



HOUSING AND REDEVELOPMENT AUTHORITY
Final Minutes
July 16th -- 9:00 AM
City Hall Council Chambers

Board Members present: Jim France, Mayor Carl Pederson, Becky Schueller, Kent Bombard, Rita Watson, and Gina Pettie (arrived at 9:31am).

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

Absent:

Meeting brought to order at approximately 9:10 am.

Additions/Deletions to the meeting – A request was made to add a Management Report following the check register review as a standing addition, when applicable.

Approve May 21st, 2019 meeting minutes – Motion to approve the May 21st meeting minutes by France, seconded by Pederson. Motion carried by unanimous consent with Pettie absent.

Check register review/approval (5/20/19 to 7/11/19) – Motion by France, seconded by Watson to approve the bills as presented. Motion carried by unanimous consent with Pettie absent.

Management Report – Robelia provided an updated management report regarding repairs and vacancies. Robelia relayed that HUD denied the request to change the fiscal year for the HRA. Will revisit the request in September/October 2019. No feedback was provided by HUD on the reason for the determination. Robelia indicated the waitlist of 30 on efficiencies and 13 on 1-bedrooms. Robelia provided an update on tenant concerns/issues.

Building Report- Exterior painting on the east side being conducted and westside of the corridor area. All exterior doors being repainted. Landscaping being conducted, starting with the Hillside area to help manage the water flows toward the building. Needed window replacements intended for late spring/fall.

A discussion was had on the community room updates to increase storm safety.

Federal Home Loan Application– Pederson provided an update on an application with the Federal Home Loan Program applied for by the city, and the Lakes and Pines grant which was funded by DEED. Once Lakes and Pines staff complete training by DEED on the administrative policy they will begin accepting applications. He also commented on a new EDA gap lending policy which was recently approved and put in place. Pederson noted that the Federal Home Loan Bank is a separate application which was submitted by the City for home improvement.

Bylaw Update – Robelia provided an update noting that she is seeking a copy of Mora’s HRA establishment documents. Robelia is still seeking a copy of the City’s charter from state agencies.

A discussion was had on the HRA bylaws and the need for them to be in congruence with City policy and practices related to committee member participation and practice. Robelia to seek a copy of the Mora bylaws with the intent to discuss at the next meeting.

Noted need to include an indemnification clause for Commissioners and Officers and conflict of interest section.

Robelia to begin drafting of the revised Pine City HRA bylaws.

HRA Audit - Pederson provided an update for the HRA audit and the City’s audit as a whole, noting no HRA findings. *Motion by France, seconded by Pettie, to approve the HRA audit that was conducted in conjunction with the City’s Audit. Motion carried.*

POHP Loan Update – Robelia provided an update on the POHP grant with the proposed vent addition, attic insulation, parking lot updates, and LED upgrades in the hallways, kitchen, and community room. Robelia noted the declaration of trust to be placed on the property related to the loan/grant.

Request from residence to put a smoking picnic table. Direction for no additional smoking areas to be provided outside of the gazebo.

A discussion was had on the policy related to dogs. Robelia noted no dogs over 2lb (mature weight).

Next meeting August 20th, 2019 9:00am at City Hall.

Meeting adjourned at 10:10 am.

Minutes by:
Matthew Van Steenwyk, City Administrator