

**Brainerd Housing and Redevelopment Authority  
BOARD MEETING MINUTES  
Wednesday, September 25, 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, September 25<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 12:58 p.m.

**2. ROLL CALL:**

**Board members present:** Chair Marlee Larson and Commissioners Eric Charpentier, Bekah Kent (via teleconference), and Ashley Storm. **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 and Patrick Wussow.

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

**Commissioner Charpentier moved to approve the minutes from August 28<sup>th</sup>. Commissioner Storm seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

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

**5. NEW BUSINESS:**

**a. Adopt 2020 Payment Standards:** FY 2020 Fair Market Rents (FMRs) have been published. The requirement is to have payment standards fall between 90% and 110% of the FMRs. Our payment standards are currently low and tenants are having problems finding housing. We have 96 families paying more than 30% of their adjusted income toward rent and 24 families paying more than 40%.

Staff proposed to increase the payment standards for January 1, 2020:

Bedroom Size	0	1	2	3	4	5
Current Payment Standard	\$494	\$582	\$769	\$999	\$1,075	\$1,267
% of 2020 FMR	90.6%	91.6%	92%	91.9%	90.1	92.4%
Proposed Payment Standard	\$512	\$596	\$785	\$1,020	\$1,121	\$1,289
% of 2020 FMR	94%	94%	94%	94%	94%	94%

The increase will put all of our payment standards at 94% of the FMRs. The financial impact of the proposed increase, based on current voucher holders, is approximately \$12,354 over a 12-month period.

**Moved by Commissioner Charpentier and seconded by Commissioner Kent to adopt the 2020 Payment Standards, all commissioners voted in favor of the motion and none were opposed. The motion passed.**

## 6. BILLS AND COMMUNICATIONS

- a. Financial Report:** Young provided financial information for August 2019.

### **Health Insurance Increase**

Updated 2020 health insurance rate information was recently received from the City of Brainerd. Rates will increase approximately 12.2% for 2020, which is an increase in the budget of approximately \$31,750. This will be reflected in the budgets presented at the November meeting.

The City is looking into other plans for 2020, but due to the shortage of timing, changes will likely not occur until 2021.

**Commissioner Charpentier moved to approve the payments as presented. Commissioner Storm seconded the motion. All commissioners were in favor of the motion and none were opposed. The motion was approved.**

- b. HCV/Section 8:** HAP utilization through August was 99% and Unit Months Leased was 70%. Tammy Widman from the HUD Minneapolis Field Office reached out to us on August 14<sup>th</sup> requesting we update our 2-year tool. We sent her the updated information and informed her we planned on issuing vouchers in September, because we know we will lose vouchers through attrition and because we wanted to end the year as close to 98% UML as possible. She thanked us for the response and asked us to keep an eye on UMLs and funds spent.

Bergman added that she spoke to the VMS reviewer who complimented our staff. The reviewer said staff did an excellent job and was very impressed.

- c. Public Housing Report:**

### **Two-Bedroom Waiting List**

The current waiting list for two-bedroom units is at 56 households, however a waiting list update letter was sent out. After the date for response has expired and the list has been updated, if the number of households still exceeds three times the number of available units, the process to close the 2-bedroom waiting list will begin.

### **5-Year & Annual Plans**

The posting for the 5-Year and Annual Plan public comment period and public hearing was in the Brainerd Dispatch on August 28<sup>th</sup>, 2019. The plans were also included in the board packet for review. The public hearing will be the first item on the board meeting agenda on October 23<sup>rd</sup>.

Fortune noted that in the past five years, the HRA has provided over \$81,000 to FSS participants and 21 households have successfully completed their goals and graduated from the program.

**Crosby HRA: NAHRO Technical Assistance Grant for Repositioning Public Housing**

Grant announcements are expected later this month. There were 14 applications received and only eight were selected for funding.

**ROSS Program Update**

There were two newly-enrolled households in the ROSS Program in August and currently six active households. A new outreach contact this month connected a tenant recovering from heart surgery with a volunteer at a cleaning company to assist him with cleaning his apartment for one month. The Senior Nutrition Assistance Program is going strong with 26 participants this past month.

**d. Executive Director Report:**

**CWC HRA Levy Request**

Bergman presented the CWC HRA's levy request to the Crow Wing County Board's Budget Committee on September 6<sup>th</sup>. She discussed the accomplishments of the CWC HRA and proposed the levy increase to provide the County and HRA's portion to fund BLAEDC, to increase the Brainerd HRA's management fee and to create a Housing Trust Fund. The levy resolution in the amount of \$729,500 was on the September 24<sup>th</sup> County Board agenda and was approved by a 4:1 vote. The plan is to hire a new staff member to begin first thing in January 2020.

**Workforce Housing Study**

The Workforce Housing Task Force met on Thursday, September 19<sup>th</sup>. They discussed the survey that was sent out and also discussed the several interviews conducted by Kristen Fish-Peterson. In our last check-in call, Redevelopment Resources stated that they are getting to ready to start compiling information for the study and begin discussing recommendations. They hope to have a draft by November.

**Senator Klobuchar Staff Tour in Brainerd**

Bergman sat on a panel to discuss the housing needs in the community. The Senator's staff wanted to discuss challenges and successes being experienced in the county and what is impacting our communities. Bergman shared the challenges with the reduction in the HRA's federal funds, the increased difficulty in administering federal programs, and the shortage of rental housing.

**Brainerd Oaks/Serene Pines/Dal Mar Estates**

The CWC HRA Board has authorized the transfer of the Purchase and Development Agreement (PDA) from Paxmar-Brainerd, LLC, to Level Contracting. Attorney Martha Ingram has drafted an Assignment and Assumption of the PDA, which is currently being reviewed by Paxmar and Level Contracting.

- e. Rehab Update:** An update on the rehab programs was included in the board packet. Bergman added that the Brainerd HRA is submitting a preliminary proposal on behalf of the City of Pequot Lakes for SCDP funding from DEED for owner-occupied and commercial rehab.

7. **Commissioner Comments:** Commissioner Charpentier is excited about the Housing Trust Fund and Chair Larson looks forward to learning about the workforce housing study recommendations.

8. **Adjourned Into Closed Session Pursuant to Minn. Stat. § 13D.05, subd. 3. to Conduct the Executive Director Performance Evaluation - 1:53 p.m.**

The Board performed Jennifer Bergman's performance evaluation. She met and exceeded expectations on all categories.

The Board reconvened into open session at 2:27 p.m.

9. **Adjournment:**

**Moved by Commissioner Charpentier and seconded by Commissioner Storm, the meeting was adjourned at 2:28 p.m.**