

**Brainerd Housing and Redevelopment Authority**  
**BOARD MEETING MINUTES**  
**June 27, 2018**

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, June 7, 2018, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present at the meeting were Commissioners Marlee Larson, Gabe Johnson, Eric Charpentier, Ashley Storm, Patrick Wussow, and Bekah Kent. Others present include Executive Director Jennifer Bergman, Rental Assistance Manager Tania Eller, Housing Manager Teresa Hettver, Executive Assistant LeAnn Goltz, Rehab Coordinator John Schommer, and Steve Barrows. Absent: Krista Brodal.
3. **PUBLIC HEARING: Proposed Sale of 601 South 10<sup>th</sup> Street**  
Chair Larson opened the public hearing at 1:04 p.m. and invited the audience to speak or offer any comments in regards to the published public hearing subject matter. She asked a second time, but no comments were made from the public.

The Brainerd HRA purchased 601 South 10<sup>th</sup> Street and the house was demolished yesterday, June 25<sup>th</sup>. Scattered Site Replacement Program (SSRP) funds were used to cover the costs of the acquisition, demolition, and holding costs for the property. The Brainerd HRA advertised the property for sale and accepted offers until noon on Monday, June 25<sup>th</sup>. A notice was published in the Brainerd Dispatch regarding today's public hearing.

Schommer provided a hard copy of the one offer that was submitted by Michael and Jody Cluever, which was for \$500.00. The Board had a discussion about the property. It is not buildable, but demolishing the house served a purpose of eliminating blight.

Chair Larson closed the public hearing at 1:10 p.m.

**Commissioner Wussow made a motion to authorize the chair and executive director to close on the sale of the lot at 601 South 10<sup>th</sup> Street to the highest and only bidder, Michael and Jody Cluever. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

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

**Commissioner Wussow made a motion to approve the minutes from the May 30<sup>th</sup>, 2018, board meeting. Commissioner Kent seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.**



**5. BILLS AND COMMUNICATIONS:**

- a. **Financial Report:** Bergman reported that the Brainerd HRA received a settlement statement for \$47,000 that will be reflected in next month’s financial report.

Commissioner Charpentier noted that more than 200% of the budgeted amount for attorney fees has been used.

**Commissioner Kent made a motion to approve the May payments as presented. Commissioner Charpentier seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion passed.**

- b. **HCV Programs Report:** Eller reported that the Unit Months Leased (UML) through May was 99% and HAP utilization was 42%. The HCV waiting list was closed on June 7<sup>th</sup> with 226 families on the list.

The Housing Choice Voucher program is moving from the HQS inspection protocol to the UPCS-V protocol. In September of 2016, the Brainerd HRA volunteered to be part of HUD’s UPCS-V demonstration project. We have been waiting to hear from HUD on when they would like us to participate in the demonstration project. On June 13<sup>th</sup>, Eller received an email from Danny Banks, Construction Analyst with HUD, requesting to schedule the training. Mr. Banks will be coordinating site visits with two other agencies in Minnesota and will be finalizing the training schedule in the next few weeks but it will likely be in July or August. Eller anticipates receiving two free tablets to use for the program from HUD. In addition, the HRA received a grant to purchase tablets.

- c. **Public Housing Report:** HUD has notified the Brainerd HRA that the “Show Room” at the North Star can no longer remain vacant. As a result, the furniture will be donated to Salem West and the unit filled by July 31<sup>st</sup>.

Hettver informed the Board of a fire that took place last night at the North Star. The emergency response team was very helpful. The impact of the fire included flooding of the ninth floor down to the second on the south side of the building. A total of 54 units were impacted. As a result, staff did an emergency inspection on all units. Twenty six failed and will be reinspected tomorrow. Any unit that fails again will be cause for termination. The tenant who started the fire (caused by a candle, which is prohibited) was terminated.

- d. **Executive Director Report:** Bergman gave an update on the following items:

**River to Rail Initiative Update**

The first Engine 5 (Existing Buildings, Housing and Business) meeting was held on June 7<sup>th</sup>. Another follow-up meeting will be held on June 26<sup>th</sup> to select goals.

**Destination Downtown Brainerd 2.0**

The launch party for Brainerd Destination Downtown 2.0 will be held tomorrow, June 28<sup>th</sup> at the Koop Building (formerly the Iron Rail). This year several business owners were asked to share their business and why they located downtown Brainerd.



**Maintenance Supervisor**

Jeff Banick, maintenance supervisor, submitted an official resignation and his last day of employment will be September 7<sup>th</sup>. His position has been advertised and will remain open until filled. The City is also advertising. Our goal is to have someone on by the first week of August.

Commissioner Johnson mentioned that the City does not have a facilities manager and they may hire one. He suggested to them possibly working with the HRA to collaborate efforts.

**National NAHRO Award**

The Crow Wing County HRA was selected for the NAHRO Merit Award and also nominated for the National Award of Excellence on the Revival of Tax Forfeited Residential Subdivision (Brainerd Oaks, Serene Pines, Dal Mar Estates). The Merit Award will be given at the national conference in San Francisco, CA. We have been asked to prepare a display board for the nomination for the Award of Excellence.

Bergman also informed the Board that staff sent a news release yesterday about the progress on the project.

**OSHA Requirement**

We were notified that effective May 21<sup>st</sup>, 2018, all employers with 20 or more employees are now required to submit data to OSHA by July 1<sup>st</sup>, 2018, on workplace injuries and illnesses. In addition, we are required to comply with OSHA training requirements. The City of Brainerd holds monthly safety training that is available to the HRA as well. Starting July, all safety trainings will be mandatory for our staff.

In addition, Bergman informed the Board she has been having conversations with several businessmen about assembling the properties to the east of the Last Turn Saloon between 8<sup>th</sup> and 9<sup>th</sup> and Laurel and Front Streets. While very preliminary, there is much potential around this block.

- e. **Rehab Programs Report:** Schommer reported that the SCDP grant in Downtown is almost complete. Five commercial and 30 rental units are complete with three commercial and 14 rental units in progress. He anticipates finding out the funding results for the NE Brainerd SCDP application that was submitted to DEED within the next week.

6. **UNFINISHED BUSINESS:** Nothing to report.

7. **NEW BUSINESS:**

- a. **Approve Submission of FUP Application:** The Brainerd HRA will be submitting the Family Unification Program (FUP) application on July 26<sup>th</sup>. We will be asking for \$62,000.00 for administration fees and HAP rental assistance payments for 10 FUP vouchers.

**Commissioner Charpentier made a motion to approve the submission of the FUP application. Commissioner Storm seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.**



- b. Adopt Resolution 2018-12 Authorizing the Contract for Services Between the Brainerd Lakes Chamber and the Brainerd HRA:** As a public agency, the Brainerd HRA is not allowed to pay dues to the Chamber of Commerce. However, the municipalities have been able to enter into a Contract for Services for services rendered through their local Chambers.

The Brainerd Lakes Chamber of Commerce has spent a considerable amount on revitalization efforts in Downtown Brainerd including Destination Downtown and the Small Business Revolution. Since one of the Brainerd HRA's goals is to revitalize Downtown Brainerd, Bergman recommended entering into a Contract for Services with the Brainerd Lakes Chamber to support their efforts.

**Commissioner Kent made a motion to adopt Resolution No. 2018-12 authorizing the Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA. Commissioner Storm seconded the motion. Via roll call vote, Commissioners Charpentier, Johnson, Kent, Larson, and Storm voted in favor of the motion with Commissioner Wussow voting in opposition. The motion passed with a 5:1 vote.**

- c. Request to Support Rezoning of a Block from R-1 to R-2:** The Brainerd HRA received a request from John Groenwold asking for support of rezoning the block between 11<sup>th</sup> and 12<sup>th</sup> Street NE and Pine and Quince Street. Mr. John Groenwold would like to rezone 1110 Pine Street property to an R-2 District, which would permit him to remodel the dwelling as a duplex.

The Brainerd HRA owns two rental properties on this block (1113/1115 Quince Street and 1215 SE 12<sup>th</sup> Street) and he is asking for a letter of support. 1110 Pine Street is a single-family dwelling that at one time was a duplex. In 2011 when the city-wide zoning map review occurred, a large area in SE Brainerd was rezoned from an R-2 (Medium Density Residential) District that permits single-family dwellings and two-family dwellings (duplexes) to an R-1 (Single-Family Residential) District that permits only single-family dwellings.

To date, Mr. Groenwold has approval signatures of six of the seven other property owners on the block, with the HRA property being the seventh. Six of the 10 dwellings are duplexes with the other four being single-family dwellings.

**Commissioner Johnson made a motion to authorize the executive director to sign the Letter of Support for the rezoning request. Commissioner Kent seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.**

## 8. POLICY REVIEW AND APPROVAL:

- a. Smoke-Free Policy:** On November 29, 2016, the Department of Housing and Urban Development (HUD) adopted Rule RIN 2577-AC97, effective February 3, 2017, which requires every Public Housing Agency (PHA) administering public housing to implement a smoke-free policy banning the use of “prohibited tobacco products” in all public housing living units, indoor common areas in public housing, in PHA administrative office buildings and extend the policy to all outdoor areas up to 25 feet from the public housing and administrative office buildings. The Rule further stated that PHA's must have policies in place by July 1<sup>st</sup>, 2018.



**Commissioner Johnson made a motion to approve Resolution No. 2018-13 adopting the Public Housing Smoke-Free Policy. Commissioner Storm seconded the motion. Via roll call vote, all commissioners voted in favor and none were opposed. The motion passed.**

9. **COMMISSIONER COMMENTS:** Commissioner Charpentier shared that the BLAEDC Unified Fund has funded their sixth and seventh project. Commissioner Johnson attended a workshop with the City and he told the City that the HRA has set money aside to help with downtown beautification and signage. Commissioner Kent mentioned the CLC welding classes have teamed up with the City of Brainerd to provide bike racks in the past. She suggested looking into that possibility again. Commissioner Johnson also reported that Tuesdays from 3–7 p.m. there is a new farmers market in Downtown Brainerd. The South 6<sup>th</sup> Street construction project is progressing. Commissioner Wussow suggested the City also talk to the CLC facilities management team about partnering.

10. **ADJOURN:**

**Commissioner Charpentier made a motion to adjourn the meeting to the destination downtown meeting tomorrow. 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 2:23 p.m.**

