

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Friday, December 11, 2020 7:30 a.m.

WebEx Teleconference Meeting

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

Present were Commissioners Kelly Bevans, Wayne Erickson, Gabe Johnson, Marie Kirsch, Ed Menk and Michael O'Day. Commissioner Jerry Sinner was noted as absent. Also present were City Administrator Bergman, Finance Director Hillman, Eric Charpentier, HRA director, and John Schommer, HRA rehab coordinator.

Due to conducting 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 BEVANS AND ERICKSON TO APPROVE THE AGENDA AS PRESENTED.

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

Approval of Minutes

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND BEVANS TO APPROVE THE MINUTES FROM THE OCTOBER 8 AND NOVEMBER 17, 2020 MEETINGS.

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

Approval of Financial Report

Finance Director Hillman explained in the statement, there is a large negative amount shown. She said initially the small business grants were paid from a transfer of the City's economic initiative fund to the EDA fund, but since then the grants were funded using CARES ACT dollars. She indicated this shows the reversal of that transaction.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND JOHNSON TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

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

Updates

Executive Director

City Administrator Bergman announced the Children's Museum have officially discontinued our partnership with Lum Park. The City and the Park Board are currently working with WSN to complete the Lum Park Masterplan. She stated the City and the Park Board have created an interim Public Works Department and the Parks Maintenance Department will be under the City Engineer. Their focus will be on the parks themselves and not on the recreation programs, as those will be outsourced to the YMCA and Community Education. Park Director Sailer retires on December 18, 2020 and these changes take effect on the 19th. She announced Police Chief interviews took place last night, as Chief McQuiston retires in January 2021. She stated negotiations are currently taking place with the various labor unions. The Truth and Taxation Public Hearing takes place Monday, December 14th with the City Council.

Community Development Director Chanski stated there has been a newly created commission to address parking concerns in the City, specifically downtown. The Parking Commission will meet for the first time on December 14th.

HRA

Mr. Eric Charpentier gave a brief review of the Housing Trust Fund which is working through the Minnesota Housing Partnership. He announced they have been in discussion with a potential developer for a housing project in the Brainerd area.

Mr. John Schommer explained updates to the NE Brainerd SCDP grant and rehab projects. He indicated work continues with the Brainerd Oaks, Serene Pines and Dalmar Estate developments and there have been requests for additional lots by the developer. He said the developers are still experiencing issues with availability of materials, as the lead times are extended. Mr. Schommer indicated the developer stated if it were not for the City of Brainerd in obtaining these lots in Brainerd Oaks at fair prices, he would not be able to build and sell these homes at an affordable price point. He also said working with the Building Department is always pleasant and enjoyable.

BLAEDC Update

Due to Tyler Glynn being unavailable for the meeting today, Community Development Director Chanski indicated Mr. Glynn gave him an update to the CARES Act funding for Brainerd businesses. He said Mr. Glynn had received a letter from a local business owner that thanked him, and everyone involved in the small business grant process, as it was extremely appreciated.

Old Business

2021 Budget

Community Development Director Chanski gave a brief review of the options for the EDA to consider for the 2021 budget. He stated Commissioner Sinner had submitted his input, which Mr. Chanski read from the letter he sent.

Commissioner Johnson indicated the balance shown in the EDA fund is not a substantial balance for a City's economic development authority to have.

Commissioner Bevans stated he will not support this budget due to the amount of money paid to BLAEDC over the course of several years.

Commissioner Menk indicated BLAEDC has done many good things as the Brainerd Lakes Area as a whole and that does affect the community of Brainerd.

MOTION BY COMMISSIONER MENK TO APPROVE OPTION E AS PRESENTED. The motion dies for lack of a second.

The Commissioners discussed the various options.

MOVED AND SECONDED BY COMMISSIONERS JOHNSON AND ERICKSON TO APPROVE OPTION B AS PRESENTED AND RECOMMENDED BY STAFF.

Upon roll call, Commissioners Erickson, Johnson, Kirsch, and O'Day voted "aye". Commissioners Bevans and Menk voted "nay". The Chair declared the motion carried.

DDBC Funding Request

Community Development Director Chanski stated the Destination Downtown Business Coalition has submitted a request for funding assistance in the hiring of a part time Downtown Coordinator. He introduced Brenda Billman-Arndt, who gave the Commission a review of the coalition's request. She stated they are in the process of obtaining their 501(c)(3) exemption status. Community Development Director indicated Commissioner Sinner had voiced his opinion to support the DDBC with \$10,000, contingent upon the hiring of the individual.

Commission discussion took place

MOVED AND SECONDED BY COMMISSIONERS MENK AND JOHNSON TO SUPPORT THE DDBC WITH A \$15,000 GRANT TO HIRE A PART TIME DOWNTOWN COORDINATOR AS A ONE-TIME REQUEST.

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

New Business

Community Development Director Chanski stated he would like to set 2021 Meeting Dates and Times for the EDA.

MOVED AND SECONDED BY COMMISSIONER MENK AND JOHNSON TO CONTINUE TO HOLD THE 2021 EDA MEETINGS THE FIRST THURSDAY EVERY OTHER MONTH AT 7:30 A.M. STARTING

FEBRUARY 3, 2021 WITH THE PROVISION THAT EMERGENCY MEETINGS MAY BE SCHEDULED AS NEEDED.

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

Informational

None

Comments/Questions

None

Adjournment

The Authority adjourned at 8:30 a.m.

Wayne Erickson, Secretary/Treasurer