

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, August 6, 2020 7:30 a.m.

Fire Department Training Room

Official Minutes

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

Present were Commissioners Ed Menk, Jerry Sinner, Kelly Bevans, Wayne Erickson, Yvette Campbell, Michael O'Day and Gabe Johnson. Also present were City Administrator Bergman, Finance Director Hillman, Tyler Glynn, BLAEDC executive director and Marketing Intern Jessie Ernster.

Commission Chair Sinner welcomed Michael O'Day to the EDA. Mr. O'Day gave a summary of his background living in Brainerd and his desire to get involved with the community.

Approval/Amendment of the Agenda

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

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JUNE 4, 2020 MEETING.

Approval of Financial Report

Finance Director Hillman explained the financial report was provided in the packet and there is no new information to discuss.

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

Updates

Executive Director

City Administrator Bergman announced she read a thank you letter that was printed on August 5th in the Brainerd Dispatch from Rob Lewis, owner of the 9th Street Social Club. Mr. Lewis thanked the Mayor and City Council for extending patio areas, pro-rating and extending the liquor license fees and the small business grant as it really helped his business. She also indicated City Hall is now open with controlled access into the building, but all services have been operating normally throughout the pandemic with no break in customer service. She added that there has been a significant increase in building permits during this time.

HRA

John Schommer has provided a report in the packet, as he was not able to attend the meeting today.

BLAEDC Update

Mr. Tyler Glynn, executive director of BLAEDC stated they have been involved heavily assisting with the CARES Act Funding and have been contracted by Crow Wing County to manage and administer their funding. He indicated Mike Bjerkness has added two new hires to companies in the area through the Key Recruitment Program. He said the funding has been approved for Teeny Bubbles Daycare Center and will be allocated to them very soon. BLAEDC has hired a new staff member to handle various economic development responsibilities. He announced that BLAEDC has purchased new software called Click Time to determine how project work is completed and time tracked to the various projects.

Commissioner Johnson stated he read that Crow Wing County grant dollars are being made available for any jurisdiction that pools resources with them but may not be available if a jurisdiction decides to offer its own grant program. He asked Mr. Glynn about this and it was determined that Crow Wing County Commissioners made that decision without the input of BLAEDC. He said the application will be located on the BLAEDC website as well as the county website starting August 18th - more information will be available at a later time.

Old Business

Marketing Update

Community Development Director Chanski stated the City Council approved an initial amount up to \$25,000 of State MIF to be used for a marketing campaign back in May. He indicated on August 3rd they authorized an additional \$25,000 from CARES Act funding to continue the campaign. Jessie Ernster, communications intern gave a brief review of the program regarding ads and social media posts.

New Business

2021 Budget Discussion

Community Development Director Chanski and Finance Director Hillman indicated the budget process is now starting for 2021 and input is needed from the EDA on the requested preliminary levy amount to be presented to the City Council.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON, DULY CARRIED, TO SET THE 2021 PRELIMINARY LEVY AT THE MAXIMUM AMOUNT BY STATE STATUTE OF \$133,789.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND ERICKSON, DULY CARRIED, TO AUTHORIZE STAFF TO PREPARE THE ANNUAL REPORT TO BE PRESENTED TO THE CITY COUNCIL ON SEPTEMBER 8, 2020.

CARES Act

City Administrator Bergman indicated the City of Brainerd received \$1.035 million in CARES Act funds. Finance Director Hillman explained the “buckets” that have been drafted and presented to the City Council for approval and stated the three requirements from the government. Community Development Director Chanski reviewed the discussion held at the Council meeting on August 3rd. Tyler Glynn explained the process and additional guidelines of the CARES Act. He also clarified that Crow Wing County has the controls in place; not BLAEDC.

Discussion took place.

MOVED AND SECONDED BY COMMISSIONER MENK TO POOL THE CITY FUNDS WITH THE COUNTY WITH A 50/50 SPLIT BETWEEN PROFIT AND NON-PROFIT BUSINESSES.

The motion dies for lack of a second.

MOVED AND SECONDED BY CAMPBELL AND MENK TO POOL ALL THE CITY FUNDS WITH THE COUNTY EARMARKED FOR PROFIT BUSINESSES.

Upon roll call, Commissioners Bevans, Campbell, Erickson, Johnson, Menk, O’Day, and Sinner voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Informational

Community Development Director Chanski announced Starbucks will be constructing on the lot next to Jimmy John’s on Washington Street. He also stated he met, along with City Administrator Bergman, City Engineer Sandy, and Tyler Glynn with an interested entity in Phase 4. He said there may be a request to the EDA to hold a special meeting within the next month to meet with this business, which chooses to remain anonymous at this time.

Comments/Questions

Commissioner Campbell announced she will be moving to South Dakota next month, thus is resigning from the EDA. The Commissioners thank her for her service and wished her well.

Adjournment

The Authority adjourned at 8:25 a.m.

Wayne Erickson, Secretary/Treasurer