

BRAINERD ECONOMIC DEVELOPMENT AUTHORITY

Thursday, May 6, 2021 7:30 a.m.

City Hall Council Chambers

WebEx Teleconference Meeting

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

Present were Commissioners Marie Kirsch, Michael O'Day, Toni Bieser, and Wayne Erickson. Commissioner Kelly Bevans joined the meeting virtually. Also present were Community Development Director Chanski, Eric Charpentier, HRA director, Tyler Glynn, from BLAEDC, John Schommer, HRA rehab coordinator, and Allison Medeck, from BLAEDC.

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

Approval/Amendment of the Agenda- Approved

Commissioner Bieser asked why discussion of the American Rescue Plan was not on the agenda. Director Chanski stated that guidance from the Treasury has not yet been issued nor has the allocation to the City been determined. Staff intends for discussion regarding the ARP to occur once guidance from the Treasury is issued.

MOVED AND SECONDED BY COMMISSIONERS O'DAY AND BIESER TO APPROVE THE AGENDA AS PRESENTED.

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

Approval of Minutes- Approved

MOVED AND SECONDED BY COMMISSIONERS BIESER AND O'DAY TO APPROVE THE MINUTES FROM THE APRIL 1, 2021 MEETING.

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

Financial Report- Approved

Commissioner Kirsch asked Community Development Director Chanski the status of the payment to the DDBC for the Downtown Coordinator position. Director Chanski stated that he would inquire with Finance Director Hillman as to the status of the payment.

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

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

Updates

Executive Director

Community Development Director, David Chanski, gave a brief update in the absence of Administrator Bergman. The Sesquicentennial events will be taking place the week of September 18-25, with various events taking place throughout the week. Information will be put on the city website in the coming months. There are 250 banners planned for our light posts downtown for this event to be placed before Labor Day. The DDBC had their "Here for Good Market" approved at the May 3rd Council Meeting on a 2-week trial basis to take place in the first two weekends of June. They will also be planning the Christmas Lights for the downtown area. The American Rescue Plan discussed at the April meeting is waiting for further guidance from the Treasury. Street Improvement projects have also started for the season. A groundbreaking ceremony for the Memorial Park project will be held on Tuesday, May 11th. The City Council adopted an amendment to the Comprehensive Plan and passed a resolution eliminating the size restriction on outdoor dining areas that serve alcohol. The Planning Commission is considering amendments to the City's transient food unit ordinance. Caribou Coffee has submitted building permit applications for the old Tim Hortons location. Country Manor is in the process of submitting applications for a Planned Unit Development on property off Beaver Dam Road.

HRA Update

Eric Charpentier, HRA Director, gave update about the agency and the Housing Trust Fund program. They are making progress on their procedures for the Trust Fund and reaching out to other agencies to information share to continue to address housing shortages throughout our communities.

John Schommer, HRA Rehab Coordinator, gave update about the Small Cities Grant and the progress that they are making on construction rehab.

BLAEDC Update

Tyler Glynn, Executive Director, reported that BLAEDC completed its Annual Report, which for the first time is available digitally. The Unified Fund held its meeting April 20th, which currently has funded 6 business loans totaling \$369,600 for businesses in the city of Brainerd without default. River to Rail was held on April 7th. Staff continues to update their database of Brainerd Businesses with hope of completing it this summer.

Allison Medeck presented the Child Care Survey Report to which they dedicated 9 months and 120 staff hours to complete. The report examined the community's childcare needs, identified businesses and community partners to address the needs to expand childcare, and identified the training and support that providers need in the community.

Old Business

Election of Secretary/Treasurer

Commissioner O'Day nominated Commissioner Bieser to serve as Secretary/Treasurer for the rest of the 2021 term. Commissioner Bieser accepted.

MOVED AND SECONDED BY COMMISSIONERS O'DAY AND KIRSCH TO APPROVE COMMISSIONER BIESER AS SECRETARY/TREASURER FOR THE REST OF THE 2021 TERM.

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

New Business

Authority and Powers of an EDA


Community Development Director Chanski presented on the Authority and Powers of an EDA to the commission in preparation for the retreat on May 18th. The presentation was meant to provide information so that commissioners have a uniform understanding and can bring strategic ideas to the retreat.

Comments/Questions

Commissioner O'Day commented that there will be a total of 2 open seats on the commission that need to be filled. With those seats there is an opportunity for the commission to become more aggressive in their mission of growth.

Adjourn to the Retreat on Tuesday, May 18 @ 1:00 pm in the Fire Department Training Room

The Authority adjourned at 8:30 a.m.


Secretary/Treasurer