



**Brainerd Housing & Redevelopment Authority**  
**BOARD MEETING MINUTES**  
**Wednesday, February 24<sup>th</sup>, 2021**

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, February 24<sup>th</sup>, 2021.

1. **CALL TO ORDER:** Chair Gabe Johnson called the meeting to order at 1:00 p.m.
2. **ROLL CALL:** Present: Commissioners Marlee Larson, Janet Decker, Michael Duval, Gabe Johnson, and Bekah Kent. Absent: Ashley Storm.

Others present: 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 Larson moved to approve the minutes from the meeting on January 27<sup>th</sup>, 2021. Commissioner Kent 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:** Nothing to report.
5. **NEW BUSINESS:** Nothing to report.

6. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

Audit Schedule

Auditors from CliftonLarsonAllen (CLA) conducted fieldwork during the week of February 1<sup>st</sup> for the Crow Wing County HRA audit and the following week of February 8<sup>th</sup> for the Brainerd HRA audit and Brainerd South compilation. Mary will be at the April meeting to present the Brainerd HRA audit. 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>.

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

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

HCV

The Unit Months Leased (UML) through January was 102% and HAP utilization through January was 9%.

Bridges

There are seven families on the program with a monthly HAP payment of \$4,236. There are four families that have been issued a voucher and are searching for a unit.

The MHFA Bridges Rental Assistance Program funding application was released on Tuesday, February 16<sup>th</sup>, 2021. The due date for the application is March 19<sup>th</sup>, 2021. The funding is for a two-year period starting July 1<sup>st</sup>, 2021, through June 30<sup>th</sup>, 2023. Staff submitted the application a few days prior to the due date.

Family Self-Sufficiency (FSS)

There are 30 families on the program. Eleven families are currently escrowing in the amount of \$2,081 per month.

Foster Youth Initiative (FYI)

There are two families leased up with a total HAP payment of \$601 per month and two applicants that Carrie is working with to utilize their voucher.

**c. Housing Manager Reports:**

Vacancy Report for January 2021

Fortune noted the 100% occupancy rate.

Monthly Property Performance Report for January 2021

The report for January was provided to the board.

ROSS Program Updates

- 12 active participants
- 1 newly-enrolled participant
- 1 new contact with non-enrolled residents for more limited resource/referral work
- 30 residents participated in the Senior Nutrition Assistance Programs
- 5 residents received a total of 70 frozen meals (14 each) delivered by Catholic Charities
- Facebook Stats:
  - » 7 new posts on the ROSS Facebook page this past month, which reached 11 individuals, with zero additional likes and zero shares, although it appears that 1 viewer clicked through to obtain more information about a specific resource posting (Ruby's Pantry).

**d. Executive Director Report:**

Destination Downtown Business Coalition

Charpentier attended the February board meeting of the DDBC as he continues to try and find ways to support this initiative downtown. The group recently decided to move from the Brainerd Chamber to being affiliated with Brainerd Restoration who will become their fiscal agent. They

posted their downtown coordinator position with the hope of having someone hired by the end of March. The EDA is contributing \$15,000 towards the hiring of a downtown coordinator for 2021. Charpentier will continue to be involved with their meetings to help with redevelopment initiatives in downtown.

River to Rail Update

This group continues to meet every other month and we had a meeting in February. Projects that were discussed were Ya Sure Kombutcha, which will be in the building where the former Vice was located; Notch 8, a new restaurant soon to open in the former Roundhouse Brewery location; and a boutique hotel at the NP Center. Charpentier shared with this group the potential redevelopment of the Thrifty White building for a mixed-use commercial and housing building.

Homelessness Group

Charpentier attended a meeting with members of the faith community, Crow Wing County, LSS, The Salvation Army, and Bridges of Hope to restart the discussion of homelessness in and around the county. This group ideally would like to find a place for a new homeless shelter and they may have an interested donor of a building. Charpentier will continue to stay connected and sit at the table for discussions.

Housing Trust Fund Update

Martha Ingram with Kennedy & Graven is drafting a mortgage, loan agreement, and note for the initial rental rehab program and a draft of those documents should be back by the end of the month. John is still working with one interested individual that would like to utilize the rental rehab program. Using the new program logo, LeAnn put together some marketing pieces that will be distributed to various partners once the program documentation is finalized.

Ongoing COVID-19 Response

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

**e. Rehab Update:**

NE Brainerd SCDP

Address	Owner	Type of Rehab	Units	Status
707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah H.S.	Mixed-use	9	Substantially Complete
212 1 <sup>st</sup> Ave. NE	Andrea B.	Owner-occupied	1	Complete
612 2 <sup>nd</sup> Ave. NE	Kelly R.	Owner-occupied	1	Complete
201 & 203 B St.	Travis B.	Rental	2	In Construction
726 4 <sup>th</sup> Ave. NE	John G.	Rental	3	In Construction
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	In Construction
206 Gillis Avenue	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 <sup>nd</sup> Ave. NE	Darin K.	Owner-occupied	1	In Construction

Emily SCDP

- 7 owner-occupied projects are complete
- 1 project is in construction

MHFA

- 1 project is in construction
- 2 applications are being processed

Brainerd Oaks/Serene Pines

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	47	44	3	8
Serene Pines	23	14	12	1	3
Dalmar Estates	7	1	1	0	0

*\*Originally 83 lots, two have been merged/combined into a single parcel.*

7. **COMMISSIONER COMMENTS:** Commissioner Duval thanked Young for the meeting and thorough financial review of the agency. Charpentier asked the board to let him know when they want to return to in-person meetings. The board had a discussion and they agreed to begin meeting in person next month with the option to participate remotely. Staff will work with the City of Brainerd to hold the next meeting in the Council Chambers while also using the Webex platform.

8. **ADJOURNMENT:**

Moved and seconded by Commissioners Larson and Kent to adjourn. Though roll call vote, all commissioners were in favor and Chair Johnson declared the meeting adjourned at 1:31 p.m.