



Brainerd Housing & Redevelopment Authority
BOARD MEETING MINUTES
Wednesday, March 24th, 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., Wednesday, March 24th, 2021.

1. **CALL TO ORDER:** Chair Gabe 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 Bekah Kent, Ashley Storm, and Wayne Erickson.

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. **OATH OF OFFICE:** Wayne Erickson, who was appointed to the Brainerd HRA Board by the city council at their March 15th meeting, took his oath of office.
4. **READING AND APPROVAL OF MINUTES:**

Commissioner Duval moved to approve the minutes from the meeting on February 24th, 2021. Commissioner Larson seconded the motion. Through roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

5. **UNFINISHED BUSINESS:** Nothing to report.

6. **NEW BUSINESS:**

- a. **Review Committed & Assigned Fund Balance:** The Fund Balance Policy recommends eight to 10 months of expenses in unassigned fund balance. The board has \$68,027 committed for Housing Rehab and (\$881) committed for Tax Forfeited Property for a total of \$67,146. The board also has \$15,000 assigned for Downtown Redevelopment or Redevelopment. Based on those committed and assigned fund balance amounts, the unassigned fund balance would be approximately 7.9 months of expenses. This is slightly below the 8-month recommended minimum amount.

Moved and seconded by Commissioners Kent and Storm to commit \$67,146 for Housing Rehab and assign \$15,000 for Redevelopment. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.

7. **BILLS AND COMMUNICATIONS:**

a. **Financial Report:**

Agency Audit

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 28th and have been submitted.

Crow Wing County HRA Audit

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.

Brainerd South Compilation

The Brainerd South compilation was completed by CLA. CLA issued a Compilation Report with no findings. The unaudited information, due to REAC by March 31st, was submitted.

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

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

HCV Report

Unit Months Leased (UML) through February was 101% and HAP utilization through February was 17%.

Bridges Report

There are eight families on the program with a monthly HAP payment of \$3,371. The Bridges grant application that was due on March 19th was submitted by the end of the day on March 17th.

Family Self-Sufficiency (FSS) Report

There are currently 30 families on the program with 11 escrowing in the amount of \$1,988 per month.

Foster Youth Initiative (FYI) Report

There are three families leased up with a total HAP payment of \$935 per month. Staff continues to work with one FYI applicant in utilizing their voucher and has reached out to Lutheran Social Service to find an applicant to utilize the last available voucher.

- c. **Housing Manager Reports:** A brief review of the vacancy and performance reports was provided. The board inquired about the number of tenants who are more than two months behind on their rent. They had a discussion on the current eviction moratorium.

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

The DDBC continues to move forward with their hiring process for their downtown coordinator. They are hopeful to make a hiring announcement by the end of March. Charpentier will be joining in on the Safety and Design Committee as that committee gets up to speed. The group will primarily be looking at streetscape and safety issues in and around the downtown district.

Housing Trust Fund Update

Staff is currently reviewing the first draft of a mortgage, loan agreement, and note for the rental rehab program. John is still working with an interested individual that would like to utilize the rental rehab program. Charpentier met with Chuck Albrecht from MidMinnesota Federal Credit Union regarding servicing the HTF loan portfolio. There is mutual interest in partnering and they will be discuss again by March 30th to map out next steps.

Update on Maintenance Supervisor Position

Although still actively advertising, four completed applications have been received. Advertisements have been extended to the Morrison County Register to expand the reach. Interviews will take place as soon as possible.

Update on Tax Forfeited Property in Brainerd

Lakes Area Habitat for Humanity recently provided an update on the progress of the lot that they assumed from Galilee Ministries located at 1201 Pine St. in Brainerd. They have the permit ready and are planning on building on this site this summer, per their agreement with the HRA. This will be another success for the tax forfeited land policy through the county and through the HRA and a good partnership with Habitat.

Sesquicentennial Celebration – City of Brainerd

The City of Brainerd will be celebrating its 150th birthday in 2021. The City of Brainerd will be working with the mayor and Mary Devine Johnson to coordinate this celebration that will be occurring throughout the week of September 13–17th. Staff will be looking to see if there are any partnering opportunities for these celebrations.

Ongoing COVID-19 Response

Staff continues to monitor federal- and state-level sources to ensure that their response is consistent with other PHAs while still being appropriate for the community’s needs. While the case counts continue to stay relatively low in Crow Wing County, staff is also watching the vaccination rates to help as a guide for deciding when community room restrictions can be eased. A vaccination clinic at the County has been scheduled for April 1st.

- e. **Rehab Update:** Five single-family rental applications were recently received and there are five owner occupied grants remaining.

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 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
726 4 th Ave. NE	John G.	Rental	3	In Construction
215 Gillis Ave. NE	Cheri S.	Owner-occupied	1	In Construction
414 3 rd Ave. NE	Select Rental Properties	Rental	1	In Construction
206 Gillis Avenue	Herbert & Robin J.	Owner-occupied	1	In Construction
721 2 nd Ave. NE	Darin K.	Owner-occupied	1	In Construction
315 4 th Ave. NE	Wayne A.	Rental	3	Application Phase

Emily SCDP

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

MHFA

- 1 project is in construction
- 1 project is in the inspection phase

Brainerd Oaks/Serene Pines

Development	Total	# Sold to Developer	# Sold to End Buyer	For Sale	In Construction
Brainerd Oaks	81*	49	44	3	8
Serene Pines	23	15	12	1	3
Dalmar Estates	7	1	1	0	0

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

8. **COMMISSIONER COMMENTS:** Commissioner Erickson expressed his excitement and gratitude for the opportunity to serve on the board. Commissioner Larson thanked the new commissioners for their questions. Chair Johnson reported that the City of Brainerd will be painting the crosswalks downtown with a unique blue color. This is another positive step towards revitalizing downtown. Chair Johnson noted the previous contributions from the Brainerd HRA to the Destination Downtown recipients— Purple Fern, Knotty Pine Bakery, Minnesota Makerspace, Crow Wing Food Co-op, and Loide’ Oils & Vinegars.

9. **ADJOURNMENT:**

Moved and seconded by Commissioners Kent and Duval to adjourn. Though roll call vote, all commissioners were in favor and Chair Johnson declared the meeting adjourned at 2:00 p.m.