



324 East River Road  
Brainerd, MN 56401  
PH (218) 828-3705  
FAX (218) 828-8817  
[www.brainerdhra.org](http://www.brainerdhra.org)

## Brainerd HRA BOARD MEETING MINUTES Wednesday, May 19<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 at the Brainerd City Call Council Chambers and via Webex video/teleconference at 1:00 p.m. on Wednesday, May 19, 2021.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 1:02 p.m.

2. **ROLL CALL:** Present: Commissioners Marlee Larson, Janet Decker, Michael Duval, Gabe Johnson, and Wayne Erickson. Absent: Bekah Kent.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Rehab Coordinator John Schommer, and Executive Assistant LeAnn Goltz.

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

Moved and seconded by Commissioners Erickson and Duval to approve the minutes from the April 28<sup>th</sup>, 2021, board meeting. Through a roll call vote, all commissioners were in favor and none were opposed. The minutes were approved.

4. **UNFINISHED BUSINESS:**

- a. **Adoption of Updated HUD Waivers:** As discussed at previous meetings, HUD had provided a number of waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. These waivers were initially adopted at the 4/10/2020 meeting and were updated at the 7/2/2020 and 12/16/2020 meetings. Many of these waivers had expiration dates of 6/30/2021 or earlier.

In the most recent notice, PIH-2021-14, HUD extended the expiration date of the remaining waivers through 12/31/2021, in addition to adding new waivers related to verification of critical household information and identifying one mandatory waiver related to the suspension of the community service requirement.

HUD has opted to include all waivers, past and present, into one table. Provided to the board was the full table of the waivers that staff recommended for implementation, along with the dates that those waivers are expected to expire and the dates they were adopted.

Commissioner Larson moved to approve the waivers as allowed in Notice PIH-2021-14. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

5. **NEW BUSINESS:**

- a. **Authorization to Administer the Bridges Program:** The Announcement of Funding came out for the MHFA Bridges Rental Assistance Program. The Brainerd HRA was awarded \$148,824.00 for a two-year grant period of July 1, 2021–June 30, 2023.

**Commissioner Duval moved to authorize the administration of the Bridges Program for grant period July 1st, 2021 through June 30th, 2023, by adopting Resolution No. 2021-01. Commissioner Larson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.**

## **6. BILLS & COMMUNICATIONS:**

- a. **Financial Report:** The final rent subsidy payment to Crow Wing Food Co-Op was processed in May. The rent subsidies provided to downtown businesses through the Destination Downtown initiative have been fully paid out per the loan agreements.

Young announced the resignation of Christine Carlson from the agency. Carlson has been a loyal employee for over 20 years. She will be finishing out her last days through May.

**Commissioner Larson moved to approve the payments as presented. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.**

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

HCV Report

Through April, the Unit Months Leased (UML) was 100% and HAP utilization was 33%.

Bridges Report

There were nine families on the program with a monthly HAP payment of \$4,214.

Family Self-Sufficiency (FSS) Report

There were 29 families on the program with nine families escrowing in the amount of \$1,803 per month.

Foster Youth Initiative (FYI) Report

There were three families leased up with a total HAP payment of \$1,023 per month.

- c. **Housing Management Report:**

ROSS Program Updates

- 14 active participants in the ROSS program; 2 newly enrolled participant; 6 exits.
- 2 new contacts with non-enrolled residents for more limited resource/referral work.
- Food Program Participation:
  - SNAP Food Boxes: 29 residents; shelf-stable box; elderly tenants only.
  - LSS Senior Dining: 4 residents; 48 frozen meals (12 each); elderly tenants only.
  - Catholic Charities: 18 residents; 530 frozen meals (30 each); elderly tenants only.
  - On-Site Pop-Up Pantry: 26 residents; shelf stable & perishable; no age restrictions.
- Facebook Stats: 7 new posts on the ROSS Facebook page this past month, which reached 20 individuals, with 0 additional likes or shares, and 0 viewers clicked through posts for more information.

- Grant Prep Work:
  - Continuing to solicit needs assessment surveys from all Public Housing residents – currently have a 28.57% response rate.
  - Reviewing census data and compiling list of partner agencies that will provide letters of programmatic match support.
- Success Story: a ROSS participant had received a stimulus check but could not cash it due to lack of proper identification or existing bank account. Erik assisted the participant in obtaining a birth certificate and then a state ID. After that, the participant was able to establish a bank account and deposit the check.

**d. Executive Director Report:**

Housing Trust Fund Update

Charpentier has had a few back-and-forth calls with MMFCU to gauge their interest in servicing the portfolio and he is trying to set up a meeting with their director of mortgage services. There has been continued interest in the rehab program and down payment assistance programs, so the momentum is picking up to get some of these funds out to the community. Staff anticipates an in-person meeting with the reps from MHP as they are hoping to visit the Brainerd area in June sometime with the plan to hopefully host some developers in the near future.

Discussion with Brainerd Chamber

Charpentier met with Chamber President Matt Killian, Chamber Staff Member Paula Chapulis, and GLAR Director Dolly Matten to discuss housing in the Brainerd Lakes Area. He shared with the group the progress made on the Housing Trust Fund and updates on the status of the development agreement for Brainerd Oaks/Serene Pines/Dalmar. The group discussed the underlying worry from businesses that there is not currently enough housing to bring in the workers that are needed. Dolly shared some info on housing numbers and they also discussed the housing study that was completed in 2020. This is the first of what will likely be ongoing semi-regular meetings with the Chamber. The Chamber is willing and ready to help market the trust fund as the different programs are rolled out to the county.

Ongoing COVID-19 Response

The governor has lifted the mask mandate and the goal is to get the HRA community spaces open very soon.

Staffing Changes

The new maintenance supervisor, Michael Foote, begins his first day on June 1<sup>st</sup>. As Young previously announced, Christine Carlson is leaving her position after 20 years with the HRA. LeAnn Goltz, executive assistant for the past six years, has also accepted a new position and will be working through early June. Charpentier thanked them for their time at the HRA and wished them well.

- e. Rehab Programs Report:** Schommer reported that they had a several contractors show up to the pre-bid meeting for the North Star Apartments boiler project.

NE Brainerd SCDP

Address	Owner/Name	Type of Rehab	Units	Status
---------	------------	---------------	-------	--------

707 Laurel St.	Knotty Pine Bakery	Commercial	1	Complete
707 Laurel St.	Sarah H.S.	Mixed Use	9	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
215 Gillis Ave. NE	Cheri S.	Owner Occupied	1	In Construction
414 3 <sup>rd</sup> Ave. NE	Select Rental Properties	Rental	1	Complete
206 Gillis Ave. NE	Herbert & Robin J.	Owner Occupied	1	In Construction
721 2 <sup>nd</sup> Ave. NE	Darin K.	Owner Occupied	1	Complete
315 4 <sup>th</sup> Ave. NE	Wayne A.	Rental	3	Application Phase
113 B St. NE	Diana L.	Rental	1	Bidding
121 3 <sup>rd</sup> Ave. NE	Joe M.	Rental	3	Application Phase
507 2 <sup>nd</sup> Ave. NE	Bob L.	Owner Occupied	1	Application Phase

Emily SCDD

7 Owner occupied projects complete  
 1 Project in construction  
 1 application in process

MHFA

1 Project in construction  
 1 Project in the inspection phase  
 3 Applications in process

Brainerd Oaks/Serene Pines/Dalmar Estates

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	53	47	1	4
Serene Pines	23	15	14	0	3
Dalmar Estates	7	1	1	0	0

\*Originally 83 lots, 2 have been merged/combined into a single parcel

**7. Commissioner Comments:** Commissioner Larson asked if the HRA board commissioner vacancy had been posted and Chair Johnson reported that it had. Chair Johnson also shared that the EDA had a strategic development session yesterday that went well. The board had a discussion about meeting in person and they concurred that they would continue to meet in the Council Chambers.

**8. ADJOURN:**

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Decker seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 1:52 p.m.