



HOUSING AND REDEVELOPMENT AUTHORITY

Draft MEETING MINUTES

May 27, 2021 - 10:00 AM

Remote Meeting: <https://meetings.ringcentral.com/j/1446713744>

Board Members present: Mayor Carl Pederson, Council member Gina Pettie, Becky Schueller and Aaron Duffee

Absent: Rita Watson

Staff present: Executive Director of the Pine City HRA Deb Robelia, Interim City Administrator Lynda Woulfe and Administrative Assistant Carissa Kranz.

Meeting brought to order at approximately 1:08pm

Executive Director Transition Plan

Robelia presented an option to the HRA Board that she would stay on as Executive Director part-time 3 days a week for a total of 24 hours a week to help the Board through the transition and hiring process. Board members thanked Robelia for her flexibility during this transition.

Pederson noted that the job descriptions for Executive Director and Maintenance Worker were sent to the City's contracted HR team through BerganKDV to review.

Robelia went through the Executive Director position description and highlighted the job duties that a property manager could handle in yellow and highlighted the fiscal responsibilities in red.

Motion by Pettie to authorize Robelia to work part-time 3days/24hours a week at her current rate of pay, keeping her current benefits until a new executive director is hired or a determination is made on how the position will be filled, seconded by Schueller. On a roll-call vote of Pederson, Pettie, Schueller and Duffee all voted in favor and none against.

Woulfe stated she and Robelia will work together to determine if the building management could be contracted out to another community (Chisago County/Braham) and what would be the best solution for the community.

Discussion on the hiring process for Maintenance Worker. *Motion by Pederson to authorize the City and Executive Director to assist with hiring process for Maintenance Worker subject to Board approval, seconded by Pettie. On a roll-call vote of Pederson, Pettie, Schueller and Duffee all voted in favor and none against.*

Motion made by Schueller to adjourn the meeting at 1:43pm, seconded by Pettie. Verbal vote, all in favor.

Next regular meeting is scheduled for June 15, 2021 at 10:00 am.

Minutes by: Carissa Kranz, Administrative Assistant

City of Pine City

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