

Brainerd Housing and Redevelopment Authority
BOARD MEETING MINUTES
July 26, 2017

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, July 26th, 2017, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Chair Patrick Wussow called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present at the meeting were Chair Patrick Wussow, Commissioners Dale Parks, Rick Fargo, Marlee Larson, Eric Charpentier, and Krista Brodal. Also present were Executive Director Jennifer Bergman, Finance Director Karen Young, Housing Manager Teresa Hettver, Rental Assistance Manager Tania Eller, Executive Assistant LeAnn Goltz. Absent: Gabe Johnson

3. **READING AND APPROVAL OF MINUTES:**

Commissioner Fargo made a motion to approve the minutes from the June 28, 2017, board meeting. Commissioner Parks seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.

4. **BILLS AND COMMUNICATIONS:**

a. **Financial Report:**

General Fund Levy

The 2017 budgeted levy amount is \$121,407. The HRA received a deposit of \$44,902.61 from Crow Wing County in June, which represented a 70% advance on estimated property tax collections for the first half of 2017. The remaining 30% of \$20,241.07 was received in July for total levy deposits of \$65,143.68.

Sales Tax Refund

The HRA received a tax exemption claim of \$17,041.40 in June for construction materials and supplies used in our public housing. About \$14,000 of this is from the elevator modernization project at the North Star Apartments.

Chair Wussow requested more information on the bank reconciliation report. In addition to the current monthly balance for each property/program, he asked that the balance from a year ago and a month ago would also be reported. Young will include that information in the financial reports beginning next month.

Commissioner Larson made a motion to approve the June payments as presented. Commissioner Brodal seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.



- b. **HCV Report:** Eller reported that they are still waiting for the FSS NOFA to be released so they can apply for next grant.
- c. **Public Housing Report:** Hettver reported that MHFA will be visiting the North Star on August 16th to inspect 33 units, which will be selected randomly. She also updated the Board that after talking to the HUD representative, they decided to take the showroom offline. It will result in a loss of approximately \$1,000 per year, but it is a very helpful tool for staff. Hettver also reported on the ROSS program and informed the Board that Fortune will be attending the resident council meetings starting next month.

Chair Wussow reported that Brainerd South residents may be affected by the South 6th Street reconstruction project as traffic will be rerouted. Construction will begin in April.

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

Destination Downtown Brainerd

The Kick-Off Party for the Destination Downtown Brainerd competition that was held on June 29th was a huge success with approximately 100 people in attendance. The deadline for applications for Phase 1 is Friday, July 28th and to date 18 applications have been received.

Downtown Mall

The application to the Economic Development Administration for the Feasibility Study was submitted on June 29th. One of the requirements of the EDA's programs is that the property be owned by a public agency. On July 14th, Dave Pueringer purchased the building. Staff discussed the requirements of the EDA's program with him and if funded, they will discuss this potential with Mr. Pueringer. In the meantime, John Schommer is working with him on the rehabilitation of the property with the potential of using some of our SCDP funds to assist with that project. Although Mr. Pueringer hasn't submitted an application for program yet, he and Schommer discussed replacing the windows and some of the siding.

Bergman and Schommer, along with Crossing Arts Alliance, toured all the residential units last week. Bergman reported that they definitely need work but were better than anticipated.

Legislative Tour (State Funded Project Tour)

LeAnn has reached out to our delegation several times and only has two confirmed (Senator Ruud and Senator Franken's staff person). In her discussions, September would be a better time to hold the tour. Rep. Heintzeman and Rep. Lueck would be able to attend on September 20th. The Board agreed that September would be a better option.

Policies

The Policy Committee met again on July 14th to review the rest of the policies. They were supposed to meet again on July 28th to begin reviewing each policy but rescheduled to August 11th.

Rehab Update

The Housing Rehab Update was provided in the board packet. John Schommer met with Tim Caughey regarding three condemned properties and the possibility of the HRA purchasing and demolishing them through the Scattered Sites Replacement Program (SSRP). The owner of a



property on South 10th Street is willing to sell, except there are taxes still owed. Schommer will continue to work with Tim Caughey and will keep the Board updated on the status.

5. REPORTS FROM COMMITTEES:

- a. **Brainerd Riverfront Committee (BRC):** Rod Osterloh and Bergman met with Rebekah Kent, who signed the contract for completing the achievement plan. In addition, the executive committee suggested a riverfront plaza, which could be the start of Three Bridges Trail, but it was not part of the SEH contract. SEH agreed to design the plaza in place of the stakeholder meeting and final report. The BRC has not discussed this yet but will when they meet again on August 3rd.

Commissioner Charpentier suggested doing the plaza in Year 3 instead so that SEH would still hold the stakeholder meeting. The Board had a discussion and asked that Bergman give the BRC feedback that the final report is significant.

6. UNFINISHED BUSINESS:

- a. **Approval of Downtown Bond Refunding:** Young reported that bids were due on Tuesday at noon, but they received no responses. They are extending the deadline until Friday in hopes that it helps. If they get bids, they can call a special meeting.

BPU is still not able to assist. Young reminded the Board that the HRA can pay off this debt at any time and suggested having a discussion about it in November when considering the budget.

7. NEW BUSINESS:

- a. **Adopt Social Media Policy:** There has been discussion about the possibility of creating a Facebook page specifically for our residents through the ROSS (Resident Opportunities and Self Sufficiency) program. However, prior to the creation of a Facebook page, staff wanted to make sure a social media policy was in place.

The Board was provided a draft policy that was developed by the League of Minnesota Cities and revised to fit the Brainerd HRA. They asked that it be amended to include also subcommittees and to remove “appointed” when referencing board members as it is not needed and is redundant.

Commissioner Parks made a motion to adopt the Brainerd HRA Social Media Policy as amended. Commissioner Fargo seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

8. NEXT MEETING: Wednesday, August 23, 2017

9. ADJOURN:

Commissioner Larson made a motion to adjourn the meeting. Commissioner Brodal seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 2:12 p.m.

10.

