



**HOUSING AND REDEVELOPMENT AUTHORITY  
MEETING MINUTES  
May 19, 2020 - 10:00 AM  
Remote Meeting – RingCentral ID 149 304 0880**

**Board Members present:** Mayor Carl Pederson, Aaron Duffee, and Becky Schueller.

**Board Members Absent:** Council member Gina Pettie and Rita Watson

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

**Other Board/Committee members present:** Councilor Steve Ovick

**Other Attendees:** Minnesota Housing Partnership Jill Hendricks

**Meeting brought to order at approximately 10:07am.**

**Approve April 21, 2020 meeting minutes** – *Motion to approve the April 21, 2020 meeting minutes by Schueller, seconded by Duffee. Motion carried by roll call of Pederson, Schueller, and Duffee voting in favor. None opposed. Motion carried unanimously.*

**Check register review/approval (4/15/2020 – 5/12/2020 Check #12150-12165)** – *Schueller motioned to approve the check register for period 4/15/2020 – 5/12/2020 seconded by Pederson. Motion carried by roll call of Schueller, Pederson, and Duffee voting in favor. None opposed. Motion carried unanimously.*

**May 2020 Management Report** – Robelia provided a summary of the April 2020 management report highlighting the vacancy and waitlist figures. Robelia provided an update on the insurance claim work related to the siding installation. Robelia noted some of the difficulties with working with the insurance companies and the related claims. Robelia noted that additional updates will be provided in the future. Robelia also provided some additional updates on the building work being done and the grant programs.

**Development Updates (verbal):**

- a. Mill Site Redevelopment Project RFP – Sauter provided an update on the Mill Site development related to the MPCA, Carlson McCain, and the property preparation. Sauter noted the potential for DEED funding related to the mitigation activities and an MHF funding potential. Sauter indicated that the RFP went live on May 18, 2020. Sauter provided an overview of the planned disbursement of the RFP with a due date of July 2, 2020. A general discussion was had on the development mitigation practices that may apply to the proposed project.
- b. Small Cities – Sauter provided an update and indicated that one loan application closed with a business last week.
- c. Federal Home Loan Bank (FHLB) – Sauter provided a summary of the housing program. Sauter indicated that the inspections for the program were conducted in the previous week. Sauter indicated that we have met the special need requirement of the program.

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**City of Pine City**

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- d. Hilltop Cottages – Sauter indicated that there is not a large update on the project. Sauter noted that the project is moving forward with a planned closing on the property in July. Sauter provided an overview of the park dedication fee waiver indicated as supported by the City Council.
- e. Timber Pines – Sauter noted that the plat has been recorded and staff are awaiting the building plans. Pederson noted that he has had conversations with developer. Pederson to reach out to the developer to reengage the timeline.

**Additional Items:**

*Motion by Pederson, seconded by Duffee, to adjourn the meeting at 10:47am. Motion carried by roll call of Schueller, Pederson, and Duffee voting in favor. None opposed. Motion carried unanimously.*

Next meeting is scheduled for June 16<sup>th</sup> at 10:00 am.

Minutes by: Matthew Van Steenwyk, City Administrator