



## Brainerd Housing and Redevelopment Authority BOARD MEETING MINUTES Wednesday, March 25, 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 at 1:00 p.m., Wednesday, March 25, 2020, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Secretary/Treasurer Charpentier called the meeting to order at 1:03 p.m

2. **ROLL CALL:**

Those present via teleconference include Commissioners Marlee Larson, Gabe Johnson, Ashley Storm, and Patrick Wussow. Commissioner Eric Charpentier and Interim Executive Director/Finance Director Karen Young were physically present at the above address. Absent: Bekah Kent.

3. **READING AND APPROVAL OF MINUTES:** It was noted that a correction to the minutes was necessary as it was Commissioner Johnson who called the meeting to order.

**Commissioner Johnson moved to approve the minutes as amended from the regular meeting on February 26, 2020. Commissioner Larson 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:**

a. **Executive Director Search:** Gary Weiers was present via conference call. The Board was provided the updated proposed timeline and current profile. They had a discussion on the components of the search including the timeline, video interviews, and the search committee. The Board was comfortable with the timeline and they opted to wait to decide if they would add the video component to the contract.

**Moved and seconded by Commissioners Storm and Johnson to remove Eric Charpentier from the search committee and add Gabe Johnson. Via roll call vote, all were in favor of the motion and none were opposed. The motion passed.**

5. **NEW BUSINESS:**

a. **Review Committed and Assigned Fund Balance:** The Fund Balance Policy recommends 8 to 10 months of expenses in unassigned fund balance. The Board has \$34,604 committed for Housing Rehab and \$834 for Tax Forfeited Property. The Board also has \$15,000 assigned for Downtown Redevelopment. Based on the committed and assigned fund balance amounts, the unassigned fund balance would be approximately 7.5 months of expenses. This is below the 8-month recommended minimum amount due to the mortgage pay off in 2018.

**Commissioner Johnson made a motion to commit \$34,604 to Housing Rehab and \$834 to Tax Forfeited Property and assign \$15,000 for Downtown Redevelopment. Commissioner Wussow seconded the motion. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

- b. Approval to Execute Contract for North Star Apartments Concrete Project:** The Brainerd HRA invited contractors to bid on flatwork upgrades at the North Star Apartments. The project will include plaza and entrance flatwork plus a small modular block retaining wall and additional sidewalk will be replaced on the northeast side of the apartment building. Included within the project, there are additional HRA single and multi-family dwelling sites, within the Brainerd city limits, that require minor exterior flatwork repair. A pre-bid meeting was held on March 3, 2020, and sealed bids were due on March 17, 2020, by 3:00 pm. One bid was received from Anderson Brothers.

Because the proposed contract amount is greater than the Simplified Acquisition Threshold, the Board's approval was requested to enter into a contract with Anderson Brother Construction Co. in the amount of \$204,158.24.

**Moved by Commissioner Johnson and seconded by Commissioner Larson to authorize the Interim Executive Director to execute a contract with Anderson Brother Construction Co. for the amount of \$204,158.24. Through a roll call vote, all commissioners were in favor and none were opposed. The motion was approved.**

## 6. **BILLS AND COMMUNICATIONS**

- a. Financial Report:** Mary Reedy from CliftonLarsonAllen (CLA) will be at the April meeting to present the Brainerd HRA audit.

The unaudited financial statements were due to the Real Estate Assessment Center (REAC) by February 28<sup>th</sup> and have been submitted and accepted.

The CWC HRA audit was finalized by CLA. CLA has issued an unmodified Auditor's Report with no findings or misstatements. The audit was presented to the CWC HRA Board at their March meeting.

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings. The unaudited information is due to REAC by March 31<sup>st</sup> but that deadline has now been extended for 30 days.

The PHAS Score Report for 12/31/19 was provided to the Board. The Brainerd HRA received a score of 97/100. Due to Small PHA Deregulation, High Performing Agencies are only officially scored every three years. 2020 is an actual scoring year for Brainerd and the agency's score will determine how often we are inspected and our Capital Fund Program (CFP) bonus.

**Commissioner Wussow made a motion to approve the payments as presented. Commissioner Johnson seconded the motion. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

- b. **HCV/Section 8:** Unit Months Leased (UML) through February was 100% and HAP utilization was 16%.

On March 17<sup>th</sup>, notice was received from the Financial Management Division that the HRA will be funded for the seven FYI Vouchers for which we applied. Staff will start the lease-up process with those applicants.

- c. **Public Housing Report:** The Vacancy Report and Property Performance Report were provided to the Board. The initial recruitment memo for resident commissioner candidates went out to all Public Housing residents and Housing Choice Voucher participants. The deadline for response is Thursday, April 2<sup>nd</sup>. The next step will be for each candidate to complete a brief informational questionnaire that will help the voting population better identify or connect with the candidate as an individual. In the current timeline, the election will be held in mid-May and the nomination can be presented to the Board and then to the Mayor for appointment in June.

In response to the COVID-19 virus threat, letters were sent to tenants and copies were provided to the Board. Young discussed operational changes as outlined in the letters.

A ROSS Program update was provided: there were 11 active participants in the program; outreach activities in February included remotely attending the MN Hoarding Task Force monthly meeting and an in-office visit with a local representative payee service; the Senior Nutrition Assistance program had 29 residents participating this past month and four attendees at the nutrition seminar; and all events and educational presentations for March and April were postponed in response to guidance received related to slowing the spread of COVID-19.

- d. **Executive Director Report:** The final workforce housing study was presented by Kristen Fish-Peterson from Redevelopment Re-sources at the March CWC HRA Board Meeting. Staff is pleased with the final version and is working through the study to set priorities and goals for the CWC HRA to assist in the development and rehabilitation of workforce housing countywide.

The agenda for the Spring NAHRO Conference is available, but with the cancellation of all public events, this will be put on hold until we are ensured that it will occur.

As the COVID-19 risk evolves and changes daily, it was suggested that the Board may want to select a subcommittee to assist with emergency decision making without convening the entire Board. The Board had a discussion and chose to call emergency board meetings as needed.

Young provided the Board with a new COVID-19 Action Plan. They had a discussion and supported the details of the plan.

**Moved by Commissioner Wussow and seconded by Commissioner Johnson to adopt the Brainerd HRA COVID-19 Action Plan. Through a roll call vote, all commissioners were in favor of the motion and none were opposed. The motion passed.**

- e. **Rehab Update:** An update was included in the board packet.

- 7. **Commissioner Comments:** Commissioner Johnson mentioned that BPU sent home some employees and will stop all disconnect activity. The City will stop all code enforcement tickets. Commissioner Larson recommended the Board continue to encourage staff, check in, and stay positive.

8. **Adjournment:**

Commissioner Wussow made a motion to adjourn the meeting. Commissioner Johnson seconded the motion. Via roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 2:15 p.m.