



**Brainerd Housing & Redevelopment Authority**  
**BOARD MEETING MINUTES**  
**Wednesday, August 26, 2020**

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 via Webex video/teleconference at 1:00 p.m., Wednesday, August 26<sup>th</sup>, 2020.

**1. CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:00 p.m.

**2. ROLL CALL:** Board members present via remote video conference include Commissioners Marlee Larson, Patrick Wussow, Bekah Kent, Ashley Storm, and Gabe Johnson. Executive Director Eric Charpentier, Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, and Housing Manager Shannon Fortune were also present.

**Moved by Commissioner Johnson and seconded by Commissioner Kent to amend the agenda with the addition of new business item, “Consideration of MOU Between MHP and Brainerd HRA.” Upon roll call, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

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

**Commissioner Kent moved to approve the minutes from the meeting on July 22, 2020. Commissioner Johnson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

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

**5. NEW BUSINESS:**

**a. 2021 Preliminary General Fund Budget Filing with City:** Staff prepared a preliminary General Fund budget to be filed with the City of Brainerd, which was provided to the Board for review and approval. It was noted that the budget is based on estimates and assumptions that will change before the final budget is presented to the Board in November.

**Commissioner Wussow moved to authorize staff to file the attached General Fund budget with the City of Brainerd. Commissioner Kent seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

**b. Approve FSS Grant Program Application:** On July 21<sup>st</sup>, the Family Self-Sufficiency Program grant was released. A copy of the grant application that was submitted on Monday, August 17<sup>th</sup>, was provided to the Board. The due date for the grant submission is Thursday, August 20<sup>th</sup>. The grant is for one year and covers the salary and benefits of a full-time position. An amount of \$67,304.00 was requested. The anticipated announcement of award will take place by December 3<sup>rd</sup>, 2020.

The Board had a discussion about how staff should proceed in the future if the application must be sent prior to a board meeting. They agreed that a phone call to the board chair and an informational email to the board members would suffice.

**Commissioner Kent moved to approve the Family Self-Sufficiency Program grant application, which was submitted on August 17<sup>th</sup>, 2020. Commissioner Johnson seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

- c. Consideration of MOU Between MHP and Brainerd HRA:** Staff had applied for a technical assistance grant from Minnesota Housing Partnership (MHP) for the Housing Trust Fund initiative and assumed that the MOU would be a CWC HRA agreement. However, in working with MHP, it was decided that the agreement should be with the Brainerd HRA as administrators of the program. A copy of the MOU was provided to the Board for consideration.

**Moved by Commissioner Johnson and seconded by Commissioner Kent to accept the MOU with MHP along with any benign changes and to direct the appropriate signatures. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

## 6. BILLS AND COMMUNICATIONS

### a. Financial Report:

#### General Fund Tax Levy

Reflected in the July financial statements is the deposit of \$27,648.71 in Property Tax Revenue (levy) for total first half deposits of \$71,134.98. The total levy amount for 2020 is \$130,430. The second half property tax settlement will be in December. Collections for the first half settlement seem to be historically on track and do not appear to be significantly affected by the County's tax penalty waiver or COVID-19 related issues.

#### CWC HRA Budget

The 2021 budget for CWC HRA was presented to the CWC HRA Board at their August 11<sup>th</sup> meeting. A letter was submitted to the CWC Commissioners with a level levy request of \$729,500. Staff is tentatively on the agenda for the CWC budget committee meeting on September 10<sup>th</sup> to present the approved budget; however, presentations may not be needed for those departments not asking for a budget increase.

**Moved by Commissioner Kent and seconded by Commissioner Johnson to approve the payments as presented. Through roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

### b. HCV/Section 8:

#### HCV Program Report

The Unit Months Leased (UML) through July was 98% and HAP utilization through July was 57%.

Utility Schedule

New rates go into effect September 1<sup>st</sup>.

Bridges Program Report

Eight families are on the program with a monthly HAP payment of \$3,283. Four families have been issued a voucher and staff is working on leasing them up.

Family Self-Sufficiency (FSS) Program Report

There are currently 29 families on the program. Eight families are currently escrowing in the amount of \$1,302 per month.

Foster Youth to Independence (FYI) Program Report

Three families are leased up with a total HAP payment of \$1,110 per month.

- c. Housing Manager Report:** Fortune reviewed the Vacancy Report and Property Performance Report for July 2020.

Ongoing COVID-19 Response

The agency-wide preparedness plan has been updated to incorporate MN Executive Order 20-81 regarding mandatory face coverings in public spaces. Erik Warner, ROSS Service Coordinator, responded to a MN Housing offer of free cloth face coverings for tenants in affordable housing and ordered one mask for every resident in North Star, Valley Trail, Scattered Sites, and Brainerd South. Public Housing residents were recently notified that maintenance staff will soon be restarting annual inspections, using additional social distancing reminders, utilizing personal protective equipment at all times while interacting with residents, and asking about exposure and symptoms prior to entering units.

Public Housing Physical Updates

- North Star Retaining Wall: an excavation crew started working on updates to the east retaining wall earlier this month, which in addition to the landscape and wall update, will include redoing the sidewalk and replacing the handrail. The project is expected to take approximately two weeks, weather permitting.
- Scattered Site Kitchen Remodeling: the next Capital Fund project will focus on remodeling kitchens in some Scattered Site units. Although this project will not kick off until 2021, Terry will review current conditions while in each unit for upcoming annual inspections to determine which units are the highest priority for the project.

Brainerd South

An ongoing water issue prompted an excavation, a new sealing layer, and regrading of the area along the southern-facing windows of the north building. Two tenants were displaced to allow for unrestricted access to the affected units; one to stay with a family member and one to stay in the community room apartment. After the excavation and sealing work, the interior repairs began, starting with the tenant that was staying with family. All repairs were completed in that unit and the tenant moved back in. The second unit is in process and we hope to have the tenant moved back in soon.

Resident Commissioner Election Plan

The Resident Commission Election will be held as a combination outside/virtual event in September. Staff will be mailing notes to Public Housing tenants and Housing Choice Voucher participants to let them know they can vote by email, by phone, or by coming to a table set up in the parking lot of the office. Candidate information packets will be posted online, made available through connection with the ROSS Service Coordinator, or can be mailed upon request.

ROSS Program Updates

- Erik currently has 12 active participants in the ROSS program. There were no newly enrolled participants this month and no new contacts with non-enrolled residents for more limited resource/referral work. To facilitate non-contact communication, he has been posting themed resources and information on the community bulletin board. This encourages residents to pause for a moment to view the information without the risk of having residents congregate. He plans to change the theme monthly.
- As all indoor common spaces are still shut down, Erik is looking at the possibility of doing some sort of outside activity where social distancing can be enforced. Erik located, ordered, and assembled four new benches to give North Star residents additional outside seating options, which will be very useful as he moves toward hosting an outside event. He will be very involved in assisting with the Resident Commissioner Election process.
- Erik spent time this past month participating in training on housing supports during COVID-19 and an elder care webcast focused on providing support to those making legal decisions/plans. He has also continued working with the Crosby HRA Tenant Activities Coordinator to launch the Senior Nutrition Assistance Program at the Crosby HRA.
- The Senior Nutrition Assistance program had 31 residents participating this past month. Still no nutrition seminars and deliveries continue to be made directly to the apartments to prevent tenants from congregating.
- Facebook Stats:
  - » Erik made seven new posts on the ROSS Facebook page this past month, which focused on activities and curbside pick-up for the Brainerd Library, Second Harvest Pop-Up Pantry notifications, Mayo Clinic exercise recommendations, notification of the availability of new benches for North Star residents, and the launch of the North Star themed bulletin board. The posts reached 168 individuals, had four likes and one share!

**d. Executive Director Report:**Executive Director Search

Upon the approval of the waiver request from HUD, Eric Charpentier began his position yesterday, August 25<sup>th</sup>. Chair Larson suggested sending a press release announcing the hiring of Charpentier and the Board agreed.

**e. Rehab Update:**SCDP Preliminary Proposal

Staff is working with the Cities of Garrison and Jenkins to submit a SCDP preliminary proposal for single-family owner-occupied and commercial rehab.

FHLB

An application was submitted in May. Funding awards will be announced in December.

7. **Commissioner Comments:** The Board welcomed Charpentier to his new role as executive director.

8. **Adjournment:**

**Moved by Commissioner Kent and seconded by Commissioner Johnson to adjourn the meeting at 1:44 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

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