

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY
Thursday, February 13, 2020
Brainerd Police Department Training Room
Official Minutes

Pursuant to the call and notice thereof, President Menk called the meeting of the Brainerd Economic Development Authority to order at 7:30 a.m.

Present were Commissioners Ed Menk, Kelly Bevans, Jerry Sinner, Wayne Erickson, Yvette Campbell, and Gabe Johnson. Also present were City Administrator Bergman, Finance Director Hillman, Community Development Director Chanski, Council Member Jan Lambert, John Schommer, HRA rehab director, and Tyler Glynn, BLAEDC executive director.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND BEVANS, DULY CARRIED, TO APPROVE THE MINUTES FROM THE DECEMBER 5, 2019 MEETING AS PRESENTED.

Approval of Financial Report

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND ERICKSON, DULY CARRIED, TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Updates

Executive Director

City Administrator Bergman stated any updates she has will be discussed later in the meeting. She indicated the City Council held a special work session on February 10th to discuss the Children's Museum and the role of the EDA from Council perspective. She said in December, the Council approved \$20,000 towards a masterplan for Lum Park and the Children's Museum, which will be on a future Council agenda.

HRA – John Schommer

John Schommer provided an update to the Brainerd Oaks, Serene Pines, and Dalmar Estates properties which is included in the packet. He reviewed the details of the three developments and the progress on each to date.

Revolving Loan Fund

John Schommer stated they continue to look for opportunities in the community to bring awareness to the program and does not have any new information to share.

Small Cities Development Program (SCDP)

John Schommer gave an update on the SCDP Program grant which continues to move forward with rehab complete on one commercial unit, which is the Knotty Pine Bakery. He stated there are two other owner-occupied homes, eight units of multi-family rental rehab and nine units of mixed-use rental rehabs taking place.

John Schommer indicated the final Destination Downtown contest resulted in three businesses receiving prizes; Minnesota Makerspace began leasing 217 South 7th Street starting January 1st, Loide's High End Appliances and Oils will lease 623 Laurel Street starting March 1st and Crow Wing Coop is working on a location.

Housing Updates

The Workforce Housing Task Force met to discuss draft recommendations for the Workforce Housing Study. The final study is tentatively scheduled to be presented in March at the Crow Wing County HRA Board meeting.

BLAEDC – Tyler Glynn

Tyler Glynn was recently named the Executive Director of BLAEDC and he gave an overview of the current staffing needs at BLAEDC they have been working on filling. He said he will continue to be the representative from BLAEDC for the City of Brainerd, as well as a member of the EDA.

Tyler Glynn explained funding from the City to BLAEDC increased eleven years ago stating a contract revision as *“providing enhanced economic development marketing endeavors”*. He said currently the enhanced endeavors are identified as the Unified Fund, the Key Recruitment Program, and services with the River to Rail program. He reviewed some of the other ideas and details with the River to Rail corridor.

Tyler Glynn indicated there have been requests for more detail on the services provided by BLAEDC to the City. He gave a brief summary of the projects he has been working on.

Commissioner Bevans requested more detail on the summary given by Mr. Glynn, along with the list of enhanced services over the last ten years. Mr. Glynn indicated this information should be available by the next EDA meeting.

Unified Fund

Tyler Glynn stated there have been fifteen loans approved with funding provided to fourteen of those. He said there are two more at the beginning stages and two new projects being developed.

Old Business

BLAEDC Services Agreement

Commissioner Menk explained there needs to be a resolution adopted to accept the services agreement, which is provided.

City Administrator Bergman directed the Commissioners to page 2 of the agreement, section f. which states, *“BLAEDC will provide reports every other month to the EDA and City Council on the activities and progress to fulfill the services identified above. The reports shall contain sufficient detail concerning BLAEDC’s activities for the EDA to understand and assess the nature, extent and success of BLAEDC’s efforts undertaken pursuant to this contract. The specific data to be included in the reports shall be determined by agreement between the BLAEDC Representative and the Brainerd City Administrator.”* She indicated she and Tyler have discussed these concerns and this agreement was reviewed by Martha Ingram from Kennedy & Graven.

MOVED AND SECONDED BY COMMISSIONER SINNER AND CAMPBELL TO ADOPT THE RESOLUTION APPROVING THE AGREEMENT FOR PROFESSIONAL SERVICES AND AGREEMENT TO SUPPORT ENHANCED ECONOMIC DEVELOPMENT MARKETING ENDEAVORS BETWEEN THE BRAINERD ECONOMIC DEVELOPMENT AUTHORITY AND BRAINERD LAKES AREA DEVELOPMENT CORPORATION.

Upon roll call, commissioners Menk, Sinner, Erickson, and Campbell voted “aye.” Commissioners Bevans and Johnson voted “nay.” The Chair declared the motion carried.

Call for Applicants

Commissioner Menk announced a vacancy for one position on the EDA, and if anyone on the commission knows of an interested party, have them complete an application.

New Business

Election of Officers

Community Development Director Chanski indicated the EDA By-Laws state new officers need to be elected each year. He said an error was located from a previous meeting in 2019 where a member was elected for a term of two years, which is incorrect.

Commissioner Menk nominated Jerry Sinner as Chair of the Authority for the year 2020, motion by Bevans and seconded by Erickson.

Commissioners Menk, Erickson, Bevans, Campbell, and Johnson voted “aye.” Commissioner Sinner voted “nay.” The Chair declared the motion carried.

Commissioner Sinner nominated Kelly Bevans as Secretary/Treasurer and Ed Menk as Chair of the Authority for the year 2020.

Commissioner Sinner nominated Wayne Erickson as Vice-Chair of the Authority for the year 2020.

Commissioner Campbell voted “aye.” Commissioners Menk, Erickson, Sinner, Bevans, and Johnson voted “nay.” The Chair declared the motion failed.

Commissioner Menk nominated Yvette Campbell as Vice-Chair of the Authority for the year 2020, motion by Bevans and seconded by Erickson.

Commissioners Menk, Erickson, Bevans and Johnson voted “aye.” Commissioner Campbell abstained from voting. The Chair declared the motion carried.

Commissioner Menk nominated Wayne Erickson as Secretary/Treasurer of the Authority for the year 2020, motion by Bevans and seconded by Erickson.

Commissioners Menk, Bevans, Campbell, Erickson, and Johnson voted “aye.” Commissioner Sinner voted “nay.” The Chair declared the motion carried.

- The Chair of the Authority for the year 2020 is Commissioner Sinner.
- The Vice-Chair of the Authority for the year 2020 is Commissioner Campbell.
- The Secretary/Treasurer of the Authority for the year 2020 is Commissioner Erickson.

City Council Workshop Discussion

City Administrator Bergman reviewed the City Council workshop with the commissioners, in which focused on the Council’s perspective of the role of the EDA and the projects that the Council would like to see the EDA be involved with. She indicated the Mayor appoints the board members, and the Council approves the levy, but the EDA has powers of its own. She said the Council would like to see a joint meeting in the near future to discuss topics and ideas.

Commission discussion took place.

Commissioner Campbell stated she is a part of the Destination Downtown Brainerd Coalition and the group expressed interest in attending the next EDA meeting.

The Commission has decided to hold a workshop with the City Council on April 13th or 27th, 2020 which will be determined after discussion with staff.

Informational

Commissioner Menk announced several new businesses are opening downtown. He thanked the EDA for allowing him to serve as Chair for the past several years.

Comments/Questions

Adjournment

The Authority adjourned at 8:32 a.m.

Wayne Erickson, Secretary/Treasurer