

**Brainerd HRA
BOARD MEETING MINUTES
Wednesday, June 23rd, 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 in person at City Hall Council Chambers and via Webex video/teleconference at 1:00 p.m., Wednesday June 23, 2021.

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

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

3. READING AND APPROVAL OF MINUTES:

Moved and seconded by Commissioners Larson and Erickson to approve the minutes from the May 19th, 2021, board meeting and the June 15th, 2021, special board meeting. Through a roll call vote, all commissioners were in favor, and none were opposed. The minutes were approved.

4. UNFINISHED BUSINESS:

Nothing to report

5. NEW BUSINESS:

- a. Resolution of Support for the use of TIF for a Redevelopment Project:

Commissioner Erickson moved to approve Resolution No. 2021-02 as a Resolution of Support for the use of TIF for the redevelopment project to be located at 805 Laurel St, Brainerd. Commissioner Larson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

- b. Letter of Support for use of Project Based Vouchers for a Redevelopment Project:

Commissioner Larson moved to approve a Letter of Support for the use of Project Based Vouchers for the redevelopment project to be located at 805 Laurel St, Brainerd. Commissioner Erickson seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

- c. Resolution for a Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA:

Commissioner Duval moved to approve Resolution No. 2021-03 as a Resolution to authorize a Contract for Services between the Brainerd Lakes Chamber of Commerce and the Brainerd HRA in the amount of \$252.00 for the Contract year starting July 1, 2021 through June 30, 2022. 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 Crosby HRA audit fieldwork is to be conducted today with one day onsite.

Young stated the Accounting Specialist position has been posted. There have been two responses, one of which is not qualified. Charpentier stated he received a phone call from an interested party.

Commissioner Larson moved to approve the May 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 May, the Unit Months Leased (UML) was 100% and HAP utilization was 41%.

Bridges Report

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

Family Self-Sufficiency (FSS) Report

There were 27 families on the program with nine families escrowing in the amount of \$2,042 per month.

Foster Youth Initiative (FYI) Report

There were three families leased up with a total HAP payment of \$1,099 per month.

c. Housing Management Report:

ROSS Program Updates

- 13 active participants in the ROSS program; 0 newly enrolled participant; 1 exit.
- 1 new contact with non-enrolled resident 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 (10-30 each); elderly tenants only.
 - On-Site Pop-Up Pantry: 39 residents; shelf stable & perishable; no age restrictions.
- Facebook Stats:
 - 5 new posts on the ROSS Facebook page this past month which reached 7 individuals, with 0 additional likes/shares, and 0 viewers clicked through posts for more information.
- Upcoming Plans:
 - Now that the community spaces are open, Erik will be connecting with former members of the Resident Council to help facilitate the annual election and meeting planning process.

a. Executive Director Report:

Housing Trust Fund

We are getting closer to formalizing a servicing agreement with MMFCU for our HTF loan portfolio. I have sent off our draft of loan documents to their Director of Mortgage Services and we anticipate meeting with their group sometime in July.

Update on Brainerd Oaks Outlot F

When Brainerd Oaks was originally platted the HRA purchased a 4.3 acre parcel of land identified as Outlot F in the development. This is a landlocked parcel per the current platting and layout of this development. Level Contracting LLC would be interested in purchasing this lot from the HRA and has



been in discussion with the City to look at the feasibility of creating a roadway entrance into the lot and replat this Outlot for future development. We have requested a letter of interest as well as a purchase offer from Level Contracting. I would anticipate that we will bring an offer to the board to consider either in July or August.

Ongoing COVID-19 Response

As of the End of May all of the public spaces in the Northstar building are now open without restriction. We are thrilled to see our spaces open for our residents. We are continuing to monitor the reopening of our office building to the public. Shannon and Tania continue to monitor best practices from other like sized PHAs.

b. Rehab Programs Report:

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 st Ave. NE	Andrea B.	Owner Occupied	1	Complete
612 2 nd 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 rd Ave. NE	Select Rental Properties	Rental	1	Complete
206 Gillis Ave NE	Herbert & Robin J.	Owner Occupied	1	In Construction
721 2 nd Ave NE	Darin K.	Owner Occupied	1	Complete
315 4 th Ave NE	Wayne A.	Rental	3	Application Phase
113 B St NE	Diana L.	Rental	1	Bidding Phase
121 3 rd Ave NE	Joe M	Rental	3	Application Phase
507 2 nd Ave NE	Bob Long	Owner Occupied	1	Bidding Phase

Emily SCDD

7 Owner occupied projects complete
1 Project in construction

MHFA

1 Project in construction
3 Project in the inspection phase
1 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*	55	47	0	5



Serene Pines	23	16	14	0	3
Dalmar Estates	7	2	1	0	0

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

7. Commissioner Comments: Erickson commented on the downtown project stating Charpentier has done a great job. Larson asked if LeAnn’s position had been posted and Charpentier reported that he is still working on what that position will look like. Chair Johnson added that while losing LeAnn is a big loss, there is a silver lining stating we can craft this position to meet Charpentier’s needs.

8. ADJOURN:

Commissioner Erickson made a motion to adjourn the meeting. Commissioner Larson seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 2:13 p.m.