



Brainerd Housing & Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, October 28, 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 Brainerd City Hall, Council Chambers and also via Webex video/teleconference at 1:00 p.m., Wednesday, October 28th, 2020.

1. **CALL TO ORDER:** Chair Marlee Larson called the meeting to order at 1:02 p.m.
 2. **ROLL CALL:** Board members present include Commissioners Marlee Larson, Patrick Wussow, Bekah Kent, and Ashley Storm. 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, Housing Manager Shannon Fortune, Resident Janet Decker, and Brainerd City Administrator Jennifer Bergman. Absent: Gabe Johnson.
 3. **READING AND APPROVAL OF MINUTES:**

Commissioner Wussow moved to approve the minutes from the meeting on September 23rd, 2020. Commissioner Kent 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:** Nothing to report.
 5. **NEW BUSINESS:**
 - a. **Resident Commissioner Election:** The election for resident commissioner was held on September 30th, 2020. There were a total of 18 votes with Janet Decker receiving the most (six). Decker, who attended the meeting, was introduced and the Board welcomed her.

Moved and seconded by Commissioners Kent and Wussow to authorize staff to forward the election results to the mayor for the appointment of Janet Decker to the Brainerd HRA Board. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.
 - b. **Authorize Submission of SCDP Preliminary Proposal for the Cities of Jenkins and Garrison:** Preliminary proposals for owner-occupied and possibly commercial rehab in both Jenkins and Garrison are in progress and due November 17th. Staff is in the process of collecting the required surveys that show need and contain the data we use to complete the proposal.

Moved and seconded by Commissioners Wussow and Kent to authorize submission of preliminary proposals to Minnesota DEED for owner-occupied and commercial rehab in the Cities of Garrison and Jenkins. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.
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- c. **Approve Amended Record Retention Policy:** The previously approved Record Retention Policy was amended to include the retainage of Electronic Mail (email) for two years. Email subscriptions will be updated to accommodate the new retention schedule in a digital vault.

Commissioner Kent moved to approve Resolution No. 2020-10 amending the Record Retention Policy followed by a second from Commissioner Wussow. 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:** The third pay application in the amount of \$48,234.04 was processed in September for the Anderson Brothers project for Public Housing. The funds were drawn out of the 2018 Capital Fund Program (CFP) grant. With only one pay application remaining, the project is substantially complete. 2021 budgets will be presented at the next meeting.

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

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

HCV Report

The Unit Months Leased (UML) through September was 98% and HAP utilization through September was 73%.

Bridges Report

There were nine families on the program with a monthly HAP payment of \$4,220. Four families have been issued a voucher and staff is working on leasing them up.

Family Self-Sufficiency (FSS) Report

There are 29 families on the program. Ten families are currently escrowing in the amount of \$1,542 per month.

Foster Youth Initiative (FYI) Report

Three families are leased up with a total HAP payment of \$1,110 per month.

- c. **Housing Manager Report:** Fortune reviewed the Vacancy Report and Monthly Property Performance Report for September.

Ongoing COVID-19 Response

The next step toward reopening is adding a limited in-building option for those that need to complete paperwork and are not able to be served efficiently through the current contactless option. A small table and a chair has been placed in the glass vestibule area and the inner door will be locked to prevent further entry into the building. For situations requiring even more staff assistance, one household at a time can be permitted into the lobby area to work with staff at the second reception window. Staff continues to monitor MN Executive Orders for updated restrictions on terminations, as well as participating in webinars related to CARES Act reporting, the CDC ban on evictions, and other COVID-related topics.

Annual Plan & Public Hearing

The public hearing for the 2021 Annual Plan will be held during the November 18th board meeting. The plan document will be posted online and included in the November board packet.

Brainerd South

Both tenants affected by the water damage are now back in their units with all interior work completed. The remaining exterior work, including additional concrete, window flashing, and landscaping, will not be part of an insurance claim and do not need additional HUD pre-approval as they are below the approval threshold. The funds will be drawn out of the Reserve for Replacement Account upon completion of the projects. The final portion of the exterior work is expected to start within two weeks.

ROSS Program Updates

- Erik currently has 14 active participants in the ROSS program. There was one newly-enrolled participant this month and four new contacts with non-enrolled residents for more limited resource/referral work. The theme of the community resource/info sharing bulletin board this month was heart health.
- Erik continues to work on the Action Plan and hopes to have a draft ready for approval by the end of the year. He is also wrapping up data entry and reporting to close out the second year of the three-year grant cycle. Trainings this month included LGBTQ inclusivity and ethics in service coordination.
- The Senior Nutrition Assistance program had 27 residents participating this past month. Still no nutrition seminars and deliveries continue to be made directly to the apartments to prevent tenants from congregating.
- Facebook Stats:
 - » Erik made 12 new posts on the ROSS Facebook page this past month that focused on fun/unusual celebration days (wienerschnitzel day, TV dinner day, constitution day, etc.), child safety and injury prevention, hoarding and clean-up resources, and voter registration.
 - » The posts reached 39 individuals but unfortunately received no additional likes or shares.

d. Executive Director Report:

Minnesota Housing Partnership (MHP) Technical Assistance Grant

MHP held its first two meetings for the TA grant on 9/25/20 and 10/22/20 where the working timeline and meeting schedule was established as well as goals for future work sessions. The hope is to get some assistance with loan documents and establishing a successful housing trust fund. Internally, HRA staff has been meeting weekly to keep the momentum going and move the programs forward. They are close to accepting applications for the housing and rental rehab program. John has a potential project that could utilize this program and staff is working on the documents to be able to put this into action.

CIP Grant from BPU

The Brainerd HRA has again received a grant from BPU for \$25,000 for a project aiming to increase energy efficiency. Staff is looking at an upgrade for hallway lighting at the North Star building from fluorescent to LED as well as our office lighting fixtures. The goal is to have this project completed by the end of the year. Bidding documents are being released tomorrow and bids are due back by November 16th.

e. **Rehab Update:** The SCDP rehab projects in NE Brainerd and Emily are moving along and getting close to wrapping up.

7. **Commissioner Comments:** Commissioner Wussow welcomed Decker and encouraged her to reach out and ask questions at any time. Bergman congratulated Charpentier for his new position as executive director. She informed the Board that housing is desperately needed in the City of Brainerd. The city council adopted a comprehensive plan in 2019 and one goal identified was to expand housing opportunities within the city. Commissioner Larson shared that she will participating remotely for the next meeting and the coming meetings this winter.

8. **Adjournment:**

Moved by Commissioner Wussow and seconded by Commissioner Bekah to adjourn the meeting at 1:29 p.m. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

Respectfully Submitted,

Eric Charpentier
Executive Director