

### Minutes of the March 29, 2012 Brainerd HRA Board Meeting

The March 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., Thursday, March 29, 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 1:01 p.m.
2. **Roll Call:** Present at the meeting were Commissioners Larson, Nesheim, Parks, Stengel and Steffenson. Also present were Director Jennifer Bergman, Assistant Director Diana Kliber and Finance Director Karen Young. Absent from the meeting was Commissioner Burnett.
3. **Reading and Approval of Minutes from the Previous Meeting:**

**Commissioner Nesheim made a motion to approve the minutes of the February 22, 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 that the auditors completed all field work for the agency audit and completed the compilation for Brainerd South. A deposit was made into the Brainerd South Residual Receipts account of \$21,867 for surplus cash. Karen discussed Brainerd South at length regarding the mortgage, which is maturing in October 2012.

Karen went over the quick ratio for Public Housing. She will discuss a ratio at each of our board meetings.

**Commissioner Nesheim approved the financial report. Commissioner Stengel seconded the motion. All Board members vote in favor of the motion and the motion was approved.**
  - b. **HCV Report:**

Diana discussed the HCV Report. She stated the waiting list has increased to 18 to 24 months. She stated she attended the CoC meeting in March. She met with the Executive Director of the St. Cloud HRA and discussed possibly partnering with them in the Veterans Vouchers and Shelter plus Care.
  - c. **Public Housing Report:**

Diana presented the Public Housing Report. She will present the demographic report quarterly. Diana discussed an incident that

happened in the North Star parking lot where the caretaker was approached by a man wanting to take her truck keys.

**5. Report of the Executive Director:**

**a. Executive Director Report:**

**Demolition of 509 E Street:**

Jennifer discussed the demolition of 509 E Street. She is still anticipating the demolition to be completed by June 1<sup>st</sup>.

**CWC HRA Board Meeting:**

Jennifer attended the last Crow Wing County HRA Board meeting. They are in favor of a subcommittee. Commissioners Kneeland and Samp were appointed to the subcommittee. Jennifer will report back to the Board on any progress. The pros and cons were discussed.

**Housing Rehab Program:**

Jennifer reported that the Crow Wing County HRA has expressed interest in partnering with us in creating a Rehabilitation Specialist position. She will report to the Board in April on any updates. Crosby and Crow Wing County HRA, as well as the Brainerd HRA Board of Directors are all interested in partnering financially for this position.

**Brainerd Redevelopment Tour:**

Jennifer discussed the tour of redevelopment projects in Brainerd for the NAHRO Conference, which will be held May 23<sup>rd</sup> through the 29<sup>th</sup>. The plan is to tour the ISD 181 Project, Franklin Arts Center, Northern Lights, the SEH Building, the Willow's, Brainerd Oaks and 509 E Street.

**Website:**

Jennifer discussed the update and upgrade to our website. More information will be brought to the Board at the April meeting. Our current and free website will be shut down completely on April 30<sup>th</sup>.

**NAHRO Legislative Conference:**

Jennifer discussed the NAHRO Legislative Conference that she attended from March 24<sup>th</sup> to March 28<sup>th</sup> in Washington, DC. She met with Senators and Representatives regarding the Housing Choice Voucher and Public Housing programs. She felt it was a very positive experience.

**6. Reports of Committees:**

Nothing to Report.

7. **Unfinished Business:**

a. **Consider Brainerd HRA 2012 Goals**

Jennifer discussed the 2012 Brainerd HRA Strategic Plan. In Goals and Actions #3 Jennifer asked to add: Pursue a housing rehabilitation program.

**Commissioner Larson made a motion to approve the HRA Goals as amended. Commissioner Stengel seconded the motion and the motion was approved.**

8. **New Business:**

a. **Discussion on the HRA Board Per Diem:**

The Board discussed the HRA Board per diem. No action was taken.

b. **Authorize the Otto Bremer Foundation Application**

Jennifer asked the Board to authorize staff to submit an application for \$100,000 to the Otto Bremer Foundation for the Scattered Site Replacement Program.

**Commissioner Nesheim made a motion to authorize staff to submit an application to the Otto Bremer Foundation in the amount of \$100,000. Commissioner Stengel seconded the motion. All members voted in favor, none were opposed, and the motion was passed.**

9. **Adjournment:**

It was discussed that we are unable to have the Board meeting at the regularly scheduled time. The Board decided to hold the meeting on **Wednesday, May 2<sup>nd</sup> at 1:00 p.m.** This will be the May meeting, and there will be no meeting in April. Commissioner Parks adjourned the meeting at 2:44 p.m.