

**Brainerd Housing and Redevelopment Authority  
BOARD MEETING MINUTES  
August 22, 2018**

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, August 22, 2018, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Vice Chair Patrick Wussow called the meeting to order at 1:03 p.m.
2. **ROLL CALL:** Present at the meeting were Commissioners Gabe Johnson, Eric Charpentier, Ashley Storm (via teleconference), and Patrick Wussow. Others present include Executive Director Jennifer Bergman, Finance Director Karen Young, Rental Assistance Manager Tania Eller, and Executive Assistant LeAnn Goltz. Absent: Krista Brodal, Bekah Kent, and Marlee Larson.

3. **READING AND APPROVAL OF MINUTES:**

**Commissioner Charpentier made a motion to approve the minutes from the July 25<sup>th</sup>, 2018, board meeting. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.**

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:** Young reported that the 2018 budgeted levy amount is \$124,725. A deposit of \$47,484.21 from Crow Wing County was received in June. This represented a 70% advance on estimated property tax collections for the first half of 2018. The remaining 30% of \$21,598.99 was received in July for total levy deposits of \$69,083.20.

Reflected in the July financial statements is a \$50,000 check received from Housing Authority Insurance to cover the preliminary expenses for the North Star fire. This is reflected in the Casualty Loss Expense account and will offset the expenses incurred. The net result of this will be the \$5,000 deductible.

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

Vice Chair Wussow moved the order of the agenda so that New Business would be conducted next.

5. **NEW BUSINESS:**

- a. **2019 Preliminary General Fund Budget Filing with City:** For the August Board meeting each year, staff members are directed to prepare a letter to the Mayor and City requesting the full HRA levy of .0185 percent of the estimated market value.



Per Minnesota State Statute, the authority shall each year formulate and file a budget in accordance with the budget procedure of the city in the same manner as required of executive departments of the city, or if no budgets are required to be filed, by August 1<sup>st</sup>.

To meet this requirement, staff prepared the preliminary General Fund budget to be filed with the City and reviewed it with the Board. This budget is based on estimates and assumptions that will change before the final budget is presented to the Board in November.

**Commissioner Johnson made a motion to authorize staff to file the General Fund Budget with the City of Brainerd. Commissioner Charpentier seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

- b. **HCV Programs Report:** Eller reported that the Unit Months Leased (UML) through July was 99% and HAP utilization was 58%. Bergman added that staff is considering opening up the waiting list.
- c. **Public Housing Report:** Confirmation was received from HUD that units 907 and 708 at the North Star are approved as Vacant Due to Casualty Loss. The HRA will receive full operating subsidy for these units and they will not count as vacant units until they are suitable for occupancy.

On Monday, August 13<sup>th</sup>, 2018, the two-bedroom public housing waiting list was opened.

Bergman informed the Board that Brainerd South had their annual meeting on August 20<sup>th</sup>, 2018. Residents had some concerns about the new caretakers and expressed those at the meeting, and ultimately, the Brainerd South Board had a successful board meeting the following day.

The Brainerd HRA Board requested background information on the Brainerd South non-profit group. Bergman will provide additional information at the September or October board meeting.

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

**Maintenance Supervisor**

Jeff Banick will be retiring on September 7<sup>th</sup> and Terry Quick will serve as the new maintenance supervisor. He began working part time on August 10<sup>th</sup> and will shadow Jeff until his retirement. Terry will begin working full time on September 10<sup>th</sup>.

**Thrifty White**

As a result of Bergman's presentation to the Minnesota Real Estate Exchangors (MREE), she has had several follow up conversations with Jim Bingham, the owner of the Thrifty White property. There were approximately 55 investors in attendance. Mr. Bingham has requested a follow-up meeting to discuss a potential redevelopment of that block.

**Destination Downtown Brainerd 2.0**

Seventy-three applications were received for the Destination Downtown 2.0 competition. The judges reviewed the applications and narrowed the field to 11. The deadline for Phase II is September 16<sup>th</sup>, so the 11 businesses are working on their business plans with the Small Business Development Center (SBDC) and searching for a potential location. The judges will then narrow the list down to three finalists and the winner will be announced at the Chamber Annual Event. More details to follow.



**River to Rail Initiative**

The R2R Steering Committee will be meeting on September 5<sup>th</sup>. BLAEDC has enlisted the help of Lisa Haberman to help facilitate the meeting. Lisa has a lot of talent and enthusiasm about what we are doing and wants to help. She has graciously agreed to either talk with or get together with each Engine leader to assist in the completion of each R2R Engine Workplan. The Workplan will help identify goals and next steps for R2R.

**Main Street Redevelopment Seminar**

On August 9<sup>th</sup>, Bergman and City Administrator Cassandra Torstenson attended a seminar by the U of M Extension on Main Street Redevelopment sponsored by the Initiative Foundation. The U of M Extension shared a number of tools that we could use in evaluating the needs of our downtown as well as shared examples across the State of Minnesota on successful initiatives.

**NAHRO Award**

Bergman reported that the Brainerd HRA and the CWC HRA were awarded the Award of Excellence from the National Association of Housing and Redevelopment Officials (NAHRO). The HRA will be presented this award at their conference in Atlanta in October.

Bergman also reported that she is meeting with the City and the Chamber about a potential revival of the Mainstreet Coordinator Program.

In addition, she and Chair Larson will be meeting with the mayor and city administrator of Pequot Lakes next week. Their HRA executive director is retiring and there is a potential for the Brainerd HRA's assistance.

- e. **Rehab Programs Report:** Bergman reported that she and Schommer met with the EDA and the City of Brainerd about their open community redevelopment position. In addition, she reviewed the Rehab Programs Report with the Board and informed them that three more lots in Brainerd Oaks are in the process of being sold to Paxmar.

- 6. **UNFINISHED BUSINESS:** Nothing to report.
- 7. **COMMISSIONER COMMENTS:** Chair Wussow suggested the HRA provide a tour of our properties for the new board members or anyone else interested.
- 8. **ADJOURN:** The next meeting is scheduled for September 26<sup>th</sup>.

**Commissioner Charpentier made a motion to adjourn the meeting. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 1:50 p.m.**

