



Brainerd Housing and Redevelopment Authority BOARD MEETING MINUTES

August 26, 2015

The August 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 26, 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 1:02 pm.
2. **ROLL CALL:** Present at the meeting were Chair Rick Fargo, Commissioners Nathan Steffenson, Dale Parks, Marlee Larson, Gabe Johnson, Patrick Wussow, and Eric Charpentier. Also present were Executive Director Jennifer Bergman, Finance Director Karen Young, Executive Assistant LeAnn Goltz, and Housing Manager Teresa Hettver.
3. **READING AND APPROVAL OF MINUTES FROM THE PREVIOUS MEETING:** Commissioner Steffenson made a correction to the first paragraph on page 6 of the previous meeting minutes. It should read, "HUD is offering a 90-minute video to PHA board members..." In addition, the second paragraph, third sentence should read, "Best practices suggest that board members *should* sign to ensure that fraud or significant errors are not occurring and remaining undetected."

Commissioner Parks made a motion to approve the minutes from July 29th, 2015, as amended. Commissioner Johnson seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The minutes were approved.

4. **OATH OF OFFICE – PATRICK WUSSOW:** The Brainerd City Council recently appointed Patrick Wussow to serve on the Board of the Brainerd HRA. Bergman verbally conducted the Oath of Office and Wussow was subscribed and sworn in. His term expires 6-6-2020.
5. **BILLS AND COMMUNICATIONS:**
 - a. **Financial Report:**

General Fund Levy

The 2015 budgeted levy amount is \$116,550. A deposit of \$41,425 from Crow Wing County was received in June, which represents a 70% advance on estimated property tax collections for the first half of 2015. The remaining 30% of \$19,170 was received in July for total deposits of \$60,595.

Capital Fund Draw

The 2013 Capital Fund Program (CFP) grant is required to be fully obligated in September. The total grant amount is \$182,129 and we had previously drawn down \$66,000 into Public Housing operations as budgeted. In July we drew down the remaining \$116,129 to be used as leverage dollars along with POHP funding for the elevator project at the North Star. A portion of the \$204,321 2014 CFP will also be used as leverage for this project.

- b. **HCV Report:** Total vouchers for July was 306. Commissioner Parks asked if this report could include a year-to-date average for vouchers going forward. Bergman made a note to have that information included in future reports.

- c. **Public Housing Report:** Hettver reminded the Board that the data presented on the report is from the previous month. She informed them that at the present time, housing is full at the North Star, Brainerd South, and family units. She currently has eight tenants moving out of North Star and all units except three are ready to be filled. Hettver also reported that the two-bedroom unit previously occupied by ACCRA has also been filled.

- d. **Executive Director Report:**

Budget Presentation to the City Council

Bergman presented the General Fund budget to the City Council on August 20th. This is the first time she had been asked to make a formal presentation requesting the HRA levy. The presentation went extremely well and the City Council had a good discussion. Bergman reminded the Board that the budget numbers will change once appropriations are determined by Congress. More than likely the actual budget will be presented to the Board in November.

Resident Programs Coordinator

Since we no longer have a provider such as ACCRA or Good Neighbor at the North Star, there is a great need in our public housing for a case manager. To meet this need, the job description for Eller's former position (Resident Programs Specialist) has been changed so that in addition to administering the FSS and Homeownership Programs, the specialist will work with our public housing residents. The job was posted on August 13th and applications will be accepted until September 3rd. Bergman hopes to have someone on board by November.

Bridges Program

The Bridges Program is a rental assistance program available to residents in the Region 5+ area for people with a mental illness who are currently on the Section 8 waiting list. Bergman and Eller met with Minnesota Housing and the Adult Mental Health Initiative to discuss administering the Bridges program for Region 5+ (Aitkin, Cass, Crow Wing, Morrison, Todd and Wadena counties). The Region currently has 14 Bridges Vouchers and has been administered by the Morrison County HRA. Minnesota Housing has allocated \$114,000 for two years. In addition, they would pay administrative fees in the amount of \$50 per voucher leased per month, which based on discussions with colleagues, does cover the cost of the program. We anticipate having an agreement between the Brainerd HRA and the Region 5+ Adult Mental Health Initiative at the September Board meeting which would go to the Minnesota Housing Board for approval at their September meeting.



Housing Institute

On August 17th, Jamie Thelen from Sand Companies toured downtown Brainerd and provided feedback on potential development opportunities for downtown. There was discussion about the potential of bringing the arts such as theater, artist's shops, etc. to downtown. In addition, there was discussion about housing opportunities around the downtown core. Dave Pueringer requested a change to the Zoning Code to allow residential property on the first floor of properties downtown, which he modified to request residential on only the back half. This was discussed at the August Planning Commission meeting. The one thing that always is discussed at the team meetings is the need for marketing and public relations for our business owners. Sheila Haverkamp offered to arrange a speaker that will come to the next meeting to talk about these opportunities and specifically on marketing and how we can improve public perception. The team will continue to meet until January with the intention of establishing goals and next steps for downtown Brainerd in 2016.

Bergman noted that the HRA will submit another Small Cities grant application for Downtown Brainerd.

Brainerd Oaks Update

Bergman met with Gordon Hughes from the Urban Land Institute (ULI) on July 31st, 2015. They toured the site and created a list of potential panelists for the upcoming sessions that will be performed by ULI: Navigating your Competitive Future and the Technical Assistance Panel. ULI is booked up in October and November, so Mr. Hughes suggested a December time frame. She will keep us updated as she learns a definite date.

6. REPORTS OF COMMITTEES:

- a. **NAHRO Commissioners Committee:** Chair Fargo reminded the Board of the fall conference that will be held Sept. 23–25. Commissioners Fargo, Larson, Parks, and Steffenson are attending.
- b. **Mississippi Riverfront Sub-Committee:** The Riverfront Sub Committee met on August 13th and Bergman shared with the Board the agenda and notes from the meeting. Commissioner Johnson attended the meeting and reported that the group revised the goals and will be reviewing the Request for Qualifications that the HRA will draft prior to releasing it. The Committee decided to create a pool of consultants from which to select firms or teams to invite to submit a full Request for Proposal. The group believed that a firm or a team approach would be the most effective way to fulfill the requirements set forth in the Difference Maker Grant. The plan is to have a consultant on board by November.

Bergman informed the Board that John Forrest, member of the Sub-Committee, had sent a message prior to the riverfront meeting saying that Dan Hegstad would attend for him as he was going to be out of town. The Board did not feel it was right for Forrest to choose someone to attend in his place. They requested that Bergman responds by letting him know that if he's not able to serve on the Sub-Committee, the Brainerd HRA will appoint one of the other applicants.

7. UNFINISHED BUSINESS:

- a. **Update on 2014-2015 HRA Strategic Planning Goals:** In March of 2014, the Brainerd HRA Board adopted goals for 2014 and 2015. Bergman provided the Board with the status of those goals and objectives and recommended conducting another strategic planning session in December.
- b. **CWC HRA:** The Board inquired about the status of the Crow Wing County Housing Study. Bergman explained that she is in the process of reviewing it again after numerous errors in previous versions were found. She shared that based on all the mistakes and several drafts, she has little faith in the data and the study's accuracy. Chair Fargo agreed as he's reviewed it several times himself.

Commissioner Wussow made a motion to recommend to the Crow Wing County HRA Board that they end the relationship with Maxfield Research and notify funders of the status. Commissioner Johnson seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The motion was approved.

8. NEW BUSINESS:

- a. **Authorize submission of the ROSS Grant:** The maximum amount available for the Resident Opportunity and Self-Sufficiency (ROSS) Program for one full time coordinator for a three-year period is \$246,000. The grant is due August 27, 2015, with a proposed start date of November 2, 2015.

The grant pays for the annual salary and fringe benefits for a service coordinator for a three-year period and requires a 25% match. The match may be made up of self-sufficiency and supportive services or programs provided to participants. The service coordinator must serve a minimum of 50 units each year.

Commissioner Parks made a motion to authorize staff to submit the ROSS Grant application to Grants.gov by August 27, 2015. Commissioner Larson seconded the motion. Commissioner Steffenson requested a roll call. Upon roll call, Commissioners Johnson, Fargo, Larson, Parks, Charpentier, Steffenson, and Wussow voted "aye." No Commissioners voted "nay." Chair Fargo declared the motion carried.

9. ADJOURN TO CONFERENCE:

Commissioner Steffenson made a motion to adjourn to the Sept. 23–25 NAHRO Conference in Duluth, MN. Commissioner Johnson seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The motion was approved and adjourned to the conference.

