

Brainerd Housing and Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, March 27, 2019

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, March 27th, 2019, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Vice Chair Wussow called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present at the meeting were Vice Chair Wussow, Commissioners Eric Charpentier, Gabe Johnson, Ashley Storm, and Chair Marlee Larson (via teleconference). Others present: Executive Director Jennifer Bergman, Housing Manager Teresa Hettver, Rehab Coordinator John Schommer, Rental Assistance Manager Tania Eller, Finance Director, Karen Young, Resident Programs Specialist Carrie Burrell, Rental Assistance Specialist Ryan Barnett, Rick Fargo, Kathy Sauve (LSS), and Nathan Bertram (Crow Wing County). Absent: Commissioners Rebekah Kent and Krista Brodal.
3. **HOUSING SUPPORTS DISCUSSION:** Nathan Bertram from Crow Wing County and Kathy Sauve from LSS were in attendance to discuss the Housing Supports program. This program provides funding for eligible individuals for room, board and supportive services. Mr. Bertram explained the Housing Supports Program in detail. The program would provide \$904 for “Rate 1,” which is room and board. This includes rent, utilities, household supplies, and admin. The program also provides \$483 for “Rate 2,” which is supplemental services. The Brainerd HRA would administer the rent and utility portion and be a pass-through for the rest of the funds for LSS who would provide the household supplies and supplemental services. The discussion was if we were to administer this program, we would draft a Memorandum of Understanding (MOU) between the one or two clients. There was discussion around the administrative fee, which was estimated to be 5% of Rate 1. The Board directed staff to work with CWC and LSS to draft an MOU to bring back to a future meeting for the Board’s consideration.
4. **READING AND APPROVAL OF MINUTES:**

Commissioner Johnson made a motion to approve the minutes from the February 27th, 2019, 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:**
 - a. **Adopt 2019–2020 Strategic Plan:** The Board was provided with a new set of goals and objectives based on their discussion from the February 27th, 2019, strategic planning session.

Commissioner Larson made a motion to adopt the 2019–2020 Brainerd HRA Strategic Plan. Commissioner Johnson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

6. NEW BUSINESS:

a. Review Committed and Assigned Fund Balance:

Commissioner Johnson made a motion to commit \$12,010 to the Scattered Site Replacement Program, \$29,670 to Housing Rehab, and \$834 to Tax Forfeited Property; and assign \$15,000 for downtown redevelopment. Commissioner Charpentier seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

7. BILLS AND COMMUNICATIONS

a. Financial Report: Young provided the financial reports for February of 2019. She also informed the Board that Mary Reedy from CliftonLarsonAllen (CLA) will be at the April board meeting to present the agency audit. The unaudited financial information was due to the Real Estate Assessment Center (REAC) by February 28th and has been submitted.

Commissioner Charpentier made a motion to approve the payments as presented. Commissioner Johnson 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 HAP utilization through February was 17% and Unit Months Leased was 98%.

c. Public Housing Report: Hettver provided the Vacancy Report and Property Performance Reports for February. She also informed the Board that she has accepted the position as executive director of the Aitkin County Housing and Redevelopment Authority. She will be leaving the Brainerd HRA at the end of March.

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

Downtown Brainerd

A developer who is interested in developing a boutique hotel and a bar and restaurant provided Ed Menk with a Letter of Intent to purchase the Parker Building. Bergman and Schommer, along with BLAEDC and the City of Brainerd, met with the developer to discuss downtown in general and potential incentives including TIF to assist in their development.

Bergman has continued to have conversations with Bremer and DW Jones about the potential mixed-use redevelopment project on the Bremer lot. This project continues to move forward, but the request is to begin this process in 2020.

Potential Downtown Redevelopment TIF District

City and HRA staff have been meeting to discuss a potential downtown TIF District, which would include several parcels downtown that have potential upcoming redevelopments projects. Bergman and Young attended a meeting with the City of Brainerd, BLAEDC and Springsted on Friday, March 22nd, and the consensus of the group was to request this be an HRA TIF district. Commissioner Wussow suggested discussing this potential TIF district with Sourcwell since they have helped fund the costs to establish TIF districts for both the cities of Breezy Point and Nisswa

City of Brainerd Comprehensive Plan

The HRA has been asked to participate in the creation of the housing section of the Comprehensive Plan. Ms. Bergman has a meeting scheduled with representatives from Sourcewell, Region 5, and the City of Brainerd on Monday, April 1st, to discuss.

Workforce Housing Study and Needs Analysis

The CWC HRA has released an RFP to hire a consultant to conduct a Workforce Housing Study and Needs Analysis. The study will evaluate the workforce housing needs for all 18 cities in Crow Wing County. Proposals are due by May 2nd.

Additional Items

Schommer provided an update Rehab Report to the Board that included a breakdown of the number of lots in Brainerd Oaks, Serene Pines and Dal Mar Estates, the number sold to the developer, and the number sold to end buyers. In addition, he informed the Board that there will be another update to the Tax Forfeited Property Policy. After going through the process with a couple of tax forfeited lots, we have some suggested changes. This will be on the agenda of a future meeting.

Bergman also handed out an article about a potential workforce housing development that is proposed in the city of Crosslake. Bergman would like to write a letter to the editor to address the negative comments about the Section 8 program in the article.

- 8. **COMMISSIONER COMMENTS:** Former Commissioner Rick Fargo asked if there was an update on the Northeast Brainerd Small Cities Development Program. Schommer stated that Goltz had sent out 10 owner-occupied applications and has received two back. Unfortunately, both were over income. They are waiting for the other eight and then will begin to send out applications to rental property owners.

Commissioner Johnson asked if Visit Brainerd could put a camera on top of the North Star pointed at the Mississippi River. Bergman stated that the Brainerd Riverfront Committee had explored this a few years ago and were told that they could. They should work with John Luce who handles our cell towers.

9. **ADJOURNMENT**

Commissioner Johnson made a motion to adjourn to Teresa Hettver’s Farewell Party at Roundhouse Brewery on Thursday, March 28th, at 4:30 p.m. Commissioner Charpentier seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 2:13 p.m.