



HOUSING AND REDEVELOPMENT AUTHORITY
Minutes
May 21st -- 9:00 AM
City Hall Council Chambers

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

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

Absent: Kent Bombard and Rita Watson

Approve April 16th mtg minutes – Motion to approved the April 16th meeting minutes by Schueller, seconded by Pettie. Motion carried by unanimous consent.

Check register review/approval (4/11-5/16/19) – Motion by Pettie, seconded by Schueller to approve the bills as presented. Motion carried by unanimous consent.

IF Grant & POHP loan updates – Robelia provided an overview of the IF Grant for the senior housing study and the POHP loan application for building repairs noting the match requirement. POHP grant of \$57,664 with a match requirement of \$23,925. A discussion was had on the potential for increases in the bid amounts from when they were first received. A discussion was had on the project and timelines. *Motion to proceed with rehabilitation project once the funding has been received with noted approval from the City Council members that sit on the HRA board, seconded by Pettie. Motion carried by unanimous consent.*

Audit Engagement Addendum to be approved/signed – *Motion to approve proceeding with engaging Redpath by France, seconded by Pettie. Motion carried by unanimous consent.*

Additional items, comments or updates –

Bylaws – A discussion was had on the proposed bylaw updates and the need to update and determine if articles of incorporation were drawn up when the HRA was established. Staff to reach out to the Secretary of State to determine what has been recorded.

New Staff Position – A discussion was had on the position description. A request was made for the executive committee to review the position description for parity with the City's existing positions. A discussion was had on the way the HRA is administering leave accrual. Staff will look into adjusting policies to more mirror the City's practices.

Development – A discussion was made on development in the City needs to keep affordability in mind when developing properties.

Meeting adjourned at 10:01 am.

Minutes by Matthew Van Steenwyk, City Administrator