

**Brainerd Housing and Redevelopment Authority
BOARD MEETING MINUTES
October 26, 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, October 26, 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, and Executive Assistant LeAnn Goltz.
3. **READING AND APPROVAL OF MINUTES FROM THE PREVIOUS MEETING:**

Commissioner Wussow made a motion to approve the minutes from the September 28, 2016, board meeting. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.
4. **STAFF INTRODUCTIONS:** LeAnn Goltz, Executive Assistant and Jennifer Bergman, Executive Director
5. **BILLS AND COMMUNICATIONS:**
 - a. **Financial Report:** Young provided the financial reports for September.

Commissioner Wussow made a motion to approve the payments as presented. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.
 - b. **HCV Report:** HAP utilization through September was at 78%, which is right on track for the year.

Eller reported the Bridges Program is going well with 15 people leased to date. We anticipate having the program filled by the end of the year.
 - c. **Public Housing Report:** Hettver provided the Vacancy Report and Property Performance Reports for September. She reported on the status of the ROSS Resident Service Coordinator position, which was posted on September 29th with a closing date for applications of October 13th, 2016. The HRA received eight applications, conducted interviews on October 25th, and are prepared to make an offer. The hope is to have the position filled by November 14th, 2016.

The POHP elevator modernization project at the North Star began on October 17th. Hettver explained that the large car is out of service with the elevator drive system disconnected and removed. Earlier this week, a crane lowered it from the penthouse elevator control room to the ground and lifted the new elevator drives (one for each elevator) into the penthouse control room.



When the new electronic drive is in place and the circuits are wired, the technicians will be able to operate the car manually in the event of an emergency or other scheduled serious events. The small car is in service and operating as normal for residents.

Hettver also reported that the two bedroom Public Housing Waiting List is opening for applications.

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

College Drive

The HRA will be moving forward with an application for the Rural Rental Deferred Loan Program through Minnesota Housing to finance the siding replacement project.

Hunt Utility Group Proposal for 728 4th Ave NE

Hunt Utility Group had hoped to have a proposal to present to the Board for the purchase of the lot at 728 4th Avenue NE. They are still doing some research and preparing the plans. They hope to have something to the Board at the November meeting.

Brainerd Oaks Update

The State has now conveyed all 113 lots to the Crow Wing County HRA and they were recorded on October 18th. The builder, Heartland Acres, has pulled permits for two homes in Brainerd Oaks and had wanted to begin construction this year. Instead, they have decided to wait until spring, which will require an amendment to the PDA.

Potential Permanent Supportive Housing Project

Bergman informed the Board that she received a call from the Minnesota Housing Partnership (MHP) about a potential partnership with the Salvation Army and the Central Minnesota Housing Partnership (CMHP). They discussed possibly creating a collaborative partnership for developing permanent supportive housing on the vacant parcel located adjacent to the Salvation Army on Front Street and Fourth in Brainerd. She will keep the Board posted if there's any new information on this potential project.

Downtown Brainerd

The Downtown Brainerd committee met on October 5th to discuss a potential project. A consultant (Daniel Tepper) will be working with us to implement a program for new and existing downtown business owners. We have applied for funds through the Initiative Foundation for the consultant, who will be exploring other programs and making a recommendation to the committee.

Rehab Program Update

A job description for the Housing Rehab Coordinator has been created, which was provided to the Board. The intent is to hire a full-time Coordinator to administer the HRA's housing rehab programs and oversee the Capital Fund Program. The goal is to post the position by the middle of November with an anticipated hire date of January 3rd. In order to accommodate the full-time person, the lunch room downstairs will be remodeled so that half will be an office and the other half will remain a lunch room. The Board discussed the position and the fact that a portion of the position's salary will be funded by the Crow Wing County (CWC) HRA. They expressed concern that if the CWC HRA's levy increase request is not approved, it would affect the ability to hire the Rehab Coordinator. After determining the fund balance could be used if necessary, the Board agreed they would support the full-time position should the CWC HRA's levy increase not be approved.



Commissioner Wussow made a motion to support the full-time rehab coordinator position regardless of the outcome of the Crow Wing County HRA's levy increase. Commissioner Charpentier seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

6. REPORTS OF COMMITTEES:

a. Riverfront Committee:

Committee Vacancy

The BRC will be discussing potential committee members at the October meeting. Once we know how many current BRC Committee members are willing to serve in Year Two, Bergman recommended soliciting new applicants using the same application from Year One.

SEH Year Two Contract

SEH prepared and presented a draft to the BRC Committee at their September meeting for the BLACF Year Two Contract. The BRC committee had some recommended changes to that contract, which was shared with SEH. A new work plan will be provided to the BRC at their October meeting and will be on the Brainerd HRA Board agenda in November for consideration.

Brainerd Riverfront Committee Business Plan

A Letter of Inquiry (LOI) was submitted to the Initiative Foundation on October 7th to request funds to hire someone to prepare a Business Plan for the BRC. If selected, a full application would be due on November 18th. The Committee has met several times to frame the Business Plan.

Potential Acquisition

Bergman received an email from Rod Osterloh about a property for sale that could be a key piece of land for any redevelopment along the river. The property is a small commercial building for sale for \$99,000. The Board discussed and determined the cost was too high.

Commissioner Wussow made a motion to take no action on the potential acquisition. The motion failed for lack of a second.

Region 5 2016 Vital Project

The Brainerd Riverfront Project was selected as a 2016 Vital Project by the CREDS Strategy Committee. It was recognized as an initiative that has regional significance and possesses multi-jurisdictional, multi-agency benefits. The Strategy Committee has requested that the Brainerd HRA prepare a white paper to further define our project. Once the white paper is submitted, R5DC will notify us of funding opportunities and connect us to available resources, as well as share our project with potential funders. Our project will be listed in the 2016 CREDS update as vital to our region's success. And we will be able to point to this when submitting applications for funding to other agencies, specifically the Economic Development Administration (federal EDA) and USDA.

7. UNFINISHED BUSINESS:

- a. Marketing Tax Forfeited Properties Discussion:** At the August 15th Personnel and Finance Committee meeting, Alderwoman Koep discussed the possibility of marketing tax forfeited properties in the City of Brainerd. Commissioner Wussow wanted to have a discussion with the Brainerd HRA Board to see if this is something the Brainerd HRA should consider.



The Board reviewed a list of vacant tax-forfeited properties in the city of Brainerd and had a discussion about possibly getting involved to help these properties get back on the tax rolls. It would be helpful to find out what other communities have done. They determined that doing some research would be beneficial before making any decisions. Staff will look into it and bring what they learn to a future meeting.

Chair Fargo reported that the HCP Task Force did a windshield survey of Northeast Brainerd to prepare for the upcoming 2017 SCDP Rehab Application. He also noted that Bergman's evaluation and board elections are coming up.

8. NEW BUSINESS:

- a. Approval of Administrative Contract for SCDP:** The Brainerd HRA applied for Small Cities Development Program (SCDP) funds on behalf of the City of Brainerd and were awarded \$650,105. We are required by DEED to enter an Administrative Contract with the City of Brainerd. The City Council approved this Contract at their October 3rd meeting.

Bergman provided the Board with an Administrative Contract between the Brainerd HRA and the City of Brainerd to administer the Downtown Brainerd Rental and Commercial Rehab Program.

Commissioner Parks made a motion to approve the Administrative Contract between the Brainerd HRA and the City of Brainerd to administer the Downtown Brainerd SCDP Housing and Commercial Rehab Program. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

9. NEXT MEETING: November 16, 2016.

The Board had a discussion about keeping the public informed of the HRA meetings.

Commissioner Wussow made a motion to have HRA staff send board meeting notices to the Brainerd Dispatch each month. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.

10. ADJOURNMENT:

Commissioner Steffenson 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 2:36 p.m.

