



**HOUSING AND REDEVELOPMENT AUTHORITY**  
**Minutes**  
**September 3rd -- 9:00 AM**  
**City Hall Council Chambers**

**Board Members present:** Jim France, Mayor Carl Pederson, Kent Bombard, Rita Watson, and Gina Pettie

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

**Absent:** Becky Schueller

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

**Approve July 16, 2019 meeting minutes** – *Motion to approve the July 16, 2019 meeting minutes by France, seconded by Watson, with noted revisions. Motion carried by unanimous consent with Pettie absent.*

**Relocation of homeless shelter discussion** – A discussion was had on potential options and building locations in the City as well as how the City and HRA fit into the financing of the potential move. A discussion was had on the neighboring property and the developments underway (Haug Construction). A note was made of a site visit, with MHP representatives, to a potential property for temporary or permanent housing of APFY.

An update was made on other housing developments including Summit Development, Commonwealth, and the hotel.

The board discussed the pending housing study and how it will inform the Mill Site project development.

**Bylaw update** – Robelia provided an overview of the drafted bylaws and the three models used for its generation. Robelia noted points of indemnification and conflicts of interest.

The board discussed using the existing City committee application process.

Robelia inquired on making the HRA housing application available through the City's website. Robelia to review the website and make recommendations and to get Van Steenwyk a copy for upload to the website.

Discussion was had on the requirements for monthly meetings or if the bylaws can be modified to indicate quarterly meetings with the option for more frequent meetings. Robelia to verify requirements and draft a revised language to reflect the required frequency to quarterly.

Discussion was had on the election and term limits. Staff to determine if the City's policies support the position requirements and terms as indicated in the drafted bylaws.

Discussion tabled until the next HRA meeting.

**2020 HRA Levy Budget review/approval** – Van Steenwyk presented the Levy calculation methodologies addressing the difference between using taxable property and all properties in the levy calculation. Van Steenwyk noted that the increase of the Levy would be approximately \$14,800.

A discussion was had on the intended uses of the fund balance resulting from the Levy.

Recommendation to offer a levy to Council at an amount that supports the HRA goals of improving housing stock. *Motion by France, seconded by Pettie, to propose a levy based upon the estimated market value of all property in the levy calculation (\$304,825,000 x .0185%). Motion carried with Bombard, Pettier, Watson, Pederson, and France voting in favor and none against.*

**Check register review/approval (7/12/19-8/27/19)** – *Watson motioned to approved, seconded by Pettier, the check register for period 7/12/19 – 8/27/19. Motion carried.*

**Management Report** – Robelia provided an overview of the management report including vacancies, resident issues, and building repairs. No action was taken on this item.

Staff requested to provide the original City Council resolution establishing the HRA.

**July 2019 Financial - Review/Approval** – *Motion to accept the July 2019 Financial report by Pettie, seconded by Bombard. Motion carried.*

**Additional items, comments or update** – Next meeting September 17<sup>th</sup> at 9:00am.

Meeting adjourned at 10:20 am.

Minutes by:  
Matthew Van Steenwyk, City Administrator

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