

Brainerd Housing and Redevelopment Authority
SPECIAL BOARD MEETING
MINUTES
September 11, 2018

A special 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, September 11, 2018, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

- 1. CALL TO ORDER:** Vice Chair Patrick Wussow called the meeting to order at 1:00 p.m.
- 2. ROLL CALL:** Present at the meeting were Vice Chair Patrick Wussow, Commissioners Gabe Johnson, Ashley Storm, and Bekah Kent. Others present include Executive Director Jennifer Bergman, Finance Director Karen Young, and Executive Assistant LeAnn Goltz. Absent: Krista Brodal, Marlee Larson, and Eric Charpentier.
- 3. AUTHORIZE CONTRACT FOR NORTH STAR RESTORATION TO PROJECT ONE IN THE AMOUNT OF \$266,189:** Per the Brainerd HRA's Procurement Policy, sealed bids were solicited for the North Star Restoration Project as a result of the fire damage. The contractor would like to start work before it freezes (potentially mid-September, prior to the next regular board meeting).

Bergman presented the bid sheet, which included a bid from Hy-Tec for \$365,000 and one from Project One for \$266,189.

Commissioner Johnson made a motion to authorize a contract between the Brainerd HRA and Project One for the North Star Restoration Project for the amount of \$266,189. Commissioner Kent seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

- 4. CONSIDER AMENDMENT TO THE PROCUREMENT POLICY:** As of August 1st, Minnesota state statute changed and the small purchase threshold for construction contracts increased from \$100,000 to \$175,000. Currently, the federal threshold is \$150,000, though we anticipate it going up to \$250,000 in the near future.

Staff recommended updating its previously established Procurement Policy by increasing the small purchase threshold to \$150,000. The Board had a discussion and suggested changing the policy to not specify a particular dollar amount, rather stating the threshold "set by the lesser of state or federal law." This would eliminate the need to update the policy each time the threshold changes.

Commissioner Johnson made a motion to change the Procurement Policy to apply to construction contracts that exceed the Simplified Acquisition Threshold as set by the lesser of state or federal law. Commissioner Kent seconded the motion. Via roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.



5. **ADJOURN:**

Commissioner Johnson made a motion to adjourn to the next regular board meeting scheduled for Wednesday, September 26, 2018. Commissioner Kent seconded the motion. All commissioners were in favor with nobody opposing. The motion carried and the meeting was adjourned at 1:12 p.m.

