2019 -- 9:00 AM**  
**City Hall Council Chambers**

**Board Members present:** Jim France, Mayor Carl Pederson, Kent Bombard, Gina Pettie, and Becky Schueller.

**Staff present:** Deb Robelia, Executive Director of the Pine City HRA, Matthew Van Steenwyk, City Administrator.

**Absent:** Rita Watson

**Meeting brought to order at approximately 9:00 am.**

**Approve September 17, 2019 meeting minutes** – *Motion to approve the September 17, 2019 meeting minutes by Schueller, seconded by Pettie. Motion carried by unanimous consent*

**Revised Bylaw review/discussion** – Robelia provided an overview of the proposed language change with regard to meeting date requirements. Direction to present Bylaw resolution to the Board at the November meeting.

**Insurance Claim update** – An update was had on the damage repair as it relates to the July storm damage. Direction to proceed with the weathered wood shingle color. A discussion was had on the venting and insulation.

**Check register review/approval (09/13/19 – 10/11/19)** - *Schueller motioned to approved, seconded by Bombard, the check register for period 09/13/19– 10/11/19. Motion carried with Bombard, Schueller, France, Pettie, and Pederson in favor and none against.*

A discussion was had on the tracking of capital improvements and how the age of such improvements are tracked and monitored.

**Management Report** – Robelia provided an update on work conducted on unit #27. A discussion was had on the proposed work and scope. Robelia gave an update on vacancies and requests for housing.

Direction for staff to see if the HRA can be incorporated into the City's network for file storage and Laserfiche access.

Robelia gave an update on the security cameras, painting, lighting, and washer.

**POP Loan** – Robelia stated that she is working with them to get the information that they are requesting.

**Additional items, comments or update –**

Mayor Pederson gave an update on the City's Levy. Van Steenwyk provided an overview of the budget and it's impacts on homes.

Next meeting November 19<sup>th</sup> at 9:00am.

Meeting adjourned at 9:57 am.

Minutes by:

Matthew Van Steenwyk, City Administrator