



**HOUSING AND REDEVELOPMENT AUTHORITY
MEETING Agenda WITH POSSIBLE
QUORUM OF THE CITY COUNCIL
March 17, 2020 10:00 AM
City Hall Council Chambers**

Board Members present: Becky Schueller, Mayor Carl Pederson (via phone), and Rita Watson (via phone).

Absent: Aaron Duffee and Gina Pettie

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

Other Board/Committee members present: Frank Christopherson (EDA) (via phone).

Other Attendees: Sara Belleful (Minnesota Housing Partnership) (via phone).

Schueller brought the meeting to order at 10:05 am

Approve February 18, 2020 meeting minutes, January 21, 2020 Mille Site & Redevelopment minutes, and the January 16, 2020 Collaborative Housing meeting minutes – *Motion to approve the February 18, 2020 meeting minutes, January 21, 2020 Mille Site & Redevelopment minutes, and the January 16, 2020 Collaborative Housing meeting minutes by Pederson, seconded by Watson. Motion carried by unanimous consent.*

Check register review/approval (02/12/2020 – 3/5/202) – *Pederson motioned to approve, seconded by Watson, the check register for period 02/12/2020 – 03/5/2020. Motion carried.*

March 2020 Management Report – Robelia provided a summary of the March 2020 management report with note of the status of the siding installation. No action was taken on this item. *Motion to approve the March 2020 report by Pederson, seconded by Watson. Motion carried.*

Housing and Redevelopment Authority Board Position Description – Van Steenwyk provided an overview of the proposed position description. A discussion was had on the meeting time. No changes to the established time were made or offered. *Motion by Pederson, seconded by Watson, to approve the HRA Board position description. Motion carried.*

City of Pine City

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FYE 2021 Annual Operating Budget review/approve - Resolution #20-03 – Robelia provided a summary of the proposed FYE 2021 annual operating budget noting planned repairs, staff increases in hours and rate of pay. A discussion was had on the propose audit costs. *Motion to approve Resolution 20-03 approving the FYE 2021 budget by Watson, seconded by Pederson. On a rollcall vote Pederson, Watson, and Schueller voted in favor and none against.*

Draft Pine City Market Study - Pine City Mill Site – Sauter provided a summary of the draft Pine City Market Study discussing employment rate, renter statistics, incomes, and commuter rates. Sauter provided an overview of two proposed site constructs that Maxfield provided. Sauter requested members to provide feedback and comments on the draft report. No action was taken on this item.

Development Updates (verbal):

- a. Small Cities – Sauter provided an update on the Small Cities noting not a lot of applications being received. More efforts will be made to market the program and to see if the coverage area can be expanded.
- b. Federal Home Loan Bank – Sauter provided a summary of the program and that applications have been received.
- c. Hilltop Cottages – Sauter provided a project update noting the project was proceeding.
- d. Timber Pines - Sauter provided a project update and that staff are waiting for their building plans.

Additional Items: A request for clarification on who received the market study was presented. Sauter indicated it was the broader group including the HRA.

Motion by Pederson, seconded by Schueller, to adjourn the meeting at approximately 10:41 am. Motion carried.

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