



Brainerd Housing and Redevelopment Authority BOARD MEETING MINUTES

June 24, 2015

The June meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 1:00 p.m., Wednesday, June 24, 2015, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

- 1. CALL TO ORDER:** Chair Rick Fargo called the meeting to order at 1:00 p.m.
- 2. ROLL CALL:** Present at the meeting were Chair Rick Fargo, Commissioners Nathan Steffenson, Dale Parks, Marlee Larson, and Gabe Johnson. Also present were Executive Director Jennifer Bergman and Executive Assistant LeAnn Goltz; Brainerd City Administrator Patrick Wussow; and John Klopfleisch from New Pathways.

3. READING AND APPROVAL OF MINUTES FROM THE PREVIOUS MEETING:

Commissioner Steffenson made a motion to approve the minutes from May 27th, 2015. Commissioner Johnson seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The minutes were approved.

4. PRESENTATION ON TENT CITY: JOHN KLOPFLEISCH, NEW PATHWAYS

John Klopfleisch provided an overview of the New Pathways program, which is a partnership with area churches that serves homeless families with children. The program provides private sleeping accommodations, three meals a day, case management, skills training, and a safe environment. Each year New Pathways hosts a fundraiser called Tent City and invite people from the community to camp out in a box overnight. They have many activities throughout the event and ask those participating for donations. Klopfleisch asked the Board to spread the word and consider participating.

5. BILLS AND COMMUNICATIONS:

a. Financial Report:

Crosby Check Signing

Finance Director Young was absent but Executive Director Bergman presented in her place. She informed the Board that auditors from CliftonLarsonAllen performed the fieldwork for the 3/31/15 Crosby HRA audit during the week of June 8th. One of the recommendations made during the audit from Mary Reedy was that Brainerd HRA Board Members should not sign Crosby checks. Reedy stated that since the Brainerd HRA Board has no control over Crosby HRA finances, checks should be signed by the Crosby Board. Logistically, Reedy suggested that Young be backup for the rare occurrences when a Crosby Board Member cannot sign checks. As a result, the Brainerd HRA Board will be removed from the Unity Bank account.

In addition, Wells Fargo has advised the Brainerd HRA to eliminate the SWEEP account and combine it with the operating account.

Commissioner Steffenson inquired about the status of the toilet upgrades at the North Star Apartments. They are in our Five-Year Capital Fund Plan but staff will find out more details and bring the information back to the Board at the next meeting.

b. HCV Report:

HUD has notified the Brainerd HRA that the proration for Administration Fees will be increasing from 74% to 79% beginning July 1st, 2015.

Bergman shared with the Board that Crow Wing County has contacted her about the possibility of the Brainerd HRA taking over administration of the Bridges Program for Morrison County HRA. They have offered to meet with her to discuss it in more detail. More information will be provided to the Board once it is received.

c. Public Housing Report:

The Board reviewed the vacancy report and monthly property performance report for May 2015.

Staff is working with VDA (Van Duesen and Associates) for the elevator upgrade project. As required, a test to identify asbestos and lead based paint was done on June 16th. The test indicated that it is probable that we have some asbestos in the ceiling. The sample is being sent to a lab for verification. More than likely this will not be disturbed during the elevator upgrade. No lead based paint was found. The Brainerd HRA is also negotiating the terms of the HUD agreement with VDA, which is required since Capital Funds will be used. Once the agreement is finalized, VDA will begin specifications for the project.

The Board inquired about the status of the vacant non-dwelling unit at North Star Apartments that was used by ACCRA. At this time, there are no local service providers that are interested in leasing it. It could be used as two-bedroom unit if necessary.

d. Executive Director Report:

BLACF Riverfront Grant

Bergman met with the Riverfront Steering Committee to provide an update on how the HRA will be moving forward with the project and to receive feedback. The Brainerd HRA also created an application for the Riverfront Sub-Committee with an initial deadline of June 30th to be considered, which will likely be extended. The City Council announced the application at their June 15th meeting. Currently three applications have been received. Also, a news release will be sent to the Brainerd Dispatch. It is anticipated that the Board will select members at the July Board meeting.

Brainerd HRA Board Applicants

The City of Brainerd has received applications from Eric Charpentier and Patrick Wussow for the HRA Board. It is anticipated that both will be appointed in July.



Brainerd Oaks

The Crow Wing County HRA authorized staff to hire the Urban Land Institute (ULI) to assist with Brainerd Oaks. ULI is a non-profit agency whose mission is to engage public and private sector leaders to foster collaboration, share knowledge, and join in meaningful strategic action to create thriving, resilient communities. They offer two programs: Navigating Your Competitive Future and Technical Assistance Panel. The CWC HRA will use both programs to assist with the redevelopment of Brainerd Oaks. It will be a day-long session; one session in the morning and one in the afternoon. Brainerd HRA Board members will be invited to participate, which is anticipated to be held in late September or early October.

Update on the SSRP Lots:

1504 8th Avenue: The site work is complete and the concrete forms go up on Friday, June 19th. They will then rough-in the plumbing and concrete by the end of the week. Framing starts on July 13th. LAHFH anticipates completion by the end of July.

1321 Norwood Street: LAHFH is requesting a variance for the front and rear yard setbacks. The Planning Commission will consider the request at their June 17th meeting and will be on the City Council agenda on July 6th.

614 Tamarac Street: All documents for the closing have been signed and the final closing documents were received on Monday, June 22nd.

Bergman also updated the Board on the Small Cities Development Program Grant for the City of Crosby. DEED has awarded the City \$435,100 for housing rehab and the administrative contract has been drafted. Bergman requested from the Board the approval to move forward with the contract.

Commissioner Parks made a motion to authorize Chair Fargo and Executive Director Bergman to proceed with the Administrative Contract where the Brainerd HRA agrees to act as the administering agent for the City of Crosby on the Minnesota Small Cities Development Program Grant. Commissioner Larson seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The motion was approved.

e. Crosby HRA Update:

Devon Bernstrom, previously a temporary employee of Crosby HRA, has been hired as the new full-time maintenance specialist.

The software conversion from Lindsey to HDS and HAB, Inc. is complete and staff have been using HDS exclusively since June 1st. It's been going very well.

6. Reports of Committees:

Chair Fargo reported that he's been working with the Minnesota NAHRO Commissioners Committee to bring more resources and classes for Commissioners to the spring and fall conferences. He welcomed ideas from the Board.



7. **Unfinished Business:** None

8. **New Business:**

a. **Authorize Letter of Support to Designate the Mississippi River as a Regionally Significant Park:**

The City of Brainerd is submitting an application to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC) to designate the Mississippi River from Highway 210 to Buffalo Creek in the City of Brainerd as a regionally significant park. Ultimately, this designation will make the City eligible for Legacy Funds in the future for the Riverfront. The City is asking for letters of support from agencies, individuals, and business owners.

Commissioner Parks made a motion to authorize the Executive Director to provide a letter of support on behalf of the Brainerd HRA to designate the Mississippi River as a Regionally Significant Park. Commissioner Johnson seconded the motion. All voted in favor and none were opposed. The motion was approved.

9. **Adjournment**

The next meeting is scheduled for Wednesday, July 29th.

Commissioner Larson made a motion to adjourn the meeting. Commissioner Johnson seconded the motion and the meeting was adjourned at 2:22 p.m.

