



**Brainerd Housing & Redevelopment Authority**  
**BOARD MEETING MINUTES**  
**Wednesday, December 16<sup>th</sup>, 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, December 16<sup>th</sup>, 2020.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:02 p.m.
2. **ROLL CALL:** Present: Commissioners Marlee Larson, Janet Decker, Michael Duval, and Gabe Johnson. Absent: Patrick Wussow, Ashley Storm, and Bekah Kent.

Others present include Executive Director Eric Charpentier, Finance Director Karen Young, Executive Assistant LeAnn Goltz, Rental Assistance Manager Tania Eller, Housing Rehab Coordinator John Schommer, and Housing Manager Shannon Fortune.

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

Commissioner Duval moved to approve the minutes from the meeting on November 18<sup>th</sup>, 2020. Commissioner Decker seconded the motion. Through roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

4. **UNFINISHED BUSINESS:**

- a. **Adoption of Updated HUD Waivers:** The initial HUD waivers were adopted at the 4/10/2020 meeting and updated at the 7/2/2020 meeting. Most of the waivers had an expiration date of 12/31/2020. HUD recently issued Notice PIH-2020-33, which clarified and expanded some waivers, offered several new waiver options, and extended expiration dates into 2021.

A table showing the recommended waivers for implementation, along with dates the waivers were adopted and were expected to expire, was provided to the board.

Moved and seconded by Commissioners Johnson and Decker to approve the waivers as allowed in Notice PIH 2020-33. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

5. **NEW BUSINESS:**

- a. **Accounts Receivable Write-off:** Per Brainerd HRA policy, staff requested the approval to write off all balances outstanding at 12/31/2020 in Public Housing Accounts Receivable that remain unpaid 90 days following the tenant's move-out date.

**Commissioner Johnson moved to write-off uncollectible Accounts Receivable for 2020. Commissioner Duval seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

- b. **Review & Discuss Fund Balance:** The board set the recommended unassigned fund balance to be maintained at 8–10 months of General Fund operating expenses for the year.

It was recommended that the board take action to commit funds for Housing Rehab as it is a GASB 54 requirement that the board commitments be established prior to year-end. The amount of the commitment will be determined after year-end when the calculation can be finalized.

The board also has funds assigned for Downtown Redevelopment. Changes to assigned fund balance can be made after year-end and staff recommends the board assign funds for Housing and Redevelopment Initiatives after year-end when the calculation can be finalized.

The board had a discussion about the fund balance.

**Commissioner Johnson moved to approve Resolution No. 2020-13 to commit funds for Housing Rehab in an amount to be determined in the subsequent period after year-end financial statements are finalized. Commissioner Becker seconded the motion. 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:**

### Audit Schedule

The 2020 audit schedule has been set with CliftonLarsonAllen (CLA). The Crow Wing County HRA audit will be during the first week of February. The Brainerd HRA audit and Brainerd South compilation will be during the second week of February. The Agency unaudited financial statements are due to the Real Estate Assessment Center (REAC) by February 28<sup>th</sup> and the unaudited Brainerd South financial statements are due to REAC by March 31<sup>st</sup>.

### 2020 Levy Payment

In December, the second half 2020 tax settlement of \$57,399.60 was received. This will be reflected in the December General Fund financial statements next month.

**Moved and seconded by Commissioners Duval and Johnson to approve the November payments as presented. Through roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.**

- b. **HCV/Section 8:**

### HCV Report

Through November, the Unit Months Leased (UML) was 99% and HAP utilization was 89%. The board commended staff for a job well done.

### Bridges Report

There were seven families on the program with a monthly HAP payment of \$3,244, four families issued a voucher and searching, and nobody was notified in November.

### Family Self-Sufficiency (FSS) Report

There are currently 29 families on the program and 12 families that are currently escrowing in the amount of \$1,657 per month.

### Foster Youth Initiative (FYI) Report

There are two families leased up with a total HAP payment of \$601 per month. Four new families are working on getting their voucher.

On November 18<sup>th</sup>, 2020, staff received confirmation from Dana Kitchen at the HUD Field Office that three additional vouchers were approved effective December 1<sup>st</sup>, 2020. This will make a total of seven FYI vouchers.

- c. **Housing Manager Report:** Fortune reviewed the highlights from the November vacancy report and November property performance report. The board noted the excellent vacancy rate of 100%.

### Ongoing COVID-19 Response

There has been no change in the COVID-19 response in the past month. Staff continues to monitor a number of federal- and state-level sources to ensure that the response is consistent with other PHAs while still being appropriate for the community's needs.

### ROSS Program Updates

- 15 active participants in the ROSS program
- One newly enrolled participant
- Zero new contacts with non-enrolled residents for more limited resource/referral work
- 51 residents received Thanksgiving meals from the Brainerd American Legion
- 94 residents received Cub Foods gift cards from the Salvation Army for Christmas
- 27 residents participated in the Senior Nutrition Assistance Programs
- Facebook Stats:
  - » 10 new posts on the ROSS Facebook page this past month which reached 26 individuals, with no additional likes or shares
- The flu shot clinic that had been scheduled for December had to be cancelled due to a lack of participation. After reviewing his efforts, Erik believes this may be due in part to it being late into the season as well as the difficulty in actively marketing to a closed off/sheltering-in place population. Next year he plans to start earlier and be far more aggressive in recruitment.

### Late Fees

Staff members have been discussing the potential of reinstating late fees and asked the board for guidance. They agreed that it would be reasonable to begin charging late rent fees and felt that it was important to communicate the change with the tenants. Fortune planned on sending a letter to all tenants in advance to let them know that late rent fees will be reinstated. The board was in support.

**d. Executive Director Report:**

Destination Downtown Business Coalition (DDBC) Update

At their last monthly meeting, the DDBC were offered some options toward having a downtown coordinator in the coming year. The Chamber offered three options to the group to help them with their plan. Charpentier also informed Marie Kirsch and Brenda Billman-Arndt about the board's decision to not fund their request at this time but that some assistance as far as staff time and expertise may be something the HRA could offer. He is meeting with them this week and will have further discussion.

Downtown Housing Project

Charpentier and City Administrator Bergman met with a local developer to reignite talks about a potential housing project in downtown. The conversation went well, the developer does have interest in a project, and they are doing some market research on the potential site. They are exploring TIF and tax credits. More information will be shared as this project progresses.

Commissioner Vacancy

Commissioner Wussow has indicated that he will not be seeking another term on the board of commissioners once his term concludes at the end of December. Charpentier expressed his gratitude for Wussow's years of service to the agency and for his term serving as board chair.

- e. Rehab Update:** There are a few remaining rehab grants available for single family homes in NE Brainerd and the City of Emily. Staff has been busy working to get those grants out in the community. Level Contracting has plans in the near future to purchase at least three more lots in Brainerd Oaks. This past week, Schommer had the program's first request for an application for the HTF Rental Rehab Program.

**7. COMMISSIONER COMMENTS:** Nothing to report.

**8. ADJOURNMENT:**

Chair Larson declared the meeting adjourned at 2:08 p.m.

Respectfully Submitted,

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Eric Charpentier  
Executive Director