

## **BRAINERD ECONOMIC DEVELOPMENT AUTHORITY**

**Thursday, August 8, 2019**

### **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 and Gabe Johnson. Commissioner Campbell was noted as absent. Also present were City Administrator Torstenson, Community Development Director Chanski, Finance Director Hillman, Bruce Buxton, representing BLAEDC and John Schommer, HRA rehab director.

#### **Approval/Amendment of Agenda**

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

#### **Approval of Minutes**

MOVED AND SECONDED BY COMMISSIONERS BEVANS AND SINNER, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JULY 11, 2019 EDA MEETING AS PRESENTED.

#### **Approval of Financial Report**

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

#### **Update from HRA – John Schommer**

##### **Revolving Loan Fund**

Mr. Schommer stated they have received two inquiries regarding the program this week and he sent out the program detail paperwork to the interested parties.

##### **Housing Updates**

Mr. Schommer said he is meeting with the Brainerd Oaks and Serene Pines developer later today. He stated there are three homes in construction with four staked out at Brainerd Oaks. He explained there has been no new activity for Serene Pines.

##### **Small Cities Development Program (SCDP)**

Mr. Schommer indicated a project is taking place at the Iron Hills Gun & Pawn that is a part of the previous downtown grant. He said the tentative completion time will be the end of August. He stated Dave Pueringer is working on arrangements to start the store front at Bob & Fran's Furniture, with a completion time the end of August as well.

Mr. Schommer stated a construction contract has been completed for the old Iron Rail building owned by Sarah Hayden Shaw for larger windows and facade work for the Knotty Pine Bakery. He indicated Ms. Hayden Shaw has submitted the application for the nine apartments above and is currently obtaining bids.

### **Update from BLAEDC – Bruce Buxton**

Mr. Buxton stated Mr. Tyler Glynn could not attend this morning and he distributed a flow chart to the group.

### **New Business**

#### **Fund Allocation / Budget**

City Administrator Torstenson stated a worksheet is included in the packet to view the line items and blank areas for the EDA to fill in as desired. She indicated the packet also includes allocation requests from the Initiative Foundation and BLAEDC to consider for 2020.

Discussion took place regarding the levy.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND ERICKSON, DULY CARRIED, FOR THE LEVY TO BE SET AT THE MAXIMUM AMOUNT ALLOWED BY STATE STATUTE.

Commissioner Bevans suggested the City Administrator and the Finance Director salary allocations be listed as one sum.

Commissioner Johnson stated there needs to be a contract between the EDA and the City for using city staff for EDA duties.

Mayor Menk suggested a draft contract to be drawn up and presented to the EDA at the meeting in October.

Commissioner Sinner stated the contract should be a single line item showing the dollar amount.

MOVED AND SECONDED COMMISSIONERS SINNER AND BEVANS, DULY CARRIED, FOR \$30,000 TO BE THE SET LEVY AMOUNT.

Discussion took place.

The previous motion was rescinded.

MOVED AND SECONDED BY COMMISSIONERS SINNER AND BEVANS, DULY CARRIED, TO MODIFY THE AMOUNT LEVIED TO \$32,500.

### **Accept Final Audit Statement**

MOVED AND SECONDED BY COMMISSIONER JOHNSON AND BEVANS TO NEGOTIATE A ONE YEAR COMMITMENT TO BLAEDC WITH AN AMOUNT OF \$50,000 TO BE ALLOCATED FOR BLAEDC SERVICES.

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

Commission discussion took place.

Mayor Menk will contact BLAEDC for them to present to the EDA in October to explain the benefits of their services.

### **Annual Report to Council**

City Administrator Torstenson requested direction from the EDA as to what information is desired in the annual financial report, as there was no past reports located.

### **Old Business**

Call for Applicants – one seat available

### **Commissioners' Comments/Questions and Other Business**

Mayor Menk stated progress is taking place downtown with the bakery and a new art business on 6<sup>th</sup> Street.

### **Informational**

- October Meeting – Future Development Opportunities, Industrial Lots, Budget Discussion, Other
- December Meeting – 2020 Goals and Priorities

### **Adjournment**

The Authority adjourned at 8:19 a.m.

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Connie Hillman, Secretary/Treasurer