

**Brainerd Housing and Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, October 31, 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, October 31, 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 1:01 p.m.
2. **ROLL CALL:** Present at the meeting were Chair Larson, Commissioners Gabe Johnson, Eric Charpentier, Ashley Storm, and Patrick Wussow. Others present: Executive Director Jennifer Bergman, Finance Director Karen Young, Rental Assistance Manager Tania Eller, Executive Assistant LeAnn Goltz, and Rick Fargo. Absent: Commissioners Krista Brodal and Bekah Kent.
3. **DISCUSSION ON BRAINERD SOUTH:** Harold Teasdale spoke to the Board via teleconference. He provided a background of the Brainerd South Apartments.
4. **READING AND APPROVAL OF MINUTES:**

Commissioner Johnson made a motion to approve the minutes from the September 26th, 2018, regular board meeting and the October 24th, 2018, special board meeting. Commissioner Storm seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.
5. **UNFINISHED BUSINESS:** Nothing to report.
6. **NEW BUSINESS:** Nothing to report.
7. **BILLS AND COMMUNICATIONS**
 - a. **Financial Report:** Young provided the financial report for September 2018. She also reported the following:

Insurance Deposit

In September, a check was received from Housing Authority Insurance for \$200,702 in insurance proceeds. The total estimated claim for the North Star fire is \$335,250. We have received \$255,931 in insurance proceeds, which leaves approximately \$69,319 in additional reimbursements after taking into account the \$10,000 deductible.

Banking RFP

The due date for RFP proposals was October 26th. We received proposals from Deerwood, US Bank, Bremer, Frandsen, and Wells Fargo. Staff will evaluate the proposals by November 16th.

Young also reported that the Brainerd HRA will receive a Capital Fund Bonus in 2019 for its high performer status from 2016.

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

- b. **HCV/Section 8:** Eller reported that the UML through September was 99% and HAP utilization was 74%.

Candidates were interviewed for the rental assistance specialist position. Eller informed the Board that it was a tough choice as there were several excellent candidates. She announced the position was offered to Ryan Barnett. He will begin working on November 5th.

The waiting list will be reopening on Monday, November 5th.

Bergman added that she attended a meeting with Region 5+. They are exploring the Housing Plus Program and met to brainstorm how to accomplish the program in this region.

- c. **Public Housing Report:** The final walk-through with the architect and the contractor took place today for the fire restoration project at the North Star.
- d. **Executive Director Report:** Bergman reported on the following:

ACC Changes

The HRA received notification from NAHRO that HUD will be rescinding the ACC changes that took effect in May of this year. Agencies that have executed this new ACC will revert back to their prior ACC. In the coming days, agencies will receive a communication from HUD that will document the rescission of the new ACC. It is anticipated that HUD may revisit a new ACC in the future and allow for additional input from the affordable housing stakeholders.

Destination Downtown Brainerd 2.0

The three finalists gave presentations to the judges on October 10th. The Chamber announced the three finalists last week: Knotty Pine Bakery, BluPaisley Boutique, and Sourdough Sams. The finalist will be announced at the Chamber Annual Event on November 15th.

HCV Program

Staff from the Fergus Falls HRA audited our Housing Choice Voucher program on October 5th. They pulled 10% of the files reviewing them for completion and accuracy. Outside of the inspections, they found complete files and very few errors. They will be preparing a written report and staff will complete the corrective action plan, which will then be provided to CliftonLarsonAllen.

Housing America Month

October is Housing America month and in recognition, Commissioner Wussow submitted a guest editorial to the Brainerd Dispatch that was published.

Award of Excellence

Bergman attended the NAHRO conference and accepted the Award of Excellence for the Revitalization of Brainerd Oaks, Serene Pines, and Dalmar Estates project.

e. Rehab Report:

Downtown Brainerd SCDP

There are two commercial and 14 rental units in progress. The City of Brainerd has \$130,000 in Program Income for SCDP. Schommer received word that the Program Income must be used for projects in Downtown Brainerd prior to beginning the NE Brainerd grant.

NE Brainerd SCDP

The Use of Force, Drug Free Workplace, Section 3, Anti-Displacement and Income Re-use Policies have been adopted by the Brainerd City Council. DEED is waiting on funding from HUD.

Brainerd Revolving Loan Program

We are working with two interested property owners.

MHFA

One project is in construction, one is out for bid, one is in the work write-up process, and two more applications are being processed.

8. POLICY REVIEW & APPROVAL

The following resolutions were presented to the Board for their review and approval:

- a. **Resolution No. 2018-18 adopting the Funds Transfer Policy**
- b. **Resolution No. 2018-22 adopting the Capital Asset Inventory Policy**
- c. **Resolution No. 2018-23 adopting the Disposition Policy**
- d. **Resolution No. 2018-24 adopting the Pest Control Policy**
- e. **Resolution No. 2018-25 adopting the Pet Ownership Policy for the Family Units**
- f. **Resolution No. 2018-26 adopting the Pet Ownership Policy for the North Star Apartments**
- g. **Resolution No. 2018-27 adopting the Resident Initiatives Policy**
- h. **Resolution No. 2018-28 adopting the Rental Payment Policy**

Commissioner Wussow moved to approve all eight of the policies brought to the Board. Commissioner Johnson seconded the motion. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion carried and policies were approved.

- 9. COMMISSIONER COMMENTS:** Commissioner Johnson reported that Sixth Street construction is complete and it is now open.

10. ADJOURN

Next Meeting: Wednesday, November 28, 2018

Commissioner Charpentier made a motion to adjourn the meeting. Commissioner Johnson seconded the motion. All commissioners voted in favor and none were opposed. The motion passed and the meeting was adjourned at 1:58 p.m.