

Minutes of the March 26, 2014 Brainerd HRA Board Meeting

The March meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota was held at 11:00 a.m., Wednesday, March 26, 2014, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **Call to Order:** Vice-Chairman Larson called the meeting to order at 1:02 p.m.

2. **Roll Call:** Present at the meeting were Commissioners Larson, Fargo, Steffenson and Nesheim. Commissioners Burnett and Parks were absent from the meeting. Also present were Director Jennifer Bergman, Finance Director Karen Young and Resident Programs Specialist Tania Eller.

7. **Consider Refunding Bonds for the ISD 181:**

Jason Aarsvold of Ehlers gave an overview of the refinancing of HRA Lease Revenue Bonds. He discussed how refinancing the bonds could save the school district approximately \$43,000 annually. He also stated there is no out of pocket cost to the HRA to facilitate this refinancing. All costs would be paid by the school district and are included in the cost of the new bonds.

Commissioner Nesheim made a motion to proceed with moving forward with the sale of the bonds. Commissioner Fargo seconded the motion. All commissioners voted in favor of moving forward, and none were opposed.

4. **Bills and Communications:**

d. **Executive Director Report:**

Downtown TIF District: Jennifer discussed the Downtown TIF District stating a number of parcels have dropped off as a result of the knock down rule. Karen found information showing we can put the parcels back into the district that were removed. It was discussed that there are two ways to bring parcels back in. One is to work with the county to bring them back. The second way is to bring them back when an activity happens (demolition). One of the parcels removed was the Downtown Motel.

3. **Reading and Approval of Minutes from the Previous Meeting:**

Commissioner Fargo made a motion to approve the minutes of the February 26, 2014 meeting. Commissioner Nesheim seconded the motion and the minutes were approved as amended.

4. **Bills and Communications:**

a. **Financial Report**

Karen stated audits went well. They have been submitted to REAC with no findings or deficiencies.

The Crow Wing County HRA audit was clean. She stated the audit used to be done by Office of the State Auditor.

Brainerd South's audit was also clean, and submitted to REAC. There is a surplus cash amount of \$19,391 which went into the Residual Receipts account.

b. HCV Report

Jennifer informed the Board that Diana is out on an extended medical leave.

Jennifer stated we currently have 311 vouchers issued. We received notice that we will be funded for HAP at 99.7 percent, and Admin will be funded at 75 percent. She also informed the Board we will potentially open our waiting list this summer.

c. Public Housing Report

Jennifer stated furnaces were installed in 22 units at Valley Trail. She stated annual recerts and inspections will be conducted in April. Vacancies show four units vacant at the end of February, and five units are off due to the fire. Teresa says three are not rented.

Jennifer informed the Board that HUD has increased our flat rents substantially. She said 21 units are currently at flat rent. She also said we can only increase up to 35 percent per year. She continues to discuss this with HUD and our Congressional delegation but this could be detrimental for our residents as well as the HRA.

d. Executive Director Report (continued)

SSRP Purchases: Jennifer stated we have successfully closed two properties for the Scattered Site Replacement Program: 614 Tamarack and 1321 Norwood.

Administrative Finance Assistant Position: Jennifer stated we interviewed 7 people; three of which were really good candidates. We hired Roberta Piekarski who will be starting April 21st. She has a really strong background in accounts payable and payroll.

Crosby HRA: Jennifer stated we start staffing the Crosby HRA on April 1st.

5. Reports of Committees:

No reports from Committees.

6. Unfinished Business

No unfinished business to discuss.

7. New Business (continued):

b. Approve the 2014-2015 HRA Goals

Jennifer discussed that the Board had held their Strategic Planning session in February. She summarized the goals and actions steps that were the result of the session.

Commissioner Nesheim made a motion to adopt the 2014-2015 Strategic Plan. Commissioner Fargo seconded the motion. All Commissioners voted in favor of the motion and none were opposed.

c. Approve Resolution #2014-02; Capital Fund

Commissioner Nesheim made a motion to approve Resolution #2014-02 for Capital Fund. Commissioner Steffenson seconded the motion. All Commissioners voted in favor of the motion and none were opposed.

8. Adjournment:

Commissioner Fargo made a motion to adjourn the meeting. Commissioner Steffenson seconded the motion.