

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, October 8, 2020 7:30 a.m.

City Hall Council Chambers

Pursuant to the call and notice thereof, President Sinner called the meeting of the Brainerd Economic Development Authority to order at 7:33 a.m.

Present were Commissioners Ed Menk, Jerry Sinner, Wayne Erickson, Michael O'Day, Marie Kirsch and Gabe Johnson. Kelly Bevans attended the meeting via WebEx teleconference. Also present were City Administrator Bergman, Finance Director Hillman, Tyler Glynn, BLAEDC executive director, Eric Charpentier, HRA director, and John Schommer, HRA rehab coordinator.

Due to Commissioner Bevans attending the meeting electronically, all motions will be voted on by a roll call vote for accuracy.

Approval/Amendment of the Agenda

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND ERICKSON TO APPROVE THE AGENDA AS PRESENTED.

Upon roll call, Commissioners Menk, Sinner, Erickson, O'Day, Kirsch, Bevans, and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND ERICKSON TO APPROVE THE MINUTES FROM THE AUGUST 6 AND SEPTEMBER 17, 2020 MEETINGS.

Upon roll call, Commissioners Menk, Sinner, Erickson, O'Day, Kirsch, Bevans, and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Welcome to Marie Kirsch

The Chair welcomed new member, Ms. Marie Kirsch, to the EDA. Ms. Kirsch is the owner of Knotty Pine Bakery in downtown Brainerd and is looking forward to being a part of the Commission.

Election of Vice-President

Community Development Director Chanski stated with the recent resignation of Vice-Chair, Yvette Campbell, a commission new member will need to be appointed to fulfill her term.

Commissioner Erickson nominated Michael O'Day to serve as Vice Chair for the remainder of the year.

Upon roll call, Commissioners Menk, Sinner, Erickson, O'Day, Kirsch, Bevans, and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Presentation – Destination Downtown Business Coalition

The Chair welcomed Brenda Billman-Arndt, owner of The Purple Fern and president of the Destination Downtown Business Coalition. She gave a review of the purpose and mission of the DDBC, the activities and events they have worked on as well as the schedule of events through 2020. She requested that the Commission keep their organization in mind when funding opportunities arise.

Commissioner Johnson asked Ms. Billman-Arndt what needs would the DDBC be looking for. Ms. Billman-Arndt stated funds to help with events, as these are strictly funded by donations. Commissioner Sinner suggested working with BLAEDC and the Chamber of Commerce.

Approval of Financial Report

Finance Director Hillman indicated the financial report has been provided and pointed out the \$113,500 that was released for business loans in May. She stated the intent is for the City to reimburse these funds with CARES Act dollars.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND O'DAY TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Upon roll call, Commissioners Menk, Sinner, Erickson, O'Day, Kirsch, Bevans, and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Updates

Executive Director

City Administrator Bergman gave a brief update of the CARES Act Funding program and the amounts that have been allocated for grants from the County and City to small businesses and non-profits. She explained the marketing efforts that took place earlier this year and how it made a favorable impact on downtown businesses. She updated the Commission on the Children's Museum Task Force activity and the Lum Park Master Plan.

Commissioner Sinner stated he and Yvette Campbell are members of the Children's Museum Task Force and is asking if anyone is interested in taking over her role. Mr. Glynn volunteered his time to attend the meetings on the behalf of the EDA. Commissioner Johnson stated that is not a priority for BLAEDC at this point, as the economic development aspect for the museum does not take place until after it is constructed. Commissioner Erickson has volunteered to participate as a back-up in the event Commissioner Sinner cannot attend.

The Park Board has put out an RFP to get proposals to outsource the recreation program and they are also looking into an interim Public Works Department. City Administrator Bergman also explained there may be a work session scheduled in January between the City Council and EDA.

HRA

Mr. Schommer welcomed Mr. Eric Charpentier to his new position as the Executive Director of the HRA. Mr. Schommer indicated work continues on the Housing Trust Fund. They have been working with Minnesota Housing Partnership on the development of policies and procedures for the Technical Assistance Grant that the HRA was awarded. He explained rehab has been completed on one commercial and two owner occupied units. Mr. Schommer reviewed the northeast rehab projects and the activity for Brainerd Oaks, Serene Pines and Dal-Mar Estates.

BLAEDC Update

Mr. Glynn stated BLAEDC is working on implementing a new operating system which will help considerably on tracking how funds are spent in the community and explained the summary provided. He gave an update to the CARES Act funding, which to date have totaled 182 applications for small businesses in the amount of \$1,760,173 and 63 applications for non-profits in the amount of \$589,289. He stated these are preliminary amounts and they will change as more applications are submitted.

Community Development Director Chanski and City Administrator Bergman gave an update of the small business grants that were provided to area businesses and the documentation he has received from them so far. Commissioner Johnson suggested that the businesses may use rent and/or lease payments as documentation for the grant money received if needed.

Old Business

2021 Budget and Shared Services Agreements

Community Development Director Chanski gave a review of the preliminary EDA 2021 budget that was initially set at the maximum amount per state statute. He gave an update of the City of Brainerd shared services agreement with BLAEDC and the agreement with the EDA.

Finance Director Hillman stated Anderson Brothers submitted a \$10,000 deposit to pay for legal fees, which is shown on the balance sheet in the financial report provided. She indicated the \$4,000 shown on the EDA fund as Legal/Municipal Advisors should not be affected by the Anderson Brothers project.

Community Development Director Chanski stated the \$5,000 for strategic planning budgeted for 2020 has been moved to 2021 due to COVID.

MOVED AND SECONDED BY COMMISSIONERS ERICKSON AND MENK TO APPROVE A \$5,350 CONTRIBUTION TO THE INITIATIVE FOUNDATION.

Upon roll call, Commissioners Menk, Sinner, Erickson, O'Day, Kirsch, Bevans, and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Commissioner Kirsch indicated the DDBC could use monetary assistance with funding the events that the group organizes. Mr. Glynn stated he would like to meet with the coalition to discuss their needs and advertising services that BLAEDC could provide.

City Administrator Bergman stated at this time, staff is looking for direction from the EDA as how to proceed and will present a clearer budget at the next meeting. Finance Director Hillman said they need to check with legal counsel prior to allocating for a membership.

Commissioner Sinner explained there are several local businesses that need workers, and we need to come up with ideas for recruitment and marketing. City Administrator Bergman said she recently had a discussion with Visit Brainerd, and ideas were shared about creating a welcome packet for new residents.

Commission discussion took place.

Community Development Director Chanski asked the Commission if there are any changes or revisions to the shared services agreement between the City and BLAEDC. He said the draft is included in the packet for review. Commissioner Sinner suggested staff look through the agreement and provide any recommend changes at the next meeting.

New Business

None

Informational

Anderson Brothers Construction Update

Community Development Director Chanski said Anderson Brothers has been working with their legal counsel and have requested more time to prepare.

Zoning Code Update

Community Development Director Chanski announced a firm has been hired to complete a zoning code update. He explained that Swanson Haskamp Consulting will be requesting to meet with the EDA early next year.

Comments/Questions

Commissioner Johnson welcomed HRA Director Eric Charpentier to his new position.

Adjournment

The Authority adjourned at 8:52 a.m.

Wayne Erickson, Secretary/Treasurer

EDA October 8, 2020