

**Brainerd Housing and Redevelopment Authority
BOARD MEETING MINUTES
November 30, 2016**

A regular 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, November 30th, 2016, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Chair Fargo called the meeting to order at 1:00 p.m.

2. **ROLL CALL:** Present at the meeting were Chair Rick Fargo, Commissioners Patrick Wussow, Nathan Steffenson, Dale Parks, Marlee Larson, Eric Charpentier, and Gabe Johnson. Also present were Executive Director Jennifer Bergman, Finance Director Karen Young, Housing Manager Teresa Hettver, Rental Assistance Manager Tania Eller, Resident Services Coordinator Teri Leonard, Executive Assistant LeAnn Goltz, Brainerd Riverfront Committee Chair Rod Osterloh, and Brainerd City Administrator Jim Thoreen.

3. **STAFF INTRO:** Bergman introduced and welcomed the new Resident Services Coordinator Teri Leonard. Leonard has more than 12 years of experience working in case management, human services, and with people with low income and disabilities. She is familiar with the community and the resources that are available. Leonard expressed her excitement about the new position.

4. **REPORTS OF COMMITTEES:**
 - a. **Riverfront Committee:** Rod Osterloh, Riverfront Committee Chair, presented to the Board and gave a background on the project and the goals the committee has been working toward. He informed them about the 3 Bridges Trail that they chose for their signature project and also shared that the committee was recently awarded a \$5,000 grant from the Initiative Foundation to hire a professional that can formulate a business plan.

 Osterloh reported that the committee is preparing for a number of events that are coming up in December including presenting to Brainerd Rotary and the Brainerd Parks and Rec Board and exhibiting at the Business Holiday Extravaganza. After the first of the year, they will also be meeting with the City Council to report on what they've accomplished in 2016 and will be hosting a stakeholder meeting.

5. **READING AND APPROVAL OF MINUTES FROM THE PREVIOUS MEETING:**

Commissioner Larson made a motion to approve the minutes from the October 26, 2016, board meeting. Commissioner Parks seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.



6. BILLS AND COMMUNICATIONS:

- a. **Financial Report:** Young provided the financial reports for October.

Commissioner Wussow made a motion to approve the payments as presented. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

- b. **HCV Report:** Eller reported that HAP utilization through October was at 86%, which is right on target. She explained that the waiting list total from the board packet shows 239, but it is at 190 now.

- c. **Public Housing Report:** Hettver provided the Vacancy Report and Property Performance Reports for October.

ROSS – (Resident Opportunity and Self-Sufficiency)

Hettver reported that the new ROSS Resident Services Coordinator, Teri Leonard, started with the HRA on Monday, November 28th. She is looking forward to having her be available to help those residing in our public housing units.

Resident Commissioner

Commissioner Steffenson's term on the Board will expire on December 31st. Hettver sent a notice to all Public Housing Residents, as well as to all Section 8 Voucher Participants, seeking candidates to fill the position. We received 16 self-nominations for the Resident Commissioner position that have been verified as eligible to be placed on the election ballot. Eleven of the 16 candidates completed a candidate statement form that will be sent out to all residents and participants so they can familiarize themselves with the candidates prior to the election, which will be held on December 14th, 2017.

POHP

The elevator modernization project is progressing. Following is an outline of the progress and weekly updates are provided to the residents:

- » The new electronic drive motor is now installed with the electrical components. New cable and pulleys have been installed connecting the elevator car to the drive mechanism.
- » The large elevator car has been disassembled so a new floor, walls and ceiling can be installed.
- » The new push button call stations and elevator doors on each floor are being installed and a new elevator floor indicator is being installed on the first floor and new lighting.
- » New lighting in the elevator pit has been installed.

- d. **Executive Director Report:** Bergman reported on the following items:

Hunt Utility Group Proposal for 728 4th Ave NE

Hunt Utility Group will not be proceeding with a proposal to purchase the lot at 728 4th Avenue NE. Their workload is such that they would not have the time to manage the project. Bergman would like to discuss the next steps with the HCP Housing Task Force and bring a proposal back to the Brainerd HRA Board in January.



Downtown Brainerd

The Downtown Brainerd committee will be meeting again in December to discuss the program for a new business downtown. They are looking at a program that would help those businesses already downtown and one to draw new business there. In addition, Mark Ostgarden is putting together a meeting with several Downtown property owners and business owners, Brainerd Restoration, HRA, City Council members elect as well as the Mayor and a current City Council member to discuss downtown Brainerd options with a consultant.

Thoreen informed the Board that the police chief, building inspector, public health department, and the HRA are examining options for the second floor of the Downtown Mall, which is in very poor shape. They are concerned about the impact on the community and will be putting together a package for the owner that will hopefully be a step toward resolving the issues.

Brainerd Oaks/Serene Pines/Dal Mar Estates

The Crow Wing County HRA approved the First Amendment for the Purchase and Redevelopment Contract with Paxmar-Brainerd, LLC, to extend the purchase date of the lots to no later than April 1st, 2017. Kennedy & Graven continue to work with Complete Title to resolve the title issues.

MN NAHRO Spring Conference

We have begun planning for the Minnesota NAHRO conference at Madden's in the spring of 2017. The Professional Development Committee is asking Commissioners what type of sessions they would like have. Bergman asked the Board to let her know if they have any specific issues they would like covered.

Rehab Program Update

The Housing Rehab Coordinator was posted on November 16th and will close on December 5th. It is our goal to have someone on staff by January 2nd. The contractor is working on creating the office space in the lower level.

Bergman also reported that she has started to schedule meetings with new council members. Also, she has been negotiating with LAPS on parking arrangements to rent six spaces on the east side of the HRA parking lot.

7. **UNFINISHED BUSINESS:** Nothing to report.

8. **NEW BUSINESS:**

- a. **2017 Budget Approval:** Young provided the Board with the 2017 budgets for the General Fund, Housing Choice Voucher Program, and Public Housing. She informed the Board that federal program funding for Housing Choice Voucher and Public Housing are not known at this time and are based on estimates. The rates for employee health insurance increased by 0% and a 2% annual adjustment to wages is included in the budget for all permanent, full-time positions. She noted that expenses are generally based on three-year averages and per CFR Part 200, staff salary allocations among funds were adjusted to better reflect how time is actually spent.

The Board had a discussion about how much they should have in the general fund. They would like to determine what the Board feels is comfortable so they can possibly designate fund balance towards long-term projects of paying off the mortgage. They questioned what others have for policies and how the HRA's fund balance has changed with sequestration.



Commissioner Wussow made a motion to adopt the 2017 General Fund and Housing Choice Voucher budgets and adopt the 2017 Public Housing budget by approving Resolution No. 2016-04 PHA Board Resolution Approving Operating Budget. Commissioner Johnson seconded the motion. A roll call vote was taken and all commissioners voted in favor of the motion and none were opposed. The motion passed.

- b. Authorize Year 2 Contract with SEH:** The Brainerd HRA Board entered into a contract with Short Elliot Hendrickson (SEH) to act as the Riverfront Coordinator as outlined in the Brainerd Lakes Area Community Foundation (BLACF). The Brainerd Riverfront Committee has reviewed the attached Year 2 Contract and has recommended the Board continue to contract with SEH for these services in Year 2.

The contract clarifies deliverables for Year 2. The biggest items will be preparing the materials on the 3 Bridges Trail for the City Council presentation in March and the stakeholders meeting in the summer.

Commissioner Johnson made a motion to authorize the Brainerd HRA Chair and Executive Director to enter into the Year 2 Contract with SEH. Commissioner Parks seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

- 9. NEXT MEETING:** December 21, 2016

- 10. ADJOURNMENT:**

Commissioner Parks made a motion to adjourn the meeting. Commissioner Steffenson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 3:28 p.m.

