

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY
Thursday, December 1st, 2022, 7:30 a.m.
City Hall Council Chambers

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

Upon roll call Commissioners Kelly Bevans, Toni Bieser, Marie Kirsch, Mike O'Day, Kevin Yeager, and Gabe Johnson were noted as present. Also, present were City Administrator Bergman, Community Development Director Kramvik, Finance Director Hillman, Eric Charpentier, HRA Director, and Tyler Glynn, BLAEDC.

Approval/Amendment of the Agenda- Approved

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND BIESER, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Consent Calendar

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY TO APPROVE THE CONSENT CALENDAR.

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

Old Business

Consider 2023 Shared Services Agreements

Executive Director Bergman stated that at the August EDA meeting the Board authorized staff to negotiate agreement extensions with the consultants with the revised scope of services based on the 2023-2024 EDA goals. The recommendation is to ask the consultants to attend a future meeting to present on the deliverables of the 2022 scope of services.

Commissioner Bieser requested the budgeted hours for the City of Brainerd employees compared to the actual hours for 2022.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO HAVE THE CONSULTANTS ATTEND THE NEXT REGULARLY SCHEDULED MEETING TO PRESENT THE DELIVERABLES FROM 2022; FURTHER TO APPROVE THE AGREEMENT WITH THE CITY OF BRAINERD.

Adoption of 2023 EDA Budget

City Finance Director Hillman stated that the budget assumes fully funding the shared services agreements with the consultants requests for 2023. Staff will be prepared to change these numbers during the meeting should the EDA decide to fund

different amounts. Additionally, the EDA has received the annual request for funding from the Initiative Foundation in the amount of \$5,350. That has been placed in the budget, but Staff is seeking guidance from the EDA as to whether to provide the request to the Initiative Foundation in 2023.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO CONSOLIDATE THE UNAPPROVED CONSULTANT CONTRACTS INTO MISCELLANEOUS AND PRESENT A BALANCED BUDGET TO THE CITY COUNCIL.

Meeting Schedule for 2023

Executive Director Bergman stated that with the need for a meeting with the consultants she suggested the meeting schedule for 2023 would be January, February, and every other month thereafter.

Commissioner O'Day questioned whether there would be special meetings scheduled if need be, during the year to accommodate projects that may not be able to wait two months.

Executive Director Bergman stated that yes, additional meetings could be scheduled.

Commissioner Bieser asked whether the consultants reports would still be required monthly in order to review progress.

Executive Director Bergman stated that yes, in the agreements monthly reports are still required.

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO APPROVE A SEVEN MEETING SCHEDULE FOR 2023.

Staff Reports

John Schommer, HRA Rehabilitation, gave the overview of the HRA report.

Chair Johnson stated that the development at 805 Laurel may also include the buildings to the north of the Thrifty White building. They are in the middle of studies for blight for TIF.

Tyler Glynn, BLAEDC, Executive Director, stated that the Initiative Foundation has 7 projects that have been invoiced to DEED. There has been some back-and-forth discussion between DEED and the Initiative Foundation. Brainerd is on task.

Executive Director Bergman stated that there is a meeting scheduled with the Consultants for their final quarterly meeting to coordinate services. She reached out to VCV to engage them in the closing process, the company is resolving issues with the containers and change in process. They have invested money with BPU so they are very likely to continue.

Commissioner Comments

Commissioner Kirsch stated that Downtown Hometown Holidays will be taking place through out the month of December. She highlighted the events that are taking place.

Adjourn

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND O'DAY, DULY CARRIED, TO ADJOURN THE EDA MEETING.

The Authority adjourned at 7:55 a.m.

A handwritten signature in dark ink, appearing to read "Maurice", written over a horizontal line.

Secretary/Treasurer