

**Brainerd Housing and Redevelopment Authority**  
**BOARD MEETING MINUTES**  
**Wednesday, June 26, 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, June 26<sup>th</sup>, 2019, 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 1:02 p.m.

**2. ROLL CALL:**

**Board members present:** Chair Marlee Larson and Commissioners Eric Charpentier and Gabe Johnson. **Others present:** Executive Director Jennifer Bergman, Finance Director Karen Young, Housing Manager Shannon Fortune, Rental Assistance Manager Tania Eller, and Executive Assistant LeAnn Goltz. **Absent:** Krista Brodal, Patrick Wussow, Rebekah Kent, and Ashley Storm.

**Due to the absence of a board quorum, action could not be taken on any of the agenda items.**

**3. READING AND APPROVAL OF MINUTES:** Due to the absence of a board quorum, action could not be taken and approval of the minutes was postponed to the July meeting.

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

**5. NEW BUSINESS:**

**a. Adopt Resolution 2019-05, Contract for Services between the Brainerd Lakes Chamber and the Brainerd HRA:**

Due to no board quorum, action could not be taken and adoption of Resolution No. 2019-05 was postponed to the July meeting.

**b. Consider Amendment to the Brainerd HRA Bylaws:**

Due to no board quorum, action could not be taken and adoption of the amended Brainerd HRA Bylaws was postponed to the July meeting.

**6. BILLS AND COMMUNICATIONS**

**a. Financial Report:** Young reported on the following:

**Bremer Banking**

We have been working with Bremer Bank to start the transition process to switch our banking services from Wells Fargo. The transition process is anticipated to take approximately two months. We plan to implement the Virtual Vault service in which an armored truck will pick up

our deposits twice a month so staff will not have to physically take the cash to the bank. Staff is currently reviewing the contract with Lumis for this Virtual Vault service and have a few questions and concerns for Bremer Bank, which was discussed with the Board. Remote Deposit will also be implemented, which allows staff to scan in checks for deposit without physically taking them to the bank.

Due to no board quorum, action could not be taken and approval of the payments was postponed to the July meeting.

- b. HCV/Section 8:** Eller reported that HAP utilization through May was 99% and Unit Months Leased was 44%. The waiting list will be closed on Monday, July 15<sup>th</sup> at 4:30 p.m. An update for the Bridges Program was provided. MHFA provided feedback on the recent application scoring. The Board discussed that it's critical for our partner agencies to bring participants to us.
- c. Public Housing Report:** Fortune provided Vacancy and Property Performance Reports to the Board. She also reported that two volunteers are being recruited to serve as acting resident members of the Brainerd South Board of Directors until the spots can be formally filled through the election process at the annual meeting in August. The directors are hoping to have a meeting in advance of the annual meeting to review upcoming site improvement projects and a recommendation for an Operating Cost Adjustment Factor (OCAF)-based rent increase. Currently rents at Brainerd South are \$364-\$415 (1BR), \$388-\$443 (2BR) and \$402-\$459 (2BR-Large) and would not increase more than 3% with as a result of this process.

Fortune also provided a detailed update on the ROSS Program and the progress Erik has made.

**d. Executive Director Report:**

**Destination Downtown**

The Launch Party for the third and final Destination Downtown competition was held on Thursday, June 20<sup>th</sup> from 4:00-5:30 at The Lofts (formerly the Downtown Mall). Anticipating a possible quorum, this was posted per the Open Meeting Law.

**The Lofts Ribbon Cutting Event**

The Brainerd Lakes Chamber of Commerce had a ribbon cutting event at The Lofts on June 20<sup>th</sup> at 3:30 p.m. Chair Larson attended and represented the Brainerd HRA and our contribution to the rehabilitation through the Downtown Rehab Program.

**Workforce Housing Study**

Redevelopment Resources had their first on-site visit on June 13<sup>th</sup> and 14<sup>th</sup>. We had a kick-off meeting with them as well as our first task force meeting. On Friday, June 14<sup>th</sup>, Bergman toured Crow Wing County with the consultant, which started in downtown Brainerd, to Brainerd Oaks, Crosby, Ironton, Crosslake, Breezy Point, Pequot Lakes, Nisswa, and Baxter. The consultant is starting to collect data for the study and we anticipate having bi-monthly calls with them and monthly task force meetings.

**Performance Evaluation**

Bergman and Chair Larson met to discuss her upcoming performance evaluation. A completed evaluation form was provided to board members. Internal staff decided no performance evals for 2019, but Bergman will be doing quarterly talks each staff member.

**Downtown Brainerd Business Coalition**

Bergman met with Downtown Brainerd Coalition and Matt Kilian, Brainerd Chamber, yesterday morning about a membership fee structure for downtown business owners that would then be reinvested into downtown. They discussed expanding the downtown core to more than just the four blocks. Matt asked the coalition to present him with a budget to give them an idea as to how much they need.

**Verizon Lease**

Progress with the Verizon lease at the North Star is moving very slowly. Approval is needed from MMB and HUD due to the POHP grant that was received for rehab of the property.

**Technical Assistance Grant**

Minnesota NAHRO has a technical assistance grant available for agencies who have nine employees or fewer and are considering the repositioning of public housing. Although Brainerd HRA is not eligible, HRAs of Crosby, Pequot, and Aitkin County are eligible and will be submitting a joint application.

**BLAEDC and the CWC HRA Levy**

Crow Wing County (CWC) HRA is having a discussion about contributions to BLAEDC. Bergman met with Tyler Glynn and Sheila Haverkamp of BLAEDC and Crow Wing County Commissioner Bill Brekken about BLAEDC's future funding. They had a discussion about having the entire County contribution come from the HRA by increasing its levy. Bergman brought this information to the CWC HRA Board and during their discussion, they asked for the reasoning as to why the HRA began funding BLAEDC in the first place. They suggested that the County should provide the funding since the HRA's appropriation does not include the cities with HRAs. Because the Board had concerns, they requested that BLAEDC attend their next board meeting so they could have additional discussion.

Bergman and Young later met with County Commissioner Brekken and County Administrator Tim Houle. During their meeting, they discussed the shortage of workforce and affordable housing. They suggested that the CWC HRA may want to consider an increase in their 2020 levy to address the shortage and challenged the CWC HRA Board to think about what the CWC HRA may be able to do. There will be further discussion at the CWC HRA board meeting on July 16<sup>th</sup>.

**Redevelopment Opportunity**

Bergman is meeting with DW Jones and Bremer Bank to discuss a possible partnership on July 18<sup>th</sup>.

**Brainerd Riverfront Committee Update**

Bergman attended the Brainerd Riverfront Committee meeting on June 6<sup>th</sup>. At the meeting, they had representatives from the Rivers, Trails & Conservations Assistance Program who presented some concepts for a Trailhead at the parking lot across from the football field.

**VMS Review**

HUD will be doing a review of the voucher program on August 9<sup>th</sup>. Staff is focusing on that.

- e. **Rehab Update:** Schommer provided an update on the rehab programs.

7. **Commissioner Comments:** Commissioner Johnson shared that Region 5 visited the two possible museum sites in Brainerd. He also congratulated Bergman for being the Brainerd Rotary Club's new president elect.
8. **Adjournment:** Due to no board quorum, action could not be taken and there was no formal motion to adjourn. The meeting concluded at 2:15 p.m.