

**Minutes of the October 24, 2012 Brainerd HRA Board Meeting**

The October 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 24, 2012, 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 12:59 p.m.
2. **Roll Call:** Present at the meeting were Commissioners Burnett, Larson, Nesheim, Stengel, Steffenson and Parks. No Commissioners were absent from the meeting. Also present were 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 September 26, 2012, meeting. Commissioner Larson seconded the motion and the minutes were approved as submitted.**
4. **Bills and Communications:**

- a. **Financial Report:**

Karen presented the Financial Report to the Board.

Karen stated Mike McConkey from Wells Fargo discussed the first mortgage loan stating they will simply adjust the rate and eliminate the closing fee of \$250.00.

Karen informed the Board she's been working on the 2013 budgets and will have them ready to present at the November meeting.

Karen discussed the Timeliness of Fund Obligation ratio. She said 90 percent or more of Capital Fund Program grant funds must be obligated within two years after funds are available from HUD. She also stated we should always receive full points for this piece.

Commissioner Nesheim asked about the Brainerd South laundry fund. Diana explained the process of how we collect laundry money and make the deposit.

- b. **HCV Report:**

Diana presented the HCV report to the Board. She stated Jennifer will discuss the Payment Standard in her report.

**c. Public Housing Report:**

Diana presented the PH report to the Board. She discussed the four vacancies at the North Star stating one is the caretaker unit and one is the showroom.

Diana discussed the North Star Caretaker position stating there is another couple very interested in the position. They currently live at Brainerd South and were just married. The next step will be to set up an interview with the couple.

**a. Executive Director Report:**

Resilient Region: Jennifer discussed the Resilient Region Plan stating eleven themes came out of the discussion. Jennifer was asked to help with the Affordable Housing Theme.

Crow Wing County Shared Services Agreement: Jennifer stated she, Tim Houle and Sheila Havercamp met on October 26<sup>th</sup> to review the final document. She said Tom Fitzpatrick commented that the agreement looked good, and that we hope to have a final draft by the November Board meeting.

Salary Survey: Jennifer discussed the salary survey, stating we asked 13 HRAs to participate, including us. All but 3 have responded, and she anticipates one more coming back, and the last two are not expected to come in. Murphy Management Companies will work on the survey and we hope to have the final results completed by the November Board meeting.

HCP Housing Task Force: Hunt Utility Group presented at the last HCP Housing Task Force meeting. They discussed their home plans and a possible partnership. Another discussion regarding the hiring of a Realtor to sell the lot on E. Street, as well as helping us purchase properties in SE Brainerd took place. Commissioner Nesheim made a request to hold off on hiring a realtor until the grant has been approved. It was also discussed that any contract with a realtor should include language stating that if Habitat for Humanity buys the property, there will not be a commission.

Jennifer stated the Greater Lakes Association of Realtors applied for and received \$3,500 for the SSRP. She also stated it was being recommended that they will receive \$50,000 of the \$100,000 request from Minnesota Housing. She said the number of partners involved in the project made it more appealing for the recommendation of funding.

Website: Jennifer stated she has hopefully downloaded the last of the documents and information necessary to proceed with the website, and hopes to have the website ready in November.

5. **Reports of Committees:**

Nothing to Report.

6. **Unfinished Business:**

No unfinished business was discussed.

7. **New Business:**

a. **Consider SCDP Pre-Application for Housing Rehab:**

Jennifer discussed the SCDP stating the pre-application is due November 15<sup>th</sup>, and that the City needs to be the applicant. The HRA would be the sub-grantee. Approximately 30% of the funds are available for Single Purpose applications (applications for housing rehab only) where Comprehensive Applications (housing rehab along with another component) make up 55 percent of the funds. Therefore, Staff is recommending a Comprehensive Application in the amount of \$743,500. The breakdown is as follows: \$500,000 is for owner rehab with a \$72,500 owner rehab admin fee, and \$150,000 commercial rehab with \$21,000 commercial rehab admin fee. The City Revolving Loan Fund and MHFA Differed Loan Program funds can be used as leverage. **Commissioner Burnett made a motion to authorize staff to prepare the SCDP Comprehensive Pre-application for Southeast Brainerd for consideration by the City Council at their November 5, 2012 meeting. Commissioner Nesheim seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The motion was approved.**

b. **Adopt New Payment Standard for HCV Program:**

Jennifer discussed the payment standards stating HUD requires us to set rents between 90 and 110 percent of the FMR. She stated we are proposing to change the current 3-bedroom Payment Standard to \$949, and that it will impact tenants at recertification. **Commissioner Stengel made a motion to authorize staff to establish the Payment Standard for the 3-bedroom voucher at 91 percent for the FMR in the amount of \$949. Commissioner Burnett seconded the motion. All Commissioners voted in favor of the motion and none were opposed. The motion was approved.**

Diana informed the Board that two staff will be attending the Operation Community Connect which is being held on Saturday, October 27<sup>th</sup>.

8. **Next Meeting:**

The next Board meeting is Wednesday, November 28<sup>th</sup> at 1:00 p.m.

9. **Adjournment:** Commissioner Parks adjourned the meeting at 1:59 p.m.