

Minutes of the December 18, 2013 Brainerd HRA Board Meeting

The December 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, December 18, 2013, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **Call to Order:** Chairman Parks called the meeting to order at 1:01 p.m.
2. **Roll Call:** Present at the meeting were Commissioners Larson, Burnett, Fargo, Steffenson, Nesheim and Parks. No Commissioners were absent from the meeting. Also present were City Planner Mark Ostgarden, Director Jennifer Bergman, Assistant Director Diana Kliber, Finance Director Karen Young and Resident Programs Specialist Tania Eller.
3. **Reading and Approval of Minutes from the Previous Meeting:**

Commissioner Nesheim made a motion to approve the minutes of the November 26, 2013 meeting as submitted. Commissioner Fargo seconded the motion and the minutes were approved as submitted.
7. a. **Discussion on Potential TIF District: Ehlers Presentation:**

Stacy and Jason from Ehlers discussed TIF Districts with the Board.
4. **Bills and Communications:**
 - a. **Financial Report:**

Karen presented the Financial Report to the Board.

PILOT: Jennifer stated she spoke with Kevin Walli, an attorney with Fryberger, Buchanan, Smith & Frederick, regarding the PILOT calculation for Public Housing. Kevin reviewed the Cooperation Agreement with the City of Brainerd and State Statute. Kevin's opinion is we are paying the correct amount of 5 percent.

2013 Levy Payment: Karen stated our levy payment for the last half of 2013 was received in the amount of \$49,988. 2013 levy payments totaled \$107,970.

Audit Schedule: Karen stated this is our first year with CWC HRA being part of our audit. Brainerd South has a full audit this year as well. The Agency unaudited financial statements are due to REAC by February 28th and Brainerd South is due to REAC by March 31st.
 - b. **HCV Report:**

Diana presented the HCV Report to the Board.

Diana stated port-outs have decreased slightly this month to \$7,597. One of our port-outs have been absorbed, and as always, we hope more continue to be absorbed.

c. Public Housing Report:

Diana presented the PH report to the Board.

Update on Fire/Water Damage at North Star: Diana stated the project has not quite been completed. January 1st is the new target date. Diana will schedule a meeting with Kevin Stunek at the fire station to discuss damages and will report back at the January meeting.

Assisted Living Program at North Star: Diana stated ACCRA staff held several informational meetings for residents at the North Star. Eight residents were interested in their services. ACCRA hopes to start serving clients mid-February. Rent has not been set yet.

Vacancy Report for November, 2013: Diana discussed the Vacancy Report. She pointed out that things are looking stable.

Monthly Property Performance Report: Diana discussed the Property Performance Report. She stated this has been a very useful tool for us.

d. Executive Director Report:

Whittier School: Jennifer stated she and Commissioners Parks and Fargo attended the neighborhood meeting hosted by Alderman Bevans on December 5th. The top four choices of what to do with the space were 1. Demolish the building and extend Gregory park; 2. A school other than ISD 181; 3. Give the building to a Church and 4. Community Center. The intent is to have City Council forward the suggestions to the School Board.

SCDP Rehab Program Update: Jennifer stated the update is attachment 5A.

Agreement with the Crosby HRA: Jennifer stated once Commissioner Burnett signs the Agreement for Services, it is official. The Crosby HRA approved the Agreement for Services at their December 10th meeting. City Attorney Tom Fitzpatrick reviewed the document and made some minor changes prior to its approval. The contract begins January 1, 2014 with partial compensation. We will begin fully staffing the Crosby HRA April 1st. Compensation for January through March is at \$2,000 per month and increases to \$7,500 per month starting April 1st.

5. Reports of Committees:

No reports from Committees.

6. Unfinished Business

No unfinished business was discussed.

7. New Business (continued):

b. Approve Resolution 2013-4 Consent to participate in the City's Cafeteria Plan:

Commissioner Burnett made a motion to Approve Resolution 2013-4 Consent to participate in the City of Brainerd's Select Account Flexible Spending Account Plan. Commissioner Nesheim seconded the motion. A roll call vote was taken. Commissioners Burnett, Fargo, Larson, Nesheim, parks and Steffenson voted in favor of the motion. No Commissioners were opposed. The motion was approved.

c. Adopt Updated ACOP:

Teresa provided the Board with an overview of some of the changes to the ACOP. She stated we are doing what we are supposed to be doing. She also stated the ACOP has to have mandatory policies, but not procedures that may need to be changed from time to time. Teresa highlighted the areas of change listed on page 56 of the packet.

Commissioner Larson made a motion to approve the updated ACOP. Commissioner Burnett seconded the motion. All Commissioners voted in favor of the motion and none were opposed.

d. Approve Resolution to Write Off Accounts Receivable:

Karen discussed the write-off of uncollectible accounts receivable for 2013.

Commissioner Nesheim made a motion to approve Resolution Number 2013-5 to write-off uncollectible Accounts Receivable for 2013. Commissioner Burnett seconded the motion. All Commissioners voted in favor of the motion and none were opposed.

8. Adjournment:

Commissioner Larson made a motion to adjourn the meeting. Commissioner Fargo seconded the motion. The next meeting will be on Wednesday, January 22nd at 1:00 PM.